



EMPLOYEE HANDBOOK CITY OF LEBANON, INDIANA

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1.0 CITY OF LEBANON DEFINED

For the purposes of this employee handbook, the “City” is defined to mean the City of Lebanon Mayor’s Office, the City Council, the elected officials of the City of Lebanon agency and department heads acting individually or in conjunction with one another within the areas of responsibility assigned to said individuals or as defined by applicable statute, constitutional provision, ordinance, case law, or resolution.

1.1 Public Relations

Every city employee represents the City of Lebanon to the public. It is important to be courteous, friendly, prompt, professional as well as helpful to the public. Occasionally, news releases or discussions with the media are appropriate and needed. To ensure all information and facts regarding a situation are known and presented accurately, the Mayor or his/her designee will handle all questions or discussions from or with the news media. This includes any information involving accidents or natural disasters.

Employees should be polite and thoughtful when using the telephone. Your contact with the public, your telephone manners, and any communications you send out reflect not just on you but also on the professionalism of the City of Lebanon.

1.2 Communications

A monthly meeting may occur between the Mayor and each Department Head.

If you have any concerns that need to be discussed with the Mayor or City Council please notify the appropriate Department Head. If the matter is confidential, please notify the Mayor or Clerk Treasurer’s office directly.

2.0 PURPOSE OF EMPLOYEE HANDBOOK

We are pleased to introduce the City of Lebanon employee handbook. This handbook outlines and summarizes basic personnel policies, employee benefits, employee responsibilities and employee rights. This handbook is intended to be useful for all City of Lebanon employees as a reference to inform employees of the City's human resources policies and systems, including the guidelines and resources employees need to know in their role with the City of Lebanon. Employees are expected to know the policies and guidelines contained in this handbook, as well as any additional policies and guidelines set by their department head.

All matters relating to the administration of the policies and procedural guidelines in this handbook are under the general supervision of the Clerk Treasurer. Questions regarding interpretation and application of this handbook should be directed to the Clerk Treasurer's Office. The procedural guidelines covered in this handbook do not diminish the City's management rights as granted by constitution, statute, ordinance or in any manner retained by the City, and should not be considered a waiver of these rights.

Unless limited or prohibited in this handbook, or otherwise restricted by law, the City reserves all rights to manage its workforce. The policies and procedural guidelines contained in this handbook are intended to promote equity, consistency, and standardization of benefits, but do not reflect or represent every conceivable situation but addresses those that are often encountered. Situations may differ and will be handled on a case-by-case basis, at the discretion of the Clerk Treasurer as permitted by applicable law.

The procedural guidelines outlined in this handbook may be applied at the discretion of the City in accordance with the law. The Board of Works reserves the right to make such changes in or additions to the Employee Handbook from time to time may become necessary. All employees will be notified of any changes in the Employee Handbook. The only exception is that the City of Lebanon will not change or cancel its employment-at-will policy.

The latest version of this handbook will be available in Clerk Treasurer's office and on the L drive.

Any violations of the procedural guidelines outlined herein are subject to discipline up to and including termination of employment. It is your responsibility to ensure you have the most up-to-date version of the handbook.

Police and Fire Departments

In addition to this handbook, and in specific circumstances which are noted throughout this handbook, employees of the Police and Fire Departments are expected to follow their respective Standard Operating Guidelines (SOG).

3.0 EQUAL OPPORTUNITY & COMMITMENT TO DIVERSITY

3.1 Nature of Employment – At-Will

The City of Lebanon is an at-will employer and as such there is no specific length or guarantee of continued employment. This means that either the employee or the City may terminate the employment relationship at any time, for any reason, with or without notice. None of the City's policies may be construed to create a contract of employment or any other legal obligation, express or implied, and any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, at the sole and absolute discretion of the City of Lebanon.

In addition, no City representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship, unless with express written approval of the Board of Works for the City of Lebanon.

3.2 Equal Employment Opportunity (EEO)

The City of Lebanon is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, veteran status, status with regard to public assistance, or political affiliation.

The City of Lebanon maintains an equal employment opportunity policy and does not discriminate in hiring practices or terms and conditions of employment. All applicants and employees receive equal employment opportunities and all personnel decisions, actions, and conditions affecting employees, including, but not limited to assignment, transfer, promotion, and compensation, will be governed by the principles of equal opportunity.

The Clerk Treasurer has been designated as the Equal Employment Opportunity (EEO) Officer for the City of Lebanon. The EEO Officer has overall responsibility for the implementation and monitoring of the City's Equal Employment Policy, as well as authority over the internal procedures employees use to settle EEO and harassment claims.

3.3 Americans with Disabilities Act (ADA) and Reasonable Accommodation

The City of Lebanon complies with the *Americans with Disabilities Act of 1990, Public Law 101-336 (ADA)* which prohibits discrimination on the basis of disability. It is the City of Lebanon's policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment. The City of Lebanon is committed to providing reasonable accommodations to qualified individuals with disabilities so that they may perform the essential job duties of their positions unless it would impose an undue hardship on the City.

Reasonable accommodations are modifications to a job, work environment, schedule or way that things are usually done that allow applicants or employees to perform the essential functions of the position they pursue or currently hold, or enjoy equal access to benefits available to other individuals in the

workplace that do not create an undue hardship for the City. Employees needing to request an accommodation should contact the City of Lebanon ADA Coordinator or Clerk Treasurer.

Any individual who believes they have received treatment inconsistent with this policy or the ADA may file a complaint within one hundred and eighty (180) days of the date of the alleged discriminatory act or practice with the City ADA Coordinator or the Clerk Treasurer's office.

This policy is neither exhaustive nor exclusive. The City is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

3.4 Commitment to Diversity and Inclusion

The City is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the City realize its full potential. The City benefits from creativity and innovation that results when people who have different experiences, perspectives, and cultural backgrounds work together.

3.5 Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is the policy of the City to provide a productive work environment and to prohibit all verbal or physical conduct by any employee, visitor or vendor that improperly harasses, disrupts or interferes with another's work performance or creates an intimidating, offensive or hostile work environment. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The City may take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment

"Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment

While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually-oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated by the City of Lebanon.

Complaint Procedure

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may report harassment directly to your immediate supervisor, department head, the Mayor, the Clerk Treasurer or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality. If the investigation confirms conduct contrary to this policy has occurred, the City may take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

False Allegations

Employees are prohibited from making a report the employee knows is not true. If an investigation reveals that an employee knowingly made a false allegation, the employee may be subject to disciplinary action up to and including termination.

4.0 WORKING FOR THE CITY OF LEBANON

4.1 Introductory Period

For every new employee, including rehires and transfers/promotions, the first ninety (90) days of employment is considered an introductory period. During this first ninety (90) days, a new employee's job performance, attendance, attitude and overall interest in the job will be observed.

Employees who fail to demonstrate the commitment, performance and attitude expected by the City, may be terminated at any time during the introductory period. However, completion of the introductory period does not change or alter the "at-will" employment relationship. Employees continue to have the right to terminate employment at any time, with or without cause or notice, and the City has a similar right.

Any significant absence may extend the introductory period by the length of the absence. If the City determines that the introductory period does not allow for sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

4.2 Job Duties

During the introductory period, your manager/supervisor will explain your job responsibilities and the standards that are expected. Flexibility is necessary as your job responsibilities may change at any time during your employment.

One of the most important job duties of all employees is the expectation that you will maintain a degree of commitment to the City. As part of your job, you are expected to perform all duties and assignments with the City's legitimate business interests in mind.

In addition to your regularly assigned job responsibilities and duties, from time to time you may be asked to work on special projects or to assist with other work important to the operation of the City. Your cooperation and assistance in performing additional work is expected.

4.3 Employment Classification

To determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the City of Lebanon classifies its municipal employees as shown below. The City may review or change employee classifications at any time at the direction and discretion of the Board of Works. **Any changes in employment status shall be communicated to the employee in writing. No change in employment status shall be construed or inferred without written notification.**

Exempt: Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

Non-Exempt: Non-exempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, Full-Time: Employees who are not in a temporary status and work a minimum of thirty (30) hours weekly or 130 hours in a month during the City's designated measurement period. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time: Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, and who maintain continuous employment status.

Seasonal/Temporary, Part-Time: Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

4.4 Immigration Law Compliance

The City of Lebanon is committed to complying with the Immigration Reform and Control Act of 1986 which permits the employing only of United States citizens and non-citizens who are authorized to live and work in the United States. As a condition to being employed in the United States by the City, you must comply with the first section of the Immigration and Naturalization Service Form I-9 which demonstrates your right to work in the United States. As an employee, you have three (3) days from the first day of your employment to provide the City with documentation to complete the I-9 as well as the documentation necessary to prove that you are eligible to be employed in the U.S. The Clerk Treasurer's office, with employee, completes the I-9.

4.5 Medical Examination

To help ensure that employees are able to perform their duties safely, medical examinations may be required prior to hiring, or at various times during the course of employment with the City.

After a conditional offer of employment has been extended, some applicants may be required to undergo a pre-employment medical examination by a health professional of the City's choice at the City's expense. Applicants for safety-sensitive positions (e.g., Police, Fire, CDL employees) may be required to submit to a drug test prior to being hired by the City. Medical records are maintained separately from personnel files and are treated as confidential.

4.6 Promotions and Internal Transfers

The City encourages employees to apply for new and vacant positions as they become available. The City is committed to fairly evaluating its employees' qualifications against external candidates' qualifications and selecting the best qualified candidate for the position. The City considers interested applicants' qualifications, abilities, quality of past work performance, discipline, attendance and all other relevant factors. Job vacancies are typically filled as a new hire, promotion, transfer/reassignment, demotion. In each, the employee must meet the minimum requirements of the job.

Promotions: The City of Lebanon continually strives to promote employees and fill job vacancies on an equal opportunity basis. Promotions are based on an objective evaluation of each vacancy and the candidates involved. Generally, vacancies will be advertised and when possible, the City of Lebanon will promote from within and will first consider employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in the best interest of the City.

Transfers or Reassignments: It is the policy of the City of Lebanon that it may, at its discretion, initiate or approve employee job transfers. You may request a voluntary job transfer by applying for a posted open position. However, to be eligible for a voluntary transfer, you must be able to meet the

requirements of the new position, must have satisfactory performance, must have held your current position for at least six (6) months, and must have no adverse disciplinary actions during the same time period. The six-month requirement may be waived in situations where a transfer or reassignment is within the best interest of the City.

Job Announcement Postings

Open and new job opportunities will be posted on the City's website, the City's Facebook page, in City facilities on bulletin boards for at least ten (10) working days, and relevant websites.

Job Applications

To apply for an open position, internal and external applicants must complete a **City of Lebanon Employment Application**, which can be obtained from the Clerk Treasurer's office. All applications for non-employees will be retained by the Clerk Treasurer's Office for one (1) year. Existing employees' applications will be retained by the Clerk Treasurer's Office in the employee's personnel file for the duration of their employment with the City.

4.7 Working Hours and Breaks

The standard workweek is from Wednesday at 12:01 a.m. until Tuesday at 12:00 a.m. (midnight) and generally consists of 35 or 40 work hours, based on your department. Office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, with a sixty-minute lunch break. Individual work schedules may vary depending on the needs of specific departments and the public. Details of specific departments are specified below.

Department of Parks and Recreation:

Full-time employees (except office) generally work 40 hours per week with a sixty-minute lunch break and two 15-minute breaks per day.

Full-time office employees generally work 35 hours per week.

Street Department:

Full-time employees (except office) generally work 40 hours per week with a sixty-minute lunch break and two 15-minute breaks per day.

Full-time office employees generally work 40 hours per week.

Sanitation Department:

Full-time employees generally work 40 hours per week.

Police and Fire Civil Employees:

Full-time civil employees working in the Police and Fire Departments generally work 35-40 hours per week, depending on position.

4.8 Timekeeping-

The City must comply with applicable laws that require records to be maintained of the hours worked by employees. To ensure that accurate records are kept of an employee's work hours and that employees

are paid in a timely manner, employees and their Department Head or Elected Official are required to maintain accurate time and attendance records.

All **non-exempt** hourly employees are required to complete an individual timecard showing the daily hours worked.

1. Employees should record total hours worked for each workday.
2. Employees are not permitted to sign in or begin work before their normal starting time or to stop work after their normal quitting time without the prior approval of their department head.
3. Employees are required to take scheduled sixty (60) minute lunch breaks. Where an employee is unable to take a scheduled lunch break, special arrangements shall be made by the Department Head in order to ensure that all employees have an opportunity to eat lunch.
4. Employee timecards should be checked and signed by the Department Head involved. All leave time and overtime must be approved by the Department Head.
5. Filling out another employee's timecard or falsifying any time card is prohibited and may be grounds for disciplinary action, up to and including termination.
6. All employees shall be entitled to a break during each one-half (1/2) shift.

All employees are expected to provide accurate information regarding time and attendance. Falsification is an act of misconduct and considered a violation of the City's policy and procedural guideline and may be subject to disciplinary action up to, and including, termination.

4.9 Overtime

When the needs of the City require, you may be asked to work overtime. **Non-exempt** employees are entitled to overtime pay for hours worked in excess of forty (40) hours during a regular work week, with some exceptions. Details for specific departments are outline below:

Civil / Office

Overtime is paid at the rate of 1 ½ times the hourly rate for hours worked in excess of forty (40) hours in a workweek. **Non-exempt** employees shall be paid double time for all time worked on recognized holidays.

It is our policy that no overtime can be worked without the approval and authorization of the department head. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with Federal and State Wage and Hour restrictions. As required by law, overtime pay is based on actual hours worked.

Straight time is paid for the first forty (40) paid hours worked. Time and one-half is paid for hours in excess of forty (40) paid hours actually worked in the workweek. All overtime must be pre-approved by the Department Head before the employee works over their scheduled work time and approved on the payroll schedule.

Compensatory Time

Non-exempt employees may elect to receive compensatory time off rather than overtime pay. Non-exempt employees requesting “comp time” must receive prior approval from the Department Head involved.

If the department utilizes compensatory time off, employees will be required to indicate and sign timesheets for time accrued and time taken.

Compensatory time for employees in non-public safety positions will not accrue more than seventy (70) hours of compensatory time for employees scheduled to 35 hours per week and eighty (80) hours for employees scheduled to work 40 hours per week. Any overtime worked after an employee accrues the maximum amount of time will be paid at overtime rates.

The scheduling and approval of compensatory time off shall be at the supervisor’s discretion. Employee preference will be given consideration if the time off will not adversely affect department work activity. All “comp time” off hours shall be recorded on the employee’s timecard.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible discharge.

Paid leave, such as holiday, PTO, bereavement time, and jury duty does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager and is subject to review and approval by the Board of Works.

4.10 Compensation

Pay determinations are based on relevant factors, including but not limited to, the pay range, direct experience performing the job functions, qualifications, the labor market, the pay of other employees assigned to similar positions, and other factors relevant to the employee’s case.

Pay rates for City employees are included in the City budget, which is available for viewing by City residents.

4.11 Payroll

The City’s pay period for all employees is biweekly on Friday. Each paycheck includes earnings for all work performed through the end of the previous two weeks. If pay day falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into your checking and/or savings accounts.

4.13 Deductions from Pay/Safe Harbor for Exempt Employees

The City does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for the City or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave.

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to his/her department head, with a copy of the notice sent to the Clerk Treasurer. The report will be promptly investigated and if it is found that an improper deduction has been made, the City will reimburse the employee for the improper deduction on the next payroll date.

4.14 Employee Files

Employee files are maintained by the Clerk Treasurer's Office and are considered confidential. These files are the property of the City and access to the information included is limited to the employee, the department head of the employee, the Clerk Treasurer's Office, and the Mayor. An employee is not entitled to a copy of their personnel file during the course of their employment or upon separation of employment. Personnel files are to be reviewed in the Clerk Treasurer's office. Employee files may not be taken outside the Clerk Treasurer's office. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. Copies of documents affecting compensation or benefits must be provided to the Clerk Treasurer's office.

Certain documents are deemed as exempt under the Indiana Public Records Law and should not be distributed to unauthorized individuals.

The employment selection procedure must be documented and recorded and remain strictly confidential. The City keeps accurate personnel records on file for each employee for a period of no less than seven (7) years. These files are used to substantiate and support the employment decision in the event of inquiry.

It is the responsibility of each employee to promptly notify the Clerk Treasurer's office of any changes in personal information. If there is a change in any of the following items, the appropriate form should be completed and submitted to Human Resources:

- Legal name

- Home or mailing address
- Contact phone number (home or cell)
- Emergency contact
- Number of dependents
- Marital status
- Change of beneficiary
- Driving record or status of driver's license
- Military or draft status
- W-4 exemptions and WH-4 tax forms

Coverage of benefits that employees and their family may receive under the City's benefits package could be negatively affected if the information in the employee file is incorrect.

The Clerk Treasurer and the City will comply with all subpoenas and court orders in the time required by the subpoena/order and/or the applicable laws. The City or the City Attorney shall notify the affected employee(s) of receipt of the subpoena to permit the employee(s) to seek any appropriate judicial relief from that subpoena.

Individuals requesting employment information pursuant to the Indiana Public Access Laws must submit their request in writing. The Clerk Treasurer's office will consult with the City Attorney on all requests and respond according to Indiana law.

4.15 Outside Employment

Employees accepting employment with other companies during their off-duty hours should exercise care to avoid conflict of interests. The City of Lebanon policy in this regard is defined as follows:

1. Employees should not engage in any outside employment which may interfere, directly or indirectly, with the full and proper performance of such employees' duties in, and obligations to the City.
2. Employees should not place themselves in a position where they have any material interest in, or would personally benefit from any sale of goods or services to, or any other kind of transaction with any company doing business with the City of Lebanon.

If there is any question about the application of this policy, the employees involved should either terminate the outside employment at once or, if they believe that such outside employment will not interfere with the proper performance of their duties and will not involve any conflict of interests, advise their Department Head of the facts. The Department Head shall immediately communicate these facts to the Mayor.

The Mayor shall, in writing, either approve or disapprove the continuation of such outside employment. If disapproved, such outside employment shall be terminated forthwith. Violations of this policy will be regarded as cause for disciplinary action, up to, and including, termination of employment.

An employee shall be given two (2) weeks to resign from an outside job that is determined by the Elected Official or Department Head to interfere with the employee's duties for the City. Failure to

resign from the outside job within this period could subject the employee to termination of employment.

You shall at all times give first priority to the performance of your City of Lebanon job. City work schedules shall not be adjusted to accommodate non-City work schedules.

4.16 Separation from Employment

The City strives to build long-term mutually beneficial relationships with its employees and wishes future success to employees who exit employment.

Resignation / Voluntary Termination

Employees may resign from employment with the City by providing written notice to the Clerk Treasurer's office or their supervisor. The supervisor or department head should provide the notice to the Clerk Treasurer's Office as soon as it is received from the employee. Although advance notice is not required, the City requests at least two (2) weeks written notice of resignation from non-exempt employees and four (4) weeks-notice from exempt employees. If an employee does not provide advance notice as requested above, the employee may be considered ineligible for rehire.

An employee may request to rescind a notice of resignation after acceptance, within five (5) days, only with the approval from the department head and the Mayor.

Retirement / Voluntary Termination

Employees may retire from City service by submitting the appropriate forms and providing written notice to the Clerk Treasurer's office. Upon receipt, the Clerk Treasurer's Office will confirm acceptance to the employee in writing.

An employee may request to rescind a notice of retirement after acceptance, within five (5) days of the last day of scheduled work, only with the approval from the department head and the Mayor.

Reduction in Force / Layoff

Whenever the City determines that it is necessary or advisable to reduce its workforce, the City shall lay off employees or abolish their positions in accordance with applicable laws. Affected employees will be provided with information related to order of layoff, displacement rights, reinstatement rights, job placement services through existing state and City workforce programs, and other information related to the layoff process (e.g., unemployment insurance, COBRA, etc.).

Recall

In certain circumstances, the City may recall laid off employees. The employee will be responsible for keeping a current address on file with the Clerk Treasurer's office. Failure to do so may result in the inability to notify the employee of his or her eligibility for reinstatement. Each recalled employee will be allowed fourteen (14) calendar days from the date of receipt of the certified letter to return to work. The City will consider extenuating circumstances submitted in writing by the laid off employee.

Any employee who declines reinstatement to the same classification from which the layoff occurred will no longer be eligible for recall and will be considered terminated from employment.

Discharge / Involuntary Termination

Employees may be subject to involuntary separation based on disciplinary action as described in this handbook.

Final Paycheck

Upon separation of employment, compensation for time worked through the last day of employment will be included in the last paycheck. Allowable unpaid PTO, comp time, and overtime will be included in the last paycheck or may be included in a separate check.

Benefits

Some benefits may be continued at the employee's expense if they so choose. Notification of continuation of benefits will be provided to the employee in writing by the AIM Medical Trust. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Return of Property

All City property must be returned in good working condition by the employee's last working day. The City may take any and all action necessary to recover or protect its property.

Exit Interview

In most cases, the employee's department head may conduct an exit meeting on or before the last day of employment to collect all City property, and to discuss final pay. Suggestions and questions may also be voiced.

5.0 EMPLOYEE BENEFITS

5.1 General Information

The City of Lebanon is committed to promoting and sustaining the well-being of its employees and their families by providing quality and integrative health and wellness programs. Eligible employees are offered competitive benefits programs which include, but are not limited to medical, prescription drug, dental, vision, life insurance, accidental death & dismemberment, short-term disability, and health savings account.

Eligibility

Regular full-time employee may receive healthcare benefits on the first day of hire. Employees have 31 days from the date they first become eligible to make their benefit elections.

For information about eligibility and enrollment practices, please contact the Clerk Treasurer's office.

Dependent Eligibility

An employee's dependents may be covered by the City's healthcare benefits. Healthcare benefits will be extended to dependent children as defined by AIM Medical Trust Summary Plan Description, in accordance with federal law. No employee or dependent can be covered by more than one City-sponsored benefit plan.

Open Enrollment and Qualifying Events

Open Enrollment, which generally occurs in the fourth quarter of each year, is a time when employees can change their benefits enrollments and/or sign up for benefits. Annually, employees may be required to reenroll in benefits by the Open Enrollment deadline. Employees who fail to enroll by the Open Enrollment deadline will default to the medical plan they elected in the previous year. Once an employee defaults, the plan cannot be changed unless an approved Internal Revenue Service (IRS) qualifying event occurs.

Employees are responsible for notifying the Clerk Treasurer's office when a qualifying event occurs that may impact their dependents' coverage. All changes require the appropriate certification and documentation within thirty (30) days of the qualifying event. Employees may not be able to change their election until the next Open Enrollment period if appropriate notice is not received.

Examples of qualifying events that require mid-year election changes include:

- marital status (marriage, divorce, legal separation, death of spouse)
- number of dependents (birth, adoption, placement for adoption, legal guardianship, death)
- employment status of employee (i.e., part-time to full-time)
- dependent eligibility (loss of student status, age limit)
- residence (i.e., dependent moves out of plan service area)
- loss or gain of employment by the employee's spouse or dependent
- significant cost or change in coverage of spouse or dependent under another employer plan
- loss of certain other health coverage (plans provided by governmental or educational institutions)

- Health Insurance Portability and Accountability Act (HIPAA) special enrollment right events judgement, decree or order resulting in change in legal custody (Qualified Medical Child Support Order)
- entitlement to Medicare or Medicaid

If an employee is covered by healthcare coverage elsewhere, the employee can waive City coverage.

Employee contributions for benefits are paid through a payroll deduction.

5.2 Summary of Medical, Dental, Vision, Life, and Disability Insurance

The City of Lebanon provides medical, dental, vision, life and disability insurance to eligible employees and their dependents. These programs may require an employee to contribute some of or the entire premium for the program. These requirements and the benefits under the programs are subject to change annually. Details of the health insurance plan are described in the Summary Plan Description (SPD). A SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. You may contact the Clerk Treasurer's office for more information about health insurance benefits.

Term life insurance will be provided to each full-time employee during their employment in such amounts as provided by the City of Lebanon with the privilege to convert upon termination.

5.3 Retirement Plans

The City of Lebanon recognizes the importance of saving for retirement and offers eligible employees several options, which are outlined below.

Indiana Public Retirement Service (INPRS)

All full-time City employees are eligible for the State of Indiana's Public Employees' Retirement Fund (INPRS).

Contributions:

- Civil employees are required to contribute 3% of their wages and the City contributes 11.2% of an employee's wages. Employees may contribute additional funds up to the current legal limit.
- Fire and Police employees contribute 6% of certified First Class Salary and the City contributes 17.5% of their First Class Salary.

Complete details of the fund's provisions are available in the current member handbook, which can be found on the Indiana Public Retirement System (INPRS) website at <https://www.in.gov/inprs/publicemployees.htm> or by requesting a copy in writing by calling (844) GO-INPRS.

Hoosier S.T.A.R.T. (Section 457 Plan)

All full-time employees are eligible to participate in the City's Section 457 retirement plan, which allows employees to choose to defer pre-tax dollars towards retirement savings or select post-tax dollars.

Detailed plan information can found by contacting 877-SAV-N-RET (877-728-6738) or www.hoosierstart.in.gov.

5.4 Section 125 Plan

Full-time employees are eligible for a Section 125 Plan, instituted by the City of Lebanon. This plan allows employees who contribute toward the cost of their health insurance to pay on a pre-tax basis.

Participants in the plan are able to reduce their actual out-of-pocket costs; your savings will vary depending on your particular tax bracket. Election forms for the 125 Plan are available every year during the 125 plan open enrollment period. When you elect to participate in the 125 Plan you must maintain your election for the full calendar year.

There are however certain changes in family circumstances that the IRS will consider as valid reasons to make mid-year plan changes. Please refer to the Section 125 Summary Plan Description for more specific information and a listing of those benefits which are eligible for pre-tax contributions. Additional information can be obtained in the Clerk Treasurer's office.

5.5 Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides qualified beneficiaries who lose their healthcare benefits the right to choose to continue those benefits for limited periods due to qualifying life events. Qualified beneficiaries may be required to pay the entire premium for coverage, in addition to an administrative fee.

Qualified Beneficiaries

A qualified beneficiary generally is an individual covered by a group health plan on the day before a qualifying event for someone who is an employee, the employee's spouse or an employee's dependent child. In addition, any child born to or placed for adoption with a covered employee during the period of COBRA coverage is considered a qualified beneficiary.

Qualifying Life Events for Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in the number of hours of employment (including military leave of absence)

Qualifying Life Events for Spouses

- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
- Reduction in the hours worked by the covered employee (including military leave of absence)
- Covered employee becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Qualifying Life Events for Dependent Children

- Loss of dependent child status under the healthcare plan rules
- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct

- Reduction in the hours worked by the covered employee (including military leave of absence)
- Covered employee becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Under COBRA, employees and/or their qualified beneficiaries must notify Human Resources of a divorce, legal separation or a child losing dependent status under the plan within sixty (60) days of the qualifying event.

The City provides employees with written notice of their rights under COBRA when they become eligible for coverage under the health insurance plan, as well as when a qualifying event occurs. Employees should contact Human Resources with any questions.

6.0 TIME OFF & LEAVES OF ABSENCE

6.1 Holidays

The City observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Primary and General Election days (as observed locally)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Workday directly before or after Christmas (depending on day of the week for Christmas)
- Christmas
- New Year's Eve Day

Any additional holidays may be designated by the City at the start of each calendar year.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, it will be observed on the preceding Friday as a substitute holiday. The City reserves the right to pay eligible employees in lieu of time off if the holiday falls on Saturday.

Holiday pay. Full-time regular employees are eligible for holiday pay upon hire. Part-time and temporary employees, including seasonal employees, are not eligible for holiday pay.

Holiday pay shall be at the employee's regular straight-time rate, times their regularly scheduled hours (not to exceed 8 hours). If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus their wages at their straight-time rate for the hours they worked on the holiday.

A holiday shall be considered as seven (7) or eight (8) hours worked, depending up on regular work schedule, for the purpose of computing overtime.

All full-time employees must work the first scheduled day before the holiday to receive holiday pay (unless the absence is approved by your Department Head in advance).

If you are eligible for paid holidays and on the holiday you are on a paid absence, you will get holiday pay instead of the paid time off you would have received.

Employees who are on leave for short-term disability will continue to receive paid holidays for a period of up to twenty-six (26) weeks in a twelve (12) month period. The twelve (12) month period is calculated

as follows: a “rolling” 12-month period measured backward from the date an employee uses any leave. After this time, holidays will not be paid unless the employee is actively at work.

Religious observances. The City will seek to reasonably accommodate individuals’ religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the City should speak with their department head. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious holiday. Employees may be able to take available PTO time or take off unpaid day(s) off.

6.2 Paid Time Off (PTO) - Civil Employees

Paid time off (PTO) is available to eligible employees to provide opportunities for rest, relaxation, illness and injury, and personal pursuits. Effective January 1, 2019, PTO is used for City employees as a bank of vacation, sick, and/or personal leave. Regular full-time employees are eligible to use PTO as described in this policy.

PTO is offered on an annual basis based upon the employee’s years of service, calculated from the employee’s date of hire/anniversary date. PTO must be used in half or full-day increments, without exception. Employees PTO eligibility is as follows:

Time of Eligible Service	Maximum Annual Amount
First calendar year of employment	*
1-7 years	25 days
8-14 years	30 days
15-23 years	35 days
24+ years	40 days

*During the first calendar year of employment, the PTO allotment is fifteen (15) days, prorated based upon month of hire. After six months of employment, an additional five (5) PTO days will be added. Another five (5) days of PTO will be added after a full year of employment for a total of ten (10) additional days.

Unused PTO may carry over from one calendar year up to a maximum of thirty (30) days.

Upon separation of employment from the City of Lebanon, unused PTO may be paid out according to the following schedule:

Years Eligible Service	Maximum Payout
1-7	10 days
8-14	15 days
15-23	20 days
24+	25 days

Generally, employees should provide notice to their department head a minimum of 24 hours before the PTO is needed, unless the need for PTO is unforeseeable. If the need is unforeseeable, the employee or a family member should contact the appropriate department head as soon as is practicable. The use of three (3) or more continuous days of PTO must be approved by the appropriate Department Head. When scheduling the use of PTO days, seniority within the departments may take precedence. It is recommended that employees schedule their use of PTO at least thirty (30) days in advance and shall be approved by the Department Head. All Department Heads will have, at their discretion, authority to change vacation scheduling.

If a holiday occurs during the time an employee uses PTO, the holiday is not considered a day of PTO.

PTO may only be taken in increments of a half or full-day. Where possible, if the need for PTO is pre-planned (e.g., a vacation), employees are encouraged to take that time in units of one week, extending from Monday to Friday.

Department heads have the right to designate when some or all scheduled PTO must be taken, and have the authority to approve or deny any requests.

6.3 Military Leave

The City supports employees who volunteer or are called to active military service. Military leaves are governed by federal and state law and will be treated in accordance with the Uniform Services Employment and Reemployment Rights Act (USERRA) of 1994.

There is no waiting period to be eligible for military leave. This applies to probationary and non-probationary employees.

As a result of your membership in a Reserve or National Guard military organization, you are allowed to receive up to fifteen (15) working days per calendar year of paid military leave when you are absent from work because of performance of duty or training in the military reserve. You will receive your regular pay during this leave period.

Any employee who needs time off for uniformed service should immediately notify the Clerk Treasurer's Office and his or her department head, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the department head as soon as possible.

Unpaid Military Leave

Under federal law, employees who are members of the United States armed forces shall be granted up to five (5) years of unpaid military leave with reinstatement rights to serve in the armed forces. The five (5) year maximum may be extended in certain cases, consistent with applicable law.

An employee on unpaid military leave of thirty (30) days or less may continue their healthcare benefits by directly paying the employee's portion of their health insurance premium. An employee on unpaid military leave longer than thirty (30) days will be provided information on continuation of benefits for up to twenty-four (24) months at the employee's expense.

An employee on unpaid military leave may use PTO to cover part or all of their military leave.

An employee returning from unpaid military leave must apply for reinstatement within the timeframe established by applicable law. The City will promptly reinstate the employee in the position they would have attained had they not been on unpaid military leave and with the same seniority, status, and pay, as well as other rights and benefits determined by seniority.

Requesting Paid or Unpaid Military Leave

An employee seeking military leave (paid or unpaid) should contact the Clerk Treasurer's as soon as possible. Any department head who becomes aware of an employee's possible need for military leave should immediately notify the Clerk Treasurer's office.

6.4 Bereavement Leave

The City of Lebanon provides paid time off to eligible employees for absences related to the death of an immediate family member. Employees who wish to take time off in the event of the death of an immediate family member may take up to five (5) work days off with pay.

Eligibility

This benefit is available to full-time active employees.

Up to five (5) working days with pay may be taken for the death of an immediate family. For the purposes of this policy immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, fathers-in-law, mothers-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, grandchild or any person living in the employee's household just prior to death.

Up to two (2) working days with pay may be taken for the death of grandparents, great grandparents, aunts, uncles, nieces and nephews, and cousins.

Procedure

An employee who wishes to take time off due to the death of a family member should notify his or her department head as soon as possible in advance of the leave. Department heads should notify the Clerk Treasurer's office as soon as possible upon learning of the leave request from the employee. An employee on bereavement leave should return to work on the first regularly scheduled day of work following the end of the leave.

Pay

Bereavement pay is calculated based on the base pay rate at the time of the absence and will not include overtime, or any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

6.5 Jury Duty / Court Appearance

The City of Lebanon will grant leave to regular active full-time employees who must be absent due to Jury Duty or who must make court appearances or testify as the result of a subpoena. The City provides

time off with pay for those employees needing to fulfill these important civic responsibilities, as described below.

Eligibility:

Regular full-time and part-time employees are eligible for Jury Duty Leave upon hire.

Employee Responsibilities:

Upon learning of an impending Jury Duty, Court, or Testifying Appearance, employees should notify his or her supervisor. Supervisors should notify the Clerk Treasurer’s office as soon as possible upon learning of the need for leave, but no later than twenty-four (24) hours in advance. The City may request employees to provide documentation as proof of court attendance. If an employee is released from Jury Duty in the middle of his or her regularly scheduled work day, the employee is expected to return to work. Non-exempt employees should record regularly scheduled hours under “Jury Duty” in the timekeeping system.

Supervisor/Manager Responsibilities:

For non-exempt employees, ensure proper recording of hours under “Jury Duty” in the timekeeping system. For exempt employees, to ensure guidelines are followed, track “Jury Duty” in Outlook or other personal tracker. Upon request, supervisor/manager will collect and turn in the appropriate documentation from the employee.

Employee Compensation:

Time off with pay while on Jury Duty.

- For **Non-Exempt** Employees: Base hourly rate times the number of regularly scheduled hours for time serving Jury Duty.
- For **Exempt** Employees: Base salary for time serving Jury Duty.

Any absence due to serving Jury Duty will be excused. Employees are expected to refuse or return any monies received.

6.6 Time Off for Voting

The City recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. The City of Lebanon observes primary and general election days as holidays.

The City of Lebanon will comply with any state and local requirements.

6.7 Family Medical Leave

The City of Lebanon complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The City also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Eligibility and Entitlement

Employees with at least one (1) year of service who have worked at least 1,250 hours in the previous year are eligible, and can request up to twelve (12) workweeks (480 hours) of Family Medical Leave (FML), during a 12-month period, for one of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth
- The birth or placement of a child for adoption or foster care
- To care for an immediate family member (as defined by this procedure to only include spouse, child or parent) with a serious health condition
- To take medical leave when employees are unable to work because of their own serious health condition

Employees may take up to twelve (12) weeks of approved leave within a rolling twelve (12) month period. The twelve (12) month period is measured backward from the commencement date of FMLA, during this time the employee must have worked 1,250 hours. If two married employees both work for the City and each wants to take leave for the birth of a child, adoption or placement with the employee of a child in foster care, or to care for a parent with a serious health condition, the employees may take only a combined total of twelve (12) weeks of leave.

A **serious health condition** is defined as a condition that requires in-patient care at a hospital, hospice or residential medical care facility, or a condition that requires continuing care by a licensed healthcare provider as defined in the FMLA. In general, a period of incapacity of more than three (3) days, and two (2) visits to a healthcare provider within thirty (30) days (the first within seven [7] days of the onset of incapacity), would be considered a serious health condition. A serious health condition leaves employee unable to perform their job. Questions about what health conditions are covered under this procedural guideline should be directed to the Clerk Treasurer's office.

Certification and Recertification: If you request leave for your own serious health condition, or to care for the serious condition of a child, parent or spouse, you must provide the City of Lebanon with certification from a treating healthcare provider. Healthcare Provider Certification Forms, as well as notice of eligibility forms, are available from the Clerk Treasurer's office.

The City may ask for a second opinion. The City will pay for the employee to get a certification from a second healthcare provider, which the City will select. The City may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third healthcare provider.

The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

The City may request recertification of a chronic or episodic serious health condition requiring intermittent leave or reduced schedule every six (6) months, or less, as indicated by the healthcare provider's certification. No additional opinions or re-certifications will be requested in the case of leave to care for a military service member, in conformance with the regulations.

Leave Categories

Continuous Leave: Employees may take leave in a continuous block of time.

Intermittent Leave: Employees may take leave in separate blocks of time due to a single illness or injury, rather than for one continuous period and may include periods of leave from an hour or more (with appropriate notice for non-emergency circumstances such as regular treatment visits, etc.) to several weeks. Examples of intermittent leave would include leave taken for chemotherapy that includes time taken on an occasional basis for a medical appointment or leave taken several days at a time spread over a period of six (6) months.

Reduced Leave Schedule: Employees may take leave that reduces their usual number of working hours per workweek, or hours per workday. In other words, a reduced leave schedule is a change in the employee's schedule for a period, normally from full-time to part-time. Such a schedule reduction might occur, for example, when employees work part-time after the birth of a child or employees recovering from a serious health condition cannot work a full-time schedule. The difference between the employee's reduced schedule and regular schedule will be charged against the employee's available FML weeks/hours.

Documentation of medical necessity of reduced schedule is required.

Health Insurance Premiums: During FMLA leave, the City will continue to pay its portion of health insurance premiums, and you must continue to pay your portion of the premium. Your contribution of health insurance premiums should be paid continually according to your pay periods (e.g., weekly, biweekly, monthly).

If you do not return to work at the end of FMLA leave, you may be required to reimburse the City for payment of health insurance premiums, unless you do not return because of the presence of a serious health condition which prevents you from performing your job or circumstances beyond your control.

If you need to be off occasionally for medical reasons, you must work with your supervisor to arrange a schedule that does not unduly disrupt the department's work – but, it has to also have the approval of your healthcare provider. While on FMLA leave, you must continue to pay your own portion of your health insurance premiums. You may then choose to elect COBRA coverage. Sufficient notice will be given to you at the end of FMLA when, and if, this event occurs. You may be responsible for any other elected benefit contributions while out on FMLA.

Accrued Leave: You are required to use your leave balances during FMLA leave. Accrued leave and FMLA leave are used at the same time. You do not take your accrued leave first and then take FMLA.

An employee must use PTO during a family medical leave of absence in accordance with the City's policies. Once available leave is used, the remainder of FMLA leave will be unpaid.

During FMLA leave, you will continue to accrue employment benefits, such as seniority, PTO, pension, etc. Employment benefits accrued up to the day on which the family leave of absence begins will not be lost.

Return to Work: If you return to work from FMLA leave before or on the business day following the expiration of the 12 weeks, you are entitled to return to your job or an equivalent position without loss of benefits or pay.

Before employees may return to work from a leave of absence, they may be required to present to the City a medical certificate from their healthcare provider indicating any restrictions on their ability to perform the essential functions of the job to which they are returning. For scheduling purposes, this release must be received no less than two (2) business days before the employee's anticipated return date. The City may also require a physical examination at its expense to determine fitness for duty, paid for by the employee.

Applying for Leave: You are encouraged to discuss the FMLA process with the Clerk Treasurer's office when applying for FMLA leave. Applications must be submitted in writing to your department head and should be submitted at least 30 days before the leave is to start, or as soon as possible if leave is not foreseeable. You should provide the City with an appropriate medical certification when you request FMLA.

The City reserves the right to require an employee delay the start of their FMLA if thirty (30) days' advance notice is not provided when the need for FMLA is foreseeable. If the leave is not foreseeable, notice must be given as soon as possible. If the employee is unable to give notice for unforeseeable FMLA leave, a spouse, family member or other responsible party may provide notice on their behalf.

When you are on leave, you must periodically report (if possible) to your department head on your status and indicate when you intend to return to work. Appropriate forms must be submitted to Human Resources to initiate family leave or to return the employee to active status.

Extensions: Family and medical leave is available only for up to 12 weeks under the FMLA or state law, unless you contact your department head and obtain special approval for an extended leave of absence without pay due to special circumstances. Your supervisor will consult with the Clerk Treasurer's office about the approval.

Any extensions must be requested, whenever possible, two weeks in advance of your scheduled return date. The City of Lebanon reserves the right to grant or deny such extensions in whole or part in accordance with state and federal law.

Military Family Leave Entitlement

Eligible employees with a spouse, child or parent on active duty or called to active duty status in the National Guard or Armed Forces Reserves in support of a contingency operation may use their 12-week leave entitlements to address qualifying exigencies.

Qualifying exigencies may include attending military events, arranging for alternative childcare, addressing financial and legal arrangements, attending counseling sessions and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single 12-month period. This type of

Military Family Leave is available only once. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Armed Forces Reserves, who has a serious injury or illness incurred in the line of duty on active duty for which the service member is undergoing medical treatment, recuperation or therapy, is in outpatient status or on the temporary disability retired list.

6.8 Parental Leave

The City offers Paid Parental Leave to employees, due to the birth of an employee's child or the placement within an employee's home of an adopted child. Parental leave gives parents additional flexibility and time to bond with their new child, adjust to their new family situation and balance their work obligations.

Paid parental leave is available to full-time employees when they have at least six (6) months of continuous service with the City. Paid parental leave is up to four (4) continuous weeks of paid leave, which will run concurrently with FMLA, and is in addition to any other paid leave that may be available for the employee to use while on FMLA. Paid parental leave will be based on an employee's normal rate of pay (based on full-time equivalency), not including premiums or scheduled overtime.

Service time for the purposes of computing PTO eligibility will continue to accrue. The City will continue to pay its share of the cost of an eligible employee's group health insurance during paid parental leave. The eligible employee's share of the premium will be deducted from the eligible employee's pay in accordance with normal practices.

Paid parental leave must be utilized within twelve (12) weeks following the birth or adoption of a child. Paid parental leave will not reduce eligibility for other types of paid and unpaid leaves such as PTO, unpaid personal leave and holiday.

An employee is eligible for paid parental leave once within a rolling twelve (12) month period. The fact that a multiple birth or adoption occurs (for example, the birth or adoption of twins) does not increase the length of paid parental leave granted for that event. If both parents are eligible employees, each will be able to utilize the appropriate provisions of this procedural guideline. If an employee has more than one parental leave within a rolling twelve-month period (for example, a birth and an adoption of a child(ren), or two births of children), the Mayor may grant exceptions to this policy, upon request.

Documentation

Eligible employees are expected to notify the Clerk Treasurer's office in writing as soon as practicable.

Eligible employees may be required to furnish appropriate medical documentation for the birth of a child. If applicable, the medical certification requirements for FMLA will govern. The medical documentation must be completed and signed by the individual's health care provider. Eligible employees may be required to furnish appropriate adoption documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoptions.

6.9 Short Term Disability (STD)

The City provides short-term disability coverage for all regular full-time civil employees. The benefit provides for a maximum weekly benefit of up to 26 weeks. Some illnesses may require a 7-day elimination period prior to the beginning of benefits.

Impact on benefits

Employees who are on leave for short-term disability will continue to receive health insurance benefits for period of up to (26) weeks in a twelve (12) month period. The City utilizes a rolling 12-month period beginning with first day of leave and concluding 12 months from that date. Any combination of FMLA may not exceed this maximum limit. After this time the employee may continue to receive health insurance benefits by utilizing COBRA (refer to section 5.5 in this handbook). Upon the employee's return to work, health insurance benefits will be reinstated through the City of Lebanon.

If the employee is on unpaid status, the employee will be required to pay all premiums to maintain health insurance coverage. Payment must be made to the Clerk Treasurer in advance on or before the first day of each month. If the employee is unable to pay their portion of health insurance benefit costs, the employee may be required to reimburse the City for all payments made on the employee's behalf either through payroll deduction or direct payment.

If the employee is off for an illness or injury, they may be required to obtain a "return to work" certification from their healthcare provider.

Employees who are on leave for short-term disability will continue to accrue PTO for a period of up to twenty-six (26) weeks in a twelve (12)-month period. The twelve (12)-month period is calculated as following: a "rolling" 12-month period measured backward from the date an employee uses any leave. In the event that an employee does not return to work, the time earned while on leave will not be paid.

6.10 Furlough

The City may establish mandatory or voluntary furlough programs in accordance with applicable law. A furlough program involves the taking of unpaid furlough days by City employees.

7.0 WORKPLACE SAFETY

7.1 Substance-Free Workplace

The City of Lebanon is committed to a safe working environment and to making adequate provisions for the safety and health of its employees at their place of employment. To achieve this, the goal is to inform employees of the hazards of substance use, clarify the City's expectations for employees with respect to substance use and the potential consequences of violations of those expectations, and ensure availability of rehabilitative assistance programs to substance users. Because of the importance of maintaining a safe and productive workplace, substance abuse may result in discipline up to and including termination.

Individuals Covered

This guideline applies to all employees.

Definitions

City premises shall include all property owned or leased by the City, including all vehicles.

City time shall include all time during which employees are on City premises or performing work for the benefit of the City. Breaks (including lunch breaks) shall not be counted as City time if the employee is not on City property and is not performing work for the benefit of the City during the break.

Legal drug means any substance, the possession or sale of which is not prohibited by Indiana state law, including prescription drugs and over-the-counter drugs.

Prohibited drug means any drug in any detectable amount which is not legally obtainable under Indiana state law; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy.

Reasonable suspicion means suspicion based on personal observations that the City's representatives can describe concerning employees' appearance, behavior, speech, breath, body odor, and other physical or behavioral indicators of possible drug and/or alcohol use. Reasonable suspicion also may be based, in part, upon the documented observation of change in employees' typical behavior (e.g., excessive absence/tardiness or work performance changes), which suggests the use of drugs and/or alcohol.

Refusing to cooperate means to refuse to sign a consent form, to obstruct the specimen collection process, including any attempt to tamper with the collection or testing process, or to fail to provide breath and/or urine specimens adequate for testing when directed to do so. Refusal to cooperate may typically result in suspension pending discharge unless the employee promptly establishes a valid medical basis for the failure to provide such specimens.

Substance Abuse Professional (SAP) means a qualified professional, as defined by federal regulation who evaluates employees who have violated a drug or alcohol program regulation applicable to commercial driver's licenses. The SAP generally makes recommendations concerning employee education, treatment, follow-up testing and aftercare.

Under the influence means that the result of a laboratory's analysis of the employee's urine or blood specimen shows a blood alcohol concentration of more than legal limits established by law or a positive result for any prohibited drug or for a legal drug in violation of the conditions identified in "Prohibited

Conduct” (failure by employee to report immediately to their supervisor any duty-related limitations as a result of prescription or over-the-counter medications and employees may not be under the influence of any legal drug while on City time or premises). Employees holding a commercial driver’s license will be held to the standard determined by federal or state law or regulations adopted by the U.S. Department of Transportation.

Prohibited Conduct

Behaviors and activities that are strictly prohibited by this guideline include:

- Selling; distributing; transferring; delivering; purchasing; using, possessing, or being under the influence of alcohol or any prohibited drugs or prescription drugs obtained illegally on the City’s premises or while on City time or in or on City vehicles or while representing the City in any way.
- Refusing to cooperate with administration of drug/alcohol testing procedures.
- Failure by employees to report immediately to their supervisor any duty-related limitations from prescription or over-the-counter medications they are taking. Prescription or over-the-counter medications that do not impair the employee’s safety or job performance or the safety or job performance of others are not required to be reported.
- Employees may not use or be under the influence of any legal drug while on City time or while on the City’s premises if said drug may adversely affect the employee’s safety or job performance, or the safety or job performance of others.
- Failing to report a work-related vehicular accident to immediate supervisors or other designated City personnel where such non-reporting results in a failing to comply with the post-accident testing requirements of this procedure.

Engaging in prohibited conduct may subject an employee to disciplinary action up to, and including, termination.

Testing Categories

Reasonable Suspicion Testing

If the City has reasonable suspicion based on observations reported by a supervisor or another employee, the employee may be immediately sent for substance testing.

The employee may be placed on paid administrative leave and/or re-assigned temporarily to other work duties until the City receives the results of a reasonable suspicion test.

Random Testing

The City reserves the right to perform random substance testing on employees who hold Safety positions (Police and Fire) or operate City-owned vehicles with a Commercial Driver’s License (CDL).

The employee may be placed on paid administrative leave and/or re-assigned temporarily to other work duties until the City receives the results of a random test.

Post-Accident or Injury Testing

When employees are involved in a work-related accident (e.g., industrial safety, motor vehicle) or injury, they must report the accident to the department head immediately. Employees shall be subject to post-

accident testing if: The employee is involved in a work-related accident that the City's representatives conclude was in whole or in part caused through the employee's action or inaction; or the accident resulted in damage to property either leased or owned by the City.

Post-accident testing involving a motor vehicle by an employee who holds a CDL will be completed immediately or as soon as feasible.

Post-Shooting Testing

When a police officer in a line-of-duty shooting incident causes death or serious bodily injury to any person, they will be subject to post-shooting testing. Details of this policy can be found in the Police Department's SOGs.

Commercial Driver's License Testing

Employees required to have a valid Commercial Driver's License will also be subject to random testing as required by federal and state regulations. Testing shall be performed by medical facilities/personnel and laboratories certified to perform such testing by the U.S. Department of Transportation and the Indiana Department of Transportation.

Return to Duty for Employees After a Positive Test Result

Any employee, except for Police and Fire employees who should refer to SOGs, whose test result shows with a blood alcohol concentration of more than 0.02 of alcohol or a positive result in any detectable amount for any drug which is not legally obtainable under Indiana state law may be immediately put on a suspension of duties for up to three (3) days without pay. The following disciplinary procedure has been established by the City:

- **First offense:** may result in a suspension of duties for three (3) days without pay and until a negative test result is produced at the employee's expense. A negative test result must be produced as soon as possible after the three (3) suspension but no later than 30 days.
- **Second offense:** may result in immediate termination of employment.

The requirements of this provision are in addition to any disciplinary action to which the employee may be subject. The City of Lebanon reserves the right to terminate anyone's employment immediately without warning.

7.2 Smoke-Free Workplace

Smoking is not allowed in City buildings, City property (e.g. vehicles) or work areas at any time.

"Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. Smoking of any kind is not permitted in City-owned vehicles.

Smoking is only permitted during break times in designated outdoor areas. Smoking is prohibited within eight (8) feet of all public entrances to City facilities. Employees using these areas are expected to dispose of any smoking debris safely and properly.

7.3 Workplace Violence Prevention

Creation and maintenance of a safe environment for all employees is one of the City's highest priorities. The City's goal is to prevent workplace violence through early intervention and investigation of threats or acts by or against employees while engaged in the performance of their duties.

All employees must make a reasonable effort to recognize potentially violent situations and take the appropriate measures to prevent escalation. All individuals are entitled to a non-threatening environment while on City property, or off City property when serving the City. Therefore, any form of violence, whether actual or perceived, will not be tolerated.

Definition

Workplace violence is defined as any act of aggression or violence or any statement that could be perceived by a reasonable person as an intent or threat to cause harm to a person or to property. Workplace violence can occur on or off City property and includes acts that could reasonably be expected to impact the workplace, including acts committed when an employee is off duty.

Reporting Workplace Violence

Any employee who witnesses or experiences workplace violence must promptly report the incident to his or her department head or the Clerk Treasurer's office. All reports will be treated seriously and investigated accordingly.

Weapons

The City strictly prohibits the possession of dangerous weapons on City property, or while engaged in business with or on behalf of the City, regardless of whether the person is licensed to carry the weapon under Indiana law. This prohibition does not apply to any law enforcement personnel engaging in official duties. Employees who violate this prohibition are subject to disciplinary action.

Employees who lawfully possess firearms and ammunition must keep them locked in a glove box or trunk or stored out of plain sight in the employee's personal locked vehicle. No firearms are permitted on your person while driving City-owned vehicle.

Employees who observe a person with a dangerous weapon on City property must immediately contact their department head, the Clerk Treasurer's office or the Board of Works.

For purpose of this policy, **City property** is defined as all City-owned or leased buildings and surrounding areas, such as sidewalks, walkways, parking lots and driveways under the City's ownership or control. Furthermore, this procedure applies to all City-owned or leased vehicles. Private vehicles that come onto City property are not included.

For questions regarding whether an item is covered under this prohibition, employees should contact the Clerk Treasurer's office. It is the responsibility of every employee to make sure any item in their possession is not prohibited by this prohibition.

7.4 Commitment to Safety

The City of Lebanon is concerned for your health and safety in the performance of your job. You must observe all safety rules. Any workplace accidents, incidents or injuries must be reported immediately to your department head and the Clerk Treasurer's office. You may also have to complete a written report and send it to the Clerk Treasurer's office within twenty-four (24) hours. If you are injured and unable to report immediately, then you should report the incident as soon as possible. Your department head may also have to file a report.

The City regularly communicates in many ways with employees about workplace safety and health issues, including department head-employee meetings, bulletin board postings, memos, or other written communications.

Violations of the City of Lebanon's workplace safety policy and procedures may result in disciplinary action up to, and including, termination of employment.

Hazardous Materials

As an employee of the City of Lebanon, you have certain rights regarding the use of hazardous materials in the workplace. The City of Lebanon will provide you with information regarding the following:

1. What chemicals are used in the workplace (Material Safety Data Sheets).
2. Where the chemicals are located.
3. Physical and health hazards associated with the chemicals.
4. Protection measures that must be taken to prevent exposure.
5. What to do in case of exposure to the chemicals

For additional information on hazardous materials in the workplace consult your Dept. Head.

The proper safety equipment, including but not limited to, rubber gloves, rubber sleeves, hard hats, safety glasses, hearing protectors and protective shoe caps will be provided by the City of Lebanon. Employees shall make every effort to preserve safety equipment and observe and abide by the proper safety rules, as adopted by the City of Lebanon.

An eyeglass lens or lenses, or frames, or both or dentures broken or damaged beyond continued use while being worn or used by an employee in his performance of his assigned duties in a manner consistent with safety regulations and instructions, shall be replaced or repaired at the City's expense.

Violations of the City of Lebanon's safety standards may be subjected to disciplinary action, up to and including termination of employment.

7.5 Emergency Closings

As a general practice, the City does not close buildings unless the health, safety and/or security of City employees are threatened. In addition, from time to time the City may delay opening, suspend operations or release employees early because of an emergency such as power failure, hazardous weather conditions, acts of God, or similar situations. These situations may necessitate the delayed opening or early closing of multiple buildings and/or ceasing all work activities.

Certain jobs are considered essential during an emergency and require designated personnel to be present for work. Employees should consult with their department head to determine if they are considered an essential employee.

Notification

In the event of an emergency, the Mayor, or their designee, will be responsible for initiating delayed opening or early closing procedures.

In the event of an emergency closing, **non-exempt employees** who are working on-site as of the time of the closing will be paid for the entirety of their scheduled workday. If you leave earlier than the official closing time, you will be paid only for actual hours worked, or you can take PTO time. **Exempt employees** will be paid for a normal full day but are expected to complete their work at another time.

Employees on approved leave (e.g., PTO, FMLA etc.) will be charged according to their leave arrangements.

7.6 Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment. The City of Lebanon provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to applicable federal and state legal requirements, workers' compensation insurance may provide benefits after a short waiting period or, if the employee is hospitalized, immediately.

If an employee sustains a job-related injury or illness, it is important to notify their or department head immediately, and the Clerk Treasurer's office within twenty-four (24) hours. This will enable an eligible employee to qualify for coverage as quickly as possible. At the time the injury occurs, the need to see a healthcare provider will be determined. A physician may be selected for you in accordance with state laws. Reports of injury are necessary to comply with federal and state laws and initiate insurance and workers' compensation benefits. Failure to notify a department head about a work-related injury or illness immediately may result in the employee losing workers' compensation benefits with regards to that particular injury or illness. In addition, disciplinary action may also be initiated when failing to report an injury.

In cases of a life-threatening condition, employees should report to the nearest emergency room.

For your convenience, the preferred workers' compensation facility for non-emergencies is listed below:

Witham Convenient Care

400 N. Mount Zion Road
Lebanon, IN
Phone 765-335-0123
Fax 765-335-0127

Any employee injured on the job, who must leave the worksite, may be subject to a drug and alcohol test. Refusal to submit or positive results may result in disciplinary action, up to and including termination.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid PTO for approved absences covered by the City's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law. Holiday pay will be paid.

Engaging in any outside employment while on worker's compensation leave is prohibited. An employee who works in that capacity at any time during their workers' compensation disability leave performing work of a like or similar character or exertion as that which the employee performed for the City of Lebanon may be considered to have voluntarily terminated their employment as the date such employment began.

During workers compensation leave, employees may be required to submit periodic medical certifications on their health condition. Before returning to work, employees must provide medical certification from a health care provider verifying that they may safely return to work.

7.7 First Aid

In the event of a life-threatening emergency, call 911. If an accident or illness should occur, no matter how slight, notify your Department Head immediately so that appropriate medical treatment can be administered. First aid kits have been provided to all departments. Each first aid kit contains plastic gloves, please be sure to use them. If this is not possible, use a strong disinfectant, to clean up afterwards.

8.0 WORKPLACE GUIDELINES

8.1 Business Ethics and Conduct

We expect the City of Lebanon employees to be ethical in their conduct. The City of Lebanon requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity. It affects our reputation and our success as a local government entity.

Our continued success depends on public trust. Employees owe a duty to the City of Lebanon and the public to act in ways that will earn the continued trust and confidence of those we serve.

As an organization, the City of Lebanon will comply with all applicable laws and regulations. We expect all board members, department heads and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your Department Head. If necessary, you may also contact the Clerk Treasurer's office for advice and consultation.

Employees are expected to represent the City of Lebanon in a positive and ethical manner.

Employees may not engage in, directly or indirectly either on or off the job, any conduct which is disloyal, disruptive or damaging to the City of Lebanon or the image of the City of Lebanon.

The City of Lebanon is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the company are treated in a respectful and fair manner. Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of behavior that would be considered infractions of City of Lebanon's rules of conduct. Such behavior may result in disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive:

1. Theft or inappropriate removal or possession of company property or the property of a fellow employee.
2. Willful destruction of company property or the property of a fellow employee.
3. Working under the influence of alcohol or illegal drugs.
4. Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
5. Fighting or threatening violence in the workplace.
6. Sexual or other harassment.
7. Using excessively abusive, threatening, or obscene language.

8. Using intimidation tactics and making threats.
9. Sabotaging another's work.
10. Making malicious, false, and harmful statements about others.
11. Publicly disclosing another's private information.
12. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
13. Unauthorized disclosure of business "secrets" or confidential information.
14. Falsifying company records or reports, including one's time records or the time records of another employee.

8.2 Conflicts of Interest

Employment with the City of Lebanon is a public trust. As such, employees must not engage in activities or with organizations that conflict with or reflect poorly on the City. You must not have any financial interest in, or receive any financial benefit from, any acquisition or expenditure related to City activities that interferes or conflicts with the full discharge of your duties.

Disclosure of relationships or interests that may be in conflict with the business of the City must be provided annually. Employees having financial interest in a company or substantial investments in a corporation that might benefit from their dealings with the City must file a Conflict of Interest statement with the Clerk Treasurer's office, and uploaded to the State Board of Accounts.

If a relationship, investment, or interest in an organization is found to be in conflict with the interests of the City, the City must take whatever action is necessary to resolve the situation, including, but not limited to, termination.

A City employee is considered to have resigned their position with the City if the employee assumes the elected executive office of the City or becomes an elected member of the City's legislative or fiscal body after January 1 of a given year.

The City may enter into a contract or renew a contract for the procurement of goods and services or a contract for public works with: (1) an individual who is a relative of an elected official or; (2) a business entity that is wholly or partially owned by a relative of an elected official only if the elected official files a full disclosure which must:

- be in writing
- describes the contract or purchase
- describes the relationship of the official to the business
- affirmed under penalty of perjury
- submitted to the legislative body prior to final action
- filed (within 15 days of final action) with the State Board of Accounts (SBOA) and the Clerk Treasurer.

8.3 Confidentiality and Requests for Information

It is illegal for public servants to knowingly or intentionally disclose information that is classified as confidential. Violation of this policy may result in disciplinary action up to and including termination, and potential prosecution.

Confidential information includes, but is not limited to, the following examples:

- Compensation data
- Computer processes
- Computer programs and codes
- Financial information prior to publishing
- Marketing strategies
- Pending projects and proposals
- Personal employee information
- Employee Medical information

Requests for Public Information

Occasionally City employees are contacted by outsiders for information about current or former employees, or about the City's policies, practices and procedures. Employees should not respond to such requests. All requests should be directed to the Clerk Treasurer's office. The City will release only the following information about a current or former employee: name, job title(s), and dates of employment.

Violation of this policy may be subject to disciplinary action, up to, and including termination.

8.4 Nepotism

Employees who are relatives of an Elected Official or Department Head may not be employed by the City in a position that results in one (1) relative being in the direct line of supervision of the other relative.

Direct line of supervision means an Elected Official or Department Head who is in a position to affect the terms and conditions of another individual's employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation. The term does not include the responsibilities of the executive, legislative body, or fiscal body of the City, as provided by law, to make decisions regarding salary ordinances, budgets, or personnel policies of the City.

Employed means an individual who is employed by the City on a full-time, part-time, temporary, intermittent, or hourly basis. The term does not include an individual who holds only an elected office. The term includes an employee who is a party to an employment contract with the City.

Relative means any of the following: (1) A spouse, (2) A parent or stepparent, (3) A child or stepchild, (4) A brother, sister, half-brother, half-sister, stepbrother, or stepsister, (5) A niece or nephew, (6) An aunt or uncle, (7) A daughter-in-law or son-in-law. An adopted child is considered the same as natural child of the individual.

This policy does not apply to employees in their current position as of June 30, 2012 unless the employee has a break in employment.

If an employee is absent from workplace while on paid or unpaid leave, including vacation, sick or family medical leave, or workers compensation or employment with the City is terminated followed by immediate reemployment by the City, without loss of payroll time then they are not considered to have a break in employment.

8.5 Gifts or Gratuities

Employees are encouraged to maintain positive relations with suppliers and other with whom the City of Lebanon may have business dealings. However, the practice of accepting gifts or gratuities may be contrary to the public interest.

Employees shall not accept unreasonable gifts or gratuities from firms, organizations, agents or other individuals who may or do conduct business with the City by providing materials, goods and services to the City.

8.6 Ghost Employment

“Ghost employment” is strictly prohibited, and is defined as a situation where a public servant:

- Knowingly or intentionally hires an employee for a City entity and fails to assign the employee any duties, or assigns duties not related to the operation of the City entity.
- Knows that he/she has not been assigned any duties.
- Knowingly or intentionally accepts property (compensation) from the City for duties not related to the City.

Ghost employment is a Class D felony. Violations of this policy may result in disciplinary action up to, and including, termination, in addition to potential prosecution.

8.7 Attendance

Regular and on-time attendance is expected for efficient City operations. Punctual and regular attendance is an essential responsibility of each employee. Employees are expected to report to work as scheduled, on-time and prepared to begin working for their entire work schedule. Late arrival, early departure and other unplanned absences from scheduled hours are disruptive and must be avoided.

Absence

Excused absences are those that meet all of the following conditions:

- Employee provides his or her supervisor sufficient notice in advance of the absence.
- The absence request is approved in advance by the supervisor.
- Employee has sufficient paid time off (PTO) per the PTO policy to cover the absence.

Unexcused absences are those that fail to meet any of the above conditions.

If it is necessary for an employee to be absent or late to work due to an illness or an emergency, the team member must personally notify his or her supervisor no later than the employee’s scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make

the call. Texting or voice mail are not acceptable means of notification, except in certain emergency circumstances. Employees must provide notification each day of an unplanned absence unless on an approved leave of absence.

Tardiness and Early Departure

Employees are expected to work and return from scheduled breaks on time. Arriving to work after scheduled start time, without approval, is considered tardy. Leaving work before the end of scheduled end time, without approval, is not permitted.

Disciplinary Action and Job Abandonment

Excessive absenteeism or tardiness may result in discipline up to, and including, termination. *Excessive absenteeism* is defined as more than two unexcused absence per month. *Excessive tardiness* is more than three days tardy in a one-month period.

- First occurrence of an excessive absence or tardiness may result in a written notice being placed in employee's personnel file.
- Second occurrence of excessive absence or tardiness may result in termination of employment.

If an employee fails to report to work or call in to inform their department head of the absence for three (3) consecutive days or more, the employee will be considered to have abandoned the job and voluntarily resigned from employment effective the last day worked.

8.8 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

After the employees first ninety (90) days of employment their immediate supervisor will conduct a performance appraisal. Additional formal performance evaluations should be conducted on an annual basis to provide Department Heads and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

8.9 Security Inspections

We may provide you with desks, lockers and other storage devices for your convenience but these are always the sole property of the City of Lebanon. Because they are our property, we may allow our representative or authorized agents to inspect them at any time, either with or without advance notice to you. We may also inspect any items that we find inside them.

8.10 Elective Officer and City Employment

City employees who have been elected to the City's executive office, legislative or fiscal body will be considered to have resigned from employment of their prior position with the City.

8.11 Dress and Grooming

The City has adopted a business casual work apparel environment for its employees. Business-casual work apparel is intended to encourage a more relaxed and productive environment at work while at the same time maintaining an atmosphere of neat, well-groomed, business-like appearance among employees. Projecting a positive image of our workplace to the public, volunteers and fellow employees should be a high priority for all employees.

Employees should exercise reasonable judgement and may consult with their department head to determine when professional business attire is necessary for specific work obligations. Departments may have more specific work-apparel guidelines based on the nature of the work performed (examples include but are not limited to, employees working outside, uniformed employees, etc.).

If a department head decides that an employee's dress or appearance is not appropriate as outlined in this procedural guideline, they may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the procedure. An employee who is dressed inappropriately may be sent home to change their clothes and may be subject to disciplinary action. A non-exempt employee who is sent home may be placed in unpaid status or may use appropriate leave (e.g., PTO) to cover a reasonable amount of time that they are away from the worksite. Exempt employees will be paid for a full working day.

Note: Nothing in this guideline is intended to limit an employee's rights relating to non-discrimination or to hinder the advancement of diversity at the City. The City will reasonably accommodate those employees whose bona fide religious belief or disability requires special attire.

8.12 Nursing Mothers

The City of Lebanon will provide you with enough time and a private place to express breast milk, other than a bathroom or toilet stall. The City will identify a location within close proximity to the work area for the employee to express milk. The City provides a supportive environment to enable nursing mothers to express breast milk during the work day. The City will provide a reasonable amount of break time to accommodate a team member desiring to express milk for the employee's child.

Employees needing breaks for lactation purposes may use ordinary paid rest breaks or may take other reasonable break time when needed. The lactation break time, if possible, should run concurrently with scheduled rest breaks and meal periods provided. If the existing lactation break time cannot run concurrently with rest and meal periods or additional time is needed, the additional break time may be unpaid.

Where unpaid breaks or additional time are required, the employee should work with her supervisor/manager regarding schedule and reporting the extra break time as unpaid.

Exempt employees receive their full salary during weeks in which they work and are not normally required to identify break and meal times, all exempt team members who need lactation accommodation breaks do not need to report any break time as "unpaid".

The City of Lebanon will provide a refrigerator to keep expressed breast milk. Employees may also provide their own storage unit or cooler for keeping expressed breast milk cold.

Where state law requires a specified time during each portion of the work day or different accommodations, the City of Lebanon will comply with any such requirements.

8.13 Social Media Acceptable Use

Policy Purpose

The City of Lebanon recognizes that online social media has become an integral part of how people communicate, express themselves and interact with others, both on and off the job. This policy outlines our expectations regarding employees' responsibilities. As an employee of the City, employees are expected to represent the City responsibly, whether on the job or in the community. By following these guidelines, employees can avoid the pitfalls of online activity that could negatively affect their employment. Because of the rapid evolving industry regarding social networking, all employees should expect periodic updates, edits and amendments to this policy. Any failure to mention a specific program or platform does not suggest or imply exclusion from this policy.

Digital Social Networking Policy

Employees should understand that they are fully responsible for anything they write, publish, post or view online. Discipline or legal action can result from any employee that violates the City policy or creates a hostile work environment.

- A. Employees' digital social activity (e.g., Facebook, Twitter, Instagram) should not insult, defame or attack coworkers, managers or members of the public as this would not align with our Code of Ethics.
- B. Avoid identifying, discussing or posting pictures of others unless documented permission has been obtained.
- C. Except where permitted by applicable State or Federal law, do not reveal confidential information about fellow employees, personnel issues or any other information that has not been approved for release.
- D. Some employees may have job responsibilities or job descriptions that specifically call for or prohibit digital activity.
- E. Any employee that has questions regarding how this policy applies to their respective job functions should contact his or her direct supervisor. For those employees authorized to participate in digital activity while on the job, we ask that they focus that activity on material directly relevant to their job.

Guidelines

No policy can specifically address all the ways employees might communicate, publish, interact or behave on social media applications. Any employee who is unclear on how this policy applies or does not apply is encouraged to contact his or her department head. Your department head or the Clerk Treasurer's office can also help clarify. When in doubt, ask!

Some key points to remember:

- **Think Before You Post** – remember, anything you post can't necessarily be taken back. Consider the effect your statements may have on yourself or others

- **Be Polite and Respectful** – keep a level head if discussing controversial issues and follow the golden rule.
- **Be Smart and Use Common Sense** – if something you wish to write causes you to think twice, it may be best not to post it.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

Violation of this policy may result in disciplinary action up to, and including, termination.

8.14 Computers, Internet, E-Mail and Other Tech Resources

Computers, smartphones, tablets and other technology and related equipment and software are City property and are provided for the use of City employees for conducting City business. These items include, but are not limited to, smart phones and other tech equipment, hardware, software, and computer files and documents.

Electronic signatures on email must state only general information about the employee (i.e., name and contact info). Your supervisor may instruct to change text, icons, backgrounds, fonts or other information to be consistent with professional email communication.

The City prohibits employees while operating vehicles on City business from using electronic communication devices, with the exception of hands-free devices. The City has the right to monitor any and all of its electronic devices. This includes but is not limited to:

- Monitoring your internet usage;
- Reviewing your internet browser history;
- Reviewing any downloaded or uploaded material;
- Reviewing emails sent or received by you; and/or
- Monitoring the content of stored files on your City computer, smart phones, tablets or other tech and related equipment.

Passwords: All passwords used to gain access to any device owned by the City must be provided to the Information Technology department upon request. The use of undisclosed passwords is prohibited.

The City of Lebanon will not request or require an employee to disclose a password that allows access to the employees' personal accounts.

Prohibited Uses:

- Sending, displaying, circulating, or storing inappropriate, illegal or sexually explicit material is prohibited.
- No software or hardware may be installed or downloaded on City computers without the written permission of the Director of Information Technology.
- Playing computer games on City computers is prohibited.

The email system may not be used to solicit or to conduct personal business ventures.

Employees must comply with all software licenses, copyrights and all other local, state and federal laws governing intellectual property and online activity.

Reporting Child Pornography

Employees who witness child pornography being distributed or residing on City property, computers, networks, or information technology resources must immediately report such incidents to their supervisor. The supervisor must immediately inform their department head who will inform the Mayor.

Employees who violate this policy shall be subject to legal action and/or criminal prosecution. Computers, smartphones, tablets and other tech equipment that have been used to violate this policy must be disconnected from the network until such violations are corrected. Employees must immediately notify their immediate supervisor or department director upon learning of any violations of this policy.

8.15 Equipment and Vehicle Usage

Employees shall not abuse, neglect, waste or misappropriate City property. All employees are responsible for the proper care of any tools, materials, equipment, vehicles, etc. assigned for the performance of their jobs. No City property shall be used for any purpose other than authorized work-related activities, including computers and the Internet. No City property shall be taken from the worksite for any purpose unless specifically authorized by the employee's supervisor.

Employees are expected to use City property with care, perform required maintenance, follow operating instructions, safety standards and guidelines. If any equipment is damaged or in need of repair, employees should notify their supervisor promptly.

In most cases, unless otherwise designated, uniforms, tools and equipment (e.g., City-issued cell phones, pagers, computers, keys, uniforms, identification badges, etc.) must be returned upon separation from employment.

Vehicle Usage

Some positions may entail driving, and potentially the usage of City-owned vehicles, in order to perform assigned work duties. Safety is of the utmost importance when operating such vehicles, and all vehicles must be operated safely and in a lawful manner. All employees who are driving for City business must wear appropriate seat belts at all times when the vehicle is in motion. No employee is permitted, under any circumstances, to operate a vehicle for City business if driving is impaired for any reason.

City-owned vehicles, with the exception of Police and Fire, may not be driven out of Boone County unless they are being used for official City business. Police and Fire should refer to their SOGs for specific guidance.

Any fines from traffic or parking violations incurred while on City business are the sole responsibility of the employee.

The proper care, maintenance of and safe operation of equipment and vehicles is required by all employees. Improper care, negligence, destructiveness, or unsafe use or operation of vehicles as well as excessive or avoidable traffic or parking violations may result in disciplinary action, up to and including, termination.

Smoking, e-cigarettes, or vaping, etc. are not permitted in City-owned vehicles.

The City of Lebanon has a zero-tolerance alcohol policy for all City-owned vehicles. If a City employee is found to be under the influence of alcohol while operating a City vehicle, it will result in immediate discipline and may result in immediate termination of employment.

In addition to the aforementioned policies and practices for vehicle usage, assigned Department vehicles are subject to specific regulations. These specific policies and procedures are available by department.

8.16 Work Areas

Work areas are a reflection of the City to the public. All employee work areas are expected to be well organized and clean.

8.17 Bulletin Boards

All required governmental postings are posted the main bulletin board in City Hall. These boards may also contain general announcements from the City. Personal use of bulletin boards is not permitted.

8.18 Travel and Expenses

The City of Lebanon will reimburse employees for reasonable business travel expenses incurred while on assignments greater than 50 miles away from the normal work location, or while at approved multi-day conferences. All business travel must be approved in advance by the employee's department head. Travel requests by a department head shall be approved by the Mayor. Out-of-state business travel must be approved in advance by the department head and/or the Mayor.

Employees whose travel plans have been approved are responsible for making their own travel arrangements. When approved, costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives may be advanced or reimbursed. In either case, an itinerary of the travel including brochures or agendas of the meetings must be submitted along with itemized receipts for all expenses.

Reimbursable Travel Expenses

Expenses that generally may be reimbursed include the following:

- Meetings, conferences, and conventions related to the employee's position with prior approval as required above. The City may pre-pay registration fees, if such pre-payment is required.
- Airfare or train fare for travel in coach or economy class or the lowest available fare.

- Airfares purchased online or otherwise should show a zero (0) balance before being submitted for reimbursement, and are reimbursed for only the time which the conference/meeting takes place.
- Car rental fees, only for compact or mid-sized cars - Larger size vehicles may be rented to accommodate a large group of City employees.
- Parking and tolls at the actual amount, accompanied by a receipt.
- Valet parking, if necessary, accompanied by a receipt.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Mileage costs for use of a personal vehicle, when a City vehicle is unavailable, may be reimbursed the [IRS's standard mileage rate](#) at the time of travel. A City credit card may not be used to purchase fuel for personal vehicles.
- Meals, for travel over fifty (50) miles.
 - Employees should normally select restaurants which are reasonably priced for the locality and which are consistent with normal living standards.
 - Reasonably priced meals will be reimbursed up to a maximum of \$75 per day.
 - Charges for alcoholic beverages are NOT reimbursable expenses.
 - To be reimbursed for food, the employee must have an itemized receipt, even if charged to the room.
 - When paying by credit card the itemized receipt and the charge card receipt must both be turned into the Clerk Treasurer's office.
 - If an employee is paying for meals for additional people, they will need to list the names of the additional people and purpose for the specific meeting, or training.
 - Tips should be limited to no greater than 20% of the cost of the meal.
- Lodging for accommodations offering reasonable government rates.
 - The actual cost of a hotel room (single room rate for one (1) employee, double room rate for two (2) employees who share a room or two (2) single rooms will be reimbursed in full when an employee travels on official City business and such travel requires an overnight stay. All hotel bills should show a zero (0) balance before submitting for reimbursement.
- Charges for telephone calls, fax, and similar services required for business purposes.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

Vehicles owned, leased, or rented by the City of Lebanon may not be used for personal use.

Reimbursement

Following an employee's return from any meeting, conference, convention, training or other City function where reimbursable expenses have been incurred, an employee shall submit all original itemized receipts and documentation to the Clerk Treasurer within 3 days for reimbursement. It is the responsibility of the employee to furnish receipts showing that the balance has been paid by check, cash, or charge card. Charge card statements that show no detail will not be considered a receipt.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, may be grounds for disciplinary action, up to and including, termination of employment.

Non-reimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by the City of Lebanon:

- Airline club memberships
- Airline upgrades, including checked baggage fees
- Business class for domestic flights or first class for all flights
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges
- Commuting between home and the primary work location
- Costs incurred by employee's failure to cancel travel or hotel reservations in a timely fashion
- Damages to your personal vehicle while using it for City business.
- Evening or formal wear expenses
- Haircuts and personal grooming
- Laundry and dry cleaning for business trips less than five (5) days in duration
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs
- Travel accident insurance premiums or purchase of additional travel insurance
- Unpaid tolls, fines, parking tickets, speeding tickets, etc.
- Other expenses not directly related to the business travel

Travel for Non-Employees

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed.

8.19 Political Activity

The City recognizes employees' interest in participating in the political process. However, participating in, financially or otherwise, in any political campaign or party activity during working hours is prohibited. Elected officials / department heads or political party officials are prohibited from performing threats or coercion against employees to do so.

City-owned equipment shall not be used to generate, copy or reproduce campaign materials. City vehicles shall not be used to distribute campaign materials. City telephones or fax machines shall not be used for campaign purposes.

8.20 Solicitation

Non-employees are not permitted to solicit, whether verbally or by distribution of written material to City of Lebanon employees or the general public, for commercial purposes during work hours in work areas.

Solicitations by City of Lebanon employees made to other City of Lebanon employees are permitted only in non-work areas and during non-work hours.

Non-work areas include lobbies, hallways, elevators, stairs, sidewalks, parking areas, patios, lunchrooms or other areas not regularly scheduled for work activities. Non-work hours include before and after scheduled work hours, lunch periods and approved breaks.

8.21 Notification of Criminal Arrest or Conviction

Any City employee that is arrested, charged and/or convicted for any crime, other than a minor traffic violation, must immediately report the incident to the Clerk Treasurer's office. Examples of crimes that must be reported include, but are not limited to:

Criminal activity or an undisclosed criminal arrests or convictions may constitute cause for discipline. Determination of such action will be based on an analysis of the responsibilities of the position and the nature and time frame of the conviction.

8.22 Disciplinary Procedure

It is the policy of the City of Lebanon that all employees are expected to comply with the City's standards of behavior and performance and that any noncompliance with these standards must be corrected.

Under normal circumstances, the City endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not in any way restrict the City's right to bypass the disciplinary procedures suggested. The following are the steps the City will generally take for corrective action:

- 1. Verbal** – The first step is usually a verbal warning from the department head to identify the problem and to state the corrective action needed. The department head documents this step (including dates, times, and details of incidents of improper conduct or poor performance) and the date the warning was given on. The department head sends this documentation to the Clerk Treasurer's office who will review it and place it in the employee's personnel file. The employee may submit a separate written statement for the file, if desired.
- 2. Written** – The second step in the process is a written warning with specific examples cited. The department head prepares a letter or memo that states a specific time frame in which the employee must improve and gives the exact consequences of failure to improve. A Record of Violation of Department Rules and Regulations form is also completed. A copy of the letter and the Record of Violation of Department Rules and Regulations form are forwarded to the Clerk Treasurer's office for review and placement in the employee's personnel file. The employee has the option of submitting a written statement that will also be placed in the file.
- 3. Adverse Action** – If repeated attempts at corrective action fail to produce satisfactory results, the employee may be subject to some form of adverse action. The term adverse action means an action involving either suspension, demotion or dismissal. Before the action becomes effective, the department head will obtain the approval of the Mayor.

The City of Lebanon is under no obligation to follow these steps in sequence or even to follow them at all. The City of Lebanon reserves the right to terminate anyone's employment immediately without warning. Either you or the City of Lebanon may terminate your employment at will, without cause or prior notice, at any time.

8.23 Problem Resolution

It is the policy of the City of Lebanon that employees should have an opportunity to present their work-related complaints and to appeal management decisions through a dispute resolution procedure. The City will attempt to resolve promptly all disputes that are appropriate for handling under this policy. An appropriate dispute is defined as an employee's expressed dissatisfaction concerning any interpretation or application of a work-related policy by the Mayor, Department Heads or other employees. Examples of matters that may be considered appropriate disputes under this policy include:

1. A belief that City policies, practices, rules, regulations, or procedures have been applied inconsistently to an employee;
2. Treatment considered unfair by an employee, such as coercion, harassment, or intimidation;
3. Alleged discrimination because of race, color, sex, age, religion, national origin, ancestry, sexual orientation, marital status, gender identity, disability, results of genetic testing, service in the military, or sealed or expunged arrests or conviction records;
4. Improper or unfair administration of employee benefits or conditions of employment such as scheduling vacations, fringe benefits, promotions, retirement, holidays, performance review, salary or seniority.

Employees should notify the City in a timely fashion of any dispute considered appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for employees with appropriate complaints. As used in this policy, the terms "timely fashion", "reasonable time", and "promptly" generally will mean five working days.

The dispute resolution procedure has a maximum of two steps, but disputes may be resolved at any step in the process. Disputes will be processed until the employee is satisfied, exhausts the right to appeal under the policy or does not appeal in a timely fashion.

A decision becomes binding on all parties whenever the employee does not file the appeal in a timely fashion or when a decision is made in the final step and the right to appeal no longer exists.

Employees who feel they have an appropriate dispute should proceed as follows:

Step One – Promptly bring the complaint to the attention of the Department Head. If the dispute involves the Department Head, the employee may proceed directly to Step Two. The Department Head should investigate the complaint. An attempt to resolve the issue should be made and a decision should be given to the employee within a reasonable time. The Department Head should prepare a written and dated summary of the dispute and proposed resolution for the employee's personnel file.

Step Two – Appeal the decision to the Mayor, if dissatisfied with the Department Head's decision, or initiate the procedure with the Mayor if Step One has been bypassed. This appeal or initial dispute notification must be made in a timely fashion, using a written form for this purpose. The Department Head's version of the dispute and decision will then be submitted using a similar written form. The

Mayor will take the necessary steps to review and investigate the dispute and then issue a written, final and binding decision. This communication should be forwarded to the Clerk Treasurer's office and placed in the employee's personnel file.

Employees are encouraged to consult with the Clerk Treasurer's office, their Department Heads, and other members of management on a less formal basis regarding employee complaints or disputes.

Final decisions on disputes will not be precedent-setting or binding on future disputes unless they are officially stated as City of Lebanon policy. When appropriate, the decisions will be retroactive to the date of the employee's original dispute notification.

Information concerning an employee dispute should be confidential. Department Heads and other members of management who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information advice.

Time spent by **non-exempt** employees in dispute discussions with management will be considered hours worked for pay purposes. **Exempt** employees will be paid for their regular full day of work.

Employees will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if an employee raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises meritless disputes.

Implementation of the dispute resolution procedure by an employee does not limit the right of the City of Lebanon to proceed with any disciplinary action that is not in retaliation for the use of the dispute resolution procedure. In addition, employees and Department Heads are prohibited from retaliating against an employee who properly uses the dispute resolution procedure.

The City of Lebanon may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy.

9.0 MISCELLANEOUS

9.1 Health Insurance Portability and Accountability Act (HIPAA)

On occasion, the City receives Personal Health Information (PHI) relative to an employee's employment. Under the Health Insurance Portability and Accountability Act (HIPAA), the originator of the information is required to advise affected employees of how this information may be used or disclosed and how employees can receive a copy of the information being sent. The actual Privacy Notice can be obtained from the Clerk Treasurer's office or on designated bulletin boards.

Types of Personal Health Information Received by the City

The following list, though not all-inclusive, represents the type of information received by the City and which may be shared as requested under applicable federal and state law, such as through a subpoena:

- Pre-employment clearances
- Workers' Compensation documentation
- Return-to-Work testing results
- Fit-for-Duty exam results
- Substance-testing clearances
- FMLA medical certifications
- Disability accommodation documentation

Retention of Personal Health Information

The City takes reasonable precautions to protect employees' personal health information. Information received that contains genetic information or is otherwise not applicable to one's employment, benefits or required by federal, state or local law. is either redacted or destroyed, consistent with the City's records retention policy.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of the **City of Lebanon**. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, City practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the City to employ me now or hereafter and that my employment may be terminated by me or the company without reason at any time. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the Mayor or Board of Works may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the Mayor and Board of Works.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

RECEIPT OF HARASSMENT POLICY

I have read and I understand the City's Harassment Policy (See Page 4, Section 3.5).

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE