

# *City of Evansville*



## **EMPLOYEE HANDBOOK**

*Revised February 2015*

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This Handbook is designed to provide you with information on policies, benefits, and general information, which will assist you during your employment. You should read, understand, and comply with all provisions of the Handbook. One of the City of Evansville's objectives is to provide a work environment that contributes to both your personal and professional life.

This Handbook nor any other City communication or practice, creates an employment contract. The City of Evansville is an "At-Will" employer, which means that the Employee may resign at any time and the Employer may discharge an Employee at any time with or without cause.

The City reserves the right to make changes in content or application of its policies as it deems appropriate, and these changes may be implemented even if they have not been communicated, reprinted, or substituted in this handbook. Employees will be notified of changes through normal communication.

These policies and procedures apply to all full time City of Evansville employees not covered under a negotiated collective bargaining agreement.

## **EQUAL EMPLOYMENT & OPPORTUNITY POLICY STATEMENT**

The City of Evansville is an equal opportunity employer. The City is committed to ensuring a workplace free from unlawful discrimination and harassment, and fostering a work environment that fully utilizes the talents and capabilities of every employee at all organizational levels.

The City of Evansville is committed to providing equal employment opportunities for all employees and applicants without regard to race, color, creed, gender, age, national origin, religion, sexual orientation, gender identity, disability, genetic information, or covered veterans status. The City of Evansville complies with all applicable federal, state and local laws governing non-discrimination in all areas of employment. City department heads, managers and supervisors are responsible for promoting the principles of equal employment opportunities within their areas of authority. This policy applies to all terms and conditions of employment, including but not limited to, hiring, hours of work, overtime opportunities, assignment of duties, compensation, promotions, training opportunities, working conditions, availability of benefits, disciplinary action and termination.

## **DISCRIMINATION & HARASSMENT POLICY STATEMENT**

It is the policy of the City of Evansville that all employees have the right to work in a professional atmosphere and be treated with respect and dignity. The City of Evansville expects all employees to be business like and free of bias, prejudice, and harassment.

The City of Evansville will not tolerate or condone any form of discrimination or harassment. No employee should be subjected to any form of verbal, physical, or visual harassment. "Harassment" means unwelcome conduct that is sufficiently severe or pervasive to unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment that is based on a protected group status.

If you should witness any act of discrimination or harassment as defined by our policy, please inform any Supervisor, Department Head, or the Personnel Department immediately. Harassment infringes on an employee's right to a comfortable work environment and is conduct that undermines the integrity of the employment relationship.

## **SEXUAL HARASSMENT POLICY STATEMENT**

The City of Evansville is committed to providing a workplace free from sexual harassment. We will not tolerate the sexual harassment of any employee. Any employee found to have sexually harassed another employee would be subject to appropriate disciplinary action ranging from a warning to discharge, depending on the circumstances.

Sexual harassment includes such conduct as unwelcome sexual suggestion perhaps in the guise of humor; verbal harassment or abuse; the display of derogatory posters, cartoons, or drawings where such conduct has the purpose or effect of interfering with an individual's work performance or creating an offensive work environment; subtle pressure for sexual favors; persistent remarks about another person's clothing, body or sexual activities; unnecessary touching, patting or pinching; demanding sexual favors accompanied by implied or overt threats concerning one's job; and sexual assault.

Any employee who believes that he or she has been sexually harassed should promptly report the act to the Director of Personnel or any Department Head or Supervisor. An investigation of any complaint will be immediately undertaken by the Personnel Department. Any complaint will be handled as confidentially as possible. There will be no retaliation to an employee for having filed a complaint, or for participating in an investigation.

## **WORKPLACE VIOLENCE POLICY STATEMENT**

The City of Evansville is concerned about the increased violence in society, and has taken steps to help prevent incidents of violence from occurring at City of Evansville workplaces. In this connection, it is the policy of the City of Evansville to expressly prohibit any acts or threats of violence by any City employee or former employee against any other employee in or about City of Evansville facilities or elsewhere at any time. The City of Evansville also will not condone any acts or threats of violence against City of Evansville employees or visitors on City of Evansville premises at any time or while they are engaged in business with or on behalf of the City of Evansville, on or off City of Evansville premises. Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the City of Evansville, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action, up to and including discharge.

In furtherance of this policy, employees have a "duty to warn" their supervisors, security personnel, or human resource representatives of any suspicious workplace activity, situations or incidents that they observe or that they are

aware of, involving other employees, former employees, contractors, or visitors that appear problematic. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent.

The City of Evansville will not condone any form of retaliation against any employee for making a report under this policy. Everyone at the City of Evansville is responsible for ensuring that our workplace is free from violence. Any person who has a complaint of harassment is strongly urged to bring the problem to the attention of their supervisor or the Human Resource Department.

## **DRUG-FREE WORKPLACE POLICY STATEMENT**

The City has been designated a drug-free workplace. This means the City forbids the unlawful manufacture, dispensation, use, distribution, possession, sale, or being under the influence of drugs or alcohol during work hours or on City property. A violation of this policy may result in disciplinary action up to and including discharge, and may require successful completion of a rehabilitation program. You must report any drug-related criminal conviction for a violation occurring in the workplace or while in the performance of job duties in writing to your Supervisor.

The use of all prescription drugs for which the employee has no prescription, an employee not adhering to prescription directions, or an employee taking a prescription drug that may impair job performance (i.e., drowsiness) where the employee has not advised their Supervisor beforehand that they are taking such a prescription drug, may result in disciplinary action.

## **OPEN DOOR POLICY STATEMENT**

(Note: this is an informal complaint procedure and may be substituted by the more formal Internal Complaint Procedures.)

The City of Evansville promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, the Personnel Department is available for consultation and guidance.

## **AMERICANS WITH DISABILITIES ACT STATEMENT**

Discrimination against any applicant or employee who is a qualified individual with a disability, by a management employee or co-worker is not condoned and will not be tolerated. This applies to the recruitment, pay, hiring, firing, promotion, job assignments, training, leave, lay-off, benefits, and all other

employment related activities. Under ADA, a person has a disability if he/she has a physical or mental impairment that substantially limits a major life activity, as well as, individuals who have a record of a substantially limiting impairment, and people who are regarded as having a substantially limiting impairment.

The City of Evansville investigates all complaints of discrimination on the basis of disability as promptly and objectively as possible. Corrective or disciplinary action up to and including termination will be given for behavior of this type. Any retaliation against a person filing a complaint or participating in an investigation is prohibited.

## **FAMILY MEDICAL LEAVE ACT STATEMENT**

Pursuant to the Family Medical Leave Act (FMLA) of 1993, any employer with 50 or more employees is required to provide eligible employees up to 12-weeks of unpaid leave for their own serious illness, the birth or adoption of a child or the care of a seriously ill child, spouse, or parent. An employee, full or part time, is eligible for FMLA if the employee has worked for the City for at least twelve (12) months and at least 1,250 hours during the prior twelve (12) months. The City of Evansville has chosen the rolling method of counting backwards one year from the time an employee takes leave when calculating the amount of leave available. Employees are required to utilize their paid sick, personal, and vacation time concurrently with their un-paid FMLA leave time; except the employee may withhold up to two (2) weeks paid vacation time.

Employees on approved FMLA leave will continue receiving health insurance coverage under the same terms and conditions that would apply if he/she had remained working during the FMLA leave period. If and when an employee's leave goes unpaid, health insurance monthly payments are to be made by the employee no later than the end of the month for which coverage is being provided. The City may recapture the full payment amount for the leave period when the employee notifies the City that he/she will not return to work. Employees should discuss the affect of length of service issues as they apply to PERF when taking FMLA leave.

## **INTERNET AND EMAIL USE POLICY STATEMENT**

The City of Evansville provides most employees with Internet service and/or email in order for such employees to perform their job duties in an efficient and effective professional manner. The service is to be used strictly for the conduct of the business of the City of Evansville in a manner consistent with individual employees' job responsibilities and must not be used for personal or non-official purposes. The City of Evansville strictly prohibits non-job related use of its



software and business equipment. Telephone systems may only be used for non-business purposes in an emergency and only with the permission of the employee's supervisor.

Employees who violate this policy are subject disciplinary action up to and including termination from employment depending on the seriousness of the offense in the judgment of the City.

## **ACTIVE MILITARY LEAVE POLICY STATEMENT**

Full-time employees called to active military duty are required to provide the Employer with advance notice (written or verbal). After 30 days of military leave of absence, the employee will be required to provide written official military orders if so requested, to establish the employee's eligibility for coverage under this policy.

The employee must comply with specific timelines for reporting to work or making application for re-employment. Time limits depend on duration of the leave. The job to which an employee is returned depends on the length of service in the military.

The employee suffers no loss of status and continues to accrue benefits during the period of leave. The employee may elect to utilize accrued paid leave time during leave, but the City cannot force the employee to use such days. Employees called to active military duty may elect to continue health insurance coverage. The City plan specifically excludes coverage for illnesses or injuries resulting from military service.

Employer contributions to PERF on the behalf of the employee will continue. The employee may make-up the employee contributions missed as a result of the leave.

**The policies mentioned in this section have been summarized. For a copy of the entire policy, see your department head or contact Administrative Services.**

# EMPLOYMENT

## **EMPLOYEE IDENTIFICATION**

All City of Evansville employees are issued an official identification card. This card identifies you as a City employee entrusted to carry out your official public duties in a responsible, fair, and consistent manner. Improper use of a City identification card will result in disciplinary action. City ordinance requires that identification cards be surrendered when you leave City employment. Employees, whose card is lost or stolen, must request a replacement card in writing with an explanation for the request. Identification cards should be worn above the waist.

## **INITIAL EMPLOYMENT PERIOD**

Every new employee goes through an initial period of adjustment in order to learn about the City of Evansville and about his/her job. During this time the employee will have an opportunity to find out if he/she is suited to and likes his/her new position. Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate his/her performance. The initial employment period is six months.

During this time, the new employee will be provided with training and guidance from his/her supervisor. He/she may be discharged at any time during this period if his/her supervisor concludes that he/she is not progressing or performing satisfactorily.

Under appropriate circumstances, the initial employment may be extended. Additionally, as is true at all times during an employee's employment with the City of Evansville, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.

At the end of the initial employment period, the employee and his/her supervisor may discuss his/her performance. Provided his/her job performance is satisfactory at the end of the initial employment period, he/she will continue in our employment as an at-will employee.

## **HOURS OF WORK AND OVERTIME**

Full-time employees are expected to work at least 40 hours in a workweek.

The City of Evansville awards compensatory time to non-exempt employees for hours they may work beyond 40 hours in any week. Acceptance of compensatory time is a condition of employment with the City of Evansville. However, budgets and circumstances may result in payment for such overtime hours at the City of Evansville's sole discretion. Any hours worked over 40 in a workweek must have prior approval from the employee's supervisor. Employees working overtime without approval will be subject to disciplinary action. Exempt employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws.

## **ATTENDANCE, PUNCTUALITY, & DEPENDABILITY**

The City of Evansville provides services to our community, so it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time.

Moreover, an employee must notify his/her supervisor as far in advance as possible, but not later than thirty minutes before his/her scheduled starting time if he/she expects to be late or absent. A careful record of absenteeism and tardiness is kept by the employee's department and becomes part of the personnel record.

Many City of Evansville functions must continue operation regardless of weather conditions. In inclement weather, you should assume that your office is open unless you have been notified otherwise. If the office is open and you cannot get to work, contact your supervisor. Each department is responsible to document employee's arrival and departure time. The information provided below details how absences and tardiness can lead to disciplinary action, up to and including discharge:

An employee is considered late if he or she reports to work more than one minute after the scheduled starting time. An absence occurs when an employee misses more than three (3) hours of work within a normal workday.

Absences due to illness or injury may be excused provided that a physician statement is provided. The physician statement must state that the employee

was seen on the date of absence, it must state a medical diagnosis, and it must state that the employee was unable to work their shift that date.

### Step Discipline

Absences and tardiness or early departure will be counted together, but are assigned different levels of severity. Absences are each considered one occurrence; tardiness/early departures are each one-half an occurrence. Occurrences are counted in a rolling six-month period. Occurrences expire six months from the date of the incident.

### **UNSCHEDULED ABSENCES OR TARDIES IN A ROLLING SIX-MONTH PERIOD**

**2<sup>nd</sup> Occurrence – Verbal Warning Documented to File**  
**3<sup>rd</sup> Occurrence – Written Warning to File**  
**4<sup>th</sup> Occurrence – Final Written Warning with  
One-Day Suspension**  
**5<sup>th</sup> Occurrence – Termination of Employment**

### **PAYDAY & DIRECT DEPOSIT**

Salaried employees are paid on a bi-weekly basis (every two weeks) unless told otherwise. Some salaried personnel may be paid on a weekly or semi-monthly basis. If pay dates occur on weekends or holidays, payroll will be deposited on the preceding workday. The normal payday is Friday. Your direct deposit remittance advice is available via email and through the employee self-serve portal.

If an employee is absent on payday, the employee should see his/her supervisor for their direct deposit advice upon returning to work.

Law requires certain deductions from your earnings, such as federal, state, local income taxes, and social security payments. The amount of these required deductions may change since they are affected by changes in the number of dependents. The City of Evansville offers its employees the opportunity to authorize voluntary payroll deductions for a variety of reasons. (Deferred Compensation, United Way, fitness club memberships, etc.)

### **DIRECT DEPOSIT**

The City of Evansville requires all employees to utilize direct deposit as a condition of employment. Direct deposit allows employees to choose the banks

and up to three accounts into which their monies are deposited. Instead of a check stub, employees receive a direct deposit remittance advice showing their current and year to date earnings, tax and deduction information.

## **JOB CLASSIFICATION**

The City of Evansville tries to insure that there is equitable compensation for the great variety of jobs that make up our labor force.

The Personnel Department is concerned with keeping the relationship between jobs and salaries fair and equitable.

The first step to insure equitableness is job evaluation. Job Evaluation is a system for grading jobs on the basis of their relationship to other jobs in the City. Among the factors considered in job grading are job requirements, difficulty of work, responsibility, personal work relationships, physical effort, and work environment. Each job is assigned a salary grade based on these factors and each grade also has a salary range. Positions are reviewed as needed and/or as requested by the employee's Department Head.

## **PROMOTIONS**

The City of Evansville encourages employees to assume higher-level positions or lateral transfers for which they qualify. Toward this end, the City of Evansville has a job posting system that allows current City employees the opportunity to apply for full-time positions prior to the positions being posted to the public.

Generally, employees must be in their job for at least six months, before applying for a change in position. The employees past employment record with the City will be considered for all transfers and promotions. Each employee requesting a transfer or promotion will be considered for the vacant position along with all other interested employees. If an employee is interested in a transfer, they should discuss it first with their supervisor and/or the Personnel Department so that it may be determined if their skills fit the requirements of the desired position.

A transfer or promotion will not affect an employee's original hire date with the City for vacation or other service credit. Departments differ in their functions, and employee should make an effort to become familiar with the different procedures in the new department.

## **PERSONNEL RECORDS**

A continuing record of your service is maintained in the Personnel Department. It is very important that your employment records are accurate and up-to-date.

Be sure to notify your Supervisor as soon as possible of any changes in the following so that they can notify the Personnel Department:

1. Name
2. Marital status
3. Change in address
4. Telephone number(s)
3. Change in beneficiary for your group insurance
4. W-4 deductions
5. Change in number of dependents
6. Change in military status
7. Emergency Contact
8. Correction to social security number
9. Other

## **LAYOFF AND RECALL**

Regular work will be provided as far as practical. The City may attempt to avoid layoffs by revising the workweek and/or workday or other methods of scheduling. If a layoff should become necessary, employees will be laid off considering the following criteria, not in any particular order:

1. Job Qualifications
2. Attendance and Tardiness Record
3. Length of Service
4. Needs of Departmental Function
5. Skill and Ability

The same criteria will be used when determining who will be recalled.

## **INACTIVE STATUS**

Unless otherwise prohibited by law (e.g. military service), any employee who, for any reason, does not perform any active service for the City of Evansville for fifty-two (52) consecutive weeks shall be removed from the payroll and their employment terminated.

## **TERMINATION AND EXIT INTERVIEW**

Every City of Evansville employee has the status of "employee-at-will", meaning that no one has a contractual right, expressed or implied, to remain in the City of Evansville's employ. The City of Evansville may terminate an employee's employment, or an employee may terminate his/her employment, at any time for any reason.

Employees leaving the City of Evansville's employment may choose the continuation of medical insurance under COBRA.

In order to receive a disbursement of any amounts due from the City Retirement Plan (PERF), the employee is required to contact PERF in Indianapolis. Information pertaining to these issues will be discussed at the exit interview. When an employee leaves employment with the City of Evansville, for whatever reason, an exit interview will be conducted by the Personnel Department. The exit interview provides an opportunity to discuss employment issues, to complete required separation forms, and to insure the surrender of City property. Exit interviews may be scheduled at any time prior to separation and must be completed prior to the employee's last day. All exit interviews are treated with confidentiality. Information disseminated from an exit interview is done on a "need-to-know" basis only.

# WORKING CONDITIONS

## SAFETY RULES

The responsibility for Safety is shared by all employees, supervision, and management. Our goal is to provide a safe and healthful working environment, with safe work practices well established so that the risk of personal injury will be reduced to the lowest practical level.

General safety regulations are as follows:

1. All work-related injuries, regardless of the severity, should be reported to your Supervisor prior to the end of the workday. If the work-related injury requires medical treatment, your Supervisor will direct you to an authorized worker's compensation medical provider (Deaconess Comp Center). Failure to report injuries immediately may result in the denial of worker's compensation benefits. Also, medical treatment provided by an unauthorized worker's compensation provider may be denied. For after hours or emergency medical care, you should go to either the MEC Center or Deaconess Emergency Room.
2. Required personal protective equipment shall be provided and used by employees performing work requiring such protection. Your immediate Supervisor will familiarize you to all applicable safety procedures and safe work practices pertaining to your job.
3. The employee should be responsible for ensuring that their visitors comply with all applicable safety rules and regulations.
4. Smoking is permitted in designated areas only.
5. Do not attempt to lift objects that are too heavy. Ask for assistance when it is needed. Lift safely using your leg muscles and keeping your back straight.
6. Report all vehicle accidents immediately to your Supervisor. City vehicles shall be operated in accordance with Federal, State, and Local laws. Employees who incur traffic violations while operating a city vehicle shall be responsible for the payment of the violations.



7. Good housekeeping is as important to safety as it is to quality work and efficient operations.
8. All substandard conditions and equipment should be reported immediately to your Supervisor.
9. Employees should only perform tasks and operate equipment in which they are qualified and trained.

**NOTE: For more complete information, see your Supervisor.**

## **GENERAL RULES & REGULATIONS**

In order to provide fair and consistent treatment to employees, the City requires that certain rules be followed. A general review of certain rules is provided below.

Each department may designate its own set of additional operational rules. Because of the diversity of our operations, these rules will vary from department to department. Be sure to learn all of the rules, which pertain to your operation.

While serious offenses may require discharge, or a lesser appropriate action, less serious offenses may be handled in a manner aimed toward correcting inappropriate actions. The following may result in improvement counseling and/or progressive disciplinary action:

1. Unsatisfactory work performance;
2. Negative attitude toward work or the City;
3. Disruptions in attitude or work of others;
4. Personal business conducted during working hours, including excessive personal telephone calls;
5. Tardiness or unexcused absences;
6. Unauthorized extension of breaks or meal times;
7. Posting notice on the premises without prior approval from the Personnel Department or, where appropriate, from the Building Authority.

The four disciplinary actions are as follows:

1. Verbal warning, but documented in writing;
2. Written warning, with emphasis on improvement;
3. Written warning, with possible suspension; and
4. Termination

The following behaviors are considered more serious and will be grounds for disciplinary action, which can range from reprimand to immediate discharge depending on the seriousness of the offense:

1. Sexual, racial, religious discrimination or any other harassment directed toward another co-worker, applicant, or any other person;
2. Conviction of a felony;
3. Use, possession, distribution, sale, or being under the influence of illegal drugs or alcohol while on the job or on City property;
4. Off-the-job use, possession, distribution, sale, or being under the influence of illegal drugs or alcohol which adversely affects an employee's job performance, or which jeopardizes the safety or property of other employees or the general public;
5. Possession of weapons, explosives, or firearms on City property (with the exception per Indiana Code 34-28-7-1 et seq. of the right to possess and store firearms when locked in the employee's vehicle);
6. Dishonesty, theft, arson, or sabotage;
7. Abuse and/or destruction of City property or the property of others;
8. Recklessness while operating City equipment;
9. Unauthorized removal from City premises of any property, records, or materials;
10. Falsification of City records, including punching another employee's time card or completing another employee's sign-in sheet;
11. Illegal, immoral or indecent conduct or language;
12. Insubordination toward your Supervisor;
13. Falsification of any information in an employment application, employment interview, or any other document submitted to the City;
14. Presentation of false information for personal or financial gain;
15. Failure to immediately report any work-related accident;
16. Fighting with or threatening persons on City property;
17. Disclosure of confidential information to unauthorized persons;
18. Violation of City policies or published rules; and

19. Leaving the work premises without permission from your Supervisor.
20. Failure to cooperate in investigations of drug or alcohol use in the work place, theft, harassment and other work rule violations.
21. Lack of attention to job responsibilities.

This list is not all-inclusive. Any action, which is not a violation of a specifically established rule or policy but is harmful to efficient City operations or to the public interest, may also result in disciplinary action.

As previously stated, violation of City policies and rules may warrant disciplinary action. Forms of discipline that the City may elect to use include verbal corrections, written warnings, and/or suspensions. The system is not formal, and the City may, at its sole and absolute discretion, deviate from any order of progressive disciplinary actions and utilize whatever form of discipline deemed appropriate under the circumstances, up to and including termination. The City's policy for discipline in no way limits or alters the at-will employment relationship.

## **INSPECTION**

Please be prepared to have lunch buckets and parcels that are taken out of your work place subject to inspection. In addition, lockers, desks, file cabinets, offices, and the entire **work** area are subject to inspection at any time.

## **POLITICAL ACTIVITY**

As an employee of the City of Evansville, you are entitled to exercise your rights as a citizen, to express your opinions, and to cast your vote. As a public employee however, you may not engage in political activities during work hours. You may not wear clothing or buttons demonstrating political affiliation. Displaying stickers or other political items in your work area or on City property is also prohibited. Failure to comply with this notice will subject you to the appropriate disciplinary action by your Supervisor.

## **GRIEVANCE PROCEDURES**

It is the City of Evansville's purpose to provide a sound employee-employer relation through communication and reconciliation of work-related problems or complaints. The City of Evansville provides employees an established procedure to address these issues as follows:

1. Discuss the problem or concern with your Supervisor. Many problems can be solved by simply explaining the issue and asking for help in finding a resolution.
2. If the situation is not resolved, you can refer your problem or concern to your Department Head. The issue must be presented in writing, explaining the nature of your problem or concern. The Department Head, or their designee, will meet with you and respond to you in writing within five working days of the meeting, barring any extenuating circumstances.
3. If the problem or concern is not resolved by your Department Head, you should submit your issue in writing to the Personnel Department. Within 10 days of our department head's response the Personnel Director, or his designee, will review the issue and respond to you in writing within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent feasible.
4. Your final step is to appeal to a management committee appointed by the Mayor. This step should only be taken after all steps have been exhausted. The committee will consist of the Personnel Director and two (2) other Department Heads.

If you do not follow this process, your complaint will not be considered valid, and you will have no further recourse. If you have questions about this process, you can obtain assistance by contacting the Personnel Department.

Please understand that your problem and/or concern will receive our fullest attention. You may proceed through each of the steps listed above with the guarantee that neither your job nor your future is in jeopardy for filing a complaint. There will be no retaliation against any employee because a complaint has been filed.

## **EMPLOYEE CONDUCT**

Our goal is to provide quality service to the residents of the Evansville community. Your actions toward fellow employees and the general public directly affect the public's perception of the City's ability to effectively manage City services. You are expected to treat all employees and the general public with courtesy, fairness, and impartiality. There should be no intentional or unintentional conflicts between your interests and the interests of the general

public.

In order for the City of Evansville to serve in the public's best interest, no employee should accept gifts or gratuities from firms, organizations, agents, or other individuals who may or do conduct business with the City of Evansville. You should always maintain confidentiality in situations regarding fellow employees as well as other matters affiliated with the City.

## **CONFLICT OF INTEREST**

The City of Evansville expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the City of Evansville. A conflict of interest occurs when an employee's private interest interferes or even appears to interfere in any way with the interest of the City. The existence of a conflict depends upon the circumstances, including the nature and relative importance of the interest involved. A conflict of interest may be present when an employee takes actions or has interests that impair the employee's ability to perform his/her job duties objectively and effectively. A conflict of interest may occur when an employee improperly receives personal benefits as a result of his/her position with the City.

An employee may not receive any payment, fees, services, vacations, or other unusual favors from any person or business organization that does or seeks to do business with the City. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he/she should immediately contact their Supervisor or the Personnel Department to obtain advice on the issue.

## **ANTI-NEPOTISM**

The employment of relatives can cause various problems, including charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that work to the disadvantage of both the City of Evansville and its employees. Therefore, immediate family may not be hired if employment would:

1. create a supervisor/subordinate relationship with a family member;
2. have the potential for creating an adverse impact on work performance;
3. create either an actual conflict of interest or the appearance of a conflict of interest.

## **PHONE CALLS & MAIL**

Due to the heavy load of business calls, personal phone calls shall be limited to emergencies and to very important matters. Courtesy and thoughtfulness in using the telephone are key elements in good public relations and serve as indicators of an employee's attitude and competence. Since the City's goal is to serve our public, it is important that the telephone lines be kept as free as possible so as not to interrupt the daily flow of business.

Personal long-distance calls, when necessity requires, must be charged to the individual's home phone number or placed "collect".

## **DRESS CODE AND GROOMING**

Personal hygiene and dress contribute to the morale of employees and affects the image we present to our citizens and visitors. During working hours, employees are expected to be neat and clean in appearance and dress accordingly to their position. Dress codes may vary from department to department and, sometimes from day to day. Choose business casual clothing that communicates professionalism.

Inappropriate attire is defined, but not limited to: halter-tops, shorts, midriff tops, T-shirts with offensive slogans or pictures, see-through or mesh clothing, spandex, and torn or dirty clothing. In addition, we ask that you not wear thongs or slippers.

Any employee, whose appearance does not meet the department's standards, will be counseled by his/her Supervisor. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the issue. During your time away from work, you will not be compensated. Repeated disregard for the dress and grooming policy may result in disciplinary action.

## **SMOKING**

In order to comply with government regulations, the City of Evansville has prohibited smoking throughout the workplace.

No employee shall smoke in any City building or portion thereof, which is owned by, leased to or utilized by, the City of Evansville. Smoking is prohibited in all City vehicles. This prohibition applies to e-cigarettes. Any violation of this policy may result in appropriate disciplinary action, up to and including discharge.

## **SOLICITATION**

No collection for any purpose will be permitted unless approved in advance by your Supervisor.

A collection within the department will be permitted, with prior approval from your Supervisor, to purchase flowers and cards for an employee confined at home or in the hospital because of an accident or illness, or for a death in the family. The purchase of flowers and cards is not permissible from office petty cash.

## **VISITORS**

We are proud of our work sites and offices and we like to acquaint people with our operations. Therefore, from time to time, groups of visitors may be given tours. Please be courteous in your treatment of all visitors.

Only authorized and registered visitors are permitted in operational areas. Office areas are always open to the public for transacting normal business. Certain secured areas are defined as off-limits to all persons other than those properly authorized.

## **LOST AND FOUND**

If you find any article of value on or near our premises in the Civic Center, please take the item(s) to the first floor Information Desk. Such articles will be returned to the owner when properly identified. Loss of any item of value should be reported promptly to your Supervisor.

## **PARKING**

The City of Evansville provides a large parking lot adjacent to the Civic Center. Any employee may use this lot for parking. Special spaces have been set aside in front of the Civic Center for visitors. Employees may not use these spaces.

If your worksite is outside the Civic Center, your Supervisor will assist you in locating the appropriate parking area(s).

# BENEFITS

## ELIGIBILITY

All full-time City employees may be eligible for the following benefits, or participation in certain group plans, after a specified period of time as follows:

BENEFIT TYPE	WAITING PERIOD
Civic Leave (Jury Duty)	Upon Employment
Deferred Compensation Plan	Upon Employment
Employee Assistance Program	Upon Employment
Fitness Club Discount	Upon Employment
Holiday Pay	Upon Employment
Military Leave	Upon Employment
Retirement Plan (PERF) Contributions	Upon Employment
Group Life Insurance/Accidental Death & Dismemberment	After 30 Days
Health Insurance	After 30 Days
Sick Days	After 30 Days
Vision & Dental Insurance	After 60 Days
Funeral Leave	After 90 Days
Personal Days	After 90 Days
Tuition Reimbursement	After 90 Days
Vacation: Hired January - June	Jan 1st of the following year
Vacation: Hired July - December	6 months
Well Pay Days	After 1 Calendar Year



## **HOLIDAYS**

The City observes paid holidays as follows:

New Year's Day
Martin Luther King, Jr.'s Birthday
President's Day
Good Friday (Friday before Easter)
Primary Election Day*
Memorial Day
Independence Day
Labor Day
General Election Day*
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

\*(In non-election years, the City observes Lincoln's Birthday and Veteran's Day in lieu of Primary Election and General Election Day.)

The above list is subject to change. Prior to the start of each year, a list of holidays and the designated dates will be distributed to all departments. Any change from this procedure will be announced well in advance. To be eligible for holiday pay, an employee must have worked his/her last scheduled workday before the holiday and his/her first scheduled day after the holiday.

The City does not observe religious holidays. All holidays observed are either national or designated City holidays. If you wish to take a day off for a religious holiday, you may elect to either take a vacation day or take the day off without pay. Requesting time off for a religious holiday should be scheduled in advance with your Supervisor.

## **VACATION**

Vacation time is provided for rest and relaxation away from the job. All full-time employees are eligible for paid vacation. You are expected to use available vacation time within the appropriate period as scheduled by you and approved by your Supervisor. The City reserves the right to cancel a scheduled

vacation if necessary. You should consult your Supervisor to discuss how vacation scheduling is handled in your department. Except in case of emergency, vacation must be requested at least 48 hours in advance.

Vacation time is awarded based on length of service and is calculated by the month during the first calendar year of employment. There is a minimum waiting period of six (6) months full time employment before you are entitled to utilize your accrued vacation. Employees hired January through June will be awarded their accrued vacation time January 1<sup>st</sup> of the following calendar year. Employees hired July through December will be awarded their accrued vacation time upon the completion of six months of full time employment.

New employees will accrue five-sixths (.83) of one vacation day monthly to be utilized the following calendar year. For example, an employee hired in March would accrue 8.3 vacation days during their first year. The employee would be able to use 8.3 days of vacation from January through December of the following year. An employee hired in December would have .83 vacation days to use the following June through December. No vacation time may be utilized during the first calendar year of full time employment, or within the first six months of full time employment.

Vacation is awarded to full time active employees at the rates listed below:

<b>Years of Service</b>	<b>Allotment</b>
Two through four	2 weeks
Five through nine	3 weeks
Ten through fourteen	4 weeks
Fifteen through nineteen	5 weeks
Twenty and above	6 weeks

Employees who are beginning their second, fifth, fifteenth, and twentieth years will receive their increase on January 1<sup>st</sup> of the calendar year following their anniversary. For example, an employee who began full time employment in 2005 would complete year four and begin year five in 2009. This employee would have 2 full weeks available in 2009, and 3 weeks available January 1<sup>st</sup>, 2010.

Employees who are entitled to more than two (2) weeks vacation must receive approval from the Department Head before taking more than two weeks vacation at any one time. Vacation time may be taken in less than eight (8) hour increments with the Department Head's approval.

Only fifty percent (50%) of vacation entitlement not used in the appropriate year may be carried over for use the following employment year. Any entitlement in excess of 50% that is not used will be forfeited.

A full time employee who has completed 6 months of continuous service will be paid for any unused vacation upon separation of employment.

## **SICK LEAVE**

To keep the City of Evansville running smoothly and efficiently, it is important that every employee be on the job on time regularly. For this reason, careful attention is given to promptness, absence record and overall dependability.

The City of Evansville recognizes, however, that an employee may occasionally be absent due to injury or illness. All full-time active employees who are unable to perform their job duties due to illness or injury are eligible for sick days. During the first calendar year of full time employment, sick days are accumulated at the rate of two-thirds (2/3) one day per month for each month the employee is on active payroll. All full time active employees will receive an annual entitlement of 8 sick days each January 1<sup>st</sup>. Sick days may be carried over from year to year, with no more than a total accrual of 60 days. Employees who have accumulated in excess of 30 sick days in prior calendar years may convert five (5) days of sick leave into five (5) days of vacation leave. If an employee has at least five (5) years of continuous service, he/she will be paid for accrued sick leave up to a maximum of thirty (30) days when leaving employment with the City.

Any absence must be reported as early as practical in accordance with your department's policy, but not later than thirty minutes before employee's scheduled starting time. Documentation justifying a sick leave absence may be required at the discretion of employee's department head. Such documentation must be provided for absences of three (3) consecutive days or longer. Medical certificate should state that the employee has been ill, under medical care, and is able to return to work. Employee should notify his/her Supervisor of the expected date of return to work as soon as possible since the department must be able to continue operations during the employee's absence.

Every employee's presence is necessary for the proper functioning of his/her department; and, where an absence is unavoidable, advance notice of the anticipated date of return helps the department to plan the workload accordingly.

**WELL PAY**

An active employee who has completed at least one full year of continuous employment with the City is eligible for bonus leave on the basis of attendance records. Bonus leave is earned on the following basis:

- No sick leave used in a calendar year - three (3) days of bonus leave
- One (1) day sick leave used in a calendar year - two (2) days of bonus leave
- Two (2) days sick leave used in a calendar year - one (1) day of bonus leave
- More than two (2) days sick leave in a calendar year - no bonus leave \*a day = eight (8) hours

All bonus leave earned by the employee is to be used within the calendar year immediately following the year in which the bonus leave was earned. All bonus leave is to be scheduled with the approval of the Supervisor. Bonus leave does not carry over from year to year and is not paid at the time of termination.

**PERSONAL LEAVE**

Each full-time active employee is allowed three (3) personal days per calendar year of employment for the transaction of personal business.

These days must have the approval of your Supervisor and should be scheduled at least twenty-four (24) hours in advance.

Active employees are eligible to use personal day leave after the completion of 90 calendar days of employment. Personal days are allotted annually to active employees. These days cannot be carried over to the next year, and no payment is made for unused days upon separation of employment. The following applies to personal days during the first year of full time employment:

<b>Month of Hire</b>	<b>Entitlement</b>
January - April	3 days
May - August	2 days
September - December	1 day

## **FUNERAL LEAVE**

In the unfortunate event of a death in the immediate family, a leave of absence of up to three (3) consecutive working days with pay will be granted. These three (3) days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed. In any event, the day of the funeral shall be one of the last days of the leave.

The immediate family is defined to include the employee's mother, father, grandmother, grandfather, mother-in-law, father-in-law, brother, sister, spouse, child, stepchild, or grandchild.

## **JURY/WITNESS DUTY**

A leave of absence for jury duty will be granted to all full-time employees who have been notified to serve. During this leave, the employee shall receive his/her regular straight time pay rate; however any payments the employee receives for jury duty must be properly endorsed over to the City for payment.

Upon receipt of the notice to serve, the employee should immediately notify his/her Supervisor. Additionally, a copy of the notice to serve should be placed into the employee's personnel file for record. After the employee has completed his/her duty, the employee shall furnish evidence of having served on a jury or as a witness for the time claimed. If the employee is released by the court any time prior to noon, he/she shall report to work within one hour of being released by the court.

## **MILITARY FIELD TRAINING LEAVE**

A full-time employee who is a member of any reserve component of the armed forces of the United States shall be entitled to a leave while he/she is engaged in the performance of official duty or training in this state or in the United States.

Reservists and national guardsmen will be granted time off to participate in summer encampments and/or cruises.

The employee will be granted a military leave of absence without loss of pay for no more than 15 calendar days of each year, at his/her regular straight-time pay.

The employee should submit a copy of the military orders to his/her Supervisor. Employees should advise their supervisor and/or department head of their training schedule and/or other related obligations as far in advance as possible.

## **SCHOOL LEAVE**

All full-time employees may be granted up to two (2) hours paid leave from work to attend the first day of school with their child, who is attending first grade or kindergarten for the first time. The employee must request this leave at least twenty-four (24) hours in advance. The City has the right to deny the request, depending on the department workload.

## **TUITION REIMBURSEMENT**

All full-time employees may request reimbursement of educational tuition prior to enrolling in the course. The request will be reviewed for policy compliance and a decision will be made on the possible reimbursement. The policy is applicable to individual courses, associate degree programs, and bachelor degree programs. Master degree programs will be considered a case-by-case basis. Doctorate programs are not covered by this policy.

The tuition costs being submitted for reimbursement must be for courses offered at an accredited college or university and must improve or enhance the employee's ability to perform in their current position. Employees who have prior military service must first exhaust veteran benefits.

Approval will be limited to two (2) classes per grade period. The following scale will determine the reimbursement amount once approved.

<u>Grade</u>	<u>Amount of Reimbursement</u>
A	100%
B	90%
C	80%
Below C	0%

Reimbursement is limited to tuition only. Reimbursement will be at the in-state resident rate for course(s) taken at a state-supported college or university regardless of the employee's state of residence.

## **FITNESS CLUB DISCOUNTS**

The City of Evansville has made arrangements with several fitness centers in Evansville to provide services to City employees at a discount. The payment is set up through a deduction from your paycheck and the City subsidizes the fee.

Please contact City Payroll or your health club to see if they are participants in our program.

## **DISCLAIMER**

The City of Evansville has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness or injuries, and to help you plan for retirement. This portion of the Employee Handbook contains a generalized description of the benefits to which you may be entitled as an employee of the City. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the Insurance Division of Administrative Services. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the City of Evansville and its employees, retirees or their dependents, for benefits or for any other purpose.

All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

As in the past, The City of Evansville reserves the right, in its sole and absolute discretion, to amend, modify, or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, the City reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply, and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which are provided to you separately or contact the Administrative Services Department. If you lose or misplaced those descriptions, please contact Administrative Services for another copy.

## **HEALTH INSURANCE**

The City of Evansville offers all full-time employees who have been employed by the City of Evansville for 30 days health coverage under a self-insured group medical plan (including Dental and Vision).

Employees have up to 30 days from his/her employment date to make a medical plan election. Once made, your election is generally fixed for the remainder of the plan year.

However, if employee undergoes a change in family status (as defined in the plan document), the employee may make a mid-year change in coverage, provided the change is made within 30 days from the date of the change in family status.

At the end of each calendar year, during open enrollment, employees are free to change their medical elections for the following calendar year. The Insurance Division of Administrative Services will assist employees in making the necessary arrangements for enrollment. A complete description of the plans is provided to each employee as Summary Plan Descriptions and appropriate supplements.

## **FLEXIBLE SPENDING ACCOUNT**

As part of the City of Evansville's Flexible Benefits Plan, we currently offer an employee-funded Flexible Spending Account to all full-time employees hired on or before January 1 of a calendar year. During open enrollment, plan participants may elect an annual amount of flexible dollars (which will be deducted pro rata on a pre-tax basis from each payroll) to pay for eligible health care expenses. Eligible health care expenses may include medical, vision, dental out-of-pocket costs. Also available through the Flexible Spending Account is dependent care reimbursement.

Information on this plan is available through the Insurance Division of Administrative Services.



## **GROUP LIFE INSURANCE**

The City of Evansville offers all full-time employees who have been employed by the City of Evansville for 30 days a basic group term life policy along with an all-risk accidental death and dismemberment policy.

## **EMPLOYEE ASSISTANT PROGRAM (EAP)**

The City of Evansville offers a voluntary and professional service that provides information, counseling, and referral services to all full-time employees and their dependents.

## **WORKERS' COMPENSATION BENEFITS**

The City of Evansville is covered under statutory state Workers' Compensation Laws. Should you sustain a work-related injury, you must immediately notify your department supervisor and/or the Safety Division of Administrative Services. Should your injury require the attention of a doctor, your Supervisor will direct you to an authorized worker's compensation medical provider (Deaconess Comp Center).

In the case of an emergency, you should go the nearest hospital emergency room for treatment.

## **RETIREMENT PLAN (INPRS)**

Full-time employees participate in the Indiana Public Retirement System of Indiana. INPRS is governed by State legislation and the City is required to immediately, upon hire, enroll all eligible persons.

The City currently pays in excess of 11% of your gross wages as the employer contribution to your retirement plan. In addition, the City contributes 3% on your behalf as an employee contribution. Your benefits upon retirement are composed of two parts:

- (1) the employer-financed pension: The employer portion is classified as a defined benefit and will be approximately 85% of the total benefit employee will receive and;
- (2) the employee-financed annuity: The employee contribution (currently 3%, which the City pays for you) is classified as an annuity benefit program.

Recently passed legislation allows employees to contribute up to an additional 10% of the employees gross wages. This additional contribution is not matched with City funds.

Employee should review the INPRS handbook or direct questions to the Payroll Department.

## **DEFERRED COMPENSATION**

You may wish to add to your retirement savings by contributing a portion of your income via payroll deduction by participating in the Deferred Compensation program. Deferred Compensation is a supplemental retirement savings program that allows eligible employees to contribute a portion of their salary before federal, state, and local option taxes, to a retirement account.

Please refer to the Deferred Compensation Program brochure or direct your questions to the Benefits Department.

In closing, working for the City of Evansville provides you with the special opportunity to have a direct impact upon the quality of life in the community in which we live. The way we work and respond to our neighbors reflects the way we want our community to be viewed. We are serving as representatives of our City. It is important that we make every effort to provide quality services at an affordable cost.

## **ACKNOWLEDGEMENT AND RECEIPT OF CITY OF EVANSVILLE EMPLOYEE HANDBOOK**

I acknowledge that I have received a copy of the City of Evansville's Employee Handbook outlining the responsibilities as an employee and the responsibilities of the City. I agree that if there is any policy or provision in the Handbook that I do not understand, I will contact City Personnel. I understand that the City of Evansville's Employee Handbook is not an employment contract, but does provide the organizational employment policies and procedures by which I am governed. I agree to comply with the guidelines, policies, and procedures of the City of Evansville.

I understand that the City of Evansville is an "At-Will" employer and that my employment and compensation can be terminated at the option of either the City of Evansville or myself at any time. No supervisor or other representative of the City of Evansville has the authority to enter into an agreement for employment, unless the proper procedure for hiring has been completed. I also understand that nothing in this Handbook is a promise or a contract for future benefits or for any other purpose.

I understand that this Handbook is subject to change without notice. I also understand that changes in procedure will supersede or eliminate those found in this book and I will be notified of such changes through normal communication channels.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Signature of Personnel Representative