

**DISCLAIMER**

**These policies provide general information about many of the City of Covington’s policies, procedures, and benefits pertaining to employees. It is not a contract of employment or a legal document. It does not create any contractual or other legal rights.**

**Only the Board of Commissioners has the authority to enter into an employment contract or make any promises about any employment benefit. No other manager, supervisor, team leader, or representative of the City of Covington may make any contract, promise, or commitment contrary to the guidelines outlined in this manual.**

**The City of Covington reserves the right to change *or delete* the policies contained in the Personnel Policy Manual (“Manual”) at its discretion, and to interpret and apply the policies as it deems appropriate.**

**This Manual is not intended to and does not provide an exhaustive listing of every policy and procedure affecting employees. This Manual supersedes and replaces all previous similar manuals and policies. Any policies that were in previously adopted editions of any manual but are not in the current Manual are repealed and superseded.**

**A copy of the current adopted Manual shall be maintained on the City’s internal drives, payroll/HR system, and in the Human Resources Department where it can be viewed and/or printed by employees at any time. The Human Resources Department will endeavor to inform employees about substantial changes.**

**These policies are intended to serve as a quick reference to any applicable federal, local, and state laws and regulations (the “Laws”) that govern the subject matters discussed herein. These policies do not add rights to, modify, or supersede the standards provided in any applicable Laws. If a conflict with the policies herein exists with the Laws, the Laws shall control. However, where a federal or state law or regulation explicitly allows the City to make an election, the City’s election herein shall be effective. (Example: Law permits employer to select calendar year versus rolling calendar year, selection of calendar year by City will govern.)**

# CITY OF COVINGTON

## Personnel Policy Manual

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If any conflict exists between any of the City policies in this Manual and state, local, and/or federal law, or a collective bargaining agreement, the law or collective bargaining agreement(s) shall control.

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### **1.1 EMPLOYMENT**

Effective Date:

Revision Date:

#### **Welcome to Covington!**

We hope that you will be proud to be a member of our team, helping to make the City successful.

This Manual describes our policies. The Manual outlines many of the programs and benefits available to eligible employees.

The Manual will answer questions you may have about your employment at the City. We suggest that you become familiar with the Manual as soon as possible.

We hope that your experience here will be challenging, enjoyable, and rewarding.

### **1.2 Introductory Statement**

Effective Date:

Revision Date:

This Manual will give you important information about working at the City. The policies contained in the Manual explain many of the benefits of working here. The policies also explain what we expect of you and how these policies affect your work here at the City.

However, these policies cannot cover every situation or answer every question about policies and benefits. Sometimes we may need to add new policies, change policies, or cancel policies.

If we make changes to the policies, we will tell you about the changes.

If any conflict exists between any of the City policies and state, local, and/or federal law, or a collective bargaining agreement, the law or collective bargaining agreement shall control.

### **1.3 Customer Relations**

Effective Date:

Revision Date:

Our citizens and visitors are very important to us. Every employee represents the City to our citizens, visitors, and the public, are “customers” of the City. Our customers judge all of us by how we treat them. One of the highest priorities at the City is to help anyone who

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is seeking information in person or by phone. Nothing is more important than being courteous, friendly, prompt, and helpful to customers. Below is a list of suggestions for how to successfully interact with our customers:

- Smile when greeting a customer in person and on the phone (yes people can tell if you are smiling over the phone).
- Be pro-active and ask how you may be of service
- Value the customer's complaint – As much as we dislike it, it provides an opportunity to improve
- Listen and Acknowledge, apologizing for their distress is easy and it shows you are listening.
- The correct answer is never "I don't know" unless" you add to it "but I can find out for you".
- **ALL** customers deserves attention regardless of their age, race, gender, gender identity, speech or appearance.

If a customer wants to make a specific comment or a complaint, you should direct the person to your supervisor or if it is another department, direct them to that department or take their information and let them know where you will transfer the information and provide contact information. If you are unsure how to handle a situation, check with your supervisor or human resources for guidance.

Your contact with the public, your telephone manners, and any communications you send to customers reflect not just on you but also on the professionalism of City. Good customer relations can build greater citizen loyalty.

#### **1.4 Nature of Employment**

Effective Date:

Revision Date:

You became an employee at the City voluntarily and your employment is at will unless otherwise covered by a collective bargaining agreement or another applicable provision of law. "At will" means that you may terminate your employment at any time, with or without cause. Likewise, "at will" means that the City may terminate your employment at will at any time, with or without cause, as long as it does not violate state, local and/or federal state laws, or an applicable collective bargaining agreement.

These personnel policies are not a contract, express or implied, nor do they guarantee employment for any specific length of time or benefits. Although we hope our employment relationship will be long term, either the City or you can end the relationship at any time to the extent allowed by law.

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These policies supersede and replace all previous policies and procedures including but not limited to, all memoranda or written policies which may have been issued on the subjects covered by these policies, except for any applicable collective bargaining agreement(s).

Sometimes we may need to change, add, or cancel policies or benefits. We want you to know that this could happen and that the City has the right to make changes. The only exception is that we will not change our employment-at-will policy. The only official changes to these policies are changes that are authorized by the City Commission.

### **1.5 Equal Opportunity Employment**

Effective Date:

Revision Date:

To give equal employment and advancement opportunities to all people, we make employment decisions at the City based on each person's performance, qualifications, and abilities. The City does not discriminate in employment opportunities or practices on the basis of disability, age, sex, race, color, religion, ancestry, national origin, sexual orientation, gender identity, familial status, marital and/or parental status, veteran status, place of birth, or any other characteristic protected by federal, state, or local law. This applies to all City employees.

In City buildings where there is a single use restroom, that restroom will be designated as gender neutral.

The City will make reasonable accommodations for qualified individuals with known disabilities, unless making the reasonable accommodation would result in an undue hardship to the City. Requests for reasonable accommodation should be made to Human Resources.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Human Resources Director. You will not be punished for asking questions about this. Also, an employee who violates this policy, the employee will be subject to disciplinary action, up to and including termination of employment.

### **1.6 Prohibited Discrimination, Harassment, and Retaliation**

Effective Date:

Revision Date:

**If any conflict exists between any of the City policies in this Manual and state, local, and/or federal law, or a collective bargaining agreement, the law or collective bargaining agreement(s) shall control.**

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The City is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. The City has zero tolerance for derogatory or negative actions, words, jokes, or comments based on a person's disability, age, sex, race, color, religion, ancestry, national origin, sexual orientation, gender identity, familial status, marital and/or parental status, veteran status, place of birth, or any other characteristic protected by federal, state, or local law. This applies to all City employees, including elected officials.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual;
- Suggestive or obscene letters, notes, or invitations; or
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors constitute sexual harassment. Other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Discrimination and harassment on the basis of any other protected characteristic referenced above is also strictly prohibited. Under this policy, harassment is derogatory, negative, or offensive verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her disability, age, sex, race, color, religion, ancestry, national origin, sexual orientation, gender identity, familial status, marital and/or parental status, veteran status, place of birth, or any other characteristic protected by federal, state, or local law.

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If you experience or witness discrimination, sexual harassment, or any other harassment prohibited by this policy, report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Human Resources Department or any other member of management. There will not be punishment or reprisal if you report discrimination or harassment prohibited by this policy. Just as with discrimination and harassment, if you experience or witness retaliation in violation of this policy, you should report it to management or Human Resources.

The City will promptly and appropriately investigate all allegations of discrimination, harassment, and retaliation prohibited by this policy. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible discrimination, harassment, or retaliation prohibited by this policy must immediately advise the Human Resources Department or another member of management so it can be investigated in a timely manner. Any employee who engages in discrimination, harassment, or retaliation prohibited by this policy will be subject to disciplinary action, up to and including termination of employment.

### **1.7 Reporting Discrimination, Harassment, or Retaliation**

Effective Date:

Revision Date:

The City of Covington encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position, including whether the offender is elected or not. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their department head, Human Resources staff, and City Manager, Assistant City Manager or any member of the management team.

In addition, the City encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcomed and request that it be discontinued. Often this action alone will resolve the problem. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately depending on the circumstances. Corrective action may include training, reassignment, suspension, warning, reprimand, termination, or other appropriate measures based on the circumstances.

### **1.8 Disability Accommodation**

Effective Date:

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Revision Date:

The City of Covington is committed to complying fully with the American with Disabilities Act (ADA) in ensuring that equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

Our hiring procedures have been reviewed and when asked, we will make job applications in alternative, accessible formats. We will also give assistance in completing the application. We only make pre-employment inquiries regarding an applicant's ability to perform the duties of the job.

We require post-offer medical examination only for jobs that have bona-fide job related physical requirements. An examination will be given to any person who enters the job but only after the person has been given a conditional job offer. We keep medical records separate from other personnel files and these files are confidential.

Reasonable accommodation may be available to an employee with a disability when the disability affects the performance of the job functions.

The City will follow any state, federal or local law that gives more protection to a person with a disability than the ADA gives.

### **1.9 Kentucky Pregnant Workers' Act**

Effective Date:

Revision Date:

In addition to the rights under FMLA, pregnant workers who are medically required to have temporary accommodations due their pregnancy will be given "reasonable accommodations" to remain at work.

- Under the Act, the definition of "reasonable accommodations" includes:
- More frequent or longer breaks.
- Time off to recover from childbirth.
- Acquisition or modification of equipment.
- Appropriate seating.
- Temporary transfer to a less strenuous or less hazardous position.
- Job restructuring.
- Light duty.
- Modified work schedule.
- Private space that is not a bathroom for expressing breast milk.

**If any conflict exists between any of the City policies in this Manual and state, local, and/or federal law, or a collective bargaining agreement, the law or collective bargaining agreement(s) shall control.**

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#### **1.10 Hiring of Relatives or Individuals in Dating Relationships**

Effective Date:

Revision Date:

When relatives or persons involved in a dating relationship work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from outside can sometimes carry over to work.

For this policy, we define a relative as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. We define a dating relationship as a relationship that might reasonably be expected to lead to a consensual "romantic" or sexual relationship. This policy applies to all employees regardless of their gender or sexual orientation.

Our policy is that an employee may not directly work for a relative or supervise a relative. We also do not allow a person in a dating relationship to work for the other person in that relationship or to supervise the other person.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment or termination of employment. If you are in a close personal relationship with another employee, we ask that you avoid displays of affection or excessive personal conversation at work.

Any exceptions to this policy must be approved by the City Manager.

#### **1.11 Employee Medical Examinations**

Effective Date:

Revision Date:

Some City positions that require physical activity or that are safety sensitive require a medical examination. The exam is to help make sure you can perform your duties with or without accommodation.

After we make a job offer if you are placed in one of these types of positions, we will select the health professional and pay for the examination. The job offer and start date or continued employment, if the applicant has already started, will depend on whether the applicant satisfactorily completes the exam.

Sometimes we may require current employees to take medical examinations to make sure they are fit for work after a medical absence or required by certain license holders for

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example. If we ask you to take an exam, we will schedule it for a reasonable time and frequency and we will pay for it.

We keep all medical information separate from your other personnel information to protect your privacy. In accordance with relevant law, only people who have a legitimate business need to know may see medical information. Please refer to the City's HIPAA policy that was included in your medical benefits information. If you need another copy, please contact the Human Resources Department.

#### **1.12 Job Postings**

Effective Date:

Revision Date:

The City's job posting program gives you the opportunity to show your interest in open jobs and to advance within the City according to your skills and experience. In general, we post all seasonal, part-time, and full-time job openings.

Job openings that are posted internally via email to all departments should be posted by the departments in common employee areas, and on the City's website. They will normally remain open for a minimum of 14 days, although the City reserves the right to post using other methods and for other lengths of time.

Each job posting notice will include the dates of the posting period, job title, department, salary or salary range, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, you must have performed competently for at least 90 calendar days in your current position. You are not eligible to apply for a posted job if you have a written warning on file within the last two (2) years, or are on probation or suspension. You may only apply for posted jobs for which you possess the required skills, competencies, and qualifications.

To apply for an open position, submit an application or a resume through the website or otherwise provide it to Human Resources. List your job-related skills and accomplishments on the application or resume. Also tell how your education and your work experience at the City or a previous employer qualifies you for the position.

We encourage you to talk with your supervisor about your career plans.

After you apply for a job, your supervisor may be contacted for information about your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a possible transfer may also be discussed.

Job posting is a way to inform you of open jobs. It is also a way for the hiring manager to find out about qualified and interested applicants within the City. In addition to internal

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postings, the City may use other recruiting sources to fill open jobs, including with external candidates.

#### **1.13 Business Ethics**

Effective Date:

Revision Date:

The City has a comprehensive Code of Ethics which that covers in more detail the items listed in this handbook (1.13, 1.14, 1.15 and 1.16) and other areas that are not addressed in this handbook. The Code of Ethics applies to elected officials and employees of the City of Covington and is codified in the City Code of OrdinanceS.

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

Our continued success depends on our citizens' trust. Employees owe a duty to the City, our citizens and vendors to act in ways that will earn the continued trust and confidence of the public.

As an organization, the City will comply with all applicable laws and regulations. We expect all directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and refrain from engaging in any conduct 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 supervisor or Human Resources staff.

It is the responsibility of every City employee to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including possible termination of employment.

The City requires reporting by its employees of improper governmental action taken by City officers or employees and to protect City employees who have reported improper governmental actions in accordance with the City's policies and procedures.

#### **1.14 Political Activities**

Effective Date:

Revision Date:

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City employees may participate in political or partisan activities of their choosing on their own time, provided that City resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions.

City employees may not campaign on City time, in a City uniform, or while representing the City in any way. Employees may not use or allow others to use City facilities, equipment or funds for political activities.

Employees shall not solicit on City time for a contribution or support for a political cause.

Except as noted in the policy, City employees are otherwise free and encouraged to fully exercise their constitutional First Amendment rights. This policy is not intended to prohibit an employee from engaging in speech as a citizen on a matter of public concern, or to otherwise conflict with the First Amendment rights of employees.

Employees should be aware of the additional and/or more specific ethical requirements related to political activities contained in the City's

#### **1.15 Gifts**

Effective Date:

Revision Date:

No employee of the City shall directly or indirectly ask for any gift, or accept a gift that is valued more than \$150.00 in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, that could be seen as an attempt to influence an employee in the performance of his or her public duties or was intended as a reward for any City or Official action. Any gift that is given to an employee must be shared with the department and/or all City staff. This would include items such as fruit baskets, cookies, candies, etc. Check with your supervisor and the City's Code of Ethics regarding items that are not included in the policy and for more information about the receipt of gifts

#### **1.16 Outside Employment**

Effective Date:

Revision Date:

You may hold an outside job as long as you can satisfactorily perform your City job and the job does not create a conflict of interest or interfere with the City's scheduling demands.

In order to remain employed at the City, we may ask you to terminate an outside job if we determine that it is impacting your performance or your ability to meet the City's requirements, which may change over time.

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In accordance with the City's Code of Ethics, employees wishing to take off-duty employment shall have the written approval of the City's Human Resources Department. In addition, employees or officers holding management level positions shall notify the City Manager and obtain his or her written approval prior to creating, contracting with, or being employed by any agency or business firm other than the City.

#### **1.17 Use of City Property, Equipment, and Personnel for Outside Employment**

Effective Date:

Revision Date

When City materials, equipment and resources are put to personal use, they must be replaced sooner, which causes a drain on City funds. City employees who use copy machines, telephones, computers, emails, bandwidth and other City resources deprive the public of the use for which such resources were intended. A conscientious City employee will carefully use City materials and equipment purchased with public funds and take care to avoid the personal use of City resources.

### **EMPLOYMENT STATUS AND RECORDS**

#### **2.1 Employment Classifications**

Effective Date:

Revision Date:

It is important that you understand the definitions of the employment classifications at the City and know your classification. The reason is because your employment classification helps determine your employment status and what benefits you are eligible for. If you have questions or are not sure what your employment classification is, see your supervisor or Human Resources.

These employment classifications do not guarantee employment with the City for any specific period of time. You became an employee at City voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause. Likewise, "at will" means that City may terminate your employment at any time, with or without cause, as long as we do not violate federal, state, or local laws or a Collective Bargaining Agreement.

Depending on your job, you are either NONEXEMPT or EXEMPT from federal and state overtime wage and hour laws. If you are a NONEXEMPT employee, you are entitled to overtime pay under the specific provisions of federal and state laws. If you are an EXEMPT employee, you are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by the Human Resources Department.

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In addition to being a Nonexempt or Exempt employee, you also belong to one of the following employment categories:

You are a **REGULAR FULL-TIME** employee if you are not assigned to a temporary, part-time, or seasonal status AND you are regularly scheduled to work a full-time schedule of a minimum 37.5 hours per week or more. In most cases, regular full-time employees are eligible for all City benefit programs, subject to the terms, conditions, and limitations of each benefit program.

You may work subject to the terms of a collective bargaining agreement if, for example, your position is covered by the FOP, AFSCME or IAFF.

You are a **CONTINUAL PART-TIME** employee if you are not in a temporary, seasonal, intern/student and/or Part-time as defined in the category below AND you are regularly scheduled to work less than 37.5 hours per week on an on-going basis. Part-time employees receive all legally mandated benefits, such as social security and workers' compensation insurance. Part-time employees are eligible for Paid Time off (PTO) and Holidays at a pro-rated rate. See Vacation, Sick Leave, and Holidays for accrual. Continual Part-time employees are not eligible for any other City benefit programs unless required by Federal, State, or Local law. Continual Part-Time employees may not work more than 1200 hours per year.

You are a **TEMPORARY, SEASONAL, INTERN/STUDENT** employee if you were hired as an interim replacement, or to temporarily increase our workforce, or to help finish a specific project. Employees are in the temporary/seasonal category for a limited time. Even if you work at the City longer than the original time period that we agreed to when you were first hired, you will stay a temporary employee until you are officially notified in writing that you have been assigned to a different category.

Temporary/seasonal employees receive all legally mandated benefits, such as social security and workers' compensation insurance. Temporary employees are not eligible for other City benefit programs unless required by Federal, State, or Local law. This category of employees must not exceed of 1200 work hours per year.

## **2.2 Probationary Period**

Effective Date

Revised Date

All new full-time employees and promotions, and transfers shall be for a probationary period of 12 months. The purpose of this period is to evaluate the employee's progress in terms of work performance, attendance, conduct, cooperation, and similar traits. This will also provide a period of training, close supervision, and counseling by the supervisor to help the employee succeed.

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Progress reports with the assistance of the Human Resources Director, the immediate supervisor will evaluate and discuss performance on a regular basis with the employee and complete a formal performance review at least once during the probationary period. Regular discussions can help to establish both a good relationship and good communication. It will also let the employee know that his or her day-to-day performance is being reviewed, and provide an opportunity to improve in the areas needed. At the end of the probationary period, performance ratings will be considered in determining whether or not the employee is to be retained.

### **2.3 Employment Reference Checks**

**Effective Date:**

**Revision Date:**

To ensure that individuals who join the City are qualified and have a strong potential to be productive and successful, it is the policy of the City to check the employment references of all full-time candidates. The City will also perform a criminal and driving record (if essential to the job) screen.

The Human Resources Department will respond to all reference check inquiries from other employers. Response to such inquiries will typically confirm dates of employment, wage rate, and position held unless more information is required under the law. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

### **2.4 Access to Personnel Files**

**Effective Date:**

**Revision Date:**

The City keeps personnel files on all employees. The personnel files include employment-related records.

Personnel files are the property of the City. Because personnel files may contain confidential information, the only City staff who are authorized to view personnel files are people with a legitimate business reason. However, certain items in personnel files may be subject to disclosure under the Kentucky Open Records Act.

If you wish to review your own file, contact the Human Resources Department. You will need to give advance notice if you wish to see your file. You may review your file only when a representative of the City is also present.

### **2.5 Personnel Data Changes**

**Effective Date:**

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Revision Date:

It is important that the City have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information. We also need to have information about who to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact the Human Resources Department.

#### **2.6 Performance Evaluations**

Effective Date:

Revision Date:

We encourage you and your supervisor to discuss job performance and goals on an informal basis. In addition, you and your supervisor will have formal performance evaluations to discuss your work and goals, to identify and correct areas that require improvement, and to encourage and recognize your strengths and accomplishments. Performance evaluations are usually done every 12 months.

#### **2.7 Salary Administration**

Effective Date:

Revision Date:

We have a Classification and Compensation system at the City. The Classification and Compensation system helps us have consistent pay practices, comply with federal and state laws, support our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market.

We are committed to paying equitable wages that are based on the requirements and responsibilities of each job.

Compensation for each job is based on several factors. The factors include the essential duties and responsibilities of the job, and salary survey data (how other employers pay their employees). We periodically review our Classification and Compensation system and change it as necessary.

If you have questions about your wages or this policy, please contact your supervisor or the Human Resources Department.

### **EMPLOYEE BENEFIT PROGRAMS**

#### **3.1 Employee Benefits**

Effective Date:

**If any conflict exists between any of the City policies in this Manual and state, local, and/or federal law, or a collective bargaining agreement, the law or collective bargaining agreement(s) shall control.**

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Revision Date:

The City gives eligible employees many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Federal, State and Local taxes, Social Security, workers' compensation, Kentucky Retirement, and unemployment insurance.

There are several factors that decide if you are eligible for a benefit. One important factor is your employment classification. See your Human Resources to find out which benefit programs you are eligible for. Sometimes a policy will tell you that there is more information in another place such as the plan or a summary plan document. To the extent that there is a difference between this handbook and a plan or a summary plan document, the plan or summary plan document controls.

The following benefit programs are available to eligible employees:

- Auto Mileage
- Bereavement Leave
- Deferred Compensation Plan
- Dental Insurance
- Drug or Alcohol Rehabilitation Program
- Educational Financial Assistance
- Employee Assistance Program
- Health Insurance
- Jury Duty Leave
- Voting Leave
- Life Insurance
- Longevity
- Professional Association Membership Dues (where applicable and related to an employee's job)
- Parking
- Pension - Kentucky Retirement Systems
- Pharmacy
- Sick Leave Benefits
- Supplemental Life Insurance
- Vacation Benefits
- Vision Care Insurance

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- Wellness Program

You may have to pay part or all of the cost for some benefits.

### **3.2 Vacation Benefits**

Effective Date:

Revision Date:

The City offers vacation time off with pay to eligible employees. Employees in the following employment classifications are eligible for paid vacation time:

- \* Regular full-time employees
- \* Continual part-time employees

The amount of paid vacation time you receive each year depends on how long you have been working.

For the calendar year you are hired as a full time employee (year 0), your hire date determines the amount of vacation you will receive that year.

Previous employment with the City in any other classification other than Full-Time will not be credited to your years of service. Previous Full-Time City employment will be credited if your separation is (1) one year or less.

This is the schedule for accruing vacation:

#### ***REGULAR FULL-TIME EMPLOYEES:***

Employees earn vacation in accordance with the following:

- Year 0 (calendar year hired) - up to 10 days based on the month hired
- Year 1 (calendar year after year hired) 10 days
- Year 2-4 10 days
- Years 5- 9 15 days
- Years 10-19 20 days
- Year 20+ 25 days

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You will be given vacation time for the calendar year you are hired (year 0) based on the month of hire. If you are hired in:

- January, February, or March, you will receive 10 days of vacation for that calendar year
- April, May or June, you will receive 7 days of vacation for that calendar year
- July, August or September, you will receive 6 vacation days for that calendar year
- October, November or December you will receive 3 vacation days for that calendar year.

### Example:

<b>Your Hire Date is July 1, 2019</b>	<b>Eligible # of vacation days</b>
Hire Year (Year 0)	6 vacation days
Year 2020-2024	10 vacation days
Years 2025-2030	15 vacation days
You will receive the full amount of the vacation every January after your anniversary year until the next milestone anniversary.	

We encourage all employees to take their vacation time. This provides an opportunity to re-charge and helps to prevent “burn-out”. However, we realize that there may be times due to projects and staffing levels you may not be able to take all of your vacation during the calendar year. We will allow employees to roll-over up to 5 vacation days into the next calendar year. This carry-over vacation time must be taken during the first 6 month of the year, or it will be forfeited. Except for this specifically allotted carryover, all unused vacation time is forfeited at the end of the calendar year.

Any exceptions to this maximum carry over must be approved by your supervisor and City Manager.

If your employment terminates, you will be paid for any accrued unused vacation time that has been earned and not already forfeited through your last day of work.

Some exempt level personnel may have a different schedule than listed above which requires City Manager approval.

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#### ***CONTINUAL PART-TIME EMPLOYEES Paid Time-Off (PTO):***

This would include any employee working part-time on a regular schedule on an ongoing annual basis with no break in continued employment.

After 1 year of eligible service based on the employee's anniversary date, the employee is entitled to the equivalent of one week's hours paid time off days (PTO) each year.

Example: an employee works 20 hours per week, the employee would receive 20 hours of PTO for the year.

After 5 years of eligible service based on the employee's anniversary date, the employee is entitled to the equivalent of two week's hours paid time off (PTO) each year.

Example: an employee works 15 hours per week, the employee would receive 30 hours of PTO for the year.

After 10 years of eligible service based on the employee's anniversary date, the employee is entitled to the equivalent of three week's hours paid time off days (PTO) each year.

Example: an employee works 22 hours per week, the employee would receive 66 hours of PTO for the year.

Eligible service is paid work hours and/or paid time off as a Continuous Part-Time Employee. Any unpaid time taken that lasts longer than 30 days will not be counted towards your employment for vacation purposes.

You can request to use PTO after it is earned.

You may not take less than one hour vacation at a time. To schedule your vacation time, you should first ask for advance approval from your supervisor. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements.

You will be paid for vacation time off at your base pay rate as of the time of the vacation.

Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

We encourage you to use your available paid vacation time for rest and relaxation. We will allow employees to roll-over up to 2 vacation days into the next calendar year. This carryover vacation time must be taken during the first 6 month of the year, or it will be forfeited. Except for this specifically allotted carryover, all unused vacation time is forfeited at the end of the calendar year.

If your employment terminates, you will be paid for any accrued unused vacation time that has been earned and not already forfeited after your initial period of employment through your last day of work.

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### **3.3 Personal Days**

Full time employees may convert up to 3 sick days per year to Personal Days subject to years of service requirements listed below. Full-Time employees are not eligible to convert sick days to personal days during their first 1 year of service. Upon completion of 1 year of service the rate of conversion is as follows based on the number of completed years of service. Conversion of sick days cannot deplete your sick leave balance. Personal days cannot be rolled over as vacation.

2 to 5 completed years of service may convert 1 sick day per year

6-15 completed years of service may convert 2 sick days per year

15+ completed years of service may convert 3 sick days per year

### **3.4 Holidays**

Effective Date:

Revision Date:

City gives time off to all employees on the following holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Good Friday/Spring Holiday (Friday before Easter) ½ Day
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)

Full-Time Employees

If a recognized holiday falls on a Saturday or Sunday, the City will observe it on the Friday before the holiday or the Monday after the holiday. Each year's holidays will be on the City's Annual Calendar. If you are scheduled to work a holiday, you will be paid straight

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time up to 40 hours. You will be given another day which will be substituted in lieu of the holiday and must be scheduled with the approval of your supervisor.

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

Eligible employees will be paid for holiday time off. If you are eligible, your holiday pay will be calculated at your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked that day.

### **Continual part-time employees**

Will receive pay for the following holidays after completing 1 year of eligible service on their anniversary date:

- Thanksgiving Day
- Christmas Day
- New Year's Day

### **3.5 Longevity Pay**

Effective Date:

Revision Date:

All non-union full-time employees are eligible to receive longevity compensation at a rate set annually in the budget process and budget adoption. The rate set is per month for every year of service up to a maximum of 25 years. Eligibility begins after completing 3 years of continuous service based on your anniversary date. Nothing herein shall be construed to grant, retroactive longevity benefits before the effective date of this policy.

### **3.6 Employee Suggestion Program**

Effective Date:

Revision Date:

This program is to reward City employees who provide suggestions that result in the improvement of City services and/or realization of financial savings. All regular employees are eligible to participate in the suggestion program. However, exempt employees are only eligible to submit suggestions that are outside the scope of their regularly assigned responsibilities.

A suggestion is an idea that will help the City solve a problem, reduce costs, improve operations or procedures, enhance customer service, eliminate waste or spoilage, or

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make the City a better or safer place to work. A suggestion should not just tell about the problem. A suggestion should also not be about co-workers or management. Instead, a suggestion should include ideas for how to solve or improve the situation.

Submissions should address the following criteria:

- Describes the problem;
- Is an original idea that comes from a City employee individually or employees jointly;
- Explains how to improve methods, equipment, procedures;
- Reduces time or cost of a work operation;
- Creates a safer work environment;
- Increases revenue;
- Improves relationships with or services for the citizens;
- Results of Suggestion;
- Presents an improvement in a City service or function;
- Explains how the change will be accomplished;
- Defines the benefits that will be realized by the City;
- How it will be measured - supportive data if available;
- Be practical, useful and constructive.

Eligibility is dependent on implementation and results verified as being a positive change for the City.

Suggestions that are not eligible:

1. Falls within the scope of duties of the employee suggesting the idea, and the employee has the authority to initiate or implement without other administrative approval.
2. A suggestion resulting from an assignment given to the employee by his or her supervisor.
3. A suggestion made by a contractor or sub-contractor or other third party.
4. A suggestion made by a member of the Board of Commissioners.
5. A suggestion that is routine maintenance, operation, and/or is one to follow manufacturer's recommendation.
6. The suggestion is already under consideration or has been considered in the past.
7. A suggestion that corrects behavior, a condition or error that is due to

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established policies or procedures not being followed.

#### **Approval process:**

The employee should submit his/her suggestion to the Administration Department. After it is reviewed, it will be forwarded to the Suggestion Committee. As soon as possible, the employee will be told if your suggestion was accepted or rejected.

A three-member panel of City employees appointed by the City Manager shall evaluate suggestions and make recommendations to the City Manager. A standard ratings criteria system will be created and used by the panel.

The City Manager shall review the panel's recommendation to determine if the suggestion has merit or not.

If the City Manager determines the idea has merit, then the City Manager shall approve the implementation.

The first suggestion received shall take precedence over any other similar suggestion that is received after the first suggestion.

The panel and/or the City Manager may request more information from the employee making the suggested change for reasons that include but are not limited to: financial restraints; availability of resources; or impracticality in implementation.

A suggestion shall be considered confidential to the extent allowed by law until final action is taken.

If a suggestion is used, the employee will receive special recognition and a cash award. Awards range from \$100.00 minimum to ten percent (10%) of the first year's documented savings or estimated savings up to \$2,500.00. A \$100.00 award may be given for ideas that have intangible savings.

### **3.7 Workers' Compensation Insurance**

Effective Date:

Revision Date:

Consistent with Kentucky law, the City provides a comprehensive workers' compensation insurance program to all employees who suffer injuries or illness as a result of their job.

It is very important that you tell your supervisor immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that your claim is reviewed and coverage is approved as quickly as possible if eligible. This also allows us to investigate the matter promptly.

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Workers' compensation covers only work-related injuries and illnesses. Neither the City nor its insurance carrier will pay workers' compensation benefits if you voluntarily participate in non-work related activities at work or in an off-duty recreational, social, or athletic activity that we might sponsor.

Employees may use any accrued sick and vacation leave to make up the difference between their salary and what is received from worker's compensation. The combination of payments from all sources must not exceed the weekly based salary of the employee. Worker's compensation absences will be applied to FMLA usage which will run concurrently.

The City prohibits retaliation against any employee because the employee exercised his/her right(s) to workers' compensation benefits. If you experience or witness retaliation prohibited by this policy, report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Human Resources Department or any other member of management. There will not be punishment or reprisal if you report retaliation prohibited by this policy.

The City will promptly and appropriately investigate all allegations of workers' compensation retaliation. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged wrongdoer will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of retaliation that violates this policy must promptly advise the Human Resources Department or another member of management so it can be investigated in a timely manner. Any employee who engages in retaliation prohibited by this policy will be subject to disciplinary action, up to and including termination of employment.

### **3.8 Educational Assistance**

Effective Date:

Revision Date:

Subject to an employee and the City agreeing in writing to the express terms of an agreement, the City offers an educational assistance program to encourage employees to maintain and improve their current position job-related skills through formal education. Only regular full-time employees are eligible to participate in this program.:-

Further, employees must first complete 365 calendar days of Full-Time employment to participate in educational assistance. When an employee starts getting educational assistance, the employee must continue to be an active employee and perform his/her job satisfactorily to stay in the program.

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Request for assistance must be made in advance so that it can be included in the departmental budgeting process. Requests that are not budgeted may not be approved.

The amount of assistance is based on the grade received per class. There is a maximum of (2) two classes per semester or quarter. Books, parking and other fees will not be considered eligible under the Educational Assistance program.

The amount of assistance is as follows:

- A = 100% of the per credit hour amount
- B = 75% of the per credit hour amount
- C or pass in a Pass/Fail course = 50% of the per credit hour amount
- Below a C or fail in a Pass/Fail course, no assistance will be given.

Reimbursement will be based on the current rates for general undergraduate and graduate programs at Northern Kentucky University. Programs that exceed the General Undergraduate and General Graduate program rates will only be reimbursed up to the current rate for the general programs. If your program rates exceed those of the general undergraduate and graduates you will be reimbursed using the published rates for general undergraduate and graduate rates.

The City Manager will make the final decision about whether a course or program is eligible for educational assistance and is related to your current job or a future one. If you have questions about educational assistance, contact the Human Resources Department for more information.

The City hopes that educational assistance will develop your skills but we do not promise or guarantee that more education will result in promotions, new job assignments, or pay increases.

Employees who receive educational assistance will have to reimburse the City for any reimbursements received within the 5 years preceding their termination from the City. Each year of the 5 year period will be prorated.

Example: You received \$100 reimbursements in 2016, 2017, & 2018 and you terminate in 2019. You would owe the City  $\$300 \times 5 = \$60$  per year = \$120 (2 years of the 5 years remaining). If you left the City in 2021, you would owe \$0.

### **3.9 Health Insurance**

Effective Date: 2/27/2018

Revision Date:

The City offers medical and dental benefits to eligible employees and their dependents. These benefits are subject to and governed by the terms of specific plan documents. For

**If any conflict exists between any of the City policies in this Manual and state, local, and/or federal law, or a collective bargaining agreement, the law or collective bargaining agreement(s) shall control.**

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information about these benefits or copies of the plans or summary plan description documents, please contact the Human Resources Department.

#### **3.10 Employee Assistance Program**

Effective Date:

Revision Date:

The Employee Assistance Program (EAP) can help you to solve personal problems that might be affecting your work life or personal life. Among other things, the EAP offers counseling services to you and anyone currently residing in your household to help deal with problems such as alcohol or drug abuse, marital or family tensions, financial or legal troubles, and stress. The EAP can generally help analyze the problem, give counseling and, if necessary, refer you to community or private services for long-term help.

The EAP is confidential and keeps all your information private. The EAP cannot release the information you give them unless you approve it in writing. If you talk with the EAP, it will not be recorded in your personnel file.

There is no charge for you to talk to an EAP counselor because City pays for the EAP. If the EAP counselor thinks that more counseling is needed, the counselor will tell you what other services are available and if the costs will be covered by our health plan. If you get counseling from providers outside the EAP, you will be responsible for paying for any costs that are not covered by health insurance.

We encourage you to talk with the EAP if you are having problems in your life. Call St. Elizabeth Healthcare at 859-301-2570 to confidentially schedule an appointment.

#### **3.11 Flexible Spending Account (FSA)**

Effective Date:

Revision Date:

The City provides a Flexible Spending Account (FSA) program to eligible employees who enroll in the program. We will take money from your pay before taxes are calculated. We put the money in your FSA. You can then use the money in your FSA to pay for health care expenses that are not paid by health insurance or dependent care expenses during the plan year. Because we take the FSA contributions from your pay before taxes, there is less tax taken out.

Eligibility for and rights under the FSA are governed by the FSA's plan documents. If you want a copy of the plan or summary plan description documents, please contact the Human Resources Department.

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#### **3.12 Life Insurance**

Effective Date:

Revision Date:

The City provides basic life insurance for the following eligible employees:

Department Directors - \$35,000.00

Sworn Fire and Police personnel - \$30,000.00

All other Full-Time employees and Elected Officials - \$25,000.

Eligible employees may also purchase additional supplemental life insurance for themselves and eligible dependents.

Eligibility and other details about our basic life insurance plan can be found in the summary plan description document(s). If you have questions about our life insurance plan, contact the Human Resources Department for more information.

#### **3.13 Benefits Continuation (COBRA)**

Effective Date:

Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our health plan.

There are strict rules about when you can use COBRA. COBRA lets an eligible employee and dependents choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at the City's group rates plus an administration fee, if applicable. When you become ineligible for our health insurance plan, we will give you a written notice describing your COBRA rights. Because the notice contains important information about your rights and what to do if you need COBRA, be sure to read it carefully.

### **LEAVES OF ABSENCE**

#### **4.1 Family Medical Leave Act (FMLA)**

Effective Date:

If any conflict exists between any of the City policies in this Manual and state, local, and/or federal law, or a collective bargaining agreement, the law or collective bargaining agreement(s) shall control.

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#### ***Basic Leave Entitlement***

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees during a 12-month period for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or after placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

The FMLA benefit year will be based on a rolling calendar year. The 12 months begin with the date of your first FMLA leave. Subsequent FMLA leave will be based on FMLA leave taken during the last 12 months prior to the current request.

#### ***Military Family Leave Entitlements***

Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A "covered service member" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary disability retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." Covered service members also include a veteran who was discharged or released from military service under condition other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

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The FMLA definitions of a “serious injury or illness” for current Armed Forces members and covered veterans are distinct from the FMLA definition of a “serious health condition” applicable to FMLA leave to care for a covered family member.

#### ***Benefits and Protections***

During FMLA leave, the City will maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

#### ***Eligibility Requirements***

Employees are eligible if they have worked for the City for at least one year and for at least 1,250 hours over the previous 12 months which do not have to be consecutive during the 12 month period, and if at least 50 employees are employed by the employer within 75 miles of the employee's worksite.

#### ***Definition of Serious Health Condition***

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### ***Use of Leave***

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. FMLA leave will run concurrently with Worker’s Compensation absences due to an on the job injury which prevents the employee returning to work or on an intermittent basis.

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#### ***Substitution of Paid Leave for Unpaid Leave***

The City requires the use of accrued paid leave, like vacation, paid sick leave, or other applicable leave benefits, while taking FMLA leave. Sick leave may be used when leave is for a covered family member's medical leave. All other non-medical FMLA leave will require the use of accrued vacation. In order to use paid leave for FMLA leave, employees must comply with the City's normal paid leave policies.

#### ***Employee Responsibilities***

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with City's normal call-in procedures.

Employees must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

#### ***The City's Responsibilities***

The City will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the City will provide a reason for ineligibility.

The City will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the City determines that the leave is not FMLA-protected, the City will notify the employee.

Employees who are absent for illness three (3) consecutive days will automatically receive FMLA paperwork. If the City is aware that the employee has a qualifying event for FMLA leave paperwork will be sent automatically such as a work related injury. All Worker's Compensation absences will be applied to FMLA and run concurrently.

#### ***Unlawful Acts and Remedial Measures Available***

The FMLA makes it unlawful for any employer to:

- Interfere with, restrain or deny the exercise of any right provided under FMLA;
- or

**If any conflict exists between any of the City policies in this Manual and state, local, and/or federal law, or a collective bargaining agreement, the law or collective bargaining agreement(s) shall control.**

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- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

If you experience or witness retaliation because you exercised rights under this policy or the FMLA, report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Human Resources Department or any other member of management. There will not be punishment or reprisal if you report retaliation prohibited by this policy or the FMLA.

The City will promptly and appropriately investigate all allegations of retaliation prohibited by this policy. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged wrongdoer will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible retaliation prohibited by this policy or the FMLA must immediately advise the Human Resources Department or another member of management so it can be investigated in a timely manner. Any employee who engages in retaliation prohibited by this policy or the FMLA will be subject to disciplinary action, up to and including termination of employment.

If an employee has any questions about FMLA, he/she should direct questions to the Human Resources Department.

***Enforcement*** An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

#### **4.2 Personal and Work Related Injuries**

Effective Date:

Revision Date:

When an employee is injured the City may temporarily offer “light duty” assignment as much as reasonably possible based on the employee’s medical limitation outlined by the treating health care provider. If the employee is able to return to work in a limited capacity, preference of “light duty” will be given to those who have a work related injury if they are qualified to perform the “light duty” assignment.

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Employees working in temporary “light duty” assignment status will not be permitted to work overtime, unless no other qualified personnel are available and the work falls within the medical restrictions of the employee.

No “light duty” assignment may extend beyond 12 weeks if the employee has not been released to full duty without restrictions. An extension of 1-4 weeks maybe granted by the department head if a healthcare provider determines that the employee is likely to return to full duty during the extension.

If at the end of the “light duty” assignment the employee is unable to return then the employee will have to take any unused unpaid FMLA, unused accrued sick leave and unused accrued vacation leave. If after exhausting the all FMLA and accrued leave the employee may request an additional 12 weeks of unpaid leave if full recovery is expected. This must be approved by the City Manager and there is no guarantee that there will be a position available for them when they return. The employee must resign or be terminated if additional leave is not approved or is not able to return to duty with or without reasonable accommodation.

*The maximum time spent “off” and/or a combination of “off” and “light duty” is a total of 16 weeks not including any extensions. Extensions will be granted on a case by case basis.*

#### **4.3 Sick Leave Benefits**

Effective Date:

Revision Date:

The City provides paid sick leave benefits to eligible employees who are temporarily absent due to illness or injury. Employees in the following employment classifications are eligible for sick leave:

\* Regular full-time employees

If you are eligible, you will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Accrued unused sick leave benefits are credited to your leave bank at the end of each month. You are not eligible to take sick leave during the first 30 days of employment. Sick leave benefits will be allowed to accumulate indefinitely.

Should you have an illness and you do not have accrued sick leave or run out of sick leave you may request an advancement of up to 10 sick leave days. You may do so if you have been employed at least 1 year and must obtain approval from your department head and City Manager. You will not accrue any sick leave days until they have been replaced in the following year’s leave accrual.

Sick leave benefits are meant to provide income protection in the case you are ill or injured. They may not be used for any other absence unless qualified under FMLA.

**If any conflict exists between any of the City policies in this Manual and state, local, and/or federal law, or a collective bargaining agreement, the law or collective bargaining agreement(s) shall control.**

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Abuse of sick leave may result in disciplinary action up to and including termination. You will not be paid for unused accrued sick leave benefits while you are employed and you will also not be paid for unused sick leave benefits when your employment terminates.

You may not take less than one hour sick leave. You may use sick leave benefits to be absent because you are ill or injured. You can also use sick leave to be absent because of the illness or injury of your child, parent, or spouse, if the illness or injury qualifies under FMLA.

If you cannot report to work because of an illness or injury, you should notify your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of absence.

If you are absent for three or more consecutive days or longer due to illness or injury that may qualify for FMLA, you must give us a doctor's statement that states you are ill or injured, when it began, and when you should be able to return to work. We may also request a similar statement for other sick leave absences of less than three days. Before you can return to work after a sick leave absence of 3 consecutive work days or more, you must give us a doctor's statement that you may safely return to work.

Your sick leave benefits will be calculated based on your base pay rate at the time of your absence. Sick leave benefits do not include any special forms of compensation, such as overtime, or shift differentials.

If you are on sick leave for an extended absence because of an illness or injury, you also must apply for any other available compensation and benefits, such as workers' compensation, if applicable. Your sick leave benefits will be used to supplement any payments that you are eligible for from workers' compensation if applicable, or City-provided disability insurance programs if provided. The combination of these disability payments and your sick leave may not be more than your normal weekly pay.

#### **4.4 Military Leave**

Effective Date:

Revision Date:

The City honors and respects past and present members of the uniformed services (U.S. Armed Services, including the Coast Guard, the National Guard, and the commissioned corps of the public health service). The City will not discriminate against an employee for being a past or present member of the uniformed services, or for being a current applicant for uniformed services duty. Nor will the City retaliate against any employee for enforcing their rights under laws regarding the employment of those in the uniformed services, or for assisting someone in enforcing such rights.

The City will grant appropriate unpaid leaves of absence to a full-time and continual part-time employee to complete uniformed service requirements, whether such service is

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voluntary or involuntary, in accordance with federal and state laws. If you are a reservist or a member of the National Guard, you will be granted time off without pay for required military training, in accordance with the law. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

City employees who are active members of the United States Army Reserve, the United States Naval Reserve, the United States Air Force Reserve, the United States Marine Corps Reserve, the United States Coast Guard Reserve, the United States Public Health Service Reserve, or the National Guard, are credited with twenty-one (21) working days of paid military leave for the purpose of fulfilling state and/or federal active duty orders, per federal fiscal year (October 1 – September 30), provided your orders require your absence from your City job.

Any City employee who is the spouse of an active member of the United States Army Reserve, the United States Naval Reserve, the United States Air Force Reserve, the United States Marine Corps Reserve, the United States Coast Guard Reserve, the United States Public Health Service Reserve, or the National Guard, who is called upon to serve under Federal orders (deployment) shall be granted one day paid leave prior to deployment and one day paid leave upon return from deployment, per federal fiscal year (October-September). KRS 61.394

After the 21 days of paid leave, an employee will be entitled to receive compensation during his or her active duty status in an amount equal to the difference between his or her current pay or salary at the time of deployment and his or her salary received from the military while on active duty. The City will pay the difference only if the City salary is more than the military salary.

Current salary is defined to be the base salary established by the City's salary ordinance and any subsequent legislation changing the salary in effect on the employee's beginning date of active military duty. The base salary does not include overtime or any other salary benefit.

It is the responsibility of the employee on active duty to provide written verification of his or her military earnings by submitting copies of pay vouchers or other similar evidence to the Finance Department before salary differential payments are made.

To ensure compliance with this policy, an employee should contact Human Resources whenever he or she contemplates or anticipates a service leave of absence.

#### **4.5 Bereavement Leave**

Effective Date:

Revision Date:

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The City provides bereavement leave to full-time employees who need to take time off because an immediate family member who has passed. To ask for bereavement leave, see your supervisor.

While you are on a paid bereavement leave, you will get your base pay rate but you will not get any special forms of pay, such as incentives, commissions, bonuses, overtime, or shift differentials.

With your supervisor's approval, you can use any available unused accrued\_paid leave benefits you have, such as vacation, if you need more paid time off.

For bereavement leave, "immediate family" means your spouse, parent, child, brother, or sister; your spouse's parent, child, brother, or sister; your child's spouse or "in loco" in place of an immediate family member. Example: You regard an aunt as your parent.

You may take up to 3 days leave for an immediate family member.

You may take 1 day of leave for your or your spouse's grand-parents, aunts, and uncles.

#### **4.6 Jury Duty Leave**

Effective Date:

Revision Date:

The City encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Full-time employees may request up to two (2) weeks of paid jury duty leave over any one (1) year period.

Full-time employees will be paid at their base rate of pay for the number of hours you would normally have worked that day.

If you stay on jury duty longer than paid jury duty allows, you may use any available paid time off benefits you have, such as vacation, to be paid for the unpaid jury duty leave. Full-time employees may elect to use unused accrued vacation or PTO.

All non-regular full time employees are encouraged to participate and may take time off for jury duty, but it is not paid. These employees may, however, use paid vacation time during jury duty to supplement.

If you get a jury duty summons, show it to your supervisor as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Either you or the City may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for the City.

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Subject to the terms, conditions, and limitations of the applicable plans, the City will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

Your vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

#### **4.7 Voting Leave**

Any employee who requires additional time off to vote shall be granted one (1) hour of paid leave. If more time is required you may request up to three (3) additional hours of unpaid leave. You must inform your supervisor at least twenty-four (24) hour prior to needed voting leave. Failure to do so may result in disciplinary action up to and including termination. For more information, please review Kentucky Revised Statute § 118.035.

### **TIMEKEEPING AND PAYROLL**

#### **5.1 Timekeeping**

Effective Date:

Revision Date:

Nonexempt employees are responsible for accurately recording the hours they work. The law requires the City to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" means all the time that nonexempt employees spend performing their assigned work.

If you are a nonexempt employee, you must accurately record the time you start and stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons. Before you work any overtime, you must always get advance approval. However, whether you receive pre-approval for overtime or not, you are required to record all hours worked, including overtime and you will be paid for that time. However, working overtime without pre-approval may result in disciplinary action up to and including termination.

Falsifying time records is a serious matter. You may not change time after it is already recorded, enter a false time on purpose, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination. However, if you notice an error in your pay, please contact Human Resources to correct it.

If you are a nonexempt employee, you should not start working more than 10-minutes before your scheduled start time. You should also not continue working more than 10-minutes after your schedule end time. You can only start earlier or work later when your supervisor approves it in advance. Whether you receive pre-approval for early clock-ins or late clock-outs, you are required to record all hours worked, including times before and

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after your shift, and you will be paid for that time. However, early and/or late clock-outs without pre-approval may result in disciplinary action up to and including termination.

Nonexempt employees must sign their time records to say they are accurate. Each supervisor will review and approve the time record before submitting it for payroll processing.

If you believe your time records are inaccurate or this policy is being violated in some way, please contact Human Resources. Human Resources will investigate your concerns and retaliation against those raising such concerns is prohibited.

Exempt employees are not required to complete a time record on a daily basis. However, exempt employees are required to log any vacation or sick time used within a given pay period. Failure to do so may result in disciplinary action up to and including termination.

### **5.2 Rest and Meal Periods**

Effective Date:

Revision Date:

If you are a full-time nonexempt employee, you will have one (1) 10-minute paid rest period every four hours worked. This should normally be taken in the middle of a four-hour period of work. Because rest time is counted and paid as time you worked, you must not be absent from your workstation longer than the rest period allows.

All full-time nonexempt employees will have a minimum of one (1) 30-minute unpaid lunch break during any shift that is greater than five (5) hours. Your supervisor will generally schedule your meal period to accommodate operating requirements. During meal periods, you are not subject to any work responsibilities or restrictions. You will not be paid for meal period time.

Rest and meal break times may vary from department to department depending upon their start and stop times based on operational needs. Some departments have a 60 minute lunch break if they are working a 37.5 hour shift. Your department supervisor will let you know when your breaks and lunch times are scheduled.

### **5.3 Overtime**

Effective Date:

Revision Date:

There may be times when City cannot meet its operating requirements or other needs during regular working hours. If this happens, we may give employees the opportunity to work overtime. Overtime may be scheduled or unscheduled depending upon the department.

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It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the work. Non-exempt employees will receive overtime pay after working 40 hours in 1 week in accordance with the federal and state wage and hour laws. Overtime pay is also available to employees for the seventh day worked in a week if the employee works all seven days. Overtime pay is based on the actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not counted in the calculation of hours worked.

Nonexempt employees must record all hours worked, including overtime.

Exempt employees do not receive overtime pay.

#### **5.4 Paydays**

Effective Date:

Revision Date:

All employees are paid biweekly – every other Friday. Each paycheck includes pay for all work performed through the end of the previous payroll period. If a payday falls on a holiday, you will be paid on the next work day following that payday.

The City permits and encourages employees to receive pay via direct deposit of paychecks. Direct deposit means that we will deposit your pay directly into your bank account. However, this is not required. On pay days you can access your paystub online or the City will otherwise provide you a copy of it.

#### **5.6 Employment Termination**

Effective Date:

Revision Date:

There can be many reasons why employment may terminate.

We will usually schedule an exit interview if you terminate. At the exit interview, we can go over such topics as your benefits, benefits conversion rights, repayment of any outstanding debt to the City, or return of City-owned property. You may also make suggestions or complaints and ask questions at the exit interview.

Since your employment with the City is voluntary and at will, you may terminate your employment at any time, with or without cause. Likewise, the City may terminate your employment at any time, with or without cause.

When you terminate, you will receive your final pay in accordance with applicable state law.

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Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. You may be allowed to continue some benefits by paying for them yourself. You will be notified in writing about which benefits you can continue and the limitations and details of how to continue them.

Full-Time Employees officially hired by the Commission who are terminated involuntarily shall receive a written dated notice of their dismissal and will be suspended without pay pending legislation confirming their termination. If an employee is working under the City Manager's approval and has not been officially hired by the Commission, the employee may be discharged immediately.

### **5.8 Administrative Pay Corrections**

Effective Date:

Revision Date:

The City makes every effort to ensure that you are paid correctly and on scheduled pay dates. If you find a mistake in your pay, tell the Finance Department immediately so that the error can be corrected as quickly as possible.

## **WORK CONDITIONS AND HOURS**

### **6.1 Identification Badges**

Effective Date:

Revision Date:

All City employees will be issued an employee ID badge which must be worn during work hours, or while conducting City business. The ID badges will have each employee's picture on it, and either his/her full name, or first name initial and full last name. If an employee forgets to bring his/her badge to work, he/she must obtain a temporary ID badge from the Receptionist or the Human Resources Department. When an employee resigns or is terminated from employment, the badge must be returned to the City.

### **6.2 Visitors in the Workplace**

Effective Date:

Revision Date:

Only visitors who are properly authorized may be on non-public City premises. This helps to maintain safety standards, safeguard employee and customer welfare, protect our property and facilities, guard confidential information against theft, and reduce potential distractions and disturbances.

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All visitors should enter City buildings at the reception area. If you have visitors, you are responsible for their conduct and to watch out for their safety.

If you see an unauthorized person at work, notify your supervisor immediately or direct the person to the reception area.

### **6.3 Personal Property**

Effective Date:

Revision Date:

The City furnishes offices, desks, closets, and/or lockers for security of employee coats, purses and other personal possessions. The City does not, however assume responsibility for any theft or damage to personal belongings of the employees including but not limited to personal decor items for individual offices, personal electronic equipment, books, etc.

### **6.4 Smoking**

Effective Date:

Revision Date:

City prohibits smoking in the workplace, City vehicles and equipment. Smoking is allowed in locations that are specifically marked or designated as smoking areas. This policy includes the use of e-cigarettes.

This policy applies equally to all employees as well as to our customers and visitors. The City prohibits discrimination and harassment against employees who smoke.

### **6.5 Work Schedules**

Effective Date:

Revision Date:

There are different work schedules at the City. Your supervisor will tell you about your work schedule.

Our staffing needs and work demands may require that we change the starting and ending times of work schedules. We may also need to change the number of work hours that are scheduled each day and week.

Because work schedules and activity is based on priority, your supervisor is responsible for directing your work activities. If you get a request from an elected official, you should contact your immediate supervisor prior to any work being done. These requests must be approved by the Department Head and/or City Manager before any work or activity is

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started. For additional information, please see ORD- O-74-86 Board of Commissioners Communication with staff.

Flexible scheduling or flextime is available to some employees, upon prior approval. Flextime lets you vary the times you start and end work each day within certain time limits. To have flextime, you and your supervisor must agree on the schedule together. Before we can approve flextime, we will also look at our staffing needs, your performance, and the needs of your job. If you are interested in flextime, talk with your supervisor.

If you do not work scheduled overtime or if you work overtime without first getting your supervisor's approval, you may be subject to disciplinary action, up to and including possible termination of employment.

The work schedule for shift Assistant Chiefs in the Fire Department shall be a 24 hour tour of duty followed by 48 hours of continuous time off, and shall be granted every seventh working tour off so that after an employee's sixth tour of duty, he or she shall be granted 120 hours of continuous time off. This seventh day shall be designated as a "Kelly Day."

### **6.6 Use of Equipment and Vehicles**

Effective Date: 2/27/2018

Revision Date:

Equipment and vehicles may be essential in accomplishing your job duties. Some equipment can be very expensive and/or hard to replace. Therefore, if you are required to use this equipment we ask that you work safe, prevent theft, and follow all operating instructions, and guidelines that your department has in place.

In order to be eligible to drive a City vehicle or certain types of equipment, you must:

- Be an employee or elected official of the City of Covington.
- Be eighteen (18) years of age or older.
- Possess a valid Drivers' license of the state of residence.
- Have an abstract of their driving record on file that shows a record of safe driving over the most recent 7 year period.
- Possess a valid CDL if required.
- Agree to a random and/or annual driving record check.

Tell your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need have repair. When you promptly report damages, defects, and the need for repairs, you can prevent deterioration of equipment and possible injury to employees or other people.

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See your supervisor if you have questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

#### **6.7 Emergency Closings**

Effective Date:

Revision Date:

There may be times when emergencies, such as severe weather, fires, power failures, or earthquakes, disrupt normal business operations at the City. We may even have to close a work facility.

When we are officially closed due to emergency conditions, you will be paid for the time off.

If an emergency closing is not authorized and you do not report for work, you will not be paid for the time off. You may request to use any available paid time off you have, such as vacation or PTO.

#### **6.8 Business Travel Expenses**

Effective Date:

Revision Date:

City employees and elected or appointed officials often need to travel for official business. This may include out of town trips that require overnight stays, such as attendance at a professional conference or convention. The purpose of this policy is to ensure the consistent application of employee and elected or appointed officials travel time and expenses. Additionally, contractors or agents to the City shall also be reimbursed for travel in accordance with this policy if applicable. Out-of-state travel will be accounted for in the department's annual budget.

##### ***A. Approval of Travel Plans and Expense Advances***

A travel request form must be completed and approved prior to making arrangements for any travel that involves an overnight stay. The Purpose of the business travel must be fully detailed on the form. All out of town travel must receive approval before travel expenses will be eligible for reimbursement or before any travel advance check can be issued.

Department Heads are authorized to approve travel and expense advances for employees provided that travel is within their previously approved travel budget. Expense

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advances will be made available to employees upon request with the Department Head's approval. This advance should normally not exceed \$200 per day for each day of travel.

All travel advance requests must be approved and submitted to the Finance Department no less than 10 working days in advance of a trip. Checks should be issued no more than 5 working days prior to departure.

Upon return and completion of the trip, the Travel Request Form, indicating the amount of travel advance, should be attached to the Travel Expense Reimbursement Form when submitted upon completion of the trip. Travel Expense Reimbursement Forms should be filed with the Finance Department no later than 10 working days after returning from the trip.

### ***B. Eligible Expenses***

Lodging for a single day event within a 100 mile radius of the City is not an eligible travel expenditure. For a multi-day event outside a 40 mile radius of the City, lodging for the nights between the event days may be eligible for reimbursement, however lodging for the night before the first day of the event and the night after the last day of the event may not be eligible. This is dependent upon the length of travel, the required reporting time, and the ending time of the event. Department Heads are responsible for determining eligibility of lodging outside of the event/conference dates. This determination should be documented and attached to the travel request form.

Lodging shall be the most economical, as determined by considering location of the lodging. Multiple quotes should be obtained if the event is not being held at a hotel within a comfortable and safe distance from the training site. Lodging will be reimbursed at single occupancy or standard business room rates. Only single room rates will be reimbursed unless there is no price difference between single and double occupancy.

The only exception to these limitations is when the purpose of the travel is to attend an event, program, seminar or convention and the cost of lodging at the facility where the event is taking place appears higher than the most economical for the location, the rate at the host facility will generally be deemed acceptable. Receipts are required for reimbursement of lodging expenses.

### ***C. Travel Meals***

During authorized travel, employees and elected or appointed officials of the City will receive a per-diem based on the current Federal Government Travel per-diem rates. These rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown> for meals that are not included in the event registration. The per-diem applies if:

Authorized travel is at a destination more than 40 miles away from the individual work station and home; AND

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The individual is in authorized travel status during the following meal times.

<b>Meal</b>	<b>Time Frame</b>
Breakfast	6:30am – 9:00am
Lunch	11:00am – 2:00pm
Dinner	5:00pm – 9:00pm

If no meals are included you will receive the daily total for Breakfast, Lunch and Dinner for each full day. For days where meals are included, those meals will be deducted from the daily allowance. You will not need to provide receipts for the meals. Meal tips are included in the daily allowance.

Incidentals such as tips for taxis, housekeeping and baggage handling will be based on the GSA rate for incidentals. The incidental rates are included in the Meals link on the previous page.

When the employee is claiming a meal expense during authorized travel to a city not listed in the GSA, Finance will authorize an amount based on the nearest city.

An exception to the per diem rate limit may be made when a meal is part of the seminar or convention program, in which case the cost of that meal will be acceptable. The City will not pay a meal per diem which would duplicate those which were originally included in the cost of the seminar/convention or for any alcoholic beverages at any time.

If the GSA rates for meals do not accurately reflect the meal reimbursements due to the location, area, and availability of options in the GSA range, you may request actual cost reimbursement for meals. In order to do this, you must retain receipts for these meals and provide them with your expense report. This type of exception will require approval of the City Manager.

Expenses for meals consumed during a one (1) day event held within a 40 miles of the employee's workstation and home, are not eligible for reimbursement unless the cost of the meal has been included in the registration fee for that event.

We will generally reimburse you for the following authorized travel expenses:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars.
- 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 personal cars, only when less expensive transportation

**If any conflict exists between any of the City policies in this Manual and state, local, and/or federal law, or a collective bargaining agreement, the law or collective bargaining agreement(s) shall control.**

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is not available.

- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings. Travel must be at least 100 miles outside the normal work location for 1 day lodging or a minimum of 40 miles for multi-day events.
- Cost of meals, will be based on the current GSA Per Diem Rates where the event is located.

We may give employees a cash advance to cover the expected expenses for an approved trip. If you think you need a cash advance, give a written request to your supervisor no later than 2 weeks prior to your departure.

When a business trip is over, submit your completed travel expense report within 10 days. With your expense report, you must also submit receipts for any reimbursable expense.

See your supervisor for help and questions about business travel, travel advances, expense reports, or any other travel issues.

It is a very serious matter if you record false or misleading information on your expense report. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this business travel policy could be subject to disciplinary action, up to and including termination of employment.

### ***D. Transportation***

#### *Vehicle*

All employees are encouraged to use a City vehicle for business travel if one is available as determined by the Department Director. Some City departments that have multiple City vehicles may require that employees use City vehicles. If an employee is required to use their own private vehicle for City business, the employee must have the state required minimum automobile liability insurance and be able to provide a copy of the certificate of insurance.

Mileage reimbursement shall not exceed the cost of a commercial coach round-trip airfare plus the cost of necessary local transportation (taxi to and from airport to event destination). Mileage cost will be based/reimbursed using a mapping service (such as Google maps) and compared to the cost of airfare and local travel during the approval of the travel request. In addition to mileage, any reasonable and necessary parking and tolls incurred in business travel are also reimbursable. Receipts are required.

#### *Air Travel*

All City employees must fly coach (most economical) when traveling by commercial airline. All air accommodation should be purchased using a City credit card when possible so the employee is not responsible for prepaying airfare. The original itemized receipt for

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the purchase of the airline ticket should be attached to the Prepaid Fees form and submitted with the travel Expense Reimbursement Form to the Finance Department.

#### ***E. Travel Time and Time Worked***

An employee who travels from home before his/her regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel which is not considered hours worked. Home to work travel that includes transporting a service animal (K-9) does not make this travel time hours worked.

For non-exempt employees, the following rules governing “work time” and “non-work time” apply to compensation and travel:

*Home to Work Travel* – An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.

*Home to Work on a Special One Day Assignment in Another City* – An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the City does not count the time the employee would normally spend commuting to the regular work site.

*Travel that is All in a Day's Work* – Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

*Travel Away from Home Community* – Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. However, the City does not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Regular meal period time is not counted as hours worked.

### **6.9 Employee Conduct and Work Rules**

Effective Date:

Revision Date:

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and the City.

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While it is impossible to list every action that is unacceptable conduct, the following lists some (but not all) examples of misconduct that may result in disciplinary action, up to and including termination of employment:

- Falsification of timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- 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.
- Fighting or threatening violence in the workplace.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Smoking in prohibited areas.
- Discrimination, harassment (sexual or otherwise) and retaliation.
- Unauthorized absence from work station during the workday.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

#### **6.10 Drug and Alcohol Use**

Effective Date:

Revision Date:

The City has a separate comprehensive Drug and Alcohol Use Policy which provides more detail and definitions. Please click on the hyper-link to view this policy.

City is committed to being a drug-free workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily.

The City conducts mandatory random drug and alcohol testing on all "safety sensitive" positions. Employees in non-safety sensitive positions may volunteer but it is not mandatory for them to participate in the random drug and alcohol testing program.

Safety Sensitive Positions:

Sworn police officers, Park Rangers, Evidence Technicians, Cadets, School Crossing Guards, Sworn Fire personnel, Traffic Technicians, Cement Mason, Heavy Equipment Operator, Light Equipment Operator, Driver, Laborer, Technician, Public Works Division Supervisors/Managers, Seasonal Laborers, CDL license holders, Personnel who supervise Children and child related activities, Life guards, and Pool Staff.

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Employees who are not in a safety sensitive position may elect to join the random screening program. However, this is not a requirement and there will be no retaliation for not participating.

City employees may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on City premises or while conducting any business-related activity away from City premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment.

If you have questions or concerns about substance dependency or abuse, the City encourages you to contact Human Resources or our Employee Assistance Program to get help with referrals to community resources and substance dependency professionals.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with the Human Resources department without fear of reprisal.

#### **6.11 Workplace Violence Prevention**

Effective Date:

Revision Date:

We are committed to preventing workplace violence and making the City a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at any time.

You are expected to treat your co-workers, including supervisors and temporary employees, with courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous to other people.

Except where state or local law permits otherwise or where the employee's job requires such, employees are prohibited from bringing or possessing concealed firearm(s) in City buildings, including, but not limited to, City facilities and City-owned or-leased vehicles. Where state or local laws otherwise expressly permit an employee to lawfully possess firearm(s) inside the employee's personal vehicle, the City requires that any employee lawfully possessing a firearm on City property comply to the maximum extent with the relevant state or local law regarding lawful possession and/or storage of the relevant firearm. If the City determines that an employee has violated this policy or the law regarding this subject while on City property, the employee will be subject to discipline, up to and including termination.

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The City does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee, a customer, or a member of the public. This includes off-duty periods.

We do not permit any act of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

You should immediately report a threat of violence or an act of violence by anyone to your supervisor or another member of management. If you report a threat of violence, give every detail you can.

Be sure to immediately report any suspicious person or activities to a supervisor or other member of management. Do not place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening or try to stop it.

We will promptly and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical.

If you commit a violent act, threaten violence, or violate these guidelines in another way, you will be subject to disciplinary action, up to and including termination of employment.

If you are having a dispute with another employee, we encourage you to talk it over with your supervisor or the Human Resources Department. The City wants to help you resolve problems before they become more serious and possibly violent. We will not discipline you for bringing these types of problems to our attention.

### **6.12 Safety**

Effective Date:

Revision Date:

Our workplace safety program is a top priority at the City. We want the City to be a safe and healthy place for employees and visitors. The Risk Manager in the Human Resources Department is responsible for implementing, administering, monitoring, and evaluating the safety program. A successful safety program depends on everyone being alert and committed to safety.

The City of Covington has developed this policy in support of workplace safety and the reduction of workplace/work-related accidents and injuries. The General Safety Policy is intended to establish the foundation upon which detailed departmental and divisional safety policies and procedures are developed and implemented. These policies and procedures have been established to ensure employees understand the City's safety practices and protocol to best ensure their health and well-being while in the performance of their work related activities.

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This policy applies to all employees in all City of Covington departments and divisions. If this policy conflicts with other provisions of any department/divisional policy, it is understood that the city-wide policy supersedes.

#### ***Responsibilities of the City's Risk Manager***

The City's Risk Manager is responsible for the development, leadership and implementation of programs that will identify, evaluate, monitor, and minimize the City's Risk. These programs are designed to reduce accidents, occupational illnesses, and exposure to long-term health hazards by ensuring that employees are sufficiently trained in safety, planning and conducting inspections, first-aid care, emergency preparedness, etc. The Risk Manager is also responsible for ensuring that appropriate Supervisors, Managers, and/or Directors are able to conduct effective and proper job instructions and observations, skills assessments, and new employee orientation. When accidents occur, the Risk Manager will work with staff throughout the City, including contractors working for the City and external agencies, in order to identify causes of accidents and provide guidance on corrective measures in an effort to lessen the likelihood of an accident reoccurring.

#### ***Responsibilities of Supervisors, Managers and Directors***

It is the responsibility of the Supervisors, Managers and/or Directors to ensure overall compliance with this policy for their respective Department. This includes but is not limited to the following activities:

- Support and promote the continual improvement of workplace safety;
- Enforce and comply with safety rules and regulations;
- Creating departmental safety policies and procedures;
- Inform staff of new regulations and compliance issues;
- Assigning a safety officer to run department or facility safety operations and participate on safety committees and;
- Notify the Risk Manager upon the occurrence of a work injury or hazard identification.

#### ***Employee Responsibility***

All City employees are responsible for promoting the safety and security of fellow employees and the general public who may come into contact with City services and facilities.

All employees and contractors of the City are required to perform their duties in a safe manner with the primary goal of preventing injuries and property or equipment damage throughout all City operations.

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Each employee must safely operate equipment, tools and materials and demonstrate a thorough understanding of work rules and procedures specific to his or her area(s) of responsibility. Each employee is also responsible for identifying and reporting hazards. All City employees shall cooperate completely in order to eliminate and control hazards in all areas of City facilities without fear of punishment.

### ***Accident/Injury Review Committee***

The City has established an Accident/Injury Review Committee to ensure the review of any incident which has occurred in the workplace or while utilizing City equipment/property. This Committee may include representatives from any of the City's departments.

The review of incidents includes but is not limited to the following activities:

- Implementation and encouragement of a proactive safety culture;
- Conducting safety training in all departments/divisions;
- Compliance with safety policies and procedures;
- Review all accidents leading to injuries or property damage sustained by city employees or property, regardless of their filing a workers' comp or property insurance claim;
- Promote information sharing to minimize the occurrence of negative safety-related events; and
- Track and collate data from these reviews and share them with the appropriate departments and divisions.

Committee members will be appointed to 24-month terms at the discretion of the City's Risk Manager.

### ***Training Requirements***

Mandatory safety training will be conducted by each department/division with the assistance of the Risk Manager or their designee no less than every two years.

Each department/division shall verify that each employee receives and understands the required training through training rosters signed by attendees and instructors and may be accompanied by a written certification/assessment that identifies the subject of the certification as well as proof of competency and contains the name of each employee trained, the date(s) of training, the objectives covered in training and the instructor's name and contact information.

All newly hired City employees including interns and temporary employees in every department/division throughout the City shall also be required to attend safety training during their new hire or department orientation session. All employees will sign the

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acknowledgement and acceptance form signifying their understanding and agreement to this safety policy upon the completion of their training.

#### ***Re-training***

All employees on any type of excused absence for a period of six consecutive months or more may be required to attend a safety refresher training for their respective department or division, which will be conducted by the Risk Manager or their designee. This refresher training will review the City's General Safety Policy, and may include review of department or job-specific safety policies. It is the responsibility of the department or division to account for all employees who will be returning from an extended excused absence.

All employees involved in a MVA (motor vehicle accident) deemed by the City's MVA committee to be preventable or preventable with mitigating circumstances may be required to attend a refresher safety training including driver safety or job specific training conducted by their department or division.

All employees sustaining a work-related injury may be required to attend refresher safety training specific to the type of activity they were performing when they were injured.

All employees attending refresher safety training may also be required to satisfactorily complete a skills assessment before they can return to their position.

#### ***Procedure***

Any individual(s) involved in an incident that causes an injury/illness or physical damage to property (regardless of ownership) must immediately contact their direct supervisor. The employee's direct supervisor is required to ensure the Employee Accident Investigation Form, Supervisor Accident Investigation Form, and Accident Witness Statement (if applicable) are completed as soon as possible and are submitted to the Risk Manager. In the direct supervisor's absence, the department/division manager will ensure completion and submission of all required reports. This will initiate the reporting/recording procedures and possible post-accident drug/alcohol testing (See the Drug and Alcohol Testing Policy 34.8X).

#### ***Accountability***

Due to the serious nature and overall importance of the well-being of our employees, the City of Covington places Accountability as one of its highest priorities. Each employee is expected to follow proper safety practices while performing their job duties, regardless of where the employee is performing those duties. Any activity that results in a violation of any safety policy, may result in disciplinary action up to and including termination.

#### ***Safety Violation Report***

The City of Covington places great focus and emphasis on the safety of its employees and citizens. Adhering to the City's safety policies and procedures is critical. Should an

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employee be observed violating any of the City's safety policies or procedures, the observing party shall complete a Safety Violation Report ([Attachment A](#)). The Safety Violation Report will be assessed by the violating employee's direct supervisor and/or the Risk Manager, at a minimum. Recommendations of possible safety enhancements and/or disciplinary actions will be determined based on the information contained in the report. A copy of the Safety Violation Report should generally be placed in the violating employee's personnel file.

### ***Job Hazard Analysis (JHA)***

Periodic assessments of the workplace shall be completed by department directors, a supervisor or safety representative or the Risk Manager in order to determine if hazards are present, or are likely to be present.

Using the Job Hazard Analysis form included as ([Attachment B](#)) to this policy, each task will be evaluated to determine what hazards are involved in the work and the work environment and what corrective measures may be required to protect employees. If the position involves varying job tasks, all job tasks are to be evaluated separately. One Job Hazard Analysis (JHA) form is to be used for each job task.

The most appropriate corrective measures to protect an employee performing the job or task will be determined and listed on the form. The supervisor or their designee (a Safety Representative or senior employee is preferred) completing the JHA will sign the completed JHA form and forward it to the appropriate division or department director or manager.

A copy of each completed JHA form will be kept on file in the department or division and a copy forwarded to the Risk Manager electronically.

When procedures for existing job tasks change or new job tasks are added, a hazard analysis must be conducted. Also, when the environmental conditions change, a new analysis form must be completed. Completed JHA forms shall be reviewed at least every two (2) years to ensure accuracy.

### ***Other***

All personal protective equipment will meet federal and state guidelines and must be approved by the division or department director/manager and the City's Risk Manager prior to use. The city requires that all personal protective equipment and clothing be kept in an appropriate manner to ensure that the safety qualities are retained.

## **6.13 Discipline**

Effective Date:

Revised Date:

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Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct his or her performance. There is no set standard of how many verbal warnings must be given prior to a written warning or how many written warnings must precede suspension or termination. Factors to be considered are:

- The number of different offenses are involved.
- The seriousness of the offense
- The time interval and employee response to prior disciplinary action(s).
- Previous work history of the employee.
- Disciplinary action may involve oral warnings, written warnings, suspension, probation and/or termination of employment.

Exceptions. For serious offenses, such as fighting, theft, insubordination, threats of violence, the sale or possession of drugs or abuse of alcohol on company property, etc., termination may be the first and only disciplinary step taken. Any step or steps of the disciplinary process may be skipped after investigation and analysis of the total situation, past practice, and circumstances.

In general, verbal warnings should, at the next infraction, be followed by a written warning, followed at the next infraction by disciplinary suspension, followed by discharge. This is especially true in those cases where the time interval between offenses is short and the employee demonstrates a poor desire to improve his/her performance.

**Investigative suspension.** An investigative suspension is a period, not to exceed three (3) working days, during which time an employee is relieved of his or her job because of alleged serious misconduct. An employee may be placed on investigative suspension when it is necessary to make a full investigation to determine the facts of the case, as in a fighting, insubordination or theft incident.

If misconduct is determined, but not of a sufficiently serious nature to warrant discharge, the employee shall receive a verbal or written warning or may be placed on disciplinary suspension.

If no misconduct is determined, the employee shall return to work within the prescribed period.

**Disciplinary Suspension.** An employee may be placed on disciplinary suspension as a result of misconduct. While on disciplinary suspension, an employee will not receive any regular compensation or pay. If an employee is on disciplinary suspension for more than 30 days, he or she shall not accrue fringe benefits under other applicable accrual policies including, but not limited to vacation accrual, sick leave accrual, personal days. IN addition, an employee on disciplinary suspension for 30 days or longer shall be

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responsible for the employer's share of any monthly premiums for all other benefits including medical coverage.

**Termination.** If it is determined that an employee's employment should be terminated, the department head should request that notice be given to the employee by the City Manager. If the City Manager agrees termination of employment is appropriate, he or she shall deliver written notice to the employee of the City Manager's anticipated recommendation to the Board of Commissioners to proceed with termination of the employment relationship. The notice shall contain one or more reasons or grounds for discharge. A copy of this written notice shall be sent to the Human Resources Director and to the City Solicitor. In accordance with KRS § 83A.150, final and formal approval of the termination of the employment relationship shall come from the Board of Commissioners. However, if the employee is still working under only the City Manager's approval, and has not been officially hired by the Board of Commissioners, the City Manager can immediately discharge the employee if so warranted. If the employee is covered by a bargaining agreement and is still a probationary employee, the employee may be unilaterally dismissed by the department head or City Manager.

### **Information and Technology**

#### **7.1 Use of Phone and Mail Systems**

Effective Date:

Revision Date:

#### ***Postage***

You may not use City postage or metering for your personal mail. The postage is intended only for official business-related mail.

#### ***Phone System***

Our telephone communications are an important reflection of our image to customers and the community. Always use proper telephone etiquette.

The following are some examples of good telephone etiquette:

- greeting that includes your department and your name
- speak courteously and professionally
- repeat information back to the caller
- allow the caller to hang up first

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### **Cell Phones**

We recognize that the performance of certain positions may be enhanced by having a cell phone. Employees who hold positions that have a business need for a cell phone will be issued a City cell phone which may include wireless data and/or internet access.

An example includes a position that requires considerable time outside an assigned office or work area and it is necessary to be able to reach the employee.

The employee is required to be accessible outside of scheduled or normal work hours where time sensitive decisions/notifications are necessary.

The City understands that there may be times when you may need to make personal calls from work. In general this is not prohibited as long as the use is incidental and occasional and does not interfere with the employee's performance and does not adversely affect the City.

If your position requires you to have a cell phone, you may be eligible to request a cell phone stipend in lieu of a City issued cell phone. Reimbursements for the cell phone stipend must be submitted in the current fiscal year. Reimbursement requests after July 31<sup>st</sup> will not be eligible for reimbursement.

Please be aware that any City related business communications such as emails and documents sent or received by your personal cell phone should be documented by sending a copy to your City email as required by The City's Comprehensive Public Record and Transparency Policy (ORD NO. O-14-19).

## **7.2 Information Technology and Email Usage**

Effective Date:

Revision Date:

### **Purpose**

Information technology resources are provided to City employees for the purpose of conducting official City business, advancing and supporting the City's mission and to assist in providing outstanding services to its citizens. The purpose of this policy is to outline the acceptable use of City owned, leased, or otherwise controlled IT resources. City employees, elected officials and designated users are obligated to use, conserve and protect electronic information and information technology resources for the benefit of the public interest.

The intent of the following policy is to preserve and enhance the integrity of these resources which belong to the citizens of Covington. By accessing or using City owned IT resources, each end user must agree that they have read, understand and agree to abide by the terms and conditions designated by this policy. If a City employee, elected

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official or designated user does not agree or understand any of the terms or conditions listed within this policy, they must immediately discontinue use of City IT resources and notify their department director or City Manager and the City's designated Plan Administrator.

All IT resources provided to, or made accessible to, City employees, elected officials and designated users in the furtherance of City business are the explicit property of the City of Covington and are to be used exclusively for business purposes that serve the interest of the City of Covington, its residents, businesses and the City's partners.

To protect the City of Covington's IT resources, security is a team effort. Security involves the participation and support of every City employee, elected official and designated user who interacts or utilizes City IT resources. It is important for all designated users to know and understand the guidelines within this policy, and to conduct their activities in accordance with these guidelines.

### **Definitions**

"City" means the City of Covington, as interpreted as a governing body and an employer.

"City Employee" means an employee who is hired for a wage, salary, fee or payment to perform work for the City of Covington.

"Elected Official" is a person who is an official by virtue of an election for the City of Covington.

"Information technology (IT) resources" refers to all of the City's information technology systems, including, but not limited to: Internet and Intranet related systems; computers, workstations, and laptops; printers; copiers; fax machines; servers; access to research databases and services; City-owned cellular phones, smartphones, and other personal digital assistants (PDAs); software programs; email; and any other communications equipment or peripheral equipment. "

"Designated User" refers to City Employees, independent contractors, third party providers, students, interns, externs, volunteers, guests, and all other individuals who are provided access or use to the City's information technology resources, this term is inclusive of City employee and elected officials.

"Policy Administrator" refers to the City's designee, as appointed by the City Manager, who shall serve as the administrator, decision-maker and manager of this City policy. This individual should be familiar with the City's Information Technology structure and scope. This individual, in collaboration with the City Manager, shall retain the ultimate authority to monitor, evaluate, suspend and revoke privileges associated with this policy.

### **Applicability**

**If any conflict exists between any of the City policies in this Manual and state, local, and/or federal law, or a collective bargaining agreement, the law or collective bargaining agreement(s) shall control.**

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This Policy shall be applicable to City employees, elected officials and designated users with access to IT resources in the possession or control of the City; this includes but is not limited to:

- All computer resources leased, owned, or managed by the City, its contractors or consultants;
- All data, communication records and electronic information in the possession of City's designated users; and
- All software systems affiliated with the City and accessible through affiliation with the City of Covington.

### **Compliance**

The City upon hiring, shall ensure that all designated users of City IT resources are familiar with this policy and are aware of what constitutes a violation of this policy. The City shall ensure that users are aware that compliance with this policy is mandatory. The City shall retain the absolute authority to enforce this Policy at any time.

### **Roles and Responsibility**

**City of Covington.** The City retains the absolute authority to specify who uses its equipment and the information contained therein, under what circumstances, and for what purpose. Equipment and software purchased by the City belongs to the City, and designated users have no ownership rights to any equipment or software issued or loaned to them by the City. The City of Covington retains the power and authority to move or reassign equipment as needed.

**Department Director.** Department Directors shall ensure that authorized users in their department receive a copy of the current policy and procedures for regulating the use of IT resources, and that each user completes and signs acknowledgment of receipt of the current policy. Directors shall have oversight and responsibility for third party users: consultants, contractors, vendors and non-employee users in their departments. Directors shall coordinate any non-employee use in advance with the City's Policy Administrator. The Department Director, or their designee, will review and refer all requests for downloading of non-City software from the Internet, or a 3rd party provider, to the City's Policy Administrator. Department Directors have a responsibility to ensure their employees are using the City's IT resources in a reasonable and appropriate manner in compliance with this policy. The Department Director shall retain the authority to review departmental use of the Internet, computer systems and e-mail communications, at his/her discretion, so as to evaluate use and compliance with this policy; A Department Director may revoke an employee's access to such systems upon an identification of misuse, negligence or noncompliance with the following policy.

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**Designated Users.** All users granted access to the City's IT resources are responsible for adhering to the constraints and requirements of this policy, and following procedures stated herein. Designated users shall be responsible for exercising good judgment regarding the reasonableness of personal use. The use of City equipment or software for private or personal financial gain is prohibited. Designated users shall bear responsibility to safe guard portable computing devices assigned by the City in association with his or her job duties according to the City's cell phone policy. Any designated user who becomes aware of the misuse or abuse of City IT resources must promptly contact his or her supervisor or department director. Designated users shall use the City's IT resources for work related matters; however, personal e-mail and personal internet usage is permitted on a limited basis as long as such use does not otherwise violate this or other applicable City or departmental policies. Designated users shall be made aware that all electronic communication, specifically City email correspondence, is stored in accordance with Kentucky's State Archives and Records Act, KRS 171.410 – 171.740, and may be subject to review under the Kentucky Open Records Act, KRS 61.870 – 61.884.

### **Privacy**

The City treats all information transmitted through or electronically stored in its various systems, including e-mail and voice mail messages, as City business information. Thus, all messages, files, data, and other business information are and remain the property of the City. They are not the private property of any employee and the City may review or use such business information, as it deems appropriate.

### **Acceptable Use**

In an effort to provide key resources to employees for business purposes while maintaining necessary securities to protect the City's IT resources, a carefully selected set of management tools have been put into place. These tools include software that limits access to types of websites, logs all internet usage by user, and provides reporting that identifies inappropriate use of the Internet. Monitoring internet access and usage throughout the City is important as unlawful or inappropriate Internet usage may garner negative publicity for the City and could expose the City to significant legal liabilities.

### **Unacceptable Use of Information Technology Resources**

Designated users are prohibited from using the City's IT Resources in any manner identified as follows:

- Use of any City IT resources for any purpose which violates State or Federal law, or City ordinance or policy;
- Destruction or damage to equipment, software, or data belonging to the City or its affiliates;

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- Use for private business, commercial purposes or personal financial gain, including external consulting, commercial advertising, etc.;
- Excessive personal use of electronic mail, Internet or other computer resources, including social media;
- Viewing, sending, accessing, copying or soliciting of sexually- oriented messages or images, through use of City provided resources;
- Use to defraud, threaten, libel or harass others, including transmission of offensive or harassing statements or images that disparage others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs, or other protected class;
- Impersonation of any person or communication under a false or unauthorized name;
- Tampering with any software protections or restrictions placed on computer applications or files or attempting to circumvent local or network system security measures;
- Knowingly or maliciously introducing any invasive or destructive programs (i.e., viruses, worms, Trojan Horses) into City computers or networks or intentionally developing programs designed to harass other users or infiltrate a computer or computing system and/or damage or alter the software components of same;
- Attempting to intentionally damage, interfere with or disrupt operation of computing equipment, services, or network or data communications lines;
- Using City computing resources for purposes other than those intended by the department authorizing access, including allowing access by unauthorized persons;
- Attempting to modify City-owned or licensed software or related data files without prior written approval by the City's Policy Administrator;
- Intentionally seeking information or security access rights on, obtaining copies of, or modifying files or data without proper authorization; and
- Intentionally copying or printing any software, electronic file, program or data using City provided computer systems, Internet or other, on-line services without a prior, good faith determination that such copying or printing is, in fact, permissible. Any efforts to obtain permission should be adequately documented.

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### **Information Technology Support & Assistance**

All requests for IT support and assistance for personal computers, network-attached systems, and standalone systems must be made to [ITrequests@covingtonky.gov](mailto:ITrequests@covingtonky.gov). Employees may call or use City email to log a request with the City's Helpdesk.

The IT department will provide Information Security awareness training twice a year. Anyone with access to the City of Covington infrastructure is required to complete the IT training in the time given by the IT department. If a user is unable to complete the training they are required to notice to IT so a make up training can be scheduled.

### **7.3 Social Media Policy**

Effective Date:

Revised Date:

This Social Media Policy applies to employees' use of social media websites for personal use during work hours and use of employees' personal social media accounts. The City will address the use and management of City-related social media accounts in a separate policy.

There are many tools available today that enable people to publish and share content on the public Internet. These include social media networking sites such as Facebook, Twitter, Snapchat, Yelp, YouTube and foursquare subscription services such as Angie's List, as well as blogs, blog comments, forum posts, wikis, and other similar sites.

The City respects the right of its employees to use social media sites and other parts of the public Internet as a medium of self-expression, communication, and public conversation using their own equipment and on their own time.

However, employees should keep in mind that their postings can affect how the general public perceives the City. The City has the right to monitor all public postings and employees should have no expectation of privacy while using the public Internet, even on their own personal time, and even when using their own personal equipment. Employees' public postings on social media and other Internet sites can be viewed by anyone, including the City's management.

The following guidelines apply to individual employee use of non-City sponsored social media or the public Internet by City employees, even when on their own personal time and on their own personal equipment:

- Use good judgment. Remember that what you post may be seen by far more people than you might have intended.

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Employees are free to identify themselves as City employees if they wish. However, they should state that their views are their own, and do not reflect those of the City administration. Employees should not speak, or appear to speak, on behalf of the City unless expressly authorized.

- Only employees who are specifically authorized by the City are permitted to prepare and modify content for the City's website, any official City blog, and any of the City's official social media sites and only in accordance with all other applicable social media policies. If an employee is uncertain about whether or not he or she is permitted to post certain content, he or she must discuss the proposed content with his or her supervisor prior to posting.
- Employees may not access social media sites or otherwise use social media during work time, except as part of the employee's official assigned job duties.
- Employees may not post material that is obscene, defamatory, threatening, or harassing concerning the City or its employees.
- Any employee found to be violating this policy or other City policies is subject to immediate disciplinary action, including discharge.

#### **7.4 Privacy in City-Owned Property**

Effective Date:

Revision Date:

All computer equipment, services, or technology that the City furnishes employees are the property of City. The City reserves the right to monitor, restrict, and identify inappropriate use of the internet and data that is stored in City computer systems. The City also reserves the right to find and read any data that employees write, send, or receive on any computer system(s) owned by the City. Also, please be aware that the content existing on any City owned device and any personal devices that you use for work related activities may be subject to disclosure under the Kentucky Open Records Act.

# *City of Covington*

## **Personnel Policy Manual**

### **8.1 Employee Acknowledgement**

#### **Employee Acknowledgement Form**

Effective Date:

Revision Date:

The City Personnel Policy Manual describes important information about the City. I understand that I should consult the Human Resources Department unless a specific department has been identified if I have any questions that are not answered in the Manual.

I became an employee at the City voluntarily. I understand and acknowledge that there is no specified length to my employment at the City and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause, unless otherwise restricted by a collective bargaining agreement. Unless otherwise covered by a collective bargaining agreement or applicable law, I also understand and acknowledge that "at will" means the City may terminate my employment at any time, with or without cause, as long as they do not violate federal, state, or local laws, or a collective bargaining agreement.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the Manual. The only exception is that the City will not change or cancel its employment-at-will policy. I understand that the City may add new policies to the Manual as well as replace, change, or cancel existing policies. I understand that I will be told about any Manual changes and I understand that Manual changes can only be authorized by the City Board of Commissioners.

This Manual is not a contract, express or implied, nor does it guarantee employment for any specific length of time.

Unless otherwise covered by a collective bargaining agreement, City ordinance, or applicable law, this Manual supersedes and replaces all previous policies and procedures including, but not limited to, all memoranda or written policies which may have been issued on the subjects covered in this Manual.

I understand and acknowledge that this Manual is not a contract of employment. I have received the Manual and I understand that it is my responsibility to read and follow the policies contained in this Manual.

If any conflict exists between this Manual and state, federal, or local law, or a collective bargaining agreement, the law or collective bargaining agreement shall control. If a collective bargaining agreement is silent on a policy, then the City policy shall govern.

**If any conflict exists between any of the City policies in this Manual and state, local, and/or federal law, or a collective bargaining agreement, the law or collective bargaining agreement(s) shall control.**

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I further acknowledge that I have received a complete copy of the Manual and I have read and understand the following policies contained in this Manual by initialing each policy:

Prohibited Discrimination, Harassment, and Retaliation \_\_\_\_\_

Reporting Discrimination, Harassment, or Retaliation \_\_\_\_\_

Business Ethics \_\_\_\_\_

Political Conduct \_\_\_\_\_

Social Media Policy \_\_\_\_\_

Information Technology and Email Usage \_\_\_\_\_

Overtime \_\_\_\_\_

Safety \_\_\_\_\_

Use of Equipment and Vehicles \_\_\_\_\_

Employee Conduct and Work Rules \_\_\_\_\_

EMPLOYEE'S NAME

(Printed): \_\_\_\_\_

EMPLOYEE'S

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**If any conflict exists between any of the City policies in this Manual and state, local, and/or federal law, or a collective bargaining agreement, the law or collective bargaining agreement(s) shall control.**

*City of Covington*

**Personnel Policy Manual**

**8.2 Computer Use Acknowledgement**

I have read the Computer Use Policy and understand its provisions. I understand that use of the City's computer systems and IT resources, in any capacity, are a privilege and not a right. I am aware that all electronic communication, specifically City email correspondence, is stored in accordance with Kentucky's State Archives and Records Act, KRS 171.410 – 171.740, and may be subject to review under the Kentucky Open Records Act, KRS 61.870 – 61.884.

I accept responsibility for the appropriate use of City computer resources, which include all computer systems, networks, Internet and intranet web site or other data processing equipment owned by the City, as well as remote computers, or computer systems when used to access the City computer resources, as outlined in the Computer Use Policy.

I understand that use of the City's IT resources in violation of the Computer Use Policy may result in employee discipline as already established within the City of Covington's Personnel policy, up to and including restitution, termination, and/or the cancellation or restriction of user privileges.

I agree to report any use which is in violation of the Computer Use Policy to the Policy Administrator or appropriate employee supervisor.

Employee Name (Printed): \_\_\_\_\_

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

Date: \_\_\_\_\_

Copy to:

Employee \_\_\_\_\_

IT \_\_\_\_\_

HR \_\_\_\_\_



This Safety Violation Report is a tool used to provide a detailed summary of any safety violation(s). Once completed, forward the Safety Violation Report and all associated supporting documents to the associated Supervisor and Risk Manager for review. The report will then be used to determine safety enhancements and/or disciplinary recommendations.

**Safety Violation Report**

Date of Occurrence: \_\_\_\_\_

Name of Employee ('s):

\_\_\_\_\_  
\_\_\_\_\_

Supervisor Name:

\_\_\_\_\_

Department/Division: \_\_\_\_\_

Pictures: Y/N

Time: \_\_\_\_\_ A.M. /P.M. Location: \_\_\_\_\_

Environmental Conditions:

\_\_\_\_\_

**Cause (s)**

Lack of/Insufficient PPE

Use of improper/unknown chemical or material

Poor housekeeping

Details of Violation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*City of Covington*

**Personnel Policy Manual**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Lack of/insufficient training or inexperience     | <input type="checkbox"/> Unsafe work practice/behavior or horseplay | <input type="checkbox"/> Distraction or inattention |
| <input type="checkbox"/> Improper/Unauthorized use of Equipment or Vehicle | <input type="checkbox"/> Lack of/Ineffective guarding               | <input type="checkbox"/> Other: _____               |

Report Completed By: \_\_\_\_\_

Date sent to Risk Manager: \_\_\_\_\_

Sent By: \_\_\_\_\_

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JOB:		DATE:
TITLE OF PERSON PERFORMING JOB:	SUPERVISOR:	ANALYSIS BY:
DIVISION:	DEPARTMENT:	REVIEWED BY:
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:		APPROVED BY:
<p><b>SEQUENCE OF BASIC JOB STEPS</b></p> <p><i>Record only the information needed to describe each job action. Rule of thumb, no more than 10 steps/task being evaluated</i></p>	<p><b>POTENTIAL ACCIDENTS OR HAZARDS</b></p> <p><i>HAZARD CLASSIFICATION CATEGORIES: Stuck By/Against, Caught In/Between, Slip, Trip, or Fall, Overexertion, Ergonomic (Awkward Postures, Excessive Force, Vibration, Repetitive Motion)</i></p>	<p><b>RECOMMENDED SAFE JOB PROCEDURE</b></p> <p><i>CORRECTIVE MEASURES: Engineer Out (Change process, Change Physical Conditions or Work Procedures, Minimize Exposure), Personal Protective Equipment (PPE), Training, Improve Housekeeping</i></p>

**Attachment B**



**Job Hazard Analysis Form**

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**Personnel Policy Manual**

**If any conflict exists between any of the City policies in this Manual and state, local, and/or federal law, or a collective bargaining agreement, the law or collective bargaining agreement(s) shall control.**