

CITY OF SUN VALLEY

PERSONNEL POLICY

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WELCOME!

Welcome to the City of Sun Valley. The City of Sun Valley has carefully selected you to be one of its valued employees. The City realizes it can only be successful from the efforts of skilled, committed, sincere and enthusiastic employees who work together as a team to provide the highest level of service to residents and visitors.

All jobs are important at the City of Sun Valley. No matter what your assignment may be, be assured it is important and the degree of efficiency and professionalism you demonstrate will have bearing on the future of the City's organizational success.

CITY OF SUN VALLEY STATEMENT OF SERVICE

We, the employees of the City of Sun Valley, are dedicated to providing a positive environment wherein the quality of life and economic well-being of all who live, visit, and work in Sun Valley may be preserved.

The success of the City of Sun Valley relies on a sense of stewardship and adherence to excellence in service to its citizens through the contribution of all employees.

PURPOSE

This Employee Handbook contains information about The City of Sun Valley's (hereinafter "the City") employment policies and procedures and an overview of the City's benefits. For specific information about employee benefits, you should refer to the plan documents, which are controlling. The policies and procedures in this Personnel Policy are guidelines only. It is not intended to be comprehensive or to deal with all possible applications and detailed specifics of the City's policies and procedures. The City reserves the right to interpret and administer the provisions of this Personnel Policy as needed. The City has the maximum discretion permitted by law to change, modify or delete any provision in this Handbook at any time, with or without notice. However, oral statements or representations cannot supplement, change or modify the provisions in this Handbook.

Each employee should read and become familiar with the information contained in this Handbook. Failure to comply with the City's policies or procedures may result in discipline, up to and including termination.

The provisions in this Handbook are not intended to in any way create any contractual obligations with respect to your employment.

NOTHING IN THIS HANDBOOK NOR ANY OTHER COMMUNICATION BY A CITY OF SUN VALLEY REPRESENTATIVE OR ANY OTHER EMPLOYEE, WHETHER ORAL OR WRITTEN, IS INTENDED TO IN ANY WAY TO CREATE A CONTRACT OF EMPLOYMENT. UNLESS AN EMPLOYEE HAS A WRITTEN EMPLOYMENT AGREEMENT SIGNED BY AN AUTHORIZED CITY REPRESENTATIVE, EMPLOYEE IS EMPLOYED "AT WILL" AND NOTHING IN THIS HANDBOOK CAN BE CONSTRUED TO CONTRADICT, LIMIT OR OTHERWISE AFFECT EMPLOYEE'S RIGHT OR THE CITY'S RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME WITH OR WITHOUT NOTICE OR CAUSE. IF EMPLOYEE HAS A WRITTEN EMPLOYMENT AGREEMENT SIGNED BY AN AUTHORIZED CITY REPRESENTATIVE AND A PROVISION OF THIS HANDBOOK CONFLICTS WITH THE TERMS OF MY EMPLOYMENT AGREEMENT, EMPLOYEES UNDERSTAND THAT THE TERMS OF THEIR EMPLOYMENT AGREEMENT WILL PREVAIL.

CITY OF SUN VALLEY PERSONNEL POLICY

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CITY OF SUN VALLEY PERSONNEL POLICY

I. GENERAL POLICIES

A. GOVERNANCE OF *PERSONNEL POLICY*

Working for the City of Sun Valley may be somewhat different from any employer for which you may have worked for in the past. The City of Sun Valley is a political subdivision of the State of Idaho, though it is not a part of state government. The City Council serves as the governing body of the City of Sun Valley, carrying out local legislative duties and fulfilling other obligations as provided by law. The City Council is the policy making legislative body for the City of Sun Valley, and as such, has primary authority to establish the policy for the terms and conditions of employment with the City of Sun Valley. The policy terms and conditions set forth in this *Personnel Policy*, and in the resolutions and policy statements which support it, cannot be superseded by any other official's pledge, without the express action of the City Council. That is particularly true for terms or conditions that would establish a financial obligation for the City of Sun Valley now or in the future.

Any matter not specifically covered herein, or any matter requiring interpretation of this Personnel Policy shall be addressed first to the relevant Department Head, then to the City Administrator, and finally to the Mayor

B. *PERSONNEL POLICY* SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

The rules contained in this *Personnel Policy* are subject to change, without prior notice, at any time in the sole discretion of the City Council. The terms set forth herein reflect City policy at the time of its adoption, but the policy is subject to change at any time, without prior notice, and at the sole discretion of the City Council. Any deviation from these policies must be approved by the City Council.

C. DISTRIBUTION OF *PERSONNEL POLICY*

At the time of receiving a written appointment letter or contract from the Mayor, each employee shall be provided a paper or electronic copy of the current *Personnel Policy*. It is the responsibility of the employee. In writing, to acknowledge receipt of the *Personnel Policy* and that he or she has read and understands the *Personnel Policy* by completing the *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form (see Appendix A) prior to beginning employment with the City.

Periodic updates or changes shall be distributed to all employees either by paper or electronic copy, within five (5) business days and will be acknowledged by each employee of its receipt in writing within ten (10) business days by completing the *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form. The most current version of the *Personnel Policy* shall be maintained by the City Clerk and shall be made available for inspection or copying by any City of Sun Valley employee.

D. DEFINITION AND TERMS

The terms and provisions used in this Policy shall have the meanings ascribed below, unless the context expressly indicates otherwise. All references to the masculine shall be deemed to include the feminine and all references to the singular form shall be deemed to include the plural.

Terms used within this Policy shall have the meanings ascribed below:

1. "Child" means a natural born child, a legally-adopted child or a child for whom an employee or his or her spouse has been appointed as guardian by a decree issued by a Court of Competent Jurisdiction.
2. "City" means the City of Sun Valley."
3. "Employee" means a person who is employed by the City for compensation, but excludes elective officials, volunteers and independent contractors.
4. "Full-Time Employee" means a regular employee who is assigned to work thirty-five (35) hours or more during a work week, as defined in Section X hereof. For purposes of the Affordable Care Act of 2010 and group health plan coverage only, an employee (regular or temporary) will be considered a "full-time employee" for certain application months as determined pursuant to the City's Full-time Employees Tracking and Application Policy.
5. "Immediate Family" means:
 - a. A spouse or domestic partner of an employee.
 - b. A father or mother of the employee or a father or mother of the employee's spouse; this includes the step-parent of an employee or spouse of an employee, provided that the step-parent has raised the employee or spouse of the employee to adulthood.
 - c. A sister or brother of the employee or a sister or brother of the employee's spouse.
 - d. A child of an employee or a child of an employee's spouse.
 - e. A grandparent or grandchild of an employee or a grandparent or grandchild of an employee's spouse.
 - f. A son-in-law or daughter-in-law of an employee.

(Note - This definition shall not be applicable with respect to the provisions herein regarding Family Medical Leave benefit.)

6. "Part-Time Employee" means a regular employee who is assigned to work less than thirty (30) hours per work week. Employees who actually work thirty (30) hours or more during any work week shall not be deemed to be a full-time employee unless a change in his or her status is approved by written personnel action.
7. "Regular Employee" means any full or part-time employee who is assigned to work a continuous and indefinite tour of duty.
8. "Retirement" means a termination of employment with the City of Sun Valley while eligible to receive retirement benefits under the Idaho Public Employees Retirement System.
9. "Temporary Employee" means any employee assigned a limited or non-continuous tour of duty.
10. "On-Call Employee" means any employee who is currently off of the work premises however required to be available to return to work in case of an emergency. The employee must be within

thirty minutes of their work environment and must be available for contact by telephone and/or pager.

11. "Stepchild" means a child of the spouse of an employee, but who is not the natural-born or adopted child of such employee.
12. "Mayor's Designee" means individuals or representatives appointed by the Mayor to fulfill certain specified jobs or tasks, both long- and short-term.
 - a. Currently, the Mayor's Designee managing and performing all Human Resource matters is the City Administrator.
 - b. The Mayor's Designee for all payroll and financial operations is the City's Finance Manager/Treasurer.

E. ADMINISTRATION OF THE *PERSONNEL POLICY*

While the City Council has authority to establish the policy for the terms and conditions of employment with the City of Sun Valley, the Mayor is the Chief Administrative Official of the City and has the sole authority to establish administrative policies and procedures, which implement the policy of the City Council.

The Mayor may designate in writing other personnel (Mayor's Designee) to help carry out administrative policies and procedures and notify all staff of such designations, including but not limited to Department Heads and the City Administrator.

Department Heads, the City Administrator, the Mayor, or the Mayor's Designee may provide instructions, develop procedures, and/or establish work standards for effectively performing the duties of the department, which will be communicated via email, posting in common areas, or via other communication methods used by the City.

Each employee should recognize that although he or she may serve as an employee supervised by the Mayor, Mayor's Designee or a department head, he or she remains an employee of the City of Sun Valley, not of the official who supervises his or her work.

F. AT-WILL EMPLOYMENT

Except as required by law, or pursuant to a written contract signed by the Mayor that specifies an employment term or limits the reasons for which the employee can be terminated, employment with the City of Sun Valley is "at-will." At-will employment means that either the employee or the City of Sun Valley can terminate the employment relationship at any time with or without cause and with or without notice.

G. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Sun Valley is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. The City strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender individual), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected

under applicable federal, state, or local law. All City of Sun Valley employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

The City of Sun Valley complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, the City will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, please make a request under City of Sun Valley's Disability Accommodations Policy, in Section XII. The City of Sun Valley will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

H. ELECTED OFFICIALS

Though elected officials have responsibilities to their constituents in Sun Valley, elected officials are not employees of the City subject to the policies and procedures set forth in this *Personnel Policy*. However, elected officials may be considered as employees for the purposes of inclusion under City health insurance coverage and its VEBA Plan.

I. APPOINTED OFFICIALS

Like elected officials, appointed officials such as Planning and Zoning Commissioners are not employees of the City subject to the policies and procedures set forth in this *Personnel Policy*.

II. APPOINTMENT, REMOVAL AND ADMINISTRATIVE SUPERVISION AUTHORITY

A. APPOINTMENT AND REMOVAL AUTHORITY

1. City Officers

Idaho Code § 50-204 provides that the Mayor, with the consent of the Council, shall appoint three officers including: a City Clerk, City Treasurer and City Attorney. Pursuant to I.C. § 50-205, the affirmative vote of one-half plus one of the members of the full Council shall be required to confirm any nomination by the Mayor. A City Officer may be removed by the Mayor for any cause with the affirmative vote of one-half plus one of the members of the full Council; provided, that the City Council, by the unanimous vote of all its members, may upon its own initiative remove any appointive officer. See I.C. § 50-206.

The city clerk, city treasurer, and such other officers as are designated by the council shall, prior to first performing their duties, execute a bond which shall be approved by the city council pursuant Idaho law and in compliance with the City's ICRMP Policy, which may provide coverage to these employees in lieu of the statutory bond.

2. Other City Officers

The City Council may designate additional appointed officers. The City Council has designated the City Administrator as a City Officer. The process for appointing and removal is the same as for the City Clerk, City Treasurer and City Attorney.

3. Other City Employees

All other personnel employed by the City shall be appointed and removed by the Mayor or Mayor's Designee.

B. ADMINISTRATIVE SUPERVISION AUTHORITY

1. The City Administrator and the City Attorney shall be directly supervised and evaluated by the Mayor.
2. All other personnel, including the City Clerk and City Treasurer, shall be supervised directly and evaluated by the Mayor or Mayor's Designee.

III. RECRUITMENT, PREFERENCE FOR HIRING, NEPOTISM LIMITATION AND SELECTION

A. RECRUITMENT

The employment hiring process is comprised of the following stages:

1. Vacancies

When a vacancy occurs, a request to fill the vacant position shall be prepared by the respective department head and presented to the Mayor or Mayor's Designee. It shall include information pertinent to the decision of whether or not to fill the vacancy. The Mayor or Mayor's Designee shall review the budget to ensure that each vacancy is within its budgeted position allocation. The Mayor or Mayor's Designee shall also consider the availability of in-house candidates to fill the vacancy.

2. Recruitment Process

The recruitment process will begin when a request is received and approved by the Mayor or Mayor's Designee. The Mayor or Mayor's Designee shall determine the recruiting sources to be used and the recruitment time period, taking into account the City's needs, recruitment strategy, and any special requirements of the position.

Notice shall be provided to City employees and the public of the position opening once the recruiting process has been determined. A competitive hiring process will be used in determining the best candidate for the position. A rigorous, comprehensive evaluation of each applicant's qualifications will be completed.

3. Notice of Recruitment

Notice of all City recruitments shall be posted on the City's facilities bulletin boards or other designated locations, including but not limited to the City's website, for a period of at least three (3) business days. This notice shall include the deadline for filing applications.

4. Application Process

All applications for employment shall be made on an official City application form. The form will require information covering a candidate's education, training, experience, and other information deemed pertinent and allowable by law. When the position to be filled requires special educational

or professional experience, a resume and other application submittals may be required instead of the official City application being filled out.

B. HIRING PREFERENCE

1. Preference for Hiring Equally Qualified Candidates from Within

City staff will be notified of all employment opportunities. Qualified individuals who are already employees of the City of Sun Valley may be given preference over outside applicants to fill vacancies in the workforce when his or her qualifications are equal or greater than those of other applicants.

2. Veteran's Preference

The City of Sun Valley shall comply with the reemployment, leave of absence, and other provisions of the uniformed services employment and reemployment rights act ("USERRA"), 38 U.S.C. Section 4301, et. seq. as amended, and with provisions of Idaho Code §65-503 or its successor. These rights can include the right to reinstatement to the same or equivalent job following qualifying military service and the right to termination only for cause for a certain period of time following reinstatement, depending on the length of qualifying military service.

3. Nepotism Limitation

All employees of the City will be hired on the basis of qualifications, ability, attitude, aptitude, education and work ethic as determined at the sole discretion of the hiring officer. No supervisory employee shall hire or otherwise participate in the decision to hire any person, by blood or marriage, within the second degree of consanguinity to such supervisory employee. No person shall be employed by the City of Sun Valley when said employment would result in a violation of provisions found in Idaho Code, including but not limited to Idaho Code §18-1359, et seq. Any such appointment made in violation of these sections may be void. The appointment or employment of the following persons is prohibited: (The graphic below depicts the degree of relationships.)

- a. No person related to the Mayor or a City Council member by blood or marriage within the second degree shall be appointed to any office, position, employment or duty; and
- b. No public servant of the City of Sun Valley, including elected officials and employees, shall appoint or vote for the appointment of any person related to him or her by blood or marriage within the second degree to any office, position, employment or duty.

An employee whose relative is subsequently elected may be eligible to retain his or her position and pay increases as allowed in Idaho Code §18-1359(5).

			4 GREAT GREAT GRANDPARENT
		4 GREAT GRAND UNCLE/AUNT	3 GREAT GRANDPARENT
	3 CHILD OF GREAT UNCLE/AUNT	3 GREAT UNCLE/AUNT	2 GRANDPARENT
3 SECOND COUSIN	2 COUSIN	2 UNCLE/AUNT	1 PARENT
3 COUSIN'S CHILD	2 NEPHEW/NIECE	1 SIBLING	1 SPOUSE/SIGNIFICANT OTHER
3 GRAND NEPHEW/NIECE			1 CHILD
			2 GRANDCHILD
			3 GREAT GRANDCHILD

C. SELECTION

1. Applicants for positions shall meet the minimum qualifications of the position for which he or she has applied. Qualifications shall be evaluated on the basis of information provided on the application form, resume, personal interview, and any supplemental documents required by the City, as well as on written and performance test scores, interview scores, references and background investigations.
2. When a candidate has been selected for a position, the Mayor or Mayor's Designee shall prepare an employment offer letter or employment contract. The employment offer letter or employment contract will include, but not be limited to, the following information:
 - a. The position title and effective date of hire;
 - b. The wage/salary which will be offered; and determination whether the position is exempt from overtime under federal labor law;
 - c. The working hours;
 - d. Notice that the appointment is contingent upon successful completion of applicable background checks, a physical examination, if the position is in a classification, which requires such, and other appropriate contingencies as determined by the Mayor or Mayor's Designee;
 - e. A copy of the job description;
 - f. A copy of the *Personnel Policy* and *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form;
 - g. A signature block for the candidate to sign, indicating that he or she has accepted the position under the above circumstances.
 - h. A signature block for the Mayor, and when required, dates of City Council consent for the appointment.

IV. EMPLOYMENT COMMENCEMENT & RECORDS

A. EMPLOYMENT FORMS TO BE COMPLETED

The following employment forms must be completed as part of the employment application process, before the employee may begin work for the City of Sun Valley, and/or as part of the onboarding process for new employees:

1. Employment application form, including employee appointments that provided resumes at the time of application for the position.
2. Background check(s).
3. Federal and state tax forms.
4. Insurance and other enrollment forms.
5. Immigration form (I-9).
6. Authorization for the City of Sun Valley to issue employee's paycheck by direct deposit.
7. Signed "Acknowledgment of Receipt of the City of Sun Valley *Personnel Policy*" form.
8. Any other benefit forms necessary for employee information.

B. EMPLOYEE PERSONNEL & PAYROLL FILES

1. Personnel Records

a. Official Employee Records

The City of Sun Valley maintains a personnel file for each employee. Personnel files are confidential and maintained by the office of the Mayor or the Mayor or the Mayor's Designee, who strives to maintain accurate and complete personnel records. Employees must promptly notify the Mayor or the Mayor or the Mayor's Designee of any changes to their personal information, such as changes in home address, home telephone number, legal name, marital status, number of dependents, named beneficiaries, and so on. Employee personnel records for the City of Sun Valley will be kept in the office of the Mayor or the Mayor or the Mayor's Designee. Within these personnel files will be kept all records of employee performance evaluation, employee status, and other relevant materials related to the employee's service with the City of Sun Valley. The employee's supervisor, Mayor or Mayor's Designee or the employee himself or herself may contribute materials to the personnel files deemed relevant to the employee's performance and tenure. Each employee shall have the right to review all materials placed in his or her personnel file at any reasonable time. Copies of materials in an employee's personnel file are available to that employee without charge. Personnel files shall not be removed from the premises except as necessary for City purposes. Employee medical records, if any, shall be filed and kept in full compliance with the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

b. Access to Personnel Files

It is the policy of the City of Sun Valley to allow only limited access to an employee's personnel file. Those authorized to evaluate materials in a personnel file include the Mayor or Mayor's Designee, the employee's supervisor, attorney(s) for the City under certain conditions when approved by the Mayor or Mayor's Designee, and the employee himself or herself. Based upon the general confidentiality of personnel files, access of others to such files shall be allowed only with authorization of the supervising official after consultation with the City Attorney. Information regarding personnel matters will only be provided to outside parties with a release from the employee, or when deemed necessary by legal counsel for the City or pursuant to Court Order, or pursuant to a proper subpoena.

All current employees may request to access and/or inspect their personnel file by submitting a written request to the Mayor or Mayor or the Mayor's Designee. Former employees whose employment with the City of Sun Valley ended no more than three (3) years ago may also request access to their personnel file. Representatives of current and former employees may also request access to an employee's personnel file on behalf of the employee, provided that the representative is authorized to do so in writing by the employee.

The City shall take reasonable steps to verify the identity of a current or former employee or the employee's representative to ensure that personnel information is only provided to authorized individuals.

The City, through the Mayor, reserves the right to disclose the contents of personnel files to outside state or federal agencies, when the agency provides sufficient documentation for such access; to its insurance carrier or its agents for risk management purposes, including liability or property damage; or when necessary to defend itself against allegations of unlawful conduct.

c. Payroll Records

The Finance Manager will maintain separate employee records in a file to be known as the employee's Payroll Record File, which will include the following originals or copies: the employee's federal and state income tax forms; the Employee's Employment Eligibility Verification Form (Form I-9) (required for all employees by the U. S. Department of Justice, Immigration and Naturalization Service); the employee's PERSI application; authorizations for salary deduction for benefits; copies of the employee's selection of benefits; time and attendance records; payroll records; changes to pay rates or salary, wage garnishments and any other records which are not related to the employee's performance.

V. RULES OF EMPLOYEE CONDUCT

Violation of any of the rules set forth below may lead to disciplinary action, which, based on the circumstances of the individual case, could result in corrective action up to and including discharge. This list, however, is not all inclusive and other acts of misconduct not specifically set out below may be grounds for disciplinary action as well. Among these rules, the most important is the rule addressing attitude and cooperative behavior.

A. PERSONAL PERFORMANCE AND BEHAVIOR

Each employee of the City of Sun Valley is expected to conduct him or herself in a manner that is respectful, helpful, productive, and that does not reflect adversely upon the City of Sun Valley. Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. In order to accomplish the goals of the City of Sun Valley as a public institution, each employee is expected to scrupulously avoid personal behaviors that would bring unfavorable public impressions upon the City of Sun Valley and its officials. In order to accomplish this, each employee must comply with the following expectations:

1. Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity. This is the first priority for all employees. Employee conduct that interferes with public service duties, job performance, relationships with co-workers, and/or otherwise impairs or impedes the employee's ability to perform work for the City, may be grounds for discipline up to and including termination.
2. Shall be prompt and regular in attendance at work or other required employer functions.
3. Shall comply with dress standards established in the department for which the employee works. Dress standards shall be set by the managing official, but in the absence of any departmental dress standards, clothing shall be appropriate for the functions performed and shall present a suitable appearance to the public.
4. Shall dedicate primary efforts to the City of Sun Valley employment with secondary employment subject to approval by the appointing official. Each employee must notify the appointing official of any outside private employment, self-employment or other private business interests. Secondary employment must not interfere with the employee's work performance or work schedule. Employees may not use City of Sun Valley property, facilities, equipment, supplies, IT systems (such as computers, networks, email, telephones, or voicemail), time, or reputation in connection with any outside employment. Individual department rules may spell out permissible examples of "moonlighting" wherein employees may hold additional positions. This provision shall not apply to mutually reciprocal arrangements between the City of Sun Valley and other governmental organizations.
5. Shall avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the City of Sun Valley and related agencies. No employee shall engage in conduct which violates the laws of the State of Idaho, including but not limited to Idaho Code § 18-1356 (accepting gifts that exceed a value of \$50.00), Idaho Code § 74-401 et seq. (Ethics in Government Act of 2015), Idaho Code § 74-501 et seq. (Prohibitions Against Contracts with Officers) and Idaho Code § 18-1359 (Using Public Position for Personal Gain).
6. Shall not accept gifts or gratuities in any personal or professional capacity that could create the impression that the giver was seeking favor from the employee or official, which is in violation of Idaho Code § 18-1356 and Idaho Code § 18-1357.
7. Shall not serve on any board, commission or committee that is funded in whole or part by the City or that regulates or otherwise affects the official duties or personal interests of said official or employee in a way that could create disadvantage for other members of the public or advantage for the employee, unless appointed by the City Council to said board, commission or committee.

8. Shall not release any public record except through the City Clerk, who administers the Public Document Request process for the City, including any order from a court or public agency of competent jurisdiction.
9. Shall maintain the confidential nature of records that are not open to public scrutiny in accordance with the direction of the responsible official.
10. Shall not use, sell, purchase, transfer or possess any illegal drugs or be under the influence of any illegal drug or alcohol while in a City of Sun Valley facility, operating a City of Sun Valley vehicle, or while performing City of Sun Valley business. Further, except as provided below, the use of or being under the influence of legally obtained drugs while performing City of Sun Valley business is prohibited to the extent that such use or influence may affect the safety of the employee taking the legal drug, the safety of other City of Sun Valley employees or other third parties, or it effects the employee's ability to perform the essential function of their job or otherwise impedes the efficient operations of the City of Sun Valley business.

Employees who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law to treat a disability should inform the Mayor or the Mayor's Designee if they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication. Should the City of Sun Valley have a reasonable basis to believe that an employee's use of a legal drug impairs the employee's ability to safely do his or her job, risk the safety of others, or impair the employee's ability to perform the essential functions of his or her job, or otherwise disrupt the efficient operations of the City of Sun Valley business, the employee may be required to attend a medical examination for the purpose of determining answers to those questions, including whether these concerns can be alleviated through a reasonable accommodation. Employees involved in any work-related accident or incident involving the violation of any safety or security procedures may be required to submit to drug and alcohol testing. This applies even if the incident did not result in injury to any person or any property damage. See Appendix F for the City's complete Drug Testing Policy.

B. WORKPLACE CONDUCT

Each employee will be expected to conduct him or herself in the workplace in accordance with the following rules. These rules are not all-inclusive of conduct expected of City of Sun Valley employees. Each employee of the City of Sun Valley shall:

1. Give his or her best efforts to accomplish the work of the City of Sun Valley for public benefit in accordance with policies adopted by the City Council and the procedures established by the Mayor displaying an attitude of cooperation and constructive participation.
2. Be subject to the administrative authority of the officials who supervise the department where the employee works even though the officials may not have been involved in the hiring of the employee.
3. Adhere to any code of ethics in his or her profession and avoid conflicts of interest or using his or her public position for personal gain.
4. Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained, as specified in these *Personnel Policies*.

5. Abide by all departmental rules whether the rules are written or issued orally by the supervisor. No employee shall be required to follow the directive of a supervisor which violates laws of the City of Sun Valley, any other local jurisdiction, or Idaho state or federal law. Any employee that believes they have been asked by a supervisor to violate such laws shall promptly report their concerns to the Mayor or Mayor's Designee.
6. Abide by all applicable State and federal statutes, and City of Sun Valley rules concerning the dissemination of information to the public about the City of Sun Valley business or the disclosure of a public record maintained by the City of Sun Valley. The decision to release information from the public record or to disclose writings or other information in the hands of a public official belongs to the City Clerk. Therefore, each custodian of a public record maintained by the City of Sun Valley and any employee assisting such custodian must take reasonable measures to ensure the confidential nature of records which are exempt from the public disclosure laws. Any employee that has a question about a public record's request or whether a document or record in the custody or control of the City of Sun Valley is exempt from the public records disclosure laws should contact the City Clerk.
7. Follow all rules and procedures established by the Mayor or Mayor's Designee for workplace drug testing. See Appendix F for the City's Drug and Alcohol Testing Policy.
8. Adhere to defined work schedules and follow procedures for requesting exceptions from normal work schedules. Each employee shall follow the rules regarding the reporting of work hours and obtaining the supervisor's approval for time-keeping records. Failure to follow such rules may be grounds for delayed payment of wages, salaries, or reimbursements or for imposition of appropriate disciplinary penalties.
9. Follow rules regarding breaks and lunch periods, including provisions granting supervisors authority to adjust them. Timing of breaks or lunch periods may be changed to accommodate the completion of necessary work.
10. Report all workplace injuries, accidents, or illnesses that occur or are observed on the job. Each employee shall cooperate in the reporting and reconstruction of any job-related accident in order that workplace hazards can be eliminated and that proper consideration can be accorded to injured or ill workers and the public.
11. Report any workplace injuries, accidents, or illnesses observed to have happened on City property or involving City property. Each employee shall provide as much information as he or she can from the observations made in the course of activities associated with one's work. Such information should be reported to the employee's immediate supervisor as soon as physically possible and reasonable efforts should be made to assist that in need.
12. The City prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a health and safety concern or a violation of this policy or for cooperating in related investigations. Employees have the right to report work-related injuries and illnesses, and the City will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.
13. The City is committed to maintaining a safe workplace. To further its goal, the City may issue safety rules and guidelines. Many of these rules and guidelines will be issued by Department Managers. Employees are encouraged to suggest ways to make the workplace or work procedures safer. The

employee is required to comply with all the City's rules and guidelines, as well as any applicable federal, state, and local laws regarding workplace safety. In addition, the employee must keep their work area organized and free of any potential hazards. Failure to follow the City's safety rules and guidelines may result in discipline, up to and including termination of employment.

14. Maintain a current driver's license when necessary in the conduct of work for the City of Sun Valley. Each employee must report any state-imposed driving restrictions to his or her immediate supervisor. Each employee is also obligated to notify his or her supervisor in the event that his or her driving abilities are impaired.
15. Perform such obligations as are necessary to carry out the work of the City of Sun Valley in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.

C. PROHIBITED WORKPLACE CONDUCT

Each employee of the City of Sun Valley is prohibited from the following conduct. The list below is nonexhaustive of the prohibited conduct of each employee:

1. Be present in the workplace under the influence of drugs, alcohol, illegal substances or other legal substances which would impair the ability of the employee to perform his or her work competently or which would threaten the safety or well-being of other workers or the public, except as agreed to after proper evaluation by the City.
2. Engage in abusive conduct to fellow employees or to the public, or use abusive language in the presence of fellow employees or the public. Abusive language shall include profanity and loud or harassing speech.
3. Sleep or be absent from the employee's workstation when on duty, unless required or authorized by the City. Employees shall be attentive to their work at all times.
4. Engage in malicious gossip and/or spread rumors, engage in behavior designed to create discord and lack of harmony, or willfully interfere with another employee's work output or encourage others to do the same.
5. Use work time for personal business, including the selling of goods or services to the general public and fellow employees.
6. Use work time or public premises to promote religious beliefs to members of the public or fellow employees.
7. Engage in political activities while on duty in public service. This rule shall not apply to elected officials.
8. Provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
9. Destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of the City (Idaho Code §§ 18-3201 and 18-3202).

10. Discriminate in the treatment of co-workers or members of the public on the basis of race, religion, gender, age, disability, national origin, sexual orientation, gender identity or genetic information.
11. Smoke in any City vehicle, City equipment, or on any City property.
12. Abuse employee benefit offerings by taking unjustified sick leave, unearned vacation, or otherwise participate in a scheme or deception designed to create incorrect personnel records or to claim benefits which are not deserved in accordance with City of Sun Valley policy.
13. Violate rules concerning absence from the workplace without proper authorization. Employees must obtain prior permission as required by the City of Sun Valley policy for use of vacation, sick, bereavement, or other types of leave granted by this *Personnel Policy*.
14. Engage in prolonged visits with co-workers, children, friends, or family members who interfere with the course of work in the office or department in which the employee serves.
15. Use phones or computers in the workplace in a manner that violates policy or which disrupts workplace activities.
16. Engage in criminal conduct of any kind while on duty or off. City of Sun Valley employees are expected to behave in a lawful and socially acceptable manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.
17. Violate any lawful rule established by the appointing official to maintain order and productivity in the workplace.
18. Unlawfully harass a fellow worker or member of the public at any time while in the City of Sun Valley active service, as outlined in the City's Unlawful Harassment Policy.
19. Note that this policy is not intended to restrict communications or actions protected or required by state or federal law.

D. RELATIONSHIP POLICY

1. No employee of the City of Sun Valley shall hire another paid employee who is related to the supervisor within the second degree as set forth in Section III.B.3 above.
2. No employee of the City of Sun Valley shall supervise or otherwise exercise discretion concerning another paid employee who is related to him or her within the second degree of consanguinity except in the case of an emergency situation.
3. Any supervisor involved in a romantic relationship with a subordinate must immediately notify his or her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate.

E. HOURS OF WORK

City Hall shall be open from 8:00 AM to 5:00 PM Monday through Friday, except holidays. Because City of Sun Valley employees are public servants serving the residents and visitors of the City of Sun Valley, it is expected that each employee complete work assignments at City offices and not at home or other locations, except as necessary to complete their assignments. The hours of work of individual positions

may be outside of these open hours, when proposed by the respective department head, in writing, and approved by the Mayor or Mayor's Designee, in order to serve the needs of the City.

F. RESIDENCY REQUIREMENTS

1. Any employee hired for the position of Public Safety Director, Fire Chief, Assistant Fire Chief, Police Chief, Assistant Police Chief or Street Superintendent is required to reside within the incorporated limits of the City of Sun Valley or Ketchum, or when approved by the Mayor, a reasonable travel distance from his or her primary workplace. The City Council has adopted a Housing Assistance Policy (Appendix E provides the current policy) which may aid employees in meeting the cost of residency.
2. The Mayor may adopt residency restrictions on travel time and distance requirements for emergency services employees or Fire Department paid on-call employees in order to maintain and ensure rapid employee response times during emergencies.

G. VEHICLE USE POLICY – See Appendix B for the City's current Vehicle Use Policy

1. City-owned vehicles are intended to be used for City purposes, however, an employee may use a City vehicle for transportation to and from an eating establishment, only if the meal period occurs during the employee's working hours and the employee, due to the particular work assignment, has no access to a private vehicle or needs to respond immediately during the employee's working hours. When employees are required to travel outside the City while on City business, employees should use a City vehicle, unless the Mayor or Mayor's Designee approves use of a private vehicle.
2. Fire Department personnel, including full-time employees and paid on-call employees may be provided EMS licensure vehicles, subject to the licensure standards set forth in Idaho statute. These City-owned vehicles may be taken home for the purpose of responding to non-transport EMS and other emergency calls in the City and other mutual aid, auto aid jurisdictions and for incident command response. EMS licensure vehicles shall not be used for private purposes or personal use except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use.
3. During winter months, the Street Department personnel may be provided a City-owned truck, equipped with plow and sanding equipment, to respond quickly to road safety needs. Personal use of such vehicles is not authorized except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use.
4. The Mayor or Mayor's Designee shall develop procedures for the use and maintenance of City-owned vehicles. Appendix B provides the current policy for use of the City-owned vehicles.

H. ELECTRONIC COMMUNICATION DEVICES & SYSTEMS USAGE POLICY – See Appendix C

The Mayor or Mayor's Designee shall develop procedures for the use of electronic communication devices and systems. Appendix C provides the current policy for use of electronic communication devices and systems.

I. FIRE DEPARTMENT VEHICLE REPAIR BAYS, TOOLS, AND EQUIPMENT USE POLICY

Fire Department vehicle repair bays, tools, and equipment are intended to be used for City purposes, however, Fire Department off-duty or paid on-call employees may use the equipment and vehicle repair bays between 5:01 p.m. and 7:59 a.m. to wash and do basic maintenance on their personal vehicles, including use of water hoses and valves. The personal vehicles must be those that are used to attend or participate in City of Sun Valley Fire Department functions or training exercises or to respond to emergency calls. Only those materials, tools, and equipment purchased by the off-duty or paid on-call employees or by the volunteer association may be used, except for the items listed above.

J. FIRE DEPARTMENT UNIFORM POLICY

Fire Department issued uniforms shall not be worn when not on-duty for the City of Sun Valley. T-shirts and sweatshirts with the Sun Valley Fire logo may be worn when off-duty provided they are not worn at parties or locations where the primary function is the service of alcoholic beverages. No Fire Department uniforms or clothing whether issued by the Department or purchased by an employee may be sold.

VI. EMPLOYEE CLASSIFICATION AND COMPENSATION POLICY

A. DETERMINATION OF EMPLOYEE CLASSIFICATION – JOB DESCRIPTION

Employee classification and status is determined by the employee’s job description provided at the time of appointment. The job description will include but is not limited to the position title, statement of duties, required skills, knowledge and abilities, education and experience requirements, and hours of work. The job description will be developed by the department head and approved by the Mayor or Mayor’s Designee. The Mayor or Mayor’s Designee shall conduct a review of each job description periodically, such as when job duties change significantly. The Mayor or Mayor’s Designee may from time to time abolish certain job positions or leave the position unfilled based upon the needs of the City.

B. EMPLOYEE CLASSIFICATION AND BENEFIT ALLOWANCES

Employee classification is organized by class or category in order to administer employee policies, benefits and/or other employment issues. The classification of a position an employee holds with the City of Sun Valley may affect the status of obligations or benefits associated with his or her employment. The primary classes of employees and respective benefits are outlined as follows:

1. Full-Time Regular Employee

- a. Employee whose typical work schedule calls for at least 30 hours of scheduled work during a seven (7) calendar day period; Police Department or Fire Department employee whose typical work schedule calls for 80 hours of scheduled work during a fourteen (14) calendar day period; or Fire Department employee whose typical work schedule calls for 212 hours of scheduled work during a twenty-eight calendar day period.
- b. A full-time regular employee shall receive all employee benefits provided by the City as such benefits now exist or may be subsequently changed at any time by action of the City Council.

2. Part-Time Regular Employee

- a. Employee whose typical work schedule calls for at least twenty (20) hours, but less than thirty (30) hours of scheduled work during a seven (7) calendar day period.
- b. A part-time regular employee shall receive employee benefits as follows:
 - i. Worker's Compensation.
 - ii. PERSI – as provided to other regular employees and proportional to hours worked per week.
 - iii. Vacation and Sick Days – Proportional accruals based upon hours work per week.
 - iv. Holidays – If scheduled to work on regular basis on the day a holiday falls, the part-time regular employee shall be paid holiday pay; otherwise, no holiday pay is provided.

3. Temporary or Seasonal Employee

- a. Employee who works on an irregular, seasonal or temporary basis, even though he or she may work more than twenty (20) hours per week.
- b. A temporary or seasonal employee will receive no benefits provided to regular full-time or regular part-time employees, except those required by law.

4. Independent Contractor

An independent contractor, who provides service(s) to the City on a contractual basis, is not considered a City employee. As such, this *Personnel Policy* does not apply to an independent contractor.

5. Paid On-Call Firefighter

The City of Sun Valley Fire Department welcomes all individuals interested in serving as paid on-call firefighters for the community. City paid on-call firefighters are accepted into the department by the Mayor and may be removed at any time by the Mayor. A Fire Department paid on-call firefighter is an employee who generally works on a part-time basis and may have other part-time or full-time employment outside the City. Paid on-call firefighters receive State workers' compensation coverage and only those other benefits required by law. The Mayor or Mayor's Designee shall develop for City Council approval, a salary plan for Fire Department paid on-call employees.

C. COMPENSATION POLICIES

The City of Sun Valley compensates employees in accord with decisions made by the City Council as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time period. The Mayor or Mayor's Designee shall maintain a Salary Pay Range (See Section IX below), but the final decision regarding compensation policy rests with the City Council. The City Council reserves the right to make budget adjustments, and consequently pay adjustments, during the course of the budget year in order to manage cash flow or to deal with other circumstances which justify or require change in City expenditures.

1. Compliance with State and Federal Pay Acts

The City of Sun Valley shall comply with all State and Federal Pay Acts respecting the compensation of employees for services performed in the public service.

2. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding

Leave will be granted and full pay provided to employees called to serve as a court witness in matters specifically related to City operations; or who are required to obey a subpoena compelling their appearance before a court or other proceeding relating to City operations; or who are called to serve on jury duty. Employees who are released from jury duty or subpoena during scheduled work hours must immediately report to his or her supervisor and work-site for duty.

An employee noticed for jury duty or a proceeding pursuant to a subpoena or other judicial process shall notify his or her supervisor within three (3) business days after receiving the notice, and, upon being called or summoned for a specific date to serve as juror or appear as a court witness, the employee shall notify his or her supervisor immediately that he or she shall not be at work for such purpose. Employees shall receive compensation for the hours off for jury duty or other judicial process, but not to exceed the number of hours he or she would normally have worked on his or her scheduled shift. Any time paid for under this rule shall not be considered as time worked for the City and as such shall not be considered as time worked in computing any overtime pay.

All court, witness fees, and other appearance allowances, except travel, meals, lodging, and other incidental expenses received by the City employee while receiving City compensation shall be immediately paid over to the City.

3. Military Leave and Re-employment

The City's employment policy will comply with the provisions of Idaho Code § 46-224, et seq., or its successor, as those Code provisions govern leaves of absence for military service and the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended (USERRA).

In addition to the rights and benefits provided to employees taking extended military leave (as described in this policy) any regular employee of the City who are members of the National Guard or other reserve component of the armed forces of the United States who are ordered to participate in field training shall receive, for a period of no greater than two (2) weeks, that portion of his or her regular salary which will together with his or her military pay, equal his or her regular salary, excluding shift differential. This provision does not apply to weekend duty.

4. Extended Military Leave

Any regular employee shall be granted military leave with partial pay upon presentation of satisfactory pay verification data that are called to active duty in support of a contingency operation by the President of the United States or under the authority of a Governor as members of the Reserve or National Guard. Partial pay shall be the difference between the employee's regular City salary and the employee's fulltime military salary (excluding expense pay).

5. Right to Change Compensation and Benefits

The City of Sun Valley reserves the right to change general compensation for any reason deemed appropriate by the Council. Compensation may also be adjusted based upon job performance and

the availability of funds to maintain a solvent City budget. Hours worked may be reduced or employees may be laid off as necessary to meet budgetary constraints or as workload changes.

6. Overtime Compensation Policy

In addition to the employee classifications set forth elsewhere in this *Personnel Policy*, all employees are classified as Exempt (salaried) or Nonexempt (hourly) for purposes of complying with the Federal Fair Labor Standards Act (FLSA). FLSA is the federal wage and hour law, which governs the obligation of employers to pay overtime compensation. Certain employees are exempt from operation of FLSA because they perform work that qualifies for the professional, executive administrative, outside sales, or computer/IT employee exemptions. As such, exempt employees are not entitled to receive overtime pay for hours worked beyond the limits provided by the statute.

- a. It is the policy of the City of Sun Valley that non-Police and non-Fire hourly employees who work over the regular 40 hours paid in each seven-day work period; Police and Fire hourly employees who work over the regular 80 hours paid in each 14-day work period, and Fire hourly employees who work over the regular 212 hours paid in each 28-day work period will be compensated in the appropriate payroll period at 1 ½ times their regular rate of pay for each additional hour worked. For purpose of calculating qualifying overtime hours, the City of Sun Valley's work week shall be Monday through Sunday of each week for all non-Police and non-Fire hourly employees who work over the regular 40 hours paid in each seven-day work period, Monday through the second following Sunday for all Police and Fire hourly employees who work over the regular 80 hours paid in each 14-day work period, and Monday through the fourth following Sunday for all Fire hourly employees who work over the regular 212 hours paid in each 28-day work period. Additionally, the 40 hour, 80 hour, and 212 hour thresholds for overtime compensation only includes hours actually worked, and not vacation hours, sick leave hours, compensatory time taken, or the like.
- b. An employee may request "compensatory time off without pay" in lieu of receiving overtime pay consistent with the applicable FLSA regulations. It is the policy of the City, however, to pay overtime instead of allowing an employee to accrue compensatory hours. A compensatory time off request must be made each time overtime hours are worked and should be directed to the employee's supervisor, who may grant the request, if time off would not pose a disruption of operations and the delivery of services, and is acceptable to the Mayor or Mayor's Designee. Compensatory time off will be at the rate of 1 1/2 hours off for each hour of overtime worked.
- c. The City Council has set a maximum compensatory time accumulation of 80 hours.

7. Street Department On-Call Compensation Policy

During periods of inclement weather or in the case of an emergency, the Mayor or Mayor's Designee may assign the Street Superintendent (or in his/her absence another Street Department employee) to be on-call during non-regular working hours. The employee that is on-call will be paid a flat rate of \$25.00/day. On-call status begins after the completion of the regular workday and continues until resuming work the following workday.

8. Employee Changes in Classification

- a. Promotions: An employee who is promoted to a higher classification shall be placed in the higher salary range and receive an increase not to exceed the maximum rate in the new range.

When promoted, an employee will retain his or her original hire date for purposes of calculating annual benefits. Certain class of employees which do not qualify for benefits, i.e., paid on-call or temporary employees, may be promoted to a higher classification which qualifies them to accrue benefits as a full-time employee and in such instances, these employee's "qualification date" will be considered the same as their "promotion date," particularly with respect to benefits allocations. However, November 1st, the annual evaluation date for all employees, will continue to be used for purposes of performance evaluations and merit consideration.

- b. Demotion: An employee who is demoted will be placed in a new job position and his or her salary reduced according to the appropriate pay step for that new position.
- c. Transfers: An employee who transfers laterally to a classification with the same salary range shall retain his or her present salary placement.
- d. Reduction in Force: Changes in employment status that are the result of budgetary needs, reductions in force, general changes in the terms or conditions of employment, or of benefit offerings may be made at the sole discretion of the City Council. The City Council, therefore, retains full authority, without prior notice, to modify the general terms and conditions of employment. Should an employee believe that any such decision is the result of unlawful discrimination, he or she may utilize the opportunity to be heard procedures set out in Section XII of this *Personnel Policy*.

VII. REPORTING AND VERIFYING TIME RECORDS

A. TIME REPORTS

It is the responsibility of each hourly employee, and each salary employee who is FLSA non-exempt, to properly record hours he or she has worked each pay period. Each time sheet shall bear the signature of the employee with a statement verifying its accuracy and a counter signature by a supervisor indicating the hours claimed were actually worked. These records shall be retained as required by the records retention policy of the City, consistent with State law. Exempt employees may be required to document time worked for accountability and benefit purposes, when requested by the Mayor or Mayor's Designee, but as a usual practice, a FLSA exempt employee does not track or report his or her hours.

Any employee with concerns about his or her compensation, rate of pay, payroll status, deductions, etc. shall communicate such concerns to the Finance Manager as soon as any such concern becomes evident. If the response from the Finance Manager is unsatisfactory, the employee should address the issue to his or her immediate supervisor in order to resolve stated concerns. A written record of such issues may be maintained in the employee's personnel file, at his or her request.

B. PAYROLL PROCEDURES AND PAYDAYS

All employees other than on-call firefighters are paid every other week throughout the year for a total of 26 pay periods. The Finance Manager or his or her assistant will issue paychecks by Direct Deposit, on every other Thursday for all employees other than on-call firefighters. On-call firefighters shall be paid once a month for a total of 12 pay periods. The Finance Manager or his or her assistant will issue paychecks for the on-call firefighters on the first Thursday of each month. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued.

C. PAYROLL DEDUCTIONS

In accord with Idaho Code § 45-609 or its successor, no payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law.

It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only. Actual practices respecting the issuance of paychecks and allocation of employee benefits must be consistent with the official policy of the City. In the event of disagreement between the computer-generated paycheck stub and official policy as interpreted by the Finance Manager, the policy shall prevail. Employees are obligated to call to the City Finance Manager's attention to any discrepancies in payroll practices, whether to the advantage or disadvantage of the employee.

D. TRAVEL EXPENSE REIMBURSEMENT

An employee on approved City business shall be reimbursed within 90 days of the submission of an approved expense report for expenses incurred in completing his or her work-related assignment in accord with the procedures established by the Mayor or Mayor's Designee. Travel Forms are available from the Department Head.

E. ON-THE-JOB INJURIES

All on-the-job injuries shall be reported to the employee's supervisor as soon as practicable to allow filing of a worker's compensation claim in the proper manner. If an employee is disabled temporarily by an on-the-job accident he or she should be eligible for worker's compensation benefits. Return to employment will be authorized on a case-by-case basis upon consultation with the supervising official and the State Insurance Fund. Concerns associated with injured worker status may be brought before the Mayor or Mayor's Designee. For sworn law enforcement officers, the City will handle worker's compensation claims consistent with Idaho Code, Title 72, Chapter 11.

VIII. PERFORMANCE EVALUATIONS

The Mayor or Mayor's Designee shall maintain a performance evaluation process, including schedule for evaluations, and criteria to measure employee performance, forms and procedures to evaluate employee performance, including but not limited to tying performance to the City Council's annual priorities and goals of the employee's respective department.

The City of Sun Valley uses a five (5) level system to evaluate employee performance, as defined below. Performance evaluations are conducted at an initial six months for new employees; and on November 1st, the annual evaluation date for all employees. The results of an employee's evaluation will provide support for promotions, merit bonuses, and discipline, up to and including termination depending on the nature of the employee's conduct and the content of the complete evaluation.

The five (5) performance levels are:

- EXCEPTIONAL – Outstanding performance that consistently results in extraordinary and exceptional accomplishments with significant contributions to the objectives of the department and the city.
- EXCEEDS EXPECTATIONS – Excellent performance that exceeds position requirements generating results that positively affect the objectives of the department.

- SATISFACTORY – Good performance with employee fulfilling all position requirements, and, generating excellent service.
- NEEDS IMPROVEMENT – Performance is passable but not up to full expectations for the position. There is room for significant improvement.
- UNSATISFACTORY – Performance does not meet expectations. Situation requires prompt attention and an action plan to address deficiencies.

IX. SALARY PAY RANGE APPROVAL, ADMINISTRATION AND MERIT INCREASES

The City provides a competitive merit-based compensation structure to attract qualified applicants to the City's workforce; retain employees who have a commitment to public service excellence; motivate employees to maintain high standards of productivity; and reward employees for excellent performance. This structure is an integral, necessary, and expected cost of providing municipal services to residents of the City which complies with applicable federal and state law; and is based on available funding and good stewardship of taxpayer dollars.

A. MARKET PAY RANGE APPROVAL

The City's policy is to compensate employees for expected work performed within and beyond the normal work period. The City desires that its salaries are competitive in regional and resort labor markets for its various needed staff positions. Accordingly, the City uses a competitive Salary Pay Range to determine the salary of its employees.

B. SALARY PAY RANGE ADMINISTRATION AND POSITION CLASSIFICATION

1. Purpose of Policy

The City's policy is to compensate employees for expected work performed within and beyond the normal work period. The City desires that its salaries are competitive in regional and resort labor markets for its various needed staff positions. Accordingly, the City uses a competitive Salary Pay Range to determine the salary of its employees. The purpose of this policy is to encourage a systematic, uniform and equitable method of establishing salaries and wages paid to the classified employees of the City. Nothing herein is intended to establish any right to continued employment, to limit the reasons for which an employee may be discharged or to otherwise create any contractual right of the employees of the City.

2. Employee Lists

The City shall maintain an up-to-date list of the names of employees which includes: their title, pay step, and other data as may be required for Salary Pay Range policy administration. The Mayor's HR Designee shall be responsible for maintaining a list of title classifications, designating pay grade in which the title classifications have been allocated and maintaining a pay grade and salary schedule which will designate the salary payable for the various grades and steps.

3. Administration of the Salary Pay Range Policy

Consistent with Sections VI.C-D above, the following provisions shall govern the administration of the Salary Pay Range policy:

a. Salary on Employment

Placement to any position in any pay grade shall normally be made at the lowest base level or at a rate within the first step for the pay grade. A salary within a higher step may be effectuated commensurate with the applicant's qualifications as determined by the Mayor or the Mayor's HR Designee. A person who was previously employed by the City of Sun Valley and is rehired shall start within the pay grade and step level as any other new hire, unless the person's qualifications justify higher step level placement as determined by the Mayor or the Mayor's HR Designee.

b. Salary step advancement and pay adjustments

Advancement to the next step in the salary schedule may be awarded to an employee upon a supervisory evaluation indicating adequate performance. The City has the option of holding an employee in a step level should the employee's work performance so dictate.

c. Salary on Promotion

An employee who is promoted to a higher classification shall be placed in the higher salary range and receive an increase not to exceed the maximum rate in the new range. When promoted, an employee will retain his or her original hire date for purposes of calculating annual benefits, but November 1st, the annual evaluation date for all employees, will be used for purposes of performance evaluations and merit consideration.

d. Salary on Demotion

An employee who is demoted to a lower classification shall be placed in an appropriately lower pay grade and at a step level rate of pay which is equal to or less than the employee's step level rate of pay prior to demotion, as determined by the Mayor or the Mayor's HR Designee.

e. Salary on Transfer

An employee who transfers laterally to a classification with the same salary range shall retain his or her present salary placement.

f. Salary on Position Reclassification

An employee whose position is reclassified by the City Council from one pay grade to another, shall continue to receive the same compensation until he/she reaches the next pay period after the effective date, at which time he/she shall be placed in the approved pay grade and step level. If the position is classified to a lower classification the employee will remain at their current hourly rate until such time as the grade and step to which they are reclassified exceeds the current hourly rate at which time they will be eligible to receive a pay increase.

g. Job Descriptions

Every regular position of employment by the City of Sun Valley shall have a job description. As and when new positions of employment are created, or existing positions are re-evaluated, the Mayor or the Mayor's HR Designee, with the assistance of, and in collaboration with, the appropriate Department Head shall cause a job description for that position of employment to be prepared.

i. Exemptions

Non-classified positions exempt from the Salary Pay Range Policy shall consist of the following:

- Mayor and members of the City Council and other elected officials and persons appointed to fill vacancies in these elected offices.
- Independent Contractors, including but not limited the City Attorney and the City Prosecutor.
- Persons employed to make or conduct a special inquiry, investigation, examination or installation, if the Mayor and City Council certifies that such employment is temporary, and that the work should not be performed by employees in the classified program.
- Temporary/seasonal employees.
- Paid On-Call Firefighters

C. PROMOTIONS

All promotions or upgrading to an advanced classification under the Salary Pay Range will be made on the basis of qualifications, attitude, education, performance, and work habits.

D. MERIT SALARY INCREASES & MERIT BONUS

When available in the annual budget, merit salary increases and/or merit bonuses may be awarded by the Mayor or Mayor's Designee based upon the employee's annual performance evaluation completed on November 1st. Merit salary increases will be awarded by an increase in the step(s) as set forth in the Salary Range Plan and as determined by the employee's base pay rate in the Salary Pay Range. A merit bonus is a one-time payment, subject to the provisions of this section set forth below.

1. Adjustment to salary or the award of a merit bonus will not be automatic, but shall depend upon achieving a performance level satisfactory to the Mayor or Mayor's Designee, but in no case lower than "Exceeds Expectations" as defined in section VIII above, for consideration of a merit salary increase or merit bonus upon completion of the annual performance evaluation conducted on November 1st.
2. An employee, who has reached the maximum salary approved for his or her respective position in the Salary Pay Range, maybe eligible for a one-time bonus for the year based upon his or her annual performance evaluation. The Mayor shall approve any bonus in writing. All bonuses will be subject to the availability of funds in the City's annual budget appropriated and designated for merit bonus purposes.
3. An employee who has assisted in covering the work of a vacant position for a period of two months or longer may also be awarded a one-time bonus by the Mayor with the consent of the City Council based on their performance performing that work. This bonus is in addition to any step increase or one-time bonus based upon his or her annual performance evaluation and is subject to the terms of Section IX.C.

4. The Mayor shall report in writing to the City Council the total number of employees receiving merit salary increases and total amount awarded, within thirty (30) days of making the merit awards.

X. EMPLOYEE BENEFITS

The City of Sun Valley offers a number of employee benefits for regular full-time and part-time employees. These benefit offerings are subject to change or termination at the sole discretion of the City Council.

A. VACATION LEAVE

The explicit purpose of vacation leave is to allow the employee extended rest and rejuvenation. Vacation accrues from the start of employment. Vacation leave is available to full-time and part-time regular employees who have completed the equivalent of six (6) months of employment. As a general practice, an employee will use all vacation days accrued in a given year within 13 months of the employee’s anniversary date (start of annual vacation accrual period). At times, annual vacation accruals may not be used due to the need for an employee to work to meet the City’s resort seasons service demands and/or an employee’s preference to manage the duration of approved vacation periods. A portion of annual accrued vacation, therefore, may be carried over for future scheduled vacation leave depending on the length of the employee’s service. The accrual rates and allowed carry-over limits are as follows:

1. All Employees Except Non-Exempt Fire Department Employees

	<u>Hours</u>	<u>Minimum Hours to be Used in 13 months</u>	<u>Allowed Carry-over Hours**</u>
1 – 24 months (1 - 2 years)	80*	56*	24
25 - 60 months (3 - 5 years)	120	80	40
61 - 108 months (6 - 9 years)	140	80	60
109 - 180 months (10 - 15 years)	160	80	80
181 months (16+ years)	200	80	120

2. Non-Exempt Fire Department Employees

	<u>Hours</u>	<u>Minimum Hours to be Used in 13 months</u>	<u>Allowed Carry-over Hours**</u>
1 – 24 months (1 - 2 years)	106*	74*	32
25 - 60 months (3 - 5 years)	159	106	53

61 - 108 months (6 - 9 years)	186	106	80
109 - 180 months (10 - 15 years)	212	106	106
181 months (16+ years)	265	106	159

*120 hours upon approval of the Mayor at the time an employee is hired.

**The number of Carry-over Hours allowed for a specific year may be increased by the Mayor with consent of the City Council when work requirements prohibit an employee from using their vacation within the allotted time.

Vacation leave is to be scheduled with consent of the responsible department supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of the City. Employees may need to regularly schedule vacation during slower periods during the resort year.

Upon separation from employment, up to 80 hours of unused vacation leave will be compensated by lump-sum payment at the then-current hourly or daily rate for employees. For calculation of the compensated lump-sum payment, vacation hours accrued since the employee's last anniversary date will be pro-rated based on the percentage of the year worked. Any carry-over hours from the previous year have already been earned and therefore do not need to be pro-rated.

B. SICK LEAVE

1. Sick leave benefits are provided to regular full-time employees at the rate of eight (8) hours per every month of employment to be used when the employee is incapacitated due to qualifying illness, non-occupational injury or enforced quarantine. The term "qualifying illness" means any illness, disability, physical or mental, or impairment of any kind, including disability due to pregnancy or child birth, which i) renders an employee substantially incapable of performing the essential functions of his or her job, or ii) for which the healing process would be substantially impaired by the performance of such functions. Qualifying illness shall not include i) physical or mental impairment voluntarily induced by the employee, including, but not limited to, impairment arising from illegal or immoral conduct, ii) unjustified fighting, iii) illness or injuries suffered in or arising from military service or other gainful employment, iv) injuries suffered while on excused or educational leave, and v) impairment due to use of any intoxicating beverage or any controlled substance.
2. Sick leave is a benefit to provide relief to the employee in the event of illness to the employee or his or her Immediate Family. It is to be used only in the event of an illness or injury that prevents the employee from working productively or safely, or if an Immediate Family illness presents no practical alternative. Sick leave must be requested at least within two (2) hours of the time when the scheduled work period is to begin, unless circumstances outside the control of the employee prevent such notice. Supervisors asked to approve use of sick leave may, at City of Sun Valley expense, request an independent review of reported illness at any time by a competent medical authority, with the approval of the Mayor or Mayor's Designee.

3. Sick leave may accrue to a maximum of 480 hours. Sick leave benefit recipients receive normal compensation when using sick leave. All accrued but unused sick leave will be forfeited without compensation upon separation from employment.
4. Compassionate Leave Donations to a Sick Bank

The Mayor, at any time, may allow for the creation of a permanent or temporary Sick Bank to allow an employee with accrued sick days to donate a certain number of hours to a fellow employee to cover time lost due to illness or accident of the employee or an Immediate Family member of the employee. Donated sick leave hours will be converted to a dollar value based on the receiving employee's regular hourly rate at the time of donation. This amount will then be divided by the donating employee's hourly rate to determine the actual number of hours received from the donation. There is no entitlement to a Sick Bank being created or implemented.

C. FAMILY MEDICAL LEAVE

The City provides leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances. Please see Appendix D for the City's FMLA Policy and associated forms.

D. HOLIDAYS

Twelve (12) official holidays are provided for full-time regular employees. An employee who has regular full-time active status on the date of any holiday but who does not work on the holiday shall receive 8 hours of compensation for the holiday except for employees regularly scheduled for a 10-hour, 12-hour or 24-hour shift. Employees regularly scheduled for a 10-hour shift shall receive 10 hours of compensation for the holiday. Employees regularly scheduled for a 12-hour or 24-hour shift shall receive 12 hours of compensation for the holiday. Holidays which fall on Saturdays shall be observed on the preceding Friday. Those which fall on Sundays shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the City Council.

Full-time regular non-exempt hourly employees who are scheduled to work on a holiday shall be compensated at a rate of two times the employee's regular rate of pay. Unscheduled emergency work by a non-exempt employee on a holiday shall be compensated at a rate of two times the employee's regular rate of pay. In either case, the employee may choose instead to be compensated at a rate of one times the employee's regular rate of pay and receive an equivalent amount of time off as a floating holiday. The floating holiday must be used within one (1) year of the holiday that was worked by the employee, has no cash value, and, therefore, is not paid out if the employee leaves employment with the City. In order to use a floating holiday, the employee must obtain prior approval from the responsible department supervisor.

Full-time regular exempt employees who are required to work on a holiday shall be provided with an equivalent amount of time off. The equivalent amount of time off shall be designated as a floating holiday. The floating holiday must be used within one (1) year of the holiday that was worked by the employee, has no cash value, and, therefore, is not paid out if the employee leaves employment with the City. In order to use a floating holiday, the employee must obtain prior approval from the Mayor or designee.

Recognized Holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. /Human Rights Day	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth Day	Friday after Thanksgiving Day
Independence Day	Christmas Day

E. BEREAVEMENT LEAVE

Full-time and part-time employees may be allowed up to three (3) days of paid leave in the event of a death in the Immediate Family. Additional leave may be granted from accrued vacation or sick leave or unpaid leave of absence with the approval of the Mayor or Mayor's Designee.

F. PERSONAL LEAVE

FLSA exempt employees shall be provided with three (3) days of paid personal leave each calendar year. An employee that begins employment on July 1st or later in the calendar year, shall only be provided with one (1) day of paid personal leave for that calendar year. Personal leave may only be scheduled with the consent of the responsible department supervisor. Personal leave must be used within the year in which it is granted. Unused personal leave is not paid out if the employee leaves employment with the City. Personal leave is not paid out at the end of a calendar year if it is unused, nor does it roll over or accrue.

G. LEAVES OF ABSENCE

The Mayor can grant unpaid leave for any documented, reasonable, justifiable purpose. Unpaid leave in excess of thirty (30) days shall require written approval of the City Council. All requests for unpaid leave must be made in writing to the Mayor or the Mayor's Designee.

The City will maintain your health benefits for approved leaves of absence of up to 30 days. If an approved unpaid leave of absence extends more than 30 days, you will be required to reimburse the City for the cost of the health benefit premiums paid by the City for maintaining coverage during your unpaid leave, subject to the conditions of Appendix D.

H. INSURANCE COVERAGE AVAILABLE TO EMPLOYEES

Health insurance is available to employees and family members in accordance with the terms and conditions of the City's contract for such services. Other insurance offerings including life insurance, disability insurance, dental insurance, vision insurance and supplemental income protection may be available at employee or City expense. Any such offerings are subject to change at any time.

This section does not attempt to cover all of the details contained in the relevant insurance documents. The operation of the insurance plans, including events making you eligible or ineligible for benefits, the amount of benefits to which you (or your beneficiaries) may be entitled, and actions you (or your beneficiaries) must take to request and support a claim for benefits will be governed solely by the terms of the official insurance plan document. To the extent that any of the information contained in this handbook, a summary plan description ("SPD") or any information you receive orally is inconsistent with the official insurance plan document, the provisions set forth in the insurance plan document will

govern in all cases. If you wish to review the insurance plan document, please contact the City of Sun Valley Finance Manager/Treasurer.

I. RETIREMENT

The retirement plan of the City of Sun Valley combines benefits of the Public Employees Retirement System of Idaho (PERSI) with Social Security (FICA). PERSI mandates withholding a percentage of an employee's gross salary for pension purposes, which is presently exempt from Federal and State income taxes, and the City of Sun Valley matches this with an additional larger contribution.

J. MISCELLANEOUS BENEFITS

In addition to the benefits listed on the previous pages, the following miscellaneous benefits may be available to employees for participation in accordance with the terms of his or her respective policy or agreement:

1. Deferred compensation plans handled by payroll deduction, such as 457 and 401K plans.
2. Credit union participation.
3. Employee-requested deduction programs subject to City policy.
4. Provision of uniforms, tools, equipment allowance, etc.
5. Further training, as deemed necessary by supervisor.
6. Any such offerings are subject to change at the City Council's sole discretion at any time.

K. TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER

Accrued benefits for each employee continue to the benefit of that employee if the employee transfers from one department to another within the City of Sun Valley. Any such transfer will not result in a reduction of benefit offerings separate and apart from those realized by employees similarly situated.

L. CHANGE IN BENEFITS

The City of Sun Valley, through its City Council, reserves the right to change, condition, or terminate any benefits set forth in this *Personnel Policy*. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

M. FLEX LEAVE

The Mayor may authorize flex leave (time off with pay) for an exempt employee in the event of unusual work demands requiring excessive hours of work beyond the employee's normal work schedule. Such flex leave shall not exceed four (4) days in a calendar year, be taken within a reasonable time period of the excessive hours of work, has no cash value, and, therefore, is not paid out if the employee leaves employment with the City. In order to use flex leave, the employee must obtain prior approval from the Mayor or Mayor's Designee and utilize the flex leave in increments no less than one day each.

XI. EMPLOYEE PERFORMANCE AND DISCIPLINE

A. PURPOSE OF DISCIPLINE/PERFORMANCE POLICY

The purpose underlying the discipline/performance policy of the City of Sun Valley is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. All City employees shall maintain high standards of cooperation efficiency and economy in their work for the City of Sun Valley. Whenever work habits, attitudes, or conduct of an employee falls below a desirable standard, supervisors should point out the deficiencies to the employee at the time they are observed. The supervisors should note in writing any patterns of deficiencies by an employee. Disciplinary action taken against an employee shall be recorded in the employee's personnel file. Minor variations of the processes set forth herein shall not constitute a waiver by the City or otherwise affect the validity of any actions taken pursuant to this policy.

B. DISCIPLINARY/PERFORMANCE SYSTEM FRAMEWORK

The City of Sun Valley adopts the following framework for actions to be taken in the event that any employee subject to this policy violates employment policies or fails to perform adequately. Progressive steps may be implemented in order to encourage improved performance or attitude, but are not required. The City of Sun Valley reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step.

C. DISCIPLINARY ACTIONS AVAILABLE

The following actions are among the disciplinary steps that may be taken by the supervisor in response to *Personnel Policy* violations:

- Oral warning
- Written warning or reprimand
- Suspension without pay
- Demotion
- Dismissal

D. OPPORTUNITY TO BE HEARD

If an employee is subjected to a public reprimand, or is involuntarily discharged from employment and the former employee contends that in relation to the termination, stigmatizing false statements that are damaging to the former employee's reputation have been made public, the employee is entitled to the name clearing procedure set forth in Idaho law. The purpose of the name clearing hearing procedure is to afford the former employee an opportunity to clear his or her name by responding to the public statements.

XII. DISCRIMINATION AND HARASSMENT POLICY

A. UNLAWFUL DISCRIMINATION AND HARASSMENT PROHIBITED

Unlawful discrimination and harassment are forms of misconduct that undermine the integrity of the employment relationship. Unlawful discrimination or harassment of any employee or member of the public by or against an employee of the City is absolutely prohibited. The City desires to maintain a working environment free from unlawful discrimination, harassment and disruptive behavior. Each employee has the right to work in an atmosphere that promotes equal opportunities and is free from all forms of discrimination or harassment. Unlawful discrimination or harassment by a non-employee against any person, whether or not an employee, within the workplace, is similarly prohibited.

B. RETALIATION PROHIBITED

The City and its officers and employees shall not retaliate in any way against an individual who complains of unlawful discrimination or harassment participates as a witness or assists another employee in making a claim of discrimination or harassment. No one will be subject to, and City of Sun Valley prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

C. DEFINITION OF UNLAWFUL DISCRIMINATION AND HARASSMENT

1. Unlawful harassment is unwelcome conduct toward a person because of a legally protected personal characteristic including race, color, national origin, religion, age, sex, sexual orientation, gender identity/expression, genetic information, or any other bases protected by law and which creates an intimidating, hostile or offensive working environment, unreasonably interferes with work performance or negatively affects an individual's employment opportunities.
2. Unlawful discrimination occurs when an employee is treated less favorably in employment decisions because of a legally protected personal characteristic including race, color, national origin, religion, age, sex, disability, sexual orientation and/or gender identity/expression, genetic information, or any other bases protected by law, including without limitation, Title VII of the Civil Rights Act of 1964 (Title VII), the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), the Genetic Information Nondiscrimination Act (GINA), the Uniformed Services Employment and Reemployment Rights Act (USERRA), and others.

D. FORMS OF UNLAWFUL DISCRIMINATION AND HARASSMENT

1. Sexual Harassment

- a. No employee shall be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when
 - i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - ii. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or

- iii. such conduct has the purpose or effect of unreasonably interfering with an individual's work environment or creating an intimidating hostile or offensive working environment. Sexual harassment includes, without limitation, unwelcome propositions of a sexual nature or having sexual overtones, offensive touching of the body or display of sexually explicit images, or paraphernalia within the work place.
2. Race, Color, National Origin, Religion, Sex, Sexual Orientation, Gender Identity/Expression Discrimination, and Genetic Information
- a. No employee shall be subject to unlawful discrimination or harassment as a result of that employee's race, color, national origin, religion, sex, sexual orientation, genetic information, or gender identity/expression.
 - b. No employee shall be unlawfully denied equal employment opportunity because of race, color, national origin, religion, sex, sexual orientation, genetic information, or gender identity/expression. Equal employment opportunity cannot be denied because of marriage or association with persons of a particular race, color, religion, sex, sexual orientation, genetic information, gender identity/express or national origin or because an employee has a surname associated with a national origin group.
3. Disability Discrimination (American with Disabilities Act)
- a. The City will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. Additionally, the Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the City to comply with all Federal, state, and local laws concerning the employment of persons with disabilities.
 - b. The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of the job in question. An individual, who can be reasonably accommodated for the job in question, without undue hardship, will be given the same consideration for that position as any other employee or applicant.
 - c. All employees are required to comply with safety standards. Applicants who cannot meet such standards and who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health of safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.
 - d. Definitions: In implementing this policy, the City will be guided by the applicable definitions of the ADA, lawful regulations promulgated with respect thereto and case law construing the ADA, and applicable state and local law. In the event of any conflict between such laws and regulations and the provisions of this policy, then such laws and regulations shall control. The following definitions are provided for general guidance of employees and applicants in understanding the policy of the City of Sun Valley:
 - i. "Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a

record of such an impairment is also deemed a “disabled individual”. An individual may also be deemed “disabled” if that person is regarded as having such impairment.

- ii. “Major life activity” may include things such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating or working. A “major life activity” may also include bodily functions such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive systems.
- iii. “Direct threat to safety” refers to a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
- iv. A “qualified individual with a disability” refers to an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- v. “Reasonable accommodation” refers to making existing facilities readily accessible to and usable by individuals with disabilities, including but not limited to; job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.
- vi. “Undue hardship” refers to an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of the City; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire City; and (8) the relationship of the particular facility to the City. These are not all of the factors but merely examples.
- vii. “Essential job functions” refers to those activities of a job that are the core to performing the job in question.

4. Age Discrimination

No employee shall be unlawfully discriminated against with respect to compensation, terms conditions, or privileges of employment because of the individual’s age.

E. REPORTING A COMPLAINT

All employees are strongly encouraged to report behavior which may constitute unlawful discrimination or harassment. Such reports shall be made in the manner set forth herein, so that appropriate, effective and timely action may be taken. Individuals who believe they are being discriminated against or harassed should, whenever possible, tell the offender that his or her behavior is unwelcome. However, such confrontation is not always feasible or productive and is not required. Any employee who believes he or she has been or is being unlawfully discriminated against or harassed should report the situation

immediately to one or more of the following persons: (i) his or her immediate Supervisor, (ii) the Mayor or Mayor's Designee, or (iii) the City Attorney.

Whenever any officer or employee of the City receives information that unlawful discrimination or harassment has occurred or is occurring in the work place, he or she shall report the matter to (i) his or her immediate Supervisor, (ii) the Mayor or Mayor's Designee, or (iii) the City Attorney. The officer receiving such report shall maintain a file documenting such report and shall ensure the matter is resolved appropriately. All supervisory employees to whom a report of unlawful discrimination or harassment is made shall attempt to resolve the matter informally; however, if the matter cannot be resolved to the satisfaction of the complaining employee, a confidential investigation shall be made in accordance with the provisions of such Section F hereof.

F. FORMAL COMPLAINT RESOLUTION

When a discrimination or harassment complaint cannot be resolved informally, the matter may be referred to the City Attorney, the Mayor or Mayor's Designee, or an independent investigator to conduct a confidential investigation (the "Investigator"). The Investigator may use other employees or officers of the City to conduct such investigation, provided, however, in order to protect the individuals involved, such investigation shall be confidential and to the extent permitted by law, shall be protected by the attorney-client or work product privileges. Upon receipt of such complaint, the Investigator may take the following immediate steps: (i) have the complainant complete a written report describing the discrimination or harassment; (ii) obtain a statement from the accused; (iii) obtain statements from any witnesses; (iv) prepare a report and recommendation. The investigation shall be completed and a written report prepared as soon as reasonably possible. Appropriate disciplinary action shall be taken if there is sufficient evidence to support the allegation, including the possibility of termination of anyone who is guilty of unlawful discrimination or harassment. If there is insufficient evidence to support the allegations, no record will be made in the complaining employee's personnel file or in the personnel file of the accused. If the investigation discloses that the complaining employee has falsely accused another employee of discrimination or harassment, knowingly or in a malicious manner, the complaining employee may be subject to disciplinary action as appropriate to the circumstances. The investigation and all records of the matter shall, to the fullest extent permitted by law, be kept confidential and shall involve other officers or employees of the City only on a "need-to-know" basis

G. INTERPRETATION

The policy shall be interpreted in a manner consistent with the applicable federal, state, and/or local laws. Nothing herein shall be construed or otherwise interpreted as conferring any right, privilege, or protected status above and beyond the rights protected by these laws.

H. VIOLATIONS OF THIS POLICY

Any employee, regardless of position or title, whom the City determines has subjected an individual to harassment or retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment.

I. CONFIDENTIALITY

Confidentiality will be maintained in accordance with applicable Federal, State, and local law. A complete and thorough investigation of the allegations, however, may require the investigator to inform

witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved.

J. FALSE COMPLAINTS

Any complaint made by an employee of the City regarding employment-based harassment or discrimination which is based upon a fraudulent statement of fact may be subject to discipline, including termination of employment. This section is not intended to discourage employees from making complaints regarding employment-based harassment or discrimination. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

XIII. GENERAL PERSONNEL POLICY VIOLATION AND COMPLAINT PROCEDURE

If an employee believes there is or are a significant violation(s) of this *Personnel Policy* or of local, state, or federal law occurring, and not pertaining to Discrimination and Sexual Harassment Policy covered in Section XII above, the following complaint procedure will be followed:

- A. A person who believes there is or are significant violation(s) of this *Personnel Policy* or of local, state or federal law occurring, should report it to his or her supervisor, department head, Mayor, Mayor's Designee or legal counsel for the City. Once a complaint has been made, the complainant cannot withdraw the complaint without a determination that it was made erroneously.
- B. As soon as reasonably possible but in no less than 5 days of receiving the complaint, the official designated by the Mayor ("Designated Official") should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of this Policy occurred.
- C. Upon receiving the complaint, or being advised by a supervisor that violation of this policy may be occurring, the Designated Official should review the complaint with the City Attorney, Mayor and/or Mayor's Designee.
- D. The Designated Official, in conjunction with legal counsel for the City, as soon as practicable shall determine the process for determining whether a violation of the Policy has occurred. If it is determined that a violation of the City's policy has occurred, the Designated Official will recommend the appropriate course of action to be taken by the City. In some instances, depending on the severity of the alleged conduct or the personnel involved, the Designated Official may appoint an appropriate, neutral person to investigate the complaint and make recommendations to the City.
- E. Within five (5) business days after the review process is concluded, the Designated Official will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation. The Designated Official, complainant and respondent shall each document in writing and in separate documents the date and time of the meeting.

XIV. SEPARATION FROM EMPLOYMENT

A. REDUCTIONS IN FORCE (RIF)

When financial circumstances or changes of workload require, the City of Sun Valley reserves the right to reduce forces or reorganize the office in such manner as it deems necessary to maintain the effective functioning of City of Sun Valley services. *See also* section VI.C.8.d. above.

B. RETIREMENT POLICY

The retirement policy of the City of Sun Valley shall comply in all respects with federal and state requirements respecting mandatory retirement and the obligations established by the Public Employee Retirement System of Idaho (PERSI).

C. TERMINATION PAY & COBRA BENEFITS

Employees of the City of Sun Valley who currently receive medical benefits, who separate their employment may be eligible to continue those medical benefits for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). The City will notify the employee when certain benefits will terminate, when final pay will be issued, and review the process to receive COBRA benefits. For questions regarding continuing rights to health coverage after separating from the City of Sun Valley, contact the Treasurer/Finance Manager.

D. EXIT INTERVIEW

Each employee who terminates from employment with the City of Sun Valley is encouraged to participate in an exit interview with the Mayor or Mayor's Designee. The employee will be invited to inform the interviewer about his or her impressions of employment in such interview. An employee exit statement may be requested at this point and will be retained in the employee's personnel file.

E. RESIGNATION POLICY

Voluntary resignations should generally be made in writing. If the employee wants their formal records to indicate "voluntary resignation", he or she must do so in writing to his or her supervisor or department head. The department head will document oral resignations in writing to the Mayor or Mayor's Designee as human resource director. Evidence of acceptance of a resignation shall be provided to the ex-employee; unless it is determined the ex-employee has no verified contact information where such evidence of acceptance can be delivered. An employee who has an unexcused or unauthorized absence of three (3) working days or more may be considered to have abandoned his or her position and therefore resigned.

APPENDIX A – ACKNOWLEDGEMENT OF RECEIPT OF THE CITY OF SUN VALLEY PERSONNEL POLICY

CITY OF SUN VALLEY PERSONNEL POLICY

**ACKNOWLEDGMENT OF RECEIPT & UNDERSTANDING
OF THE CITY OF SUN VALLEY PERSONNEL POLICY**

I, _____ acknowledge receipt on _____ (date) of a paper or electronic copy of this *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form; and, receipt of a paper or electronic copy of the *City of Sun Valley Personnel Policy*, which was last amended by City Council Resolution 2022-14 on October 6, 2022; and, I understand I am required to return this form not later than _____ (date), to the Mayor or Mayor’s Designee.

In addition, I verify:

Initials

- _____ I have read and understand the *Personnel Policy*.
- _____ I understand that neither this *Personnel Policy* nor any other communication by a representative of the City holding a manager position, or any other employee, whether oral or written, is intended in any way to create a contract of employment.
- _____ I understand I am obligated to perform my duties of employment in conformance with the provisions of this *Personnel Policy* and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the new *Personnel Policy*.
- _____ I understand this *Personnel Policy* may be modified without prior notice to me.
- _____ I understand should this *Personnel Policy* be modified I will be provided with a copy of the modifications in writing within five (5) business days of modification; and must return this *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form within ten (10) business days of my receipt of the same.

DATED this ___ day of _____.

Employee Printed Name: _____

Title: _____

Employee Signature: _____

APPENDIX B – VEHICLE USE POLICY

CITY OF SUN VALLEY PERSONNEL POLICY

VEHICLE USE POLICY

- A. **DEFINITION:** Motor vehicle or vehicle shall be defined as any motor vehicle, including road or street and path maintenance equipment.
- B. **PURPOSE:** the purpose of the vehicle use policy is to set the policies and procedures for the use and operation of City of Sun Valley vehicles by its employees. The policy and procedures:
 - 1. Help ensure the safety of city employees.
 - 2. Encourage the efficient and effective use of City resources; and
 - 3. Minimize liability to the City.
 - 4. Establish the understandings, requirements and rules for all employees who drive a motor vehicle in the course of City business.
- C. **ADMINISTRATION:** The Mayor of Sun Valley is the administrative authority issuing this policy. Daily administration is the responsibility of the Mayor or Mayor's Designee and department heads.
- D. **GENERAL POLICIES AND PROCEDURES**
 - 1. In order to be authorized to operate a City vehicle, an employee must possess a valid State of Idaho Driver's License of the class required for operation of the particular City vehicle. Driver's Licenses will be filed with the Treasurer/Finance Manager. It is the responsibility of the department head to document and monitor each employee's license in his or her respective department, providing updated copies of renewed licenses to the Treasurer/Finance Manager.
 - 2. In the event an employee's driver's license is suspended for any reason, the employee will promptly notify the department head. The employee will not operate a City vehicle during the term of the suspension.
 - 3. An employee is granted permission to use a City-owned vehicle with the express understanding that the vehicle is for official City business. An employee operating a City vehicle shall not permit persons other than City employees, elected or appointed officials and persons required to be conveyed in the performance of duty or as otherwise authorized to ride as a passenger in their vehicle.
 - 4. The driver and all occupants must wear seat belts at all times when operating any City vehicle.
 - 5. The driver must obey all traffic laws at all times and to drive in a safe and courteous manner.
 - 6. Due to the increasing number of accidents resulting from the use of cell phones while driving, City employees must not use cellular telephones or mobile electronic devices while operating a City-owned motor vehicle, unless a hands-free device is used. Emergency dispatch, law enforcement, fire protection, and other emergency-related communications are exempted from this policy.

7. The use of alcohol, illegal drugs, or any drugs or substances that may affect the employee's ability to drive safely are prohibited.
8. An employee's intentional or negligent abuse or misuse of a City vehicle may lead to discipline including, but not limited to the cost of repair or replacement.
9. All City owned vehicles are subject to inspection and/or search at any time by a supervisor. No employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.
10. Any employee fueling a City vehicle will follow the instructions on the Fuel Log provided and fully explained and monitored by the department head.
11. Any employee who abuses or violates this policy, for example by failing to comply with safety standards, will be subject to disciplinary action, up to and including termination of employment.

E. VEHICLE CARE

1. Each employee will be responsible for the safekeeping, serviceable condition, proper care, use and replacement of any vehicle assigned or entrusted to them.
2. Before taking the vehicle into service, the Employee will inspect the interior and exterior of any assigned vehicle. Any previously unreported damage, mechanical problem, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.
3. The use of damaged or unserviceable vehicles should be discontinued as soon as practical and replaced with a serviceable vehicle as soon as available following notice to the department head.
4. Use will be limited to official purposes and in the capacity for which it was designed. No modifications, additions or deletions of any equipment or accessories shall be made to the vehicle without written permission from a supervisor. In the event that a vehicle becomes damaged or unserviceable no employee shall attempt to repair the vehicle without prior approval of a supervisor.

F. VEHICLE COLLISION OR ACCIDENT

1. When a City owned vehicle is involved in a traffic collision, the involved employee shall promptly notify his or her supervisor.
2. A traffic collision report shall be filed with the agency having jurisdiction. In addition, the City of Sun Valley Traffic Collision Report must be completed.

G. TYPES OF VEHICLE ASSIGNMENTS – Vehicle assignments are established in the *City of Sun Valley Personnel Policy*.

1. Assigned Vehicle for Unrestricted Use: The City does not assign vehicles for unrestricted use.
2. Assigned Vehicle for the Employee's Restricted Use: A City vehicle may be assigned to an employee who needs to respond, at any time, to emergencies or safety needs. The employee may have 24-hour use of an assigned vehicle and may garage it at his or her residence overnight due to the duties of his or her position. Personal use of the City vehicle is prohibited except for meal or break stops taken in

the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use.

3. Assigned Vehicle/Work Related Use Only: A City vehicle may be assigned to an employee to allow the employee to respond back to work for work related activities as required. Personal use of the City vehicle is prohibited except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use. Vehicles may be garaged overnight at the employee's residence.

APPENDIX C – ELECTRONIC COMMUNICATION DEVICES & SYSTEMS USAGE POLICY

CITY OF SUN VALLEY PERSONNEL POLICY

ELECTRONIC COMMUNICATIONS DEVICES, SYSTEMS USAGE & SOCIAL MEDIA POLICY

- A. **PURPOSE:** The availability of electronic communication devices & systems within the work environment provides many opportunities for enhancement of productivity and effectiveness. These systems also entail the opportunity for rapid transfer and broad dissemination of sensitive material that can have damaging effects on the City of Sun Valley, its employees, and the public, if not managed properly. It is important, therefore, that the City of Sun Valley establish a policy which provides direction to City employees regarding the purchase, lease, license and use of electronic communication devices & systems.
- B. **ADMINISTRATION:** The Mayor or Mayor's Designee shall be responsible for the implementation of the Electronic Communication System Usage Policy.
- C. **DEFINITIONS:**
1. Electronic Communication Devices & Systems include, but are not limited to City-owned computers, cell phones, PDAs, hardware, tablet computers, software, webpage, electronic mail systems (email), voice mail systems, paging systems, electronic bulletin boards, Internet services, fax machines, mobile digital terminals (MDT), and any part of the City of Sun Valley leased or acquired network system(s) of any sort.
 2. Computer - A programmable electronic device that can store, retrieve, and process data, including any computer issued or maintained by the City of Sun Valley, including but not limited to both laptop and desktop versions, or any computer which is attached to or a part of the City of Sun Valley computer network.
 3. Hardware - The physical components of a computer, including the monitor, keyboard, central processing unit, floppy drives, CD-ROM drives, external storage media, and all peripheral accessories, including but not limited to, network connections, printers, scanners, speakers, printer cables and mouse.
 4. License - To permit or authorize the use of.
 5. Network System – The hardware and software which provides for the interconnection of City computers.
 6. Programming - A sequence of coded instructions that can be inserted into a mechanism (such as a computer) to work out a series of instructions.
 7. Shareware - Computer software that can be used and copied without charge. However, shareware is copyrighted and, if the copyright holder requests, a donation or fee must be paid if the software is used regularly.
 8. Software - The entire set of programs, procedures and related documentation associated with a computer system/program.

D. PURCHASES, COPYRIGHT AND LICENSES

1. The purchase, lease, or license of all electronic communication system hardware and software must be approved by the Mayor or Mayor's Designee.
2. Copying of computer software owned by the City of Sun Valley shall be governed by the copyright agreement.
3. License agreements will be maintained by the Mayor or Mayor's Designee. The license agreement shall be the ultimate rule governing the use of the software. Any act permitted by this policy, but not permitted by the license agreement of the software program, shall be considered null and void.
4. Software registration must be completed for all software purchased by the City at the time of purchase and shall list the City of Sun Valley as the purchaser and list the Mayor or Mayor's Designee as the contact for inquiries as to the use of the product.

E. GENERAL REQUIREMENTS

1. City Electronic Communication Devices & Systems is to be used for City business purposes only.
 - a. Cell phones and/or PDAs are provided to an employee when the employee's duties:
 - i. Include a significant amount of work time out-of-the-office; or
 - ii. Require the employee be reached as needed at any time for the immediate or emergency needs of the City.
 - b. The Mayor or Mayor's Designee shall approve which employee(s) may have a cell phone or PDA and the respective phone or data service plan, including the provider, terms, hours, coverage and rates.
 - c. The cell phone number will be the cell number given out by the City to reach an employee when working out-of-the-office and the cell phone shall be listed on the City phone roster.
 - d. A City-owned cell phone may be used by the employee for "emergency only", non-City calls. Any usage over an approved number of minutes for the cell phone shall be deducted automatically from the employee's pay after taxes have been deducted.
 - e. The City shall not reimburse any employee for use of his or her personal cell phone for City business.
2. Incidental and occasional personal use of the Internet is allowed from time-to-time during scheduled breaks, including the lunch hour, to check for email on a personal, non-City account(s).
3. All messages or information composed, sent, stored, copied or received via electronic communication devices and systems are the property of the City. These messages and information are not private property of any employee, and no employee should have any expectations of privacy in such messages or information. The Mayor or Mayor's Designee have the right to access, close and/or disclose all messages sent via an electronic communication devices and/or systems or other information stored on an electronic communication device or system that is the property of the City. Employees, therefore,

should treat electronic communications with the same degree of propriety and professionalism as official correspondence.

4. There is no personal privacy on City information resource systems. Use of City computers and systems may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed by authorized officials. It is understood that employees may unintentionally come across non-work-related material; however, if this happens they are to exit the site or terminate access immediately and notify their manager or supervisor as soon as possible of the circumstances that led to the situation.
5. The Mayor or Mayor's Designee shall consult with the City's IT provider to regulate the requirements for City password usage. All employees shall change, alter, or modify their passwords as required by the City's IT provider. No employee shall disclose his or her password to any other employee or person.
6. Confidential electronic files must be professionally erased or storage devices containing these files removed from any computer or hardware device prior to the computer or hardware device being removed from the agency for servicing, repairs, or replacement.
7. The Mayor or Mayor's Designee must be notified immediately when --
 - a. Sensitive information is or suspected of being lost or disclosed to unauthorized parties.
 - b. Unauthorized use of the electronic communication devices & systems has taken place, or is suspected of taking place.
 - c. Passwords are lost, stolen or are suspected of being lost, stolen, or disclosed.
 - d. Any unusual system behavior such as missing files, frequent system crashes, misrouted messages, and the like appear because it may indicate a computer virus infection or similar security problem.
8. It is the intent of the City to provide the tools that every employee needs to successfully complete assignments; therefore no employee is allowed to use his or her personal computer, PDA, cell phone or other communication device for City business.
9. The Mayor or Mayor's Designee shall define the network server uses, organizational format, use of folder/file protection, storage and other aspects of network capabilities. Employees have the responsibility to use the network server effectively in meeting these directions.
10. Electronic communications are subject to the provisions of Resolution 2006-05 – Records Retention.
11. The use of electronic communication devices & systems shall be in keeping with applicable Federal, State, local, civil and criminal laws.
12. **Personal Use of Social Media:** We recognize that employees might work long hours and occasionally may desire to use social media for personal activities at the office or by means of the company's computers, networks, and other IT resources and communications systems. We authorize this use during nonworking time so long as it does not involve vulgar, obscene, threatening, intimidating, or harassing content not otherwise protected or required by law, is not maliciously false, does not violate any other City of Sun Valley policies or employee obligations, and does not interfere with your employment responsibilities or productivity. Circulating or posting commercial, personal, religious or

political solicitations, chain letters, spam, or promotion of outside organizations unrelated to company business are also prohibited during working time.

F. UNAUTHORIZED ACTIVITIES

1. No personally owned software applications or shareware software may be installed on a City computer, including, but not limited to, games, entertainment software, and screen savers unless written permission is given by the Mayor or Mayor's Designee and it is allowed by the licensing agreement of the software.
2. No employee may tamper with, change, delete, reprogram, copy protected codes, enter into areas of the program reserved for programming, insert additional programming, or rename any computer software program purchased, leased, or licensed for use by the agency, unless it is authorized by the licensing agreement. No employee shall perform any repairs, installations, modifications, removal, or relocation of any computer hardware, peripherals, and associated components without first obtaining authorization by the Mayor or Mayor's Designee.
3. Electronic transfer of files, software, or programs purchased by the City is not authorized unless it is allowed by the licensing agreement of the software product and approved by Mayor or Mayor's Designee.
4. Employees shall not use the email account or password assigned to another individual to send or receive messages.
5. The electronic communication system shall not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non job-related solicitations, or used for any personal commerce or purchases.
6. The electronic communication system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, or proprietary information. Failure to observe copyright or license agreements may result in disciplinary action by the City and/or legal action by the copyright owner.
7. No employee shall utilize or cause any City-owned computer to utilize an automatic log-on. Employees are prohibited from leaving a City computer unsecured while logged on.
8. The encryption of files and the use of encryption programs are not permitted on any City computer without the prior authorization of the Mayor or Mayor's Designee.
9. No employee shall bypass or modify any installed security systems or menu interfaces without the expressed permission of the Mayor or Mayor's Designee.
10. No employee shall knowingly introduce any computer virus into any part of the electronic communication system operated by the City. Employees must use due care and caution to avoid inadvertently introducing computer viruses into any City computer by any means. Any material received which is suspect, e.g. multiple copies of email with the same subject line information received in rapid succession, should not be opened.
11. Viewing, downloading, communicating and/or transmitting material (for other than law enforcement purposes) that is known to involve the use of obscene language, images, jokes, sexually explicit

materials or messages that disparage any person, group, or classification of individuals is strictly prohibited. Any employee who uses the City's equipment or network for these purposes will be subject to an immediate, severe disciplinary response.

12. Employees shall not use photographs or other material depicting City logos, vehicles, etc. on any personal or privately-owned home page. Personal/private home pages shall be clearly identifiable as personal pages.
13. Electronic communication devices & systems are for the exclusive and sole use of City employee for City business and shall not be used at any time by family members, friends or other persons not employed by the City.

APPENDIX D – FEDERAL MEDICAL LEAVE ACT (FMLA)

CITY OF SUN VALLEY PERSONNEL POLICY

FAMILY AND MEDICAL LEAVE POLICY

The City provides leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances.

(a) Eligibility

To qualify for FMLA leave, you must: (1) have worked for the City for at least 12 months, although it need not be consecutive; and (2) worked at least 1,250 hours in the last 12 months. If you have any questions about your eligibility for FMLA leave, please contact the Mayor or the Mayor's Designee.

(b) Leave Policy

If eligible, you may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While you are on FMLA leave, the City will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working, as explained more fully under the section X(H) titled, "Insurance Coverage Available to Employees." On returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations, and exceptions provided by law.

(c) Leave Entitlement

You may take **up to 12 weeks** of unpaid FMLA leave in a 12-month period, which uses a "rolling" method that is measured backward from the date you use any FMLA leave for any of the following reasons:

- the birth of a son or daughter and in order to care for that son or daughter (leave to be completed within one year of the child's birth);
- the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
- to care for a spouse, son, daughter, or parent with a serious health condition;
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take **up to 26 weeks** of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, son, daughter, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

(d) Both Spouses Employed by the City

Spouses who are both employed by the City and eligible for FMLA leave may be limited to a:

- Combined total of 12 weeks of leave during the 12-month period if leave is requested:
 - for the birth of a son or daughter and in order to care for that son or daughter;
 - for the placement of a son or daughter with the employee for adoption or foster care and in order to care for the newly placed son or daughter; or
 - to care for an employee's parent with a serious health condition.
- Combined total of 26 weeks in a single 12-month period if the leave is either for:
 - military caregiver leave; or
 - a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

(e) Notice of Leave

If your need for FMLA leave is foreseeable, you must give the City at least 30 days' prior written notice. If this is not possible, you must at least give notice as soon as practicable (within one to two business days of learning of your need for leave). Failure to provide this notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with the City first regarding the dates of this treatment to work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and the City.

Where the need for leave is not foreseeable, you are expected to notify the City within one to two business days of learning of your need for leave, except in extraordinary circumstances. The City has Family and Medical Leave Act request forms available from the Mayor or the Mayor's Designee. Please submit a written request, using this form, when requesting leave.

(f) Certification of Need for Leave

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from the Mayor or the Mayor's Designee. When you request leave, the City will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

The City, at its expense, may require an examination by a second health care provider designated by the City. If the second health care provider's opinion conflicts with the original medical certification, the City, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The City may require subsequent medical recertification. Failure to provide

requested certification within 15 days, when practicable, may result in delay of further leave until it is provided.

The City also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

(g) Reporting While on Leave

If you take leave because of your own serious health condition or to care for a covered relative, you must contact the City on a weekly basis regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

(h) Leave Is Unpaid

FMLA leave is unpaid. You are required to substitute any accrued and unused sick leave and/or personal leave for unpaid FMLA leave as described below:

- If you request leave because of a birth, adoption, or foster care placement of a child, any accrued and unused paid leave will first be substituted for unpaid family/medical leave and run concurrently with your FMLA leave.
- If you request leave because of your own serious health condition, or to care for a covered relative with a serious health condition, any accrued paid leave (i.e., personal, sick, vacation) will be substituted for any unpaid family/medical leave and run concurrently with your FMLA leave.

The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary. Your FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.

(i) Medical and Other Benefits

During approved FMLA leave, the City will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, the City will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium. Your health care coverage will cease if your premium payment is more than 30 days late. If your payment is more than 15 days late, we will send you a letter to this effect. If we do not receive your premium payment within 15 days after the date of this letter, your coverage may cease. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse the City for the cost of the health benefit premiums paid by the City for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

(j) Intermittent and Reduced Leave Schedule

If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual

number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

If leave is unpaid, the City will reduce your salary to the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the City may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

(k) Returning from Leave

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

APPENDIX E – EMPLOYEE HOUSING ASSISTANCE POLICY

CITY OF SUN VALLEY PERSONNEL POLICY

EMPLOYEE HOUSING ASSISTANCE POLICY

The City of Sun Valley encourages its employees to reside within the City of Sun Valley limits, but it recognizes the high cost of real estate within the City. As incentive to locate within the City and, in addition, to assist with the high housing costs that exist in the entire Wood River Valley, the City will provide housing assistance to permanent full-time employees who are deemed “Housing Burdened.” This determination is based on the U.S. Department of Housing and Urban Development definition of those that spend 30% or more of their adjusted gross income on rent or mortgage, utilities, and other relevant housing costs, which definition is refined by the City’s criteria outlined under “PROCESS” below.

The City will provide housing assistance in the form of a monthly payment for qualified employees, paid through the payroll process and subject to customary payroll deductions. The amount of this monthly assistance will be specified by the City Council and may be changed from time to time. The Finance Manager will maintain records of the most current monthly assistance amount. Housing Assistance may be used for mortgage or rental payments or other housing related costs.

Process

City of Sun Valley employees seeking assistance with housing payments will apply to the City’s third-party administrator (TPA) following their standard application process. Within 30 days of receipt of a complete application, the TPA will determine qualification and notify the City of the employee’s Housing Burden. The TPA will determine Housing Burden by first determining “Monthly Housing Cost,” which will include:

- 1) Mortgage or rent payments;
- 2) Homeowners or rental insurance;
- 3) Homeowners’ dues that cover maintenance and repairs but NOT including discretionary recreation dues; and
- 4) Utility costs (including power, gas, water, sewer but EXCLUDING cable, satellite, internet and phone).

“Adjusted Monthly Income” will be determined using the employee’s City of Sun Valley anticipated income based on historic data and will include total gross monthly income from all other sources and will deduct the following allowable expenses:

- 1) All federal, state and any local withholdings (including social security, Medicare, etc.), garnishments, child support payments, and alimony;
- 2) PERSI contributions including any voluntary PERSI 401K contributions;
- 3) Health insurance costs;

- 4) Childcare costs for households in which all adults are working, prorated (based on hours worked as a percentage of 40 hours/week) for part-time employment; and
- 5) Student loan debt.

Monthly Housing Cost will be divided by the Adjusted Monthly Income. If the quotient meets or exceeds HUD's housing payment threshold of 30%, then an employee is deemed Housing Burdened.

The TPA may also evaluate employees who anticipate a housing burden for reasons, including, but not limited to:

- 1) Expected change in housing needs because of an upcoming change in household size or needs (additional children, caregiving for additional adults, disability, loss of roommate or partner, etc.)
- 2) Expected relocation, including relocation into the City, loss of current housing (owner sold rental property, lease not renewed, etc.), voluntary relocation to reduce commute, to reduce housing costs, and similar reasons.

Employees may pre-qualify for Housing Assistance for planning purposes but will not receive Housing Assistance until relocation, due to the anticipated event, actually occurs.

Following a determination that an employee is Housing Burdened, the City will be notified of the employee's name and Housing Burden percentage. The employee will begin to receive assistance on the first payroll of the month following qualification and notice. Payroll disbursements are subject to standard withholdings and shall be expensed to the City's Workforce Housing Fund.

Employees receiving assistance must re-certify all financial information by January 31 of each year. The TPA will re-determine qualification following receipt of the information submitted.

The City will conduct an annual review of the Housing Assistance Policy to gauge effectiveness of the Policy. The City reserves the right to modify, amend or terminate the Policy at any time, with 30 days' notice to Housing Assistance recipients.

Employees who receive assistance will sign an acknowledgement certifying that the personal financial information included in their application is accurate and true and that they agree to abide by the terms of this Policy. Employees must also acknowledge that any assistance received as a result of misleading or fraudulent information must be refunded in full and this may occur through payroll deductions, and that they may be subject to disciplinary procedures – up to, and including, termination.

An employee who voluntarily leaves the City shall be obligated to repay this assistance as follows:

Years of Continuous Employment	Amount of Assistance to be Repaid
0-12 months	100%
13-24 months	75%
25-36 months	50%
37+ months	No repayment necessary because employee is fully vested.

Following 3 years of continuous employment with the City, all assistance received is 'vested' and does not require repayment.

Housing Assistance will terminate upon any one of the following conditions:

- 1) upon termination of employment with the City; or
- 2) failure to be deemed Housing Burdened under this policy, or as amended.

APPENDIX F – DRUG AND ALCOHOL TESTING POLICY

CITY OF SUN VALLEY PERSONNEL POLICY

DRUG AND ALCOHOL TESTING POLICY

This Policy does not constitute an express or implied contract with any person. Neither this Policy nor any action taken pursuant to this Policy guarantees employment or any terms of employment to any person for any period of time. The City of Sun Valley may alter, terminate or make exceptions to this Policy at any time at the City's sole discretion. The City reserves the sole right and discretion to interpret, construe and apply this Policy. This Policy does not limit or alter the City's right to terminate any employee at will at any time for any reason, with or without cause, process or notice.

1. Drug and Alcohol Testing

The City of Sun Valley is committed to providing a safe, healthy and productive workplace that is free from alcohol and unlawful drugs as classified under local, state or federal laws (including marijuana) while employees are working on the employer's premises (either on or off duty) and while operating employer-provided vehicles. Employees who work while under the influence of drugs or alcohol pose a safety risk to themselves and others with whom they work. In addition, the abuse of drugs and/or alcohol whether at work or off work can create a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased workplace theft, decreased morale, decreased productivity, and decline in the quality of products and services provided by the City.

In furtherance of this commitment, the City maintains a policy in which job applicants and current employees, including management, may be requested or required to submit to testing for drug and alcohol use (whether used at work or off work) in certain situations. The City's Drug and Alcohol Testing Policy is intended to comply with the Idaho Voluntary Laws Affecting Drug and Alcohol Testing Act. Violation of this Policy may result in discipline up to and including immediate termination.

It is also a violation of the City's policies for any employee to possess, use, manufacture, trade or offer for sale drugs, drug paraphernalia or alcohol or otherwise engage in illegal use or abuse of drugs or alcohol while at work, on City premises, or at any location where the City is doing business. Violation of this Policy may result in discipline up to and including immediate termination due to misconduct.

2. Definitions

For purposes of this Policy:

- (a) "Alcohol" means ethyl alcohol or ethanol.
- (b) "Drugs" means a substance recognized as a drug in the United States Pharmacopoeia, the National Formulary, the Homeopathic Pharmacopoeia, or other drug compendia, or supplement to any of those compendia.
- (c) "Employer" means the City of Sun Valley.
- (d) "Employee" means an individual in the service of the City for compensation including management.

- (e) "Failed Test" means a confirmed drug or alcohol test that indicates that the sample is:
 - (i) Positive;
 - (ii) Adulterated; or
 - (iii) Substituted.
- (f) "Prospective employee" means an individual who applies to the City, to become the City's employee.
- (g) "Sample" means urine, blood, breath, saliva, or hair.

3. Testing for Drugs or Alcohol

The City's testing or retesting for the presence of drugs or alcohol (whether used at work or off work) shall be carried out within the terms of this written policy which has been distributed to employees and is available for review by employees and prospective employees.

The City may require the collection and testing of samples for the following purposes:

- (a) The City may conduct drug and alcohol testing, under certain circumstances, of prospective employees or employees, including management, in connection with the hiring process. All applicants for police officer positions are subject to drug and alcohol testing. All offers of employment with the City as a police officer are conditioned on the applicant submitting to and successfully completing and passing a drug and alcohol test in accordance with the testing procedures described in this policy.
- (b) The City may conduct periodic drug and alcohol testing of current employees, including management to: investigate reasonable suspicion (based on objective factors such as the employee's appearance, speech, behavior or other conduct and facts) that the employee possesses or is under the influence of unlawful drugs or alcohol, is abusing legal drugs, or the employee is impaired.
- (c) The City may conduct drug and alcohol testing to investigate accidents in the workplace or incidents of workplace theft; maintain safety for employees or the general public, or maintain productivity, quality of products or services, or security of property of information. Employees involved in any work-related accident or incident involving the violation of any safety procedures may be required to submit to drug and alcohol testing. This applies even if the incident did not result in injury to any person or any property damage.
- (d) The City may conduct random, periodic testing of its workforce including management.
- (e) The City's collection and testing of samples shall be conducted in accordance with the Idaho Voluntary Laws Affecting Drug and Alcohol Testing Act (the "Act"), and need not be limited to circumstances where there are indications of individual, job-related impairment of an employee or prospective employee.
- (f) The City's use and disposition of all drug or alcohol test results are subject to the limitations of the Act.

4. Samples—Identification and Collection

In order to test reliably for the presence of drugs or alcohol, the City may require samples from its employees, including management, and prospective employees, and may require presentation of reliable identification to the person collecting the samples. Collection of the sample shall be in conformance with the requirements of the Act. The City may designate the type of sample to be used for testing.

5. Time of Testing—Cost of Testing and Transportation

Any drug or alcohol testing by the City shall occur during or immediately after the regular work period of the current employee, and shall be deemed work time for purposes of compensation and benefits for current employees.

The City shall pay all costs of testing for drugs or alcohol required by the City, including the cost of transportation if the testing of a current employee is conducted at a place other than the workplace.

6. Requirements for Collection and Testing

The collection of a sample shall be performed under reasonable and sanitary conditions. The sample shall be collected and tested:

- (a) With due regard to the privacy of the individual being tested; and
- (b) In a manner reasonably calculated to prevent substitutions or interference with the collection or testing of a reliable sample.

The sample collection shall be documented. The documentation procedures required by this subsection include:

- (a) Labeling of a sample so as reasonably to preclude the probability or erroneous identification of test results; and
- (b) An opportunity for the employee or prospective employee to provide notification of any information that the employee or prospective employee considers relevant to the test, including:
 - (i) Identification of currently or recently used prescription or nonprescription drugs; or
 - (ii) Other relevant medical information.

Sample collection, storage, and transportation to the place of testing shall be performed so as reasonably to preclude the probability of sample contamination or adulteration.

Testing of a sample shall conform to scientifically accepted analytical methods and procedures.

Before a test of a sample may be considered a failed test and used as a basis for an action by an employer under Idaho Code sections 72-107 and 72-1708 of the Act, testing of the sample shall include a confirmation test:

- (i) By gas chromatography, gas chromatography-mass spectroscopy, or other comparably reliable analytical method;

- (ii) If the sample used for a test is a urine sample, by a laboratory that is certified by the United States Department of Health and Human Services under the National Laboratory Certification Program.
- (iii) Positive alcohol tests resulting from the use of an initial screen saliva test, must include a confirmatory test that utilizes a different testing methodology meant to demonstrate a higher degree of reliability;
- (iv) Positive alcohol tests resulting from the use of a breath test must include a confirmatory breath test conducted no earlier than fifteen (15) minutes after the initial test; or the use of any other confirmatory test meant to demonstrate a higher degree of reliability.

Any employee or prospective police officer who tests positive for drugs or alcohol will be given written notice of that test result, including the type of substance involved, by the City. The employee will be given an opportunity to discuss and explain the positive test result with a medical review officer or other qualified person.

Any employee or prospective police officer who has a positive test result may request that the same sample be retested by a mutually agreed upon laboratory. A request for retest must be done within seven (7) working days from the date of the first confirmed positive test notification and may be paid for by the employee or prospective employee requesting the test. If the retest results in a negative test outcome, the City will reimburse the cost of the retest, compensate the employee for his or her time if suspended without pay, or if terminated solely because of the positive test, the employee will be reinstated with back pay.

7. Disciplinary or Rehabilitative Action

If the City receives a test result that:

- (a) Indicates a failed test;
- (b) Is confirmed as required by the Act; and
- (c) Indicates a violation of this written policy; or
- (d) An employee or prospective employee refuses to provide a sample,

The City may use the test result or a refusal to provide a sample as the basis for disciplinary or rehabilitative actions, which may include the following:

- (a) A requirement that the employee enroll in an employer-approved rehabilitation, treatment, or counseling program, which may include additional drug or alcohol testing, as a condition of continued employment;
- (b) Suspension of the employee with or without pay for a period of time;
- (c) Termination of employment;
- (d) Refusal to hire a prospective employee for a police officer position; or
- (e) Other disciplinary measures including immediate termination.

Employees will further be subject to discipline up to and including termination if the employee alters or attempts to alter a test sample by adding a foreign substance for the purpose of making the sample more difficult to analyze or the employee submits a sample that is not his or her own.

8. Confidentiality of Test-Related Information

“Test-related information” means the following received by the City through its drug or alcohol testing program: information, interviews, reports, statements, memoranda, or test results.

Test-related information shall be the property of the City and will remain confidential and may not be disclosed in any public or private proceeding.

9. Searches and Seizures

The City has the right, without notice, to search City facilities, property, equipment, employee lockers, and work stations. The City may seize any drugs and report the same to law enforcement agencies.

10. Miscellaneous Conditions

Employees who possess, use or distribute alcohol, drugs or drug paraphernalia on or near City premises or locations at which the City is doing business may be immediately suspended and/or terminated.

Employees undergoing prescribed medical treatment with a drug which may alter physical or mental abilities must report this to their supervisor. Employees who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law to treat a disability should inform their supervisor if they believe the medication could impair their job performance, safety or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication.

This Policy applies to management as well as to all other employees.

APPENDIX G – EDUCATIONAL ASSISTANCE POLICY

CITY OF SUN VALLEY PERSONNEL POLICY

EDUCATIONAL ASSISTANCE POLICY

The City of Sun Valley believes that an individual who possesses a desire to continue their education, in addition to performing their full-time job, shows a commitment to improving themselves and their position within the City. To encourage and reward these individuals, the City of Sun Valley offers an Educational Assistance Benefit.

Full-time employees may continue their education in a related field and the City of Sun Valley may reimburse all or part of the costs. Employees will only be reimbursed for costs that have not already been reimbursed through a grant or other sources per calendar year. All courses must be preapproved by your Department Head and the City Administrator.

Courses must meet the following:

- Be offered through an accredited educational institution such as a college or university, approved technical school, or accredited business school.
- Be scheduled outside of the employee's normal work hours, unless other arrangements are made with the Department Head. Such arrangements must be documented in writing.

The City of Sun Valley will reimburse employees for the portion of the tuition, registration fees, required textbook fees, and related fees (e.g., lab fee, online course fees) that are preapproved. All other costs are the employee's responsibility. If there is no funding available in the budget, the reimbursement will not be approved. This program will not be retroactive for previous course costs incurred prior to the Fall of 2022 semester.

If an employee is taking a pre-approved semester that offers continuing education credit, employees must give their Department Head a copy of the continuing education credit certificate or other documents to include in their personnel file.

In order to qualify for educational assistance benefits employee's must:

- Have at least one full year of service with the City of Sun Valley.
- Have received a Satisfactory rating or higher for all performance levels on your latest Performance Evaluation.
- The City will reimburse on a first come first serve basis. This is based on funding availability. The course must be of relevance to the City, the employee's current or future position and offered by an approved educational institution.
- Complete and sign the [Educational Assistance Application Form](#) and give to appropriate Department Head for approval of Course/Job compatibility. The City Administrator must sign for approval prior to enrollment into the course, if an employee intends to seek reimbursement. The City Administrator will advise you whether the course is of the nature that the City of Sun Valley will approve for potential or total reimbursement of tuition and fees.
- Eligible employees will receive reimbursement provided they complete the course and obtain a grade of "C" (2.0 on a 4.0 scale) or better, or "Pass" if Pass/Fail, for approved course, according to the following scale:
 - 1. 100% reimbursement for a course grade of A
 - 2. 100% reimbursement for "passing" grade in a pass/fail graded course

- 3. 90% reimbursement for a course grade of B
 - 4. 80% reimbursement for course grade of C.
- If the class is during regular working hours and if the Department Head approves of the absence, then employees must use accrued leave unless other arrangements are made with the Department Head. Such arrangements must be documented in writing.
- If employee's employment with the City of Sun Valley terminates for any reason within 36 months after completing the course, the employee agrees to pay the City of Sun Valley back the reimbursement amount based on a graduated scale.
 - To determine the prorated amount, the cost of the course will be divided by 36 months and the employee will be responsible for repaying the cost of the course less the prorated amount for the months worked since completion of the course.

Once the course is complete, employees must submit a completed *Educational Assistance Reimbursement Form*, a transcript of grades, all receipts for expenses, and a copy of the signed *Educational Assistance Application Form*. The *Educational Assistance Reimbursement Form* must be signed by the employee and the Department Head. Forms are available on the City's common drive.