



Policy and Procedures Overview

City-Issued Mobile Devices – For conducting official City business. Employees are responsible for reporting lost, stolen, or damaged phones and for returning the phone if there is a change in employment.

Customer Service – The City is quality and efficiency, is dedicated to providing timely and effective quality service to all customers, with reason and understanding.

Email Usage – Use should be professional, appropriate, and work-related.

Employee Conduct – All employees must represent the City at the highest ethical and professional standards. A list of prohibited actions is included.

Ethics – All decisions and actions must be made with the understanding that we serve the public and our citizens. An ethics commission, appointed by the Council, may investigate any unethical behavior or conflict of interest. Some positions require financial disclosure in order to avoid conflicts.

Family & Medical Leave Act – Unpaid job protection for up to twelve (12) weeks for eligible employees for incidents of serious health conditions.

Kronos – Employees must use Kronos to clock in and out for hours worked. Overtime must be requested in advance and approved by the supervisor. Employees may request comp time instead of overtime, up to eighty (80) hours of accrued comp time. Any error or irregular worktime should be notated by the employee.

Network Usage – Use should be for City business purposes while on duty. If you are on break, you may use it for appropriate means only.

Non-Discrimination, Harassment Prevention & Retaliation – The City promotes equal opportunity without discrimination or harassment of any protected class.

There are many forms of harassment, including demeaning or denigrating communication. It may be verbal or non-verbal, and can be considered harassment regardless of intent. The City will not tolerate any form of harassment, discrimination, and retaliation.

Any employee who is involved in or witnesses an incident of discrimination, harassment, or retaliation should immediately report the incident to their supervisor, department head, member of Human Resources, or member of the Senior Leadership Team within the City.



Human Resources Department

Policy and Procedures Overview

Paycheck Policy – Direct deposit is strongly encouraged. Paychecks are distributed every two weeks, advanced pay is not provided. Any City property not returned upon your separation of employment will be deducted from your final paycheck.

Personal Appearance – Dress should be work appropriate for your position. Torn clothing or that showing phrases or symbols is prohibited.

Substance Abuse Policy – Employees are prohibited from unlawfully distributing, dispensing, possessing or using a controlled substance in the workplace. All employees must be fit for duty when reporting to work and may not be under the influence. Use of prescription medication which could affect your performance should be reported to Human Resources. Voluntarily seeking assistance will not result in termination, but substance abuse problems which affect your performance may result in disciplinary action. Employee Assistance Programs are available.

Use of City Property – Employees must use City property appropriately in completion of their City duties, and ensure that it is in working condition, notifying their supervisor if it is in need of repair. Employees may not use City equipment for any personal, private, or political purpose.