

CITY OF JONESBORO

EMPLOYEE HANDBOOK



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CITY OF JONESBORO

INTRODUCTION

This Handbook will be your guide to our personnel policies. We hope that it will be helpful to you. Please look at it often.

Our policies and procedures may change from time to time to meet changing needs. This book is not a contract or a statement of rights and does not change your "At-Will" employment status. No Supervisor has the authority to make changes to the Handbook. All changes must be approved by the City Council of the City of Jonesboro.

SECTION I

EMPLOYMENT POLICIES

The City of Jonesboro is committed to providing equal employment opportunity without regard to race, color, religion, national origin, sex, age, handicap, physical challenge, veteran status, or family status as required by all Federal and State Laws. Furthermore, we do not discriminate on the basis of disability. Our commitment applies to all employment, including job opportunities, promotions, pay and benefits.

At Will Employer

The City of Jonesboro is an "AT-Will-Employer". This means that either of us may end the job relationship at any time, for any reason, with the understanding that neither of us has an obligation to base that decision on anything but the intent to end the job relationship. No policies, comments, or writings made in this book or any other place at any time are meant to change this fact.

Job Posting and Advertisements

Applications for employment will be accepted from anyone who wishes to apply. Applications form can be picked up at the Human Resource Department.

Job openings will be announced and posted in City Hall and at other City Facilities at least 10-days before the deadline for applications. Copies of the job announcement will be sent to City Departments and as needed, to public and private employment agencies, local newspapers and other sources. Outside agencies will be contacted at least 10-days before the cut-off date for applications. These steps may be waived in emergencies where vital city services are at stake.

Applications for full-time city employment will not be accepted from anyone under 18-years old. Unless Arkansas Law says otherwise, Department Heads make the decision on filling empty positions.

Employment Status

All positions in the City of Jonesboro will fall into one of the following categories:

1. Full-Time – Those who work full-time in an established city position. Full-time employees may take part in all benefits offered by the City of Jonesboro, subject to the rules and regulations of each benefit program
2. Part-Time – Those who works less than full-time. Part-time employees are covered for workplace injuries under the Worker's Compensation Laws of Arkansas. Part-time employees are eligible for some City benefit programs as defined in the benefit plan summaries.
3. Temporary Employee – Those who work in a position that is meant to be for a limited time. Temporary work may be for a specific project or for seasonal jobs. Temporary employees are covered for workplace injuries under the Worker's Compensation Laws of the State of Arkansas. Temporary employees are not eligible for other City benefit programs.
4. Positions in the Police and Fire Departments are also governed by Arkansas Civil Service Laws and the rules and regulations of the Jonesboro Civil Service Commission. Civil Service Policies will take precedence over this handbook.

SECTION II

EMPLOYEE BENEFITS

Vacation

Police Department: Civil Service Employees of the Police Department accrue vacation time at the rate of 10-hours per-month. After you have worked 15 years for the City, you will accrue vacation at the rate of 13.33 hours per month. You will not accrue vacation unless you are in a pay status. You may carry up to 240-hours of unused vacation while you are employed by the City of Jonesboro. You may accumulate more than 240-hours of vacation in any given year, but you will forfeit any amounts greater than 240-hours on the first pay day after your anniversary date. You may be paid for up to 240-hours of accumulated vacation when your employment is terminated for any reason. You may not take vacation time before it has been accumulated.

Fire Department: Civil Service employees of the Fire Department who work 24-hour shifts accrue vacation time at the rate of 14-hours per month. After you have worked 15 years for the City, you will accrue vacation at the rate of 18.66 hours per month. This is based on an 11.2 hour work day as recommended by the Arkansas Attorney General's Office. You will not accrue vacation unless you are in a pay status. You may carry up to 336-hours of unused vacation while you are employed by the City of Jonesboro. You may accumulate more than 336-hours of vacation in any given year, but you will forfeit any amount greater than 336-hours on the first pay day after your anniversary date. You may be paid for up to 336-hours of accumulated vacation when your employment is terminated for any reason. You may not take vacation time before it has been accumulated.

Civil Service employees of the Fire Department who work a 40-hour week accrue vacation time at the rate of 10-hours per-month. After you have worked 15 years for the City, you will accrue vacation at the rate of 13.33 hours per month. You will not accrue vacation unless you are in a pay status. You may carry up to 240-hours of unused vacation while you are employed by the City of Jonesboro. You may accumulate more than 240-hours of vacation in any given year, but will forfeit any amounts greater than 240-hours on the first pay day after your anniversary date. You may be paid for up to 240-hours of accumulated vacation when your employment is terminated for any reason. You may not take vacation time before it has accumulated.

If you change from a 24-hour shift position to a 40-hour per-week position, your vacation time will be converted by multiplying the total accumulation by 0.714. If you change from a 40-hour per-week position to a 24-hour shift position, your vacation time will be converted by multiplying the total accumulation by 1.4.

Non-Civil Service Employees: Full-time employees who are not Civil Service accrue vacation after 1-full year of service. You will accrue 80-hours of vacation at the rate of 6.67 hours per month until you reach your fifth anniversary date as a full-time employee. After you have worked 5-years as a full-time employee for the City, you will accrue vacation at the rate of 10-hours per-month. After you have worked 15 years for the City, you will accrue vacation at the rate of 13.33 hours per month. You will not accrue vacation unless you are in a pay status.

You may carry up to 240-hours of unused vacation while you are employed by the City of Jonesboro. You may accumulate more than 240-hours of vacation in any given year, but you will forfeit any amounts greater than 240-hours on the first pay day after your anniversary date as a full time employee. You may be paid for up to 240-hours of accumulated vacation when your employment is terminated for any reason, you may not take vacation time before it has been accumulated.

All Employees: The number of employees off at any time will be decided by the Department Head based on department work loads. You should notify your Department Head at least 1-week before you plan to take vacation. Vacation requests will be granted on a first-come, first-served basis. Conflicts will

vacation time will be charged for each hour that you are away from work. You will be charged vacation for time that you would not normally work.

Holidays and Holiday Pay:

Civil Service employees of the City of Jonesboro are paid for the 11-Holidays listed below. A day of Holiday Pay is equal to the monthly salary you will receive in December, divided by 21.67. Total annual Holiday Pay is divided equally and included with the basic pay for each pay period.

New Year's Day	January 1 st
Dr. Martin Luther King Birthday and Robert E. Lee's Birthday	3 rd Monday in January
George Washington' Birthday	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24 th
Christmas Day	December 25 th

Non-Civil Service Employees: Non-Civil Service, full-time employees are eligible for 11 holiday's per-year. If work schedule permit, full-time employees may take the following 7-days off with pay.

New Year's Day	January 1 st
Memorial Day	Last Monday in May
Independence Day	4 th of July
Labor Day	1 st Monday in September
Thanksgiving Day	4 th Thursday & Friday in November
Christmas Day	December 25 th

If you have to work on any of the above days, you will get another day off, or you will be paid holiday pay in addition to your regular pay for that day. When a holiday falls on a Saturday, we will take it on the preceding Friday. When a holiday falls on a Sunday, we will take it on the following Monday.

The following 4-days will normally be work days, but full-time employees who are not Civil Service will be paid holiday pay for each of them.

Dr. Martin Luther Kind and Robert E. Lee's Birthday	3 rd Monday in January
George Washington's Birthday	3 rd Monday in February
Vetern's Day	November 11 th
Christmas Eve	December 24 th

Before you can be paid Holiday Pay, you must be a full-time employee and you must be in a pay status on your last scheduled work day before and your next scheduled work day after the Holiday. A day of holiday pay is equal to your monthly salary at the time of payment, divided by 21.67. Holiday pay will be paid in December of each year.

If you work in the 911-Emergency Dispatch Center you do not normally get time off for holidays. You will be paid holiday pay during the month of December for all holidays. Your holiday pay will be calculated in the same manner as other non-Civil Service employees.

Sick Leave

Police Department: Uniformed employees of the Police Department accrue sick leave at the rate of 13.33 hours per month. If unused, sick leave may be accumulated to a maximum of 720 hours. Sick leave will be charged by the hour. An hour of sick leave will be charged for each hour that you are away from work. You will not be charged sick leave for the time that you would not normally work.

If you have any unused sick leave when you retire or at your death, you will be paid for it, up to a maximum of 480 hours. You will be paid your rate of pay in effect at the time of payment.

Fire Department: Civil Service employees of the Fire Department who work 24 hour shifts accrue sick leave at the rate of 20.00 hours per-month. This is based on a 12.00 hour work day. If unused, sick leave may be accumulated to a maximum of 1440 hours stated in Arkansas Code 14-53-108. Sick leave will be charged by the hour. An hour of sick leave will be charged for each hour that you are away from work. You will not be charged sick leave for time that you would normally work.

If you have any unused sick leave when you retire or at your death, you will be paid for it, up to a maximum of 720 hours. You will be paid your rate of pay in effect at the time of payment.

Civil Service Employees of the Fire Department who work a 40-hour week accrue sick leave at the rate of 13.33 hours per month. If unused, sick leave may be accumulated to maximum of 1440 hours. Sick leave will be charged by the hour. An hour of sick leave will be charged for each hour that you are away from work. You will not be charged sick leave for time that you would not normally work.

If you have any unused sick leave when you retire or at your death, you will be paid for it, up to a maximum of 720 hours. You will be paid your rate of pay in effect at the time of payment.

If you change from a 24-hour shift position to a 40 hour per week position, your sick leave will converted by multiplying the total accumulation by 0.714. If you change from a 40-hour per-week position to a 24 hour shift position, your sick leave will be converted by multiplying the total accumulation by 1.4.

Non-Uniform Employees: Full-time non-uniform employees shall accrue sick leave at the rate of 8 hours per month. If unused, sick leave may be accumulated to a maximum of 720 hours. Sick leave will be charged by the hour. An hour of sick leave will be charged for each hour that you are away from work. You will not be charged sick leave for time that you would not normally work. After you have reached your 10th anniversary as a full time employee, you will be paid for up to 360 hours of unused sick leave when your employment is terminated for any reason, including death. After you have reached your 15th anniversary as a full time employee, you will be paid for up to 480 hours of unused sick leave when your employment is terminated for any reason, including death.

All Employees: Sick leave may be used for the following reasons:

Personal illness or physical incapacity, Medical, dental and optical visits, you are quarantined by a physician or health officer, illness in your immediate family which required you to take care of your family member(s).

For sick leave purposes, immediate family includes your spouse, child, step-child, foster child, parents, or any family member who lives in your household.

Funeral leave for more than 24-working hours in any calendar year.

If you cannot come to work due to a reason listed in this section you must notify your supervisor or someone acting for your supervisor, within two (2) hours of your work time. If you do not you may not be paid sick leave.

If you miss more than three (3) days in a row, you may be required by your Supervisor or Department Head to obtain a doctor's report.

If you run out of sick leave you will be charged vacation time and any comp time accrued for missing work due to sick leave reasons. After you have used all your sick leave, vacation time, and comp time you will not be paid for days that you miss.

You may not donate sick time to another employee. In case of extreme hardship when you have used all of your sick leave, vacation, and comp time and are a member of the Catastrophic Sick Leave Bank you may request leave as outlined by the Catastrophic Sick Leave Bank Policy.

Catastrophic Sick Leave Bank

The City of Jonesboro's Sick Bank allows employees who have exhausted all available balances, and experience a personal catastrophic illness or injury, to receive additional sick leave benefits for extended absences upon submission of properly documented application.

Regular full-time employees of the City with a minimum of one (1) year of service are eligible to participate. New employees will become eligible to join the Bank on the date of their one (1) year anniversary.

Non-uniform and Police shall donate sixteen (16) hours for initial membership in the Bank. Firefighters shall donate forty-eight (48) hours for initial membership. Employees will have six (6) months to make the initial donation for membership for the start-up of the Bank. Following start-up of the bank initial membership fees must be paid within two months of an employee's eligible date. If an employee does not join within the two month period they will not be eligible to join again until open enrollment.

Following the initial donation, eight (8) hours per non-uniform and police employees and twenty-four (24) per firefighter, shall be required yearly to maintain membership. Hours must be paid to the Bank by March 1, each year to maintain membership in the Bank. No employee shall be advanced hours from the bank until the appropriate initial donation has been met. An employee may not donate hours for another employee for their initial membership donation nor for the required yearly donation of hours. Hours contributed to the Catastrophic Sick Bank may not be restored to the contributing employee under any circumstances.

Open enrollment will be held in November and December of each year for employees who have not previously joined and wish to become a member of the plan. The effective date of those signing up during open enrollment shall be January 1, of the following year. The required hours for joining, sixteen (16) for non-uniform employees and 48 for Firefighters shall be due by March 1st. No employee shall be awarded hours from the Bank until the appropriate initial donation has been made.

Catastrophic leave, for the purpose of this Bank, shall be defined as sick leave required for treatment or recovery of a non-job injury or illness to the participating employee, which exceeds two (2) weeks in duration as documented by an attending physician.

documentation which backs up the request, to the Human Resources Director. No catastrophic leave shall be approved until all leave (inclusive of sick leave, vacation, and comp time) has been exhausted. The Human Resource Department working in conjunction with payroll will be responsible for the administration and record keeping of the bank.

Leave from the Bank shall be limited to eight (8) weeks per member, per calendar year. The Human Resources Director shall have the authority to grant leaves from the Bank for a period of up to eight (8) weeks providing forms are completed and all medical documentation is in order. Up to an additional eight (8) weeks time may be granted by the decision of the Bank Board. In cases of extreme hardship an additional eight (8) weeks may be granted by the Bank Board to an employee with a minimum of fifteen (15) years service with the City. This board shall consist of the Human Resources Director, Finance Director, and the Mayor. Any appeal of the Human Resources Director's decision denying sick leave from the Bank should be appealed to this board within 7 calendar days of the leave being denied. The decision of the board shall be final on all matters referred to them.

All leave from the Catastrophic Sick Bank shall run concurrently with Family Medical Leave and shall be taken in 8, 10, or 24-hour increments depending on the shift of the employee unless approval for an intermittent leave has been granted. Intermittent leave may be granted in cases where a regimen of continuing treatment must be submitted with the request for intermittent catastrophic leave.

A reoccurrence of the medical problem for which a leave was granted, beyond thirty (30) calendar days of return to active status, will be treated as a new case and will require submission of a new request form with medical documentation.

Employees on a catastrophic leave will be considered to be in a pay status and shall continue to accrue sick leave and vacation while receiving hours from the Bank. Any leave granted but not used shall be returned to the Bank.

In the event that the number of hours in the Bank is depleted in any given year, those members participating may be assessed one additional sick day.

Definition of Terms:

Bank Board - is comprised of the Human Resource Director, Finance Director and the Mayor.

Catastrophic Illness - a medical condition of an employee, which requires an employee's absence from duty for a prolonged period of time and which results in a substantial loss of income to the employee because of the exhaustion of all earned sick, vacation, holiday, and compensatory leave time.

Catastrophic Sick Leave - paid leave which is transferred to a leave recipient from the City of Jonesboro catastrophic leave bank. Catastrophic leave may be granted in 8, 10 or 24-hour increments. While a leave recipient is on catastrophic leave, he or she will receive normal benefits such as city contributions to insurance and retirement.

Catastrophic Sick Leave Bank - a pool of accrued sick leave donated by employees that has been approved for use by other employees.

Catastrophic Sick Leave Bank Donor - an employee whose voluntary written request to donate accrued sick leave to the city's catastrophic leave bank has been approved. No employee shall be allowed to be a leave donor if such donation will reduce that employee's accrued sick to less than 0-hours.

Catastrophic Sick Leave Bank Program - a program approved by the City and operated by the

Department of Human Resources in concert with the Bank Board to provide for the orderly authorization and administration of catastrophic leave.

Catastrophic Sick Leave Bank Recipient - a current employee who's application to receive catastrophic sick leave has been approved.

Employee - a person who is a uniform or non-uniform employee who is compensated on a full-time basis and been employed at least one (1) year. Part-time, seasonal or temporary employees are excluded from this definition and are not eligible to participate as a donor or recipient in the Catastrophic Sick Leave Bank Program.

Medical Condition - a personal emergency limited to catastrophic and debilitating medical situations, severely complication disabilities and severe accident cases which cause the employee to be incapacitated, require a prolonged period of recuperation and require the employee's absence from duty as documented by a physician. Routine disabilities or disabilities resulting from elective surgery do not qualify for catastrophic leave.

Medical Documentation - documentation by a physician certifying that the employee is incapacitated and the period of incapacitation. The medical form for requesting Family Medical Leave may be used to request time from the Catastrophic Sick Leave Bank.

Prolonged Period of Time - a continuous period of time whereby a medical condition prevents the employee from performing the employee's duties. A prolonged period of time is interpreted to be a minimum of two (2) weeks.

Substantial Loss of Income - a continuous period of time when the employee will not have otherwise been compensated by the city due to a medical condition and the exhaustion of all earned sick, vacation, and compensatory leave, and such medical condition is not covered and compensated by Worker's Compensation.

Funeral or Bereavement Leave

You may miss up to 24-hours of work time in any calendar year for paid funeral leave in cases of death in your immediate family. Immediate family for funeral leave purposes may include your parents, brother, sister, children, grandparents, grandchildren, son-in-law, daughter-in-law, spouse, spouse's immediate family, or any relative who lives in your house, including "step" and "foster" relatives.

Funeral leave will not be charged as sick leave or vacation pay. Funeral leave is not cumulative and may not be carried over from one year to another.

In cases where 24-hours of work time is not enough, you may be granted additional time by your Department Head. Additional time will be charged to sick leave, vacation time, or unpaid leave.

Parental Leave

If you are affected by pregnancy, childbirth, or related medical conditions you will be treated the same for all employment-related purposes as those who are disabled for other reasons. You may use any accumulated sick leave and vacation time for parental leave, after which you will be placed on leave without pay.

Family and Medical Leave

Under certain conditions you may be entitled to as much as 12-weeks of family and medical leave during a year. Family and medical leave will follow the rules of the Family and Medical Leave Act (FMLA) of 1993. The leave may be paid, unpaid, or a combination of either. For more information see Appendix "A" of this book.

Military Leave

If you are a member of the armed Forces Reserve or the National Guard you are eligible for paid military leave of 15-days for annual training each year with pay, plus necessary travel time. Military leave will be in addition to any required vacation time.

If you are called to duty in emergency situations by the Governor or by the President you will be granted leave with pay not to exceed 30 working days, after which leave without pay will be granted. This leave will be granted in addition to all other leave you are entitled to.

To receive military leave of either type, you must submit a copy of your orders. You may also be required to show proof of attendance after you return from military leave.

Court Duty Leave

You will be granted leave with pay for witness or jury duty. You may also keep your allowance from the court for that service. To qualify for court duty leave, you must give your Department Head a copy of the summons or other court related paperwork as soon as possible after you get it. Also, proof of service must be given to your supervisor when your period of jury or witness duty is over.

Miscellaneous Leave

Your participation in seminars and training programs will be part of your continual professional development. Attendance at those meetings must be pre-approved by your Department Head, and is subject to budget limits. If you are required to attend a meeting where you must stay overnight, the City will pay reasonable expenses for lodging, travel costs, meals etc. Expense payment will be subjected to the rules of our travel reimbursement policy. A copy of that policy is included as Appendix "B" to this book.

Employee Health Benefits

Medical and Dental Plans: The City of Jonesboro provides a group health plan and a group dental plan for full-time employees. You were offered detailed information on the policies coverage when you were hired. You may get additional information from the Human Resource Department.

Occupational Injuries: All employees of the City are covered under the Arkansas State Worker's Compensation Law. If you have an "on-the-job" injury you should immediately notify your supervisor, who will arrange for any needed medical treatment and help you start the paperwork. Rules and regulations concerning Workers' Compensation have been posted on department bulletin boards.

You are ***not*** to use emergency treatment facilities for on-the-job injuries unless the injury is a ***true emergency***, or unless you are injured outside of normal city office hours. For medical treatment of all non-emergency workplace injuries, you or your supervisor should contact the Human Resource

Department for a doctor's appointment. You ***must*** report to the Human Resource Department as soon as possible after any workplace injury to start necessary reports. (No more than 3-working days after you are injured, unless you are not medically able).

If you are injured on the job and are unable to work, you may continue to draw regular salary until your sick leave and/or vacation time are used up. If you choose that option you must turn in any temporary disability checks you get from our Workers' Compensation Insurer. After the checks are turned in, 2/3 of the sick leave and vacation time you used will be re-instated.

If you don't want to use your sick leave or vacation time, or if you don't have any, you may keep any temporary disability checks you get from our Workers' Compensation Insurer.

Employee Pensions

All full-time employees may join one of the City's pension plans. If you are a Police Officer or a Firefighter, you are covered either by the Local Pension Plan or by the Arkansas Local Police and Fire Retirement System (LOPFI), depending on your date of hire. Other City employees may join the non-uniformed Employee Retirement Plan. For information on any of the plans, you should contact either the Human Resource Department or the Finance Department.

SECTION III

MATTERS AFFECTING EMPLOYEE STATUS

A personnel file will be maintained for each employee. Your file will include any information related to your employment. You have the right to see your own personnel file during office hours. Department Heads may examine the file of one of their employees. No one else, other than management, will be allowed to examine your personnel file without your written consent, except as authorized by the Freedom of Information Act.

If you file any type of complaint against the City or any department or employee of the City, your personnel file may be released to the agency, committee, court or any other party that you file the complaint with. The file may be used in their consideration of your complaint.

Attendance

You must come to work at the time and place set by your Department Head. All departments will keep daily attendance records for all employees. Attendance will be turned in to the Finance Department on the form and on the date set by the Finance Director.

Work Hours

If you are a non-civil service, full-time employee your work week will be 40-hours. If you are a Police Officer or a non-shift working Firefighter, your work week will be 56-hours. The day and time for the beginning of your work week will be decided by your Department Head. Department Heads have the right to change your hours of work, days of work, or your work schedule to carry out their duties to the public. Changes in work schedules will be announced as far in advance as possible.

Whenever possible, your work schedule will provide a 15-minute break in every 4-hours of work. Reasonable time for a meal will be provided. Work schedules and meal times will be set by your Department Head and approved by the Mayor.

Overtime Pay

You will be paid overtime when you work more than 40-hours in your work week, unless you are a shift working Firefighter. If you are a shift working Firefighter, you will be paid overtime when you work more than 53-hours in your work week. The rate of pay for overtime work is 1.5 times your normal hourly rate.

The City Council may direct that compensation for overtime be made in the form of compensatory leave. If compensatory leave is used, it will follow the rules of the Fair Labor Standards Act (FLSA). Department records will determine the number of compensatory leave days you have earned. Compensatory leave must be taken within one year after you earn it. It is scheduled the same way as vacation. You will be paid for compensatory time that you have not taken within one year after you earned it.

Compensatory (Comp) Time

The City may provide compensatory time (comp time) off in lieu of monetary overtime compensation, at a rate of not less than one and one-half hours of compensatory time for each hour of overtime worked. No employee shall be allowed to accumulate more than a total of 40 hours of compensatory time. After reaching a total of 40 hours compensatory time, all overtime shall be paid in monetary compensation until the total hours of compensatory time drops below a total of 40. The procedure for scheduling compensatory time off is the same as scheduling vacation.

Department Directors shall be charged with maintaining accurate records of compensatory time in their department and providing the Finance Department records of compensatory time as it's earned and taken.

Upon termination of employment, an employee will be paid for unused compensatory time figured at: 1) the average regular rate received by such employee during the last three years of employment; or 2) the final regular rate received by such employee, whichever is higher.

In the event a non-exempt employee moves into an exempt position, any accumulated compensatory time owed to them shall be taken within 3 months of becoming exempt and if not taken during the 3 month time frame it shall be paid to them at the end of three months at their current rate of pay.

This compensatory time policy shall not apply to employees that may be assigned to outside agencies, including, but not limited to School Resource Officers. Said employees will adhere to policies and procedures in place at the agency to which they are assigned.

Vacancies and Promotions

It is the policy of the City of Jonesboro to hire and promote the most qualified applicant for all positions. To give you an opportunity to apply for job vacancies, announcements of job openings are posted on employer bulletin boards.

Department Heads may fill any vacancy by promoting an existing worker without advertising the position. If no one in the department is eligible for promotion, the vacancy will be advertised in all City Departments. Unless the Department Head restricts the job notice to current City employees only, it will also be sent to appropriate news media and employment agencies. A job description for any position will be provided by the Human Resource Department on request. The final decision regarding promotions will be made by the Department Head upon recommendation of Supervisor. In emergency situations, where vital operations are at stake, any part of the normal hiring process may be waived.

Training

The City of Jonesboro is committed to continuing and on-going training for all employees. If you think you need additional training, you should notify your Department Head. Reasonable expenses of on-the-job training should be assumed by the City, if prior approval is obtained from the Department Head.

Performance Evaluations

The City of Jonesboro wants you to do your job to the best of your ability. It is important that you are recognized for good work and that you are given suggestions for improvement when necessary.

Your performance will be evaluated by your supervisor on an on-going basis. Formal written evaluations will be conducted at least once each year.

All written performance evaluations will be based on your overall performance of your job duties and will take into account your conduct, behavior and record of attendance. In addition to regular performance evaluations, special written performance evaluations may be conducted by your supervisor at any time. You should remember that a performance evaluation does not necessarily mean a salary adjustment.

Job Safety

Safety is largely the use of good judgment and the practice of good work habits. You must use good judgment to know the safe way and good work habits to continue the safe way. If you are not sure which way to do a job is the safest, you should ask your Supervisor or Department Head.

Unsafe conduct is misconduct. You should always follow the following safety rules:

1. Follow all department safety rules
2. Use all safeguards for equipment, including seat belts in any City-owned vehicle or equipment
3. Immediately stop using faulty equipment and tell your Supervisor or Department Head
4. Immediately tell your Supervisor if you see any unsafe working condition or equipment
5. If corrections are not made, notify the Human Resource Department
6. Immediately report every accident to your Supervisor or Department Head

Refusal to Work

We are committed to public service. If you take part in any work stoppage, slowdown, strike or other intentional work interruption you may be terminated.

Resignation, Termination, and Retirement

If you decide to terminate your employment with the City of Jonesboro you are urged to notify the City at least 2-weeks in advance. Notice should be given in writing to your Department Head or Supervisor. Proper notice should allow the City time to calculate all money you are due in your final paycheck. Without adequate notice, you may have to wait until the next pay period to receive those payments.

If you plan to retire you are urged to give the City a minimum of 2-months notice. This should allow time for processing appropriate forms to help ensure that your retirement benefits start on time.

All employment relationships with the City of Jonesboro are on an at-will basis. Although we hope that our relationship with you is long term and mutually rewarding, the City reserves the right to terminate your employment at any time.

Nepotism

It is against City policy to hire persons in a department who are immediate family members of supervisor personnel in that department. In this case immediate family means your parents, spouse, children, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. This will include "step" or "foster" family members.

If you get married to another employee in your department, and one of you is in a supervisory position, the following actions must be taken.

1. You must notify your Department Head and the Human Resource Director as soon as possible before the marriage.
2. One of you will be required to resign or transfer to another department within 30-calendar days after the marriage.
3. You may mutually agree on which one of you will transfer or resign.
4. If you cannot agree, the employee with the lower classification will be required to transfer or resign.

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If you are an immediate family member of supervisory personnel in your department on the date this handbook takes effect, you will not be required to resign. At the earliest possible time, you will be assigned duties that ensure your family member is not in your chain of command.

SECTION IV

Standards of Conduct

Conduct Towards the Public

You should always be civil, orderly and courteous in your conduct and behavior. You must be aware that every time you contact the public your appearance, actions and status are taken for those of the City.

When dealing with the public, you should try to make your conduct create respect for both you and the City. This will help promote the cooperation and approval of the public.

Not everyone you meet in the course of your duties will be courteous. Even so, you should treat the public as you would like to be treated... with courtesy, patience, respect and understanding. This approach to public service is very important.

When you are not sure of the correct answer to a question from the public, refer the question to the person or the department that can give the best answer. It is better to admit not knowing than to give the wrong information.

Telephone Courtesy

Your job is to give service to the citizens of Jonesboro. They expect you to perform efficiently and courteously. The way you answer the telephone can affect public relations. While you are on the telephone, you are an important source of good will for the city government. No matter where you work – at a desk, at a counter or somewhere else – when you answer the telephone, your voice reflects your personality. You are expected to:

Answer the telephone promptly, on the first ring if possible; identify yourself and/or department; keep writing materials nearby to take notes; speak directly into the mouthpiece in a pleasant voice; have the correct number when placing a call; be courteous at all times; and arrange to have someone answer calls when you are away from your phone.

Telephones provided by the City are for use in conducting City business. You should not use City telephones during business hours for personal calls, either outgoing or incoming, except in emergencies. You are not allowed to charge any long-distance or other toll calls of a personal nature to the City of Jonesboro.

Uniforms and Personal Appearance

Uniforms and/or a uniform allowance are provided to personnel of certain departments as authorized by the City Council. If you are provided uniforms or a uniform allowance, you should wear the proper uniform at all times while on duty. You are expected to keep your uniforms as neat and clean as working conditions permit.

If you are not required to wear uniforms you should dress neatly, in clothing that is suited for your job. If you are not sure what appropriate dress is, you should ask your Supervisor or Department Head.

Workplace Violence

The City of Jonesboro observes a zero tolerance policy regarding workplace violence. Fighting or other activities which may endanger the well being of employees may result in immediate termination of employment. Actions that create an environment that is threatening, violent, intimidating, hostile, abusive or offensive will not be tolerated and must be immediately reported to a supervisor.

Guidelines for Appropriate Conduct

As a City employee you should accept certain responsibilities, follow acceptable standards of personal conduct and display a high degree of personal integrity at all times. This requires a sincere respect for the rights and feelings of others. It also demands that while at work in your personal life, you avoid behavior that might be harmful to yourself, your co-workers, the citizens and/or the City.

Whether you are on duty or off duty, your conduct reflects on the City. You should observe the highest standards of professionalism at all times.

Types of behavior and conduct that the City considers inappropriate include, but are not limited to, the following:

1. Falsifying employment or other City records
2. Violating any City nondiscrimination and/or harassment policy
3. Soliciting or accepting gratuities from citizens
4. Excessive absenteeism or tardiness
5. Unnecessary or unauthorized use of City property
6. Reporting to work intoxicated, under the influence, or with a detectable presence of illegal drugs and manufacture, possession, use, sale, distribution or transportation of illegal drugs.
7. Abuse or unauthorized use of prescriptions or abuse over the counter medications
8. Buying or using alcoholic beverages while in or on City property or using alcoholic beverages while engaged in City business or on City premises
9. Fighting or obscene, abusive or threatening language, gestures, or actions
10. Theft of property from co-workers, citizens of the City
11. Unauthorized possession of firearms on City premises or while on City business
12. Disregarding safety or security regulations
13. Insubordination
14. Neglect or carelessness resulting in damage to City property or equipment
15. Intentional abuse of an employee's position of authority over the citizenry
16. Knowingly or intentionally selectively enforcing the city codes

If your performance, work habits, or actions become unsatisfactory or violate any of the above items or any other City policies, rules or regulations, you may be subject to disciplinary action, up to and including dismissal.

Care of City Property

As a City employee, your job requires you to use supplies and usually some type of equipment, all of which are public property. You must be careful about using materials wisely and keeping the equipment in good condition. Carelessness can result in disciplinary action. Discipline records will become a part of your personnel file. You can help keep costs down by treating City property as you would your own.

Use of City Vehicles

If you are assigned the use of a City automobile or equipment, you should operate them with due care, and follow all laws and rules of the road.

You should keep vehicles and equipment in a clean and sanitary condition at all times. If you are driving outside the Jonesboro area, you must get permission from your Supervisor before starting the trip. Any

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problems with your vehicle must be reported to your Supervisor or Department Head for immediate corrective action. The City stresses preventive maintenance, and every operator of City vehicles or equipment is expected to report problems at once.

If you are assigned or use a City vehicle the following rules will apply unless specifically altered or exempted by your Department Head and the Mayor.

1. No City vehicle will be allowed to travel outside the city limits of Jonesboro on other than official City business.
2. No City vehicle will be allowed to be used on week-ends or any other time, either during or after work, for the purpose of traveling to and from church services or any other personal errands.
3. No employee who lives outside the city limits of Jonesboro will be allowed to take a City vehicle home.
4. No City vehicle will be used to transport anyone to or from a secondary job, nor will any City vehicle be used in the performance of a secondary job by any employee without advance written notice from the Department Head.
5. The Jonesboro Police Department (JPD) implemented a vehicle take home policy effective June 1, 2006. The JPD will operate its vehicle fleet in accordance with Policy #322 in JPD Directive Manual. A copy of said Policy will be listed under the Miscellaneous section of this Employee Handbook.

If you are authorized to operate a City vehicle and you are away from work due to any leave of absence or illness, you should park the vehicle at the appropriate City facility, unless it will be used by your replacement. Violations of any of the above rules may lead to disciplinary action.

Inclement Weather

When conditions are hazardous you should contact your supervisor for instructions. If your department is open for business, you are expected to come to work. If you are unable to get to work due to weather you must give your Supervisor "proper notice". "Proper Notice" means calling either before or no later than 1-hour after the time you are due at work. If you give proper notice, time off will be charged to available vacation time.

Moonlighting

You are not encouraged to hold a second job while you are working full-time for the City. Emergencies can happen at any time, and every employee is subject to call. You should get written permission from your Department Head before taking a second job. Remember, your first obligation is to the City, and any other employment should not interfere.

If you have a second job, it must not interfere with the proper and effective performance of your job with the City. Your outside employment must not adversely affect the image of the City. It must not cause embarrassment or legitimate and reasonable criticism. If you have a second job it must not be one that may be seen by the public as an official act of the City. You may not wear City uniforms or use City equipment on a second job unless approved in writing, in advance, by your Department Head.

Political Activity

You are encouraged to exercise your legal right to vote. If necessary, reasonable time will be granted for that purpose.

You may not circulate or solicit signatures for any initiative or referendum petition in any City office, during usual City office hours, or while on duty for the City, or while in a City uniform.

You may not use any office or other room furnished at public expense for any political headquarters, or to send out or distribute any letters, pamphlets, or other campaign literature for the election of any public office.

You may not place any campaign banners, cards, or campaign literature on any car, truck, or tractor belonging to the City.

You may not devote any time or labor during the time you are on duty, or while you are in a City uniform, to the campaign of any person for any public office.

Outside Compensation

You may not accept any reward, gift, or other form of payment in addition to regular compensation, from any source, for the performance of your duties as a City employee. If a reward, gift or other form of payment is made available to you, it should be credited to a designation employee fund with your Department Head's approval.

Use of Narcotics, Alcohol & Tobacco

You must not use habit-forming drugs, narcotics, or controlled substances while you are a City employee unless they are properly prescribed by a physician. You must not abuse or use unauthorized prescriptions, or abuse over-the-counter medications.

You may not use alcohol or other intoxicants while you are on duty. If you use intoxicants while off duty it must not interfere with or impair the performance of your duties. If you are involved in any unauthorized use, possession, transfer, sale, manufacture, distribution, purchase or presence of drugs, alcohol or drug paraphernalia on City property, or if you come to work with detectable levels of illegal drugs, or alcohol, you will be subject to disciplinary action up to and including termination.

Each Department Head or Supervisor may establish smoking policies for their employees. Smoking is not allowed in any building owned or leased by the City, except in designated areas.

The City reserves the right to change the policies regarding narcotics, tobacco, or alcohol at any time.

Drug-Free Workplace

It is the policy of the City of Jonesboro to create a drug-free workplace, in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988 and its amendments. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to City facilities to unacceptable safety risks and undermines the City's ability to operate effectively and efficiently. Therefore, the unlawful manufacture distribution, dispensation, possession, sale or use of a controlled substance in the workplace or while engaged in City business for the City of Jonesboro on the City's premises is strictly prohibited. Such conduct is also prohibited during non-working hours to the extent that, in the opinion of the City, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the City.

To educate employees on the danger of drug abuse, the City has established a drug-free awareness program. Periodically, employees will be required to attend training sessions at which the dangers of drug abuse, the City's policy regarding drugs, the availability of counseling, and the City's employee assistance

program will be discussed. Employees convicted of controlled substances related violations in the workplace must inform the City within 5-days of such conviction or plea. At its discretion, the City may require employees who violate this policy or rehabilitation program as a condition of continued employment.

Disciplinary Action

If your performance, work habits, or actions become unsatisfactory, you may be subject to disciplinary action up to and including dismissal.

Disciplinary action may be any of the several forms listed below:

1. **Warning or Reprimand:** A reprimand is action used to alert you that your performance is not satisfactory or to call attention to your violation of employment rules or regulations. You may be officially reprimanded orally or in writing. A record of any reprimand will be entered in your personnel file.
2. **Suspension:** Suspension involves your removal from your job. You may be suspended with or without pay. A suspension must be in writing. The reason for such action, the period of time for the suspension and the date the suspension is to begin and end must be noted also. Suspension with pay is normally used only while your involvement in a serious incident is under investigation.
3. **Demotion:** If you have committed an appropriate offense, or if your work record justifies it, you may be demoted. You will be given written notice of such action. A demotion is an action that places you in a position of less responsibility and less pay.
4. **Termination:** This type of disciplinary action is your removal from City employment. If you have committed a serious offense or if your work record establishes grounds for termination, you may be given written reasons that can be supported at a pre-termination hearing.

While most situations involving disciplinary action will be dealt with in a progressive fashion, which should allow you to correct your performance; there are some offenses that may result in your immediate termination.

You have the right to appeal all types of disciplinary action outlined in the **Procedure for Review of Disciplinary Decisions** (See below outline).

Procedures for Review of disciplinary Decisions: If you request a review of any disciplinary action, it will be conducted as follows:

1. You will submit a written grievance to your immediate supervisor within 5-working days after the disputed disciplinary action. If possible, the grievance will be resolved at this level.
2. If you are not satisfied with the first step, you will submit the grievance **in writing** to your

Department Head. The Department Head will investigate the problem and respond to you in writing within 5-working days.

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3. If you are not satisfied with the second step, a written appeal may be made to the Human Resource Director or the Mayor. The mayor will make the final management decision within 10-working days and respond to all concerned parties in writing.

Procedure for Review of Disciplinary Decisions: Any Department Head desiring to have a disciplinary action reviewed in writing within 5-working days of the action, a review by the Mayor will make the final management decision within ten working days and respond to all concerned parties in writing.

In the event the Department Head claims that an employee's liberty interest in future employment has been damaged as a result of any *"stigmatizing charges"* publicly committed by the city he/she must request in writing within 3-business days of said action, weekends and holidays excluded, a name clearing hearing. Said written request shall be forwarded to the Human Resource Director or in his/her absence to the chair of the Personnel Committee. In the event, the name clearing hearing is requested by the Human Resources Director, all communications shall be made to the chair of the Personnel Committee.

As soon as is practical said committee shall respond in writing to the person who is requesting said name clearing hearing with the time and place of said hearing. The committee decision as to the determination of the name clearing hearing shall be the final step for administrative process available. The hearing afforded said Department Head shall be in public, with a court reporter in attendance. Said hearing, in the absence of any employee manual procedures set out in the City of Jonesboro shall be conducted pursuant to the Arkansas Rules of Civil Procedure.

SECTION V
MISCELLANEOUS
INFORMATION

Policy Statement

The policies and procedures contained in this employee Handbook outline the rights and benefits afforded all employees by the City of Jonesboro. The City of Jonesboro possesses the sole right to operate and manage the affairs of the City.

Severability

Should any of the provisions of policies and procedures contained in this Handbook be determined to be contrary to federal, state, or local law, the remaining provisions of those policies and procedures shall remain in full force and effect.

To the extent that any state law provides additional or different benefits or rights to employees, the provisions of the policies and procedures contained in the Handbook shall be deemed to include those statements of law.

Departmental Policies and Procedures

Department Heads are authorized to adopt lawful written policies governing the day-to-day operations of their department. Departmental Policies, if in conflict with the policies and procedures contained in this Handbook, shall be governed by the provisions contained herein.

Change of Address

If you change your home address or telephone number you must notify your Department Head of the change so the personnel files may be kept up to date. This is important in case the City must mail your any information that may be needed, such as *"withholding"* statements for your income taxes. Also, if there is any change in your marital or family status, you should report that to your Department Head as soon as possible.

HIPAA Policy

The City of Jonesboro, Arkansas is required by law to maintain the privacy and confidentiality of your protected health information. The Human Resources Director shall be designated as the privacy and security officer for the City and will be responsible for the development, monitoring and compliance of the privacy policies and procedures. The privacy officer of the facility will be the responsible party to receive and process all complaints from employees as described within the law.

The City of Jonesboro will provide education and awareness to all of its employees to protect the privacy, confidentiality and technical security of any employee's medical information. Upon hire, every new employee shall be informed of the City of Jonesboro procedure on protecting employee health information.

APPENDIX "A"

FAMILY AND MEDICAL LEAVE POLICY

City of Jonesboro Family and Medical Leave Policy

It is the policy of this City to grant up to 12-weeks of Family and Medical Leave during a 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specifies in this policy.

Eligibility:

In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the City at least 12-months, or 52-weeks. The 12-months, or 52-weeks, need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
2. The employee must have worked at least 1250-hours during the 12-month period immediately before the date when the leave would begin.
3. The employee must work in an office or worksite where 50 or more employees are employed within 75-miles of that office or worksite.

Type of Leave Covered:

In order to qualify as FMLA under this policy, the employee must be taking the leave for one of the reasons listed below.

1. To care for the employee's child after birth, or placement for adoption or foster care;
2. To care for the employee's spouse, son, or daughter, or parent, who has a serious health condition: or
3. For a serious health condition that makes the employee unable to perform the employee's job

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

Generally a serious health condition is defined as:

- A. A condition which requires an overnight hospitalization;
- B. A minimum of three days of absences, with a doctor's visit and a continuing regiment of care; or
- C. A chronic condition for which the employee or family member continues to receive care for.

Conditions for which treatments are administered, routine dental, orthodontia or periodontal problems or illnesses such as cold, the flu, upset stomach, etc. are not ordinarily considered a serious health condition.

FMLA allows leave for substance abuse only to undergo treatment by a health care provider and specifically excludes employee absence because of the use of substance. Stress qualifies as a serious health condition only if it rises to the level of mental illness or results in a physical illness.

This policy covers illness of a serious and long-term nature, resulting in recurring or lengthy absences.

Generally, a chronic or long term health condition which, if left untreated, would result in a period of

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Type of Leave Covered Continued:

incapacity of more than three days, would be considered a serious health condition.

Employees with questions about the illnesses are covered under this FMLA policy or under the City's sick leave policy are encouraged to consult with the Human Resource Department.

The City may require an employee to provide a doctor's certification of the serious health condition; the certification process is outlined under "Certificate of the Serious Health Condition".

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the City may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

An eligible employee can take up to 12-weeks of leave under this policy during any 12-month period.

New Qualifying Reason for Leave (Military Family Leave):

Eligible employees are entitled to up to 12-weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." The City of Jonesboro will provide this type of leave to qualifying employees.

New Leave Entitlement (Military Family Leave):

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26-weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26-weeks of all types of FMLA leave.

All medical information gathered as a result of the serious health condition is considered confidential.

Employee Status & Benefits During Leave:

While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as of the employee had continued work.

Under current city policy, the employee pays a portion of the health care premium. While on paid leave, the City will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Finance Department by the 1st day of each month. If the payment is more than 30-days late, the employee's health care coverage may be dropped for the duration of the leave.

If the employee contributes to a life insurance or disability plan, the City will continue making payroll

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deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make those payments, along with the health care payments. If the employee does not continue these payments the City may discontinue coverage during the leave period, or will recover the payments at the end of the leave period, in a manner consistent with the law.

Employee Status After Leave:

An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility and authority. The City may choose to exempt certain highly compensated employees from this requirement and not return them to the same or similar positions.

Use of Paid and Unpaid Leave:

If the employee has accrued paid leave the employee must use paid leave first and take the remainder of the 12-weeks as unpaid leave.

An employee who is taking leave because of the employee's own serious health condition or the serious condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave.

An employee taking leave for the birth of a child must use paid sick leave for physical recover following child birth. The employee may then use all paid vacation, personal or family leave, and then will be eligible for unpaid leave for the remainder of the 12-weeks.

An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

Intermittent Leave or a Reduced Work Schedule:

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year), or under certain circumstances may use the leave to reduce the work week or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12-weeks over a 12-month period.

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach an agreement with the City before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The City may require certification of the medical

necessity.

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Certification of the Serious Health Condition:

The City may ask for certification of the serious health condition. The employee should try to respond to such a request within 15-days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Medical Certification Form attached to this policy.

Certification of the serious health condition shall include: The date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee to get a certification from a second doctor, which the City will select.

If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will jointly select the third doctor, and the City will pay for the opinion. This third opinion will be considered final.

Procedure for Requesting Leave:

Except where leave is not foreseeable, all employees requesting leave under this policy must submit the request in writing to their immediate Supervisor, with a copy to the Human Resource Department.

When an employee plans to take leave under this policy, the employee must give the City 30-days notice. If it is not possible to give 30-days notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the City's operations.

If an employee fails to provide 30-days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30-days from the date the City receives notice.

While on leave, employees are requested to report periodically to the City regarding the status of the medical condition, and their intention to return to work.

Forms are available in the Human Resources Office.

APPENDIX "B"

TRAVEL REIMBURSEMENT POLICY

Draft Travel Expenses

1. Purpose

This guideline establishes the rule governing the eligibility for payment of expenses incurred by City employees, elected and appointed officials during travel directly related to official business. These rules provide for the payment of travel funds and for the reimbursement of out-of-pocket expenses.

2. Responsibility

- A. The authority for promulgation of rules defining the rates of allowable mileage, food and lodging and similar travel expenses rest with the City Council based on the recommendation of the Finance Committee.
- B. The Finance Department ensures conformity to the procedures in this guideline. Normal audit rules will be applied to establish conformance among city departments
- C. The Department Directors are responsible for the dissemination of these procedures to all employees; and for verification and submission of all Requisitions, Request for travel Forms, Travel Expense Forms, and receipts and/or requests for reimbursement to Finance.
- D. The individual employee traveling on official business is responsible for making sure he/she understands this policy and complies with it. Any unusual circumstances or exceptions must be clarified in advance and any deviations must be approved in writing in advance by the Finance Director.
- E. NOTE* Reimburse or reimbursement as it appears anywhere in this procedure, references the fact that detailed documentation must be provided with the Final Travel Expense Report.

3. Policy

In order to afford employees, elected and appointed, maximum flexibility in the accomplishment of their assigned tasks, the City of Jonesboro will pay travel expenses directly related to official business in accordance with amounts authorized herein. Travel expenses for official business may include the cost of out-of-town conferences involving professional associations, intensive training of the "short course" nature and meetings with state and federal authorities on program-related topics. All travel expenses for employees shall be approved by their Department Director **within their approved travel budget**. Travel expenses for Department Directors shall be approved by the Mayor. Travel by elected or appointed officials shall not require approval subject to prior budget approval.

4. Procedure

Department Directors must approve all requests for official travel on the Request for Travel Form (See Appendix "B" Travel Forms) prior to the employee's Departure. The Department Director will evaluate the impact of travel requests against factors including budget constraints, job relatedness of

traveler's activities, and other program considerations.

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A. Allowable expenses for official City travel shall be computed according to the following rates:

1. Transportation

- a) An employee may choose to extend travel beyond the time required to conduct the business purpose of the travel. Time and expense incurred in excess of the business purpose are the responsibility of the traveler. These arrangements must be approved in advance, in writing, by the traveler's Department Director.
- b) Airline ticket payment will be made for actual coach costs. The traveler has the option of using their own resources (cash, credit card, etc.) to purchase reimbursable tickets, or the following procedure may be utilized for the City to purchase tickets. A Purchasing Requisition payable to Visa, Approved Request for Travel Form, Airline Itinerary, and Confirmation Locator Number (supplied by the airline for tickets placed on 24-hour hold) must be submitted to Finance Department as soon as possible after reservations are made. (See Appendix "A" – Obtaining Airline Tickets Policy.) Transferring tickets is not allowed. FAA regulations state that tickets must be issued in the traveling employee's name.
- c) Mileage reimbursement for use of a private vehicle is allowable in the event a City-owned vehicle is not available. Mileage shall be based on the current IRS per mile rate. Trip distances shall be computed (and printed) using Map Quest or similar software. However, personal vehicle mileage reimbursement shall not exceed the lowest coach airfare available at the time of the travel request (documentation must be provided); nor shall food and lodging expense be for more than one additional day of travel time to and/or from the destination city. Any exceptions to this must have prior approval in writing from the Finance Director. Reimbursement for use of personal vehicles to travel to and from the airport will be one round trip if utilizing airport parking, or two round trips if not utilizing airport parking. Mileage is paid from City Hall or the travelers normal work location to the airport and back. If travel is mandated by the Department Director's written directive on a non-regularly scheduled workday, round trip mileage from the traveler's home of record is authorized.
- d) Taxi fare and similar public transportation is reimbursable, for all necessary City business related trips.
- e) Rental vehicles for official City travel require prior written approval from the appropriate Department Director. Written justification for renting vehicles as well as cost estimates for the rental of the vehicle and collision insurance, if you plan to purchase insurance, must accompany all requests for travel. Actual costs of mid-sized or smaller vehicles rented from recognized car rental agencies (Avis, Hertz, National Budget, Dollar etc.) are reimbursable. When more than four (4) employees are traveling to the same destination, reimbursement for actual costs of renting vans shall be allowed.
- f) Fuel for City-owned vehicles is reimbursable. Use of City-owned vehicles outside City limits requires written justification from the traveler's Department Director.

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2. Food

- a) Meal receipts are not required for "full day travel". Full day travel shall be defined as an initial departure time prior to 8:00 A.M. and return of at least 6:00 P.M. The allowance for the entire day shall be \$40.00 for all meals with tips included.
- b) Meals for "partial day travel" shall be paid on a per diem rate depending on departure and arrival time. Partial day travel shall be defined as an initial departure time later than 8:00 A.M. and/or return time of earlier than 6:00 P.M. The maximum allowable reimbursement shall be for two meals. The per meal allowance, including tip, shall be: Breakfast-\$8.00; Lunch-\$12.00; Dinner-\$20.00. In cases where a meal is provided by the attended function, unless the Department Director provides prior written approval, the allowance will not be paid for the meal.
- c) Reimbursement of meals for other purposes for official city business (i.e., meeting for COPPS, Drug Task Force) must state the name of the guest(s), nature of business, and be approved by the Finance Director based on prior budget approval.
- d) The City shall not reimburse the costs of alcoholic beverages.

3. Lodging

- a) The City will reimburse charges for room rate, taxes, and phone calls made on behalf of the City, where it is reasonably expected that a prudent traveler could not return to their residence.
- b) Lodging reimbursement in excess of \$150.00 (plus tax) per-night, requires approval by the Finance Committee on the Travel Request Form prior to traveling, with the exception of site specific rates.

4. Tips

Non-food tips are allowed, up to a maximum of \$10.00 per-trip.

5. Parking

Expenses incurred for parking are reimbursable. Any airport parking shall be reimbursed at the long-term parking rate.

6. Telephone Calls

Business long distance telephone calls are reimbursable, including a safe-arrival call per-trip. (\$15.00 Maximum)

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B. Submission of Actual Expenses shall be as Follows:

1. The traveler must submit a completed copy of the Travel Expense Report (with receipts and/or request for reimbursements) to the Accounts Payable section of the Finance Department within 10-workdays of return. (See Appendix "B" Travel Forms.)
 - a. After 10-days, all follow up will be addressed through the appropriate Department Director to the traveler.
2. NOTE* Reimbursement as it appears anywhere in this procedure, references the fact that detailed documentation must be the expenses and explain the business purposes (who, what, when, where, and why) for the expense. Lodging expenses must be itemized by day, and show all misc. expenses. Expenses will not be reimbursed without detailed, supporting receipts.

Approved: _____
Signature

Date

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Travel Expenses

Appendix "A" – Obtaining Airline Ticket Policy

1. Purpose/Responsibility

The City of Jonesboro no longer uses a dedicated Travel Agency to obtain Airline reservations/tickets for official travel. This responsibility now rests on the individual traveler and his/her department.

2. Policy

Travelers shall obtain the best available airfare by reserving tickets as soon as possible by purchasing a nonrefundable, nontransferable ticket. Best prices are obtained by purchasing the tickets at least 14-days prior to travel. These tickets cannot be refunded, and any changes usually cost \$100.00 and must be made prior to scheduled departure date and time, or the ticket has no value. (Airline policies change frequently. Check with your airline to be sure of all policies in effect at the time of travel.)

3. Procedure

- A. Use websites to determine the best time and cost of travel. (All major airlines and several specialty companies have sites for comparison.) Print the itineraries that fit your travel best, but print at least 2 for comparison purposes.
- B. Complete the Request for travel Form (See Appendix "B") getting the proper authorizations (Department Director, and Mayor if required).
- C. Prepare a Payment Requisition to VISA so Accounts Payable can pay for the tickets when received.
- D. Call airline and make reservations and request a 24-hour hold. The airline will give you a confirmation/locator number that must be written on the Payment Requisition and printer literary.
- E. Deliver the completed Payment Requisition and all attachments to Accounts Payable as soon as possible so further processing can be completed before the 24-hour hold expires. (Make sure the Accounts Payable staff knows the Requisition is for a Ticket on 24-hour hold; staff will call the airline and use a City Credit Card to pay for the ticket.)
- F. The airlines will send a ticket/official itinerary either by mail or e-ticket. Accounts Payable will compare the ticket/e-ticket to the traveler before the travel date.
- G. The information Accounts Payable receives from the traveler and the airline will give adequate documentation to pay the credit card bill promptly to avoid interest charges.

4. Required Documents

Accounts Payable must have the following documents before it can process any Request for Travel or Airfare:

- A. Purchase Requisition payable to Visa with traveler's name, a brief description of travel, accounting classification for travel expense, and airline confirmation/locator number.
- B. Approved Request for Travel Form (with all travel requirements filled in, and all needed approvals.)

- C. Airline itineraries with the one you are using highlighted, and the confirmation/locator number written out. (Print at least two (2) itineraries for price comparison.)

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Travel Expenses

Appendix "B" – Travel Forms

1. Purpose/Responsibility

The Request for Travel (RTI) and Travel Expense Report (TERI) forms must be used for all travel by Jonesboro employees, elected and appointed officials traveling on official business. The responsibility for the correct submission of these forms rests with the individual traveler and the Department Director. The Department Director must sign both forms to complete the total travel package. These forms shall be available in the Finance Department.

2. Policy

Travel expenses for the City of Jonesboro must be accounted for, both for individual and Department needs, as well as for continued public trust.

3. Procedure

- A. Request for travel (RTI) – All official travel must be requested on this form. Only one request for travel form (RTI) will be completed for each complete travel package. All required estimated costs must be recorded and all required approvals affixed before copies are made for each Purchase Requisition.

Copies Needed:

1. Original with all signatures, keep in your files until you file the complete Travel Package at trip end.
 2. Copy with Airfare Requisition
 3. Copy with Rental Car Requisition (If paying Rental Car separately.)
 4. Copy with Lodging Requisition (If paying Lodging separately)
 5. Copy with Registration Requisition (If paying Registration separately.)
 6. Copy for Personal Requisition (Gasoline, Personal Vehicle Mileage, Taxi, Food, Lodging, Registration, & Tips if not paying separately.)
- B. Travel Expense Report (TERI) – All official travel must be finalized using this form. Only one Travel Expense Report need be processed for each complete travel package.

APPENDIX "C"
CONTINUATION OF
GROUP INSURANCE

Continuation of Group Health and Dental Coverage

Federal Law (Public Law 99-272, Title X) requires that most employers who sponsor group health and dental plans offer employees and their families the opportunity for a temporary extension of health or dental coverage (called "Continuation Coverage") at group rates in certain instances where coverage would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligation under the continuation coverage provisions of the law. Both you and your spouse should take time to read this notice carefully.

If you are an employee of the City of Jonesboro, covered by its Group Health Plan or Dental Plan, you have a right to choose this continuation coverage if you lose your coverage because of a reduction of your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part.)

If you are the covered spouse of an employee, you have the right to choose continuation coverage for yourself if you lose group health or dental coverage for any of the following four reasons:

1. The death of your spouse.
2. The termination of your spouse's employment (for reasons other than gross misconduct) or a reduction in your spouse's hours of employment.
3. Divorce or legal separation from your spouse.
4. Your spouse first becomes entitled to Medicare.

In the case of covered dependent children of an employee, they have the right to continue coverage if group health or dental coverage is lost for any of the following five reasons.

1. The death of a parent.
2. The termination of a parent's employment (for reasons other than gross misconduct) or a reduction in a parent's hours of employment.
3. Parent's divorce or legal separation.
4. A parent first becomes entitled to Medicare
5. The dependent ceases to be a "dependent child" under the terms of the contract.

Under the law, the employee or a family member is responsible for informing the City of Jonesboro of a divorce, legal separation, or a child losing dependent status under the plan. This notification must be made within 60-days of the date of the qualifying event which would cause a loss of coverage.

The notice must be in writing, and should be sent to:

Human Resource Department
515 West Washington
Jonesboro, AR 72403

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Continuation of Group Health and Dental Coverage

When the City of Jonesboro is notified that one of these events has happened, it will in turn notify you that you have the right to choose continuation coverage. Under the law you have the right to choose continuation coverage. Under the law, you have at least 60-days from the date you would lose coverage because of one of the events described above to elect continuation coverage. If and when you make this election, coverage will become effective on the date after coverage would otherwise be terminated.

If you do not choose continuation coverage, your group health insurance and/or dental insurance will terminate in accordance with the provisions outlined in your booklet or certificate.

If you choose continuation coverage, your coverage will be identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for three years unless you lost group health or dental coverage because of a termination of employment or a reduction in hours. In that case, the required continuation coverage period is 18-months (an extension to 29-months is available under certain circumstances to disabled persons.) However, the law also provides that your continuation coverage may be terminated for any of the following reasons.

1. The employer or former employer no longer provides group health or dental coverage to any of its employees.
2. The premium for your continuation coverage is not paid in a timely manner.
3. You first become covered under any other group health or dental plan (as an employee or otherwise) that does not contain a pre-existing condition limitation.
4. You first become entitled to Medicare.

You do not have to show that you are insurable to choose continuation coverage. However, you have to pay the entire premium plus you may have to pay a 2% administration fee for your continuation coverage. The law also says that, at the end of the 18-month or 36-month continuation coverage period, you must be allowed to enroll in an individual conversion health or dental plan provided under the current group health or dental plan, if the plan provides a conversion privilege.

If you have any questions about this, please contact the office shown below. Also, if you change marital status, or if you, your spouse, or any eligible covered dependent have a change of address, please notify in writing, the office shown below. If you have any covered dependents that live at a different address, please notify in writing the office shown below.

Human Resource Department
City of Jonesboro
515 West Washington PO BOX 1845
Jonesboro, AR 72403

