

PERSONNEL RULES

The Personnel Rules are updated regularly to reflect existing practices, changes required by new state and federal law, and requests of staff and employees. Sections may be updated, deleted or inserted upon action of the City Council.

PERSONNEL SYSTEM RULES OF THE CITY OF PAGE

The City Council is authorized and directed under the provisions of Resolution No. 74 to adopt rules and regulations for the administration of the City of Page personnel system. The rules are designed to facilitate efficient and economical services to the public and to provide a fair and equitable system of personnel management.

The rules set forth procedures designed to ensure equitable treatment for those who compete for employment and promotion and to define the obligations, rights, privileges, benefits, and prohibitions which are placed upon all employees of the City. The City Manager is charged with ensuring that these rules are applied to all persons equally.

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STATEMENT OF PRINCIPLES

In every administrative organization, it is necessary and desirable to set forth basic rules and regulations dealing with the rights, duties, and obligations of employees of the organization with regard to terms and conditions of employment. This need arises from considerations of fairness and equity and the basic concept that all employees should understand those things expected of them and the standards by which conduct and performance will be measured. The following principles support the rules and regulations set forth in the following pages.

1. Government is a trust created by the people for their benefit. Those who serve in government are charged with the responsibility to be worthy of the trust of the public; and all their actions, both public and private, must be directed toward advancement of the public interest.

2. Because government is a trust and stands or falls on the faith and confidence of the people, all who serve in government must strive in their every action to deserve the confidence of the people. Public employees are expected to manifest high standards of business-like behavior during working hours and of personal honesty and integrity at all times.

Because government is a trust and represents the ideals and highest standards of the people, it is expected that all officers of the City will manifest high standards of fairness and equity in all dealings with employees and the public, and that the rules and regulations which follow will be interpreted and applied in a spirit of fairness with the aim of rendering the highest possible service to the community.

3. We who serve the City recognize and acknowledge a commitment of loyalty to the ideals of public service and pledge ourselves to act always in the best interest of the City and the people of Page. The City Council of the City of Page recognizes that a personnel system based on performance and fairness, which will attract and retain competent and dependable City officers and employees, is indispensable to efficient and effective City government. The Council has, accordingly, ordered the creation of the personnel system set forth in the following rules and regulations.

4. The rules set forth in this document are an overview and summary of the policies of the City of Page which are presently in effect. All of the rules and procedures in this handbook are intended as guidelines for human resource relations between the City of Page and its employees. Changes or deletions may occur, without prior notice, at the discretion of the City Council. As rules and benefits are revised or added, changes will be communicated to employees. These rules and procedures are not intended to be a contract of employment nor a guarantee to any employee of continued employment for any specified length of time. Unless provided otherwise by law, employment with the City of Page is "at will" and is therefore subject to the continuing needs of the City services and annual appropriations sufficient to fund established positions. Management reserves the right to interpret and administer the rules and procedures in this handbook. As with any guidelines, exceptions if appropriate may be made at management's discretion with the approval of the City Manager for individual situations.

5. These policies and procedures will be interpreted broadly on the basis of a reasonable approach to specific problems and situations.

ARTICLE 1 - DEFINITION OF TERMS

The following terms, whenever used in these rules, shall be defined as follows:

- SECTION 1.0** **ACTION:** Any action taken with reference to appointment, compensation, promotion, transfer, layoff, termination, or other action affecting the status of employment.
- SECTION 1.1** **ADVANCEMENT:** Advancement is moving higher within a salary range as a result of outstanding achievement, completion of applicable training, certifications and goals.
- SECTION 1.2** **ALLOCATION:** The assignment of a single position to its proper range in accordance with the duties performed and the authority and responsibilities exercised.
- SECTION 1.3** **APPOINTED OFFICERS:** Officers or employees appointed by the City Council. Examples of appointed officers are: City Manager, City Attorney, City Clerk and Magistrate.
- SECTION 1.3.A** **ASSISTANT MAGISTRATE:** Individuals appointed by City Council to assume responsibility of the Magistrate Court in the absence of the Magistrate. Assistant Magistrates are appointed for a specific term and do not qualify for City of Page benefits except sick leave.
- SECTION 1.4** **BONUSES:** A pay increase for a fixed amount of time without changing the base pay for that job.
- SECTION 1.5** **CLASSIFICATION OF EMPLOYEES:** Employees shall be classified as regular full-time, regular part-time, temporary, seasonal, appointed, or reserve.
- SECTION 1.6** **COMPENSATORY TIME:** Compensatory time is the time worked by non-exempt employees in excess of the scheduled work week or the scheduled work period. (Work period is established by the Fair Labor Standards Act 7(k) exemption for applicable personnel.) In lieu of overtime pay the employee schedules time off work. Compensatory time is compensated at the same rate as overtime pay.
- SECTION 1.7** **CONFLICT OF INTEREST:** A direct or indirect interest that conflicts substantially with an employee's official duties and responsibilities.
- SECTION 1.8** **DEPARTMENT HEAD:** Any regular full-time employee, exempt or non-exempt, that heads a department within the City of Page. Department Heads are bound by the policies and procedures set forth in the Personnel Rules and any stand-alone policies that pertain to the general employee population.
- SECTION 1.9** **DEMOTION:** The movement of an employee from one position to another having a lower range of pay.
- SECTION 1.10** **DESIGNEE:** Staff member designated by the City Manager to represent him/her in City matters.
- SECTION 1.11** **ELIGIBILITY LIST:** A list identifying candidates for a particular job description.

- SECTION 1.12** **EVALUATION:** An evaluation is a written and oral review of an employee 's work performance completed by a supervisor on an annual basis. The evaluation measures job knowledge, quantity and quality of work, achievements, completion of applicable training, certifications received, goals met previously set by the employee and the supervisor, and other work related criteria. All evaluations are to be signed by the employee, supervisor, and the department head.
- SECTION 1.13** **EXEMPT:** An employee exempt from overtime pay or compensatory time based on the Fair Labor Standards Act.
- SECTION 1.14** **FAVORITISM:** Showing unjustified preferential treatment of some to the neglect of others. The manifestation of partiality.
- SECTION 1.15** **GRIEVANCE:** A grievance is a claim by an employee that there has been a specific violation, misapplication, or misinterpretation of the terms of this Personnel Rules Manual.
- SECTION 1.16** **HUMAN RESOURCES DIRECTOR/MANAGER:** The City Manager or designee who administers the comprehensive personnel program.
- SECTION 1.17** **NON-EXEMPT:** An employee who receives overtime pay or compensatory time for hours worked over specified work schedule as stated in the Fair Labor Standards Act.
- SECTION 1.18** **ON-CALL:** Means being available for City service for a designated period of time outside of regularly scheduled work hours.
- SECTION 1.19** **OVERTIME:** Overtime is the time worked by non-exempt employees in excess of the scheduled work week or the scheduled work period. (Work period is established by the Fair Labor Standards Act 7(k) exemption for applicable personnel.) Compensation may be made in overtime pay or compensatory time in lieu of pay. (See Section 4.7.)
- SECTION 1.20** **PAY RANGE:** The wage schedule upon which each position is placed.
- SECTION 1.21** **PROBATIONARY EMPLOYEE:** Any employee serving a probationary period. See Article 7. A probationary employee cannot file a grievance.
- SECTION 1.22** **PROBATIONARY PERIOD:** A trial period during which a new employee is required to demonstrate fitness for the position to which appointed by actual performance of the duties of the position This period also serves to assess the employee's conduct on the job and to determine if the employee should be retained beyond the probationary period and attain non-probationary status.
- SECTION 1.23** **PROMOTION:** The movement of an employee from one position to another at a higher pay range on the pay plan.
- SECTION 1.24** **REASSIGNMENT:** When an employee's job responsibilities are changed due to organizational needs or budgetary constraints.
- SECTION 1.25** **RECLASSIFICATION:** The movement of an employee from one pay range to another, having a higher or lower maximum rate of pay. The change of pay range shall be based on significant changes in duties, and/or job description within the

position or a market adjustment based on a wage survey. (See Section 3.4)

- SECTION 1.26** **REGULAR PART-TIME EMPLOYEE:** An employee who fills a position which may not require a regular schedule or a full-time work week on a regular basis. Regular part-time employees generally work less than 32 hours per week. A regular part-time employee must be appointed as a regular part-time employee by the City Manager.
- SECTION 1.27** **REGULAR FULL-TIME EMPLOYEE:** An employee who regularly works at least 32 hours per week on a year-round basis, who has successfully completed the probationary period, and who has been appointed a full-time employee by the City Manager.
- SECTION 1.28** **RESERVE EMPLOYEE - FIRE DEPARTMENT:** An employee appointed by the City Manager to the Fire Department for the purposes of Emergency Services, Fire Suppression, and Fire Prevention. Such reserve employees shall be entitled to and enrolled in a Fire Reserve Pension Plan unless they work for at least 20 hours in 20 weeks (not necessarily consecutive) in which case the reserve employee will be enrolled in the Arizona State Retirement System. Reserves must sign up for a minimum number of shifts and attend Fire Department drills as stated in the job descriptions.
- SECTION 1.29** **SEASONAL EMPLOYEE:** A classification of temporary employees who may work up to 40 hours per week but not on a year-round basis. Seasonal employees do not accrue benefits with the exception of guidelines set forth in Section 6.1.
- SECTION 1.30** **SUPERVISOR:** A person who is responsible for directing the work of others.
- SECTION 1.31** **SUSPENSION WITH PAY:** The temporary relief from duty of an employee during a period of inquiry into actions of the employee or a situation in which the employee was involved.
- SECTION 1.32** **SUSPENSION WITHOUT PAY:** The temporary separation from the service of an employee without pay for disciplinary purposes.
- SECTION 1.33** **TEMPORARY EMPLOYEE:** An employee who is hired on in a as needed basis to fill in for absent employees or to assist on special projects or similar circumstances. Temporary employees do not accrue benefits unless provided for in Section 6.1.
- SECTION 1.34** **TERMINATION:** The termination of an employee from City employment by the City Manager.
- SECTION 1.35** **TRAINING PERIOD:** A period of time for training an existing employee that is transferred or promoted to another position. The training period gives the opportunity to evaluate the employee's progress in the position. In the event the training is not successful, and the employee is relieved of the position, the City does not guarantee the return to the previous position and the end result may be termination.
- SECTION 1.36** **TRAINING PERIOD EMPLOYEE:** An existing employee serving a trial period when transferred or promoted to a new position.
- SECTION 1.37** **TRANSFER:** The change of an employee from one position to another usually

without change in pay.

SECTION 1.38

WORK HOURS: The payroll work week shall begin at 12:00 A.M. on Saturday and end on Friday at midnight. The City Manager may implement and assign a 4/10 work week schedule to designated departments and/or individual employees. Employees scheduled for a 4/10 work week shall not normally exceed ten (10) hours per work day unless 7k exempt (see Section 1.39). Employees scheduled for a 5/8 work week shall not normally exceed eight (8) hours per work day unless 7K exempt. The regular work week shall not exceed forty (40) hours unless 7k exempt. Working hours will be determined by the needs of the City.

SECTION 1.39

7 (K) EXEMPTION: Partial exemption for overtime for Fire Department personnel as provided in 29 U.S.C. §207 (k).

ARTICLE 2 - GENERAL PROVISIONS

SECTION 2.1 EQUAL OPPORTUNITY POLICY

SECTION 2.1.A No City employee shall discriminate against any applicant on the basis of race, color, religion, sex, age, disability, marital status, citizenship or any other characteristic protected by law, who seeks employment with the City. No City employee shall discriminate against any fellow City employee with regard to hiring, removal, work assignment, or disciplinary action.

SECTION 2.1.B No question on any test, interview, or on any application form shall be framed as to attempt to elicit information concerning any characteristic protected by law. Such information may be gathered by the City Manager or designee as required by law for statistical purposes prior to employment.

SECTION 2.2 VIOLATION OF RULES
Violation of the provisions of these rules shall be grounds for disciplinary action including but not limited to that defined in Articles 10, 11 and 12.

SECTION 2.3 AMENDMENT AND REVISION OF RULES
Proposed amendments to and revisions of these rules may be suggested to Human Resources by any interested person.

SECTION 2.4 PERSONNEL PROGRAM
The personnel program shall be administered by the City Manager or designee who shall be responsible for administering the classification and compensation plan, benefit program, recruiting, testing, performance rating system, and related programs. The City Manager or designee shall be responsible for training, wage and salary administration, benefit and service award programs, and personnel research studies.

SECTION 2.5 EMPLOYEE PERSONNEL RECORDS
The City Manager or designee shall maintain a personnel file, to be known as the "Employee's Personnel File," for each employee.

Only current employees have the right to review their individual personnel file and to have copies of any materials contained therein. Current employees have the right to prepare and submit a rebuttal to any material in the file. Current employee's access to their personnel file shall be scheduled at the convenience of the employee and the City Manager or designee and shall be reviewed only in the presence of the Manager or designee and the employee.

SECTION 2.6 ACCESS TO PERSONNEL RECORDS

Personnel files shall be protected from access by persons other than the following:

1. City Manager or designee;
2. Human Resources Department;
3. City Attorney and Assistant City Attorney;
4. Department heads for employees of department;
5. Hiring department head considering the transfer of an employee applicant;
6. The employee.

Except as provided for above, personnel records and information are confidential and their disclosure, other than provided for in this policy, would be contrary to the best interests of the City and is unauthorized. Any unauthorized access, release,

or use of personnel information shall constitute employee misconduct. Accordingly, except as provided for in this policy, personnel records shall be treated as exempt from the Arizona Public Records Law.

The following information is generally available without prior authorization from the employee through the City Manager or designee:

1. Verification of data sufficient to insure proper identity of an employee;
2. Verification of current employment status.

Requests for kinds of information not included above may only be considered when accompanied by a signed authorization from the employee or as provided in Section 2.7.

Information Considered to Be Public Record

The following information is public record:

1. Name;
2. Titles or positions, including academic degree and honors received;
3. Department;
4. Work site telephone number;
5. Employment dates;
6. Salary or rate of pay;
7. E-mail address.

SECTION 2.7

WRITTEN REQUESTS FOR MATERIALS

Written requests for materials, subpoenaed or otherwise received in connection with some legal action or investigation, must be submitted in itemized form. Items not specifically identified will not be provided. When an investigator seeks information, only the material specifically identified and requested shall be disclosed, and the investigator's credentials shall be checked by the City Manager or designee. If there is any doubt concerning the validity of the credentials or appropriateness of the information requested, a written request for the material including verification of credentials can be required before disclosure. All such requests shall be directed to the City Manager or designee.

SECTION 2.8

POLITICAL ACTIVITY

In addition to any restrictions on political activities that may apply to the City of Page Employees by reason of any State statute or federally aided program subject to the Federal Election Campaign and Federal Political Activities Act, the following restrictions shall govern City of Page officers and employees.

An officer or employee shall not (1) use any political endorsement in connection with any appointment to a position in the service of the City of Page; (2) use or promise to use any official authority or influence for the purpose of influencing the vote or political action of any person or for any consideration.

An officer or employee of the City of Page shall not be a candidate for nomination or election to any paid political office; shall not hold any paid, elective public office; or shall not take any part in the management or affairs of any political party or in the management of any partisan or nonpartisan campaign or recall effort. In the event that an employee or officer of the City of Page seeks nomination or becomes a partisan candidate for any city, county, state, or national elective political office, he or she shall immediately request a leave of absence during the campaign, and, if elected to a City office, shall immediately resign from his or her position in the City service. The provisions of this Section shall not apply to elected officials running for reelection. Requests for exemptions from this requirement for local

non-partisan office shall be filed with the City Manager.

An officer or employee of the City of Page may

1. Express his or her opinion.
2. Attend meetings for the purpose of becoming informed concerning the candidates for public office and the political issues.
3. Cast his or her vote and sign nomination or recall petitions.
4. Make contributions to candidates, political parties, campaign committees contributing to candidates or advocating the election or defeat of candidates.
5. Circulate candidate nomination petitions or recall petitions.
6. Engage in activities to advocate the election or defeat of any candidate.
7. Solicit or encourage contributions to be made directly to candidates or campaign committees contributing to candidates or advocating the election or defeat of candidates.

However, except for expressing his or her opinion, an employee shall not engage in any activity permitted by this Section while on duty, while in uniform, or at public expense.

A person shall not solicit any officer or employee of the City of Page to engage or not engage in activities permitted by this section with the direct or indirect use of any threat, intimidation, or coercion including threats of discrimination, reprisal, force or any other adverse consequence including the loss of any benefit, reward, promotion, advancement or compensation. Any violation of this provision shall be reported immediately to the officer's or employee's supervisor.

A person shall not subject any officer or employee of the City of Page engaging, or choosing to not engage, in activity permitted by this Section to any direct or indirect discrimination, reprisal, force, coercion or intimidation or any other adverse consequence including the loss of any benefit, reward, promotion, advancement or compensation. Any violation of this provision shall be reported immediately to the officer's or employee's supervisor.

Nothing contained in this Section shall be construed as denying any officer or employee of the City of Page his or her civil or political liberties as guaranteed by the United States and Arizona Constitution.

SECTION 2.9

PROHIBITION OF EMPLOYEE SUPERVISION BY A RELATIVE

In addition to any restrictions or prohibitions placed upon the employment or relatives by the State of Arizona, the City of Page will not accept applications for employment or promotion when the applicant would be supervised by a person related by blood, marriage or adoption ("family member"). No elected or appointed officer, department head, supervisor or employee shall advocate or cause the employment, appointment, promotion, transfer, or advancement of a family member to an office or position of the City. No elected or appointed officer, department head or supervisor shall supervise or manage a family member.

SECTION 2.10

APPOINTMENT TO CITY BOARDS PROHIBITED

City of Page employees of all classifications are prohibited from membership on the various advisory boards currently in existence or any future boards that might be formed. Examples of such boards are: Airport, Planning & Zoning, Library, Community Center, and Community Development. An exception to this rule would be any boards that by Arizona Revised Statutes require members to be selected from a designated employee group.

ARTICLE 3 - CLASSIFICATION

SECTION 3.1

PREPARATION OF PLAN

The City Manager or designee shall ascertain and record the duties and responsibilities of all positions and shall recommend a pay range for such position. The Plan shall be developed and maintained to ensure that all positions substantially similar with respect to duties, responsibilities, authority, character of work and value to the City are included within the same range and that the same schedules of compensation may be made to apply with equity under like-working conditions to all positions in the same range. Job descriptions shall reflect normal duties but shall not preclude the assignment of additional duties as best meets the needs of the City.

SECTION 3.2

ESTABLISHMENT, AMENDMENT, AND REVISION OF PLAN

The Pay Range/Grades shall be reviewed annually and may be amended by the City Manager or designee as appropriate.

SECTION 3.3

NEW POSITION

When a new position is budgeted, the position shall be placed in an appropriate range.

SECTION 3.4

RECLASSIFICATION

Positions with significant changes in job descriptions, and/or related duties within that position, shall be reclassified into a more appropriate pay range by the City Manager or designee. Requests for reclassification shall be made in writing to the City Manager or designee. Reclassifications shall be supported by appropriate documentation as to the changes in duties and/or market adjustments based on wage surveys. Reclassification shall not be used for the purpose of avoiding restrictions concerning demotions and promotions nor should the reclassification be based on a specific incumbent but instead on the needs of the City.

ARTICLE 4 - COMPENSATION

SECTION 4.1

PREPARATION OF PLAN

The City Manager or designee shall prepare and maintain a Pay Compensation Plan covering all positions. In arriving at wage ranges, consideration shall be given to prevailing rates of pay and consideration of working conditions for comparable work in other public and private employment, to recommendations of department heads, to the City's financial condition and policies, and to other relevant factors.

SECTION 4.2

ADMINISTRATION OF THE COMPENSATION PLAN

The City of Page will be governed by the principles and rules set forth below:

SECTION 4.2.A

There shall be created a wage scale, approved by the City Council, setting forth ranges, with each range consisting of a low, median, and high pay ranges, and additional increments expressed in whole dollar terms.

SECTION 4.2.B

Each employee shall be assigned at all times to a specific range.

SECTION 4.3

INCREASES IN COMPENSATION

Increases in compensation may be made in the following ways:

SECTION 4.3.A

PAY INCREASES: A pay increase is available annually to the regular full-time, regular part-time, and reserve fire department employee based on performance, budgetary restrictions, outstanding achievement and longevity. Pay increases for employees are restricted by the assigned pay range.

SECTION 4.3.B

BONUSES: A bonus is available to the employee who has reached the top of the applicable range instead of a pay increase. A bonus may also be awarded by the City Manager or City Council based on outstanding performance or other similar criteria.

SECTION 4.4

MARKET ADJUSTMENT

A market adjustment is an adjustment in pay ranges made as a result of a wage or fringe benefit study or as a result of some other form of analysis indicating the need for general adjustments. Such adjustments normally apply to a large number of job positions, are always by job rather than individual employee, and will generally be made at the beginning of a fiscal year (or when conditions warrant a change), and in no way relate to the eligibility of an employee for a pay increase. Positions are evaluated on a periodic basis.

SECTION 4.4.A

EMPLOYEE REQUEST: An employee may request his/her position to be evaluated if it has not been adjusted in the last twelve (12) months. The employee is responsible for providing reasonable research documentation for the adjustment. The City is not bound by employee findings but may use the results for appropriate classification.

SECTION 4.5

PROMOTIONS

Promotions shall be made as provided in these Personnel Rules. Employees promoted to a pay range that overlaps their present pay range shall be transferred to the new range. Thereafter the employee will be evaluated and advanced incrementally in accordance with the new pay plan and range. Employees promoted to a pay range that does not overlap with their pay range shall be moved to the new range regardless of the increase.

SECTION 4.6

GENERAL PRINCIPLES

Several general principles set forth below provide the basis for the operation of the Compensation Plan.

SECTION 4.6.A Equal Pay for Equal Work - All employees within a pay range shall be treated equally insofar as is practicable consistent with the length of service and other relevant factors.

SECTION 4.6.B Compensation rates of the City should be competitive with compensation rates of other similar public employers insofar as practicable.

SECTION 4.6.C The fringe benefits offered by the City of Page should be competitive with those offered by similar public employers insofar as practicable. Periodic surveys shall be completed to evaluate competitiveness.

SECTION 4.6.D In order to ensure that the compensation is a reflection of competence in the performance of assigned duties, the City Manager or designee shall prepare a formal evaluation system or systems, and evaluations of performance shall be made by the employee's immediate department head / supervisor prior to the granting of pay increases in accordance with the existing pay schedule. Each employee shall be evaluated by his/her supervisor at least annually. The employee shall have the right to review the evaluation with the department head and the City Manager.

SECTION 4.7 **OVERTIME**
Overtime shall be paid to non-exempt employees at the rate of time and one-half for any time worked in excess of a scheduled work week or a scheduled work period. A scheduled work week is forty (40) hours. For applicable fire department personnel, a scheduled work period consists of a twenty four (24) consecutive day schedule with overtime being compensated after 182 hours worked. Periods of sick leave, vacation, paid holidays, or other absences from work or leaves are not included in calculating the number of hours worked for overtime purposes even if the employee is compensated for non-working time under these policies. Scheduling of overtime must be approved by the department head, City Manager, or designee. Working unauthorized overtime may result in disciplinary action.

SECTION 4.8 **COMPENSATORY TIME**
Compensatory Time (Comp Time) may be substituted for overtime at the discretion of the department head. Up to forty (40) hours of comp time may be accrued, unless a greater number is specifically authorized by the City Manager. All overtime rules will apply to Comp Time. Comp Time and overtime will not be applied to the same hour of work. The employee may use accrued Comp Time within a reasonable period after making a request if the use of the Comp Time does not unduly disrupt the operations of the City.

SECTION 4.9 **UNIFORM OR CLOTHING ALLOWANCE**
Uniforms, clothing, or uniform allowance may be provided for certain City employees as is in the best interest of the City of Page. Where provided, such uniforms or clothing shall be worn while on the job in accordance with departmental regulations. Inappropriate use of uniforms provided by the City of Page shall be cause for disciplinary action.

SECTION 4.10 **TRAVEL AND EXPENSE**
It is the policy of the City of Page to reimburse reasonable expenses for City business on a case by case basis pursuant to the City's adopted Travel Policy. Violation of this policy shall be grounds for disciplinary action up to and including termination.

SECTION 4.11 **ON-CALL:** Personnel within the City of Page who are required to be on-call, as set forth in their job description, must have a telephone at home and carry a radio

or cell phone. A cell phone qualifies as a home phone.

Personnel assigned to be on-call are free to engage in their own pursuits and are not required to remain at their regular City work site so long as they are able to respond to the work site or location where their services are needed within a timely manner as applicable to the situation. Employees assigned to be on-call may not consume alcoholic beverages and may not consume controlled substances during the assigned on-call period that could impair the employee's ability to perform assigned duties. If an employee is taking a prescribed medication that would impair the employee's ability to perform assigned duties, the employee shall notify his or her immediate supervisor in order to assure that emergency coverage is available and for the employee's own safety.

If an emergency is reported, the employee who is scheduled to be on-call will be contacted.

On-Call is:

One (1) hour of straight time for each day of on-call duty Monday through Friday (or the employee's regularly scheduled work week)

One and one half (1 ½) hours of straight time for each day of on-call duty Saturday and Sunday (or the employee's regularly scheduled days off)

Two (2) hours of straight time for on-call duty on holidays
Not subject to overtime

After Hours or Weekend Call Out is:

Paid for actual time worked to the nearest 15 minutes.
Call out is subject to overtime.

Holiday Call Out is:

See Section 8.11.

With permission of the immediate supervisor, an employee assigned to on-call duty may trade with another willing employee. Each employee is then responsible for notifying the Page Police Department before the on-call period begins.

ARTICLE 5 - APPLICATIONS & APPLICANTS

SECTION 5.1

ANNOUNCEMENT

The City Manager or designee should take whatever steps may be necessary to ensure public awareness of City employment opportunities. The City Manager or designee may advertise outside the community when appropriate.

SECTION 5.2

APPLICATION FORMS

Applications shall be made as prescribed in the job announcements. Application forms shall require information covering training, experience, and other pertinent information and may require certificates of one or more examining physicians, references, and fingerprinting. All applications must be signed by the applicant.

SECTION 5.3

DISQUALIFICATION

The City Manager or designee may reject any application which indicates that the applicant does not possess the minimum qualifications required for the position. Applications may be rejected if the applicant is unable to perform the duties of the position to which the applicant seeks appointment, has made any false statement of any material fact, or has practiced any deception or fraud in his/her application.

ARTICLE 6 - METHOD OF FILLING VACANCIES

SECTION 6.1

TEMPORARY AND SEASONAL EMPLOYEES

Temporary workers may be hired with City Manager approval to substitute for absent employees or to assist on special projects or similar circumstances.

Seasonal employees may be hired with City Manager approval, in order to cover peak demand periods such as the summer months.

Generally, temporary workers are hired for a single assignment not to exceed six (6) months. Seasonal employees may work up to seven (7) consecutive months if permitted by FLSA guidelines addressing overtime exemptions.

Temporary and seasonal employees are not normally eligible for benefits such as vacation accrual, health insurance, holiday pay, and retirement. One exception to this rule would be those temporary or seasonal workers employed for more than twenty (20) hours during twenty (20) weeks (not required to be consecutive weeks). In either case, the temporary or seasonal employee would be required to participate in the Arizona State Retirement System.

Temporary and seasonal employees are subject to the same standards of performance as regular full-time and regular part-time employees including, but not limited to, drug testing, attendance, and use of the City's facilities and equipment.

If a temporary full-time employee remains continuously employed for more than six (6) consecutive calendar months in a single assignment, the department head must either recommend termination of that employee or qualify them for vacation accrual, health benefits, holiday pay, and retirement if not already addressed above. Temporary part-time employees will receive only pro-rated sick and vacation accruals unless they qualify for the Arizona State Retirement System. If a temporary worker becomes eligible for benefits but will be terminated within thirty (30) days of eligibility, benefits shall not accrue or be paid.

ARTICLE 7 - PROBATIONARY PERIOD / TRAINING PERIOD

SECTION 7.1

REGULAR APPOINTMENT FOLLOWING PROBATION OR TRAINING

All original or in-house appointments shall be tentative and subject to a probationary period or training period of not less than six (6) months actual service in the position. The City Manager may establish a longer probationary or training period for specified classes of employees. Upon departmental recommendation, the probation or training period may be extended by the City Manager or designee in situations where the employee has failed to fulfill the requirements of the job description, and the City Manager has reason to believe that an extension of the probationary or training period rather than termination is warranted.

SECTION 7.2

OBJECTIVES OF THE PROBATIONARY OR TRAINING PERIOD

The probationary or training period shall be regarded as part of the testing process and shall be utilized for closely observing the employee's work and for securing the most effective adjustment of a new employee to the position. The department head concerned shall evaluate all probationary or training employees at the end of the training or probationary period in accordance with established City policies. The department head concerned shall also prepare an evaluation at the completion of probation or training indicating how the individual has been trained, counseled, and given every reasonable opportunity to perform the duties of the position, and advising as to whether the employee should be given regular status, should have the probationary or training period extended, or should be terminated.

SECTION 7.3

REJECTION OF PROBATIONARY PERIOD EMPLOYEE

During the probationary period, an employee may be terminated for any reason. Written notification of termination shall be forwarded to the employee, and a copy of the notification shall be placed in the employee's personnel file.

SECTION 7.4

REJECTION OF TRAINING PERIOD EMPLOYEE

During the training period, an employee may be terminated if unable to satisfactorily perform the job. The City does not guarantee the return of the employee to the previous position.

ARTICLE 8 - ATTENDANCE AND LEAVE

SECTION 8.1 EARNED LEAVE

All regular full-time and regular part-time employees shall be entitled to leave with pay in accordance with Section 8.1.C. Probationary employee with less than six (6) months service from the date of hire may not take vacation leave; however, leave credits for the time so served shall be granted each probationary employee who receives a regular full-time or regular part-time appointment. The City Manager may establish a longer probationary period for specified classes of employees.

SECTION 8.1.A VACATION LEAVE ACCRUAL

Eligible employees shall accrue credits at the following rates:

Years of Service	Non-Exempt/ Hourly Full-Time	Exempt/Salaried Full-Time	Regular Part-Time	7K Exemption
0-5	80 Hours	120 Hours	Pro-rated	150 Hours
5-10	120 Hours	120 Hours	Pro-rated	186 Hours
10-15	144 Hours	144 Hours	Pro-rated	216 Hours
15 & up	160 Hours	160 Hours	Pro-rated	240 Hours

All vacation accruals are limited by Section 8.1.D.

SECTION 8.1.A.1 VACATION LEAVE ACCRUAL FOR FULL TIME WORKING LESS THAN 40 HOURS

Regular full time non-exempt employees, who work less than 40 hours per week, excluding any paid leave taken, will accrue vacation on a pro-rated basis.

SECTION 8.1.B PURPOSE AND USE OF VACATION LEAVE

Employees are encouraged to take five (5) days of vacation leave at a time. Employees working a 4/10 work week schedule are encouraged to take four (4) days of vacation at a time. Upon approval of the City Manager, vacation time may be sold back in 40 hour blocks, not to exceed fifty percent (50%) of the leave balance. 7k exempt employees must refer to Fire Department Policy on use of vacation leave.

SECTION 8.1.C SCHEDULING OF LEAVE

Employees should request vacation leave in writing as soon as reasonably possible indicating the number of vacation hours requested. Time during which an employee may take vacation leave shall be determined by the department head with due regard for the wishes of the employee and the needs of the department.

SECTION 8.1.D ACCRUAL OF VACATION LEAVE

Employees may accrue more than 240 hours of vacation leave. However, any accumulated vacation time in excess of 240 hours must be utilized before the end of the calendar year or the time will be forfeited.

SECTION 8.1.E HOLIDAYS AND LEAVE

In the event one or more municipal holidays fall within a leave period, such holiday shall not be charged as leave; but instead credited in accordance with section 8.11. If an employee is out on unpaid leave, including FMLA leave or Worker's Compensation leave, holidays will not be paid.

SECTION 8.1.F VACATION LEAVE PAYMENT UPON TERMINATION

Employees who have satisfactorily completed probation and who terminate

employment shall be paid for all vacation leave earned.

SECTION 8.2

SICK LEAVE

Accrued sick leave with pay shall be granted to all employees. Sick leave shall not be considered as a right which an employee may use at his/her discretion, but shall be allowed only in case of necessity. Employees capable of performing light duty shall so advise their department head who may make these arrangements. Unnecessary or unapproved use of sick leave shall be cause for disciplinary action. When an employee is sick while on vacation, the day may be changed to a sick day if a physician's certificate is provided. Sick leave may be used for the same purposes as allowed by FMLA leave. Sick leave is not accrued while on unpaid leave, including FMLA and Worker's Compensation.

SECTION 8.2.A

COMPENSATION WHILE ABSENT ON SICK LEAVE

In order to receive compensation while absent on sick leave, the employee shall notify his/her immediate supervisor, the City Manager or designee prior to or within ½ hour of the time set for beginning his/her daily duties or as set by Department rules and regulations. Every effort shall be made to contact the immediate supervisor prior to contacting the City Manager or designee. The employee may be required to file a physician's certificate or a personal affidavit with the City Manager stating the cause of absence. After three (3) consecutive days a supervisor may require a physician's certificate upon returning to work, but after five (5) consecutive days, a certificate is mandatory.

SECTION 8.2.B

SICK LEAVE ACCRUAL RATES

Eligible employees shall accrue sick leave at the following rates

Persons scheduled to work full-time (2080 hours per year):	96 hours (12 days per year)
Regular full-time employees will accrue sick leave at the following rate:	3.7 hours per every bi-weekly payroll period of 80 hours
Persons scheduled to work less than full-time will accrue sick leave using the following formula:	$3.7 \div 80$ (hours) x average bi-weekly hours
Persons scheduled to work under the 7k exemption plan:	180 hours (7.5 twenty-four hour shifts)
7k exemption employees will accrue sick leave at the following rate:	6.93 hours per every bi-weekly payroll period

SECTION 8.2.C

ACCUMULATED SICK LEAVE

Employees may not accrue more than 960 hours of sick leave except for the purposes of payment as follows. Once the maximum limit of 960 hours has been accumulated, an employee hired before July 1, 2017, may elect to be paid for the excess of 960 sick hours at a rate of 75% their base pay. or purchase service time from ASRS/PSPRS (if eligible) at a rate of 75% their base pay. Upon separation from City employment, an employee may be eligible to be paid at full face value for accrued sick leave if (1) the employee has been employed by any department with the City for ten continuous years and (2) the employee applies for and elects to receive ASRS/PSPRS benefits immediately upon separation from City service.

Employees hired on or after July 1, 2017, upon separation from City employment, shall be eligible for accrued sick leave over 560 hours, up to 400 hours, if (1) the employee has been employed by any department with the City for ten continuous years and (2) the employee applies for and elects to receive ASRS benefits

immediately upon separation from City service. No payment will be made for the first 560 hours of accumulation or beyond 400 additional hours. Termination of the employee will forfeit payment of all sick leave.

SECTION 8.2.D

WORKERS' COMPENSATION

The City of Page carries Worker's Compensation Insurance. Potential benefits provided include payments of medical expenses and compensation for time lost if the injury or illness is work related. All work related injuries or illnesses must be reported immediately so as not to delay coverage. Treatment of worker's compensation injuries or illnesses must be administered by the City's occupational health care provider unless the injury occurs at night or when the offices of the occupational health care provider are closed. In those instances the employee may report to the local hospital emergency room. Employees must tell the treating physician that they are there due to a work related injury or illness.

All decisions regarding the acceptance of a worker's compensation claim are made by the insurance carrier. If the claim should be denied, the employee or the employee's regular insurance will be responsible for all costs associated with the treatment of the injury or illness.

Lost time is counted in calendar days. Worker's Compensation does not pay an employee for any time lost of less than seven (7) calendar days. If the employee is unable to work for fourteen (14) calendar days on an accepted claim, payment is issued back to the first day of disability (not including the day of the injury or illness).

Worker's Compensation pays two-thirds (2/3) of the employee's average monthly salary which cannot exceed the maximum wage as set by the legislature. Contact the Human Resources office for the most current information.

For payroll purposes, when an employee is off work due to a work related injury or illness, the time sheet will need to reflect those missed shifts as worker's compensation along with sick leave. The employee will receive his/her regular pay for the first seven (7) calendar days of the absence with regular accruals of sick and vacation. Should the employee receive remuneration from Worker's Compensation Insurance for any days that were also paid by the City, the employee will be required to reimburse the City so that a double payment does not occur.

Starting with the eighth (8th) calendar day of worker's compensation leave, the employee has two options. First, the employee may endorse the worker's compensation wage replacement check and turn it in to the City. In exchange for endorsing the check to the City, based on individual leave balances, the employee will continue to receive bi-weekly checks from the City but leave balances will be charged at one-third (1/3) of the regular pay period amount. Leave used will be charged first to sick leave accruals, then vacation, then personal days, and lastly, to Compensatory Time.

Authorized payroll deductions will continue to be made by the City until such time that all leave balances and comp time is depleted. When the City is no longer issuing checks to the injured or ill employee the employee will be responsible for paying all authorized deductions. Benefits may be cancelled if payment for employee contributions are not received during the month the payment is due. Arizona State Retirement System and Public Safety Personnel Retirement System contributions will also cease if the injured or ill employee is no longer receiving checks from the City.

As the second option, the injured employee may retain the worker's compensation benefit check. In this situation, the City will classify the employee as on worker's compensation leave only, no check is issued by the City, and no leave accrual balances or Comp Time will be reduced. As in the paragraph above, the employee will be responsible for all authorized deductions and contributions will not be made to the Arizona State Retirement System or the Public Safety Personnel Retirement System.

It is the policy of the City to return injured employees to work as soon as possible, unless protected by Family Medical Leave. See Section 8.2.F regarding Light Duty. The employee is required to keep in contact with his/her supervisor, who, in turn, must notify Human Resources of any developments regarding the employee's recovery.

SECTION 8.2.E

NECESSARY MEDICAL TREATMENT FOR FAMILY MEMBERS

Sick leave may also be used for necessary medical treatment for family members as defined by ARS 23-371. The City of Page may require verification of sick leave used under this Section in accordance with Section 8.2.A.

SECTION 8.2.F

LIGHT DUTY

Employees who are found by their physicians to be able to perform light duty may be assigned to such duty in their own department or in another City department with the City Manager's approval. The City Manager or designee may work with the employee's physician to resolve any conflicts. Every attempt may be made to return the employee to duty as soon as possible.

SECTION 8.2.G

DIRECT GRANTS OF SICK LEAVE

1. ELIGIBILITY TO MAKE DIRECT GRANT

- a. To be eligible to make a direct grant of sick leave, an employee must have a minimum balance of one hundred and sixty (160) hours of sick leave remaining following the contribution.
- b. An employee may directly grant no more than a maximum of three hundred and twenty (320) hours of sick leave in any continuous 12-month period to any individual employee.
- c. An eligible employee may make a direct grant of sick leave to an employee of any City Department who is eligible to receive a grant.
- d. Direct grants of sick leave shall be made on an hour for hour basis.

2. ELIGIBILITY TO RECEIVE A DIRECT GRANT

- a. To be eligible to receive a direct grant of sick leave, a City employee must have met the six (6) month qualifying period to take sick leave.
- b. The employee must suffer an extensive illness or accident (i.e., illness, injury, disability or quarantine which incapacitates the employee) which results in an absence from work of no less than ten (10) consecutive working days.
- c. The employee must exhaust all personally accrued sick leave, annual leave, and other accrued paid leave and compensatory time. Agreeing to receive a direct grant of sick leave constitutes an agreement to exhaust all accrued annual leave in order to become eligible to receive additional sick leave.
- d. Approval to receive a direct grant of sick leave from the City Manager may be requested by the employee or the employee's Department Head. The request is first forwarded to the Human Resources department that will verify eligibility for the grant.
- e. The employee may be required to provide to the Human

Resources department a physician's certification of extensive illness or accident.

- f. Grants will be used in order of receipt. When the employee returns to work, donations cease. Unused donations will be returned to the donor.

3. OTHER INFORMATION RELATING TO DIRECT GRANTS OF SICK LEAVE

- a. An employee may receive a maximum of 320 hours of sick leave in any continuous 12-month period in direct grants. Leave grants to part-time employees shall be pro-rated.
- b. The 12-month period is calculated from the first day the employee takes sick leave from a direct grant of sick leave.
- c. The City Manager may approve a combination of paid sick leave and leave of absence without pay in a work week.
- d. If an employee is incapacitated and unable to apply for a leave of absence and a direct grant of sick leave, another person may do so for the employee.
- e. An employee may at the City Manager's discretion receive a direct grant of sick leave to provide necessary care of or attendance to an immediate family member. The employee must meet all other eligibility requirements.

4. PROHIBITED USES OF DIRECT GRANTS

An employee shall not receive direct grants of sick leave:

- a. If the employee is eligible for Workers' Compensation benefits;
- b. If the employee is no longer employed by the City; or
- c. While the employee is on leave of absence without pay for a reason other than extensive illness or accident.

SECTION 8.3

FAMILY LEAVE

The City of Page complies with the Family Medical Leave Act (FMLA) which provides job protection and continuation of medical benefits if a qualified employee needs time off for his/her own or a family member's serious medical condition, childbirth, or adoption. For the use of FMLA a family member is defined as the employee's spouse, son or daughter, or parent. Only those full-time regular and part-time regular employees who have worked for the City for at least twelve (12) months prior to requesting the leave and who have worked at least 1,250 hours during the previous twelve (12) months are covered. The twelve (12) weeks of unpaid leave that FMLA allows is measured forward from the date an employee's FMLA leave begins. In all cases where FMLA leave is taken, the employee must use any accrued vacation or sick leave during any FMLA leave prior to the leave being unpaid. FMLA leave runs concurrently with all other leave including sick leave, vacation leave, short term disability, and leave pursuant to workers' compensation. All FMLA leave will be unpaid but employees will receive pay for the duration of available paid leave such as vacation or sick leave. The combination of accrued paid leave and unpaid leave will not exceed twelve (12) weeks of FMLA protection per year. In addition, an employee who is a spouse, son, daughter, parent or next of kin may take up to 26 weeks of leave to care for a member of veteran of the Armed Forces if eligible.. For specific information, contact the Human Resources Office.

The employee is required to provide thirty (30) days advance notice to the supervisor when the leave is foreseeable. When leave is needed to care for a family member or for the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment in order to minimize disruptions of the City's operations. Failure to provide notice for foreseeable leave may result in the delay of the beginning of FMLA leave until at least thirty (30) days

after the employee gives notice to the employer of the need for FMLA leave. If the need for the leave is unforeseeable, the employee must give notice as soon as practical under the circumstances. The City may require that the employee provide certification at the employee's cost prior to determining whether an absence qualifies for FMLA leave.

If the employee is covered under the City's group medical insurance plan, the City will maintain the employee's health coverage during the FMLA leave period under the same conditions as if the employee had continued actively working. However, the employee must continue to pay any share of the premium for that coverage which they would normally pay. If the employee is taking accrued sick or vacation leave before taking FMLA leave, any applicable premium will be deducted from the employee's normal paycheck. If the employee is taking FMLA leave, payment for the employee's share of the premiums must be received at the Finance office no later than the final day of each pay period. Failure to pay the premium within thirty (30) days of being due while on FMLA leave may result in the cancellation of insurance coverage after written notice.

Employees taking FMLA leave will be guaranteed the same or equivalent position after returning from leave. However, key employees may be exempt from FMLA reinstatement protection. As a condition of restoring an employee whose FMLA leave was due to the employee's own serious health condition that made the employee unable to perform the employee's job, the employee shall obtain and present certification from the employee's health care provider that the employee is able to resume work. The employee has the same obligations to participate and cooperate in the fitness-for-duty certification process as in the initial certification process and is responsible for any associated costs.

Employees will not accrue vacation or other benefits while on unpaid FMLA leave. Additionally, employees will not be paid for holidays that occur during the unpaid leave. However, the leave period will be treated as continuous service (i.e., no break-in-service) for purposes of vesting and other benefits.

SECTION 8.4

BEREAVEMENT LEAVE

Paid leave will be granted in the event of the death of a member of the regular full-time, or regular part-time employee's immediate family. Immediate family shall consist of the employee's spouse or the children, parents, brothers, sisters or grandparents, or grandchildren of either the employee or the employee's spouse. Five (5) days, FOUR (4) if working a 4/10 work week schedule or two (2) shifts for 7k exempt employees of bereavement leave will be granted automatically.

SECTION 8.5

PERSONAL HOURS

Twenty-four (24) personal hours or one (1) shift for 7k exempt employees per calendar year are granted each January 1st to regular full-time employees. Depending on the start date of the employee, personal hours may be pro-rated the first year of employment. Personal hours will not accumulate from year to year.

Use of personal hours shall be scheduled with department head or supervisor approval prior to using the leave. Employees are not compensated for unused personal hours upon resignation or termination.

SECTION 8.6

MILITARY LEAVE

Military leave shall be granted in accordance with the provisions of state and federal law. Employees entitled to military leave shall give their supervisors an opportunity, within the limits of military regulations, to determine when such leave shall be taken.

SECTION 8.7

LEAVE OF ABSENCE WITHOUT PAY

Department heads may grant a regular or probationary employee leave of absence without pay for not more than five (5), four (4) if working a 4/10 work week schedule, consecutive working days. Such leave shall be reported in writing to the City Manager prior to the beginning of the leave or as soon as practicable. Employees may appeal denial of this privilege to the City Manager.

The City Manager may grant a regular or probationary employee a leave of absence without pay for more than five (5), four (4) if working a 4/10 work week schedule, consecutive days without change in seniority. Such leave shall be granted only upon written request of the employee, setting forth the reasons for the request. Upon expiration of the authorized leave of absence the employee shall be reinstated in their previous position or as comparable a position that is available at the time of the employee's return to work. Failure on the part of an employee to return to work at the expiration of the authorized leave of absence shall be cause for termination. Leave of absence granted under this section shall not be for purposes permitted under Section 8.3. Employees are responsible for the cost of their authorized deductions if they are on leave without pay during any full pay period. Contributions to existing retirement plans will not be made during an unpaid leave, nor will vacation or sick leave accrue.

SECTION 8.8

JURY / WITNESS LEAVE

Every employee who is required to serve as a trial juror or factual (not an expert) witness based on a legal summons shall be entitled to absent himself/herself from his/her duties with the City during the period of such service or while necessarily being present in court as a result of such call. Under such circumstances, the employee will be paid the difference between his/her normal compensation and any court payment received by him/her, except per diem and additional child care fees incurred directly due to jury duty.

SECTION 8.9

OUTSIDE EMPLOYMENT

Employees must notify their immediate supervisor who will notify the department head of any outside employment. Generally, as long as the other job does not interfere with the work performance of the employee's duties with the City and there is no conflict of interest, there should be no objection to outside employment. An employee shall not engage in any concurrent outside employment, including self-employment, where such employment would constitute a conflict of interest or would adversely affect the employee's performance in the City service. If, at any time, the employee is working a second job while receiving Workers' Compensation benefits from the City, the employee must notify the Human Resources Office immediately. Failure to do so is fraudulent, and disciplinary action up to and including termination will be taken.

SECTION 8.10

ATTENDANCE

Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays and leaves as adopted by the City and their respective departments. Absence from work, other than illness, shall be scheduled in advance. All departments shall keep daily attendance records of employees which shall be reported to the City Manager or designee in the form and on dates specified. Failure on the part of an employee to report absences prior to the start of their shift may be grounds for discipline. Two days of a no-show, no-call, or one (1) 24 hour shift for 7k exempt employees, shall be considered a voluntary quit without notice.

SECTION 8.10.A

WORK SCHEDULES

The City Manager shall have the ability to alter hours and work schedules of the departments and/or individuals to meet the needs of the City. Department heads will have the ability to alter hours and work schedules to meet the needs of the department. In the event specific employees need to work hours different from

those normally observed by the department, those employees are subject to mutual agreement between employee and department as set forth in writing. Said employee can work in excess of eight (8) hours, ten (10) hours if working a 4/10 work week schedule, in a twenty-four (24) hour period without accruing overtime.

SECTION 8.10.B

HOURS OF WORK

The payroll work week shall begin at 12:00 A.M. on Saturday and end on Friday at midnight. The City Manager may implement and assign a 4/10 work week schedule to designated departments and/or individual employees. The regular work day for other than 7k exempt employees shall not normally exceed eight (8), ten (10) if working a 4/10 work week schedule, hours. See Section 8.10.A. The regular work week for other than 7k exempt employees shall not exceed forty (40) hours. Working hours will be determined by the needs of the City. All departments shall maintain regular hours of work. Periodic temporary changes in working hours may be made within a department as needed. Permanent changes in working hours shall be presented to the City Manager for approval.

SECTION 8.11

HOLIDAYS

Each regularly scheduled and floating holiday shall be eight (8) credit hours. The holidays observed by the City of Page are:

- New Year's Day
- Martin Luther King, Jr., Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

Employees desiring to observe religious holidays not coinciding with the above holidays may be given time off without pay or may be authorized to use accrued vacation leave or personal leave for this purpose.

The following rules shall apply to the computation of holiday hours for a 4/10 work week schedule:

1. Employees shall receive eight (8) hours of holiday credit if the regularly scheduled holiday coincides on the scheduled non-work day.
2. Employees shall be required to consume ten (10) hours of holiday credit if the regularly scheduled holiday coincides on a normally scheduled work day.
3. During the calendar year, employees shall be required to use personal hours to eliminate any deficit of regular scheduled holiday credit hours during that calendar year.
4. Prior to the beginning of any calendar year where a 4/10 work week is scheduled, the City Manager shall pre-schedule any surplus holidays in the event that calendar year renders surplus holiday credit hours or remove and assign personal hours for all employees in the calendar year rendering a deficit of holiday credit hours in accordance with the criteria herein identified.

SECTION 8.11.A

HOLIDAYS AND WEEKENDS

When any of the holidays observed falls on a Sunday, the following Monday shall be observed as a holiday. When any of the holidays observed falls on a Saturday, the prior workday shall be observed as the holiday.

SECTION 8.11.B

HOLIDAYS OFF

Temporary, seasonal, regular part-time employees, assistant magistrates and reserve and full-time Fire Department employees are not paid holidays unless actually worked.

SECTION 8.11.C

HOLIDAYS WORKED

When the holiday falls on a regularly scheduled work day and the employee DOES WORK, he/she will receive double time for actual hours worked. 7k exempt employees will receive time and one-half for actual hours worked on a holiday. Reserve Fire Department employees will receive double time for actual hours worked or on-call time.

SECTION 8.11.D

ELECTIONS

Employees will be granted up to thirty (30) minutes during the work day for the purpose of voting in city, state, and federal elections.

ARTICLE 9 - PAY ADJUSTMENTS

SECTION 9.1

APPLICATION OF RATES

Employees shall be paid a wage established for that position under the Pay Plan.

SECTION 9.2

ADVANCEMENT

No salary advancement shall be made so as to exceed any maximum rate established in the Pay Plan for the pay range to which the advanced employee's position is allocated. Advancements shall not be automatic, instead they shall depend upon increased service value of an employee to the City as exemplified by recommendations from his/her supervisor, length of service, performance record, special training undertaken, or other pertinent evidence, relating to the advancement policy established by Article 4. All employees shall be evaluated prior to pay increases. Pay raises will be withheld when the employee's work is not satisfactory. An appointment rate shall be established by the City Manager, Human Resources Department, and department head based on the employee's experience, training, and qualifications. Said appointment rate shall not exceed mid-range for the position without permission of the City Manager.

SECTION 9.3

RECORDING RATES OF PAY

The City Manager or designee shall cause to be entered into the employee's personnel records all changes in the employee's rate of compensation.

SECTION 9.4

BELOW MINIMUM OF THE PAY RANGE

No employee shall be paid below the minimum of the pay grade in which his/her position is assigned.

ARTICLE 10 - TRANSFER, DEMOTION, SUSPENSION AND REINSTATEMENT

SECTION 10.1

TRANSFER

Employees may be voluntarily or involuntarily transferred from one position to another at the sole discretion of the City Manager. Transfer of an employee from one job to another which requires a pre-employment physical will require a medical examination. Employees will be placed in a training period for a minimum of six (6) months as specified by Article 7.

SECTION 10.2

DEMOTION

Employees may be voluntarily or involuntarily demoted from one position to another position in a lower pay grade. Employees who have been demoted may be subject to a training period as defined in Article 7.

SECTION 10.3

SUSPENSION WITHOUT PAY

Only the City Manager may suspend an employee without pay for disciplinary purposes. Health benefits shall be maintained by the City during the suspension period. Leave accruals and retirement contributions will only be made for hours worked during the pay period. The suspended employee is responsible for covering authorized deductions if necessary.

SECTION 10.3.A

REASSIGNMENT

Job responsibilities may be voluntarily or involuntarily reassigned to an employee when those changes are dictated by organizational needs or budgetary constraints. Increases or decreases in pay may result and are at the sole discretion of the City Manager.

SECTION 10.4

SUSPENSION WITH PAY

Department heads may suspend an employee with pay for a three (3) day working period for the purpose of conducting an investigation of an allegation or incident. The City Manager may authorize a longer period where necessary. All such suspensions shall be reported in writing immediately to the City Manager, Human Resources Department, and City Attorney. Employees suspended with pay are considered to be on-call and must be available for work during their regularly scheduled work day.

SECTION 10.7

REINSTATEMENT

Former employees with less than thirty (30) days break in service may be reinstated, at the request of the department head and upon approval of the City Manager, without loss of accrued sick leave minus any sick leave paid out at the time of separation.

ARTICLE 11 - DISCIPLINE

- SECTION 11.1** Every employee is expected to exhibit acceptable conduct, satisfactory performance of duties, and adherence to safe and secure work practices. Failure to meet such standards of conduct and work performance for any of the following listed reasons, such reasons not to be considered all-inclusive, are sufficient grounds for disciplinary action, up to and including termination.
- SECTION 11.1.A** Falsification of any information required by or presented to the City.
- SECTION 11.1.B** Absenteeism, such that the efficiency or effectiveness of the department is impeded.
- SECTION 11.1.C** Tardiness.
- SECTION 11.1.D** Incompetence or inefficiency in the performance of work.
- SECTION 11.1.E** Refusing to obey a reasonable order.
- SECTION 11.A.F** A criminal conviction.
- SECTION 11.1.G** Misappropriation, destruction, theft, or unauthorized use of municipal property or other fraudulent conduct.
- SECTION 11.1.H** Prohibited political activities, under Section 2.8
- SECTION 11.1.I** Favoritism toward customers and vendors.
- SECTION 11.1.J** Use, under the influence of, impaired by, possession, sale, or transfer of alcohol and/or illegal drugs while on duty, on-call, while working, while on City of Page property in the scope of employment, or while operating City of Page equipment, machinery, or vehicles as found in the City of Page Drug Free Workplace Policy.
- SECTION 11.1.K** Discrimination or harassment by an employee in the scope of his/her employment on the basis of age, race, color, sex, national origin, marital status, disability, political or religious affiliations or any other legally protected class.
- SECTION 11.1.L** Neglect or carelessness while using or operating City of Page property or equipment.
- SECTION 11.1.M** Abusiveness in attitude, language, conduct, or threatening behavior toward fellow employees or to the public.
- SECTION 11.1.N** Acceptance of gratuities, kickbacks, or bribes for personal gain.
- SECTION 11.1.O** Violation of department rules or regulations.
- SECTION 11.1.P** Unauthorized possession of a firearm or other dangerous weapon while on duty or on the work premises.
- SECTION 11.1.Q** Refusal to submit to scientific tests to determine the presence and/or amount of alcohol, drugs, or other intoxicants in the body when such test has been authorized by an administrative policy and requested by the department head, Human Resources Department, or Risk Manager.
- SECTION 11.1.R** Failure to obtain or maintain a license, registration, certification, or any other credential required as a condition of employment.

- SECTION 11.1.S** Performance of an unsafe act affecting the employee, other employees, or the public in the performance of their duties and responsibilities.
- SECTION 11.1.T** Failure to observe published safety regulations.
- SECTION 11.1.U** Violation of any Federal, State, or County statutes and regulations with which the City must comply and enforce based on law, contract, or regulation.
- SECTION 11.1.V** Insubordination.
- SECTION 11.1.W** Conflict of interest.
- SECTION 11.1.X** Disruptive conduct.
- SECTION 11.1.Y** Release of confidential information.
- SECTION 11.1.Z** Failure to attend mandatory training.
- SECTION 11.1.AA** Failure to notify the City of any changes affecting the maintenance of a license, registration, certification, or any other credential required as a condition of employment.
- SECTION 11.1.BB** Use of the City's name or authorization for personal gain.
- SECTION 11.1.CC** Misappropriation, destruction, theft, or unauthorized use of City cash, accounts, or credit cards or other fraudulent conduct.
- SECTION 11.1.DD** Failure to respond and report incidents, accidents, hazards, complaints, or conditions that have potential liability for the City to the Risk Manager.

ARTICLE 12 - SEPARATION FROM EMPLOYMENT

SECTION 12.1

TERMINATION

The City Manager may terminate any employee at any time. Employment with the City is "at will." This means that any term and/or condition of employment may be changed with or without cause and with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work.

While other personnel policies, procedures, and benefits of the City may change from time to time at the City's discretion, this at-will employment relationship can only be changed by an express written employment contract or otherwise as required by law. This manual is intended for informational purposes only, and in no circumstance is meant to modify, change or otherwise abrogate any employee's at-will employment status.

Any and all disciplinary actions, including suspensions and/or reprimands are solely at the discretion of the City and do not constitute any form of precedent or disciplinary system that can be expected or relied upon in lieu of termination.

SECTION 12.2

LAYOFF

The City Manager may lay off an employee because of position elimination, restructuring of the organization or shortage of work or funds.

SECTION 12.3

RESIGNATION

An employee wishing to leave the City of Page in good standing shall file with the City Manager through the department head a written resignation stating the effective date and reasons for leaving at least two (2) weeks before leaving the service unless such time limit is waived by the City Manager. Failure to give notice as required by this Article shall be cause for denying future employment by the City unless waived by the City Manager.

ARTICLE 13 - GRIEVANCE PROCEDURES

SECTION 13.1

GRIEVANCE DEFINITION

A grievance is a claim by an employee that there has been a specific violation, misapplication, or misinterpretation of the terms of this Personnel Rules Manual.

SECTION 13.2

RESOLUTION ON AN INFORMAL BASIS

Every effort will be made to resolve a grievance on an informal basis prior to initiation of the formal procedures set forth below.

SECTION 13.3

FAILURE TO ISSUE DECISION

Failure by the employer to issue a decision within the time periods provided herein shall constitute a denial of the grievance, and the employee may appeal it to the next level.

SECTION 13.4

EXTENSION OF TIME LIMITS

Time limits as designated in this Article may be extended by written mutual agreement between the parties.

SECTION 13.5

FORMAL GRIEVANCE PROCEDURE

After consideration of the intent expressed above, the following procedure shall be used to ensure that grievances are resolved as quickly as possible.

Step 1. The grievance shall be presented in writing to the employee's immediate supervisor or department head. The grievance shall set forth in as much detail as possible the nature of the grievance, shall describe the circumstances surrounding the matter, and shall specifically address the type and scope of corrective action requested. The grievance shall be submitted within ten (10) working days of the occurrence of the grievance. The immediate supervisor or department head shall respond in writing to the employee within ten (10) working days of receipt of the grievance.

Step 2. If the grievance is not resolved at Step 1, the grievance may be presented in writing to the Human Resources Department within ten (10) working days of the receipt of the Step 1 response. The Human Resources Department shall respond in writing to the employee within ten (10) working days of receipt of the grievance.

Step 3. If the grievance is not resolved at Step 2, the grievance may be presented in writing to the City Manager within ten (10) working days of the receipt of the Step 2 response. The City Manager shall resolve the grievance and shall respond in writing to the employee within thirty (30) days. The decision of the City Manager is final and binding.

SECTION 13.6

ADVERSE ACTIONS

No adverse actions or retaliation shall be taken against an employee for exercising his/her right to file a grievance.

ARTICLE 14 - TRAINING OF EMPLOYEES

SECTION 14.1

CREDIT FOR TRAINING

Participation in and successful completion of special training courses will be considered in making advancements and promotions. Evidence of such activity shall be filed by the employee with the City Manager or designee and the employee's department head. Some training will be mandatory, and failure to attend may result in disciplinary action.

SECTION 14.2

TRAINING REIMBURSEMENT

Repayment for training may be made by the City when the training is related to the employee's job. Such repayment shall be made by prior arrangement with the employee's department head and the City Manager upon satisfactory completion of the training course and all required forms.

If the certification is required by the City, the City will front the cost of the examination and any pre-test course that might be offered. If the certification is denied, further testing costs for that particular certification will be paid by the employee.

Arrangements may be made for the City to pay up-front costs when the college class, degree program, or certification is of benefit to the city.

ARTICLE 15 - EMPLOYEE SAFETY AND SECURITY

SECTION 15.1

DRUG FREE WORKPLACE

The City of Page complies with the Drug Free Workplace Act of 1988. Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, and/or use of unauthorized controlled substances on City premises or worksites, including City vehicles. Employees may not be impaired by alcohol or drugs while on duty. Violation of this policy may result in discipline, up to and including, termination. See the City of Page Employee Drug Free Workplace Policy for more information.

SECTION 15.2

EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Counseling Program may be provided to employees as part of the health benefits. Contact the Human Resources Department for more information.

SECTION 15.3

PERSONAL WORKPLACE SAFETY

The City of Page endeavors to maintain a safe workplace for employees and the public at all times. The display or use of any form of verbal or physical abuse or violence at the workplace or while on any City business is strictly prohibited. Employees are required to report to a supervisor or management any situations or circumstances they feel are unsafe or which may contribute to personal safety problems for themselves or the public. Investigations will be conducted and disciplinary action taken for any instance of potential or actual violence that occur within the work place jurisdiction of the City of Page.

Employees are prohibited from bringing any articles, substances, or devices classified or typically known as weapons or items harmful to persons or property to the workplace. Employees are also prohibited from possessing weapons, articles or substances which may cause harm to persons or property on their person or in a vehicle while on City property or in the conduct of City business. This prohibition does not include items such as pocket knives and/or tools or similar devices. Employees required by their position with the City of Page to possess weapons while on the job, such as certified law enforcement officers, are excluded from this regulation insofar as it concerns the specific weapon they are authorized by their department to possess and use.

SECTION 15.4

HARASSMENT

Harassment is prohibited. Harassment includes but is not limited to unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, or religious groups; or basing personnel decisions on an employee's response to sexually oriented requests. Any employee who experiences conduct of the sort should bring it to the attention of his/her supervisor, department head, or the Human Resources Department. Any employee violating this policy against harassment of employees may be subject to disciplinary action up to and including termination. All supervisors shall take immediate and appropriate action to ensure compliance with the intent of this policy.

SECTION 15.5

INSPECTION OF PROPERTY, EQUIPMENT, AND VEHICLES

All employees on City of Page Property or who are performing services on a City of Page project, and all property, equipment and vehicles on City of Page property or being used in connection with the performance of work on a City of Page project (including without limitation vehicles, containers, desks, and the file cabinets) are subject to unannounced inspections by the City Manager or designee. Employees should not expect that any property or items that they bring to work or that employees use at work are private. If employees do not want any property or items inspected, they should not bring them to work.

Employees who refuse to permit inspections under this Rule or who fail to cooperate with inspections under this Rule will be subject to discipline up to and including termination.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand these Personnel Rules. I realize that the provisions contained herein pertain to me while I am an employee of the City. Additionally, I understand that this manual only represents current policies and benefits and that it does not create a contract of employment. I understand that personnel policies, procedures, and benefits of the City may change from time to time at the City's discretion.

I understand that unless otherwise provided for by law or separate written contract, my employment with the City is "at will." This means that my terms and conditions of employment may be changed with or without cause and with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. I further understand that my status as an "at will" employee may not be changed except in a written contract of employment signed by the City. These personnel policies are not a contract of employment.

I further understand that this manual is intended for informational purposes only, and in no circumstances is meant to modify, change, or otherwise abrogate my intended at-will employment status.

Signature of Employee

Date

Printed Name