

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:

ACTION: Any action taken with reference to appointment, compensation, promotion, transfer, layoff, termination, or other action affecting the status of employment.

ADVANCEMENT: Advancement is moving higher within a salary range as a result of outstanding achievement, completion of applicable training, certifications and goals.

ALLOCATION: The assignment of a single position to its proper range in accordance with the duties performed and the authority and responsibilities exercised.

APPOINTED OFFICERS: Officers or employees appointed by the City Council. Examples of appointed officers are: City Manager, City Attorney, City Clerk and Magistrate.

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.

BONUSES: A pay increase for a fixed amount of time without changing the base pay for that job.

CLASSIFICATION OF EMPLOYEES: Employees shall be classified as regular full-time, regular part-time, temporary, seasonal, appointed, or reserve.

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.

CONFLICT OF INTEREST: A direct or indirect interest that conflicts substantially with an employee's official duties and responsibilities.

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.

DEMOTION: The movement of an employee from one position to another having a lower range of pay.

DESIGNEE: Staff member designated by the City Manager to represent him/her in City matters.

ELIGIBILITY LIST: A list identifying candidates for a particular job description.

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.

EXEMPT: An employee exempt from overtime pay or compensatory time based on the Fair Labor Standards Act.

FAVORITISM: Showing unjustified preferential treatment of some to the neglect of others. The

manifestation of partiality.

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.

HUMAN RESOURCES DIRECTOR/MANAGER: The City Manager or designee who administers the comprehensive personnel program.

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.

ON-CALL: Means being available for City service for a designated period of time outside of regularly scheduled work hours.

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.)

PAY RANGE: The wage schedule upon which each position is placed.

PROBATIONARY EMPLOYEE: Any employee serving a probationary period. See Article 7. A probationary employee cannot file a grievance.

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.

PROMOTION: The movement of an employee from one position to another at a higher pay range on the pay plan.

REASSIGNMENT: When an employee's job responsibilities are changed due to organizational needs or budgetary constraints.

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.

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.

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.

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.

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.

SUPERVISOR: A person who is responsible for directing the work of others.

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.

SUSPENSION WITHOUT PAY: The temporary separation from the service of an employee without pay for disciplinary purposes.

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.

TERMINATION: The termination of an employee from City employment by the City Manager.

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.

TRAINING PERIOD EMPLOYEE: An existing employee serving a trial period when transferred or promoted to a new position.

TRANSFER: The change of an employee from one position to another usually without change in pay.

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.

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

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.

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, while using City funds or resources, or at City 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

- A.** In addition to any restrictions or prohibitions placed upon the employment or relatives by the State of Arizona (e.g. ARS 38-481), 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.
- B.** If, after employment, two employees within a direct chain of command, including peers, supervisor/employee, etc., become relatives or enter a consensual sexual or romantic relationship, the City will attempt to accommodate this newly-created relationship if such accommodation can be done without negatively impacting City operations, or violating the law. Efforts to accommodate the relationship may include, but not be limited to, assigning the employees to work different shifts, assigning different

supervisors to each employee, reassigning the employees so that one does not supervise the other, etc.

1. Employees in the same chain of command who begin or who are contemplating entering into a familial or consensual sexual or romantic relationship with another employee as defined by this policy must immediately notify their supervisor in order for the City to determine if and how such relationship may be accommodated pursuant to this policy. This policy applies to new hires at the time of employment.
2. On a case-by-case basis, the City Manager or designee will determine which, if any, efforts to accommodate a newly-created relationship can be undertaken, and will inform the affected employees of the decision. If the City Manager determines that the City cannot accommodate the new relationship between the employees, then one or more of the employees shall be transferred to a vacant position in a different department or division for which the employee(s) are qualified and able to perform the duties thereof. Compensation will be adjusted accordingly. If there is no immediately vacant position to which either employee may be transferred, then one of the employees, as determined by the City Manager, will be laid-off.

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.

SECTION 2.11

ETHICS

In order to provide quality service to the citizens of the community, the City is entrusted with the responsibility to ensure that employee behavior is a positive and direct reflection of the mission and values of the City. The City upholds, promotes, and demands the highest ethical standards of conduct from all of its employees. All City employees must comply with all laws, regulations, policies, and ethical standards applicable to the employee's position. These include, but are not limited to:

A. CONFLICTS OF INTEREST

A conflict of interest occurs when an employee is no longer able to remain impartial or objective in choosing between the interest of the City and the interest of oneself. Employees must avoid conflicts and the appearance of conflicts of interest, and must immediately tell a supervisor if a situation arises which causes or may cause a conflict, or the appearance of a conflict. See also ARS 38-503.

B. GIFTS AND GRATUITIES

1. It is improper for an employee to accept special treatment or gifts in exchange for the employee's favorable treatment of any individual or organization. Employees should not accept gifts (monetary or otherwise), gratuities or favor from anyone, other than the City, for the performance of acts within the regular course of official duties. Employees should refuse any gifts or favors, which could be interpreted to be offered in order to influence municipal decisions. Compensation for performing one's public duty is limited to salaries and benefits provided by the City. See also ARS 38-505.

2. Examples of gifts that may be accepted include:
 - a. A personal gift from a friend or relative.
 - b. Winning or receiving a promotional gift from a community business, where the opportunity to win or receive the gift is open to the community in general.
 - c. Compensation in the form of admission, food, beverages, transportation, or accommodations received by an employee in their capacity as a City representative and related to City business. However, employees may not accept a meal or refreshments from a vendor, or attend events as a guest of a vendor, who contracts with the City or is looking to contract with the City if the employee is involved in the procurement process for the contract or vendor or administers or manages the contract, vendor, good, or service.
 - d. Compensation in the form of admission, food, or beverages received by an employee while attending a community event.

C. CONFIDENTIALITY

Employees are never to use or disclose any confidential information acquired in the performance of governmental duties as a means for personal/professional gain, or for any other reason unless allowed by law or required as a function of the employee's job.

D. USING CITY PROPERTY FOR PERSONAL GAIN

Employees should not use City facilities, equipment, work materials, vehicles, personnel, or supplies for private purposes, except to the extent they are lawfully available to the public. Employees who use these items for a personal purpose may be subject to discipline up to and including dismissal. The use of City goods for a private use or purpose is not a "fringe benefit;" it is stealing. See A.R.S. § 13-1802. An employee found to have stolen City supplies, work materials, vehicles, equipment, or any other property may be subject to criminal prosecution and civil sanctions, in addition to discipline up to and including dismissal.

E. UNLAWFUL ACTIVITY

Activities in violation of the law constitutes an unacceptable level of behavior. Employees are not to engage in any unlawful activities. Any illegal activities in engaged in by an employee while on or off-duty will be examined on a case-by-case basis and may result in termination of employment.

F. OUTSIDE EMPLOYMENT

An employee's participation in another job (including self-employment) with the authorization of the City is allowed, provided that there is no conflict of interest and the job does not interfere with the time and attention the employee must devote to his/her City job. Employees must notify their immediate supervisor who will notify the department head of any outside employment. Use of City equipment or use of proprietary information for outside employment is prohibited. 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.

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:

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.

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:

- 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.
- 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.

- 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.

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.

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

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.

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

COMPENSABLE TIME

A. The City follows all applicable laws and regulations, including the Fair Labor Standards Act when determining compensable time for employees.

SECTION 4.8

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 4.9

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 4.10

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 4.11

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

(See Article 17). Violation of this policy shall be grounds for disciplinary action up to and including termination.

SECTION 4.12

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 six (6) consecutive months.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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: $3.7 \div 80 \text{ (hours)} \times \text{average bi-weekly hours}$

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

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.

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.

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.

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.

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 prorated.
- 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

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.

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.

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 8.10

HOLIDAYS

Employees eligible to be paid for scheduled holidays shall be paid for eight (8) 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 employees that work other than eight-hour days:

1. Employees may use personal time to eliminate a deficit between the paid eight (8) hours and the scheduled work shift.

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 (or Friday for employees who work M-TH), the prior workday shall be observed as the holiday.

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.

C. HOLIDAYS WORKED

When an employee works on a holiday identified in Section 8.10, 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. If an employee works a partial day on a holiday, the employee will be paid double time for the actual hours worked and regular pay for the difference between the hours actually worked and eight (8) hours.

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.

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.

- A. Falsification of any information required by or presented to the City.
- B. Absenteeism, such that the efficiency or effectiveness of the department is impeded.
- C. Tardiness.
- D. Incompetence or inefficiency in the performance of work.
- E. Refusing to obey a reasonable order.
- F. A criminal conviction.
- G. Misappropriation, destruction, theft, or unauthorized use of municipal property or other fraudulent conduct.
- H. Prohibited political activities, under Section 2.8
- I. Favoritism toward customers and vendors.
- 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.
- 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.
- L. Neglect or carelessness while using or operating City of Page property or equipment.
- M. Abusiveness in attitude, language, conduct, or threatening behavior toward fellow employees or to the public.
- N. Acceptance of gratuities, kickbacks, or bribes for personal gain.
- O. Violation of department rules or regulations.
- P. Unauthorized possession of a firearm or other dangerous weapon while on duty or on the work premises.
- 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.
- R. Failure to obtain or maintain a license, registration, certification, or any other credential required as a condition of employment.

- S.** Performance of an unsafe act affecting the employee, other employees, or the public in the performance of their duties and responsibilities.
- T.** Failure to observe published safety regulations.
- 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.
- V.** Insubordination.
- W.** Conflict of interest.
- X.** Disruptive conduct.
- Y.** Release of confidential information.
- Z.** Failure to attend mandatory training.
- 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.
- BB.** Use of the City's name or authorization for personal gain.
- CC.** Misappropriation, destruction, theft, or unauthorized use of City cash, accounts, or credit cards or other fraudulent conduct.
- 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.

A. TESTING

The City is committed to maintaining a drug and alcohol-free workplace in order to provide a safe work environment for employees and safe service delivery to the public. In order to achieve this goal, the City has established a program designed to prevent and detect the misuse and abuse of alcohol and drugs in the workplace. This policy applies to all employees in all departments of the City. Positions regulated by federal or state law (such as CDL drivers) are subject to all applicable federal and state regulations.

The City tests for the following substances during pre-employment, reasonable suspicion, follow-up, return to duty, post-accident and/or random tests (Exception: In accordance with federally-mandated DOT regulations for CDL employees, only the first 5 substances listed below will be tested under a CDL-specific test):

- Cannabinoids/THC (Marijuana)
- Methamphetamines
- Cocaine
- Barbiturates
- Opiates
- Benzodiazepines
- Phencyclidine (PCP)
- Propoxyphene
- Amphetamines
- Methadone

When an alcohol test is administered during a random, reasonable suspicion, post-accident, or follow-up test, an alcohol concentration level of 0.02 or higher will be considered positive. The City reserves the right to test for substances other than those listed above.

All testing will be completed by a licensed professional vendor who will collect and analyze samples using an established protocol and scientific method that conforms with the requirements of A.R.S. § 23-493.03. Results of the test will be in accordance with generally prescribed thresholds adopted by the licensed professional collection/testing facilities. Refusal to test shall be grounds for denial of employment or for City employees, grounds for disciplinary action up to and including termination. Any positive test shall be grounds for denial of employment or for City employees, grounds for disciplinary action up to and including termination.

Tested employees shall have the right, on request, to obtain the written test results. Prior to taking final disciplinary action, the City will, at the employee's or applicant's request, give the person an opportunity to explain, in a confidential setting, a positive test result. An employee's or applicant's failure to adequately explain the test result will constitute a

violation of this policy.

The communications the City receives through this testing program that are relevant to test results are confidential and may not be disclosed except to the employees who have a legitimate business reason for knowing the information, the tested individual, or as otherwise authorized in applicable Arizona Revised Statutes. The City shall comply with the provisions of the Arizona Medical Marijuana Act.

1. Types of Testing

- a. Pre-Employment. After a contingent employment offer is made (contingent on the employee testing negative on a drug screen and successfully passing a background verification), but before the candidate begins employment, a limited panel drug screen must be conducted and results received by the Human Resources Department. Applicants who: test positive, refuse to take the test, adulterate, or substitute a specimen provided for testing will have the offer of employment withdrawn.
- b. Reasonable Suspicion. The City as an employer, has an obligation to take steps to ensure the safety of its employees and the general public. Reasonable suspicion drug and alcohol testing may be conducted when one, or more supervisors, when feasible, have observed and documented conduct and/or behaviors that may signal impairment of an employee in the workplace. Reasonable suspicion drug and alcohol testing may be conducted when the City receives information regarding an employee and his/her use of an illegal substance, misuse of prescription medications, and/or the consumption of alcohol during work hours.
- c. Post-Accident. Employees who are in positions that require a CDL are federally mandated to complete drug and alcohol testing when involved in a vehicular accident and: 1. there is a death, or 2. if a citation is issued to the employee under state or local law for a moving traffic violation arising from a work-related motor vehicle accident and when any vehicle requires towing from the accident scene or any involved person requires treatment away from the accident scene.
- d. Follow-Up. Any employee who self-reports alcohol or drug use must test negative for alcohol/drugs and be evaluated and released to duty by the Substance Abuse Professional (SAP) before returning to work. The City will pay for the cost of the test. Once allowed to return to duty, as recommended by the SAP, an employee will be subject to unannounced follow-up alcohol/drug testing for at least 12 but no more than 60 months. The frequency and duration of the follow-up testing will be determined by the SAP.
- e. Return to Duty- Individuals in Safety Sensitive Positions, who have not performed safety sensitive job duties or been subject to a Random drug and alcohol test for a period of 90 consecutive days, must submit to a drug screen prior to resuming safety sensitive job duties.
- f. Random. Employees who are in positions that require a CDL are federally mandated to complete random drug and alcohol testing. Other employees in safety-sensitive

positions are subject to random testing. Random testing will be unannounced and spread reasonably through the calendar year. The selection of employees for random drug and alcohol testing shall be made by a scientifically valid method. Generally, employees not in safety sensitive positions are not subject to random drug screens under this policy.

B. PROHIBITED BEHAVIOR

It is a violation of this policy to:

1. Possess, or store Controlled Substances or other intoxicants, without a valid prescription; or to manufacture, sell, trade, and/or offer for sale any Controlled Substance.
2. Report to work under the influence of drugs or alcohol, or any substance that impairs an employee's mental or physical capacity.
3. Fail to provide notice as required by this policy.
4. Test positive for any substance to which this policy applies.
5. Refuse to test.
 - a. Refusal to Test means any of the following:
 - i. Failure to appear for a required test except in the case of a pre-employment test;
 - ii. Failure to remain at the collection site for a required test except in the case of a pre-employment test when the employee leaves the collection site before the test begins;
 - iii. Failure to provide a urine specimen for a required test;
 - iv. Failure to permit direct observation when required by the testing facility;
 - v. Failure to provide sufficient urine/breath without medical evidence and explanation of this inability;
 - vi. Failure to take a second test when required;
 - vii. Failure to undergo a medical exam when required;
 - viii. Failure to cooperate with the testing process including any attempt to interfere, alter, substitute, adulterate, contaminate, or in any way affect the outcome of a drug/alcohol test;
 - ix. A verified adulterated or substituted test.

C. MANDATORY NOTIFICATIONS

1. Employees that hold a safety sensitive position or a position that requires a valid driver's license are required to notify his/her supervisor of any charge, arrest, or conviction from driving over the legal limit for alcohol or driving under the influence immediately or by the next workday.
2. Before performing work-related duties, employees must notify their supervisor in writing when the employee is taking any legally prescribed Controlled Substance, or any therapeutic drug or nonprescription drug, which is reasonably anticipated to negatively impact the ability to perform the employee's job duties (a warning label indicating impairment of mental function, motor skills, or judgment, for example). In such case, the employee may be assigned to perform work that can be safely performed while using such medication, placed on paid time off, or placed on another appropriate leave.

D. DEPENDENCE - SELF REPORTING & ASSISTANCE

1. Employees may voluntarily self-identify as being in need of help for alcohol / drug use or abuse. Employees who self-report a dependency issue will be referred for evaluation and rehabilitation. Employees will not be subject to discipline for self-reporting as long as the employee self-reports before any alcohol/drug test is ordered under this policy or any investigation regarding possible violation of this policy by the employee is begun.
2. The City recognizes that alcohol and drug abuse and addiction are treatable illnesses. The City also realizes that early intervention and support improve the success of rehabilitation. To support our employees, the City:
 - a. Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
 - b. Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
 - c. Ensures the availability of a current list of qualified community professionals.
 - d. Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program. Contact Human Resources for more information about this benefit.
 - e. Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

SECTION 15.2

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 threatened 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 15.3

HARASSMENT, DISCRIMINATION AND ACCOMODATION

The City is an equal opportunity employer. All employees and applicants for employment are recruited, evaluated, hired, promoted, transferred, demoted, disciplined, terminated or otherwise dealt with based solely on merit, fitness for duty and such other bona fide occupational qualifications as each individual might possess. No personnel decisions concerning any term or condition of employment will be based upon membership in a protected class, or asserting rights created by law, except where such criteria constitutes a bonafide occupational requirement.

A. UNLAWFUL DISCRIMINATION

1. The City prohibits unlawful discrimination and such will not be tolerated.
2. Federal and state laws define unlawful discrimination as unequal treatment in a term or condition of employment because of one's membership in a protected category. Unlawful discrimination includes sexual harassment and harassment because of membership in a protected group. For purposes of this policy, unlawful discrimination also includes unequal treatment because an employee asserts a lawful right such as use of family medical leave, or military leave. The City is committed to taking all reasonable steps to prevent discrimination and taking necessary steps to stop any discrimination from occurring.
3. Protected groups include gender, race, color, national origin, ancestry, religion, creed, physical or mental disability, age, or genetic test results, or any other basis protected by federal, state or local law.
4. Harassment for purposes of this policy includes:
 - a. Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments.
 - b. Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures.
 - c. Physical conduct such as unwanted touching, blocking normal movement, or interfering with work because of the employee's gender or any other protected basis.
 - d. Threats and demands to submit to sexual requests in order to keep one's job or avoid some other loss, and offers of job benefits in return for sexual favors. Prohibited harassment is not necessarily limited to the loss of a job or some other economic benefit. Prohibited harassment that impairs an employee's working ability or emotional well-being at work violates this policy and will not be tolerated.

B. UNLAWFUL RETALIATION

Retaliation against any employee who participates in a protected activity pursuant to this policy will not be tolerated. Retaliation means an adverse employment action in a term or condition of employment that is a result of an employee's participation in a protected activity. Protected activity means reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing of unlawful discrimination.

C. REPORTING

If any employee believes they have been unlawfully discriminated against or retaliated against, or is aware of unlawful discrimination/retaliation of others, the employee should report the conduct to a supervisor; a supervisor or manager in the employee's immediate chain of command; or the Human Resource Department. If for any reason an employee cannot report discrimination or retaliation to one of these individuals, the employee can report the conduct to the City Attorney.

D. ADA Accommodation

1. Any employee having difficulty performing the essential functions of their position because of physical or mental disability may request a modification or adjustment in the work environment to enable the employee to perform the essential functions of the position; this is known as an accommodation. Essential function

- means a job duty fundamental to the position and can include job functions unique to the position or special skills and abilities unique to the position or person who must fill the position.
2. A request for accommodation should be made to the Human Resource Department.
 3. The City will make reasonable accommodation for the known physical or mental disabilities of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship or a direct threat would result. An undue hardship means significant difficulty or expense, based on a case-by-case assessment of factors such as the nature and cost of the requested/proposed accommodation and the impact of the accommodation on the City.
 4. Employees requesting an accommodation may be required to provide reasonable documentation about the disability and/or functional limitations and in some instances submit to a medical examination to determine the existence of a disability or functional limitation, ability to perform the essential functions of the position, and/or feasibility of accommodating and disability or functional limitation.

E. PROCEDURE

1. Unlawful Discrimination/Retaliation
 - a. Initial Resolution. The prohibition, correction, and deterrence of unlawful discrimination and harassment are basic and fundamental City policies. In furtherance of this goal, employees are encouraged to resolve disputes at the earliest time and lowest level possible. Therefore, an employee who is subjected to verbal, visual, or physical conduct which is offensive to the employee should respectfully inform the offender of the specific concern and request that the offender not repeat such conduct. If this action does not stop the conduct, or if the employee has any concern of violence or retaliation, the employee should report the conduct as provided below.
 - b. Reporting. Reports of unlawful discrimination or retaliation under this policy can be made verbally or in writing and should be made as soon as possible. Written reports should be submitted to the Human Resources Department. Verbal reports should be reduced to writing as soon as possible.
2. ADA Accommodation
 - a. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job the employee or applicant holds or desires may request a reasonable accommodation by contacting the Human Resource Department.
 - b. Human Resource personnel will review the request for accommodation and will meet with the employee to discuss limitations in performing the essential functions of the employee's position and potential accommodations.
 - c. Working with the employee, department, health care providers, and experts where necessary, Human Resources will facilitate discussion and evaluation of potential accommodations and whether or not such options could result in either an undue hardship or direct threat. Employees are expected to fully cooperate in the

accommodation process. The duty to cooperate includes making every effort to provide management with current medical information upon request. Medical information will be maintained consistent with applicable privacy laws.

- d. The City Manager will make the final decision regarding the existence and viability of accommodations and will communicate that decision in writing to the employee, including the reason for any denial. Determinations will be made within 14 days of request, absent extenuating circumstances. Denial of a request for accommodation may be grieved in accordance with City policy.

SECTION 15.4

INSPECTION OF PROPERTY, EQUIPMENT, AND VEHICLES

All property, equipment and vehicles owned or paid for by the City are subject to inspections by the City Manager or designee. Employees should not expect that any City owned property or items are private. Employees who refuse to permit inspections under this policy or who fail to cooperate with inspections will be subject to discipline up to and including termination.

SECTION 15.5

SAFETY

A. GENERAL GUIDELINES

- 1. Employees
 - a. Employees are required as a condition of employment to adhere to the following safety rules, conserve materials, and exercise due care in their daily work to prevent injuries to themselves and fellow workers, as well as the general public.
 - b. Each employee shall:
 - i. Report all unsafe work conditions, equipment and materials to their supervisor.
 - ii. Keep working areas and station clean and orderly at all times.
 - iii. Report accidents to a supervisor immediately.
 - iv. Avoid horseplay and boisterous activities that will distract others.
 - v. Lift and handle materials properly.
 - vi. Obey all published safety rules and work instructions for specific jobs. If there is any doubt about proper procedures to follow, stop the activity until instruction is given by their supervisor.
 - vii. Only operate machinery or equipment for which they have been properly trained and authorized to use.
 - vii. Use proper tools and equipment for each job.
 - ix. Wear all proper and required safety equipment for each work area and job.
 - x. Dress safely and sensibly for work.
 - xi. Promote the safety program and make suggestions for improving work conditions and safe operation.
 - xii. Conserve materials and supplies to prevent waste.
 - xiii. Certify in writing that they understand compliance with safety regulations and polices as a condition mandatory for employment.
- 2. Foremen/Supervisors
 - a. Each supervisor shall ensure that:

- i. All personnel are briefed and understand work procedures and policies.
- ii. All employees are trained and retrained as necessary in the manner in which specific jobs are to be accomplished especially when hazardous conditions exist.
- iii. All employees are instructed to in the use of protective equipment.
- iv. Required safety equipment and protective devices for each job are available and used properly by each employee.
- v. Safety equipment and protective devices are properly maintained, inspected and replaced when necessary.
- vi. Safety suggestions and written comments from employees are encouraged and adopted when feasible.
- vii. Accidents are properly investigated.
- viii. Corrective action is taken promptly when hazards or unsafe conditions are recognized or observed.
- ix. Employees comply with all safety polices and regulations.
- x. There is impartial enforcement of work policies and safety rules.

3. Employee/Operator Responsibilities

- a. Inspect vehicle and equipment they are to operate each day or prior to the first trip for:
 - i. Evidence of damage. You may be responsible for accident damage that is not reported before you drive a vehicle.
 - ii. Steering, braking or other control defects.
 - iii. Operation of signals, wipers, windows and other similar equipment on the vehicle related to normal driving needs.
 - iv. Level of fluids, tire pressure, etc.
- b. Employees are to report any unsafe condition on a vehicle at once prior to operating the unit. If safety problems arise during operation the vehicle shall be taken out of service and the problems reported. If safety problems arise while an employee is out of town the problem is to be reported at once to risk manager for instruction on how to proceed.
- c. Wear seat belts.
- d. Notify police, supervisor and risk manager at once of any accident involving a City vehicle no matter how minor. If out of town, notify local police, supervisor and risk manager at once.
- e. Practice defensive driving practices and promote courteous driving practices.
- f. Maintain proper and valid driver's license for the type(s) of vehicle you are required to operate during working hours. If for any reason a driver's license is suspended or revoked, it must be reported at once to supervisor.
- g. Notify supervisor and do not operate a motor vehicle or piece of equipment when any medication or other physical impairment will affect your ability to operate safety.
- h. Not permit passengers aboard City vehicles unless authorized for official business.

4. Department Head
 - a. Each Department Head will:
 - i. Ensure that budget requests include anticipated costs for protective clothing, equipment, and modifications to meet OSHA, environmental quality, and safety standards as dictated by Federal, State and City regulation.
 - ii. Require compliance by all personnel in the department with safety rules.
 - iii. Include an employee's safety record in the basic criteria used to judge performance evaluations. Employees who cause accidents may have deficiencies that need to be identified and corrected.
 - iv. Ensure that employees are fully trained for jobs they are assigned to and that all employees in their respective departments are familiar with applicable safety regulations.
 - v. Provide leadership and a positive example in promoting safety and loss prevention.
 - vi. Communicate and review accidents and discuss procedures needed to control hazards and violations of safety policies.
 - vii. Interview individual employees and/or supervisors when necessary to ensure compliance with regulations when employees have been involved in lost time accidents, injured through negligence, or involved in vehicle accidents.
 - viii. Participate in Safety Committee meetings when needed and disseminate information to employees.
5. Disciplinary Action. Disciplinary action may be taken against employees as with any other violations when irresponsible driving behavior, attitudes, and actions cause accidents or endanger others in the operation of City vehicles and motorized equipment.

B. EMERGENCY PROCEDURES

1. Vehicle Accidents
 - a. Stop vehicles and equipment immediately and safely.
 - b. Determine injuries and notify dispatch of locations and injuries as well as any other hazards (electrical or fuel); begin first aid.
 - c. Do not move injured persons unless in imminent danger from fire or other hazards; give first aid for breathing and bleeding control until help arrives. Use caution when confronted with possibility of exposure to blood-borne pathogens.
2. Industrial Accidents
 - a. Shut down any operating equipment immediately.
 - b. Report accident to 911 dispatch and request help.
 - c. Determine injuries and begin first aid for bleeding control and breathing using caution when confronted with possibility of exposure to blood-borne pathogens.
 - d. Do not move the individual unless absolutely necessary.

- e. Determine if other hazards exist from spilled fuels or chemicals, electrical damage, etc.
 - f. Secure the area for investigation purposes.
3. Fires
- a. Notify dispatch immediately.
 - b. Evacuate the involved area/building as soon as possible.
 - c. Only attempt to fight the fire once evacuation is underway and if fire is small enough and contained locally where extinguisher will be effective.
 - d. Shut doors and windows, turn off blowers and ventilation systems to contain the fire.
 - e. Do not allow anyone to re-enter the building; secure the area to protect bystanders.
4. Other Situations
- a. Try to render the area safe to aid injured.
 - b. Notify 911 dispatch or type of problem and location, number of injured.
 - c. Keep area secured, protect others from injury.
 - d. Evacuate if spill or fumes are potentially dangerous.
 - e. Treat injured with basic first aid until help arrives, using caution if confronted with possibility of exposure to blood-borne pathogens.
5. Emergency Notification
- a. **EMERGENCY PHONE NUMBER CITY COMMUNICATIONS CENTER: DIAL 9-1-1 OR IN-HOUSE EXTENSION #4350**
 - b. After emergency notification and action has been completed then notify your foreman/supervisor through normal channels of the accident or incident as soon as possible.
 - c. Disturb as little of the scene of the incident as possible for investigation and report purposes.

C. REPORTING PROCEDURES AND REPORTS

1. Reporting Procedures – Accidents and Injuries
- a. This section outlines the range of accident/injury situations likely to be faced by City of Page employees and supervisors. Each example states what procedure to follow, which reports need to be completed and who to notify of the accident / injury. An industrial injury by definition is one which arises out of, and in the course of employment or an injury caused by, the action of another directed against the employee because of their employment.
 - i. **FATALITIES** - The death of an employee as a result of an accident related to employment shall be reported to the Police Department immediately for emergency action and investigation. The immediate supervisor or Department Head shall also immediately notify the City Manager and Risk Manager. This same procedure shall be followed when an accident results in death to a member of the general public that involves City personnel and equipment.
 - ii. **SERIOUS INJURY** - Emergency procedures

shall be followed including medical treatment and notification. The immediate supervisor or Department Head will notify the City Manager and Risk Manager as soon as possible. The current workplace injury provider is called by the Supervisor and Injured Employee (if the employee is able) to report the injury and receive guidance. These injuries usually warrant treatment and handling by an emergency rescue unit.

- iii. INJURIES REQUIRING PHYSICIAN'S TREATMENT - Ensure that first aid has been provided. If in doubt as to the seriousness of the injury summon emergency medical response. The Supervisor and Injured Employee will call the current workplace injury provider to report the injury and receive medical guidance. The supervisor will ensure the individual is taken to a physical or medical facility without undue delay.
 - iv. MINOR INJURIES - Superficial injuries such as small cuts, bruises, scrapes, etc. may be treated with a first aid kit in the field or work location. The Supervisor and Injured Employee will call the current workplace injury provider to report the injury and receive guidance *even if the employee does not feel they require professional medical care*. This will protect the employee and the City if later complications develop.
 - v. BACK INJURIES - All claims of back injuries shall be sent to a physician as in INJURIES REQUIRING PHYSICIAN'S TREATMENT above.
 - vi. ILLNESSES OCCURRING WHILE ON THE JOB - Employees who become ill while at work shall notify their supervisor as soon as possible. If the illness is a sudden, severe medical problem such as abdominal pain, stroke, chest pain, etc., emergency medical response shall be requested through 911 dispatch. Other less severe illness situations are to be handled under normal City sick leave procedures. Supervisors shall determine whether or not the illness is related to exposure to chemicals or other job-related causes. If it is determined to be job-related the Supervisor and Injured Employee will call the workplace injury provider to report the illness and receive medical guidance.
 - vii. INDUSTRIAL CLAIMS - It is the responsibility of the employer to report any accident involving injury no matter how minor, within ten (10) days to the insurance carrier and Industrial Commission on forms prescribed by the Commission.
- b. Regardless of the severity of injury, employees are to report all injuries to their supervisor immediately or as soon as possible after the incident. This is to be done prior to the end of the employee's current shift or day of work. If unable to locate the supervisor, the employee shall

notify the next person in the line of administration. Employees who fail to report injuries may find claims denied for lack of information, improper reporting; or subject to investigation because of the intervening time off work.

- c. The supervisor is responsible for seeing that all applicable information is obtained, and proper reports completed. Incomplete forms will be returned for proper information.
- d. Treatment by a physician is not necessary to validate an Industrial Claim.
- e. Should employees receive bills for medical treatment and/or prescriptions during the course of treatment that are covered by Workmen's Compensation these should be brought to the attention of the Human Resource/Risk Management Office as soon as possible. Do not ignore bills thinking they will be later covered by insurance as the provider of the services may not have billed insurance.

2. Recurrence of Disability from Previous Injury

- a. If an employee experiences problems because of a previously reported industrial injury, they shall report the situation to the supervisor immediately. The supervisor will verify through the Manager's office the status of the claim. If the claim is still open the employee shall return to the doctor/physician who initially provided the treatment for further care.
- b. When a claim is closed it is the responsibility of the employee to petition the Industrial Commission to have the case reopened using a form provided by the Commission.

D. REPORTS

- 1. Foremen and/or supervisors are responsible for seeing that all reports and documents concerning an incident, including unsafe conditions, are reported to their department head for forwarding to the Safety Committee and City Manager.
- 2. Several reports exist and one or more could be needed depending on the incident.
 - a. **REPORTING TO THE WORKPLACE INJURY PROVIDER** – In the event of any workplace injury the employee must notify their Supervisor. Upon notification the Supervisor and the Injured Employee will immediately call the current provider assisting with workplace injuries.
 - b. **UNSAFE CONDITIONS OR EQUIPMENT** - Unsafe conditions, equipment or other potential problems should be reported as soon as possible to a foreman or supervisor for correction. Equipment Repair Orders should be completed for defective or unsafe equipment that needs repair and the piece of equipment placed out of service. The equipment should be tagged or marked in some way so others will not use it. Unsafe conditions or situations needing correction shall be written up with a copy to the safety Committee. The original should go to the appropriate department head.
 - c. **VEHICLE ACCIDENT REPORTS** - Any time a vehicle accident occurs a report should be completed by the Page Police Department. This report will be sufficient for the

- purposes of the safety Committee.
- d. FIRE AND HAZARD REPORTS - For any incident involving fire or hazardous condition to City equipment or property the Fire Department will complete a report that will be forwarded to the Safety Committee and City Manager.

E. GUIDELINES

1. Personnel involved in accidents should:
 - a. Protect the area from further accidents.
 - b. Do not allow individuals to move objects unless to help injured.
 - c. Do not discuss fault or make admissions except to City investigators.
 - d. Obtain names, addresses of witnesses and provide only your name and address to others.
 - e. Observe the accident scene, other vehicles, equipment and persons for later reference.
 - f. Note the weather conditions, road or area conditions, and any other obstructions or factors that may have contributed to the accident including what other parties involved were doing at the time it occurred.
 - g. Notify your supervisor of the accident as soon as possible.
 - h. Call the workplace injury provider with your supervisor to file a report and receive medical guidance.
 - i. Try to avoid discussing what happened with others involved with you because they may influence your thinking or your perception of what you thought happened.
 - j. Do not discuss City insurance coverage or liability with others involved in the situation.
 - k. Do not discuss the incident with anyone unless the City Attorney or City Manager grant permission.

SECTION 15.6

MEDICAL POLICIES



A. MEDICAL REPORTS

1. All employee medical history questionnaires and medical examination reports shall become a part of the personnel file and accessible only to authorized persons as stated in the Personnel Rules and Regulations.

SECTION 15.6

TRAINING

A. EMPLOYEE TRAINING FOR SAFETY

1. Employees need to be instructed on how to perform jobs assigned and how to complete them safely. As needed, supervisors are also responsible for giving thorough instruction for on job assignments prior to having employees perform them. Having written material on the job and the equipment used to perform it also gives the employee material to review at a later time. Steps for instructing an employee generally include:
 - a. Find out how much the employee already may know about the job and tools. This will help to correct any previous training the employee may have received that was in error.
 - b. Describe and show the employee the job in sequential steps. Stress and repeat key or critical tasks and safety steps.
 - c. Have the employee perform the tasks and handle the

equipment while you watch and make corrections. Have the individual repeat the safety items as they go through the steps. Continue this practice until you are sure the employee knows the tasks and the equipment to be used.

- d. Advise the employee of any emergency action if problems develop during the job and whom to contact for help if problems arise.

B. PROTECTIVE EQUIPMENT

1. Personal protective equipment shall be specified for locations and jobs where the potential for injury exists. Specialized protective equipment shall be provided by the City and employees shall be trained in its use and accountable for the condition of said equipment. When the use of protective equipment has been specified by the supervisor or department head for particular tasks or for general use on all jobs, its use shall be mandatory and required for continued employment. Employees should be first educated on the reasons for such equipment and the types of injuries that can result from lack of use or improper use of protective equipment. Supervisors are responsible for ensuring that employees follow safety regulations and use protective equipment.
2. Employee personal dress shall conform to the type of work expected in the normal routine of the individual's job description. Examples of scenarios to avoid include: long hair and floppy clothing around machinery, beards and mustaches where respiratory protection is required, high heeled shoes or sandals where trip hazards exist or the employee must engage in considerable walking or lifting, and sandals, loafers, or tennis shoes in machinery, industrial, shop, or hazardous materials areas. These kinds of situations can lead to personal injury.
3. Furnished protective clothing and equipment can include:
 - a. Hardhats to protect against falling objects, bumping head, or low voltage electrical sources.
 - b. Goggles, face shields, safety glasses, and welding helmets to protect from dust, particles, chips, splashing, head or dangerous rays.
 - c. Ear plugs or protectors in areas of prolonged exposure to high noise levels.
 - d. Respirators, breathing apparatus, and masks to protect against low oxygen areas or toxic fumes.
 - e. Safety shoes to guard against injury from equipment being dropped, feet being run over by wheels and sharp objects puncturing shoes.
 - f. Flotation devices in areas where water hazards exist.
 - g. Reflective vests and equipment when working at night or in traffic lanes.
 - h. Protective clothing such as gloves, aprons, leggings and suits designed to guard against burns, slag, heat, bumps, or abrasion.

C. ENFORCEMENT

1. Employees are reminded that compliance with safety regulations and policies of the City is mandatory and a condition of continued employment. Supervisors are responsible for enforcement of safety rules and policies and for instruction of employees in those regulations and procedures. Failure to comply with safety regulations shall be cause for disciplinary action.

SECTION 15.7

LIABILITY CONTROL

- A.** Liability results from actions of employees or from unsafe or dangerous conditions that are allowed to exist. Most of the liability of the City of Page can be kept in control when reasonable efforts are made to eliminate the causes of accidents that exist on City property. All employees should include such efforts and awareness in their daily responsibilities. Supervisors shall make sure periodic inspections are conducted of areas under their jurisdiction to control and correct conditions that could lead to accidents and liability.

SECTION 15.8

MOTOR VEHICLE SAFETY

The care and operation of motor vehicles and equipment is indispensable in the performance of City business. The potential for injury and liability is also high in this area. Every City employee who operates or maintains vehicles has a part to play in the safe operation and the proper care of these expensive pieces of equipment. Cost and liability control in this area can significantly impact other City programs and operations.

A. DRIVER SAFETY POLICIES

1. The City of Page has policies that are critical to driver safety and use of City-owned and employee use of personal vehicle for City of Page business.
2. Employees driving City vehicles, rental vehicles, or personally owned vehicles on City business must be fully licensed and otherwise qualified to operate a vehicle.
3. Drivers must possess and maintain a valid license.
4. All motor vehicle accidents involving City-owned/leased vehicles or personally owned vehicles being used on City business must be reported immediately.
5. All D.U.I. convictions and license suspensions are to be reported immediately to the employee's immediate supervisor.
6. Employees must follow all applicable laws and regulations relating to vehicle use and shall not text while driving.
7. Personal use of City vehicles and transporting passengers is not permitted unless authorized by management prior to vehicle use.

B. DEPARTMENT HEAD/SUPERVISOR RESPONSIBILITY

1. Review safety decisions on accidents and implement training and steps to prevent similar accidents.
2. Insist that all vehicles and motorized equipment are maintained properly.
3. Enforce City policy on use of safety equipment.
4. Verify that operators have proper state licenses for the vehicles they are required to operate.
5. Establish training procedures and demonstration programs for employees required to operate special purpose vehicles and Heavy equipment. Employees shall not operate such vehicles until they understand the vehicles' purposes, limitations, safety features, emergency procedures and can safely pass a checkout test to the satisfaction of their supervisor. Records of vehicle checkout tests shall be placed in the employee's file.
6. Review vehicle accidents with employees and at safety meetings to explain causes of accidents and how they can be prevented.

C. EMPLOYEE RESPONSIBILITIES

1. Follow sound defensive driving practices.
2. Do not operate vehicles when using medication of any type that

- will impair judgment, vision, or reflexes.
3. Check vehicles and motorized equipment for safety, fluids, tires, brakes, lights, etc. according to policy and any department training prior to operating.
 4. Do not operate specialized vehicles or motorized equipment until properly trained and checked out by supervisor.
 5. Do not permit unauthorized riders in City vehicles.
 6. Maintain driver's licenses in proper classifications for equipment operated.
 7. Report unsafe vehicles or equipment for repair.
 8. Follow all safety procedures for vehicles operation and use all safety equipment on vehicles as required by the type of vehicle being operated.
 9. In the event of an accident, follow policy and any department procedures.
 10. Remember operation of a City vehicle and the manner in which it is driven reflects in the public view on the attitude of the operator and the City as a whole. Courtesy and safety in vehicle operation along with observance of all traffic regulations are of prime importance in the handling of motor vehicles. All employees who drive vehicles owned, leased or rented or who drive personal vehicles on City business are expected to operate each and every vehicle in a safe and lawful manner.

D. MVR Reports

1. The City of Page may obtain MVR reports for each employee prior to use of a City vehicle. The City of Page may also review MVR reports for all drivers annually or more often if needed.

E. DISQUALIFICATION FROM DRIVING

1. Violations that automatically disqualify drivers from operating City vehicles are major violations and convictions which could lead to termination or disqualification of an applicant. Such violations include:
 - a. DUI; failure to stop at the scene of an accident; failure to report an accident; hit & run; vehicular assault/manslaughter/homicide; reckless driving or negligent operator; driving while under suspension or with a revoked license; possession of an open alcoholic beverage or a controlled substance while operating a vehicle; speed contest, drag racing or attempting to evade arrest.
 - b. An at-fault accident with serious injury/death or significant property damage involving negligent acts of the driver may be grounds for dismissal or disqualification from driving at any time.

F. REPORTING

An employee must inform their supervisor of any moving violation received in a City-owned, leased, or rented vehicle or in a personal vehicle while on City business. Failure to report a moving violation will result in disciplinary action.

ARTICLE 16 – PURCHASING

SECTION 16.1

It is the intent of the purchasing policy to be an intricate part of the fiscal management of the City of Page. The City's fiscal budget is the tool that establishes the financial management directive for department operations.

It shall be the responsibility of the City Manager to supervise the expenditures of all departments, divisions or services of the City government following the intent of the approved budget in an efficient and economic manner.

SECTION 16.2

PROCEDURE

- A.** Purchasing - The City of Page will procure supplies, materials, equipment, services, capital improvements and other asset acquisitions deemed necessary for the delivery of quality services to its citizens using competitive bids, vendor quotations, or direct purchases. A complete history of each purchase of supplies, material, equipment, or service will be maintained through the use of expenditure request forms, purchase orders, petty cash vouchers, and vendor information in the accounts payable files.

- B.** Purchasing Standards - All employees authorized to purchase goods or services for the City of Page will use the purchasing process requirements pursuant to all applicable law and this purchasing policy, and will comply with the following purchasing standards:
 - 1. The authority to purchase goods or services on behalf of the City of Page is a public trust and each purchase will be treated in a manner that will not be adverse to the interest of the City.
 - 2. Each purchase will be made impartially, fairly and without benefit or hint of personal benefit to the City representative who is making the purchase (see A.R.S. §38-503).
 - 3. No employee of the City will demand or accept a gratuity of any kind in return for making a purchase for the City. Gratuities are defined as gifts, money, or services or the promise of any gifts, money or services.
 - 4. All vendors will be dealt with a fair, courteous and honest manner.

- C.** Generally, all Department Heads are responsible for that department's procurement of budgeted items or services, and for compliance with the procedures in this policy. All purchases that exceed the spending threshold for Department Heads as established by the City Manager, require prior approval by the City Manager or designee.

- D.** The purchase of unbudgeted items must be approved by the City Manager.

- E.** **UNAUTHORIZED PURCHASES**
 - 1. All goods or services that are to be purchased require the authorization of the Department Head. Failure to obtain authorization prior to making the purchase may be considered to be an unauthorized purchase and may result in disciplinary action.
 - 2. City employees are prohibited from making purchase of items for personal use through the City's procurement process. This includes items ordered for an employee's personal use and billed to the City of Page on a vendor's invoice.

- F.** **EXPENDITURE REQUESTS**
 - 1. Use
 - a. An expenditure request that has a total (exclusive of taxes

and freight) that is less than the spending threshold established by the City Manager for Department Heads requires the Department Head's authorization only to make the purchase. An expenditure request form needs to be completed and submitted to the Department Head and once the authorization is obtained, the purchase can be made. Once the purchase is made, the invoice is attached to the expenditure request form and submitted to the Finance Department for payment. No Purchase order will be issued for purchases less than \$20,000 unless specifically requested.

- b. If the expenditure request has a total (exclusive of taxes and freight), that is \$20,000 or more, a valid purchase order is required before making the purchase unless the purchase is for an item listed in the exceptions list below. Failure to obtain the purchase order prior to making the purchase may be considered to be an unauthorized purchase and may result in disciplinary action. An expenditure request form needs to be completed and submitted to the City Manager for approval of the purchase, prior to the issuance of any purchase order. Once the expenditure request form is authorized by the City Manager, the request will be forwarded to the Finance Department for the creation of a purchase order. The Purchase order will then be returned back to the purchasing department so the purchase can be made. The purchase should not be made until the department is in receipt of the signed purchase order. Once the purchase is complete, attach the invoice to the original Purchase order and Expenditure Request Form and submit to Finance for processing.
- c. If the purchase exceeds \$5,000 (exclusive of taxes and freight), three written quotes must be attached.

2. Authorization of Expenditure Requests

- a. The Department Head will approve all expenditure requests submitted by his/her department employees.
- b. The Finance Department will verify the availability of funds for the purchase, and the compliance with this policy.
- c. Expenditure requests that are not approved will be returned to the Department Head.

G. Purchases requiring Information Technology (I.T.) Approval

Any purchase for computer related equipment or software must be approved by the I.T. Department, before the purchase can be made. Purchases for accessories or consumable items (ie. ink cartridges, mouse pad, mouse etc.) do not need approval before purchasing. If approval is required, they will indicate approval to purchase by signing off on the expenditure request.

H. VERBAL APPROVAL-EMERGENCY PURCHASE

- 1. The City Manager or designee is authorized to give verbal approval prior to an emergency purchase. This process is used to make an immediate purchase where time is of the essence and the need for expediency is warranted so as not to follow the regular purchasing process.
- 2. Verbal approval must be followed by an expenditure request form and sent to the Finance Department within five (5) days from the

date of purchase.

J. EXCEPTIONS

1. The following purchases do not require an expenditure request and/or a purchase order to be submitted prior to purchasing:
 - a. Occupancy Cost (rent, utilities, etc.)
 - b. Postage
 - c. Payroll and Employee benefits
 - d. Contractual/Lease obligations
 - e. Legal and personnel advertising
 - f. Petty cash
 - g. Pension payments
 - h. Debt service payments
 - i. Insurance premiums
 - j. Undercover criminal investigations
 - k. Tax payments
 - l. Statement Pays
 - m. Annual Computer Software License Renewals

K. The City Finance Department will issue a list of local vendors that will not require an individual expenditure request to be filled out. These vendor payments are reconciled and paid off of a Monthly Statement and will require the department to submit information such as the line item to be charged and Department Head signature. *These types of purchases must adhere to the purchasing limits set forth in the City Code and applicable polices.*

L. Petty cash expenditures shall be limited to amounts of \$25.00 or less per purchase, unless specifically authorized by the Finance Director.

M. PURCHASE ORDERS

1. Use
 - a. Purchase orders will be processed for all items that are \$20,000 or more, in order to verify that the proper bidding requirements and authorizations have been received prior to purchasing. For a list of exemptions to preparing a Purchase Order see Section J. EXCEPTIONS.
 - b. Departments shall retain all copies of the purchase order document until receipt of goods and the invoice.
2. The Finance Director or designee will sign all purchase orders.
3. Receiving
 - a. Upon receipt of the goods and the invoice, the original purchase order, expenditure request and invoice shall be sent to the Finance Department. When making a purchase using the City issued credit card, the receipt can be uploaded to the paperless system and the authorization will be conveyed via submission through the online process to be completed by the cardholder.
 - b. When a partial order is received, the department should document the invoice amount on the front of the purchase order or expenditure request form and submit the invoice with a photocopy of the purchase order and expenditure request to the Finance Department. When making a photocopy of the purchase order, keep in mind that the original purchase order must be submitted when the final shipment has been received. If the balance on the original purchase order is not going to be used, then the purchase order needs to be closed. Please indicate this on the

- c. original purchase order and submit it to the Finance Department so this closure can occur. Invoices for approved local vendors should be stamped "Okay to Pay", signed by the Department Head, and the line item to be charged recorded underneath the stamp. Invoices can then be forwarded directly to the Finance Department for reconciliation to the monthly statement.
- d. Defective or damaged goods should be returned or replaced by the vendor before payment is issued.

SECTION 16.3

RESPONSIBILITIES

- A. It is the responsibility of the City Council to adopt reasonable purchasing policies; of each Department Head to ensure department compliance; and of the Finance Department to confirm standard and effective use of all purchasing policies.
- B. The City Manager or his designee is the purchasing agent. The City Manager may authorize Department Heads to manage their budgets. The Department Head may authorize their employees to be purchasing representatives and establish purchasing levels with them as long as they comply with applicable laws and policies.
- C. The external auditor will conduct a financial audit annually.

SECTION 16.4

BUDGETED ITEMS

- A. Budgeted items may be purchased in accordance with Chapter 32 of the Page City Code.
- B. Exclusive Service. The "Sole Source Vendor" box must be checked on the Expenditure Request form and an explanation given for the "Sole Source" status of the vendor.
- C. The table below shows the procedures to follow, depending on the dollar amount of the purchase. See Chapter 32, Page City Code.

Dollar Level Table for Expenditure Request (Exclusive of Tax and Freight Charges)			
Procedure	Greater than \$0.00 and less than \$5,000	Range from \$5,000 to less than or equal to \$20,000	Greater than \$20,000
Three (3) informal written quotes are obtained from Vendor/Contractor and are submitted along with the Expenditure Request Form		Yes	
City Council approval <i>and</i> Purchase Order required <i>prior to purchase</i> .			Yes
Formal Bidding required			Yes

- D. Exception to above procedures include emergency purchases, cooperative purchasing and competitive bidding exceptions as set forth in Chapter 32, Page City Code.

E. BIDDING PROCEDURES

The City will follow state law and Page City Code for all purchases and contracts subject to the formal bidding process.

F. EQUAL OPPORTUNITY

The City of Page will select providers of goods and services without regard to race, color, national origin, ethnicity, religion or creed, sex, disability, age, marital or family status.

SECTION 16.5

UNBUDGETED EXPENDITURES

A. If a department desires to make a purchase that will exceed the authorized budget or capital amount, the Department Head will submit a written request to the City Manager, containing the following information:

1. The item or service to be purchased
2. The estimated cost of the item or service
3. Suggested vendors for the item or service
4. The reason for the purchase (justification)
5. A proposal of the source of funds to pay for the purchase from within the department budget.
6. Any other information as may be required by the City Manager.

B. The City Manager will review all requests for unbudgeted purchases. If funds are available, and such requests have merit, the City Manager may authorize the purchase. All unbudgeted purchases must be approved by the City Manager prior to purchasing.

SECTION 16.5

CREDIT CARDS

A. A City issued card is for business purposes only. The card may not be used for personal use and is not transferable between cardholders. Do not lend your card to others for use. Keep your card in an accessible, but secure location. Misuse of your card will result in deactivation and disciplinary action. Department Heads will approve all purchases made on a City issued credit card.

B. City issued credit cards may be used for:

1. Airfare
2. Auto Rentals
3. Hotel Lodging
4. Business travel (including meals)
5. Gratuities up to 20%
6. Tolls
7. Parking
8. Conference/Meeting Registration Fees
9. Fuel
10. Vehicle Repairs when traveling
11. General Operating Expenses for the Department

C. City issued credit cards may not be used for:

1. Cash Advances
2. Personal Entertainment/Alcohol
3. Additional Travel Insurance Premiums
4. Costs Incurred for Failure to Timely Cancel Travel Reservations
5. Traffic/Parking Violations
6. Personal Vehicle Repairs During Travel
7. Spouse/Family Member Expenses
8. Commuting Costs

9. Laundry Service for extended travel

SECTION 16.6

MEALS

A. PER-DIEM REIMBURSEMENT

Receipts are not required when requesting reimbursement of meals and incidentals using the per-diem option. See also Article 17 – TRAVEL.

B. ACTUAL COST REIMBURSEMENT

Employees should generally use per-diem advances for meals. Department Heads may approve actual cost reimbursement instead of per-diem for meals if needed. The City will generally reimburse travelers for three meals a day. On the days of travel to or from the destination, the individual's departure and return times should determine whether a meal was incurred during the period of travel. Total meal expense for the day should generally be in line with per-diem levels. Detailed restaurant receipts are required. Individual meals over the stated per-diem rate require Department Head approval. The City will not reimburse for gratuities that are greater than accepted standards. (Currently, the domestic standard is 15-20% of the total bill.)

C. SAME DAY MEALS

Meal reimbursement for same day travel is allowed only for meals purchased out-of-town and must be reported to the Finance Department, as same day meals are taxable by IRS standards as a fringe benefit. Same Day Meals are not to be placed on City issued credit cards but will be reimbursed through Payroll.

D. BUSINESS MEETING MEALS

Business Meeting Meals must be approved by the Department Head.

SECTION 16.7

DEFINITIONS

Budgeted item refers to expenditure for goods or services, which have been approved in the City's annual budget.

Expenditure request form is a document to show the following information:

1. Department requesting the expenditure
2. If a special check write is required, (date and time needed)
3. Vendor name, address and federal tax identification
4. Special Instructions (if any)
5. Description of the purchase
6. Signature lines to show authorization for the purchase
7. Competitive quotes (if needed)

Statement Pays refer to a list of local vendors compiled by the Finance Department, that are not required to produce an individual expenditure request form because these vendor payments are reconciled and paid off of a monthly statement. These expenditures will require the department to submit information such as the line item to be charged and authorizing Department Head signature. *These types of purchases must adhere to the purchasing limits set forth in City Code and applicable policies.*

Unbudgeted Item refers to an expenditure made by a department for an item that is not identified in the City's annual budget, or for one that exceeds the authorized amount budgeted.

ARTICLE 17 – TRAVEL

SECTION 17.1

TRAVEL REIMBURSEMENT AND TRAVEL ADVANCE

- A.** Employees traveling for training, special assignments, or meetings that are subject to city reimbursement will receive reimbursement for necessary expenses in connection therewith, including fees, transportation costs, meals and lodging. Any advances are subject to prior approval by the Department Head and requested in writing on applicable forms. Generally, employees should obtain per diem advances for all meals while travelling. Travel advances are generally limited to per diems unless there is an extraordinary need for additional funds. Travel expenses are to be made in accordance with the City's travel policies as explained in this section.
- B.** All employees must keep business-related costs within reason. Employees are expected to choose conservatively. Employees should not upgrade hotel rooms, rental cars, etc. unless due to medical or other necessity. Employees should also utilize government and other discounts when available.
- C.** THE CITY OF PAGE MAY ADVANCE FUNDS AND WILL REIMBURSE THE EMPLOYEE FOR REASONABLE OUT-OF-POCKET EXPENSES UNDER THE FOLLOWING CONDITIONS:
1. The employee should pursue any other manner of reimbursement for the travel expenses and turn in any reimbursement received from other sources to the City.
 2. Entertainment expenses (e.g., alcoholic beverages, attending a show, etc.) shall not be paid by the City of Page.
 3. City of Page will reimburse or advance employees at per diem rates established by the General Services Administration (GSA) for the location to which they travel. Therefore, meal receipts are not required if the employee received a per diem advance, except when paying for meals other than for the employee, subject to supervisor approval. Meal receipts must be the actual, itemized receipt, not the credit card receipt. Lodging receipts are required.
 5. When available, approved City owned vehicles should be used. Employees requesting use of a City owned vehicle for travel purposes must possess an appropriate valid Arizona Driver's License. Employees are responsible for any traffic citations, fines and/or penalties imposed while operating a City vehicle. If needed and approved by the supervisor/department head, an employee may take a personal vehicle and receive reimbursement based upon mileage, even when a City vehicle is available. If a personal vehicle is used, the employee will be reimbursed for mileage at the federal rates as set by the IRS, but not for fuel purchased.
 6. Miscellaneous expenses such as parking fees, taxi fees, car rental and other such expenses can be paid by the City of Page, if they are a necessary part of the travel. Such expenses must be itemized on the actual travel expense sheet. Receipts must be provided for individual expenditures greater than five dollars (\$5.00).
- D.** Only the expenses of the City employee, Council member, official, or other person doing work on the City's behalf, or those expenses of a business-related guest, are allowable. Those portions of expenses attributable to spouses, children, or friends are not allowable.
- E.** All travel reimbursement will be paid based upon appropriate, promptly

completed, and authorized documentation.

SECTION 17.2

CITY VEHICLE USAGE POLICY

- A.** City vehicles may be provided and shall be used for authorized City business only. They shall only be driven by City personnel with a valid driver's license appropriate to the vehicle type.
- B.** The employee shall be responsible for the City vehicle and any appurtenant tools or equipment. Seat belts must be worn at all times.
- C.** Employees who are assigned in a City vehicle on an ongoing basis shall use the vehicle only for City business and other authorized uses. All non-public safety vehicles may be assigned, at any time, to other departments for out-of-town travel.
- D.** All travel outside the City in a vehicle shall be for City business only. A reasonable level of personal use during such travel may be authorized, to the extent that it is ancillary to such business travel.
- E.** No smoking is allowed in any City owned vehicle at any time.
- F.** Employees must comply with applicable laws pertaining to phone use in any vehicle and shall not text while driving.

SECTION 17.3

ACCIDENT PROCEDURE

If an employee is in a traffic accident in a City vehicle accident while on City business, the following procedures must be followed:

1. If injured, seek medical attention immediately.
2. Notify local police department immediately and contact the Risk Manager if possible.
3. If the other vehicle involved is parked and/or unoccupied, you must leave proper identification on the windshield. This notification should include your name, vehicle license plate number, and work phone number.

Violation of this policy, at any time, may result in disciplinary action, up to and including dismissal.

ARTICLE 18 – TECHNOLOGY

SECTION 18.1 NO EXPECTATION OF PRIVACY

The City retains the right to access or inspect any information stored or transmitted on electronic equipment owned by the City, including computers, phones, and servers, and employees therefore have no reasonable expectation of privacy in any information stored therein. The City may periodically audit, inspect, and/or monitor an employee's internet, phone or email use on City owned equipment.

SECTION 18.2 USE

Employees shall use the City's e-mail, internet, and telephone systems for City business purposes only. Any personal use of City electronic resources should not interfere with business activities. Use of City electronic resources for personal or private purposes to the extent that such use compromises security, impedes City business in any manner, negatively impacts employee productivity, or increases costs associated with the network or City operations may subject the employee to disciplinary action up to and including termination.

- A.** Employees are prohibited from engaging in certain activities when using electronic communications. These include, but are not limited to:
1. Using the internet, e-mail, and telephone system for transmitting, retrieving or storing any communications of an obscene, pornographic, defamatory, discriminatory or harassing nature. Messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference or other offensive descriptor shall not be transmitted or received, whether or not the receiving party views the material as unwanted. Harassment of any kind by use of City electronic media is strictly prohibited.
 2. Transmitting or downloading materials that would adversely or negatively reflect upon the City or be contrary to the City's best interests; and any illegal activities are prohibited.

SECTION 18.3 SOCIAL MEDIA

The City of Page has an overriding interest and expectation in deciding what is "spoken" by its employees or volunteers on its behalf on social media sites. This policy establishes guidelines for the use of social media.

A. ACCEPTABLE USE

1. Personal Use
 - a. All City employees or volunteers may have personal social networking and social media sites. These sites should remain personal in nature and be used to share personal opinions or non-work related information. Employees or volunteers shall not speak on behalf of the City unless specifically authorized by the City. Following this principle helps ensure a distinction between sharing personal and agency views.
 - b. City employees must never use their City e-mail account or password in conjunction with a personal social networking or social media site.
 - c. Whether or not you specify on your personal social media accounts that you work for the City, your employment with the City is public record. Be mindful that whenever you discuss issues online, whether in a personal or professional capacity, your comments can be tied back to your employment with the City. Please ensure your profile and related content (even if it is personal and not official in nature) is consistent with how you wish to present yourself as a professional and appropriate with the public

trust associated with your position. Have no expectation of privacy. If you are a City employee or volunteer and decide to have a personal social media or social networking site and decide to comment on posts about City business, you must:

- i. State your name when discussing City business; and
- ii. Use a disclaimer to indicate that you do not speak on behalf of the City such as: "The postings on this site are my own and don't reflect or represent the opinions of the City of Page."

2. Professional Use

- a. Only individuals authorized by the City may publish content to an agency web site or agency social media. All official City-related communication through social media and social networking outlets should remain professional in nature and should always be conducted in accordance with all City policies. Employees may not utilize City social media in such a way to cause actual harm or disruption to the City's mission, values, functions, or operations. Employees or volunteers must not use official City social media or social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities.
- b. Agency employees should be mindful that inappropriate usage of official City social media and social networking sites can be grounds for disciplinary action.

B. All City social media sites shall be (1) approved by the City IT Department; (2) published using approved social networking platform and tools; and (3) administered by IT or their designee.

C. OVERSIGHT AND ENFORCEMENT

1. Employees representing the City of Page through social media outlets or participating in social media features on City websites must maintain a high level of ethical conduct and professional decorum. Failure to do so is grounds for revoking the privilege to participate in City social media sites, blogs, or other social media features and may result in disciplinary action.
2. Information must be presented following professional standards for good grammar, spelling, brevity, clarity, accuracy, and avoid jargon, obscure terminology, or acronyms.
3. City employees recognize that the content and messages they post on social media websites are public and may be cited as official City statements.
4. City employees may not publish information on City social media sites that violates any City policy or that includes:
 - a. Confidential information;
 - b. Copyright violations;
 - c. Profanity, racist, sexist, or derogatory content or comments;
 - d. Partisan political views; or
 - e. Commercial or political endorsements or SPAM.

D. EXTERNAL POLICY

The following guidelines must be displayed to users on all social media sites or made available by hyperlink.

1. Moderation of Third-Party Content

“The City of Page social media site serves as a *limited public forum* and all content published is subject to monitoring and moderation. The City reserves the right to delete unacceptable submissions. The following are examples of unacceptable social networking content and comments. The list is not intended to be all-inclusive.

- a. Profane or obscene language or content;
 - b. Content that is threatening, harassing or discriminatory, including name calling;
 - c. Advertises or promotes a commercial product or service, or solicitations of commerce;
 - d. Infringement on copyrights or trademarks;
 - e. Confidential or sensitive personal information;
 - f. Incites or promotes violence or illegal activities;
 - g. Promotes or endorses political campaigns or candidates; or
 - h. Spam comments, such as the same comment posted repeatedly.”
2. “Please note that the opinions and comments expressed on this social media site do not reflect the opinions and positions of the City of Page.”

E. If any content is posted to City social media sites that is in violation of the City’s External Policy and is therefore subject to removal, the City authorized user for the site may remove the applicable content but shall immediately notify the City IT Department and City Attorney’s Office and shall retain a copy of the removed content.

F. PUBLIC RECORDS

1. The City of Page social media sites are subject to applicable public records laws. Any content maintained in a social media format related to agency business, including communication posted by the City of Page and communication received from citizens, is a public record. The Department maintaining the site is responsible for responding completely and accurately to any public records request for social media content.
2. Records Retention
 - a. Social media sites contain communications sent to or received by the City and its employees, and such communications may therefore be public records subject to the Arizona Public Records Law and ARS §41-151.12 with the associated retention schedules. These retention requirements apply regardless of the form of the record (for example, digital text, photos, audio, and video). The Department maintaining a site shall preserve records pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Furthermore, retention of social media records shall fulfill the following requirements:
 - i. Social media records are captured in a continuous, automated fashion throughout the day to minimize a potential loss of data due to deletion and/or changes on the social networking site.
 - ii. Social media records are maintained in an authentic format along with complete metadata.
 - iii. Social media records are archived in a system

that preserves the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.

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