



Employee Handbook

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Welcome to The City of Frankfort.

Congratulations on joining The City of Frankfort! We would like to take this opportunity to welcome you and thank you in advance for the contributions you will make toward the success of this city and the service you will provide to our residents. On behalf of my fellow elected leaders, appointed officials and staff, welcome to the Frankfort municipal government team!

The City of Frankfort is not just a place to work—it is also a unique environment that provides you many opportunities to utilize your skills, develop your talents, display your commitment to public service and learn from others as you build a successful career. We believe our employees are our greatest asset, and we value each individual's ideas and creativity. The success of The City of Frankfort depends upon our operation as a unified team. We have to earn the trust and respect of our residents every day so that they continue to choose our to live, work and thrive in our community over anyplace else. Our strength is in our service, and that service is provided by people like you.

We strive to practice the values of respect, fairness, equality, kindness, open communication and teamwork as keys to everyone's positive employment experience.

Again, congratulations on your move to The City of Frankfort. We look forward to working with you and building the City of Frankfort's success as well as your own.

Regards,

Mayor Judith Sheets

Introduction

Purpose of the Employee Handbook

The City of Frankfort has established the following policies and procedures to assist you in understanding your role as an employee of the company and to ensure consistency in day-to-day operations. We value your contributions to The City of Frankfort and want to help you achieve full success. Therefore, we have created this handbook to be a resource.

This handbook outlines some of the general policies and procedures that cover employment practices, operations, and professional conduct. It is your responsibility to know and practice them. As you study them, please list any questions so you can review them with a member of management.

Statement of Change

This handbook is for informational purposes only. The policies in this handbook are subject to change at any time at the sole discretion of The City of Frankfort. From time to time, you may receive updated information regarding any changes in policy. The interpretation and administration of these handbook policies shall be under the jurisdiction of the Board of Public Works and Safety. The only exception to any changes is our employment-at-will policy. Employees will, of course, be notified of such changes to the employee handbook as they occur. This is not intended to be and does not create any contract of employment.

In some circumstances individual department policies or standard operating procedures may supersede a policy which has been established in this handbook. These policies have been developed because certain department structures or work conditions require a different policy. Some of the individual department policies, which are an exception to the employee handbook policies, are listed below. Please keep in mind that this list may not be all inclusive.

Policy Description	Alternative Policy Department
Introductory Period	Fire and Police
Overtime	Fire and Police
Vacation Schedules	Fire and Police
Working Hours	Fire and Police

Although every effort is made to ensure that our policies are in strict compliance with State and Federal regulations, should a discrepancy exist due to changing regulations or for any other reason, State and Federal guidelines will always supersede any unintended policy deviation from regulations.

Please direct any questions about specific policies or procedures to a member of management.

Employment at Will

Because the City of Frankfort's employees are employed at will, this handbook is not intended to be and does not create any contract of employment, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the City and any of its employees. The provisions of the handbook have been developed at the discretion of the Board of Public Works and, except for its policy of employment-at-will, may be amended or canceled at any time, at the Board of Public Works sole discretion.

An individual's employment can be terminated for any reason at any time, at the option of either the employee or the City with or without notice or cause, so long as there is no violation of applicable federal or state law. These provisions supersede all existing policies and practices and may not be amended or added to by any department or office of City government without the express written approval of the Board of Public Works. Please direct any questions about specific policies or procedures to a member of management.

Employment Practices

Equal Employment Opportunity

The City of Frankfort is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination and harassment against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, sexual orientation, gender identity, age (40 and over), pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers. If you feel that you have been discriminated against in any way, see a member of management immediately.

Immigration Law Compliance

The City of Frankfort is committed to employing only individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a

condition of employment, must complete the Employment Eligibility Verification Form, I-9, and present documentation establishing identity and employment eligibility within 72 hours of their first day of employment. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Mayor's Office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Disability Accommodation

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

The City of Frankfort complies with all Federal and State laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the City of Frankfort. Contact the Mayor's office with any questions or requests for accommodation.

Diversity, Equity and Inclusion

The City of Frankfort is committed to workforce diversity, creating equity across our City and fostering and advancing a culture of inclusion. Bringing diverse backgrounds, cultures and perspectives together drives innovation that helps us to solve today's complex problems.

The City's diversity, equity and inclusion initiatives are applicable, but not limited to, its practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations and the ongoing work environment built on the premise of gender and diversity equity.

Fostering an inclusive environment is the responsibility of every employee. The City of Frankfort is dedicated to helping each employee reach their full potential.

Employment Classifications

It is the intent of the City to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

At the time of hire, employees will be advised if they are in a position that has been designated as "Essential" by the Elected Official or Department Head. These positions are those deemed necessary to maintain critical operations of the County in emergency situations such as severe weather, power failures, or other situations where it is necessary to close certain offices of the County yet maintain essential services to the City. (see Emergency Closings)

The City of Frankfort employees fall into one of the following classifications:

Regular Full-Time—Employees hired to work a regular schedule of at least 30 hours per week. These employees are eligible for the City's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time—Employees who are regularly scheduled to work no more than 28 hours per week and have a specific work schedule. Elected Officials and Department Heads must have prior approval of the Board of Public Works to schedule a part-time employee for more than 28 hours per week. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance) they are not eligible for any of the benefits offered to full-time employees. Part-time employees who average 30 hours or more per week or 130 hours in a month during the City's designated measurement period are also eligible for the City's benefit package. Hours worked include all hours worked and all hours for which payment is made or due for vacation, illness, holidays, incapacity, layoff, jury duty, military duty or leave of absence.

Part-time employees who meet the eligibility requirements will become eligible for health care

benefits and all other benefit plans based on the date the employee is designated as a full-time employee.

Introductory—Employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the City is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

Temporary—Any employee who is hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration.

Temporary/Seasonal—Employees who are hired as temporary/seasonal replacements for regular full-time or regular part-time employees, or for short periods of employment such as summer months, peak periods, and vacations are considered temporary/seasonal employees. Temporary/Seasonal employees are eligible for some benefits by specific reference only.

Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until notified of a change to another status. While temporary employees receive all legally mandated benefits (such as Workers' Compensation insurance and Social Security), they are not eligible for the City's benefits programs.

Employees will be either exempt or nonexempt for the purposes of the overtime requirements of state law and the federal Fair Labor Standards Act:

Exempt—Exempt employees, as defined by the Fair Labor Standards Act, are employed in certain administrative, executive, professional, technical, or outside sales categories and are specifically exempted from overtime payment considerations. The hours worked by exempt employees are often irregular and may begin and end beyond the normal workday. Exempt employees do not receive overtime pay.

Nonexempt—Nonexempt employees, as defined by the Fair Labor Standards Act, are expected to confine their work to the normal workday and workweek unless a member of management authorizes overtime in advance. The company will pay nonexempt employees overtime at one-and-one-half times their regular hourly rate for all hours worked over 40 hours per week (refer to the overtime section in this handbook).

The Board of Public Works may change an employee's exempt or non-exempt classification.

Continuous Service Date

To have a record of an employee's benefits, a continuous service date will be maintained for each employee. The continuous service will be the employee's first day of employment and will continue uninterrupted if the employee remains an employee of the City of Frankfort.

Length of service for all regular employees shall be determined by the date of most recent hire except for reinstatements after separation for the following reasons:

- Entry into the armed services.
- Illness, including pregnancy, or injury during a period of six (6) months or less.
- Negotiated transfer to or from another affiliated city or municipality.

Employees who do not return from an authorized leave of absence within the approved period shall be classed as terminated at expiration of approved leave.

Length of service for persons hired on a temporary/seasonal or regular part-time basis, and later change to regular full-time status (while continuously employed), will be determined from time of original employment. This policy is not retroactive from date of adoption for any previous employment situations.

Harassment

The City of Frankfort is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the City expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

It is the policy of the City to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. The City prohibits any such discrimination or harassment.

The City encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the City to promptly and thoroughly investigate such reports. The City prohibits retaliation against any individual who reports discrimination or

harassment or who participates in an investigation of such reports.

Sexual Harassment Deserves Special Mention

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Other Harassment Types Prohibited

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- b) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts; acts causing disruption in individual work areas: denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on City time or using City equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the City (e.g., an outside vendor, consultant, or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Workplace Bullying

The City of Frankfort defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates the City Code of Ethics, which clearly states that all employees will be treated with dignity and respect. The purpose of this policy is to communicate to all employees, Elected Officials and Department Heads, that the City will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meeting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The City considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.

- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Employee's Responsibility

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, the Mayor's office, Clerk/Treasurer, or a member of the Board of Public Works.

When possible, the City encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The City recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

While the City has no fixed reporting period for complaints, The City encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, utilizing the reporting procedure as established above and realizing early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, employees are encouraged to report such behaviors.

Investigation Process

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately to the Clerk/Treasurer's Office

and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution, that party may appeal through the Problem Resolution policy.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

Employment Physical Exams and Drug Testing

For certain positions or under certain circumstances and after an offer of employment, a physical examination and/or drug test will be required. A physician appointed by the City of Frankfort at the City's expense will conduct the employment physical examination. When an employment physical examination and or drug test is required, employment and assignment will be conditional pending the receipt of a satisfactory physician's report.

Drug-Free Workplace

The City of has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the City is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

It is the policy of the City that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) by any employee while on company premises, engaged in company business, while operating company equipment, or while under the authority of the City is strictly prohibited.

The City reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of the City.

Prohibited Conduct

The following shall be considered a prohibited conduct for purposes of this policy:

- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing City business or while in a City facility is prohibited.
- No employee shall use alcohol while performing his/her duties.
- No employee shall drive a city vehicle within four (4) hours after using alcohol.
- No employee required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident test, whichever occurs first.
- No employee shall refuse to submit to a random, post-accident, reasonable suspicion, return-to-duty, or follow-up alcohol or drug test.
- Employees must report to their supervisor if they are prescribed and under the influence of any medication that may affect the safety of their work performance.
- Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia).

Drug Testing Types

The City retains the right to require the following tests:

Pre-employment: Applicants may be required to pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing and/or a positive test result will result in disqualification of further employment consideration.

Reasonable suspicion: Employees are subject to testing when they manifest physical, behavioral, speech or performance symptoms or reactions commonly attributed to the use of controlled substances or alcohol. The Clerk/Treasurer's Office must be consulted before sending an employee for reasonable suspicion testing.

Post-accident: The City requires post-accident drug and alcohol testing under the following circumstances:

- When the employee is the operator of a motor vehicle or equipment involved in an accident and any of the following factors is present:
 - a) the employee receives a citation for a moving violation involving the accident;

- b) the accident results in a fatality to any person;
 - c) a person is injured as a result of the accident and the injuries require immediate medical treatment to the person away from the accident site;
 - d) one or more motor vehicles involved in the accident incurs disabling damage such that its tow away from the accident site is required.; or
 - e) the employee's department head or a law enforcement agency called to the scene of the accident requests that the test be administered.
- When the employee is involved in an accident that does not involve the operation of a motor vehicle or equipment, but the job activity poses a danger to the employee or other persons, and where the employee's department head determines that testing should be initiated due to evidence of any of the following factors:
 - a) unsafe or reckless conduct by the employee;
 - b) significant and unnecessary damage to property;
 - c) significant injury to the employee or other persons that might have been the fault of the employee; or
 - d) a pattern of erratic incidents that the department head determines could have been the result of impairment.
 - When required by regulations of the Indiana Department of Transportation (IDOT) and the Federal Motor Carrier Safety Administration (FMCSA) as to Street Department employees and any other City employee operating City owned or leased vehicles under a commercial driver's license (CDL).

In all cases where post-accident testing is required, the employee involved in the accident shall submit to testing as soon as possible following the accident.

Random: The City of Frankfort may sporadically test randomly selected employees who are in a "testing designated position" (TDP) for alcohol and/or drugs. A TDP is a position that has been identified for random drug and alcohol testing where it is legally permissible. The Board of Works shall determine and specify the criteria and procedures to be applied in designating a position for testing.

Employees will be selected at random for alcohol and/or drug testing at any time. These tests are unannounced and unexpected by employees. A random selection process is used to equally select

employees in TDPs for testing. There is potential for employees to be selected multiple times for testing. The random selection process also creates an equal chance for all employees to be selected. Random drug testing has little to no advanced notice and is administered by the Clerk/Treasurer's Office.

Return to Duty Testing: If so instructed by the City, a return to duty test may be required for all City employees who have violated this policy (test positive, have an adulterated or substituted specimen or refuse to test).

Follow-up Testing: If requested by the City, any City employee who has returned to work following a violation of this drug and alcohol policy may be subject to follow-up testing. At a minimum six follow-up tests could be required within the first twelve months following the employee's return to work, and less frequently during the next four years. Follow-up drug tests are at the expense of the employee.

Refusal to cooperate in required tests will result in disciplinary action, up to and including termination of employment.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and the Clerk/Treasurer's Office. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Positive Test Results

The first time an employee tests positive for alcohol or illegal drug use under this policy, it will result in disciplinary action, up to and including termination of employment. However, depending on the circumstances and the employee's work history/record, the City may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years.

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Drug/Alcohol Rehabilitation

Employees who request assistance in dealing with a personal drug or alcohol problem will receive help from the City as long as the offense is on a first time basis; and, the employee agrees to stop any and all involvement with drugs and alcohol. The City will have the right to refer the employee to an appropriate treatment resource that can best help the employee with their problem. However, by volunteering for help an employee cannot avoid disciplinary action for a violation of this. At the same time, such voluntary action will be taken into consideration.

The City will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Recruitment and Replacement

The City of Frankfort's primary goal when recruiting new employees is to fill vacancies with persons who have the best available skills, abilities, or experience needed to perform the work. Decisions regarding the recruitment, selection, and placement of employees are made based on job-related criteria.

When positions become available, qualified current employees are encouraged and are welcome to apply for the position. As openings occur, notices providing general information about the position are posted. The manager of the department with the job opening will arrange interviews with employees who apply.

We encourage current employees to recommend new talent for the City of Frankfort.

Nepotism

Employees who are relatives of an Elected Official or Department Head may not be employed by the City in a position that results in one relative being in the direct line of supervision of the other relative.

Direct line of supervision means an Elected Official or Department Head who is in a position to affect the terms and conditions of another individual's employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation. The term

does not include the responsibilities of the executive, legislative body, or fiscal body of the City, as provided by law, to make decisions regarding salary ordinances, budgets, or personnel policies of the City.

Employed means an individual who is employed by the City on a full-time, part-time, temporary, intermittent, or hourly basis. The term does not include an individual who holds only an elected office. The term includes an employee who is a party to an employment contract with the City.

Relative means any of the following:

- A spouse
- A parent or stepparent
- A child or stepchild (an adopted child is considered the same as natural child of the individual)
- A brother, sister, half-brother, half-sister, stepbrother, or stepsister
- A niece or nephew
- An aunt or uncle
- A daughter-in-law or son-in-law.

This policy does not apply to employees in their current position as of June 30, 2012 unless the employee has a break in employment.

If an employee is absent from their workplace while on paid or unpaid leave, including vacation, sick or family medical leave, or worker's compensation, or employment with the City is terminated followed by immediate reemployment by the City, without loss of payroll time then they are not considered to have a break in employment.

If someone is in the direct line of supervision of an applicant, then no application can be accepted for any available position in that department. Direct line of supervision includes any direct supervisory capacity that would include a potential conflict. Examples where conflict(s) may occur (and not all inclusive) would include foreman, Department Directors, Assistant Directors, Chiefs, Bn Chiefs, Captains, Lieutenants, Sergeants, or any other supervisory personnel.

Whenever nonsupervisory relatives are hired in the same department (i.e. brother and brother or any relative designated in COF Resolution No. 12-02), it is imperative that the BEST-QUALIFIED candidate is hired. The Clerk/Treasurer's Office should be informed when this situation may occur to assist.

Any questions should be directed to Clerk/Treasurer's Office or look to COF Resolution Number 12-02 for guidance.

Having people work different shifts to keep from the conflict is in itself a direct line of supervision conflict. This would not preclude an applicant from applying for any department that would not create a direct line of supervision conflict.

Employment of Minors

The following provisions apply with respect to the City's employment age requirements: The City of Frankfort will fully comply with the Child Labor provisions of the Fair Labor Standards Act and applicable state statutes, which govern the employment of minors.

For purposes of insurance risk, it is the City of Frankfort's policy to not employ individuals younger than age 18 in any position with the City except for Temporary/Seasonal park employees.

Should the City have any reason to question whether an individual applicant is under age 18, the applicant may be required to furnish proof of birth date.

Background Checks

The City of Frankfort requires applicants for all full-time, part-time, contract, and temporary positions to submit to a background check before beginning employment. All offers of employment are conditioned on receipt of a background check report that is acceptable to the City.

If an applicant attempts to withhold information or falsify information pertaining to their background, previous convictions, etc., they will be disqualified from further employment consideration. If, after hire, an employee is found to have withheld or falsified information regarding their background, they may be subject to disciplinary action and/or termination.

If information obtained in a background check would lead the City to deny employment, a copy of the report will be provided to the applicant at the applicant's request, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

The City also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

For certain positions or under certain circumstances a background check and criminal investigation will be required. When a background check and criminal investigation is required, employment and assignment will be conditional pending the receipt of a satisfactory report.

Probationary Period

All employees of the City of Frankfort, except Police and Fire, are employed on a probationary period basis until the completion of 60 calendar days of employment. This probationary period is designed to determine whether an employee is suited to a job and capable of satisfactorily performing the work assigned. Termination and/or transfer actions may be taken during this period without need of an appeal or hearing process. An unsatisfactory rating at any time during the probationary period may result in your immediate termination.

Promotions/Advancement Opportunities

The City of Frankfort believes in promoting from within. We want employees to have the opportunity for promotion to higher paying positions within the City. A promotion will be based on factors such as quality and quantity of work, prior job performance, experience, educational background, attendance record, safety record, the ability to work well with others, and the potential to successfully perform the duties of the new position.

Personnel Data Changes

It is the responsibility of each employee to notify promptly the Clerk/Treasurer's Office of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Clerk/Treasurer's Office.

Privacy/Personnel Files

We respect the privacy of our employees and keep employee files confidential to the extent possible. The City of Frankfort will maintain a file on each employee in the Human Resource's office. An employee's personnel file begins with the employee's completed employment application form. From time-to-time various information will be added to the personnel file regarding an individual's

employment status with the City. Personnel files are the property of the City of Frankfort and will be treated the same as any other confidential City of Frankfort information.

The following provisions apply with respect to the City of Frankfort's standards for establishing, maintaining and handling employee personnel files;

- All official records concerning an employee will be kept up to date insofar as possible.
- Employees will be permitted to review their personnel files as permitted by applicable laws and City policy in the Clerk/Treasurer's Office in the presence of the authorized staff.
- Information regarding the medical condition or history of an employee will be maintained in accordance with applicable federal and state laws and will be maintained in a separate file under the supervision of the City of Frankfort's Medical Review Officers. The designated Medical Review Officers of the City of Frankfort are the Mayor and Clerk/Treasurer.
- The personnel file of an employee terminating employment will be maintained in accordance with applicable state and federal laws. Public Safety may keep certain information contained on electronic record keeping system.
- All employee disciplinary documentation will be kept in a separate personnel filing system under the supervision of the Clerk/Treasurer's Office.

Contents of Personnel Files

Employee personnel files will include the following (this list is not all inclusive):

- Original employment application
- Performance appraisal reports
- Special commendation information
- Educational achievement records
- Status changes affecting employee's work and salary history
- Employee's resume (if submitted)
- Other relevant documents as determined by the Clerk/Treasurer or Mayor
- W2 and W4 forms
- Employee's job description

Reviewing Personnel files

While personnel files are the property of The City of Frankfort and access is restricted to protect your privacy, any employee wishing to review their own file should contact their Department Head. The

following provisions apply with respect to an employee request to review the employee's personnel file:

- The Department Head will have the responsibility of coordinating the review of an employee's personnel file with the employee's immediate supervisor and the Clerk/Treasurer.
- A representative of the Clerk/Treasurer's Office must be present while the employee reviews the employee's personnel file.
- The employee may take notes, but may not remove, deface, or otherwise make notations on the documents in the employee's personnel file.
- Upon request from the employee, the City will provide a copy of any item(s) in the employee's personnel file.

All information in the employee personnel files is considered confidential. This information will only be available to the Mayor, the Clerk/Treasurer, the Board of Public Works, the employee, and the direct supervisor or Department Heads who are responsible for the employee. In a transfer situation where the Department Head of the department to which an employee may be transferred will be allowed to review the employee's file with the approval of the Mayor. In the absence of the Mayor, the Board of Public Works may give the approval. Any violations of this policy are considered a very serious offense.

Conduct and Performance

Job Descriptions

The City of Frankfort makes every effort to create and maintain accurate job descriptions for positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

The City of Frankfort maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities. The supervisor and the Department Head prepare job descriptions when new positions are created.

Existing job descriptions are also reviewed and revised to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Department Head if you have any questions or concerns about job descriptions.

Performance Management

The City of Frankfort is committed to providing employees with a supportive and nurturing environment in which they feel challenged. Offering performance feedback/evaluations is one of the ways the City acknowledges employee strengths and highlights areas for future growth and improvement.

Employees will receive most feedback informally on an ongoing basis. This type of feedback is important for two reasons: (1) immediate feedback is highly effective in enhancing job performance, and (2) working in our type of environment requires open communication between employees and management.

Department Heads should evaluate the performance of employees annually. Performance evaluations should take place during the first quarter of each year. The evaluation consists of a personal interview during which an employee's strengths and weaknesses are discussed and evaluated, and recommendations for improvements are made. These interviews also identify the short and long-range goals of employees and determine how they interrelate with the City of Frankfort's goals, purpose, and objectives.

Performance Improvement

From time to time, problems related to your job may develop. If so, The City of Frankfort intends to have candid and open conversations with you to resolve them.

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and to the standards as set forth in their job description or as otherwise established.

The City supports the use of progressive discipline to address issues such as poor work performance or

misconduct. Our progressive discipline policy is designed to help employees improve performance and prevent a recurrence of undesirable behavior.

Outlined below are the steps of the City's progressive discipline policy and procedures. The City reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary.

Some factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines the City's progressive discipline process:

<p>Step 1: Verbal Warning</p>	<p>A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.</p>
<p>Step 2: Written Warning</p>	<p>Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.</p>
<p>Step 3: Performance Improvement Plan</p>	<p>Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when they have demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days.</p>

Within the period of the PIP, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

NOTE: The City reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Workplace Etiquette

The City of Frankfort strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to the employee's attention. In most cases, common sense will dictate an appropriate resolution. The City encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact your department head if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Be conscious of how your voice travels and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Try not to block walkways while carrying on conversations.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Monitor the volume when listening to voice mail or a speakerphone that others can hear.
- Clean up after yourself and do not leave behind waste or discarded papers.

Personal Conduct

The City of Frankfort expects that all its employees conduct themselves with pride and respect

associated with their positions, fellow employees, citizens, and the City. Employees should always use good judgment and discretion and the highest standards of ethical conduct in carrying out the City's business.

Improper conduct by and between employees and/or by and between employees and business associates on the City's premises or adversely affecting the City's work will not be tolerated. Employees demonstrating improper conduct will be subject to disciplinary action up to and including termination of employment.

Should an employee be involved in disciplinary action, management will consider the following questions:

- How serious is the offense and what circumstances are involved?
- What is the employee's past conduct/performance record?
- Has the employee had any previous disciplinary action; if so, what did it involve and when did it occur?

The following are examples of misconduct for which an employee may be subject to disciplinary action. Note that these examples do not constitute a complete list of the circumstances for which discipline will be warranted.

- Falsification of any records or reports pertaining to absence from work, claims pertaining to injuries occurring on City premises, claims for any benefits provided by the City, communications or records including personnel and production records.
- Causing or giving false fire alarms or tampering with protection equipment.
- Restricting output, or persuading others to do so, or promoting, encouraging, agitating, engaging in or supporting suspension of work, slowdowns, or any other interruptions of production.
- Sabotage or subversive activity of any kind.
- Misuse or removal from the premises, without authorization, of any City property, or possession of any property removed from City premises without proper authorization.
- Except for law enforcement personnel, bringing, using or having in your possession weapons inside City premises at any time.
- Bringing, using, having in possession, transporting, selling, or promoting the use of alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug on City premises at any time.

- Striking or manhandling another person or fighting while on City premises at any time.
- Striking a City employee at any time in connection with any matter relating to employment.
- Theft of any property on City premises, or theft of City property at any time.
- Willful abuse or deliberate destruction of City property, tools, or equipment or of any property on City premises at any time.
- Altering or removing safety devices from equipment.
- Gross insubordination defined as a willful and deliberate refusal to follow reasonable orders given by a Department Head.
- Violation of the City's Equal Employment Opportunity Policy or Harassment Policy.
- Committing an immoral or indecent act while on City property regardless of whether the act was committed during the employee's shift.
- Altering any employee timecard regardless of whether it is the employee's own card or that of another employee.
- Intentionally punching the timecard of another employee or having another employee punch their timecard.
- Conviction of any offense by a court of law which would make that employee undesirable for association with the City and its other employees.
- Reporting for work under the influence of or when suffering from a hangover from alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug.
- Threatening, intimidating, coercing, or interfering with any person on City premises at any time
- Sleeping on City time.
- Altering, defacing, or removing governmental or City notices/bulletins that are posted on the City bulletin board.
- Gaining unauthorized access to City records and files whether they are locked or otherwise.
- Handling or operating machines, tools, or equipment, which do not come within the employee's authority; careless or negligent use or operation of City tools or equipment.
- Writing out one's own purchase ticket.
- Driving City vehicles without a current and appropriate license.

- Failure to immediately report any injury or accident resulting from an on-the-job situation to the Department Head.
- Performing substandard work both in quality and quantity after having been instructed in proper procedure and technique.
- Unauthorized leave from the work area during work schedule exceeding the time allowed for scheduled break or lunch period.
- Unauthorized manufacture of products for personal use (including sale or gifts).
- Unauthorized distribution of literature in the work area or posting on City property.
- Distraction of other employees, or causing confusion by unnecessary shouting, catcalls, whistling or demonstration while on City property.
- Punching in more than five (5) minutes prior to the start of the employee's shift or punching out more than five (5) minutes following the conclusion of their shift without authorized permission.
- Engaging in horseplay, practical jokes, gambling, selling merchandise, solicitation, or general loitering while on City property. This applies to non-shift time as well as shift time.
- Having non-employees on City property at any time without authorized permission.
- Using profane language on City property, which is offensive to citizens and to other employees.
- Dealing dishonestly with fellow employees and/or citizens.
- Discussing confidential City information with citizens.
- Any actions that may cause an unsafe workplace.

The City recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps. Such action is within the discretion of each Department Head with prior approval of the Mayor.

Problem Resolution

The City of Frankfort has an open-door policy to ensure that all Department Heads are available to listen to employee complaints, questions, or suggestions at any time. The best solutions are those worked out between employees and their supervisors. Occasions may exist, however, when an employee and a supervisor cannot resolve a problem or when the supervisor is part of the problem. When this occurs, this open-door policy

gives you the alternative of consulting higher levels of the City of Frankfort administration.

To facilitate certainty and uniformity under this policy, complaints must be brought to the appropriate supervisor or Department Head's attention within two weeks of the incident or event-giving rise to the complaint. The procedure for resolving these timely complaints is outlined below:

<p>Step 1: Meet with Supervisor</p>	<p>Employees are encouraged to meet with their supervisor to define and discuss any work-related problems or complaints. We believe most problems can be resolved at the supervisory level. If the employee is dissatisfied with the supervisor's response or decision, or if the supervisor is the problem, the employee may present the problem/concern to the Department Head. The employee and/or the supervisor/Department Head may involve outside consultation.</p>
<p>Step 2: Meet with Department Head</p>	<p>If the problem has not yet been resolved after Step 1, or if the problem is the supervisor, the employee may request a meeting with the Department Head. This request must be in writing and include a written description of the employee's complaint, and, if applicable, the supervisor's response from Step 1.</p>
<p>Step 3: Meet with HR</p>	<p>If after the previous steps, the issue is still unresolved, the employee may request a meeting with the Clerk/Treasurer's Office. The Clerk/Treasurer's Office will assemble all documentation from the previous steps, take statements from the employee, the supervisor, and the Department Head and if the situation cannot be resolved, forward all information to the Mayor for review.</p>
<p>Step 4: Meet with Mayor and Board of Works</p>	<p>If the employee is still dissatisfied after using the prior three steps, he/she may request a meeting with the Mayor. The Mayor and the Board of Works will review all written communications generated pursuant to or during the prior steps. After the problem has been reviewed and the meeting held, a final decision will be made and relayed to the employee within seven workdays after the meeting.</p>

General Policies

Technology, Internet, Email, and Network Access

The City of Frankfort may provide you with technology (computers, phones, tablets, etc.), internet, email, and network access to help you do your job. This policy explains our guidelines for using these resources. City provided technology, internet, email, and network usage is intended for job-related activities and are the property of the City. Therefore, we reserve the right to monitor how you use this property. We also reserve the right to find and read any data that you write, send, or receive through our online connections or is stored in our computer systems.

All data that is written, sent, or received through the City's computer network systems is part of official City records. That means that we can be legally required to show that information to law enforcement or other parties. You should always make sure the business information contained in internet transmissions, email messages and network data are accurate, appropriate, ethical, and legal.

Employees should also avoid sending or receiving large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work. In an effort to ensure safe use of electronic resources, employees should not open suspicious e-mails, pop-ups or downloads. Contact the IT Administrator with any questions or concerns to reduce the release of viruses or to contain viruses immediately.

You should not use a password, access a file, or retrieve any stored communication without authorization. Your passwords should not be written down or revealed to anyone.

Employees violating the City's technology, internet, Email, and network access policy will be subject to discipline up to and including termination, depending on the nature and severity of the violation.

Software Licensing and Use

The City does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on its internet, email, or network systems. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on City systems. You are responsible for making sure that anyone who sends

you material over the internet has the appropriate distribution rights.

The City of Frankfort buys and licenses computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer. You may only use software on local area networks or on multiple machines according to the software license agreement. No employee-owned or non-City purchased software is to be installed on City-owned equipment, whether intended for legitimate business matters or for personal purposes or amusement.

At no time should a new City software program be loaded on the City's network, file server, or on an individual computer without the prior approval of the City's IT Administrator. Violation of software licensing agreements is a serious matter which places the violator and the City at risk of copyright infringement claims. It is City policy to pay all proper software licensing fees and to prohibit the use of copies of "bootlegged" software. Unauthorized software will be deleted upon discovery by the City IT Administrator and reported to the employee's Department Head or Elected Official and to the Board of Public Works. The City of Frankfort prohibits the illegal duplication of software and its documentation.

Important software safety information:

- Only software obtained from or approved by the City's IT Administrator may be used.
- Before you download or copy a file from the internet, it must be checked for viruses. All compressed files must be checked for viruses both before and after decompression.
- Each new piece of software shall be tested for virus contamination at installation and periodically thereafter. The City's IT Administrator will assist all departments with virus detection procedures.
- All signs or suspicions of virus contamination shall be immediately reported to the City's IT Administrator to isolate and control any contamination.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.

Inappropriate Use

You may not write, send, read, or receive data through our computer systems that contains content that could be considered discriminatory, offensive,

obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, gender identity, or any other characteristic protected by law.

If you use the City's technology, internet, email, or network systems in a way that violates the law or City policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held personally liable for violating this policy. The following are some examples of prohibited activities that illustrate inappropriate use:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using City time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the City or initiate unwanted internet services and transmissions
- Sending or posting messages or material that could damage the City's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of City technology, internet, email, and/or network systems

- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the City
- Sending anonymous email messages
- Engaging in any other illegal activities
- Using the system in a way that disrupts its use by others.

Phone Systems

Our telephone communications are an important reflection of our image to citizens and the community. Always use proper etiquette when using the telephones or business radios. The following are some examples of good telephone and radio etiquette: use the approved greeting, speak courteously and professionally, repeat information back to the caller, and only hang up after the caller hangs up. During working hours, employees should refrain from making or receiving personal telephone calls except for emergencies. If you make personal calls on The City of Frankfort business phones, we may require that you pay us for any charges.

We provide cell phones to some employees for business use. Employees with cell phones are allowed to use them for short personal calls within reasonable limits. Sometimes we may check cell phone bills to make sure this policy is being followed.

In the interest of safety, you should not use hand-held cell phones (neither personal nor company-owned) when driving during work time. You may use a hands-free device during safe driving conditions.

Personal Cell/Smart Phones

The City of Frankfort recognizes that cell/smart phones have become an integral part of everyday life. To avoid disruptions and ensure productivity and focus on serving the public, personal cell phones and other wireless communications devices are not to be used for non-work purposes during working time unless for emergency situations.

If personal cell phones and other communication devices are left in the "on" position during work hours, they should be set to a silent ringing mode and the voice mail options should be used for incoming calls.

Employees should only use personal cell phones and other communication devices during scheduled lunch and break periods. Personal texting should also be reserved for non-work time.

Social Media

At the City of Frankfort, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media as it relates to the City of Frankfort.

Please note that this policy is not intended to interfere with employee's rights to discuss their terms and conditions of employment or to otherwise interfere with their rights under the National Labor Relations Act. However, policy violations, including posting information on City time, may result in disciplinary action up to and including termination of employment.

The City may monitor online content.

Social Media Defined

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

General Guidelines

The same principles and guidelines found in the City's policies apply to your activities online. Ensure your postings are consistent with City policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects clients, vendors, people who work on behalf of the City, or its legitimate business interests may result in disciplinary action up to and including termination.

When using social media:

- Be fair and courteous to fellow employees, clients, vendors, or people who work on behalf of the City.
- Keep in mind that you are more likely to resolve work-related complaints by speaking

directly with your co-workers or by utilizing our problem resolution process than by posting complaints to a social media outlet.

- Avoid posting complaints/criticism or using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage employees, or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, sexual orientation, gender identity or any other status protected by law or company policy.
- Ensure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Never post any information or rumors that you know to be false about the City, fellow employees, clients, vendors, people working on behalf of the City, or competitors.
- Maintain confidential information. Do not post financial, confidential, sensitive, or proprietary information about the City, clients, employees, or applicants.
- Express only your personal opinions. Never represent yourself as a spokesperson for the City. It is important to remember that even while off-duty employees represent the City to the public and should strive to preserve the City's reputation and good will. Employees are responsible for the content of their postings and may be subject to all appropriate legal and disciplinary action resulting from any unlawful statement or City-policy violations in their social media and networking activities.

Use at Work

Use of social media sites should be kept to a minimum while at work unless approved for business purposes. Do not use City email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Retaliation Is Prohibited

The City of Frankfort prohibits taking negative action against any employee for reporting a possible breach of this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible breach of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

News Media/Public Information

The City of Frankfort's public image and its image or perception with citizens is critical to its success. Occasionally, news releases or discussions with the media are appropriate and needed. To ensure all information and facts regarding a situation are known and presented accurately, the Mayor or their designee will handle all questions or discussions from or with the news media. This includes any information involving accidents or natural disasters.

Whistle-Blower Policy

The City of Frankfort expects employees to practice honesty and integrity in fulfilling their responsibilities and to comply with all applicable laws and regulations. It is your responsibility to report violations or suspected violations of any law, policy, or integrity issue in accordance with this whistle-blower policy.

A whistleblower as defined by this policy is an employee of the City who reports an activity that they consider to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. The Board of Public Works is charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should submit those concerns in writing to the compliance officer appointed by the Board of Public Works or any member of the Board of Public Works.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed is credible. Any allegations that prove not to be substantiated and that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense which may include termination.

No Retaliation

No employee who in good faith reports a violation will suffer harassment, retaliation, or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline, up to and including termination of employment. This whistle-blower policy is intended to encourage and enable you to bring any concerns of honesty and integrity to our attention.

Any whistleblower who believes they are being retaliated against should submit their concerns in writing to the compliance officer immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Confidentiality

We will keep reports of violations or suspected violations confidential to the extent possible, consistent with the need to conduct an adequate investigation. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

Travel and Expense Reimbursement

This policy is intended to provide a uniform system for all City of Frankfort, Indiana offices and departments to report ordinary and necessary business-related expenses incurred while traveling on business for the City of Frankfort, Indiana. This policy applies to all Elected Officials, and to all Department Heads and employees of the City and the employees of the Frankfort Municipal Utilities (hereinafter collectively referred to as the "City").

The City will reimburse Elected Officials and employees for reasonable business expenses while they are away from their normal work location. Items not provided for in this policy will be considered personal and therefore not reimbursable.

Elected Officials and Department Heads are responsible for budgeting conference and travel expenses as part of the annual budget process.

All business travel for employees must be approved in advance by their Elected Official or Department Head. Elected Officials and Department Heads are expected to use good judgment in scheduling and attending conferences as well as the related travel expenses.

Registration fees or similar expenses for City approved training courses, conferences, seminars, and conventions are reimbursable. Individuals who register for any of the above are responsible for adhering to the cancellation policy. Individuals who do not attend an event will be responsible for reimbursing the City for all fees and expenses associated with a cancellation or non-attendance, unless reasonable cause is shown. The Board of Public Works and Safety of the City of Frankfort, Indiana (hereinafter the "Board of Works") will have sole discretion in determining whether reasonable cause is shown. The City will consider exceptions

provided the request is submitted in writing to the Board of Works.

Individuals on business travel may be accompanied by a family member or friend when the presence of a travel companion will not interfere with the successful completion of business objectives.

Individuals are also permitted to combine personal travel with business travel as long as the time away from work is approved in advance. All expenses related to personal travel are the responsibility of the individual. If personal travel is involved, individuals must use their own personal vehicle.

Individuals on business travel may be accompanied by a family member or friend when the presence of a travel companion will not interfere with the successful completion of business objectives.

Individuals are also permitted to combine personal travel with business travel as long as the time away from work is approved in advance. All expenses related to personal travel are the responsibility of the individual. If personal travel is involved, individuals must use their own personal vehicle.

Meals

The City will reimburse City Employees for meals while they are away from their normal work location due to required travel to training opportunities, conferences, or for other City business that requires transportation to an alternative location outside of the City (hereinafter collectively "Event").

When meals are not included as part of the Event attended by the City Employee, City Employees are entitled to a per diem allowance in the amounts listed below:

Meal	Per Diem Amount
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00

If a City Employee begins travel to an Event from the City before 9:00 a.m., the City Employee can claim breakfast; if a City Employee begins travel to an Event from the City before 12:00 p.m., the City Employee can claim lunch; if a City Employee begins travel to an Event from the City before 3:00 p.m., the City Employee can claim dinner.

If a City Employee remains at an Event for an entire day, before 9:00 a.m. to after 3:00 p.m., the City Employee can claim breakfast, lunch, and dinner.

If a City Employee begins travel from an Event to the City after 9:00 a.m., the City Employee can claim breakfast. If a City Employee begins travel from an Event to the City after 12:00 p.m., the City Employee can claim lunch. If a City Employee begins travel from an Event to the City after 3:00 p.m., the City Employee can claim dinner.

No per diem will be provided for meals included as a part of the Event.

City credit cards cannot be used to pay for meals. The City Employee must pay for the meal and receive the per diem. No receipt is required to claim the per diem.

The per diem must be claimed on a city claim form within thirty (30) days of return reimbursement.

Lodging

An employee may claim lodging for each day of travel. When making reservations for lodging, a request should be made regarding the facilities' policy on sales tax exempt status for the City. If so, the facility may require a tax-exempt certificate to be sent or presented upon check-in. The certificate can be obtained from the Clerk-Treasurer's office. Requests for the tax-exempt certificate should be submitted well in advance for the certificate to be mailed or for the individual to take the certificate with them.

Travelers are not entitled to reimbursement for hotel accommodations the night before a meeting or event if the travel distance is forty (40) miles or less from the city.

Transportation

Every effort should be made to use the lowest priced transportation available. Reimbursement will be made for the following modes of transportation:

- Coach class for commercial air travel.
- Depending on the number of travelers, the lowest price class of rental car. If the City has a negotiated rate with a rental agency, this arrangement should be used whenever possible. Individuals should not purchase any additional insurance.
- Personal auto expense will be reimbursed at the prevailing IRS mileage rate or the rate established by the City. For long distance travel, the personal mileage reimbursement cannot exceed the applicable coach class fare. The mileage reimbursement rate covers all vehicle expenses including gas and any other fuel replacements. Mileage

expenses will be based on Map Quest distances or similar models available in the public domain as determined by the Board of Works. The distance will be measured from Old Stoney - 301 E. Clinton St. Frankfort, Indiana to the destination. A copy of the meeting agenda, call letter or document proving city business was conducted must be presented with the reimbursement claim for payment to occur.

Miscellaneous Expenses

Expenses incurred for items of a business nature such as telephone, fax, postage, or small supplies on an emergency basis are reimbursable. Laundry and valet expenses are reimbursable when an individual is requested by the City to extend a scheduled trip or when an individual is away for an extended stay exceeding five (5) days or more. These expenses should be detailed on the voucher and substantiated by applicable receipts.

Individuals who are in an accident involving a City owned, leased, or rented vehicle while traveling on business must promptly report the accident to their Elected Official or Department Head. Elected Officials and Department Heads should report the accident to the Board of Works and the City attorney.

Recordkeeping

A daily record of expenses is required. All items listed on the Accounts Payable Voucher should show date, business location, and business purpose. Itemized receipts must be attached for lodging, business entertainment, auto rental, commercial travel, and taxi fares.

All original receipts should be taped on letter sized plain paper in chronological order. If original receipts are not available, an explanation must be included with the voucher submission.

An individual is covered under this policy from the time such individual leaves either home or work location until the time such person returns to the either home or work location.

Certain expenses may be paid directly by the City. Examples include such items as airline tickets, rental cars, hotel deposits, and registration fees. The receipt for these pre-paid expenses, if received by the employee, must accompany the claim for reimbursement.

When travel is completed, employees should submit completed travel expense reports to the Clerk-

Treasurer's office within thirty (30) days. Receipts for all individual expenses (except meals) should accompany reports. All non-meal related travel expenses must be submitted on the standard City claim form which is available from the Clerk-Treasurer's office.

The Board of Works may make exceptions for certain situations, including but not limited to, lodging, per diem allowance, or overnight travel if the travel takes the individual forty (40) miles or less under the following circumstances:

- The event has an early morning start time.
- The event is scheduled for multiple days.
- The event has scheduled meetings or meals that would require the individual to travel late in the evening.
- Current or predicted weather conditions may create unsafe travel conditions.
- The individual's physical condition may create an unsafe travel condition.

Safety

It is the policy of the City of Frankfort to conduct our business and operate our facilities in a manner that will protect the health and safety of our employees and the public. We will provide the leadership, resources, and training necessary to eliminate or reduce the exposure of employees to conditions adversely affecting their safety or health on the job. We will encourage off-the-job employee safety and health.

All managers and supervisors are directly responsible for the development and implementation of programs and procedures to ensure safety and to create an environment that encourages and supports employee involvement.

Safety depends upon active participation by everyone. Employees must understand that they are responsible for their behavior and for prevention of injuries on and off the job. No job is so important and no service so urgent that employees cannot take time to perform work safely.

Unsafe acts, unsafe conditions, accidents, and injuries are all preventable and therefore, with effort, can be minimized. The Department Head will measure the success of our safety efforts and strive for continuous improvement.

The City of Frankfort is committed to the safety of its employees and its property and equipment. To this end, we will utilize a safety program in our daily activities. Any employee who disregards any City safety rule and/or regulation is subject to disciplinary action including termination of employment.

It is necessary that the City of Frankfort establish safety rules and regulations to be always observed by all employees. Regarding these rules, the following will be considered standard procedure for all employees:

- Should a safety regulation be modified so that an employee's safety is something less than it should be, the employee should inform the Mayor.
- All questions concerning the reason for doing something in a certain manner may be asked of any employee at any time.

Employees' decisions should always be guided by the City's commitment to safety. Should a hazardous situation or condition exist, and a decision must be made on safety or production, safety concerns should always take precedence over production.

The City has established a Safety Committee. The purpose of the Safety Committee is to bring employees together in a cooperative effort to promote safety and health in the workplace while continually improving our safety culture. The following are the duties and responsibilities of the Safety Committee:

- Attend all committee meetings.
- Always promote health and safety.
- Act as a sounding board on health and safety issues.
- Provide feedback.
- Promote and monitor compliance with health and safety regulations.
- Attempt to raise health and safety standards above legal requirements.
- Assist in training employees.
- Participate in the identification and control of physical hazards.
- Make health and safety recommendations.
- Advise on personal protective equipment.
- Assist in the development of health and safety rules and safe work procedures.
- Monitor accident experience.

It is the Department Head's responsibility to see that every employee at the City is provided with safe working conditions. All safety regulations must be observed, and employees must use good common sense to protect themselves as well as others. The Department Head will periodically inspect working conditions and may suspend all work activity until an unsafe condition is corrected.

The most important part of safety is YOU. It is your responsibility to abide by the safety rules—these rules are made for your protection. Report any personal injury IMMEDIATELY, however minor, to your immediate supervisor. The Department Head must also be notified as soon as possible following the occurrence of the injury. Report all dangerous conditions and practices to the Department Head and/or Mayor.

Equipment and Tools

The City will furnish all necessary tools and equipment, and safety gear to complete job assignments. Prescription safety glasses and safety shoes that are required for some positions are the responsibility of the employee.

Each employee is reminded that all items purchased by the City are its property and represent a very valuable asset. It is the responsibility of the employee to whom tools and equipment are assigned to maintain and safeguard these assets. All employees should be concerned with the care and safe use of City-owned equipment and facilities. Good housekeeping is expected of every employee.

Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees should notify the Department Head or Elected Official if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Department Head or Elected Official can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. An inventory of tools and equipment will be made periodically. If it is determined that an employee is negligent in the proper storage of tools, materials, or supplies or they are misplaced or stolen, the employee will be asked to replace the same item(s) at fair market value.

When leaving a work area, it is required that all tools be removed from the work area and secured in

locked storage where available or placed back in designated storage areas.

Hazardous Wastes

The City of Frankfort believes in the protection and preservation of the valuable natural resources. Commitment to the environment is demonstrated through responsible business practices and through our efforts to educate and encourage our citizens to a similar commitment.

- The City of Frankfort strives to prevent the introduction of damaging materials into the air, soil, or water. As stewards of the environment, we are committed to minimizing risk in the production, handling, transportation, and use of our products and also in the disposal of waste.
- The City of Frankfort voluntarily discloses all risks to public safety and health and enacts measures to protect employee safety and health. Open communication is encouraged to allow the reduction of risk in the work environment.
- The City of Frankfort provides technical information and targeted training to help employees and consumers handle products safely and responsibly.

The Environmental Protection Agency has classified certain chemicals and chemical groups into categories, which have been classified as toxic. This means that in concentrated forms or by accumulating and combining with other chemicals (even the air) these chemicals can be hazardous to human health if exposure occurs.

As a City, we are committed to not creating or disposing of hazardous wastes, which will contaminate the environment. We will choose materials, which have been judged as non-hazardous whenever possible and will properly dispose of hazardous materials if used. Also, we will not knowingly dump any wastes into the environment at any time.

We will inform employees how to control hazardous wastes and what to do if they are exposed to hazardous wastes. If any employee suspects that the wastes he may encounter as an employee are hazardous (whether or not they are being created or used by the City of Frankfort), he should inform the Department Head immediately.

Tips:

- Do not take chances.
- Be alert for hazardous wastes.

- Know how to properly dispose of hazardous wastes.
- Direct any questions to the Department Head.

Reporting Injuries and Accidents

Employees must advise the Department Head of all accidents, injuries or illnesses that occur while at work. All accidents, injuries or illnesses that occur while at work must be reported immediately, however minor, to your immediate supervisor.

The City of Frankfort will provide the proper forms for reporting job-related accidents, injuries, and illnesses. Any employee failing to report these occurrences is subject to disciplinary action.

In the event of a vehicular accident involving a City of Frankfort-owned vehicle or while on City of Frankfort business, report all information immediately to the Mayor and/or Department Head. In no instance should responsibility for an accident be expressed to anyone until the proper person in the City of Frankfort has been notified and permission has been obtained to make statements.

Life Threatening Illnesses in the Workplace

Employees with life-threatening illnesses often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The City of Frankfort supports these endeavors if employees can meet acceptable performance standards.

Medical information on all employees is treated confidentially. The City will take reasonable precautions to protect such information from inappropriate disclosure. All employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Motor Vehicle Cell Phone/Two-Way Radio Use

While utilizing a City-owned vehicle or operating a vehicle while on City business, employees should follow the following safe cell phone/two-way radio driving practices:

- Do not manually dial while the car is moving – use speed dial; pull over or wait until you come to a full stop at a red light or a stop sign.
- When available, use a hands-free device such as an earpiece or a phone cradle.
- Avoid using cell phones and radios in bad weather or congested traffic.
- Cell phones and radios should only be used for short, urgent calls while driving. If the call is

lengthy, you should pull off the roadway and into a safe parking area, such as a parking lot.

- Get to know your wireless phones and radios such as speed dial and re-dial.
- Position your cell phone and radio within easy reach.
- Let the person you are speaking with know you are driving. If necessary, suspend the call in heavy traffic or hazardous weather conditions.
- Do not take notes or look up phone numbers while driving.
- Do not engage in stressful or emotional conversations that may divert your attention from the road.
- Hang up in tricky traffic situations.
- Let your voice mail pick up your calls when it is unsafe to answer the phone or radio.

If you know about any violations to this policy, notify your supervisor or the Department Head. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

Motor Vehicle Reports (MVR) Inquiry

Prospective employees expected to drive City vehicles will provide the City of Frankfort with current and acceptable motor vehicle driving information. Employment and assignment will be conditional pending the receipt of a satisfactory report from the appropriate Bureau of Motor Vehicles (BMV).

Visitors in the Workplace

Only visitors who are properly authorized may be on the City of Frankfort premises. This helps to maintain safety standards, safeguard employee and customer welfare, protect our property and facilities, guard confidential information against theft, and reduce potential distractions and disturbances.

All visitors should enter the City of Frankfort facilities at the main entrance and sign-in if they intend to conduct business or visit with an employee on the premises. Employees may only admit nonemployees to work areas with management approval or as part of a City-sponsored program. These visits should not disrupt workflow. An employee must always accompany the nonemployee. If you have visitors, you are responsible for their conduct and to watch out for their safety.

Former employees are not permitted onto City property except for official City business. If you see an unauthorized person at work, notify your

supervisor immediately or direct the person to the main entrance.

Security

All doors, files, desks, gates, and other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. City of Frankfort vehicles should be kept locked at all times when not in use. Lost keys must be reported to the Department Head immediately. Any concerns about security should be directed to the Mayor.

Workplace Violence

The City of Frankfort is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the City of Frankfort has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be always treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Un-authorized firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the City of Frankfort without expressed authorization from the Mayor. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of the Department Head. This includes threats by employees, as well as threats by citizens, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The City of Frankfort will promptly and thoroughly investigate all reports of violence, or threats of violence, and of suspicious individuals or activities. The identity of the individual making a report will be

protected as much as is practical. To maintain workplace safety and the integrity of its investigation, the City of Frankfort may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for violence, or threats of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The City of Frankfort encourages employees to bring their disputes or differences with other employees to the attention of their supervisors, Department Directors or the Clerk/Treasurer's Office before the situation escalates into potential violence. The City of Frankfort will assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Workplace Monitoring

The City of Frankfort may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction.

You may ask to see information about you that was gathered by workplace monitoring if it might impact employment decisions. We will give you access unless there is an ongoing investigation or a legitimate business reason to protect confidentiality. The City of Frankfort prohibits videotaping, or photographing in the workplace, or of the workplace by employees, citizens, visitors, or passers-by without the prior approval from a member of the City of Frankfort staff or the Department Head.

Because we are sensitive to employees' legitimate privacy rights, we will make every effort to guarantee that workplace monitoring is always done ethically and with respect.

Transportation Security

The City of Frankfort recognizes the importance of transportation security for our employees, citizens and the community of which we are a part and as a result, strive to be in compliance with federal, state and local regulations.

Transportation security, facility security, and the safety of our employees are an integral part of our daily business activities. The Department Head and supervisors are responsible for ensuring employees are properly screened and trained to perform their duties and work safely. In addition, employees are trained to report to their supervisors all mishaps, breaches of security and hazard in the workplace.

Employees are expected to participate in all phases of this policy and conduct their daily duties in a manner consistent with its objectives and the regulations.

Confidentiality

The City of Frankfort requires that a code of confidentiality of information be maintained. No employee will store information outside of the City of Frankfort (either in written or electronic form) about any matter pertaining to the conduct of the City of Frankfort's business. No information regarding purchase prices of the City of Frankfort shall be given to any citizen or vendor.

Do not discuss prices of suppliers with vendors. This is delegated to top department personnel. Likewise, conversations regarding prices, service, problems, gossip, etc. about one vendor to another is only for the discretion of top department personnel. Lack of discretion in these matters is looked upon as a very serious matter and may be subject to dismissal.

In addition, idle gossip or dissemination of confidential information within the City of Frankfort, such as personal information, financial information, etc. will subject the responsible employee to disciplinary action or possible termination.

Employee Suggestions

We welcome your ideas and suggestions. Sometimes the most unusual or simplest suggestion is an excellent cost-saving idea. Anything that will help do a job better, improve working conditions, provide better public or customer relations, eliminate unnecessary expense, or increase earnings will receive thorough consideration. Please give any suggestion to your supervisor, or if you prefer, to the Mayor. Although not all ideas can be adopted, every effort will be made to adopt or utilize any practical suggestion.

Conflicts of Interest

Employees shall avoid activities, investments, and other interests which may compete with or conflict with the interest of the City of Frankfort. A conflict of interest can arise in dealings with anyone that the City of Frankfort transacts business; i.e., citizens, owners, buyers, suppliers, banks, insurance companies, and people in other organizations with whom we contact and make agreements.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Conflicts of interest are defined by Indiana law which may, under some circumstances, prohibit a transaction or require written disclosure and approval before a contract or transaction is entered.

The following examples have been deemed to involve a conflict of interest, which violates the City of Frankfort policy:

- 1) Serving as an employee, officer, director, or consultant of a customer, client, or supplier of materials or services to the City of Frankfort.
- 2) Holding by an employee or an immediate family member of an employee (including father, mother, brother, sister, son, daughter, husband, or wife) any financial interest in the business of any customer, client, supplier of materials or services, or competitor of the City of Frankfort. This does not include a financial interest in widely held corporations that are quoted and sold on the open market, unless the amount held is more than 10 percent of the outstanding stock of the corporation or the stock held has a value representing more than 10 percent of the individual's personal net worth.
- 3) Borrowing money from or lending money to any customer, client, supplier of materials or services to the City of Frankfort other than recognized financial institutions, i.e., banks, credit unions, etc.
- 4) Accepting gifts, entertainment, or anything of value from any customer, client, supplier of materials or services to the City of Frankfort, other than minor Christmas or holiday gifts, occasional meals, and entertainment of a nominal nature, or earned incentives.

It is important to avoid not only any situation that is an obvious conflict of interest such as those listed above, but also any situation that might give the appearance of being a conflict of interest.

If you have any questions concerning this subject, please contact the Board of Public Works.

Business With Relatives of Public Officials

The City may enter into a contract or renew a contract for the procurement of goods and services or a contract for public works with: (1) an individual who is a relative of an elected official or; (2) a business entity that is wholly or partially owned by a relative of an elected official only if the elected official files a full disclosure which must:

- be in writing
- describe the contract or purchase
- describe the relationship of the official to the business
- be affirmed under penalty of perjury
- be submitted to the legislative body prior to final action

- be filed (within 15 days of final action) with the State Board of Accounts (SBoA) and the Clerk/Treasurer.

Each elected official shall, by December 31 of each year, certify in writing subject to the penalties of perjury, on forms provided by the City that the official is in compliance with the provisions of this policy.

Fraternization

We view romantic relationships between members of management and subordinates as a conflict of interest; therefore, we discourage such relationships. We do not otherwise discourage friendship or social activities among company employees. If a member of management and a subordinate are involved in or are contemplating a romantic relationship, the member of management involved must the Clerk/Treasurer's Office immediately.

Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with, compromise the City interests, or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by the City. This prohibition also extends to the unauthorized use of any City tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If the City determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

Ethics and Conduct

It is the City of Frankfort's objective to maintain an organization guided and governed by the highest standards of conduct and ethics. The reputation of the City of Frankfort is a direct reflection of the business

conduct of all who work for it. To protect and enhance our reputation, The City of Frankfort requires that all employees be guided by the highest standard of conduct in their business contacts and relationships.

The City of Frankfort will comply with all applicable laws and regulations and expects its Department Heads and employees to conduct operations in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor, Department Head, and if necessary, with the Mayor for advice and consultation.

Compliance with this policy of operations ethics and conduct is the responsibility of every City of Frankfort employee. Disregarding or failing to comply with this standard of operations ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Ethical Conduct

All City personnel shall adhere to the highest of ethical standards. Any employee associated with the expenditure of public funds shall be held to the highest degree of public trust. No employee shall engage in or permit any illegal or improper purchasing practice. Further, any employee having knowledge of any questionable practices shall immediately report this knowledge to the Board of Public Works or the Mayor.

The Board of Public Works find that the proper operation of representative government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policies should be made in the proper channels of government structure; that public office should not be used for personal gains; and that the public should have confidence in the integrity of its government. Accordingly, it is the purpose of this policy to establish ethical standards of conduct for all officials and employees of the City whether elected or appointed, paid or unpaid.

This policy is not intended to impair the ability of employees to participate in the ceremonial, representational, or informational functions in furtherance of their City employment or official duties.

Definitions

Economic Interest: An interest distinct from that of the general public in the City's purchase, sale, lease, contract, option or other transaction or arrangement involving property or service in which a public official or public employee may gain economic benefit of \$50 or more.

Employee: An individual, other than an official of the City, receiving compensation for service performed for the City, except individuals who perform service as independent contractors.

Relative: Relative means any of the following: (1) A spouse, (2) A parent or stepparent, (3) A child or stepchild, (4) A brother, sister, half-brother, half-sister, stepbrother, or stepsister, (5) A niece or nephew, (6) An aunt or uncle, (7) A daughter-in-law or son-in-law. An adopted child is considered the same as natural child of the individual.

Gift: Money or other property having economic value which is transferred to an official or employee without consideration in money or worth other than a contribution pursuant the Indiana Campaign Finance laws. The term includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the ordinary course of business to a member of the general public without regard to that person's status as an official, employee, candidate or consultant. The term does not include the following:

- Printed informational promotional material. Free printed material which can be distributed for the public awareness or public education, that is brochures, safety manuals and the like.
- A gift that is not used and not later than 30 days after receipt, is returned to the donor or delivered to a charitable organization and is not claimed as a charitable contribution for federal income tax purposes.
- Food or drink consumed by an official or employee or a member of his or her immediate family, during the conduct of official public business or attendance at public ceremonies as a public official or employee.
- Mementos or souvenirs of nominal value received at public ceremonies or commemorating official business.
- Invitations or tickets to political fund-raising dinners or public charitable benefits when used by an officer or employee or member of his or her immediate family.
- Food or drink consumed by an official or department head during attendance in connection with his or her official duties at a

convention if consumed at a reception or gathering with other public officials.

General Guidelines

Employees are to be impartial in the discharge of their duties. Decisions and policies are not to be made outside the proper channels of local, state, and federal laws and procedures.

Employees shall not use their positions with the City as a means for influencing others for personal gain. Except when used by officials and employees in the performance of the assigned responsibilities of their positions, items imprinted with the City's name, logo, or letterhead shall not be used as a means for influencing others for any purpose without the authorization of the City Council.

Employees may not use information of a confidential nature gained through positions with the City to benefit themselves or a family member financially. Employees may not accept a gift, favor, service, entertainment, food, or drink that has more than a nominal value or that could create the public perception that it is intended to influence the employee's action. Employees may not solicit or accept outside payments for the performance of City duties or for any activity related to their service to the City.

Payment for an appearance, a speech, or article may not be accepted if the appearance, speech, or article could be considered part of the employee's duties.

An employee may not accept outside payment of expenses for travel, conventions, conferences, or similar activities that could create the public perception that it is intended to influence the employee's action.

Employees may not solicit political contributions from other employees or from persons or entities that have a business relationship with the City.

Solicitation and Distribution

The City of Frankfort prohibits the solicitation, distribution and posting of materials on or at City property by any employee or nonemployee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by the City and City-sponsored programs related to the City's services.

Provisions:

- Nonemployees may not solicit employees or distribute literature of any kind on City premises at any time.

- Employees may not solicit other employees during work times, except in connection with a City-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a City-sponsored event
- The posting of materials or electronic announcements are permitted with approval from the Board of Public Works.

Violations of this policy should be reported to the Board of Public Works.

Image and Dress Code

As an employee of The City of Frankfort, we want you to be comfortable at work but also want you to be concerned with the impressions you make on others. You should always strive to ensure that your clothing and appearance is clean, is appropriate for the workplace, and contributes to a professional atmosphere for coworkers and visitors.

Every employee of the City of Frankfort contributes to the City of Frankfort's overall public image during working hours. Appropriate attire enhances an employee's effectiveness in providing superior service. Each employee personally represents the City of Frankfort and is required to dress in a manner appropriate with prevailing business style. Since the City of Frankfort provides a clothing allowance for certain job functions, it is required that those uniforms be worn. Each City of Frankfort department will identify the appropriate clothing to be worn by department employees, and the individual department's standard will prevail.

Employees are expected to have good personal hygiene when working. Hair should be clean and neat. Facial hair should be well-groomed and neatly kept. Shoes should be clean, safe, and compatible with your work environment and assigned duties. Accessories such as jewelry, stockings, tattoos, body piercings, etc., should not interfere with your work nor serve as a distraction. If your manager deems one of these items is a work issue or a distraction, we reserve the right to ask you to remove it, cover it, etc.

Family Emergency

In the event the Mayor's Office or the respective work site receives word of an emergency related to a member of any employee's family, the employee would be notified as soon as possible. Should an employee be at a location away from the employee's normal workplace, arrangements will be made to contact the employee, and if necessary,

arrange for the employee to return home immediately.

Tobacco/Vape Free Environment

To promote a healthy environment for employees, the City follows state law (HEA #1149) prohibiting smoking in any of the City's places of employment and within eight feet of any City-owned building.

Employees may not use any tobacco product while working in the presence of citizens, in City buildings, or in City vehicles. This includes any forms of tobacco, or the use of vapes, e-cigarettes, and any similar products.

This policy applies to all Department Heads, Elected Officials, employees, customers, and visitors. Employees have a responsibility to report violations by a member of the public or other employees to their Elected Official or Department Head. An employee may do so without fear of reprisal or retaliation.

Employees who violate this policy are subject to disciplinary action up to and including termination. In addition, any person who smokes in a non-smoking area commits a Class B infraction and a Class A infraction if they have at least three (3) prior violations. Violations of this policy by others in the presence of employees shall be handled in accordance with the policies and procedures adopted by the Board of Public Works for all premises under the control of the City.

Personal Belongings

The City of Frankfort recognizes an employee's desire to display mementos pertaining to the employee's family or other personal items. While the City of Frankfort can take no responsibility for the safekeeping of these items, it welcomes its employees to personalize their work areas for added comfort or pleasantness. However, several guidelines must be observed. They are as follows:

- Safety Comes First - No object can interfere with job safety as viewed by the Department Head
- Nothing can be displayed that (in the opinion of the Department Head) is derogatory to any person or system of beliefs.
- Objects (in the opinion of the Department Head) that are inappropriate or hinder work efforts will not be allowed and must be removed upon request.

Lactation/Breastfeeding

The City of Frankfort will provide a private location where an employee can express breast milk. An

employee who needs to express milk may do so during any meal or rest break. An employee who needs to express milk should contact the Clerk/Treasurer's Office for direction to the designated area and to arrange times as needed. Employees will be allowed reasonable paid breaks (typically not to exceed 15 minutes) to express milk.

Emergency Closings/Severe Weather

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt governmental operations. In these events, employees are responsible for contacting their Department Head or the Mayor's Office regarding opening and closing hours.

In city declared weather-related emergencies, employees who can safely travel to and from work may be asked by their Department Head to report for work due to the office workload or time-sensitive nature of the work to be performed. In all such cases, first consideration shall be given to employee safety. Employees scheduled to work on these days who do not report for work may use a vacation day, personal day or take the time as unpaid.

When facilities are officially closed due to an emergency declared by the Mayor's Office, and employees are unable to get to work, employees may use a vacation day, personal day or take the day as unpaid time off.

When operations are not officially closed and employees are unable to get to work, employees may use a vacation day, personal day or take the time as unpaid. For the purposes of timekeeping and attendance, an emergency refers to states of emergency declared by the Mayor's Office or by authorities of the state or Federal Governments.

Employees in essential operations may be required to report for work on a day when operations are officially closed.

Employees who are unable to perform their regular job duties due to inclement weather conditions may be assigned other work duties to be performed other than those required of their job classification. In these circumstances, the employee is expected to carry out the assigned duties during their respective shift; the employee's pay will not be reduced for performing such duties.

Special Note

There may be circumstances where to help ensure the safety of City employees due to forecasted inclement weather, the Mayor has declared [Enter Date(s)] as an emergency snow day(s). In doing

such the following will apply to all City employees, except for Public Safety—Fire and Police, for this day(s):

- Full-time City employees will be paid for 8 hours for each day indicated above.
- Part-time City employees who are regularly scheduled to work on the day(s) indicated above, will be paid their regular scheduled hours for each day.
- Employees in essential operations may be required to report for work on a day when operations are officially closed. In this event employees will accrue comp time for hours actually worked in addition to their pay as outlined above.

Please note that the practices outlined above are an exception to the City's current inclement weather policy. Future inclement weather-related issues/closures will follow the City's inclement weather policy as outlined in the employee handbook unless otherwise noted by the Mayor's Office.

Attendance and Time Off

Working Hours

The City of Frankfort's standard workweek begins at 12:01 AM Saturday and runs through 12:00 midnight on Friday. The standard workday is an eight (8) hour day Monday through Friday, except for Firefighters, Police Officers, Fire Department Dispatchers, and Police Department Dispatchers. The Fire Department and Police Department will establish separate working hours and work weeks to facilitate their operations. Each individual Department Head will establish actual starting and quitting times.

Each employee is expected to complete a normal workday and work week and work whatever reasonable additional hours that are required to meet the City of Frankfort's needs.

Attendance

Regular and on-time attendance is essential for efficient operations at The City of Frankfort. Excessive absenteeism and tardiness are not only inconvenient but also causes costly problems. While it is recognized that an occasional illness or extenuating personal reasons may cause unavoidable absence from work or tardiness, regular on-time attendance is required for continued employment.

Absence due to illness, for an employee scheduled to work, shall be defined as absence caused by the

illness (or off-the-job injury) of an employee. Employees are to report absence occasioned by illness to their immediate supervisor prior to the start of their shift.

Employees are expected to personally make the effort to notify the City of Frankfort of any absence or tardiness. Employees should contact the Department Head directly to report any absence or lateness prior to their starting time so that arrangements may be made to alter the distribution of work if necessary.

Any employee who fails to maintain an acceptable attendance record will be subject to disciplinary action. Unexcused absence or tardiness will affect future promotions and/or raises. Tardiness applies to returning from lunch and/or break periods as well as the beginning of the workday.

If an employee is absent from work for three (3) consecutive days without informing their supervisor or the Department Head, it will be understood that the employee resigned, and employment will be terminated as of the last day worked by the employee.

Following are descriptions of disciplinary actions that may result from any unexcused absence or tardiness that occurs.

1st Offense	Verbal reprimand with written notice to employee's personnel file
2nd Offense	Written notice (copy to employee's personnel file)
3rd Offense	Suspension for three (3) working days without pay with the Department Head and the Clerk/Treasurer's Office review
4th Offense	Subject to termination after the Department Head, the Clerk/Treasurer's Office, and BOW approval.

Depending on the severity of the problem and the number of occurrences, there may be circumstances when one or more steps are bypassed.

Vacation Pay

The City of Frankfort recognizes that employees need scheduled time away from normal work duties for their personal well-being. The City of Frankfort provides vacation pay to regular full-time employees.

Eligibility and Accrual

Vacation pay accruals are based upon an employee's date of hire and their standard workweek's scheduled hours. Vacation days will be credited at the beginning of the year based on the employee's length of service for the upcoming year.

The following tables outline the vacation schedule for employees who work a 40-hour work week and are based on their years of service. Employees working less than 40 hours per week will receive prorated vacation time. For example, an employee who works a 30-hour work week will receive vacation time at a 75 percent rate of full-time employees.

New employees, except for City firefighters, shall earn one day of vacation during the year in which they are hired up to a maximum of 6 days as outlined below. City firefighters will be eligible for two (2) days of vacation following completion of 6 months of service.

New Hire Vacation Time*			
Month Hired	Vacation Days Earned	Month Hired	Vacation Days Earned
January	6	July	3
February	6	August	3
March	5	September	2
April	5	October	2
May	4	November	1
June	4	December	1

Vacation Time*		
Years of Service	City Employee Vacation Days per Year (Includes Police)	Firefighter Vacation Weeks per Year (Includes Dispatchers)
> 1 year	6 days	1 week
2 to 5 years	12 days	2 weeks
6 to 10 years	18 days	3 weeks
11 to 14 years	24 days	4 weeks
15 to 19 years	25 days	5 weeks
20	26 days	6 weeks
21	27 days	6 weeks
22	28 days	6 weeks
23	29 days	6 weeks
24 +	30 days	6 weeks

*Calculations based on employees working 40 hours per week.

Scheduling Vacation Time

Employees are expected to take their vacation time as a means of rest and diversion for themselves and their families. Employees are expected to turn in their tentative vacation schedule requests for the year by January 31 to their immediate supervisor. The Department Head must approve vacation in advance.

Employees with one week or more vacation eligibility are requested to take their vacations in multiples of one week or more if work permits. No more than two weeks' vacation should be taken at one time.

A holiday observed by the City of Frankfort that falls during the vacation period will be considered as a paid holiday and not vacation time. This day of vacation may be taken at another time as approved.

Vacations must be scheduled in consideration of seasonal job requirements and so that operation of all departments will not be impaired by vacation absences.

Job requirements will always have precedence over vacation schedules. Length of service will be considered in the event a conflict of vacation schedules arises. Part-time employees accrue no vacation eligibility.

Employees will be required to use some form of paid time off (vacation or personal time) to cover unscheduled absences. If an employee does not have enough vacation or personal time available to cover the absence, it will be unpaid.

Vacation Rollover and Payouts

Vacation days must be taken by December 31 of each year. Unused vacation time may not be carried over into the next calendar year unless approved by the Board of Works.

Pay in lieu of unused vacation at any time will be provided only at the convenience of the City of Frankfort when approved in advance by the Board of Public Works.

Payment Upon Termination

If an employee voluntarily leaves employment during the year and has unused vacation time remaining, they will be paid for any unused time based on their regular pay rate. If an employee is

involuntarily terminated, no vacation payout is provided.

Personal Time

Each employee will receive personal time each year to be used for personal business. Personal business hours may be used in a minimum of 1-hour increments and must be scheduled with the employee's supervisor prior to their use. Personal time is non-cumulative, meaning it does not rollover from year to year and can only be used within the year it is granted.

Eligibility and Amount

An employee's award of personal time is based upon their standard workweek's scheduled hours. The following table outlines the annual personal time amounts.

Personal Time	
City Employee Personal Time Hours per Year (40-Hour Workweek)	City Employee Personal Time Hours per Year (30-Hour Workweek)
40 hours	30 hours

Any newly hired employee will start with a prorated amount of either 3.33 or 2.5 personal hours per month based on their standard scheduled workweek hours rounded to the nearest whole number (i.e., if a 40-hour workweek employee starts in September, they will earn 13 personal hours for the calendar year). Employees who resign, retire, or are terminated will not be compensated for unused personal time.

Please note that other departments, such as public safety, may have a different policy regarding personal business hours. In those cases, an employee is to follow the department's procedure to meet the needs of that department.

Holidays

The Board of Public Works will establish a holiday schedule each year and post it prior to the beginning of the upcoming year. A recognized holiday that falls on a Saturday will be observed on the preceding Friday. If the holiday falls on a Sunday will be observed on the following Monday.

Eligibility

Regular full-time employees (including those who are in their introductory period) are eligible for holiday time off. Part-time employees are eligible for holiday pay when the holiday falls on their regularly scheduled

workday. Temporary and seasonal employees are not eligible for holiday under any circumstances.

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday unless excused by the Department Head or Elected Official.

Calculating Holiday Pay

Holiday pay will be based on the employee's base pay rate, as of the date of the holiday times the number of hours the employee would otherwise have worked on that day. Employees shall receive monetary compensation for holiday pay and shall not be credited with compensatory time-off credit in lieu of monetary compensation. Employees may not substitute another day off instead of the designated day off.

If a recognized holiday falls during an eligible employee's paid absence (e.g. vacation, annual leave), holiday pay will be provided instead of the paid time off benefit that would otherwise be applied. Employees on an approved leave, including FMLA, for the entire week in which a holiday occurs will not be eligible for holiday pay.

If a full-time non-exempt employee works on a holiday, they will receive their regular holiday pay and will receive compensatory time equal to the number of hours worked on the holiday.

If a Police Department employee is required to work on a holiday, the employee will receive another day off with pay.

Paid Parenting Leave Policy

The City of Frankfort recognizes the importance of supporting employees during significant family life events. In addition to the benefits provided under the Family and Medical Leave Act (FMLA), the City offers paid parenting leave to eligible employees to provide time to bond with a new child and adjust to new family responsibilities.

Eligibility

Parenting leave is available to eligible full-time and benefit-eligible employees who meet the following criteria:

- Have been employed with the City for at least twelve (12) months.
- Have worked at least 1,250 hours during the twelve-month period preceding the birth or placement.

Parenting leave may only be taken following:

- The birth of an employee's child, or
- The adoption of a minor child (under age 18).

Note: An individual who adopts a spouse's child is not eligible for parenting leave.

Amount of Leave

Employees must be designated as either the primary or secondary caregiver of the newborn or adopted child to be eligible for parenting leave. Both parents in a household may be caregivers, but the designation of primary versus secondary caregiver will determine the amount of leave available.

- Primary Caregiver: Up to thirty (30) consecutive calendar days of paid leave at 100% of regular or regular hourly pay, commencing on the first day of the employee's declared parenting leave period.
- Secondary Caregiver: Up to fifteen (15) consecutive calendar days of paid leave at 100% of regular or regular hourly pay, commencing on the first day of the employee's declared parenting leave period.

For purposes of this policy, the primary caregiver is the parent who will assume the principal responsibility for the care of the child. In the case of birth, the birth parent is presumed to be the primary caregiver unless otherwise designated by the employee in coordination with the Clerk/Treasurer's Office.

Timing and Use

Parenting leave:

- Must be taken continuously over the period specified above within the first six (6) months following the birth or adoption of a child.
- Does not reduce an eligible employee's balance of any other paid leave such as sick leave, vacation, or personal time.

Holidays During Leave

If a City-recognized holiday falls during an employee's parenting leave period, the holiday does not count toward the employee's parenting leave entitlement. The employee will receive holiday pay for that day, and the parenting leave period will be extended by one day for each holiday that occurs during the leave.

Example: A secondary caregiver begins parenting leave on December 14. Their 15 consecutive calendar days of leave would normally end on December 28. However, Christmas Eve (December

24) and Christmas Day (December 25) fall during this period. Since those two days are City-recognized holidays, it does not count toward their parenting leave entitlement. Therefore, their parenting leave will extend through December 30, giving them the full 15 calendar days of parenting leave plus the Christmas holidays.

Relationship to FMLA

Parenting leave runs concurrently with any available FMLA leave for the same qualifying birth/adoption. Any leave taken under this policy that also qualifies as FMLA leave will count toward the twelve (12) weeks of available FMLA in a twelve-month period.

Limitations

Please note the following limitations of parenting leave:

- Parenting leave is only available to an employee once in a rolling twelve-month period.
- Any unused paid parenting leave will be forfeited at the end of the six-month eligibility time frame.
- Upon termination, or upon a change in employment status to a position that is not eligible for benefits (e.g., transition from full-time to a non-benefit-eligible position), unused paid parenting leave will not be paid out.
- Employees on parenting leave are ineligible to work alternative employment unless otherwise excluded by law.

Both Parents Employed by the City

If both parents are employed by the City of Frankfort, they may take parenting leave concurrently or at separate times, according to their preference.

Interaction with Disability Benefits

If an employee on parenting leave is eligible for short-term disability benefits, their short-term disability benefits will offset, and are not in addition to, the salary continuation provided under this policy.

Benefits During Leave

As with other forms of paid leave, benefits will remain the same while an employee is on parenting leave:

- Vacation and sick leave benefits will continue to accrue.
- The City will continue to pay its share of the cost of an employee's group health insurance.
- The employee's share of the health insurance premium will continue to be deducted from the employee's pay.

- All deductions from pay will continue during parenting leave.

Requesting Parenting Leave

Employees interested in taking parenting leave must:

- Provide their supervisor and the Clerk/Treasurer's Office with notice of the anticipated leave at least thirty (30) days prior to the proposed date of the leave, or as soon as possible if the leave is not foreseeable.
- Complete a Leave of Absence Request form (Appendix B) and submit it to the Clerk/Treasurer's Office.
- Provide documentation if required by the Clerk/Treasurer's Office (e.g., birth certificate, adoption papers).

The Clerk/Treasurer's Office is responsible for administering this policy and determining eligibility for parenting leave.

Note: This policy provides benefits in addition to those required under the Family and Medical Leave Act (FMLA). Employees should consult with the Clerk/Treasurer's Office regarding their rights and obligations under both this policy and FMLA.

Bereavement/Funeral Leave

Regular full-time and part-time employees are entitled to paid bereavement leave. An employee wishing to take time off for the death of a family member should notify their Elected Official/Department Head immediately.

Employees are eligible for up to a maximum of five (5) regularly scheduled working days with pay upon death of a member of the employee's immediate family. The immediate family is defined to include spouse, parents, child or stepchild, brother, sister, or other relative living in the employee's household or any association with the employee similar to that listed above. Such days must be in conjunction with the date of the death, the funeral, or memorial service.

Employees are eligible for up to a maximum of three (3) regularly scheduled working days with pay upon the death of an employee's father/mother-in-law, daughter/son-in-law, grandparent, grandchild, or brother/sister-in-law. Such days must be in conjunction with the date of the death, the funeral, or memorial service.

Employees are eligible for up to a maximum of one (1) scheduled workday with pay upon the death of an employee's aunt, uncle, nephew, niece, or

cousin to attend the funeral. This day shall be granted only if the employee is scheduled to work on the day of the funeral.

Documentation of leave may be required of the employee (e.g., death certificate, death notice, obituary, etc.).

Jury Duty/Civic Leave

The City of Frankfort encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees should submit a leave of absence request form along with the jury duty summons to their Department Head or Elected Official as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees are expected to report for work whenever the court schedule permits. The amount of per diem paid to an employee for jury duty shall be paid to the City or deducted from the employee's pay if kept by the employee. Mileage compensation shall be kept by the employee.

Either the City or the employee may request an excuse from jury duty if, in the City's judgment, the employee's absence would create serious operational difficulties.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Regular full-time and part-time employees (including those in their introductory period) are eligible for paid jury duty leave.

The City will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Family and Medical Leave (FMLA)

The City of Frankfort will comply with the Family and Medical Leave Act. The City posts the mandatory FMLA Notice of Employee Rights and Responsibilities Under the Family and Medical Act on the City's bulletin boards. At the time of hire, new employees will be provided with this notice as part of their employee orientation.

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. Questions about this policy are to be directed to the Clerk Treasurer's Office.

Under this policy, the City will grant up to 12 weeks of unpaid, job protected leave (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees.

Eligibility

To qualify for FMLA Leave, you must meet all of the following conditions:

- The employee must have worked for the City for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years.

Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, stating the City's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave will not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

The City of Frankfort requires employees to use available FMLA leave congruently with available accrued leave time. When employees use available Sick, Vacation, or Personal Time congruently with FMLA approved leave time, the leave is FMLA-protected. If an employee requires leave in excess of the FMLA weeks for which employee is eligible, employee will not be assured a position with the City upon employee's return.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;

- For a serious health condition that makes the employee unable to perform the employee's job;
- To address certain qualifying exigencies due to a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation.
- To care for a U.S. servicemember or veteran with a serious injury or illness incurred or aggravated in the line of duty while on active military duty if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember or veteran.

Note: Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Definitions

Spouse—Under FMLA spouse means a husband or wife as defined under the law in the state where the employee resides.

Serious health condition—an illness, injury, impairment, or physical or mental condition that involves:

- In-patient care (i.e., an overnight stay) in a hospital or other medical care facility (including any period of incapacity or any subsequent treatment in connection with such in-patient care).
- A period of incapacity of more than three consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves treatment two or more times by a health care provider or under the supervision of a health care provider within 30 days of the start of the incapacity, or treatment by a health care provider on at least one occasion within seven days of the start of the incapacity which results in a regimen of continuing treatment under the supervision of a health care provider.
- Any period of incapacity due to pregnancy, or for prenatal care.
- Any period of incapacity due to a chronic serious health condition requiring periodic visits of at least twice a year for treatment by a health care provider.
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee (or family member) must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
- Any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for

restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

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

Military Family Leave Entitlements

Employees who have been employed for at least one year and have worked at least 1,250 hours in the past twelve (12) months are eligible for up to twenty-six (26) weeks for specific circumstances of unpaid family/medical leave in a “rolling” 12 month period for the following reasons:

- *Qualifying exigency (up to 12 weeks)*—refers to the following circumstances:
 - a) Short-notice deployment; to address issues arising when the notification of a call or order to active duty is seven days or less.
 - b) Military events and related activities; to attend official military events or family assistance programs or briefings.
 - c) Childcare and school activities; for qualifying childcare and school related reasons for a child, legal ward, or stepchild of a covered military member.
 - d) Financial and legal arrangements; to make or update financial or legal affairs to address the absence of a covered military member.
 - e) Counseling; to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or child, legal ward, or stepchild of the covered military member.
 - f) Rest and recuperation; to spend up to five days for each period in which a covered military member is on a short-term rest leave during a period of deployment.
 - g) Post-deployment activities; to attend official ceremonies or programs sponsored by the military for up to 90 days after a covered military member’s active duty terminates or to address issues arising from the death of a covered military member while on active duty.

h) Additional activities; for other events where the company and the employee agree on the time and duration of the leave.

- *To care for a covered servicemember (up to 26 weeks)*—a covered servicemember is:
 1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness* incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list,
 2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.* Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

*** The FMLA definition of “serious injury or illness” for current servicemembers and veterans is distinct from the FMLA definition of “serious health condition.”** The term “serious injury or illness means:

- a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
- b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

- c) Outpatient status, with respect to a covered service member, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

To care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered service member:

- a) A "son or daughter of a covered service member" means the covered service member's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age.
- b) A "parent of a covered service member" means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents "in law."
- c) Under the FMLA, a "spouse" means a husband or wife as defined under the law in the state where the employee resides.
- d) The "next of kin of a covered service member" is the nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be

considered the covered service member's next of kin.

Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member's next of kin. The City is permitted to require an employee to provide confirmation of covered family relationship to the covered service member pursuant to § 825.122(j).

"Covered active duty" means:

- a) for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
- b) For members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101 (a)(13)(B) of title 10, United States Code; in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and the leave may commence as soon as the individual receives the call-up notice. (son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Calculating Leave

To calculate leave, the City will use a 12-month rolling calendar period measured forward from the date an employee uses any leave under this policy. Each time an employee takes leave, the City will compute the amount of leave the employee has taken under this policy in the preceding months starting with the initial date of leave and subtract it from the 12 weeks of available leave. The balance remaining is the amount the employee is entitled to take at that time.

If a husband and wife both work for the City and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a

husband and wife both work for the City and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave,

Notice & Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must complete the Leave of Absence Request form and submit it to the Clerk/Treasurer's Office. Within five business days after the employee has provided this notice, the Clerk/Treasurer's Office will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the City with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the City usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Intermittent FMLA Leave

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hours schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

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

If the employee is taking leave for a serious health condition or because of the serious health condition

of a family member, the employee should try to reach agreement with the City before taking intermittent leave or working a reduced hours schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Use of Paid Time Off

An employee who is taking FMLA leave must use all accrued unused Sick, Vacation, and Personal Days congruently with the FMLA leave prior to being eligible for unpaid leave. Disability leave, to the extent that it qualifies, will run concurrently with FMLA.

Certification for the Employee's Serious Health Condition

The City will require certification from the employee's health care provider to substantiate the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial the leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition. The City may directly contact the employee's health care provider for verification or clarification purposes using the designated leave administrator. The City will not use the employee's direct supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Certification for the Family Member's Serious Health Condition

The City will require certification from the family member's health care provider to substantiate the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of the leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The City may directly contact the employee's family member's health care provider for verification or clarification purposes using the designated leave administrator. The City will not use the employee's direct supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's family member's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee's family member to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Certification of Qualifying Exigency for Military Family Leave

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of the leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

The City will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15

days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of the leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Clerk/Treasurer's Office will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

Recertification

The City may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the City receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the City may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The City may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Employee Status and Benefits During FMLA Leave

While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. Under current City policy, the employee pays a portion of the health care premium. While on paid leave, the City will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Clerk/Treasurer's Office by the end of the month. If the employee is unable to pay their portion of benefit costs, the employee will be required to reimburse the City for all payments made on the employee's behalf either through payroll deduction or direct payment.

If the employee fails to return to work, the City will recover from the employee its share of all premiums paid on the employee's behalf during the leave. Arrangements for repayment can be made with the approval of the Board of Works

If the employee contributes to any other benefit plans, the City will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the City may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the City may discontinue coverage during the leave. If the City maintains coverage, the City may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Intent to Return to Work From FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. Employees who do not return to work following the use of all paid and unpaid leave as described above may, subject to approval by the Board of Works, be terminated as an active employee.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the City's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions.

Sick Leave

The City of Frankfort recognizes that from time-to-time employees will encounter illness. Therefore, the City provides paid sick leave for its employees based on the parameters of this policy. Sick leave pay is a privilege granted to employees for protection in the event the employee becomes ill and is unable to work.

Eligibility

All regular full-time employees are eligible for sick leave pay.

Accrual

Eligible employees will be credited with no more than eight (8) sick hours per month for those months when they do not use sick time, up to a maximum of two hundred forty (240) sick hours. New employees will be credited with twenty-four (24) hours of sick leave after three (3) months of employment.

Leave Use

Paid sick leave can be used only for personal illness which absolutely necessitates the employee's absence from work along with the inability to perform their regular assigned duties. Employees may also use sick leave benefits for an absence due to personal illness or injury of a family member.

The City defines "immediate family" for the purpose of this policy as the employee's spouse, parent/stepparent, or child/stepchild. Special consideration may be given to other people whose association with the employee is similar to the above relationships.

Sick leave is only eligible to be used for workdays. The employee or someone on their behalf shall notify the Department Head or the Elected Official of the employee's absence as soon as possible prior to the scheduled hours of work.

Documentation

The presentation of a physician's written certification of illness will be required when the Department Head or Elected Official deems necessary, or when the employee is absent more than two (2) consecutive days.

Leave Payout

Accumulated sick leave is not paid out to an employee unless the employee qualifies for retirement under their respective retirement plan. In this case, they will be eligible for payment of one-half of their accumulated sick days (based on 8-hour shifts). Payment is based on their hourly base rate per pay at the date of retirement.

In the event the employee dies while on the active payroll and has qualified for retirement, their beneficiary will be paid for their accumulated sick days on the same basis as stated above.

Military Leave (USERRA)

The City is committed to protecting the job rights of employees absent on military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). In accordance with federal and state law, it is the City's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under

applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the Mayor's Office.

Eligibility

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Procedures for Military Leave

Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide the City with notice of the need for leave as far in advance as is reasonable under the circumstances when they are notified of their active duty schedule.

To request a temporary or extended military leave of absence, the employee should submit a leave of absence request form (Appendix B) to their Department Head or Elected Official. The Clerk/Treasurer's Office will review the request, collect any applicable insurance premiums from the employee, generate other applicable documents, and process accordingly.

Employees on a temporary or extended military leave may, at their option, use any or all accrued paid vacation or personal time during their absence.

When the employee intends to return to work, they must make application for reemployment to the Department Head or Elected Official and the Clerk/Treasurer's Office within the application period set forth within this policy. If the employee does not intend to return to work, he or she should notify the Clerk/Treasurer's Office as soon as practicable.

Benefits

If an employee is absent from work due to military service, benefits will continue as follows:

- An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed 31 days from the date the military leave of absence begins. The employee must pay, per pay

period, the premium normally paid by the employee. After the initial 31-day period, the employee and covered dependents can continue group health insurance up to 24 months at 102% of the overall (both employer and employee) premium rate. Be sure to elect coverage and make the required payments to the Clerk/Treasurer's Office in a timely manner to continue your coverage.

- With respect to the City's retirement plan, upon reemployment, employees who have taken military leave will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service. Immediately upon reemployment, the employee may, at the employee's election, make any or all employee contributions that the employee would have been eligible to make had the employee's employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee's reemployment and that is not greater in duration than three times the length of the employee's military service. Employees will receive all associated City match for such contributions.

Reemployment

Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

- Less than 91 days of military service—in a position that the employee would have attained if employment had not been interrupted by military service; or if found not qualified for such position after reasonable efforts by the City, in the position in which the employee had been employed prior to military service.
- More than 90 days and less than 5 years of military service—in a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or if proved not qualified after reasonable efforts by the City, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.
- Employee with a service-connected disability—if after reasonable

accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the City; or if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Application for Reemployment

An employee who has engaged in military service must, to be entitled to the reemployment rights set forth above, submit an application for reemployment according to the following schedule:

- If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service)—the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.
- If service is for 31 days or more but less than 181 days—the employee must submit an application for reemployment with the Clerk/Treasurer's Office no later than 14 days following the completion of service.
- If service is over 180 days—the employee must submit an application for reemployment with Clerk/Treasurer's Office no later than 90 days following the completion of service.
- If the employee is hospitalized or convalescing from a service-connected injury—the employee must submit an application for reemployment with Clerk/Treasurer's Office no later than two years following completion of service.

Exceptions to Reemployment

In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- The employee's employment prior to the military service was merely for a brief, non-

recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.

- The employee did not receive an honorable discharge from military service.

General Benefits Upon Reemployment

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. An employee's time spent on active military duty will be counted toward their eligibility for FMLA leave once they return to their job at the City.

Documentation

An employee's Department Head or Elected Official will, upon the employee's reapplication for employment, request that the employee provide the City with military discharge documentation to establish the timeliness of the application for reemployment, the duration of the military service, and the honorable discharge from the military service.

Military Reserve or National Guard Leave

The City of Frankfort supports its employees who serve in the military reserves or National Guard by providing a paid leave benefit.

Eligibility

Employees who are members of the Armed Forces Reserves or the Indiana National Guard are entitled to not more than 15 calendar days leave in each calendar year in which military service, as defined in IC 10-16-7, is performed, without loss of pay or vacation time. If the military leave continues into the next calendar year the employee may be eligible for an additional 15 days of military leave without loss of pay.

Paid Leave

To receive pay for the 15-calendar day leave, the employee is required to submit a written order or official statement requiring military duty. Paid military leave is charged in accordance with the military orders for each day the employee is scheduled to work during the dates of the orders. Employees using this paid leave are not entitled to differential pay for the same time period. The employee must request payment and submit a copy of the military orders if the original orders or extension already submitted do not include the proposed time frame.

No military leave will be paid until a request is received by the employee and a copy of the orders requiring military service for the time period in question has been submitted. Employees will have the option of using the total number of days either for annual summer camp or weekend drills.

Leave Without Pay/Differential Pay

Employees are to give advance verbal or written notice of their need for leave to perform duty in the uniform service unless such notice would be unreasonable or is precluded by military necessity. Only leave without pay is subject to differential pay. This leave of absence provided under subsection IC 10-16-7-5(c) may be with or without loss of time or pay at the discretion of the member's employer.

Differential Pay: an amount equal to the difference between the service member's basic active-duty military salary and the salary the service member would be paid as an active employee, including any adjustments the service member would have received had they not been on leave of absence. Active-duty pay is a monthly salary; therefore, differential pay is calculated by converting the active duty pay into a biweekly amount by multiplying the monthly salary times 12 months and then dividing that product by 26 pay periods in most years.

Military Family Leave (IN)

The City of Frankfort follows the State's leave laws when it comes to employees in need of family military leave.

Eligibility

City employees who are the spouse, parent, grandparent, or sibling of an individual who is called to full time active duty in the armed forces or the National Guard are eligible for up to ten (10) days of leave. To be eligible for this leave the employee must have been employed by the City for at least one year and have worked 1,500 hours during this period.

Eligible employees may use military family leave during any of the following periods:

- During the 30 days before active-duty orders become effective.
- During a period in which the person ordered to active duty is on leave while active-duty orders are in effect.
- During the 30 days after active-duty orders are terminated.

Employees will be required to use any accrued paid leave while taking military family leave.

Requesting Leave

Employees should submit a leave of absence request form to their Department Head or Elected Official at least thirty (30) days in advance or as soon as orders are received. A copy of the orders must be given to the Elected Official or Department Head. The leave may occur within thirty (30) days prior to active duty, during the period of active duty or within thirty (30) days after the conclusion of active duty.

Use of Paid Time

Employees will be required to first use unused personal days and one-half of their vacation time before taking unpaid leave.

Benefits

During the leave, the employee will retain all benefits. When the leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If the employee is not receiving a check, the employee must pay the employee's portion of all benefits to the Clerk/Treasurer in advance on or before the first day of each month.

Compensation and Benefits

The City of Frankfort is proud to provide a competitive compensation and benefits package to our employees and their families. We reserve the right to amend or terminate any benefit plans at any time.

Pay Policies

The City of Frankfort is committed to a compensation program that is consistent, fair and equitable for all employees. If at any time you have questions about your pay, please speak with your supervisor.

Pay Periods

City elected officials, appointive officers, and employees are paid bi-weekly, on Friday. In the event a pay day falls on a legal holiday, payment may be made on the preceding workday.

Direct Deposit

Direct Deposit is a safe and convenient method of automatically depositing your paycheck into your checking or savings account. The City offers a direct deposit program with most financial institutions.

To set up direct deposit:

- Obtain a direct deposit authorization form and complete your portion of the form.
- Attach a voided check or take the authorization form to your financial institution to obtain the necessary authorization information.
- Return the form to payroll.

Direct deposits should go into effect for the pay date following the date the Clerk/Treasurer's Office receives the authorization form. On payday, employees will receive a check stub detailing all payroll information indicating the check was deposited.

Employees may request a waiver of the direct deposit requirement if he/she meets one of the following criteria. A waiver may be granted for one of the following reasons:

- The employee does not currently have a savings or checking account and is unable to establish such an account without payment of a service fee. Submitted with the waiver request should be a written statement from a financial institution of the inability to establish an account without payment of a service fee.
- The employee's financial institution is unable to accept an electronic deposit or withdrawal. The employee must submit with the waiver a written statement by your financial institution of the inability to accept electronic deposit or withdrawal.

Submission of a wavier does not guarantee that the waiver will be granted. All waivers will be considered and approved by the Clerk/Treasurer. Contact payroll in the Clerk/Treasurer's office for more information.

Payroll Deductions and Garnishments

The law requires that the City make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes.

The City also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The City matches the amount of Social Security taxes paid by each employee.

Other taxes, such as property taxes, may be deducted from employee compensation. Under Indiana Code 6-1.1-22-14, the City's payroll list must be given to the County Treasurer bi-annually. The County Treasurer then certifies any delinquent property taxes owed by a City employee. The code further instructs the Clerk/Treasurer's Office to make

periodic deductions from money due the employee and direct payment to the Clerk/Treasurer's Office.

The City of Frankfort offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs that have been authorized by the Public Works.

Court-ordered payments such as garnishments are pay deductions collected and forwarded to the courts. We will handle garnishments as required by law and may assess applicable fees.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Clerk/Treasurer's Office can assist in having your questions answered.

Error in Pay

The City of Frankfort takes precautions to ensure that employees are paid correctly; however, if an error does occur, the employee should notify the Clerk-Treasurer's Office. The City of Frankfort will make every attempt to adjust the error no later than the employee's next pay period. In the case where the City makes an error in favor of the employee, corrections will be made as soon as possible and collection of overpayments will be negotiated with the employee.

Recording of Work Hours

To be compliant with the Fair Labor Standards Act (FLSA) and government regulations, The City of Frankfort is required to keep an accurate record of hours worked by employees. Employees are required to record the times when they report to work and when they leave. Employees' timecards should reflect no earlier than five (5) minutes prior to their starting time and no later than five (5) minutes after their scheduled workday has ended unless approved by the Department Head. Pay will be calculated to the nearest 15 minutes.

It is a violation of City policy for one employee to complete another employee's timecard or to alter the employee's own time card or that of another employee.

If an employee has a question concerning their timecard, they should discuss the matter with their supervisor.

Performing Work "Off the Clock"

Nonexempt, hourly-paid employees must be compensated for any worked performed. At no time is it appropriate for a nonexempt employee to work

"off the clock." If you are a nonexempt employee and a member of management asks you to work off the clock, you must report this to the Clerk/Treasurer's Office immediately.

Likewise, you must receive approval from your supervisor to work past your normal scheduled work hours. Employees who do not gain approval before working extra hours will be subject to disciplinary action up to and including termination of employment.

Break, and Meal Periods

Your supervisor will determine the timing of break and meal periods based on the department's operations and staffing needs. Each employee must take their scheduled lunch time unless prior approval has been obtained from their immediate supervisor because of extenuating circumstance.

Overtime

The City of Frankfort may require overtime for nonexempt employees. Although situations may arise that will prevent someone from working overtime, we do expect all our nonexempt employees to be available to work overtime and a flexible schedule when it is necessary.

Employees will be expected to work overtime in case of emergency or when necessary or when in the best interests of the City. If determined necessary, overtime work will be authorized by the Department Head beyond an employee's standard workweek. Overtime will be paid at the rate of time and a half for hours worked in excess of forty (40) hours per week.

Comp time in lieu of overtime pay may be offered at the discretion of the department head. Pay for sick days, holidays, excused absence for death in the family, vacation time, and personal days are considered hours not worked when computing overtime. In special situations some employees may be requested to work overtime and the above hours taken may be considered as hours worked.

If overtime is required, employees will be expected to work any additional time necessary. The employee's Department Head must approve all overtime in advance. Failure to obtain overtime approval before working overtime will result in disciplinary action, up to and including termination of employment.

Emergency Call-In Pay

Employees who are called in to work for emergency purposes will be paid a minimum of two (2) hours of pay. All hours will be paid at time and one half.

Compensatory Time Off (Non-Exempt Employees)

Compensatory time, also known as comp time, is the practice of providing employees paid time off to balance out hours the employee worked beyond their regular schedule. Compensatory time is intended for occasional use as a response to irregular overtime hours.

Agreement

If the department elects to give comp time off, an employee will be required to sign a Compensatory Time Off Agreement. This agreement may be completed upon initial employment or any time prior to the pay period in which the comp time is earned.

Accruals (Non-Police Officer)

If an Elected Official or Department Head chooses to offer comp time in lieu of extra hours and overtime compensation for non-exempt employees, the employee will be compensated at the rate of one (1) hour of comp time off for every hour worked up to forty (40) hours per week and one and one-half (1 1/2) hours of comp time off for every hour worked over forty (40) hours per week.

Employees will not be allowed to earn more than two (2) times the number of hours they are regularly scheduled per week. (e.g., an employee who is scheduled to work 40 hours cannot earn more than 80 hours of comp time). No employee shall accumulate more than 80 hours of total comp time. Extra hours and overtime worked after an employee earns the maximum amount of comp time will be paid as monetary compensation.

Accruals (Police Officer)

If an Elected Official or Department Head chooses to offer comp time in lieu of monetary overtime compensation for non-exempt police officers, the employee will be compensated at the rate of one and one-half (1 1/2) hours of comp time off for every hour worked over eighty (80) hours per work period.

The maximum annual compensatory time accrual is 480 hours (320 actual overtime hours worked). Extra hours and overtime worked after an employee earns the maximum amount of comp time will be paid as monetary compensation.

Use of accrued comp time must be requested seven (7) days prior to the requested date. The comp time off will be approved by the department if the time off requested is voluntarily covered by another officer within four (4) days of the request.

Promotions and Transfers

When an employee is promoted or transferred from a nonexempt to an exempt position, the employee may be paid the earned comp time or continue to use the comp time. In either case, an accurate record must be kept ensuring the employee uses the comp time or receives monetary compensation at the time of separation of employment from City.

Recordkeeping

Elected Officials and Department Heads will be responsible for maintaining a record of comp time earned and used by each employee. Comp time that is earned and used should be recorded on the employee's time record.

Compensatory Time Off (Exempt Employees)

Exempt Employees are not eligible for comp time. Exempt employees are expected to manage their schedules to ensure that all work is completed according to work demands while balancing work/home life. Time may be flexed during the work periods to accommodate working extended hours. If an exempt employee is taking a full day off or more, they should use time granted by the City (i.e. vacation time, personal time, etc.).

Benefits

Eligible employees of the City of Frankfort are provided a wide range of benefits. Several of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

The terms of the benefit plans described are subject to change at any time by the insurer(s) or Board of Works. The details provided here about benefits are not intended to be "in entirety." Please review benefit summary plan documents for more information. Details of all benefit programs are available at the Clerk/Treasurer's Office.

Benefits Eligibility

Benefits eligibility is dependent upon a variety of factors, including employee classification. Regular full- and part-time employees are eligible for certain benefits provided by the City of Frankfort if they meet specific requirements. Employees will be advised of the status of their position when they are hired.

- Public Safety employees are entitled to the benefits stated in this employee handbook provided they qualify for each individual benefit.
- Regular full-time employees are entitled to the benefits stated in this employee handbook

provided they qualify for each individual benefit.

- Regular part-time employees are eligible for some benefits by specific references only.
- Elected or Appointed officials are eligible for some benefits by specific references only.
- Temporary/Seasonal employees are eligible for some benefits by specific reference only.

PERF (Public Employees Retirement Fund)

Regular full-time employees are eligible to participate in PERF. This Plan is designed to assist employees in their retirement years. All employees are eligible to participate in PERF on day one of employment with the City of Frankfort.

A designated percentage of pay, as defined by the state code, will automatically be deducted as the employee's contribution. The City contributes a designated percentage to the plan as defined by state code.

Questions regarding PERF should be directed to the Clerk/Treasurer.

Employee Deferred Compensation Plan/ 457 B Plan

The City of Frankfort offers a 457 B plan to allow all employees the opportunity to help save additional dollars towards their retirement. This Plan is designed to assist employees in their retirement years. All employees are eligible to participate in the State of Indiana 457 B plan.

The Clerk/Treasurer will provide the specifics of the plan to employees.

Social Security

The cost of Social Security is shared between employees and the City of Frankfort. For every dollar an employee puts into Social Security, the City of Frankfort puts in a dollar except for police officers and firefighters. Social Security provides benefits for employees and their families as specified by law in the event of retirement, hospitalization, total and permanent disability, and death at any time. Contact the local Social Security Office for details.

Workers' Compensation

Employees of the City of Frankfort are covered by workers' compensation insurance, which is purchased by the City. This insurance provides an employee with compensation for illness, accidental injury, or death suffered during or because of the employee's employment with the City in accordance with the applicable state laws. The City of Frankfort fully complies with all state and federal

laws pertaining to Workers' Occupational Diseases and Workers' Compensation.

Eligibility

Eligibility for benefits under workers' compensation insurance is automatic and is effective on date of hire.

Benefits

Workers' compensation benefits provide weekly payments based upon a statutorily specified amount of the employee's regular earnings as well as payments for medical and hospital expenses arising out of an occupational illness or injury.

Any time lost by an employee due to an occupational illness or injury covered by workers' compensation insurance is credited as active service for all City benefits. All workers compensation leaves will run concurrent with FMLA leave.

Returning to Work

Before returning to work from an absence of two calendar days or more, an employee must provide a physician's verification that he or she may safely return to work. The Department Head may request a second opinion on the employee's ability to return to regular full-time status without restrictions. The decision of the Department Head on the return-to-work status of the employee will be final.

If an employee is unable to return to work to perform the essential duties of their job with reasonable accommodations after 180 workdays of absence resulting from a work-related injury or illness, then the City of Frankfort will terminate the employee's employment.

Work Injury Reporting

Our goal is to provide the best possible medical care to employees following job-related injuries or occupational illnesses and to comply with regulatory reporting requirements. Therefore, all injuries, no matter how slight, shall be reported immediately, but under no circumstances later than 24-hours following the work-related injury or illness, to the employee's immediate supervisor.

All employees, divisions, and units of The City of Frankfort are expected to comply with this policy and the procedures to implement this program. This policy is subject to any and all modifications dictated by Federal and State Workers' Compensation laws.

Return to Work Program

It is beneficial to both The City of Frankfort and all our employees for each employee to be available

for work every day, ready, and capable of performing the duties and responsibilities for which he or she was hired. Because work-related injuries can happen, we have established a "Return to Work" (RTW) program.

The goal of our RTW program is to return employees with job-related injuries or occupational illnesses to productive work as quickly as possible by working closely with each employee, their supervisor, and their attending physician(s).

If an employee is not capable of returning to full duty (see definition below), but can work on a limited basis while recovering, our RTW program provides opportunities for these employees. Under our RTW program, these employees can return to meaningful and productive temporary/seasonal employment where they can perform a temporary/seasonal assignment, either modified or alternative duty, as defined herein.

All employees, divisions, and units of The City of Frankfort are expected to comply with this policy and the procedures to implement this program. This RTW program only applies to employees receiving workers' compensation benefits.

Definitions

The following definitions apply to this program and associated procedures:

- **Lost Time:** Time spent away from work at the direction of the treating medical provider because of an allowed compensable (paid) injury sustained in the course and scope of employment. The term does not include time worked in a temporary/seasonal assignment.
- **Full Duty:** Performance of all duties and tasks of the position for which the employee was hired. Full duty entails performing all essential and non-essential functions of the employee's regular job.
- **Temporary/Seasonal Alternate Duty (TAD):** Performance of a temporary/seasonal job assignment intended to return an injured employee to work at less than the employee's full duties when a serious job-related injury or occupational illness prevents the employee from working full duty. Temporary/Seasonal assignments of modified duty and alternative duty will be identified, assigned, and managed on a case-by-case basis according to business necessity. The length of TAD assignments shall not exceed 30 days.
- **Modified Duty:** Modified duty allows the employee to return to employment in the employee's regular job and perform all the

essential functions of the position and those non-essential duties and tasks that are within the capabilities of the employee, given the restrictions imposed by the treating medical provider. Modified duty is a temporary/seasonal arrangement until the injured employee can resume full duty.

- **Alternative Duty:** Alternative duty allows the employee to temporarily perform the essential functions of a job and other non-essential duties and tasks, within the restrictions prescribed by the treating medical provider, other than the position for which the individual is employed (full duty).
- **Authorization for Time off Work:** The employee is responsible for making every reasonable effort to return to full duty in the employee's job. The employee is expected to maintain close communication and cooperation with the City of Frankfort.

In the event full duty status is not immediately practicable or possible, the employee shall inform the treating medical provider of the City of Frankfort Return to Work program. If necessary, the employee shall obtain the physical restrictions and workability for the City of Frankfort's consideration of the employee's participation in the RTW program during the period of recuperation.

Medical Certification

For an employee to be considered off work, an authorized medical provider must certify in writing that an employee must miss work due to a job-related injury or occupational illness. All the days allowed during a lost time workers compensation related leave will run concurrent with FMLA leave. It is the employee's responsibility to obtain written certification from the medical provider regarding the employee's physical restrictions and workability and to return it to the supervisor upon returning to work or within 24 hours, whichever is sooner. Proper medical certification regarding employee's workability will be required after each visit to the medical provider.

Failure to report to work or to provide appropriate documentation will cause the employee to be considered absent without authorization and the employee will be subject to appropriate disciplinary measures, up to and including dismissal.

Authorization to Return to Work

After an employee has been on workers' compensation leave, a medical provider's certification authorizing return to work must be

submitted to the employee's supervisor prior to reinstatement to full duty.

Notification of Employment

The employee is responsible for notifying the City of Frankfort if they accept or continue other employment while on workers' compensation leave. The treating physician is to be advised of such work so it can be determined whether it will interfere with the employee's recovery from the job-related injury or occupational illness. The City may deny any outside employment while the employee is off work.

Monitoring the Return-to-Work Program

Modified and alternative jobs and work hours are temporary/seasonal in duration and subject to regular re-evaluation. The treating medical provider on the next scheduled medical appointment will re-evaluate the physical restrictions and workability of the employee. The City of Frankfort will re-evaluate its ability to provide temporary/seasonal, modified work and to increase or decrease the assigned tasks, based on the restrictions outlined by the physician.

Employee Roles and Responsibilities

The following outlines the roles and responsibilities of the employee in establishing the processes and procedures for reporting injuries and returning employees to work at the earliest date medically possible:

- Report all injuries, no matter how slight, immediately to your supervisor.
- Inform your medical provider of the City of Frankfort's Return to Work program.
- Return to work following medical treatment and report to your immediate supervisor.
- Provide your supervisor with documentation of workability from your medical provider.
- If it is not medically possible to return to work, report to your supervisor via phone immediately following your medical evaluation.
- Report to work in your temporary/seasonal job assignment per your supervisor's directions.
- Follow your medical provider's recommendations with respect to established work restrictions, limitations, and medical treatment.
- Return to your normal work assignment as soon as your medical provider deems it is safe.

Questions regarding workers' compensation benefits, injury reporting procedures, and the above should be directed to the Mayor of the City of Frankfort.

Unemployment Compensation

Unemployment compensation is another form of insurance, which is paid for entirely by the City of Frankfort. Unemployment compensation helps employees meet a loss of income resulting from unemployment beyond their control by paying certain benefits while they are out of work. This form of protection is in addition to group insurance, Social Security, and Workers' Compensation.

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at City's group rates plus an administration fee. The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under City's health insurance plan. The notice contains important information about the employee's rights and obligations.

Resignation and Termination

Separation of Employment

Separation of employment from an employer can be both voluntary and involuntary. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation

A resignation is a voluntary separation of employment initiated by the employee. In this circumstance, the City will require the employee to complete a Resignation Form, which can be obtained from the Clerk/Treasurer's Office. The City requests at least two (2) weeks written notice of resignation from non-exempt employees and four (4) weeks' notice from exempt employees. Please note that if an employee does not provide advance

notice as requested above, the employee will be considered ineligible for rehire.

A City employee is considered to have resigned their position with the City if the employee assumes the elected executive office of the City or becomes an elected member of the City's legislative or fiscal body after January 1, 2013.

Termination/Discharge

A termination or discharge is an involuntary separation of employment initiated by the employer. As outlined in the vacation policy, if an employee is involuntarily terminated, no vacation payout is provided.

Reduction in Force/Layoff

A reduction in force or layoff is an involuntary separation of employment initiated by an employer due to lack of work, lack of funds or projected lack of funds, job elimination, or reorganization. Whenever a reduction in force or layoff is necessary, the City will determine the classification(s) in which the layoff(s) will occur and the number of employees to be laid off in each department.

Factors considered in selecting which employees will be displaced are:

- The operational needs of the City
- Work performance
- Length of continuous service
- Attendance and punctuality

Employees who are to be displaced may be placed in other departments/available roles provided they possess the minimum qualifications and licenses required for the position. Please note that the operational needs of the City may require the retention of less senior employees over more senior employees.

A recall list will be established for each classification affected by the layoff listing each laid off employee in order of layoff. A laid off employee will be eligible for recall for a period of one (1) year following the date of layoff. An employee who is laid off retains reinstatement rights in the agency from which he or she was laid off. Reinstatement rights continue for one (1) year from the date of layoff.

During this one (1) year period, the City will not hire or promote anyone into that classification until all persons on a layoff list for that classification are reinstated or decline the position when it is offered. The employee will be responsible for keeping a current address on file with the Clerk/Treasurer's Office. Failure to do so may result in the inability to

notify the employee of their eligibility for reinstatement.

Each recalled employee will be allowed fourteen (14) calendar days from the date of receipt of the certified letter to return to work. The City will consider extenuating circumstances submitted in writing by the laid off employee.

Any employee who declines reinstatement to the same classification from which the layoff occurred will no longer be eligible for recall and will be considered separated from employment. All accrued, vested benefits that are due and payable at termination will be paid.

Retirement

Retirement is a voluntary separation of employment initiated by the employee. To qualify for retirement the employee must meet age, length of service, and any other criteria to receive any specific retirement entitlements.

Exit Interview

Department Heads and Elected Officials will schedule exit interviews for their employees with the Clerk/Treasurer's Office at the time of employment termination.

The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the City, or return of City-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with the City is at will, both the employee and the City have the right to terminate employment at any time, with or without cause.

Company Property

Upon separation of service with The City of Frankfort, whether voluntary or involuntary, you are required to return all City property, which has been entrusted, to you for your care or use during your term of service. All City property is to be returned to your immediate supervisor or the Clerk/Treasurer's Office, on or before your final day of service.

Termination Pay

The City is committed to paying employees for all work performed up to their separation date. All approved work time accrued and vested benefits that are due and payable at termination will be paid.

Payroll Notification

Department Heads and Elected Officials must notify the Clerk/Treasurer's Office that an employee is separating employment as soon as notice is given

by the employee. This includes part-time and seasonal employees. This will facilitate the proper payment of time worked in compliance with state law.

Upon separation of employment, the employee is required to contact the Clerk/Treasurer for possible conversion of group insurance and to address any financial issues. Any employee terminating employment is expected to return any City of Frankfort property in their possession.

Pay At Time of Separation from Employment

The City of Frankfort will determine if the employee has any outstanding debt owed and whether the individual has in their possession any credit cards, uniforms, tools, keys, safety equipment, manuals, vehicles, or any other City property.

After a full accounting of the employee's and the City's accounts (as determined by the City of Frankfort) is completed, a final paycheck will be issued to the employee in accordance with state law. The final check will not reflect any time not worked except for earned but unused vacation and unused comp time.

In the event of the death of an active employee, the heirs or estate will be paid the amounts, which would have been paid the employee for accrued vacation pay during that year. An employee who has exhausted all accrued vacation for the current calendar year under these policies would receive no additional monies. However, in event vacation benefits were not exhausted for the calendar year, as indicated by length of service, the remaining amount would be paid.

Acknowledgement of Employee Handbook Receipt

The Employee Handbook describes important information about the City of Frankfort, and I understand that I should consult my supervisor regarding any questions not answered in the Employee Handbook. I have entered into my employment relationship with the City of Frankfort voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the City of Frankfort or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Employee Handbook may occur, except to the City of Frankfort's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Mayor of the City of Frankfort has the ability to adopt any revisions to the policies in this Employee Handbook.

I acknowledge that I have received the Alcohol and Drug Abuse Policy and the Drug Testing Policy of the City of Frankfort. I understand that these policies are inserted in the Employee Handbook, and that I have read these policies.

Furthermore, I acknowledge that this Employee Handbook is neither a contract of employment nor a legal document. I have received the Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Employee Handbook and any revisions made to it.

Employee Printed Name	
Employee Signature/Date	
Witness Printed Name	
Witness Signature/Date	

Appendix A—Compensatory Time Off Agreement

COMPENSATORY TIME OFF AGREEMENT

The _____. (Insert department here) utilizes compensatory time off (comp time) In lieu of monetary compensation for departmental employees. An employee will be compensated at the rate of one (1) hour of comp time off for every hour worked up to forty (40) hours per week and one and one-half (1 1/2) hours of comp time off for every hour worked over forty (40) hours per week.

An employee will be allowed to earn a maximum of ____ hours. After an employee reaches the maximum amount earned of comp time, they will be paid for any additional overtime worked at a rate of one and one-half (1 1/2) times his or her regular rate.

When requesting comp time off, an employee must give their Elected Official or Department Head five (5) days' notice in writing. Every effort will be made to grant requests for comp time off unless the request will unduly disrupt the Department's operations. If the initial request cannot be granted, the Elected Official or Department Head will arrange for an alternate, mutually acceptable time with the employee.

In the event that an employee separates employment from the City, all earned comp time remaining will be paid to the employee pursuant to the requirements of the Fair Labor Standards Act.

Employee Printed Name	
Employee Signature	
Elected Official/Department Head	
Date	

Appendix B—Leave of Absence Request

LEAVE OF ABSENCE REQUEST

DATE:
TO:
FROM:

COPY: Clerk/Treasurer's Office

This is a request for the following leave of absence:

Date(s) of Leave Requested: _____

____ FMLA – Choose one: ____ Standard FMLA ____ FMLA Military Caregiver

____ Jury Duty/Civic Leave

____ Parenting Leave

____ Bereavement/Funeral Leave - Name and relationship of deceased _____

____ Military Family Leave (State)

____ Military Reserve Active Duty (USERRA) – Complete section below

Military Reserve Active Duty Leave

I understand that the City provides 15 days of military differential pay per calendar year for employees called to active military duty. I am scheduled to be on active duty for the following time periods.

I agree to provide my Department Head/Elected Official with the proper documentation verifying my military pay. I will also promptly notify my Department Head/Elected Official with any changes in my active duty schedule. I understand that my benefits will continue while I am on active duty and that I am required to pay my portion of the benefits I have elected.

I have read and understand the provisions for military pay differential as outlined in the Employee Handbook.

____ Extended Military Leave

I have read and understand the provisions Extended Military Leave policy as outlined in the Employee Handbook.

Employee Signature/Date	
Department Head Signature/Date	
Date Received by Clerk/Treasurer's Office	

Appendix C—Inclement Weather Exception Memo



Date:

To: All City Employees

From: Mayor's Office

Re: Emergency Weather Day(s)

To help ensure the safety of City employees due to forecasted inclement weather, the Mayor has declared [Enter Date(s)] as an emergency snow day(s). In doing such the following will apply to all City employees, except for Public Safety—Fire and Police, for this day(s):

- Full-time City employees will be paid for 8 hours for each day indicated above.
- Part-time City employees who are regularly scheduled to work on the day(s) indicated above, will be paid their regular scheduled hours for each day.
- Employees in essential operations may be required to report for work on a day when operations are officially closed. In this event employees will accrue comp time for hours actually worked in addition to their pay as outlined above.

Please note that the practices outlined above are an exception to the City's current inclement weather policy. Future inclement weather-related issues/closures will follow the City's inclement weather policy as outlined in the employee handbook unless otherwise noted by the Mayor's Office.