



City of Edna Bay Personnel Handbook

City of Edna Bay

Welcome New Employee!

On behalf of your colleagues, I welcome you to the City of Edna Bay and wish you every success here.

We believe that each employee and volunteer contributes directly to the City of Edna Bay's growth and success, and we hope you will take pride in being a member of our team. Most aspects of this document apply to volunteers in the same way it applies to compensation employees. Where there are differences, those differences will be specified.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the City of Edna Bay.

Customers are among our organization's most valuable assets. Every employee represents the City of Edna Bay to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist the citizens of Edna Bay.

Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give. Our personal contact with the public, our manners on the telephone, and the communications we send are a reflection not only of ourselves, but also of the professionalism of the City of Edna Bay.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Mayor

City of Edna Bay

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the City of Edna Bay and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the City of Edna Bay to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the City of Edna Bay continues to grow, the need may arise and the City of Edna Bay reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or the City of Edna Bay to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.



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EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about the City of Edna Bay, and I understand that I should consult the Mayor regarding any questions not answered in the handbook.

I have entered into my relationship with the City of Edna Bay as an employee and acknowledge that there is no specified length of time guarantee. Accordingly, either I or the City of Edna Bay can terminate our relationship with the City of Edna Bay and that this relationship is at will.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the City of Edna Bay'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 City Council has the ability to adopt any revisions to the policies in this handbook.

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

EMPLOYEE'S SIGNATURE: _____

EMPLOYEE'S NAME (printed): _____

DATE OF ACCEPTANCE: _____ / _____ / _____

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NATURE OF EMPLOYMENT

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with the City of Edna Bay.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor the City of Edna Bay is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, the City of Edna Bay reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the City Council of the City of Edna Bay.

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EMPLOYEE RELATIONS

The City of Edna Bay believes that the work conditions it offers are safe. If employees have concerns about work conditions they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the City of Edna Bay amply demonstrates its commitment to employees by responding effectively to employee concerns.

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BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of the City of Edna Bay is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the City of Edna Bay is dependent upon the public's trust and we are dedicated to preserving that trust. Employees owe a duty to the City of Edna Bay and its customers to act in a way that will merit the continued trust and confidence of the public.

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The City of Edna Bay will comply with all applicable laws and regulations and expects its employees to conduct business 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 and, if necessary, with the Mayor for advice and consultation.

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

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CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City of Edna Bay wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Mayor for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City of Edna Bay's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the City of Edna Bay as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City of Edna Bay does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City of Edna Bay.

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PROTECTION FOR WHISTLEBLOWERS

A public employer may not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment for any reason pertaining to the Alaska Statute 39.90.100.

An employer shall post notices and use other appropriate means to inform the employee of their protections and obligations.

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DISABILITY ACCOMMODATION

The City of Edna Bay is committed to complying fully with the Americans with Disabilities Act (ADA). Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

This policy is neither exhaustive nor exclusive. The City of Edna Bay is committed to taking all other actions necessary to ensure equal opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

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HIRING PROCESS

When a position becomes vacant, an announcement of the vacancy and intention to find a employee shall be posted in at least three locations in the city, with a specific time period for the opening. The posting shall refer to applicants to the city office, where job applications will be made available. Upon receipt of all applications, the City Council shall review all applications and select applicants for interview based on qualifications and experience. Direct supervisors with direct supervision will be responsible for the hiring process when following procedures used by the City Council. Following interviews, the City Council reserves the right to contact references when appropriate. The City Council shall then make a hiring decision based on the most qualified and appropriate applicant for the job.

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EMPLOYMENT CATEGORIES

It is the intent of the City of Edna Bay to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the City of Edna Bay.

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All volunteer employees shall be considered employees of the City of Edna Bay in the same manner as if they were paid employees except where noted otherwise or where separate provisions are noted for volunteers compared to compensation employees.

Each paid employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the City of Edna Bay management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME:

These employees are not assigned to a temporary status and who are regularly scheduled to work less than the full-time work schedule, but at least 35 hours per week.

REGULAR PART-TIME:

These employees are not assigned to a temporary status and who are regularly scheduled to work less than 35 hours per week. However, the city does not guarantee any minimum number of hours or work per week.

TEMPORARY EMPLOYEE:

These employees are 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 of not more than 1000 hours per fiscal year. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change.

VOLUNTEER EMPLOYEE:

These employees are hired by the city to perform tasks on behalf of the city. All volunteer employees are considered non-compensation employees. Volunteer employees are only to perform in the capacity for which they were hired. If the volunteer would like to volunteer in another capacity they must first receive permission from the mayor and the classification must be added to their employment file. Volunteerism by a persons own volition does not constitute employment by the city. Formal volunteerism will only be constituted in writing.

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ACCESS TO PERSONNEL FILES

The City of Edna Bay maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance, and other employment records.

Personnel files are the property of the City of Edna Bay, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the City of Edna Bay who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Mayor. With reasonable advance notice, employees may review their own personnel files in the City of Edna Bay's offices and in the presence of an individual appointed by the City of Edna Bay to maintain the files.

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EMPLOYMENT REFERENCE CHECKS

The Mayor will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, and position(s) held and rehire status.

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PERSONNEL DATA CHANGES

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

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EMPLOYMENT APPLICATIONS

The City of Edna Bay relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

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PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of a employee's 3 months period in any new position. This period allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every 12 months, coinciding generally with the anniversary of the employee's original date of hire. Evaluations may be conducted more frequently. Performance evaluations will be maintained in the employee's files, and a copy will be provided to the employee each time an evaluation is conducted.

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JOB DESCRIPTIONS

Job descriptions can be obtained from the Mayor upon request.

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SALARY ADMINISTRATION

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. The City of Edna Bay periodically reviews its salary administration program and restructures it as necessary.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Mayor is also available to answer specific questions about the salary administration program.

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SOCIAL SECURITY NUMBER

To protect employees' personal information, the City of Edna Bay does not use employees' Social Security numbers for identification purposes, except as allowed by law.

The City of Edna Bay will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for internal verification or administrative purposes.

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Employees who have questions about this policy or who feel that their Social Security number has been used inappropriately by the City of Edna Bay should contact the Mayor.

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WORKERS' COMPENSATION INSURANCE

The City of Edna Bay provides a comprehensive workers' compensation insurance program at no cost to first responders. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

First responders who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible, in the event of a need. In the case of minor injury, it can also prompt the employer to evaluate possible workplace hazards before they become serious problems.

Neither the City of Edna Bay nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during a voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City of Edna Bay.

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EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation:

Voluntary employment termination initiated by an employee. **Three days without reporting to work or contacting the appropriate official may be considered a voluntary resignation, at the discretion of the employer.**

- Discharge:

Involuntary employment termination initiated by the organization.

- Layoff:

Involuntary employment termination initiated by the organization for nondisciplinary reasons.

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Since employment with the City of Edna Bay is based on mutual consent, both the employee and the City of Edna Bay have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

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WORK SCHEDULES

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

The City's normal hours of business are generally posted at 3 (three) public places and subject to change based on personnel staffing. Some departments must operate outside the City's normal hours of business, and schedules of employees of those departments may differ from the City's normal hours. Each department is responsible for scheduling its employees to meet the needs of the City. Employees may be required to work overtime, which must first be approved by their supervisor.

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REST AND MEAL PERIODS

Each workday, full-time employees are provided with 2 rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All employees are provided with one meal period of 30 minutes in length each workday. An employee may elect to not take an unpaid meal break. If a break longer than 20 minutes is taken, the employee must report it on their time and attendance sheet with "time out" and time in". Breaks and meals for employees whose departments operate outside the City's normal hours are set by those departments. All breaks are workload permitting.

Employees may not use break times and meal periods to report late or to leave early. Break periods may not be combined with the meal period.

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USE OF TELEPHONES

Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse the City of Edna Bay for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

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SMOKING

In keeping with the City of Edna Bay's intent to provide a safe and healthful work environment, smoking is prohibited inside the workplace and at least 15 feet from any door or window throughout the workplace.

This policy applies equally to all employees, customers, and visitors.

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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.

Please notify the supervisor 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 supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Personal use of city equipment and vehicles is strictly prohibited, unless prior approval is obtained from a supervisor. 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.

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EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs an updated time will be posted in 3 (three) normal posting places.

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BUSINESS TRAVEL EXPENSES

The City of Edna Bay will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Mayor.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the City of Edna Bay. Employees are expected to limit expenses to reasonable amounts. Receipts of all transactions must be maintained and provided in order to be reimbursed.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the City of Edna Bay may not be used for personal use without prior approval.

When travel is completed, employees should submit completed travel expense reports within 14 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee or not incurred during business travel, can be grounds for disciplinary action, up to and including termination.

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VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at the City of the Edna Bay, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

If an unauthorized individual is observed on the City of Edna Bay's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

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COMPUTER AND EMAIL USAGE

Computers, computer files, the email system, and software furnished to employees are the City of Edna Bay property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

The City of Edna Bay strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the City of Edna Bay prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

The City of Edna Bay purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City of Edna Bay does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The City of Edna Bay prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor or the Mayor upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

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INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by the City of Edna Bay to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, personal use may be permitted with prior authorization.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the City of Edna Bay and, as such, is subject to disclosure to law enforcement or other third parties, and in some cases subject to public records requests. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the City of Edna Bay. As such, the City of Edna Bay reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any 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, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the City of Edna Bay in violation of law or the City of Edna Bay policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

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- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using the organization's 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 outside of the organization.
- Violating copyright law.
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions.
- Sending or posting messages or material that could damage the organization'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 the organization's electronic communications systems.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of the organization.
- Sending anonymous email messages.
- Engaging in any other illegal activities.

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WORKPLACE MONITORING

Workplace monitoring may be conducted by the City of Edna Bay to ensure quality control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of the City of Edna Bay. As such, computer usage and files may be monitored or accessed.

Because the City of Edna Bay is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

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WORKPLACE VIOLENCE PREVENTION

The City of Edna Bay is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the City of Edna Bay 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, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the City of Edna Bay without proper authorization.

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 management. This includes threats by employees, as well as threats by customers, 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 Edna Bay will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the

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individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the City of Edna Bay may suspend employees pending investigation.

Anyone determined to be responsible for threats of (or actual) 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 Edna Bay encourages employees to bring their disputes or differences with others to the attention of their supervisors or the Mayor before the situation escalates into potential violence. The City of Edna Bay is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

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EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the City of Edna Bay expects employees to follow rules of conduct that will protect the interests and safety of everyone and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- *Theft or inappropriate removal or possession of property.*
- *Falsification of timekeeping records.*
- *Working under the influence of alcohol or illegal drugs.*
- *Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.*
- *Fighting or threatening violence in the workplace.*
- *Boisterous or disruptive activity in the workplace.*
- *Negligence or improper conduct leading to damage of employer-owned or customer-owned property.*
- *Insubordination or other disrespectful conduct.*
- *Violation of safety or health rules.*
- *Smoking in prohibited areas.*
- *Sexual or other unlawful or unwelcome harassment.*
- *Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.*

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- *Excessive absenteeism or any absence without notice.*
- *Unauthorized absence from work station during the workday.*
- *Unauthorized use of telephones, mail system, or other employer-owned equipment.*
- *Unauthorized disclosure of business "secrets" or confidential information.*
- *Violation of personnel policies.*
- *Unsatisfactory performance or conduct.*

Employment with the City of Edna Bay is at the mutual consent of the City of Edna Bay and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

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POLITICAL ACTIVITY

The City of Edna Bay recognizes an employee's right to participate in political activities as long as the political activities:

- *Are not conducted during work hours unless the employee uses accrued compensatory or vacation leave;*
- *Are in compliance with the Constitution and the laws of the State of Alaska;*
- *Do not interfere with the discharge of the employee's duties and responsibilities;*
- *Do not involve the use of equipment, supplies, or services of the City of Edna Bay; and*
- *Do not involve the attempt to coerce other employees to participate in or support the political activity.*

An employee may request a leave of absence without pay for the purpose of participating in political activity; however the City of Edna Bay has no obligation to grant such a request. The interests of the City of Edna Bay will be given first consideration. In certain circumstances involving real or potential conflicts, employees who run for public office may be placed on an unpaid leave of absence until after the election. If an employee is placed on leave of absence, his or her employment will terminate upon his or her election to a partisan public office.

If an employee wishes to engage in political activity that interferes with the discharge of his or her duties and responsibilities, the employee should voluntarily terminate his or her employment with the City of Edna Bay. If the City of Edna Bay finds that the employee's political activity interferes with the performance of his or her duties and responsibilities or does not comply with the requirements of this policy, the employee will be subject to appropriate disciplinary action, up to and including termination.

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DRUG AND ALCOHOL USE

The City of Edna Bay is committed to providing a safe, healthy and productive work environment for all employees. Using or being under the influence of drugs, marijuana or alcohol on the job may pose serious safety and health risks. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the City of Edna Bay premises and while conducting business-related activities off the City of Edna Bay premises, no employee may use, possess, distribute, sell, or be under the influence of marijuana, alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Mayor to receive assistance or referrals to appropriate resources in the community.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Mayor without fear of reprisal.

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SEXUAL AND OTHER UNLAWFUL HARASSMENT

The City of Edna Bay is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.

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- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- (2) Submission or rejection of the conduct is used as a basis for making employment decisions; or,
- (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Mayor. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Mayor so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

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ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the City of Edna Bay expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City of Edna Bay. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

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PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the City of Edna Bay presents to customers and visitors.

During business hours or when representing the City of Edna Bay, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

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RETURN OF PROPERTY

Employees are responsible for all the City of Edna Bay property, materials, or written information issued to them or in their possession or control.

Employees must return all the City of Edna Bay property immediately upon request or upon termination of employment. Where permitted by applicable laws, the City of Edna Bay may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The City of Edna Bay may also take all action deemed appropriate to recover or protect its property.

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RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with the City of Edna Bay. Although advance notice is not required, the City of Edna Bay requests at least 2 weeks' written resignation notice from all employees. Some positions may request more than 2 weeks' notice. If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

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PROGRESSIVE DISCIPLINE

The purpose of this policy is to state the City of Edna Bay's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The City of Edna Bay's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the City of Edna Bay is based on mutual consent and both the employee and the City of Edna Bay have the right to terminate employment at will, with or without cause or advance notice, the City of Edna Bay may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension with or without pay; and, still another offense may then lead to termination of employment.

The City of Edna Bay 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.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the City of Edna Bay.

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LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The City of Edna Bay supports these endeavors as long as employees are able to meet acceptable performance standards.

Medical information on individual employees is treated confidentially. The City of Edna Bay will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other 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.