

CITY OF SHERIDAN, WYOMING

Employee Handbook

01-05-09

## Table of Contents

Handbook Purpose and Acknowledgement	Page 2
Handbook Purpose and Acknowledgement	Page 3
City of Sheridan Mission Statement	Page 4
City of Sheridan Core Values	Page 4
Reaffirmation of Policy on Equal Employment Opportunity	Page 5
Section 1 Philosophy and Role of the Human Resources Department	Page 6
Section 2 Definitions	Page 7-9
Section 3 Applicability: Exempt Positions	Page 10
Section 4 Mayor	Page 10
Section 5 Director of Human Resources	Page 10
Section 6 Department Heads	Page 10
Section 7 Hours of Work Attendance	Page 11
Section 8 Pay Days	Page 11
Section 9 Overtime Compensation	Page 12
Section 10 On-Call Compensation	Page 12
Section 11 Leaves of Absence	Page 13
A. Annual Leave	Page 13
B. Bereavement Leave	Page 14
C. Funeral Leave	Page 14
D. Sick Leave	Page 15-17
E. Family and Medical Leave	Page 18-20
F. Workers' Compensation	Page 20
G. Leave of Absence With Pay	Page 21
I. Leave of Absence Without Pay	Page 21
J. Unauthorized Absence	Page 22
K. Military Leave of Absence	Page 22
L. Emergency Closing	Page 23
M. Suspension of Leave	Page 23
N. Police Officers Killed in the Line of Duty	Page 24
Section 12 Employment of Immediate Family (Nepotism Policy)	Page 25
Section 13 Outside Employment	Page 26
Section 14 Holidays	Page 27
Section 15 Jury Duty of Court Directed Witness	Page 28
Section 16 Disciplinary Action	Page 29-31
Section 17 Sexual Harassment Policy	Page 32
Section 18 Problem Resolution Procedure	Page 33-36
Section 19 Ethical Conduct, Political Activity	Page 37
Section 20 Employee Insurance Coverage	Page 37
Section 21 Job Vacancies and Posting	Page 38
Section 22 Recruitment	Page 38
Section 23 Pre-Employment Evaluation	Page 38
Section 24 Examinations	Page 39-40
Section 25 New Hire Orientation	Page 41
Section 26 Employee Development	Page 42
Section 27 Posting Job Vacancies and Bulletin Boards	Page 43
Section 28 Performance Evaluation	Page 44

Section 29 Employee Record and Skills Inventory	Page 45
Section 30 Position Classification Plan	Page 45
Section 31 Purpose of the Classification Plan	Page 46
Section 32 Revision and Reclassification of Positions	Page 47
Section 33 Salary Schedules	Page 48
Section 34 Merit Salary Increases	Page 48
Section 35 Longevity Pay	Page 49
Section 36 Pay Treatment for Promoted and Reclassified Employees	Page 50
Section 37 Pay Treatment for Demoted Employees	Page 50
Section 38 Pay Treatment for “Fully Compensated” Employees	Page 50
Section 39 Exit Interview	Page 51
Section 40 Retirement	Page 51
Section 41 Reduction of Work Force: Layoffs and Recall	Page 52
Section 42 Membership in Professional Organizations or Societies	Page 52
Section 43 Tobacco Policy	Page 52
Section 44 Substance Abuse	Page 52
Section 45 Honor Code	Page 53
Section 46 Vehicle and Travel Policy	Page 54-55
Section 47 Internet Use Policy	Page 56-57
Section 48 Severability Clause	Page 57
Section 49 City Credit Card Guideline	Page 57-58
Section 50 Employee Assistance Program	Page 58
Appendix A: City of Sheridan Position/Grade Analysis	Page 59-62
Appendix B: City of Sheridan Pay Scale	Page 63

Handbook Purpose and Acknowledgement

THIS HANDBOOK AND THE PROVISIONS HEREIN ARE NOT A CONTRACT BETWEEN THE CITY AND ITS EMPLOYEES. THE CITY MAY ALTER THE TERMS, CONDITIONS AND COMPENSATION OF EMPLOYMENT AT ANY TIME (EXCEPT INSOFAR AS SUCH MAY BE COVERED BY A LEGALLY BINDING COLLECTIVE BARGAINING AGREEMENT OR CIVIL SERVICE RULES).

DURING THE COURSE OF YOUR EMPLOYMENT, YOU ARE FREE TO LEAVE THE CITY AT ANY TIME FOR ANY REASON, AND THE CITY HAS A SIMILAR RIGHT EXCEPT AS OTHERWISE PROVIDED BY CIVIL SERVICE STATUTES. THUS, BOTH YOU AND THE CITY HAVE THE RIGHT TO TERMINATE YOUR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT ADVANCE NOTICE AND WITH OR WITHOUT CAUSE. THIS IS CALLED "EMPLOYMENT AT WILL," AND NO ONE HAS AUTHORITY TO ALTER THIS ARRANGEMENT. THE ONLY EXCEPTION WOULD BE AN INDIVIDUALLY NEGOTIATED WRITTEN EMPLOYMENT AGREEMENT AUTHORIZED BY THE CITY COUNCIL AND EXECUTED BY THE MAYOR OR AS OTHERWISE MAY BE SPECIFICALLY PROVIDED IN APPLICABLE CIVIL SERVICE STATUTES.

I acknowledge receipt of the "City of Sheridan Employee Handbook" dated January 5, 2009 and I agree to be bound by the terms and conditions of the handbook.

I further acknowledge that this Handbook will replace all prior handbooks or Personnel Policy and Procedure manuals as they have been variously called and modified over the years.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

1 copy to HR file    1 copy to remain with handbook

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City of Sheridan Mission Statement

EFFECTIVELY SERVING PRESENT AND FUTURE NEEDS OF SHERIDAN'S CITIZENS.

City of Sheridan Core Values

- **Builds Partnerships** - Identifies opportunities and takes action to build strategic relationships between one's area and other areas, teams, departments, units, or organizations to help achieve business goals.
- **Contributes to Team Success** - Actively participates as a member of a team to move the team toward the completion of goals.
- **Initiates Action** - Takes prompt action to accomplish objectives; takes action to achieve goals beyond what is required; acts proactively.
- **Effectively Communicates** - Clearly conveys information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message; listens effectively and asks clarifying questions; actively seeks input from others and seeks to understand first.
- **Builds Trust** - Interacts with others in a way that gives them confidence in one's intentions and those of the organization.

REAFFIRMATION OF POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

The City of Sheridan is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, national origin, religion, handicap, sex, age, veteran status, political affiliation, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

The City of Sheridan will:

Recruit, hire, train and promote persons in all job titles without regard to race, religion, color, sex, age national origin, handicap, veteran status, or any other status or condition protected by applicable state law, except where a bona fide occupational qualification applies.

Insure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, city sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, religion, color, sex, age, national origin, handicap, veteran status, or condition protected by applicable state law, except where a bona fide occupational qualification applies.

If an employee has a suggestion, problem or complaint with regard to equal employment, he/she should contact the Director of Human Resources. The problem or complaint will be investigated and a report issued to the Mayor.

SECTION 1 Philosophy and Role of the Human Resources Department

The City of Sheridan recognizes that its employees are its most valuable asset. Therefore, the City takes every reasonable step to enhance employee morale and increase productivity in a safe, healthful, and professional environment.

This Manual documents the City's concern for its employees. It presents general goals and broad responsibilities of the Human Resources Department. It also describes the role of the Human Resources Department in administering all programs related to the treatment of all City of Sheridan employees as the City's policies dictate.

**Philosophy of the Human Resources Department**

The Human Resources Department will treat each employee with dignity and respect.

The Human Resources Department will never discriminate in any of its functions on the basis of race, sex, color, handicap, national origin, religion, creed, age, marital status, sexual preference, citizenship or authorized alien status or veteran status.

The Human Resources Department will encourage the development of full potential of all employees.

The Human Resources Department will maintain open lines of communication with supervisors and other employees, and will explain its policies and procedures as clearly as possible when asked to do so.

**Functions of the Human Resources Department**

The Human Resources Department administers the personnel policies of the organization as presented in this employee handbook.

The Human Resources Department is responsible for the City of Sheridan's hiring practices, including first interviews, scheduling additional interviews, gathering and maintaining application records, administering recruiting methods, pre-employment testing, and orientation procedures.

The Human Resources Department is responsible for the administration of the salaries and benefits of all employees of the City of Sheridan and the communication of benefits information.

The Human Resources Department is responsible for the overall administration of the City's Performance Appraisal Program.

The Human Resources Department is responsible for counseling or arranging for the counseling of employees who have work or personal problems.

The Human Resources Department will consult with supervisors concerning the application and interpretation of the City of Sheridan's Counseling Policies and will maintain records of disciplinary actions.

SECTION 2 Definitions

The words and terms used in this section shall have, unless otherwise defined, the following meanings:

<u>Anniversary Date:</u>	The date of an employee's most recent hiring or last merit, promotional or other salary increase.
<u>Appointing Authority:</u>	Refers to an elected official or person designated to authorize any personnel action.
<u>City Vehicle:</u>	Any vehicle or motor-driven equipment owned or maintained by the City.
<u>Class, Classification:</u>	The formal title of one or more positions.
<u>Compensation:</u>	Refers to all forms of valuable consideration, including wages and fringe benefits earned by or paid to any employee by reason of service in a position.
<u>Complaint:</u>	A misunderstanding or disagreement between an employee and a supervisor that relates to working conditions, established policy, benefits, compensation or discrimination.
<u>Demotion:</u>	The change of an employee to a lower position, classification, and a lower salary range.
<u>Dismissal:</u>	The involuntary separation of an employee from his/her position, i.e. termination.
<u>Emergency Service Vehicle:</u>	A vehicle for commuting purposes assigned to a key Department Head or other key position (Sworn Police Officer, Emergency Service Director, Fire-rescue Division Chief, Fire Marshall) for purposes of insuring 24-hour emergency response capability.
<u>Employee:</u>	A person, full or part-time, legally holding a compensated position with the city, not to include contractors or their employees hired by the City to perform specific contracted functions.
<u>Fully Compensated Employee:</u>	An employee whose compensation is at the top of the pay range for their position. If the current rate of pay is beyond the top of the range, their pay is "frozen" until such time as the pay range encompasses their current salary.
<u>Grade:</u>	A specific range of pay rates within the compensation/pay plan.
<u>Immediate Family:</u>	Parents, grandparents, brother, sister, grandchild, child, or spouse, and equivalent relationships by marriage or adoption.

<u>Incumbent:</u>	The employee occupying a specific position.
<u>Layoff:</u>	The involuntary separation of an employee from his/her position because of lack of work, lack of funds to continue the work or reorganization
<u>Merit Increase:</u>	Refers to an increase in salary based on outstanding work performance.
<u>On-Call Vehicle:</u>	A vehicle temporarily assigned to an employee for the purpose of performing a scheduled standby call-out function.
<u>Operator:</u>	Any duly authorized City Employee operating or in actual control of a City vehicle.
<u>Overtime:</u>	Any time worked in excess of forty (40) hours in a work period, and time worked in excess of 160 hours in a 28 day work period for sworn Police Department personnel.
<u>Part-time Position:</u>	A position, either regular or temporary, in which the incumbent is regularly scheduled to work less than forty (40) hours a week.
<u>Pay/Compensation Plan:</u>	The schedule of pay grades for all job classifications in city service
<u>Pay Rate:</u>	The specific dollar amount established for each step within a pay range for a specified period of time (i.e., annual, monthly, and hourly)
<u>Position:</u>	A specific group of duties and responsibilities assigned to an employee.
<u>Promotion:</u>	The change of an employee to a higher position, classification, and a higher salary grade; a lateral promotion is a change of classification position in the same grade.
<u>Reclassification:</u>	The change in grade of a classification (and also classified employees), or the reassignment of a specific position (and its incumbent) to a different classification.
<u>Regrading:</u>	A grade change which moves an employee from one class to another with no change in rate of pay or anniversary date.
<u>Regular Employee:</u>	A full-time employee who is eligible for all privileges and benefits provided by the City.
<u>Reprimand:</u>	The oral or written documentation, informing an employee of disapproved, unsatisfactory behavior.

<u>Reinstatement or Rehire:</u>	The action by which an employee after separating from service is reemployed.
<u>Review Date:</u>	The date designated for the performance evaluation review.
<u>Separation:</u>	The removal of an employee from the payroll for either voluntary or involuntary reasons, to include dismissal, resignation, layoff, retirement or death.
<u>Service Credits:</u>	Years of employment counted for retirement, seniority, vacation and sick accruals.
<u>Step:</u>	A single rate of pay within a pay grade.
<u>Supervisor:</u>	An individual having authority, in the interest of the department head to assign, reward or discipline other employees, or responsibility to direct their activities.
<u>Suspension:</u>	A temporary separation from service for disciplinary purposes or where the results of an independent investigation are pending.
<u>Termination:</u>	Refers to the involuntary separation of an employee from his/her position, i.e. dismissal.
<u>Transfer:</u>	A change in position, but no change in grade or current salary; anniversary date is unaffected.
<u>Vacancy:</u>	A position which is not occupied and for which funds have been provided.
<u>Work Period:</u>	The hours of 12:01 am Sunday morning until midnight (12:00) Saturday night. These hours are the purpose of computing overtime.

SECTION 3    Applicability: Exempt Positions

This manual applies to all employees of the City of Sheridan. Certain employees are, by reason of the nature of their appointment, exempt from certain provisions of this manual.

- (A)    The following positions are exempt:
  - (1) Council appointed committees and commissions
  - (2) Elected officials
  - (3) Council appointees
- (B)    Civil Service and Fire Department personnel are covered and this handbook will be in effect except where they are in conflict with the current International Association of Fire Fighters collective bargaining agreement, the rules and policies of the police and fire Civil Service commissions or Wyoming Statutes.

SECTION 4    Mayor

As the appointed authority for the City of Sheridan, the Mayor shall make such personnel rules and regulations when not addressed in this manual. Additionally, the Mayor may waive the applications of any section contained and specified in these rules in individual cases, where in his judgment; such action would be in the best interest of the City of Sheridan. The method of permanent modification shall be by resolution of the City Council.

The Mayor is responsible for enforcing the provisions of this Manual.

SECTION 5    Director of Human Resources

The Director of Human Resources plans, coordinates, organizes, and manages the personnel program for the City of Sheridan, working under the policy guidance and direction of the Mayor.

SECTION 6    Department Heads

Department heads are appointed by the Mayor, and confirmed by the City Council.

Department heads are responsible for assuring that their organizations operate in compliance with this manual. The Director of Human Resources shall consult with the department heads, as necessary, to assure uniformity regarding the interpretation and application of established personnel policies and practices. Department heads are responsible for insuring a copy of this Manual is readily available to employees in the department.

SECTION 7 Hours of Work Attendance

The period of employment is forty (40) hours per week. Standard work hours shall be 8:00 am to 5:00 pm, Monday through Friday, except as otherwise required by the mission of the department. Department heads, may establish other appropriate hours of work and shall endeavor to give two (2) weeks notice prior to implementation thereof (Except in emergency situations).

The work period for sworn police staff shall be twenty-eight (28) consecutive days and 160 hours.

SECTION 8 Pay Days

Employees are paid on a biweekly basis, every other Friday. The pay check stub will include the following information: detail gross pay, amounts withheld and net pay.

#### SECTION 9 Overtime Compensation

Non-exempt employees shall receive overtime payment for actual hours worked in excess of forty (40) hours per week at one and one-half times the compensation rate. All overtime is to be approved by the immediate supervisor or department head.

When a period of paid leave includes an observed holiday, an employee shall be paid holiday pay for that observed holiday. If an employee must tend to job responsibilities during a period of paid leave (vacation, sick, bereavement) the hours worked (minimum of two) shall be deducted from the applicable paid leave.

#### SECTION 10 On-Call Compensation

When an hourly employee's job requires that he/she carry a pager, they shall be compensated a flat rate of \$1.50 for each hour they are on call, in possession of a pager, and not scheduled to work, regardless of whether he/she is called to duty. This pay is specifically for the employee(s) to be available during non-productive hours. If the employee is scheduled to work any amount of time while he/she is carrying a pager, no flat rate on-call compensation shall be provided for the hours worked. If the employee is actually called to duty during any off-duty time, they shall be compensated for the hours worked (minimum of two hours) at overtime rate in place of the \$1.50 per hour pager pay.

SECTION 11 Leaves of Absence

**A. Annual Leave**

Annual leave accrual shall be monthly and begin on the date of employment, and employees will be able to use accrued leave as soon as it is accrued.

Personnel transferring within a department or between departments shall retain their longevity for accrual rates of leaves of absence.

1. Vacation leave for full-time employees shall accrue as follows:

a) Regular Employees

<u>Length of Service</u>	<u>Vacation Leave</u>	<u>Accrual Rate</u>
0 through 4 years	10 days annually	(80 hours)
5 through 9 years	15 days annually	(120 hours)
10 through 14 years	20 days annually	(160 hours)
15 through 24 years	25 days annually	(200 hours)
25 or more years	30 days annually	(240 hours)

b) Fire Department - see current union contract

c) Part-time employees - As of November 1, 2007, part-time employees shall accrue personal time off (PTO) at a rate of four (4) hours per month beginning on their date of hire.

2. Suspension of Leave

Any leaves or holidays provided for in this section may be suspended during any period of emergency declared by the City Council or the Mayor.

3. Schedule of Leave

The schedule of vacation shall be prepared by the head of each department at their own discretion. Department heads know their own staffing requirements and should schedule employees' vacation accordingly. Scheduling of leave is at the Department Heads discretion, based on seniority and first come, first serve basis.

4. Granting of Annual Leave

An employee must notify their supervisor and department head at least one week in advance of taking leave, unless prior notice was not possible due to unusual circumstances.

Employees must complete the Request for Leave form prior to taking vacation. The Request for Leave form must be signed by the employee's supervisor and approved by the department head. After completion of leave, one (1) copy of form retained by employee, one (1) copy retained by the department, one (1) copy to payroll and the original to Human Resources for record keeping purposes.

Annual leave may be used on an hourly basis.

5. Pay in Lieu of Annual Leave

Pay in lieu of annual leave will be granted in accordance with the following conditions:

- a) If a regular, full time employee separates from employment and has unused annual leave, the employee shall be paid a salary equivalent of such unused accrued leave.
- b) If a regular, full time employee with one year or more of satisfactory service dies and has unused annual leave, the salary equivalent of such unused accrued leave shall be payable as directed by the employee's beneficiary statement or to the decedent's estate.

6. Maximum Accrual

Accrual of annual leave shall be limited to 240 hours. Beginning July 1, 2007, if an employee's annual leave balance is over or reaches 240 hours, there will be no further accrual of annual leave hours until the balance is reduced below 240 hours.

**B. Bereavement Leave**

- 1. All full time employees shall be granted four (4) working days with pay when a death occurs in the employee's immediate family. If circumstances necessitate additional time off, such additional time off shall be charged to sick leave, with the approval of the Mayor. Employees should note that this policy does not provide paid time off to attend the funerals of persons not included in the definition of immediate family. Employees must complete the request for leave form and give the City as much notice as possible.
- 2. Employees must have the signatures of their supervisor and department head to take Bereavement Leave. This form distribution is the same as for Vacation Leave except that the copy going to the Human Resources Department should be routed through the Mayor's Office for informational purposes.

**C. Funeral Leave**

Funeral leave is intended for use by employees to attend the funeral of a fellow city employee. The Mayor may, in conjunction with the department heads, grant employees two (2) hours paid leave for funeral leave

#### **D. Sick Leave**

The City's sick leave policy is established to help employees over the financial burden of lost work time incurred because of illness.

Sick leave accrual will be monthly and begin on the date of employment. Employees will be allowed to use sick leave as soon as it is accrued.

All full time employees shall be granted leave in cases of their illness. Sick leave may also be used for illness or death in the employee's immediate family. Sick leave may be used to keep medical, dental or optical appointments.

To receive sick leave benefits, an employee must notify their department head or representative on the first day of absence, or as soon thereafter as possible. Sick leave may be used on an hourly basis.

##### 1. Verification of Illness

For illness extending for three (3) working days or more, the employee may be required by department head or representative to provide a certification of illness and recovery by a physician or practitioner recognized and authorized by the laws of the State of Wyoming. Verification of illness for absences of lesser duration may be requested of the employee at the discretion of the department head.

##### 2. Sick Leave Exclusions

No employee shall receive sick leave or other benefits when injured while gainfully employed outside the City.

##### 3. Accumulation

Every full time employee (excluding fire department 24-hour shift employees covered by a collective bargaining agreement) will earn eight (8) hours of sick leave for each month of service, and may accumulate 960 hours.

Fire department 24-hour shift employees will earn 16 hours of sick leave for each month of service, and may accumulate 1440 hours.

##### 4. Granting of Sick Leave

Sick leave requests are to be routed the same as vacation leave except in the case of sudden illness, the form shall be completed immediately upon return to work by the employee and shall state the nature of the illness.

##### 5. Conversion of Sick Leave

a) Upon separation or termination employees will be eligible to convert three(3)days of sick leave for one(1) day pay.

b) A regular full time employee shall have the right to designate on forms provided by the City, a beneficiary or beneficiaries to receive the benefits herein provided, and shall have the right to revoke such designation and substitute another beneficiary at any time. If, upon the death of an employee, there is no valid designation of beneficiary on file with the City, the City shall designate the Estate of the employee as the beneficiary entitled to the benefits, if any.

If a regular full time employee dies and has unused sick leave, the salary equivalent of one-third (1/3) the sick leave shall be payable as directed by the employee's beneficiary statement or to the decedent's estate.

#### 6. Voluntary Sick Leave Transfer Policy

The purpose of this sick leave program is to provide accrued sick leave to another city employee who, because of a non-work related medical emergency, has exhausted all personal accrued vacation, sick leave, and holiday time off.

This policy applies to all full-time regular employees. This policy includes a discussion of voluntary sick leave donations. It also includes criteria for employees to determine whether or not to contribute to a fellow employee.

A city employee who has accrued a minimum of eighty (80) hours of sick leave, after donation, may donate up to sixteen (16) hours of sick leave per calendar year to the same recipient who has an immediate and reasonable need for such assistance. Employees who are affected by a medical emergency may apply to become sick leave recipients to the Director of Human Resources through their department head.

The Director of Human Resources will forward completed requests to all departments for posting on the department bulletin boards. The requests shall remain posted for ten (10) working days.

If, after reviewing the request for sick leave donations, a City employee decides to participate in the voluntary transfer program, the donors shall give their department head, a written statement specifying the number of hours donated, and the name and department of the employee to whom the donation is being made. Completed donation forms shall be forward to payroll, human resources and the recipient's department head. Donated leave will be used on "first in, first used" basis.

Donated sick leave will not be transferred until the day it is used.

The maximum number of sick leave hours which may be transferred to an employee is 120 days or 960 hours.

Sick leave, vacation leave, and holiday time off will not accrue while the employee is using donated leave.

**E. Family and Medical Leave Act**

**a) Basic Leave Entitlement:**

FMLA requires the City to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care of 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; or
- For a serious health condition that makes the employee unable to perform the employee's job.

The twelve (12) month period shall commence when leave is first used.

Where two spouses are employed by the City, their combined leave will be limited to twelve (12) workweeks during any twelve-month period.

**b) Military Family Leave Entitlements:**

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. 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.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is 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.

**c) Benefits and Protections:**

During FMLA leave, the City must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

**d) Definition of Serious Health Condition:**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

**e) Eligibility Requirements:**

Employees are eligible if they have worked for the City for at least one year, for 1,250 hours over the previous 12 months.

**f) Use of Leave:**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

**g) Substitution of Paid Leave for Unpaid Leave:**

The employee shall use any accrued sick leave, annual leave, other available leave, and any donated sick leave in conjunction with the 12-week leave period. If an employee's accrued sick leave and vacation leave total is less than twelve (12) weeks, the time remaining shall be taken as unpaid FMLA leave.

**h) Employee Responsibilities:**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as is practicable and must comply with the City's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees

shall be required to provide a certification and periodic recertification supporting the need for leave.

**i) Employer Responsibilities:**

The City must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the City must provide a reason for the ineligibility.

**F. Workers' Compensation**

1. Eligible employees injured while in the performance of their assigned responsibilities may receive benefits as provided by the Worker's Compensation Act.
  - a) While the employee is receiving temporary disability benefits for on the job injuries, the employee will pay his/her contribution to the group health/life insurance plan. The City will continue to pay the employer's contribution to the group health/life insurance plan.
  - b) The employee may use their accrued sick leave for the first three (3) days off work.
  - c) Sick leave, vacation, Holiday Time Off (HTO) and any other city approved time off will not accrue while employee is on temporary total disability.
  - d) The injured employee will be examined by the health care provider every 60 days to determine if employee is making recovery progress, and a forecast of when employee may be able to return to work or light duty.
2. When an injured employee has been off work and receiving temporary total disability benefits, a doctor must certify when the employee is able to return to work, full or light duty.
  - a) If a doctor recommends the employee for light duty, every effort will be made to return the employee to a position suitable to the physical abilities outlined by the doctor.
  - b) When the employee returns to light duty, temporary, total disability payments cease.
  - c) The light duty employee will continue to be examined by the doctor to determine progress and forecast of employee's ability to return to full duty.
  - d) Light duty is limited to twelve (12) months since this is a temporary position.

## **G. Leave of absence with Pay**

Leave of absence with pay may be granted by the Mayor, to permit attendance at professional meetings, training and educational conferences, or other justifiable purposes which the Mayor considers in the best interest of the City of Sheridan.

### **I. Leave of Absence Without Pay**

Leave of absence without pay for a period not to exceed (6) months may be granted by the Mayor when requested by an employee and approved by the department head if such leave is not in conflict with the best interest of the City. If the period of approved leave of absence without pay does not exceed thirty (30) calendar days, service credits and other benefits will be continued. If the period of approved leave of absence without pay exceeds thirty (30) days, service credits and benefits will cease after the first thirty calendar days and thereafter the employee will be given the option to continue insurance benefits at the employee's expense.

- 1. Education Leave** for an attendance period (semester, quarter, etc.) may be granted by the Mayor, where such education would be directly related to the employee's position with the City of Sheridan, and would be in the best interest of the City.
- 2. Other Leaves of absence without pay** may be granted by the Mayor which would be in the best interests of the City of Sheridan and the employee.
- 3. Request Procedures** - Leaves of absence of more than (1) pay period require a written request by the employee. The request shall be submitted prior to any absence without pay. Requests for leaves of absence must be approved by the Department Head and the Mayor. The request should include the reasons for the absence and the specific date of return to work. This date may be changed with approval of the department head and the Mayor.
- 4. Benefits** - Sick leave, vacation and HTO will not accrue during an unpaid leave of absence. Accrual will continue during any paid leave. If an unpaid leave of absence consumes an entire calendar month, the employee will pay the City paid premium on any insurance. Insurance premiums paid by the City will continue during a paid leave of absence.
- 5. Service** - Unpaid leaves of absence, excluding worker's compensation, of more than month will be deducted from length of service. Unpaid leaves, excluding those covered by worker's compensation, will not be credited toward anniversary dates for merit increases or vacation purposes. Docked time which totals one period or more shall be deducted from length of service.

**J. Unauthorized Absence** - Any unauthorized absence shall be without pay or other benefits and shall be subject to disciplinary action or dismissal at the discretion of the Mayor. An employee who is absent, without proper notification, for two (2) consecutive workdays shall be considered to have abandoned the job and therefore resigned. If there are aggravating or extenuating circumstances, the employee shall be permitted an opportunity to present such circumstances for consideration to the department head, and review by the Director of Human Resources, with ultimate recourse to the Mayor. Unexcused time shall be compensated with accrued vacation or otherwise counted as unpaid leave.

**K. Military Leave of Absence**

Employees having a reserve status in any branch of the U.S. Armed Forces or the Wyoming National Guard or National Reserves will be paid up to 15 working days of military leave each calendar year to attend training programs. This leave is in addition to any sick and annual leave to which the employee may be entitled. Any leave to fulfill military obligations beyond that may be annual, personal leave, or leave without pay.

A military leave of absence will be granted to regular full-time employees who are ordered to active duty. Notice of military leave and orders must be given to the supervisor as soon as they are available. During the period of active duty, the employees are paid and re-employed in accordance with the laws governing veteran's re-employment rights. Paid sick and annual leave continue to accrue during unpaid Military Leave.

#### L. Emergency Closing

The Mayor or representative has the responsibility for determining whether to close City operations during emergencies such as severe weather conditions, lack of heat or electricity, civil disturbances, or other similar conditions. Notice of operations closure will be broadcast on the local radio stations. If the Mayor or representative closes operations for inclement weather or other emergency, the time off will be without pay. If employee so desires, the absence will be charged to a leave of absence in the following order: HTO, annual leave. The City may require work of any or all employees during such emergencies.

If inclement weather or other emergency begins to develop during work hours and the Mayor or representative dismisses the work force early, this time off will be without pay. If employee so desires, the absence will be charged to a leave of absence in the following order: HTO, annual leave.

If an employee does not report to work because of inclement weather or other emergency, and City operations remain open despite that condition, the lost work time will be without pay. If employee so desires, the absence will be charged to a leave of absence in the following order: HTO, annual leave.

This policy has no application to City employees who are otherwise on normal days off or excused leaves of absence, such as annual leave, sick leave, maternity leave, disability leave, or military leave during periods of operations closure.

#### M. Suspension of Leave

Any leaves or holidays provided for in these rules may be suspended during any period of emergency declared by the City Council and/or the Mayor.

N. Police Officers Killed in the Line of Duty

The City shall continue to pay premium costs for medical insurance for the spouse and/or dependent children to the age of nineteen (19) of any police officer killed while in the performance of his/her duties. These payments shall continue provided:

The spouse of such deceased police officer does not marry;

The spouse and/or children of such deceased police officer do not obtain medical insurance/benefit coverage from an employer or any source;

The spouse and/or children do not qualify for medical insurance/benefit coverage as may be provided by a state or the federal government, including but not limited to Social Security, Medicare/Medicaid.

The City attorney will be available to assist the spouse or administrator or executor of an officer's estate, in legal services and counseling regarding available insurance and benefits in any case, in which a police officer dies in the line of duty.

SECTION 12 Employment of Immediate Family (Nepotism Policy)

- A. In some circumstances, hiring immediate family members of current employees may appear to involve favoritism and be detrimental to morale and to organizational goals. To avoid any possibility of favoritism and to prevent other practices or situations which may be detrimental to the City and City employees, special rules have been developed regarding the hiring and placement of immediate family members.
- B. Immediate family members may be considered for placement within the City. However, under no circumstance is a person to be hired or promoted simply because of a relationship with a current employee. Also, employees may not attempt to influence placement decisions on behalf of immediate family members.
- C. Qualifications of immediate family members must meet the requirements of the open position.
- D. All normal employment procedures will be followed in the hiring of an immediate family member. The hiring of immediate family members is subject to the written approval of the Mayor.
- E. Immediate family members may not work together in the same department or be in a reporting relationship with each other.
- F. If two employees in the same department should marry or qualify as immediate family members through marriage, it will be necessary for the one with the least seniority to move to another department as soon as a position is available for which they have the necessary qualifications. If both employees have the same seniority date, then the employee with lowest salary must move to another department. Failure to accept a vacant position could result in dismissal.

SECTION 13 Outside Employment

Full time employees of the City of Sheridan shall be required to provide the City with efficient performance of their job responsibilities. If an employee wishes to engage in outside employment, the employee may do so upon notification of the department head. IF there should be a conflict of interest between the outside employment and the City of Sheridan, the interest of the City shall prevail.

SECTION 14 Holidays

A. The following paid holidays/personal day shall be observed by all City employees:

1. New Year's Day
2. President's Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veterans Day
7. Thanksgiving Day
8. Day After Thanksgiving
9. Christmas Day
10. Personal Day

When employees are required to work a regular shift on holidays they will be paid their regular rate of pay for the hours worked. They will also have the option of being paid for the holiday at their regular rate of pay or taking the holiday hours off in the future. These hours must have been taken off by June 30, of the calendar year that follows the year in which the Holiday occurred, or the employee will be paid for that time at their current rate of pay.

One Personal Day is earned each fiscal year. This Personal Day must be taken during the fiscal year it is earned or be forfeited.

Full-time employees will receive the number of hours equal to their normally scheduled shift for each observed holiday and the same for their Personal Day. Part-time employees who average at least 20 hours per week will receive four (4) hours of holiday pay for each observed holiday and four (4) hours for their Personal Day.

**B. Paid Holiday and Vacation**

If a paid holiday occurs during an employee's vacation, the employee shall receive that day as holiday time rather than vacation.

**C. Holiday Occurring on Sunday**

When an observed holiday occurs on a Sunday, the next day, Monday shall be the observed holiday.

**D. Holiday Occurring on Saturday**

When an observed holiday occurs on a Saturday, the previous day, Friday shall be the observed holiday.

SECTION 15 Jury Duty or Court Directed Witness

Jury duty is everyone's civic responsibility. Upon presentation of an authorized court directive, or equivalent, to the employee's department head, the employee shall be granted leave of absence. Employees shall not lose regular pay or leave accrual while serving on jury duty or while appearing as a witness in behalf of the City in a court proceeding. Employees are expected to report to work on any day that jury duty hours reasonably permit.

An employee required to appear in court as a witness on matters in civil proceedings may be granted annual leave or leave without pay at the discretion of the Mayor and department head. Any City employee required to appear as the result of employment activities, would be treated as in the next paragraph.

If an employee is required to attend a court or administrative tribunal hearing during off duty periods, the employee shall be compensated for a minimum of two (2) hours. If total hours worked for the work period exceed forty (40) hours, the employee will be compensated at one and one-half times their hourly rate of pay for the excess hours.  
(See Section 9).

## SECTION 16 Disciplinary Action

### **A. Objective:**

Employees are the heart and soul of the City of Sheridan. Supervisors should look at their employees as investment. We do not "scrap" or "junk" an asset or investment just because it does not operate at our standards. But, rather we fix that asset or investment to make it perform up to our standards.

We, as supervisors should remember that philosophy when dealing with our employees. If an employee is not performing according to our "ideals" or "standards", we should attempt to "fix" or "modify" that behavior by using the performance evaluation system and, if necessary, disciplinary action through the Counseling Statement and Form.

If, on the other hand, in the City's discretion, it does not appear likely that such actions will bring the employee's behavior to an acceptable standard, then involuntary separation is indicated. For instance, by way of illustration, situations where the employee cannot perform the work appropriately, or where the overall record of the employee is poor or the employee requires an excessive amount of supervisory time to be productive. Whether to pursue discipline or termination is at the City's discretion, consistent with our "at will" employment policy.

### **B. Reasons for Discipline**

Department heads, with the approval of the Mayor, may dismiss any employee for any reason. Warnings, reprimands, suspension without pay, and similar actions may be directed against an employee by the department head for unacceptable job performance, violations of departmental policy, or nonconformance with acceptable employee behavior.

The City of Sheridan reserves the right to take whatever disciplinary action it deems appropriate based on the total circumstance involved, potential risk to other employees, and City property, up to and including discharge.

The City does not require that discipline be "progressive" in nature. The City, in its sole and absolute discretion, may consider factors such as, but not limited to, the severity of the behavior; the prior overall record of the employee; the effect of the employee's behavior on the morale of other employees; whether the employee has demonstrated an overall aptitude, ability and willingness to satisfactorily perform assigned job duties.

### C. Possible Disciplinary Actions

Employees may be subject to the following actions:

1. **Oral Warning** - Whenever an employee's performance falls below the required level or when an employee's conduct falls under one of the causes for action listed above, the department head or representative may orally inform the employee of such lapses. Following discussion of the matter, a reasonable time (explained to the employee) for improvement or correction may be allowed before any further disciplinary action initiated. Department heads and/or representatives may keep a written notation for each such discussion, in an employee file, outlining the date and specifics of the oral warning.  
(See Counseling Statement and Form).
2. **Written Reprimand** - In those situations where one or more oral reprimand(s) has not resulted in significant improvement, or the seriousness of the offense warrants, a written reprimand may be prepared. The reprimand may be in the form of a memorandum or counseling statement addressed to the personnel file. The form should not be filled out in advance, but rather in the presence of the employee. Supervisors should use their own words to describe observed behaviors and expected corrections.  
(See Employee Counseling Policy)

The written reprimand should clearly and specifically outline a specific course of action the employee should take to correct the problem. It should, if applicable, list previous warning(s) or reprimands concerning the same problem. Finally, the reprimand may include a statement to the effect that further instances will lead to further and more stringent disciplinary action. The employee must sign a copy of the reprimand indicating the employee has received and understands the reprimand. The employee's signature does not necessarily indicate agreement with the reprimand. Failure by the employee to sign the reprimand shall be deemed to constitute insubordination, and additional appropriate disciplinary action shall be taken. The original of the reprimand is to be given to the Human Resources Department for inclusion in the employee's personnel file. A signed copy is to be given to the employee, and a copy should be retained in the department.

3. **Suspension** - Should one (1) or more warnings or Reprimands not result in corrective action by the Employee or, in the judgment of the Department Head, should the seriousness of the offense warrant, the department head may recommend suspension without pay for an employee. Such action should be accompanied by a letter to the employee as outlined in "reprimand" above. The length of suspension shall not exceed three (3) working days. Suspension must be approved by the Mayor. (See Section D for Appeal Procedures).
4. **Demotion** - Should one (1) or more, of the above actions not result in corrective action by the employee, or, in the judgment of the Department Head, should the seriousness of the offense warrant, the department head may recommend demotion of an employee. Such action should be accompanied by a letter as outlined in "reprimand" above. Demotions must be approved by the Mayor.  
(See Section D for Appeal Procedures).
5. **Dismissal** - Should one (1) or more of the previous actions not correct the problem, and should there be no indications that further discipline would be of any value, or should the seriousness of the offense warrant, the Department Head may recommend the dismissal of an employee. Dismissal must be approved by the Mayor.

#### **D. Documentation**

Department heads should submit a properly signed Counseling Statement (Disciplinary Action Form), for all actions except oral warnings to Director of Human Resources, for inclusion in the employee's personnel file.

SECTION 17 Sexual Harassment Policy

It is City policy that all employees are responsible for assuring that the work-place is free from sexual harassment. Because of the City's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment, including:

1. unwelcome sexual advances;
2. requests for sexual acts or favors;
3. other verbal or physical conduct of harassing nature.

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, or visitors must bring the problem to the attention of responsible City officials in accordance with the established grievance procedure. Employees may bring their complaint to their supervisor, the Director of Human Resources, or the Mayor. If the complaint involves someone in the employee's direct line of command, then the employee may go to another supervisor with the complaint.

All complaints will be promptly handled in a manner similar to the City grievance process, except that special privacy safeguards will be applied in handling sexual harassment complaints. The privacy of the charging party and the person accused of sexual harassment will be kept strictly confidential.

The city will retain confidential documentation of all allegations and investigations will take appropriate corrective action, including disciplinary measures when justified to remedy all violations of of this policy.

## SECTION 18 Problem Resolution Procedure

It is the intent of the City of Sheridan to make an earnest effort to settle issues, problems and/or disagreements promptly. Although most misunderstandings can and should be solved on an informal basis with the supervisor, more formal provisions have been made to resolve difficult problems or sensitive issues.

### **1. Manager's and Supervisor's General Guidelines for Reducing the Number of Problems:**

It is as much the responsibility of the supervisor to listen to and resolve issues, as it is to fulfill production schedules. As a supervisor, you must hold a level of responsibility, promoting professionalism, and not a level that is reactionary to personal opinion or a feeling of attack on you or that of the other employee, or employees involved. Concerns raised must be dealt with and cannot be ignored; otherwise "molehills" will quickly become "mountains". While there is no magic formula to accomplish this, the following suggestions are offered for guidance:

- \* Be alert to the usual causes of problems. Do not knowingly violate City Policy. For example, deliberately distributing overtime unequally in violation of a policy provision to the contrary is an open invitation for a problem to surface.
- \* Let the workers know how they are getting along.
- \* Correct minor irritations.
- \* Encourage constructive suggestions.
- \* Assign work impartially.
- \* Give reasons for your orders unless they are obvious.
- \* Be consistent unless there is an obvious reason for change.
- \* Explain change.
- \* Act as soon as possible on requests.
- \* Avoid showing favoritism.
- \* If corrective action has to be taken, do not make a public display of the disciplinary talk or action. In short, use common sense, and until proven wrong, assume that fair treatment will pay off in cooperation.

#### **LISTEN:**

Don't brush off this meeting without fully hearing the complaint. Listen carefully without interruption- then ask questions without becoming argumentative.

#### **UNDERSTAND:**

Hear and understand the complaint, it the foreperson is absolutely certain of the proper answer and feels a quick response will resolve the matter, and then an immediate reply can be given.

DON'T PROMISE ANYTHING OTHER THAN AN INVESTIGATION:

If you, the supervisor are:

- A: Not sure of the facts, or
- B. Not sure of the handbook interpretation or the City's policy,  
or
- C. Doubtful that the atmosphere is right for resolution,  
then don't promise anything other than a careful investigation.

INVESTIGATE RECORDS:

Investigate and determine all the facts- review any relevant records such as attendance, overtime, etc.

REFER TO CITY POLICY

Obtain advice from the Director of Human Resources regarding handbook interpretations or City Policy. Don't make hasty decisions.

PREPARE ANSWER

Determine a solution after analyzing all of the facts. Discuss your reply with your supervisor and/or the Director of Human Resources. Keep a record of all the facts and the answers that you give.

In a situation where you are not sure whether the employee or the company is at fault, give the benefit of the doubt to the City. The supervisor is not expected to act as an arbitrator, but only to resolve those cases in which the problem is clearly justified. Issues should not be upheld in which management is either right or the decision is bordering on doubtful.

The supervisor must realize that to apply personal interpretations of the given policy can jeopardize the operation of the department or the entire City.

IF THE ABOVE DOESN'T RESOLVE THE ISSUE, OR THE EMPLOYEE IS NOT YET SATISFIED

**2. Employee Guidelines:**

It is the policy of the City of Sheridan that all employees have the right to voice their complaints. The City recognizes the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations between management and its employees. Accordingly, the City believes that these procedures will ensure that complaints receive full consideration.

Certain items shall not be subject to the problem resolution process. Such items include, but are not limited to:

- A) Determination of policy, including the right to manage the affairs of the City.
- B) The right to assign working hours, including overtime.
- C) The right to organize and reorganize in any manner it chooses.
- D) The determination of health, safety and property protection measures.

- E) The right to hire, evaluate, promote and layoff personnel as it sees fit.
- F) The establishment, modification and enforcement of rules and regulations.
- G) The introduction of new, improved or different methods and techniques of operation.
- H) This policy does not apply if:
  - 1) The issue at hand is covered under the Civil Service rules and regulations, or;
  - 2) The issue would be covered under an existing Union contract.

These management rights are preserved to protect the health, safety and welfare of all employees.

Most misunderstandings can and should be solved on an informal basis with your supervisor in a timely manner. More formal provisions have been made to resolve difficult problems. (See below.)

### **3. Process for formally addressing issues:**

Step 1: It is of the utmost importance that in all instances the supervisor notifies the employee of the action to be taken to correct the situation at hand. If the supervisor believes no action is warranted or possible, the employee should receive an explanation as to the reasoning of such decision.

Step 2: In the event the employee feels the problem remains unresolved after discussions with the supervisor, the employee may submit the complaint in writing for reconsideration. A written complaint is to be submitted to the next level of supervision; it is at the discretion of the next level of supervision whether to involve further levels of supervision, up to and including the Department Head, and/or the Human Resources Director. It is expected that the vast majority of problems will be resolved at this step of the process.

### **4. Union Contract and Civil Service Provisions:**

This process does not apply when and if there is applicable Civil Service Rules and/or a Collective Bargaining Agreement in place.

## 5. AT-WILL EMPLOYMENT

DURING THE COURSE OF YOUR EMPLOYMENT, YOU ARE FREE TO LEAVE THE CITY AT ANY TIME FOR ANY REASON, AND THE CITY HAS A SIMILAR RIGHT EXCEPT AS OTHERWISE PROVIDED BY CIVIL SERVICE STATUTES. THIS IS CALLED "EMPLOYMENT AT WILL," AND NO ONE HAS AUTHORITY TO ALTER THIS ARRANGEMENT. THE ONLY EXCEPTION WOULD BE AS PROVIDED FOR IN AN INDIVIDUALLY NEGOTIATED WRITTEN EMPLOYMENT AGREEMENT AUTHORIZED BY THE CITY COUNCIL AND EXECUTED BY THE MAYOR, OR AS OTHERWISE MAY BE SPECIFICALLLY PROVIDED IN APPLICABLE CIVIL SERVICE STATUTES.

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## 6. "OPEN DOOR"

Any acts that are illegal or unethical, such as sexual harassment, hostility in the workplace, or unsafe practices, can be elevated at any time, to any supervisor or manager, up to and including the Mayor and/or City Council Member.

The "open door" policy is a safeguard against any possible illegal or unethical situation. All employees may therefore be assured that every effort will be made to resolve problems to their satisfaction. Under no circumstances will an employee be penalized for presenting a good-faith issue under this "open door" policy.

SECTION 19 Ethical Conduct; Political Activity

Employees shall conduct their official duties with integrity, impartiality, and in the public interest. They shall conduct both their official and private affairs so as not to give a reasonable basis for the impression that any employee can be improperly influenced in the performance of their official duties. Employees shall conduct themselves as to maintain public confidence in the city. They should avoid even the appearance of conflict between public duties and private interests.

Employees shall be granted up to two (2) hours off work, at the convenience of the supervisor or department head for voting purposes.

SECTION 20 Employee Insurance Coverage

The City of Sheridan provides employee insurance programs for full-time, regular employees, provided they meet the pre-qualifications required by the current health provider. Employees on leave of absence may choose to continue insurance coverage at their own expense. This practice shall be permissible for the duration of an authorized leave without pay, which may be granted at the discretion of the Mayor.

Retired employees may continue with the City of Sheridan's health insurance coverage provided they meet the following conditions, However, the City reserves the right, with or without notice, to change it's health insurance coverage by increasing deductibles and changing coverage and company as it sees fit.

1. The retiring employee must have a combination of years of service and age totaling eighty (80).
2. The retiring employee must not be eligible for medical coverage under any other group or through Medicare/Medicaid.
3. The retired employee shall be responsible for the payment of all premiums for his/her insurance benefits.
4. Upon becoming eligible for coverage under any other group plan or Medicare/Medicaid, the retired City employee shall be discontinued from the City's group policy.

SECTION 21 Job Vacancies and Posting

Department heads shall notify the personnel manager of any job vacancy anticipated in their department. Notification shall include job title, vacancy date and other pertinent information. Regular full-time and temporary positions shall be posted by the personnel manager on departmental bulletin boards.

When there is an opening, the City of Sheridan wants to hire the best qualified candidate for the position. The personnel manager will recruit for best applicants. All else equal, preference will be granted to full-time, regular employees provided they meet the qualifications set forth in the vacant positions job description.

SECTION 22 Recruitment

The City of Sheridan shall recruit candidates for employment to assure a competent work force on a career basis. As conditions require, part time and temporary candidates may be recruited and employed. Application shall be made on forms authorized by the Mayor. Such forms will reflect information relating to experience, education, address, references and other related pre-employment information. All applications must be signed by the applicant to be considered.

SECTION 23 Pre-Employment Evaluation

Selection of applicants for employment shall be based solely upon the applicant's ability to meet the qualifications established for the job opening, including any tests as required in Section 24. Applicants shall be denied employment for intentional misrepresentation of pre-employment information.

SECTION 24 Examinations

**A. Application of Examinations**

1. The Mayor or Director of Human Resources may determine which positions in the classified service require written, oral or other relevant examinations as needed to establish eligibility for for appointment or promotion.
2. The Mayor or Director of Human Resources, upon request of a department head, may establish a written, oral or other relevant examinations to determine eligibility for appointment or promotion to a specified position.
3. (I) In lieu of written, oral or other relevant examinations, the determination of eligibility for appointment or promotion shall be based on an evaluation of education, and positive experiences through performance evaluations, including references and interviews to determine general fitness.
4. (II) Interviews will be conducted by the department head, assisted by the Director of Human Resources. The Mayor may conduct additional interviews or at the same time as the department head.

**B. Content of Examinations**

1. a.) The Mayor and/or department head and Director of Human Resources shall determine the content of written examinations and shall prepare examinations as required.  
  
b.) The Mayor and/or department head and Director of Human Resources may authorize that these tests, written, oral or other relevant examinations, be administered by other City, County, State or Federal Agencies, or private companies.
2. The Mayor, Director of Human Resources, and Department head may prepare lists of questions to serve as guides for boards conducting oral examinations.
3. Test materials shall be confidential and shall be so handled by all personnel having legitimate access to this material. Willful disregard of this requirement may be grounds for dismissal.

**C. Conduct of Examinations**

The Mayor or Director of Human Resources may administer examinations at such times and places as deemed appropriate to the needs of the personnel system and to comply with the requests by department heads.

**D. Eligibility for Examinations**

1. A person shall be eligible to take a written, oral or other relevant examination if he/she meets the education and experience standards for the position.
2. No person otherwise found eligible shall be excluded from an examination or hiring because of race, religion, color, sex, age, national origin, handicap, veterans status, or any other status or condition protected by applicable state law, except where a bona fide occupational qualification applies.

**E. Examination Records**

1. The Director of Human Resources shall maintain examination records which may include examination results, applications, and test papers for each examinee, summary data on number applying for and passing an examination, and such other information as deemed appropriate.
2. Application and test papers of individual examinees not hired shall be destroyed as required by the Wyoming Records Retention Manual.

SECTION 25 New Hire Orientation

New employees shall be informed of rules and regulations which apply to employees of the City and available employee benefits. New regular employees shall receive a copy of the Personnel Policies and Procedures Manual. It shall be the responsibility of all employees, with the assistance of their supervisor, to acquaint themselves with said materials.

SECTION 26 Employee Development

- A. The City will promote, transfer, rotate and cross train employees to assure the best interests of the City. The above personnel actions shall be based solely upon the qualifications of the employee and the need for the City to maintain a competent work force. Priority will be given to the most qualified employee who qualifies for job openings which provide for career advancement
  
- B. The City recognizes the value to the community of an educated trained work force. The City understands the need to develop employees to high levels of proficiency. The City is also cognizant of the costs associated with developing a trained work force.

Tuition and the cost of required course supplies (i.e. books) for mayoral pre-approved job related courses shall be reimbursed. Reimbursement is contingent upon upon presentation of a grade notice indicating a passing grade of "C" or better.

If an employee leaves City employment prior to completing the course, the City will not reimburse course costs.

Seminar fees and travel expenses for mayoral pre-approved job related training sessions shall be reimbursed or paid in advance. Employees shall complete the Request to Attend Training and Request for Travel Advance Forms. The forms are to be submitted to the Mayor, through the Director of Human Resources, for signature prior to attendance.

Association dues, fees and travel expenses are exempt from the requirements of the next paragraph.

If tuition, seminar fees and travel expenses exceed one thousand dollars (\$1,000) during any twelve month period, the employee shall sign a Statement of Reimbursement. The Statement of Reimbursement provides a method for the City to recover portion of the educational costs if the employee resigns their position. Recovery of educational costs shall be prorated, declining over time.

The Schedule of Educational Cost Recovery Follows:

Months since training	% of costs to be reimbursed
0 - 6 Months	100%
6 - 8 Months	80%
8 - 10 Months	70%
10 - 11 Months	60%
11 - 12 Months	50%
12 - 15 Months	30%
15 - 18 Months	10%

SECTION 27 Posting Job Vacancies and Bulletin Boards

Notices of vacancies, which provide promotional or developmental opportunities, shall be posted on a bulletin board, located in each department, at the same time as the position is advertised to the general public.

Posting will include a brief job description and job requirements. Regular employees, who are qualified, are encouraged to apply, and requests for consideration will be directed to the Personnel Department. Forms will be available in the Personnel Department. Qualified in-house applicants shall be granted an interview. The successful candidate will be selected from a list of candidate provided by the Personnel Department. The Department head retains the management right of selection. (See Section 21)

A portion of each bulletin board may be designated for employee use. The department head will designate the portion of the bulletin board for employee use.

SECTION 28 Performance Appraisal

Performance appraisal forms and programs shall be developed reviewed and managed by the Human Resources Department.

All regular, classified City employees shall receive a written performance appraisal prepared by their supervisor on an annual basis. Appraisals will be given in September of every year to every employee employed before July 1<sup>st</sup> of that year. Appraisals shall be based on the job duties and responsibilities of the employee's position as identified by the approved job description. All evaluations will be discussed with the employee. The employee shall sign the rating form to indicate that the evaluation was discussed and whether or not the employee agrees with the evaluation. The original completed evaluation rating form shall be maintained with employee's personnel file.

Any employee may submit a request for review if they do not agree with their performance appraisal. The request must be in writing and submitted to the Human Resources department within 30 days after the appraisal is given. The Human Resources department will review the appraisal with the appropriate individuals and get back to the employee in a timely manner.

SECTION 29 Employee Record and Skills Inventory

A comprehensive record shall be maintained on each employee of the City of Sheridan. The employee record shall contain essential personnel data. The employee record shall also include complete information on the employee's educational history, and special training and skills. The employee's record shall include work and volunteer experience acquired prior to employment with the City. This record shall be maintained on a current basis to reflect job responsibilities and training related to employment with the City.

SECTION 30 Position Classification Plan

The City shall develop and maintain a "Position Classification Plan" covering all classified employee of the City of Sheridan. The position classification plan shall describe all jobs comprised of the duties of individual classified positions of the City. Each job, (class) comprised of individual positions performing duties of similar nature with similar responsibilities, shall include a common title and written description of the job (class). All positions performing the same job (within the same class) shall be treated equitably with regard to treatment in employment in employment practices and compensation. No employee shall be employed or appointed by the City to any position for which there is not a complete and accurate description within the position classification plan. The Mayor will charge the Director of Human Resources with responsibility for all matters related to the development and maintenance of the position classification plan.

Attached at the end of this Employee Handbook are both the Salary Scale and the chart indicating Titles of Positions, accompanying pay grade and FLSA classification, titled Appendix A.

SECTION 31 Purpose of the Classification Plan

The position classification plan shall be used to benefit The City of Sheridan in the following areas:

1. In providing standard job descriptions to promote understanding by public officials, employees and the general public.
2. In determining organizational structure, lines of authority, responsibilities and staffing requirements.
3. Creating an effective and equitable recruitment, examination and selection program.
4. Establishing an employee evaluation and training program.
5. Providing information to be used in the maintenance of the compensation plan.
6. Determining promotional steps and assisting in career growth.

SECTION 32 Revision and Reclassification of Positions

- A. Revisions and reclassification within the Plan shall be made with the approval of the City Council to provide current information on positions and classifications. Changes in the duties and responsibilities of any position involving either the addition of new assignments shall be reported to the Director of Human Resources by the department heads to assure that the position changes are appropriately reflected in the job description.
  
- B. A regular employee may submit a written request, through their department head to the Director of Resources, for a review of the classification of their position, explaining the reasons for the request. The Director of Human Resources will perform a position audit to determine the proper classification, and the employee shall be advised accordingly. The Director of Human Resources may combine, separate, abolish, establish, or revise positions and/or classes of positions with the approval of the city council. Department heads may request an audit of the positions and class within their departments where they believe significant changes in responsibilities and duties have developed through reorganizations of departmental function and/or operations

### SECTION 33 Salary Schedules

Refer to "Employee Relations Ordinance 1970 which calls for Market surveys to be conducted every three (3) to five (5) years. Every year the City Council will determine if an adjustment to the entire pay scale is necessary, supported by current market conditions and availability of funds. Additionally, the City Council will determine an amount, if any, that will be available for merit salary increases. (see following section Merit Salary Increases)

### SECTION 34 Merit Salary Increases

The City of Sheridan may award merit salary increases based on council approved funding (in the form of merit raises or merit payments, as defined below) to employees who demonstrate outstanding job performance supported by the annual performance review.

The amount of each merit raise will be based upon the availability of funding and equitable allocation procedures proposed by the City administration and approved by the Council as a part of each annual budget. Merit payments may not exceed two steps on the employee's grade.

In its budget, the City Council will determine the total amount of funds available for merit increases.

A merit increase is defined as an increase in salary for work performed but not associated with a promotion or change in job title.

Two types of merit increases may be awarded:

Merit Raise - An employee may be granted a merit raise that is added to the employee's base salary.

Merit Payment - An employee may be granted a lump sum merit payment that is not added to the employee's base salary. Merit payments are subject to the standard payroll deductions.

A merit raise may only be awarded once annually. An employee who meets expectations or demonstrates sustained superior performance, as evidenced by a meets or exceeds expectations overall rating on a current performance appraisal may be eligible for a merit raise or a merit payment. An employee who receives a needs improvement overall rating will not be eligible for a merit increase. Funding may not permit a merit increase for all employees with a meets expectations rating.

SECTION 35 Longevity Pay; Length of Service Required for Eligibility;  
Effect of Leave of Absence

Due to the action of the City Council on December 5, 2005, City of Sheridan employees who were receiving longevity pay through December 31, 2005 will be "grandfathered" at their current rate. The longevity pay was included in total compensation which was used to place employees into the proper step in the current salary schedule. Subsequently, longevity pay has been discontinued.

SECTION 36 Pay Treatment for Promoted and Reclassified Employees

Upon promotion, the employee's rate of pay shall move to the minimum step of the new classification. If the employee's rate of pay in the former class is equal to or more than the minimum rate for the new class, the employee's rate shall be advanced, at a minimum, to the step that grants him/her an increase in pay.

SECTION 37 Pay Treatment for Demoted Employees

The rate of pay for demoted employees shall be determined by the Department Head, after consultation with the Director of Human Resources and the immediate supervisor. The rate of pay shall not exceed the pay rate of the employee's former class, but rather shall result in a one step reduction in pay at a minimum.

SECTION 38 Pay Treatment for "Fully Compensated" Employees

Any action by the Sheridan City Council pursuant to section 36 of this Employee Handbook shall not impact Employees that are Fully Compensated until their rate of pay is encompassed within the assigned range for said position.

SECTION 39 Exit Interview

Employees who resign shall give a minimum of two (2) weeks notice to their supervisor and department head.

Employees who separate employment from the City shall be encouraged to discuss their employment experience and future plans with a representative of the Human Resources Department. This procedure is intended to provide direction and assistance to separating employees and to provide a basis for appropriate action, as required, to maintain a stabilized work force.

The Treasurer's office shall be responsible for the issuance of the final payroll check.

SECTION 40 Retirement

In accordance with federal and state law, the City of Sheridan has no mandatory retirement age. Normal retirement age is 65. An employee may elect to take an early retirement at any time after age 55.

The following conditions shall be required for eligibility allowing continued coverage under the City's group policy:

1. The retiring employee must have a combination of years of service and age totaling eighty (80).
2. The retiring employee must not be eligible for medical coverage under any other group plan or through Medicare/Medicaid.
3. The retired employee shall be responsible for the payment of all premiums for his/her medical benefits.
4. Upon becoming eligible for coverage under any other group plan or Medicare/Medicaid, the retired City employee shall be discontinued from the City's group policy.

SECTION 41 Reduction of Work Force: Layoffs and Recall

The Mayor, in consultation with the Director of Human of Human Resources and the department head, may reduce the work force of a department or of a class position when reorganization has resulted in the abolishing of a position, when there is a lack of work to be performed or when the funds are not available for proper compensation of work performed. It shall be the policy of the City to grant seniority rights to regular employees whose positions have been abolished for any of the above reasons. Such employees shall be placed according to seniority in positions for which they are qualified, and they shall have seniority preference for reinstatement. When an employee is laid off because of a temporary reduction in the volume of work and their performance has been satisfactory, they will be given service credits earned prior to the lay off for a period of one (1) year. If the employee does not return to the City when given the opportunity, they will forfeit all prior earned service credits and seniority, such as vacation, sick leave and longevity.

SECTION 42 Membership in Professional Organizations or Societies

At the discretion of the Mayor, an employee's membership dues in work related professional societies and organizations may be paid by the City.

SECTION 43 Tobacco Policy

The city values its employees and sees smoke-free facilities as a healthier work environment. The City is dedicated to providing a healthful, comfortable, productive environment for all personnel.

The City of Sheridan prohibits the use of any form of tobacco products, smoke or smokeless, in City facilities and City vehicles.

SECTION 44 Substance Abuse

The substance abuse policy is a separate policy. It is intended to be used completely separate from this policy.

SECTION 45 Honor Code

It is the policy of the City of Sheridan that all employees are to report to management all instances of violations of law or City Policy or procedure, including, but not limited to, unlawful discrimination, unlawful harassment, OSHA concerns, ADA, FMLA, etc. This is true whether or not the employee is directly involved. If the employee has knowledge of the violation, the employee is obligated to report it.

## SECTION 46 Vehicle and Travel Policy

City vehicles shall be operated in compliance with existing State Statutes, City ordinances, and City policies and procedures.

Employees operating City vehicles shall have in their immediate possession a current, valid, and applicable vehicle operator's license. Any employee who operates a City vehicle will be subject to an annual driving record check.

Department Heads are responsible for ensuring the proper care, maintenance, and operation of all vehicles assigned to their Department.

Accidents involving City vehicles shall be investigated per Wyoming statute. Additionally, a Departmental inquiry shall be conducted within (10) working days of any accident to determine the presence of any operational, safety, and/or mechanical factors contributing to the accident, to include compliance with the City Drug and Alcohol Plan. Such inquiry shall include a written report to the Department Head, detailing any contributing factors as well as providing recommendations on avoiding future similar accidents.

### Safety Issues

City vehicles shall be operated in a reasonable and prudent manner.

Safety devices (horns, lights, warning devices, etc.) shall be operable and properly utilized. Where existing, occupant restraint devices shall be continuously worn per manufacturer guidelines by all occupants of City vehicles.

Vehicle operators shall not be under the influence of any alcoholic beverage or contraindicated drug, nor shall the odor of same be on or about their person.

### Operation of City Vehicles

Except as authorized in writing by the Mayor, City vehicles shall be operated only by City employees authorized to do so by their Department Head.

In the case of a clearly immediate and present emergency, a City vehicle may be temporarily operated by an employee or other person not otherwise authorized its operation.

When not in actual use, or when left unattended in the course of carrying out City business, City vehicles shall be properly secured.

When not in actual use, City vehicles shall be properly parked or otherwise housed on city property.

### Use of City Vehicles

While City vehicles are legitimate tools for performing City business, their use is also accompanied by serious responsibility and accountability. As such, all employees shall present a professional image and exhibit exemplary

driving behavior when operating or otherwise utilizing city vehicles. To this end, employees shall at all times consider the public's perception of City vehicle appearance, operator/occupant behavior, and vehicle use and location.

Except as otherwise specified, City vehicles shall be used for official City business only. In no circumstances shall City vehicles be directly or indirectly used for purposes of personal gain.

Prior to and after official City travel, City vehicles may be taken home to accommodate employees leaving and arriving before or after regular working hours.

### **Special Provisions**

1. Passengers - passengers in City vehicles are limited to:
  - Employees transported for purposes of carrying out official City business.
  - Persons participating in an approved ride-along program.
  - Persons transported during extreme emergency situation.
  - Persons transported in conjunction with an arrest or other legitimate public safety matter.
  - Non-employees transported for purposes of carrying out other legitimate City business.
  - Other passengers as approved in writing by the applicable Department Head and Mayor.
2. Employees operating City vehicles on an as-needed or On-call basis are responsible for ensuring the reasonable maintenance, safety, repair, and cleanliness of the vehicle operated while in their care.
3. Employees operating a City vehicle to conduct legitimate City business may utilize the vehicle for purposes of taking a scheduled meal break in the City, if such break is clearly incidental to a reasonably direct travel route to/from work assignments.
4. Employees temporarily assigned an On-call Vehicle for on-call purposes may use such vehicle for commuting while assigned.
5. Employees assigned an Emergency Service Vehicle, or a temporary-use On-call Vehicle for standby duty, may use such vehicle for de minimus personal purposes (the occasional stop or errand performed between work locations or commuting points).

## SECTION 47 Internet Use Policy

The City of Sheridan provides employee's access to the Internet with the intention of increasing productivity. Misuse of the Internet can waste time and potentially violate laws, ordinances, or other City policies. This policy is designed to help you understand the expectations for the use of the Internet as a functional resource. It is important to note that for the purpose of this policy, Electronic mail (e-mail) is considered part of the Internet and thus is subject to all of this policy's contents.

Internet access from the City of Sheridan is for business related purposes including communicating with customers, suppliers, and colleagues to research relevant topics and to obtain useful business information. In addition, all existing laws and City policies apply to your conduct on the Internet, especially those that deal with intellectual property protection, privacy, and misuse of City resources, sexual harassment, data security, and confidentiality.

The City expects that employees will use discretion and mature judgment when using the Internet and their computer in general. The use of the Internet does not cause incremental expense to the City, so Internet use in and of itself does not constitute abuse anymore than using the telephone for local calls does. However, *Inappropriate* usage will not be tolerated.

### Detailed Internet Policy Provisions

- The display of any inappropriate data, including obscene, provocative, suggestive, and/or sexually explicit images or documents on any City computing resource will be constituted as a violation of existing City policy on sexual harassment. In addition, obscene or otherwise inappropriate material may not be archived, stored, displayed, distributed, edited, or recorded using City network, printing, or computing resources.
- Any software, data or files downloaded via the Internet will be used only in ways that are consistent with their licenses or copyrights.
- No employee may use the City's Internet facilities to deliberately propagate any virus, or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.
- The City Internet facilities and computing resources must not be used to knowingly violate the laws and regulation of the United States or any other nation, or the laws and regulations of any state, city, province, or local jurisdiction in any material way.
- Each City employee using the City's Internet facility shall identify themselves honestly, accurately, and completely when corresponding or participating in interactive activities, and shall not send unsolicited mass electronic mail.
- Employees should not assume that any City data or databases are subject to the Wyoming Inspection of Public Records Act. There are numerous exclusions to this law and such data or databases shall not be uploaded or otherwise transferred to non-City entities without appropriate approvals.

- Employees should not have any expectation of privacy as to his or her Internet usage. It is possible to monitor Internet usage patterns and the City may inspect any and all files stored on City resources to the extent necessary to ensure compliance.

Infractions of these policies constitute misuse of City assets and therefore are considered a violation of the City of Sheridan Employee Code of Conduct and may result in disciplinary actions sanctioned under relevant provisions of Personnel Guidelines and/or any other relevant policy.

This policy may be amended from time to time as required by technological advances. Employees shall be notified of changes.

#### SECTION 48 Severability Clause

If any section, clause or phrase shall be held unconstitutional or invalid, it shall not affect the balance of this Employee Handbook.

#### SECTION 49 City Credit Card Guideline

1. Procurement and travel credit cards are an efficient and effective means for purchasing goods and services and for employee travel, if utilized properly within the guidelines established as set forth herein below. Department Directors are responsible for credit card use in their department. City credit cards shall be used for City business use only. Any misuse shall require appropriate disciplinary action.

2. Procedures: All City employees shall adhere to the following rules:

Credit Cards are for the following purposes only.

- a. Procurements within the limits set by the department and the Clerk/Treasurer's Office not to exceed \$5,000.00 as specified in the procurement policy and guidelines
- b. Travel Expenses such as: lodging, meals, official phone calls, vehicle rentals and other approved expenditures as specified in the travel policy and guidelines.

Employees shall follow all established policies and procedures ensuring the privileged use of credit cards.

3. Management Procedure

- a. Each department, at a minimum, shall adhere to the policies and procedures for the procurement and travel credit card use and may establish additional requirements as deemed necessary.
- b. Audit statements and receipts to match receipts with line item verifying all purchases and expenditures as required.
- c. Prepare purchase order for payment with attached receipts.

4. City Clerk/Treasurer's Office
  - a. Periodic audit of vouchers from each department will occur.

#### Section 50 Employee Assistance Plan

The City of Sheridan attempts to provide a practical, constructive mechanism for assisting employees with personal problems which may affect the work situation, or to aid those employees and family members who voluntarily wish to use the program to resolve a personal problem.

The Employee Assistance Program (EAP) is offered to all employees and their family members.

The City of Sheridan will encourage employees and family members who are experiencing personal problems to take advantage of the assessment, counseling and referral services available on a voluntary basis through the EAP. Problems may include emotional and mental issues, family concerns, alcohol and drug problems, and questions related to financial and legal concerns. Early intervention and assistance minimizes the adverse impact on an employee's personal/family life and job performance.

The City of Sheridan believes that an employee's job performance may also be affected when a member of his or her family is experiencing personal issues. For this reason, the City of Sheridan extends the same offer of referral to any member of the employee's immediate family.

An employee's acceptance, rejection, or failure to respond to treatment does not diminish the employee's responsibility to meet required job performance standards. Employees are only eligible for the EAP services while they are active employees.

All EAP services (assessment, referral, short-term counseling, if available, and follow-up) are free of charge. In some instances, referrals to service providers outside the EAP may be recommended. Any costs for services outside of the EAP are the employee's responsibility. The employee is also responsible for determining if the outside services recommended by the EAP are covered under his or her health benefit plan.

Appendix A  
Position/Grade Analysis  
City of Sheridan

DEPT	POSITION	GRADE	FLSA
AS/2	Network Administrator	19	DNR
AS/3	Computer Media Specialist	17	DNR
BZ/1	Building Official	21	E
BZ/2	Inspector I	17	NE
BZ/3	Plans Examiner	18	NE
BZ/4	Permit Technician I	10	NE
BZ/5	Inspector II	18	NE
BZ/6	Permit Technician II	11	NE
CA/1	City Attorney	25	E
CA/2	Legal Assistant	12	NE
CC/1	City Clerk	23	E
CC/2	Assistant City Clerk	14	NE
CC/3	Receptionist/Secretary	7	NE
CC/4	City Clerk and Treasurer	25	E
CT/1	City Treasurer	25	E
CT/2	Assistant Treasurer	21	E
CT/3	Staff Accountant I	17	E
CT/4	Payroll Technician	14	NE
CT/5	Accounts Payable Technician	12	NE
CT/6	Accounts Receivable Technician	12	NE
CT/7	Collections Technician	9	NE
CT/8	Staff Accountant II		
CT/9	Staff Accountant III		
EX/1	Administrative Coordinator	14	NE
FD/1	Fire and Emergency Services Director	25	E
FD/2	Division Chief - Operations	22	E
FD/3	Fire Marshal	21	NE
FD/4	Fire Captain	21	NE
FD/5	Fire Lieutenant	19	NE
FD/6	Firefighter/Paramedic	16	NE
FD/7	Paramedic	14	NE
FD/8	Firefighter/EMT - Intermediate	14	NE
FD/9	EMT - Intermediate	13	NE
FD/10	Firefighter/EMT	13	NE
FD/11	Administrative Assistant	12	NE
HR/1	Human Resources Director	23	E
HR/2	Senior Human Resources Generalist	18	E
HR/3	Administrative Assistant	12	NE

<b>DEPT</b>	<b>POSITION</b>	<b>GRADE</b>	<b>FLSA</b>
MC/1	Clerk of Court	14	NE
MC/2	Deputy Clerk	10	NE
MC/3	Bailiff	10	NE
PD/1	Police Chief	25	E
PD/2	Police Captain	22	E
PD/3	Police Lieutenant	21	NE
PD/4	Police Sergeant	19	NE
PD/5	Support Services Manager	19	E
PD/6	Communications Supervisor	17	E
PD/7	Office Manager	14	NE
PD/8	Senior Community Services Officer	14	NE
PD/9	Senior Communications Officer	13	NE
PD/10	Police Officer	16	NE
PD/11	Community Services Officer	12	NE
PD/12	Communications Officer	12	NE
PD/13	Evidence Technician	12	NE
PD/14	Administrative Assistant	12	NE
PD/15	Records Technician	9	NE
PK/1	Grounds Maintenance Supervisor	17	E
PK/2	Senior Grounds Maintenance Worker	10	NE
PK/3	Grounds Maintenance Worker	9	NE
PK/4	Cemetery Maintenance Worker	9	NE
PK/5	Senior Cemetery Maintenance Worker	10	NE
PK/6	Cemetery Sexton	12	NE
PL/1	Planning and Development Director	23	E
PL/2	Senior Planner	21	E
PL/3	Assistant Planner	19	E
PL/4	Planning Assistant	12	NE
PL/5	Planning Technician	14	NE
PL/6	GIS Coordinator	19	E
PL/7	GIS Technician	14	NE
PW/1	Public Works Director	26	E
PW/2	City Engineer	24	E
PW/3	Administrative Coordinator	14	NE
PW/4	Operations Manager	22	E
PW/5	Engineering Project Manager I	19	E
PW/6	Engineering Project Manager II	21	E
PW/7	Engineering Project Manager III	22	E
PW/8	Administrative Assistant	12	NE
PW/9	Engineering Technician		
PW/10	Senior Engineering Project Manager	12	E
SHP/1	Fleet Maintenance Supervisor	17	E
SHP/2	Senior Mechanic	14	NE
SHP/3	Mechanic	12	NE

DEPT	POSITION	GRADE	FLSA
SIG/1	Traffic and Sign Supervisor	15	NE
SIG/2	Sign Maintenance Worker	10	NE
SIG/3	Sign Technician I	11	NE
SIG/4	Sign Technician II	12	NE
SIG/5	Sign Technician III	13	NE
ST/1	Street Maintenance Supervisor	14	NE
ST/2	Equipment Operator I	11	NE
ST/3	Equipment Operator II	12	NE
ST/4	Equipment Operator III	13	NE
ST/5	Street Maintenance Worker	9	NE
ST/6	Street Maintenance Worker II	10	NE
ST/7	Administrative Assistant	12	NE
SW/1	Solid Waste Superintendent	21	E
SW/2	Landfill Supervisor	17	E
SW/3	Senior Landfill Equipment Operator	14	NE
SW/4	Landfill Equipment Operator	13	NE
SW/5	Landfill Attendant	9	NE
SW/6	Sanitation/Recycling Supervisor	16	E
SW/7	Senior Sanitation/Recycling Equipment Operator	13	NE
SW/8	Sanitation/Recycling Equipment Operator I	11	NE
SW/9	Solid Waste/Recycling Worker I	9	NE
SW/10	Landfill Worker I	9	NE
SW/11	Administrative Assistant	12	NE
SW/12	Landfill Worker II	10	NE
SW/13	Solid Waste/Recycling Worker II	10	NE
SW/14	Sanitation/Recycling Equipment Operator II	12	NE
US/1	Utility Service Coordinator	18	E
US/2	Utility Technician	16	NE
US/3	Utility Billing Coordinator	14	E
US/4	Utility Billing Technician	10	NE
USM/1	Utility Maintenance Superintendent	21	E
USM/2	Utility Collection Supervisor	16	NE
USM/3	Utility Service Technician	12	NE
USM/4	Utility Maintenance Operator in Training	12	NE
USM/5	Meter Reader	9	NE
USM/7	Utility Distribution Supervisor	16	NE
USM/8	Utility Maintenance Operator II	13	NE
USM/9	Utility Maintenance Operator III	14	NE
UT/1	Utilities Manager	26	E
UT/2	Control Systems Specialist	16	E
UT/3	Office Assistant	9	NE
UT/4	Administrative Coordinator	14	NE
UT/5	Utilities Project Manager	21	E
WT/1	Water Treatment Superintendent	21	E

<b>DEPT</b>	<b>POSITION</b>	<b>GRADE</b>	<b>FLSA</b>
WT/2	Senior Water Treatment Plant Operator	16	NE
WT/3	Water Treatment Plant Operator	12	NE
WT/4	Water Treatment Plant Operator II	13	NE
WT/5	Water Treatment Plant Operator III	14	NE
WWT/1	Wastewater Treatment Plant Superintendent	21	E
WWT/2	WWTP Laboratory Coordinator	16	E
WWT/3	WWTP Maintenance Mechanic	14	NE
WWT/4	Wastewater Treatment Plant Operator in Training	12	NE
WWT/5	WWTP Maintenance Mechanic Coordinator	15	NE
WWT/6	Wastewater Treatment Plant Operator II	13	NE
WWT/7	Wastewater Treatment Plant Operator III	14	NE

Annual								Appendix B															
Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	Grade				
1	16,894.28	17,316.63	17,749.55	18,193.29	18,648.12	19,114.32	19,592.18	20,081.99	20,584.04	21,098.64	21,626.10	22,166.76	22,720.92	23,288.95	23,871.17	24,467.95	25,079.65	25,706.64	1				
2	17,749.55	18,193.29	18,648.12	19,114.32	19,592.18	20,081.99	20,584.04	21,098.64	21,626.10	22,166.76	22,720.92	23,288.95	23,871.17	24,467.95	25,079.65	25,706.64	26,349.31	27,008.04	2				
3	18,648.12	19,114.32	19,592.18	20,081.99	20,584.04	21,098.64	21,626.10	22,166.76	22,720.92	23,288.95	23,871.17	24,467.95	25,079.65	25,706.64	26,349.31	27,008.04	27,683.24	28,375.32	3				
4	19,592.18	20,081.99	20,584.04	21,098.64	21,626.10	22,166.76	22,720.92	23,288.95	23,871.17	24,467.95	25,079.65	25,706.64	26,349.31	27,008.04	27,683.24	28,375.32	29,084.70	29,811.82	4				
5	20,584.04	21,098.64	21,626.10	22,166.76	22,720.92	23,288.95	23,871.17	24,467.95	25,079.65	25,706.64	26,349.31	27,008.04	27,683.24	28,375.32	29,084.70	29,811.82	30,557.12	31,321.05	5				
6	21,626.10	22,166.76	22,720.92	23,288.95	23,871.17	24,467.95	25,079.65	25,706.64	26,349.31	27,008.04	27,683.24	28,375.32	29,084.70	29,811.82	30,557.12	31,321.05	32,104.07	32,906.67	6				
7	22,720.92	23,288.95	23,871.17	24,467.95	25,079.65	25,706.64	26,349.31	27,008.04	27,683.24	28,375.32	29,084.70	29,811.82	30,557.12	31,321.05	32,104.07	32,906.67	33,729.34	34,572.57	7				
8	23,871.17	24,467.95	25,079.65	25,706.64	26,349.31	27,008.04	27,683.24	28,375.32	29,084.70	29,811.82	30,557.12	31,321.05	32,104.07	32,906.67	33,729.34	34,572.57	35,436.89	36,322.81	8				
9	25,079.65	25,706.64	26,349.31	27,008.04	27,683.24	28,375.32	29,084.70	29,811.82	30,557.12	31,321.05	32,104.07	32,906.67	33,729.34	34,572.57	35,436.89	36,322.81	37,230.88	38,161.65	9				
10	26,349.31	27,008.04	27,683.24	28,375.32	29,084.70	29,811.82	30,557.12	31,321.05	32,104.07	32,906.67	33,729.34	34,572.57	35,436.89	36,322.81	37,230.88	38,161.65	39,115.69	40,093.59	10				
11	27,683.24	28,375.32	29,084.70	29,811.82	30,557.12	31,321.05	32,104.07	32,906.67	33,729.34	34,572.57	35,436.89	36,322.81	37,230.88	38,161.65	39,115.69	40,093.59	41,095.93	42,123.32	11				
12	29,084.70	29,811.82	30,557.12	31,321.05	32,104.07	32,906.67	33,729.34	34,572.57	35,436.89	36,322.81	37,230.88	38,161.65	39,115.69	40,093.59	41,095.93	42,123.32	43,176.41	44,255.82	12				
13	30,557.12	31,321.05	32,104.07	32,906.67	33,729.34	34,572.57	35,436.89	36,322.81	37,230.88	38,161.65	39,115.69	40,093.59	41,095.93	42,123.32	43,176.41	44,255.82	45,362.21	46,496.27	13				
14	32,104.07	32,906.67	33,729.34	34,572.57	35,436.89	36,322.81	37,230.88	38,161.65	39,115.69	40,093.59	41,095.93	42,123.32	43,176.41	44,255.82	45,362.21	46,496.27	47,658.67	48,850.14	14				
15	33,729.34	34,572.57	35,436.89	36,322.81	37,230.88	38,161.65	39,115.69	40,093.59	41,095.93	42,123.32	43,176.41	44,255.82	45,362.21	46,496.27	47,658.67	48,850.14	50,071.39	51,323.18	15				
16	35,436.89	36,322.81	37,230.88	38,161.65	39,115.69	40,093.59	41,095.93	42,123.32	43,176.41	44,255.82	45,362.21	46,496.27	47,658.67	48,850.14	50,071.39	51,323.18	52,606.26	53,921.42	16				
17	37,230.88	38,161.65	39,115.69	40,093.59	41,095.93	42,123.32	43,176.41	44,255.82	45,362.21	46,496.27	47,658.67	48,850.14	50,071.39	51,323.18	52,606.26	53,921.42	55,269.45	56,651.19	17				
18	39,115.69	40,093.59	41,095.93	42,123.32	43,176.41	44,255.82	45,362.21	46,496.27	47,658.67	48,850.14	50,071.39	51,323.18	52,606.26	53,921.42	55,269.45	56,651.19	58,067.47	59,519.15	18				
19	41,095.93	42,123.32	43,176.41	44,255.82	45,362.21	46,496.27	47,658.67	48,850.14	50,071.39	51,323.18	52,606.26	53,921.42	55,269.45	56,651.19	58,067.47	59,519.15	61,007.13	62,532.31	19				
20	43,176.41	44,255.82	45,362.21	46,496.27	47,658.67	48,850.14	50,071.39	51,323.18	52,606.26	53,921.42	55,269.45	56,651.19	58,067.47	59,519.15	61,007.13	62,532.31	64,095.62	65,698.01	20				
21	47,658.67	48,850.14	50,071.39	51,323.18	52,606.26	53,921.42	55,269.45	56,651.19	58,067.47	59,519.15	61,007.13	62,532.31	64,095.62	65,698.01	67,340.46	69,023.97	70,749.57	72,518.31	21				
22	52,606.26	53,921.42	55,269.45	56,651.19	58,067.47	59,519.15	61,007.13	62,532.31	64,095.62	65,698.01	67,340.46	69,023.97	70,749.57	72,518.31	74,331.27	76,189.55	78,094.29	80,046.64	22				
23	58,067.47	59,519.15	61,007.13	62,532.31	64,095.62	65,698.01	67,340.46	69,023.97	70,749.57	72,518.31	74,331.27	76,189.55	78,094.29	80,046.64	82,047.81	84,099.01	86,201.48	88,356.52	23				
24	64,095.62	65,698.01	67,340.46	69,023.97	70,749.57	72,518.31	74,331.27	76,189.55	78,094.29	80,046.64	82,047.81	84,099.01	86,201.48	88,356.52	90,565.43	92,829.57	95,150.31	97,529.06	24				
25	70,749.57	72,518.31	74,331.27	76,189.55	78,094.29	80,046.64	82,047.81	84,099.01	86,201.48	88,356.52	90,565.43	92,829.57	95,150.31	97,529.06	99,967.29	102,466.47	105,028.13	107,653.84	25				
26	78,094.29	80,046.64	82,047.81	84,099.01	86,201.48	88,356.52	90,565.43	92,829.57	95,150.31	97,529.06	99,967.29	102,466.47	105,028.13	107,653.84	110,345.18	113,103.81	115,931.41	118,829.69	26				
27	86,201.48	88,356.52	90,565.43	92,829.57	95,150.31	97,529.06	99,967.29	102,466.47	105,028.13	107,653.84	110,345.18	113,103.81	115,931.41	118,829.69	121,800.44	124,845.45	127,966.58	131,165.75	27				
28	95,150.31	97,529.06	99,967.29	102,466.47	105,028.13	107,653.84	110,345.18	113,103.81	115,931.41	118,829.69	121,800.44	124,845.45	127,966.58	131,165.75	134,444.89	137,806.01	141,251.16	144,782.44	28				