

# **CITY OF LOGANSPORT**

## **EMPLOYEE PERSONNEL POLICY HANDBOOK**



**January 1, 2024**

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# Introduction

## Welcome and Purpose

The City of Logansport Employee Handbook establishes policies, procedures, benefits and working conditions that will be followed by all employees as a condition of their employment with the City of Logansport.

These policies, procedures and working conditions provide a work environment in which both the public and employee interests are served. Authority to appoint, promote, transfer, demote, suspend and terminate is vested in the department head or governing body, who also shall have the primary responsibility for enforcement of these personnel policies.

We value our employees' talents, skills and abilities and seek to foster an open, cooperative and dynamic environment in which we can all excel, and provides an environment where employees are encouraged to bring ideas and challenges to any level of Elected Officials.

The City of Logansport is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race or color does not affect employment decisions including hiring, promotion, development opportunities, pay or benefits. We offer fair treatment of employees based on merit and comply with all applicable federal, state and local labor laws.

Employment with the City of Logansport is on an "at-will" basis, which means that either an employee or the City of Logansport may terminate the employment relationship at any time, for any reason, with or without cause. This handbook is not a contract of employment nor is it intended to create contractual obligations for the city of any kind or alter the at-will employment relationships between the City of Logansport and our employees. Only a written agreement, signed by the City Council of the City of Logansport can change the at-will nature of the employment of any individual.

The policies and procedures outlined will be applied at the discretion of the City of Logansport Elected Officials. As such, the City of Logansport may deviate from the policies, procedures, benefits and working conditions described in this handbook. The City may also withdraw or change the policies, procedures, benefits and working conditions described in this handbook at any time, for any reason. While it is our goal to provide employees with notice of such changes, prior notice is not required before a change is implemented. Throughout an employee's employment with the City of Logansport, it is the employee's responsibility to remain up to date on City policies, procedures, benefits and working conditions—both published and unpublished.

**These policies and procedures apply to all City of Logansport employees, except when in conflict with special employment conditions set forth for elected officials or when in conflict with various laws governing employment relationships, such as statutes covered in SOP's for police and fire department officers. Cass County Government policies and procedures will reign precedence over the Zoning and Planning Department due to location of their physical offices.**

No provision in this handbook can be waived without written permission from the City of Logansport's Elected Officials (Mayor and City Clerk Treasurer) and City Council. Please review the policies, procedures, working conditions and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to, abide by and acknowledge your receipt of this employee handbook.

## At-Will Employment Statement

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all of the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Department Head or Human Resources.

Neither this handbook nor any other the City of Logansport document confers any contractual right, either expressed or implied, to remain with the City employed. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not set for any specific time and may be terminated at will, with or without cause and without prior notice by the City of Logansport, or you may resign for any reason, at any time. While there may be a disciplinary process in place, in certain situations, the City may make the decision to terminate you without first taking these disciplinary steps.

No Department Head or other representative of the City of Logansport (except the Elected Officials, in writing) has the authority to enter into any agreement of employment for any specified period of time, or to make any agreement contrary to the above.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will make every attempt to inform you of any changes as they occur.

Some of the subjects described here are covered in detail in official benefit policy documents. You should refer to those documents for specific information since this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

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## Americans with Disabilities Policy

The Americans with Disabilities Act (ADA) is a federal law that prohibits employers with 15 or more employees from discriminating against applicants and employees with disabilities. It also requires employers to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job functions of the position.

The City of Logansport complies with all applicable laws concerning the employment of individuals with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). The City does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The City of Logansport will reasonably accommodate qualified individuals (candidates and employees) with disabilities so that they can perform the essential functions of a job, unless the requested accommodations result in the following:

- A direct threat to the safety or well-being of the individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation; or
- An undue hardship to the City of Logansport.

The departments of the City of Logansport are responsible for implementing this policy, including the resolution of reasonable accommodation, safety, direct threat and undue hardship issues. Contact Human Resources with any questions or requests for accommodation.



## Employment Termination Policy

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

- Resignation—voluntary employment termination initiated by an employee. Although advance notice is not required, the City requests at least two weeks written notice from the employee.
- Termination— involuntary employment termination initiated by the City of Logansport.
- Layoff— involuntary employment termination initiated by the City of Logansport for non-disciplinary reasons.
- Retirement - Voluntary employment termination initiated by the employee meeting City retirement criteria as established by the INPRS (Indiana Public Retirement System).

If you wish to resign, we ask that you notify your Department Head of your anticipated departure date at least two weeks in advance. Of course, as much notice as possible is appreciated by the City of Logansport and your co-workers. This notice should be in the form of a written statement.

If you fail to report to work for three consecutive days without informing the Department Head of the planned absence, we will assume that you have voluntarily resigned.

The City schedules exit interviews at the time of employment termination to afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the City and return of City-owned property. Suggestions, complaints and questions may also be expressed. Exit interviews should be scheduled with Human Resources.

Employees will receive their final pay on the next pay date following their termination and in accordance with applicable state law. Employee benefits will be affected by employment termination in the following manner:

Upon voluntary retirement and voluntary termination, employees will qualify for payment for accrued but unused paid time off. At this time the final pay will reflect a deduction if the employee has received compensation for prepaid unearned PTO. Some benefits may be continued at the employee's expense, if the employee chooses. The employee will be notified of the benefits that may be continued and of the terms, conditions and limitations of such continuance. An employee's termination date shall always be the last day worked. An employee's termination date may not be extended to include accrued and/or unused paid or unpaid time off (e.g., sick days). If you leave the City of Logansport in good standing, you may be considered for re-employment.

Except as required by law or by separate agreement, employee salary and benefits will end on the date of termination.

Upon resigning from the City of Logansport, you should continue to provide the City with an accurate address for at least one year for tax purposes.

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## Internal Transfer/Promotion Policy

The City of Logansport encourages you to seek promotional and transfer opportunities within the municipality. Promotions and transfers will be based on job performance, skill, and ability. If all three of these elements are equal, seniority will be considered in the decision-making process. Once a promotion or transfer is agreed upon and all involved parties are notified of the change, there should be a two (2) week waiting period to allow all involved parties to make sufficient adjustments.

Promotions and transfers are not to be considered as new hires and will receive a salary commensurate with the job classification pay rate of the new position.

Information regarding vacancies or new positions is publicly posted on the City website. Current employees are welcome to apply, as are external candidates. All staffing decisions will be made with the position goals in mind, with the desire to hire the most-qualified individual being paramount.

The City encourages internal promotion and transfer whenever possible; internal departmental promotions are exempt from posting. This could relate to a business need or a planned career progression that includes an employee being assigned new responsibilities.

Transfers can be either Department Head- or employee-initiated. They are determined by business needs and employee qualifications. Employees being considered for transfer will be given the opportunity to provide input; however, an employee should not be approached without the knowledge of the Department Head and Human Resources. Transfers will be made in a manner that disrupts ongoing operations as little as possible.

At the discretion of the department head, based on the urgency and specialization of the job requirements, newspaper, website and social media advertising may be used in recruiting employees. Job announcements shall be clear and readable and will include job title; salary range; job qualifications; examination information, including time and place; the manner of completing applications and other pertinent information required specify that the City of Logansport is "An Equal Opportunity Employer."

## Employment Application

All applicants are required to complete a City of Logansport application as well as any other forms required for statistical purposes or deemed necessary to process the application. The application shall be maintained in the Personnel file.

The job application requests only the information necessary for rational decision making, including training, experience and other data. Only questions specifically related to occupational standards shall be asked.

All applicants must thoroughly complete the application, providing any requested information in its entirety and accounting for periods of employment and unemployment. The application must be signed by the applicant. The City may screen applicants and conduct testing relevant to the skills needed to effectively complete the duties of the position.

The City relies on the accuracy of information on the application as well as other data presented throughout the hiring process and employment. The Department Head or Human Resources may require proof of statements on the application. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the City's exclusion of the individual from further consideration for employment, or, if the person has been hired, termination of employment.

Placement of an application with the City does not mean that all applicants will be granted an interview. The Department Head will review applications, determine which applicants are interviewed, and decide which applicant best meets the qualifications established for the position. Equal consideration will be given to all applicants based on the qualifications established for the job.

## I-9 Immigration Reform Policy

The Immigration Reform and Control Act of 1986 (IRCA) requires employers to hire and retain only individuals who are authorized to work in the United States.

To enforce these guidelines, IRCA requires an employer to verify a potential employee's eligibility by completing the Employment Verification Form (Form I-9). By completing Form I-9, the employer is certifying that it has viewed documents proving that the potential employee is authorized to live and work in the United States.

All employees are asked to provide original documents verifying their right to work in the United States and to sign a verification form (Form I-9). If an individual cannot verify the right to work within three days of hire, the City of Logansport must terminate the employment.

Please contact Human Resources with questions or concerns.



# Workplace Conduct

## Code of Ethics Policy

The City of Logansport maintains specific policies in an attempt to assist employees in adhering to certain standards of conduct. These policies are in place to preserve the City's reputation and prevent adverse consequences to all parties involved. This particular policy is designed to establish standards of conduct with respect to payments and political contributions.

### **Prohibition of Improper Payments**

The City requires all employees to only use lawful practices involving payments to public, political parties, officials, candidates or governmental authorities. As a result, kickbacks and bribes offered with the intent of inducing or rewarding specific buying decisions or actions are strictly prohibited. No City employee may offer to make direct or indirect payments of value in the form of compensation, gifts or contributions to any of the following:

- Persons or firms employed by or acting on behalf of a customer (private or governmental) for the purpose of rewarding favorable actions in a transaction.
- Any governmental officials, political parties or officials of a party or candidate for political office, for the purpose of rewarding favorable actions or influence of the official, party or candidate.

These restrictions are not applicable to ordinary, reasonable business entertainment expenses and gifts of no substantial value. Management should exercise sound judgment and discretion with regard to controlling and authorizing these business expenses on a regular basis.

### **Political Contributions**

The City will not make any contributions to any political party or candidate for political office in violation of federal or state law.

### **Reporting to Management**

Any employee who must authorize, make or agree to a payment that may be contrary to this policy must report this information to the Department Head or to Human Resources immediately. If an employee learns that a coworker is engaging in conduct contrary to this policy, the employee must report this information to the Department Head or to Human Resources immediately as well. The issue will promptly be discussed with legal counsel for further investigation.

### **Antitrust Laws**

Antitrust laws are relevant to many business decisions, and those who engage in illegal actions against such laws are subject to fines and imprisonment. Management will help guide employees in abiding by antitrust decrees applicable to the City. The City intends to comply with all federal antitrust laws applicable to normal business operations and will hold employees responsible for abiding by these laws as well.

In compliance with Section I of the Sherman Antitrust Act:

- No employee may enter into an agreement (expressed or implied, formal or informal, written or oral) with any competitor restricting any of the following conditions or business offerings concerning prices or costs.
  - Prices
  - Costs
  - Profits
  - Offerings of products and services
  - Terms of sale conditions
  - Production or sales volume
  - Production capacity
  - Market share
  - Quote decisions
  - Customer selection
  - Sales territories
  - Distribution methodology

No employee may enter into an agreement with a purchaser or lessee restricting the right of the purchaser or lessee to determine the price to resell or lease the product in question. Employees may also not enter into such agreements when the City is the purchaser or lessee in the agreement.

The following situations may be in violation of antitrust laws under certain circumstances. Employees may not enter into these agreements without consulting legal counsel in advance and obtaining clearance to enter into such agreements.

- Agreements with public or suppliers regarding the sales or purchases of reciprocal purchases or sales by public or suppliers.
- Agreements with purchasers or lessees of products of the City that would restrict public from using or reselling products as they choose to do so.
- Agreements with any party that would restrict all parties involved to manufacture a product or provide a service to a third party.

### **Exchange of Information with Competitors**

Communication with competitors would be an infringement of antitrust laws, specifically if the communication is accompanied by some action. The prohibitions of this policy are intended to avoid antitrust infringements. Under this policy, no employee may discuss information on any subject with a competitor or another third party acting on behalf of a competitor to remain compliant with Section I of the Sherman Antitrust Act, unless the City's legal counsel determines that the communication would not violate antitrust laws.

When participating in trade associations and other meetings with competitors, employees may not attend:

- Unauthorized meetings with competitors.
- Meetings where the communication with competitors is in violation of the paragraph above.

Employees must recognize that participating in development and product certification events impacting competitors or suppliers may initiate antitrust violations. Consult with the City's legal counsel before attending any event that may develop standards or certify products with competitors.

### **Violations of this Policy**

If an employee violates this policy, the employee may be subject to termination or other disciplinary action to prevent future violations. The following individuals may be subject to disciplinary action or termination:

- Employees who are in direct violation of this policy.
- Employees who deliberately withhold information concerning the violation of this policy or fail to report a violation of this policy.
- Management personnel who fail to report violations of this policy by their subordinates.
- If an employee is accused of violating antitrust laws, yet consulted legal counsel and acted in good faith, the employee may not face disciplinary action under this policy. The City may also assist in the employee's defense, within the confines of the law.

# Work Place Conduct

## Complaint Policy

The City of Logansport strives to be responsive to our employees' concerns. We understand that problems, misunderstandings and frustrations may arise from time to time. Therefore, we encourage open communication. Any concerns employees have should be promptly reported to Department Head so that a solution may be devised. To facilitate this, an employee may use the procedure outlined in this policy to resolve or clarify concerns.

All complaints should be made in good faith.

Step 1: The employee should discuss the situation with the immediate Department Head. If the issue involves the employee's Department Head, the employee may discuss it with Human Resources. Human Resources should respond to the employee within five working days of meeting with the employee.

Step 2: If the issue is not resolved to the mutual satisfaction of the employee and Department Head, or if the Department Head fails to respond within five working days, the employee may submit a written complaint to Human Resources. The employee may ask Human Resources for assistance in writing the complaint. The employee has five working days from when the initial decision was received to submit this second-level complaint.

The written complaint should include:

- An explanation of the incident and the date the incident occurred
- Suggestions for ways to resolve the problem
- A copy of the immediate Department Head's written response or a summary of the verbal response and the date when the employee met with the Department Head. If the Department Head provided no response, this should be stated.

Upon receipt of the complaint, Human Resources and/or the Department Head will schedule a meeting with the employee. This meeting will take place within five working days of receiving the complaint. Within five working days of this meeting, Human Resources and/or the Department Head should issue a decision orally and in writing to the employee.

Step 3: If the employee is dissatisfied with the decision received through Step 2, the employee may appeal the decision. Appeals must be submitted, in writing, to Human Resources within five days of receiving the Human Resources or Department Head's decision.

Human Resources may meet with the parties involved to facilitate a resolution. Human Resources will submit a final resolution to the Elected Officials for approval. The final decision will be provided to the employee both in writing and verbally. Human Resources will provide the employee with the final decision no more than 15 working days from the date it was received. The decision cannot be appealed beyond this step.

Examples of complaints employees may have:

- Suggestions for improvement
- Concerns about working conditions
- Issues with co-workers
- Concerns about treatment at work



If an employee fails to appeal from one step to the next within the time limit of five working days, the issue will be considered settled based on the last decision provided.

The City of Logansport reserves the right to impose disciplinary action for any conduct it considers disruptive or inappropriate. The circumstances of each situation may differ, and the level of management action may vary depending on the factors of the situation.

No City of Logansport employee will be subject to retaliation for filing a complaint under this policy.

When a complaint is voiced, the Department Head strive to remedy the situation. Every employee may not be satisfied with every solution; however, employee input is valued and the City of Logansport wants to foster an environment where all employees feel comfortable reporting their concerns.

## Disciplinary Action Policy

Disciplinary actions may entail verbal, written and final warnings, suspensions and termination. Not all of these actions will be followed in every instance. The City of Logansport reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination. All disciplinary actions will be documented; documentation will be placed in personnel files within 5 working days.

The City of Logansport reserves the right to take any disciplinary action the City deems appropriate, including termination. In addition to those situations discussed elsewhere in this handbook, listed below are some examples where immediate termination could result. This list is general in nature and is not intended to be all inclusive:

- Discourtesy to a customer, vendor or the general public resulting in a complaint or loss of good will
- Refusal or failure to follow directions from Department Head; insubordination
- Breach of confidentiality relating to employer, employee, customer or vendor information
- Altering, damaging or destroying City property or records, or another employee's property
- Dishonesty
- Providing false or misleading information to any City representative or in any City records, including the employment application, benefits forms, time cards, expense reimbursement forms and similar records
- Fighting or engaging in disorderly conduct on the City's or a public premise or off-site while representing the City
- Violations of any of City's employment policies including, but not limited to, confidentiality, security, solicitation, insider trading, conflict of interest and code of conduct
- Conduct or performance issues of a serious nature
- Failure of a drug or alcohol test

The City of Logansport recognizes that personal issues may sometimes affect job performance.

The following steps cover the normal pattern of progressive discipline:

1. **Performance Coaching:** With Human Resources present, the department head discusses with the employee the specific performance problem, what improvements are needed, and a date by which corrections should occur. The department head will document the date and content of the conversations for the employee personnel file.
2. **Written Warning:** If the performance problem persists, the department head with Human Resources will have another discussion with the employee. If required, the department head will issue a written warning at this time. This warning will contain a statement of the problem, what correction are necessary, and a date by which correction should occur. The department head and Human Resources will ask the employee to sign the form to indicate the employee has read it. The employee will receive a copy, and another copy will be place in your personnel file.
3. **Disciplinary Action:** If the performance problem recurs after the written warning (s), the department head may take disciplinary action, up to and including termination.

## Drug-Free Workplace Policy

We recognize alcohol and drug abuse to be potential health, safety and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this Drug-Free Workplace Policy is a condition of employment.

Employees are prohibited from the following when reporting for work, while on the job, on City or customer premises or surrounding areas or in any vehicle used for City business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol
- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine

Any employee violating these prohibitions will be subject to disciplinary action up to and including termination.

Any employee convicted under any criminal drug statute for a violation occurring while on the job, on City or customer premises or in any vehicle used for City business must notify the City no later than five days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence or other penalty.

Drug and alcohol testing will be carried out in compliance with any applicable state and federal laws and regulations.

Disciplinary action will be taken for drug-related crimes, regardless of whether they happened during working hours or on an employee's own time.

We recognize that employees suffering from alcohol or drug dependence can be treated. We encourage any employee to seek professional care and counseling prior to any violation of this policy. The City encourages an employee to enter and successfully complete an alcohol and/or drug rehabilitation program at their own expense. The employee's job will be held during this time. If the employee chooses not to enter such a program, they will be discharged.

## Drug and Alcohol Testing Policy

The City of Logansport is committed to protecting the safety and well-being of all employees in our workplace. We recognize that alcohol abuse and drug abuse pose a significant threat to our goals. We have established a drug-free workplace policy that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

Any individual who conducts business for the City of Logansport or applies for a position with the City is expected to comply with our drug-free workplace policy. Our policy includes, but is not limited to, full-time employees, part-time employees, temporary employees, volunteers, contractors, interns and applicants. Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the City of Logansport. Therefore, this policy applies during all working hours, whenever an individual is conducting business or representing the City, and while an individual is on call, on City property and at City-sponsored events.

It is a violation of this policy to use, sell, possess, trade and/or offer to sell alcohol, illegal drugs or intoxicants. In accordance with the federal Drug-Free Workplace Act, individuals convicted of a criminal drug violation, including misdemeanors, occurring on City property or City time must notify the City of Logansport within five calendar days of the conviction. This includes any findings of guilt, pleas of “no contest” and impositions of fines, jail sentences or other penalties. The City will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

### Disciplinary Actions

Employees who test positive for drugs and/or alcohol, or who refuse to submit to testing, will be subject to disciplinary action(s), up to and including termination. No employee who tests positive for drugs and/or alcohol will be allowed to return to work until he or she has done the following:

- Successfully completed an assessment and/or treatment for drug and/or alcohol abuse
- Received certification from a qualified medical professional that he or she is free from drug and/or alcohol use
- Taken a drug and/or alcohol test, received negative test results and consented to follow-up testing

### Testing

Employees are subject to drug and alcohol testing at any time, with or without notice.

All drug-testing information will be maintained in separate confidential records.

- *Pre-employment Testing:* Every job applicant will be required to take and pass a drug and/or alcohol test before he or she may officially be hired by the City of Logansport. Each applicant will be notified that a drug and/or alcohol test is required as part of the interview process and that any and all job offers are contingent upon successfully passing a drug and/or alcohol test.

- *Random Testing:* Every employee has the chance of being selected to provide a specimen for a drug and/or alcohol test. Selection for testing will be done to ensure that the selection of individuals is done at random.
- *Reasonable Suspicion Testing:* If there is suspicion that an employee is under the influence of drugs and/or alcohol while on City property or time, the selected employee will be required to take a drug and/or alcohol test. Reasonable suspicion will be based on observable instances or actions such as, but not limited to, the following:
  - Dangerous conduct
  - Unexplained decrease in job performance
  - Hostile interpersonal relations
  - Possession of drug paraphernalia
  - Noticeably reduced short-term memory
  - Physical symptoms (including bloodshot eyes, slurred speech and vomiting)
  - Anxiety
  - Inability to concentrate
- *Post-accident Testing:* Every employee who is directly involved in, or whose actions contributed to, an accident on the job must submit to a drug and/or alcohol test as soon as possible after the incident occurs. Accidents include all Occupational Health and Safety Administration (OSHA) recordable incidents, actions or omissions that result in near-miss accidents and accidents involving injury requiring first aid or off-site medical attention. Accidents also include property damage caused by human error.
- *Follow-up Testing:* Employees who have tested positive for drugs and/or alcohol, and employees who have attended drug and/or alcohol-related counseling may not return to work until they have been evaluated by a medical professional in a substance abuse treatment facility and have successfully passed a drug and/or alcohol test. Employees who return to work will be subject to follow-up tests, all of which will be unannounced over a duration of time for one year.
- Any employee who tests positive will be immediately removed from duty.

Each of the following actions constitutes a refusal to submit to testing:

- Failure to provide an adequate urine, blood, breath or saliva specimen for a drug and/or alcohol test without a valid medical explanation
- Failure to be escorted to a testing facility
- Tampering with, adulterating or diluting a specimen
- Refusing to sign a Chain of Custody form at the testing facility

Employees do have the option to refuse to submit to drug and/or alcohol tests; however, doing so will constitute a violation of this policy. Refusal to take a drug and/or alcohol test will also be considered a positive test result, which subjects the employee to disciplinary action(s). Job applicants who refuse to submit to drug and/or alcohol screening will voluntarily forfeit their opportunity for employment.

### **Collection of Specimens**

Under certain circumstances, protocol requires that specimen donors provide a fresh specimen in the presence of a witness; however, this only occurs if there is suspicion of any of the following:

- The specimen is not from the donor
- The specimen was altered or tampered with
- The collection is part of a post-treatment monitoring program
- The donor adulterated the previous specimen

All specimens collected for drug and/or alcohol testing will be processed using employee's Driver License or Photo ID as identification to ensure confidentiality.

### **Necessary Forms**

Specimens will be tracked using a Custody and Control Form from the point of submission through destruction. Employees submitting specimens will be required to sign a Custody and Control Form. If an employee does not sign this form, a retest will be requested. An employee who refuses to sign after it is requested will be considered as having refused testing and will be subject to disciplinary action.

### **Laboratory Testing**

All drug and/or alcohol testing will be conducted in a laboratory certified by the U.S. Department of Health and Human Services (HHS). The City of Logansport reserves the right to test for other substances as well.

No specimen will be considered positive until it has been confirmed at the level established by HHS. If no established levels have been set by HHS for a tested substance, the City of Logansport will hold the testing facility responsible for establishing an acceptable level.

Test results for alcohol revealing a blood alcohol content of .04 or greater will be considered positive.

### **Results**

Positive test results will be reported to Human Resources who will then contact the employee to discuss the results. Should Human Resources be unable to contact the employee, the Department Head will be contacted for assistance. The City of Logansport reserves the right to take the employee off active duty until the City of Logansport is able to contact the employee. When Human Resources does contact the employee, and the employee can provide a viable reason for why the test came back positive, then the positive test result will be reported as negative.

### **Use of Prescription Medications**

Nothing in this policy prohibits the appropriate use of prescription medication as legally prescribed by a licensed physician. The employee must notify the City if taking prescription medication with potential side effects that may infringe on the safety of the employee or others. Failure to do so may result in disciplinary action, up to and including termination.

The City of Logansport may contact the employee's physician to investigate whether it is necessary to impose restrictions on job duties as a result of the employee's use of prescription medication. If a risk is determined the employee be removed from performing job duties.

**Confidentiality**

Results of drug and/or alcohol testing is kept separate from employee personnel files and treated as confidential information. No results, whether positive or negative, are shared with anyone outside of the employee's direct Department Head chain of command, except when necessary for treatment or physician confirmation purposes.

NOTE: The City of Logansport may disclose the results of a drug and/or alcohol test to decision-makers in a lawsuit, grievance or other proceeding initiated by or on behalf of the employee.

## Harassment and Bullying Policy

The City of Logansport is committed to providing a workplace free from discrimination, harassment and retaliation. Therefore, the City of Logansport will not tolerate harassment of any type based on race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age (40 or older), disability, or genetic information and other characteristics protected under state, federal or local laws. Such conduct in any form is prohibited in the workplace, at work-related functions or outside of work if it affects employees in the workplace. This policy applies to all employees, clients, public, guests, vendors and persons doing business with the City of Logansport.

All employees must ensure they understand this policy and their obligations. Whether an employee's conduct violates this policy will be based on how an employee's conduct is received and whether a reasonable person would find the conduct to be in violation of the policy.

Harassment is defined as unwelcome conduct that is based on race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment; or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing discrimination charges, testifying or participating in investigations, proceedings or lawsuits under these laws, or for opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name-calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's Department Head, a Department Head in another area, an agent of the employer, a co-worker or a non-employee.
- The victim does not have to be the person harassed, but can be anyone who is affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Appropriate performance reviews, counseling or discipline by the Department Head/Manager do not constitute harassment.

If you feel that you are being harassed, you should take the following steps:

- Tell the harasser that these actions are not welcome and that they must stop, if you feel comfortable enough to do so.
- Immediately report the incident, any additional incidents, or retaliation to your Department Head or Human Resources.



All reports will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible. Appropriate actions will be taken to stop and remedy such conduct, including interim measures during a period of investigation.

Retaliating or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. Employees who violate this policy or retaliate against an employee in any way will be subject to disciplinary action, up to and including termination.

### **Workplace Bullying**

The City of Logansport is committed to providing a safe and healthy work environment for all employees. As such, the City will not tolerate bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, attending work functions and traveling on business.

Bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the workplace or in the course of employment. Such behavior violates the City of Logansport policies, which state that all employees will be treated with dignity and respect.

Bullying can be intentional or unintentional. However, when an allegation of bullying is made, the intention of the alleged bully is irrelevant and will be given no consideration when a complaint is investigated. It is the effect of the behavior that will be considered.

Bullying can be:

- Verbal bullying: slandering, ridiculing or maligning a person, their family or associates; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: pushing, shoving, kicking, poking, tripping, assaulting or threatening to assault, damaging a person's work area or property.
- Gesture bullying: nonverbal threatening gestures; glances that can convey threatening messages.
- Exclusion: intentionally disregarding a person or excluding a person from work-related activities.

The following are examples of some, but not all, behavior that may constitute or contribute to evidence of bullying:

- Repeatedly singling out a person.
- Pointing at or raising your voice at an individual, whether in public or private.
- Shutting a person out; not allowing them to speak or express themselves (ignoring or interrupting); interfering with email or other forms of communication; not including them in meetings.
- Humiliation in any form; verbal or obscene gestures, personal insults or offensive nicknames.
- Constant criticism unrelated or minimally related to job performance; public reprimand.
- Hampering an individual's ability to do their work; assigning menial tasks not aligned with normal job duties; taking credit for another's work or ideas.
- Spreading rumors or gossiping about another.

Bullying can have devastating results to the individual and the workplace. If you are subjected to bullying, or witness or suspect bullying is taking place, report it to your Department Head and Human Resources immediately. All suspected incidents of bullying will be thoroughly investigated and disciplinary measures will be taken accordingly.

## Sexual Harassment Policy

The City of Logansport prohibits sexual harassment of all kinds. This policy applies not only to employees, but also to clients, public, guests, vendors and anyone else doing business with the City of Logansport. Any employee who feels that they have been a victim of sexual harassment, or who believes that they have witnessed sexual harassment, should (if possible) directly and immediately inform the harasser that the conduct is unwelcome and that it must stop. The victim should also notify Department Head or Human Resources immediately.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, offensive remarks about a person's sex, and other verbal or physical conduct of a sexual nature. Such activities are illegal when:

- Submission is made a term or condition, either explicitly or implicitly, of an individual's employment
- Submission to or rejection by an individual is used as a factor in decisions affecting that individual's employment
- Their purpose or effect interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment

Sexual harassment includes many forms of offensive behavior, including the harassment of a person of the same gender as the harasser. The harasser can be the victim's Department Head, an agent of the employer, a Department Head in another area, a co-worker or a non-employee. The victim does not have to be the person harassed but could be anyone affected by or witnessed the offensive conduct. Examples of sexual harassment include, but are not limited to, the following:

- Unwelcome sexual flirtation, advances or propositions
- Verbal comments related to an individual's gender or sexual orientation
- Explicit or degrading verbal comments about another individual or the employee's appearance
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer
- Any sexually offensive or abusive physical conduct
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures
- Displaying cartoons or telling jokes which relate to an individual's gender or sexual orientation

It is important to the City of Logansport that all employees are protected from harassment. Any incidents that are perceived as harassment will be investigated and appropriate action will be taken by the City of Logansport.

## Standards of Conduct Policy

The City of Logansport adopts this policy to ensure orderly operations and to provide the best possible work environment. The City of Logansport expects employees and others who may be engaged to provide services from time to time (such as temporary personnel, consultants and independent contractors) to adhere to these standards of conduct while on City premises, attending City functions or otherwise performing work-related activity and representing the City of Logansport.

The City of Logansport is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with our City are treated in a respectful and fair manner. While not intended to list all the forms of behavior that are considered unacceptable, the following are examples of conduct that may result in disciplinary action:

- Theft or inappropriate removal or possession of property
- Falsification of records, including timekeeping
- Working under the influence of alcohol or illegal drugs
- Possession, manufacture, sale, transfer, distribution or use of alcohol or illegal drugs in the workplace, while representing the City, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Immoral actions or intimidating others
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of City, customer or co-worker property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment or touching
- Excessive absenteeism or any absence without notice
- Unauthorized use of City equipment
- Using City equipment for purposes other than business
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment.

## Violence in the Workplace Policy

It is the City of Logansport policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, the City will not tolerate violence or threats of violence of any form in the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to City employees, clients, public, guests, vendors and persons doing business with the City of Logansport.

It is a violation of this policy to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intimidation or intent to harm persons or property. Examples include but are not limited to the following:

- Physical assaults or threats of physical assault, whether made in person or by other means (e.g., in writing or by phone, fax or email)
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of another individual
- Any other conduct or acts that Department Head believes represent an imminent or potential danger to safety or security

Anyone with questions or complaints about behaviors that fall under this policy may discuss them with a Department Head or Human Resources. The City will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination. When such actions involve non-employees, the City will take action appropriate for the circumstances. When appropriate, the City will also take any legal actions available and necessary to stop the conduct and protect the City, our employees and property.

## Weapons in the Workplace Policy

Unless prohibited by state law, the City of Logansport prohibits the possession of firearms or any other lethal weapon on City property, in a vehicle being used on City business, in any City-owned or leased parking facility or at a work-related function. This applies to all employees, visitors and public on City property, even those who are licensed to carry weapons. The only exception to this is an employee who is required to possess weapons in order to fulfill the employees job duties or the City has on file written permission by an Elected Official.

Examples of prohibited weapons include, but are not limited to:

- Firearms (pistols, revolvers, shotguns, rifles and bb guns)
- Knives (switchblades, gravity knives or any knife with a blade longer than three inches)
- Metal knuckles
- Bows and arrows
- Tasers

We prohibit weapons to ensure the safety and security of all employees and persons visiting the City. Any employee found in violation of this policy will be subject to disciplinary action, up to and including immediate termination. If you have questions or concerns regarding this policy, please contact Human Resources.

## Diversity Policy

We encourage and welcome diversity, recognizing it as a key competitive advantage. The value of different backgrounds and perspectives should not be overlooked. Having a diverse workforce assists us in looking at all situations from a variety of angles and encourages the development of innovative ideas and solutions. Embracing and understanding what each employee's background and perspective can contribute gives us a competitive edge.

Some types of diversity are as follows:

- Life experience
- Work experience
- Perspective
- Culture
- Ethnicity
- Gender
- Age

Respecting each individual and recognizing the value that we each bring to our team is essential. By creating a supportive environment that allows everyone to perform to their potential, we achieve success.

# Employee Benefits

## COBRA Benefits Policy

The City of Logansport complies with the Consolidated Omnibus Budget Reconciliation Act (COBRA). This federal law gives covered employees (and their dependents) who have lost health benefits the right to continue group health plans for limited periods of time under certain circumstances (called “qualifying events”). All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

Qualifying events for employees that allow up to 18 months of benefit continuation:

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in the number of hours of employment

Qualifying events for spouses that allow up to 36 months of benefit continuation:

- Covered employee becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Qualifying events for dependents that allow up to 36 months of benefit continuation:

- Loss of dependent child status under the plan rules
- Covered employee becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

In the event of divorce or legal separation, or the loss of dependent child status under the plan, a covered employee or dependent must notify Human Resources within 60 days to maintain their COBRA rights. Within 14 days of that notification, Human Resources will provide enrollment materials to the employee or covered dependent.

The covered employee or dependent has 60 days from either the date that coverage would ordinarily have ended under the plan due to a qualifying event or the date of notification, whichever comes later, to elect continuation of coverage. Election of coverage is established by completing and returning enrollment materials to Human Resources.

COBRA premiums will be billed by the City’s insurance provider. The first premium will be due within 45 days of the date of election. Subsequent premiums must be received within the terms set by the provider. Failure to make timely payments will result in termination of coverage without notice.

Continuation coverage will end after 18 months if the qualifying event was a termination or reduction in hours, unless the qualified beneficiary is disabled at the time of the qualifying event, in which case coverage may extend to 29 months. For all other qualifying events, continuation coverage will end after 36 months.

Early termination of COBRA continuation coverage will occur if:

- The City of Logansport discontinues its insurance plan;
- The qualified beneficiary fails to make a premium payment in a timely fashion; or the person who elected continuation of coverage becomes covered under another insurance plan or Medicare.

## Employer-offered Insurance Policy

The City of Logansport provides group health, dental and vision insurance plans to all active employees who are normally scheduled to work 35 or more hours per week. Details concerning available plans, level of coverage and premium costs are in the benefit information provided during new hire orientation from Human Resources.

Insurance coverage begins on the first of the month following 30 days of continuous employment. All necessary enrollment forms must be completed by the employee before this date. Current part-time employees who become full-time employees will be eligible to enroll after 30 days in their full-time position.

You have the option of waiving benefits. Should you choose to waive these benefits, you will not have another opportunity to elect them until the next Open Enrollment Period. The only exception to this is in the case of a Qualifying Life Event for an applicable benefit.

Some common Qualifying Life Events include:

- Changes in employment status
- Dissolution of marriage
- Marriage
- Birth of a Child
- Changes in other coverage

In these circumstances, the election change must be on account of and consistent with the Qualifying Life Event, as described in the Plan. Health Savings Account (HSA) contribution elections can be changed at any time and for any reason. HSA contribution election changes will become effective no later than the first day of the calendar month after the change request is filed.

If you are enrolled in the group health insurance, you also have access to the Cass Employer Clinic which offers office visits and many generic prescriptions at no cost to employees and dependents covered under the medical plan.

**Employees are urged to consult the insurance summary plan description for details of the plan benefits. The plan document controls payment of any benefits.**

Enrollment in group insurance is voluntary. There will be no increase in wages if an employee waives coverage. For inquiries, contact the Human Resources department.



## Wellness Incentive Program

In addition to the availability of employee elected bi-weekly Health Savings Account deposits, the City of Logansport offers an annual HSA Wellness Incentive Program. This offer is only paid to employees and their spouses that are enrolled in the City's group health insurance who meet and fulfill all requirements. Requirements includes an online Health Risk Assessment, employee scheduled and attended wellness visit(s) and lab draw. Annual qualifying employees will receive a deposit into their HSA of \$1000 and group health insurance covered spouses that qualify will receive \$500.

Retirees and their spouses who have continued the City's medical coverage are also eligible to participate in the Wellness Incentive Program for a reduced insurance rate.

You will find the Wellness Incentive Program guidelines with deadline dates in the Human Resource department.

## Longevity

Full-time salary and hourly employees who have completed one year of employment with the City are eligible to receive Longevity pay. Longevity pay is based on years of service within the City and will be rewarded upon their second year of employment.

Full-time employees terminating their employment with the City and then rehired as a full-time employee within 5 years of previous termination shall receive an additional one-half prior service credit for years worked as full-time. Award for prior years-service is not to exceed ten (10) years.

Longevity pay is not to exceed twenty (25) years.

The City will process Longevity pay benefits twice a year. All full-time employees hired between January 1<sup>st</sup> and June 30<sup>th</sup>, will receive their Longevity pay with the last payday of in June. All Full-time employees hired between July 1<sup>st</sup> and December 31<sup>st</sup> will receive their longevity pay the last payday of in December.

If an employee retires or leaves City employment for any reason before the last payday in June or the last payday in December, they will receive a prorated amount of Longevity if the employee leaves prior to the hire-date anniversary.

Elected Officials are ineligible for Longevity pay.

*Revised and voted on by Council 12/18/2024*

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## Indiana Public Retirement System (INPRS)

All full-time salaried City employees are covered by INPRS, a retirement program established and maintained by the State of Indiana. INPRS pays benefits to cover workers or their dependents upon retirement, death, and disability. INPRS's Employer Financed Pension requires ten (10) years of full-time service to become vested, and is paid by the State of Indiana upon retirement based on an employee's length of employment, average salary and age at retirement. Specific details are available in the Human Resource office.

## Life Insurance

Full-time employees are eligible for the City's life insurance plan after completing 30 days of employment. At no expense to the employee, the City carries a policy at varying amounts depending on age. More information on the plan is available from Human Resources.

## Various Elected Benefits

Full time employees may opt to purchase voluntary benefits that have been negotiated at a lower group rate. The City offers full time employees the option to purchase supplemental short and long-term disability and cancer insurance.

Legal Shield & ID Shield are benefits that cover various legal and identity fraud/theft issues.

More information on the plans is available in Human Resources.

## YMCA Discounted Rates

The City of Logansport is a Corporate Partner with the YMCA, which means all City of Logansport employees will receive Corporate Membership prices. On top of your discount, the City of Logansport has agreed to pay a portion of your membership fees.

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## Employment Taxes & Voluntary and Involuntary Deductions Policy

As an employee of the City of Logansport, you are responsible for paying federal, state and local taxes. This includes income, Social Security and Medicare taxes. These taxes will be automatically withdrawn from each of your paychecks at a rate that is determined by the number of deductions you claim on the W-4 Form.

You are also eligible to receive benefit coverage for Medical, Vision and Dental Insurance. Should you choose to enroll in the offered benefits program, you will be required to pay a portion of the premium cost. Your total annual contribution cost for the coverage you select will be divided by the number of pay periods in the Plan Year to determine the amount that will be deducted (on a pre-tax basis) from each of your paychecks.

You have the option of waiving all pre-tax benefits. Should you choose to waive these benefits, you will not have another opportunity to elect them until the next Open Enrollment Period, and any after-tax coverage permitted by the City of Logansport will be outside the plan. The only exception to this is in the case of a Change in Election Event for an applicable benefit. Some common Change in Election Events include changes in employment status, divorce and marriage. In these circumstances, the election change must be on account of and consistent with the Change in Election Event, as described in the Plan. Health Savings Account (HSA) contribution elections can be changed at any time and for any reason. HSA contribution election changes will become effective no later than the first day of the calendar month after the change request is filed.

The employment taxes and voluntary deductions described above will continue to be deducted from your paycheck until changes are made to the number of deductions you claim, or until you change your benefit elections. There is a possibility, however, that your contributions for Medical, Vision and Dental Insurance Benefits will be automatically increased or decreased for changes.

Payroll deduction will not be made from an employee paycheck unless authorized by the employee or required by law. Employees are required to report changes in family status, address, or other information that could affect number of deductions withheld. These include Social Security and income taxes, retirement system contributions, court-ordered child support, and any other deductions require by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover cost to participate in these programs.

When the City is served a writ of garnishment requiring payment of a portion of the employee's compensation, a processing fee as allowed by law may be deducted from the employee's pay and retained by the City. Questions concerning garnishments should be directed to Payroll or Human Resources.

## Offering Health Insurance to Retirees Between the Ages of 52 and 65

The retired City employee must meet each of the following requirements:

1. Employee must have reached age 52 and less than age 65 on or before the retirement date but will not be eligible for Medicare; and
2. Employee must have completed twenty (20) years of active service with the City of Logansport with participation in PERF or 77 Fund, ten (10) of which must have been completed immediately prior to retirement date; and
3. An employee who is eligible for retirement may elect to maintain without interruption the same medical, dental, or vision coverage enrolled in prior to retirement at COBRA rates. Also, retiree may elect to retain coverage enrolled in at the time of retirement for spouse and any eligible dependents at COBRA rates. If, for any reason, the retiree becomes ineligible, including reaching age of sixty-five (65), the retiree's spouse and dependents shall no longer be eligible for coverage.
4. Retired employees who are currently enrolled in the insurance plan (not COBRA) prior to January 1, 2025, will be exempt from this COBRA policy

The retired City of Logansport employee must make a timely continuation of coverage request to Human Resources before his retirement date.

All insurance coverages will cease:

1. The date the retiree becomes age 65, eligible for Medicare or eligible for Medicaid, the spouse becomes ineligible to be covered under the City's insurance. Therefore, the spouse and/or eligible dependents on the plan would be offered continued health coverage under COBRA, at no cost to the City.
2. In order to be eligible for coverage, the employee and dependents must be enrolled in the City's medical insurance plan on the day of retirement.
3. A retiree may only make changes to their insurance plan at the annual open enrollment.
4. Monthly premium payments are to be made to the City Clerk Treasurer's office no later than the last day of the month that it is due. Retirees' insurances will be cancelled if premium payments become more than thirty (30) days in arrears.
5. It is the retiree's responsibility to ensure their phone number and address are kept current with Human Resources in order to receive timely information regarding the retiree insurance plans.

*Revised and voted on by Council 12/18/2024*

# *Time Away from Work*

## Communicable & Contagious Disease Policy

A communicable disease is a disease that can be transmitted from one individual to another via: (1) direct physical contact, (2) the air (cough, sneeze or inhaled particle), (3) through a transmission vehicle (either ingested or injected) or (4) through a vector (animals or insects). Examples of some of the most common communicable diseases include measles, influenza, COVID-19, swine flu viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-related complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis (TB). This definition may be based upon the recommendations and information provided from the Centers for Disease Control and Prevention (CDC).

The Department Head and Human Resources will make decisions involving those with communicable diseases based on medical information concerning the disease in question, the risks of transmission to others, symptoms and any special circumstances of the individuals involved. The City will weigh potential risks and available alternatives before making any decisions.

### **Reporting Procedure**

Those employees who demonstrate signs or symptoms of a communicable disease that poses a credible threat of transmission in the City of Logansport workplace should report that potential infection or disease immediately to the Department Head and Human Resources. It is then the employee's responsibility to keep the City of Logansport informed if the condition may require extended care, missed work, etc. The employee may also be required to provide written documentation from a physician to return to the worksite.

### **Hiring and Employment**

The City of Logansport will not discriminate against job applicants or employees with a communicable disease. These individuals will not be denied access to the worksite solely because they have a communicable disease, but may be excluded from City facilities, programs and functions if the City of Logansport determines that restriction is necessary to protect the welfare of the infected individual or the welfare of others.

The City of Logansport will comply with all applicable statutes that protect the privacy of individuals with communicable and contagious diseases.

Abuse of this policy will result in disciplinary action up to and including termination. The City of Logansport reserves the right to revise this policy without notice during changing pandemic conditions.

## Family and Medical Leave Policy

Any City of Logansport employee working 1250 hours annually may be eligible to take unpaid family and medical leave under the federal Family and Medical Leave Act (FMLA). This policy provides an introduction to the rights and provisions of the federal FMLA. An FMLA summary that is based on the Department of Labor's (DOL's) model notice is attached to this policy and further explains the FMLA. If you have questions regarding the FMLA, please contact Human Resources.

### Eligibility

To be eligible for leave, you must have been employed by the City for at least 12 months. In the 12 months immediately preceding the beginning of the leave, you must also have worked at least 1,250 hours to qualify for federal FMLA. In addition, you must work in an office or work site where 50 or more employees are employed within 75 miles of that office or work site.

### Amount of Leave Available

Eligible employees may take up to a total of 12 weeks of FMLA leave within a rolling 12-month period, measured backward from the date an employee uses any FMLA leave, for any combination of the following reasons:

- The birth of an employee's newborn child or the placement of a child with the employee for adoption or foster care
- To care for the employee's spouse, child or parent with a serious health condition
- The employee has a serious health condition that makes them unable to perform the functions of their job
- A qualifying exigency that arises because the employee's spouse, child or parent is a covered military member on covered active duty (or has been notified of an impending call or order to covered active duty)

Where leave is taken to care for a covered service member with a serious injury or illness, a spouse, child, parent or next of kin may take up to 26 weeks of unpaid FMLA leave during a single 12-month period. Eligible employees are limited to a **total** of 26 workweeks of FMLA-protected leave during that 12-month period. For example, an employee cannot take 26 workweeks of FMLA leave to care for a covered service member and then take 12 more weeks for other FMLA qualifying reasons.

Under the federal FMLA, spouses employed by the City are jointly entitled to a combined total of 12 weeks of leave for the birth of a newborn child, for the placement of a child for adoption or foster care and to care for a parent who has a serious health condition. The federal FMLA does not cover care for parents-in-law. Spouses employed by the City are jointly entitled to a combined total of 26 weeks of leave to care for a covered service member.

### Types of Leave Available

*Serious Health Condition of Employee:* If, as an eligible employee, you experience a serious health condition as defined by the FMLA, you may take medical leave under this policy (see "Definitions" for the definition of serious health condition). A serious health condition generally occurs when you:

- Receive inpatient care in a hospital, hospice or nursing home
- Suffer a period of incapacity accompanied by continuing outpatient treatment or care by a health care provider
- Have a history of a chronic condition that may cause episodes of incapacity

The following provisions apply to leave for the serious health condition of an employee:

- *Non-continuous leave*—Medical leave may be taken all at once or, when medically necessary, intermittently or on a reduced leave schedule (see below).
- *Certification process*—The need for leave must be documented by your treating health care provider through our medical certification process (see below).
- *Fitness-for-duty statement*—A fitness-for-duty statement will be required in order for you to return from a medical leave. Failure to provide the statement will result in a delay in your return to work.

*Serious Health Condition of Immediate Family Member:* If, as an eligible employee, you need family leave in order to care for your child, spouse or parent who experiences a serious health condition as defined by the FMLA (see “Definitions” for definitions of child, spouse, parent and serious health condition), you may take a leave under this policy.

- *Non-continuous leave*—Leave may be taken all at once or, when medically necessary, intermittently or on a reduced leave schedule (see below).
- *Certification process*—The need for leave must be documented by the family member’s treating health care provider through our medical certification process (see below).

*Qualifying Exigency Because of Active Duty:* If, as an eligible employee, you need family leave because of any qualifying exigency arising out of the fact that your spouse, son, daughter or parent is on covered active duty in the Armed Forces (including the National Guard or Reserves), or has been notified that they will be called or ordered to covered active duty in the Armed Forces (including the National Guard or Reserves), you may take family leave under this policy. The leave may also be extended to the family members of certain retired military. (See “Definitions” for a definition of qualifying exigency).

- *Non-continuous leave*—Family leave for any qualifying exigency arising out of the covered active duty of a family member may be taken all at once, intermittently or on a reduced leave schedule (see below).
- *Certification process*—The need for leave must be documented through our certification process (see below).

*Service Member Family Leave:* If, as an eligible employee, you need family leave to care for a covered service member who is your spouse, child, parent or next of kin and who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness, you may take up to 26 weeks of unpaid leave during a single 12-month period under this policy. (See “Definitions” for a definition of covered service member and serious injury or illness).

An eligible employee may take service member family leave to care for a covered veteran who is the employee’s spouse, child, parent or next of kin and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. (See “Definitions” for a definition of covered veteran)

- *Non-continuous leave*—Service member family leave may be taken all at once or, when medically necessary, intermittently or on a reduced leave schedule (see below).



- *Certification process*—The need for leave must be documented by the family member’s treating health care provider through our medical certification process (see below).

### **Notifying the City of the Need for Family or Medical Leave**

Generally, an application for leave must be completed for all leave taken under this policy. A non-emergency leave should generally be requested from Human Resources at least 30 days, or as soon as practical, in advance of the date the leave is expected to begin. In cases of emergency, you (or your representative, if you are incapacitated) should give verbal notice as soon as possible, and the application form should be completed as soon as practical. Failure to provide adequate notice may, in the case of foreseeable leave, result in a delay or denial of leave. It is your responsibility to notify your manager and Human Resources of absences that may be covered by the FMLA.

You must provide sufficient information regarding the reason for an absence for the City to know that protection may exist under this policy. Failure to provide this information will result in delay or forfeiture of rights under this policy. This means the absence may then be counted against your record for purposes of discipline for attendance or similar matters.

### **Medical Certification Process**

In addition to an application for leave, you will be required to complete a medical certification form when leave is for a family member’s or your own serious health condition. The certification form needs to be signed by the health care provider. The short-term disability certification may be sufficient where the information required is duplicative. These forms are available from Human Resources. Second or third certifications from health care providers and periodic recertification at the City’s or your expense may be required under certain circumstances.

We may also require periodic reports during federal FMLA leave regarding your status and intent to return to work.

### **Military Family Leave Certifications**

In addition to an application for leave, you will be required to complete a Certification of Qualifying Exigency for Military Family Leave form when leave is for a qualifying exigency. A copy of the military member’s active duty orders or other military documentation may also be required to substantiate your need for FMLA leave.

If you request leave to care for a covered service member with a serious injury or illness, you will be required to complete a medical certification form, which must be signed by the service member’s health care provider. The certification form will request additional information, such as information regarding the relationship between you and the covered service member, to substantiate your need for FMLA leave.

### **Benefit Continuation during Leave**

The City will maintain group health plan coverage and certain other employment benefits under the same conditions applicable to active employees. The City requires the employee on leave to maintain payment for the regular employee portion of premiums. The City must receive funding by the 15<sup>th</sup> day of the month. If any payment is more than 30 days late, termination of coverage may occur for the duration of the leave. Payments in the form of cash, check, money order, or cashier’s check may be made in the Clerk-Treasurer’s Office. If no contribution has been made, the City will terminate benefits, and the employee may be eligible

for the continuation of coverage under COBRA. You will be required to pay your regular portion of premiums – contact Human Resources for an explanation of your options.

Benefits, such as Paid Time Off, that are accumulated based upon hours worked will not accumulate during the period of FMLA leave.

During periods of FLMA leave, the employee is not entitled to unemployment compensation.

In some instances, the City may recover premiums it paid to maintain health plan coverage for an employee who fails to return to work from FMLA leave.

### **Returning to Work**

If the reason for FMLA leave is for your own serious health condition, you will be required to present a fitness-for-duty certification or Return to Work Release immediately upon return to work.

If you wish to return to work before the scheduled expiration of FMLA leave, you must notify the City of the change in circumstances as soon as possible, but no later than two working days prior to your desired return date.

If you exhaust all leave under this policy and are still unable to return to work, you must notify the City as soon as possible. Your situation will be reviewed to determine what rights and protections might exist under other City policies.

### **Rights upon Return from Leave**

Upon return from family or medical leave, you will be returned to the position you held immediately prior to the leave, if the position is vacant. Certain exceptions exist for key employees, as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits and other terms and conditions of employment.

The law provides that an employee on leave has no greater rights than the employee would have had if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

### **Other Types of Leave**

If you do not qualify for the types of leave described in this policy, the City may approve a personal leave of absence, depending on your circumstances. Except where mandated by law, we cannot guarantee that benefits will continue or that your position will remain open in your absence.

### **Definitions**

“Spouse”—A husband or wife as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into. This definition also includes an individual in a same-sex or common law marriage that was entered into in a state that recognizes these marriages. An opposite-sex, same-sex or common law marriage that was entered into outside of any state will be recognized if the marriage is valid in the place where it was entered into and the marriage could have been entered into in at least one state.

“Parent”—A biological parent, adoptive parent, stepparent, foster parent or an individual who provides or provided day-to-day care or financial support to the child. Parent does not include a parent-in-law under this law.

“Child”—A biological, adopted or foster child, stepchild, legal ward or a child who is receiving day-to-day care or financial support from the employee and is under the age of 18. Child also includes a person 18 years of age or older who is incapable of self-care because of a mental or physical disability. For military family leave, the child does not have to be a minor (under the age of 18) and can be of any age.

- “Incapable of self-care”—The child requires active assistance or supervision to provide daily self-care in three or more “activities of daily living,” or “instrumental activities of daily living,” including adaptive activities such as caring appropriately for one’s grooming and hygiene, bathing, dressing, eating or instrumental activities such as shopping, taking public transportation or maintaining a residence.
- “Physical or mental disability”—A physical or mental impairment that substantially limits one or more major life activities of the individual.

“Covered Service Member”—A member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness.

“Covered Veteran”—An individual who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

“Next of Kin”—Used with respect to an individual, this means the nearest blood relative of that individual, other than the spouse, parent or child.

“Serious Health Condition”—Illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice or residential medical care facility.
- A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves: 1) treatment two or more times within 30 days of the first day of incapacity, unless extenuating circumstances exist, by or under the orders of a health care provider; or 2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider. The first (or only) visit must occur in person within seven days of the first day of incapacity.
- Any incapacity due to pregnancy or for prenatal care.
- Chronic conditions requiring periodic treatment by or under the supervision of a health care provider, which continue over an extended period of time and may cause an episodic rather than a continuing period of incapacity (for example, asthma, diabetes and epilepsy).
- Permanent or long-term conditions requiring supervision for which treatment may not be effective (for example, Alzheimer’s, a severe stroke or the terminal stages of a disease).
- Multiple treatments by or under the supervision of a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy), severe arthritis (physical therapy) or kidney disease (dialysis).

“Serious Injury or Illness”—can be:

- In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran and is:
  - A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member’s office, grade, rank or rating;
  - A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for service member family leave;
  - A physical or mental condition that substantially impairs the covered veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
  - An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

“Qualifying Exigency”—includes:

- Short-notice deployment (seven days or less)
- Military events and related activities
- Child care and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation (up to 15 days)
- Post-deployment activities
- Parental care
- Additional activities agreed to by the City and the employee

### **More Information**

Please contact Human Resources for additional information.

**EMPLOYEE RIGHTS  
UNDER THE FAMILY AND MEDICAL LEAVE ACT**

**THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION**

**Leave Entitlements**

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job; or
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse.

An eligible employee who is a covered servicemember’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

**Benefits & Protections**

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

**Eligibility Requirements**

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the previous 12 months before taking the leave\*; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite.

\*Special “hours of service” requirements apply to airline flight crew employees.

**Requesting Leave**

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as practicable and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform their functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

**Employer Responsibilities**

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated leave, and if so, how much leave will be designated as FMLA leave.

**Enforcement**

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

**For additional information or to file a complaint: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627**

**[www.dol.gov/whd](http://www.dol.gov/whd) U.S. Department of Labor | Wage and Hour Division**

## Funeral Leave Policy

The City of Logansport has taken into consideration the personal needs that arise from the death of an immediate family member. In the event of such a loss, an employee will be allowed up to three days of leave with full pay until and including the day of the funeral. Funeral leave will not count against accrued paid time off (PTO), vacation or sick leave. Funeral leave pay will not be granted to employees attending a funeral during periods when they are not at work for other reasons, such as vacation, holidays and illness.

Immediate family includes: a father, mother, spouse, child, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchild, grandparent, grandparent-in-law, immediate step relative or any relative who lives with the employee.

Employees should notify their Department Heads of the need to use funeral leave. Within a reasonable period of time, the employee may be required to provide verification of the need, such as an obituary.

In extenuating circumstances additional PTO days may be approved by the Department Head for bereavement if employee PTO is available.

The city will provide one paid day to attend the funeral upon the death of non-immediate family members (aunt, uncle, niece, nephew, or non-immediate step-relative).

From time to time, the City of Logansport may close one (1) or more City offices due to the death of an employee or other similar event. The closing of city offices for an employee death or other similar event is at the discretion of the Elected Officials, as prescribed by applicable law. Employees may receive compensation when City offices are closed for death or other similar event at the discretion of the Elected Officials.

## Jury Duty Policy

The City encourages employees to fulfill their civic responsibilities by serving jury duty when summoned. The pay of any employee who has received a subpoena for jury duty or as a witness will continue at the regular rate. The employee is entitled to retain any compensation you receive from the courts. In addition, you will receive your regularly scheduled compensation for the period of time you serve on jury duty, up to ten days.

Employees must show the jury duty summons to the Department Head or designated supervisor as soon as possible so the City may make arrangements to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

If an employee is released from jury duty with a reasonable amount of time (two (2) hours or more) remains during his/her scheduled workday, the employee is expected to report to work.

The above statement applies provided that you:

- Show your Department Head your summons to serve on a jury prior to the time that you are scheduled to serve
- Furnish your Department Head with evidence of having served on a jury for the time claimed

The City will not reimburse employees when appearing in court for criminal or civil cases, when the case is being heard in connection with the employee's personal matters unless the employee utilizes unused PTO.

## Lunch and Rest Periods Policy

Employees are allowed an unpaid 30-minute lunch break. Lunch breaks are generally taken between the hours of 11:00 a.m. and 2:00 p.m. The schedule for meal periods should be established based on work requirements in each office. Staggered meal periods may be necessary to ensure the continuity of operations and services. Department Heads should make sure that each location is adequately staffed and that someone with authority to resolve minor problems is available at all times.

Two paid rest periods of 15 minutes each are permitted each day. The schedule for these breaks depends on the needs of each office as determined by the Department Head.



## Military Leave Policy

The City of Logansport provides military leave to eligible employees in compliance with federal and state laws, including the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Questions regarding the City's military leave policy should be directed to Human Resources.

Employees should notify their managers as soon as they become aware of a military service obligation.

### **Leave for Annual Training**

Employees who are members of the U.S. Army, Navy, Air Force, Marines or Coast Guard Reserves or the National Guard may be granted leaves of absence for the purpose of participating in Reserve or National Guard training programs.

Employees will be granted the minimum amount of leave needed to meet the minimum training requirements of their units. No employee will be required to use vacation time for military duty, but employees who do elect to schedule their vacations to coincide with military duty will receive their full regular vacation pay in addition to any pay from the military.

In recognition of the public service performed by Reservists and members of the National Guard, employees will receive the difference between their regular pay and their service pay, excluding any military subsistence allowance or other expense allowances during the training period. If state law requires a different arrangement, the City of Logansport will comply with state law. Please contact Human Resources with any questions.

### **Leave for Military Service**

Permanent employees who perform service in the uniformed services may be granted leaves of absence for the purpose of participating in military service. Under USERRA, "uniformed services" consists of the U.S. Army, Navy, Marine Corps, Air Force and Coast Guard and their Reserve components, U.S. National Guard and Air National Guard, the Commissioned Corps of the Public Health Service and any other category of persons designated by the Elected Officials of the United States in time of war or emergency.

Employees will be granted leave as required to complete the military service, for up to five years of cumulative uniformed service-related absences. Some special categories of military service are exempt from this five-year limit.

Returning service members will be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority (escalator position). The City will make reasonable efforts (such as training or retraining) to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment. However, certain exceptions apply and a service member may be placed in an alternative reemployment position if he or she cannot qualify for the escalator position.

During a period of military service, the employees will be treated as if they are on a furlough or leave of absence. Consequently, during their period of service they are entitled to participate in any rights and benefits not based on seniority that are available to employees on comparable nonmilitary leaves of absence.

## Non-FMLA Leave Policy

The City of Logansport complies with all federal and state family and leave laws. However, when these laws do not apply or an employee does not meet the eligibility requirements, the City will consider an employee's request for non-FMLA medical leave. This leave may provide up to six weeks in a 12-month period, unless otherwise required by law. Each leave request will be considered on an individual basis.

### Requesting Non-FMLA Medical Leave

Other than in the case of a medical emergency, an employee is required to request leave at least 30 days in advance of the first day of requested leave. If an employee becomes aware of the need for medical leave less than 30 days in advance, he or she must request leave on the next business day.

### Pay Status

An employee who is taking non-FMLA medical leave must exhaust all accrued time off banks prior to taking unpaid leave.

While using any form of paid time off, an employee will continue to accrue time off. When all paid time off banks are exhausted, the leave will be unpaid. No additional paid time off will be accrued during a period of unpaid leave.

Paid time off accrual will restart upon the employee's return to paid status.

### Employee Benefits

While an employee is on approved leave, the City of Logansport will continue the employee's health benefits at the same level and under the same conditions as if the employee had continued to work, as long as the employee continues to pay a portion of the health care premium.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium.

While on unpaid leave, the employee must make this payment by mail to Clerk Treasurer's Office, 601 E. Broadway, Room 203, Logansport, IN 46947. The payment must be received by the first day of every month. A five-day grace period applies. If full payment is not postmarked within the grace period, your benefits will be terminated.

If the employee fails to return to work as scheduled, the City of Logansport may require the employee to reimburse the City of Logansport the amount it paid for the employee's health insurance premiums during leave. Exceptions may be made, at Department Head's discretion, if the reason for not returning as scheduled is a continued serious health condition of the employee or a circumstance beyond the employee's control.

### Job Restoration

There are no job restoration rights associated with a non-FMLA medical leave. However, the City of Logansport will make every attempt to reinstate an employee to the same position or a position with equivalent status, pay, benefits and other employment terms upon return from an approved leave. In the event

this cannot be done, the employee will receive written notice from Human Resources as soon as the determination has been made and no later than the employee's scheduled return date.

### **Returning to Work**

Employees are expected to return to work at the end of the approved leave period. At least two days prior to an employee's scheduled return to work date, the employee must provide a health care provider's statement releasing the employee to return to work. This statement should be presented to the employee's Department Head. If the statement releases the employee to return to work with restrictions, the Department Head will consult with Human Resources to determine if the restrictions can be met.

If an employee is released to return to work sooner than the expected return date on the leave request, the employee must notify the Department Head within two business days of receiving the release.

All return to work documentation will be kept confidential.

### **Unable to Return to Work**

If the employee is not medically released to return to work at the end of their leave, employment ends effective the last day of the approved leave. Exceptions will be made if continued leave is granted as an accommodation under the Americans with Disabilities Act (ADA). Other exemptions may also be granted at Department Head's discretion. Each situation will be reviewed on an individual basis.

### **Failure to Return to Work**

Any employee who fails to return to work as scheduled will be considered to have voluntarily terminated employment with the City of Logansport. Termination will be in effect as of the last day of the approved leave.

### **Attendance and Non-FMLA Medical Leave**

Absences while on approved non-FMLA medical leave will not be counted as occurrences of absenteeism under the City's attendance policy. However, employees may be subject to discipline up to and including employment termination if, during their leave, they engage in activities inconsistent with the stated purpose for the leave. For example, employees may be prohibited from engaging in other employment during leave. Misrepresentations or any act of dishonesty related to the leave will also be grounds for discipline, up to and including employment termination.

### **Workers' Compensation and Non-FMLA Medical Leave**

Non-FMLA Medical Leave and Workers' Compensation can run concurrently.

### **Failure to Follow Policy Requirements**

Failure to comply with this leave policy will result in denial of the leave request. Absence without leave approval will subject the employee to disciplinary action up to and including employment termination.

## Nursing Mothers Policy

As part of our family-friendly policies and benefits, the City of Logansport accommodates mothers who wish to express breast milk during the workday when separated from their newborn children.

The City of Logansport will make every reasonable effort to provide employees who are nursing mothers a private place to express breast milk.

The City of Logansport shall:

- a. Provide reasonable paid break time to an employee who needs to express breast milk for her infant child. The break time must, if possible, run concurrently with any break time already provided to the employee.
- b. Make reasonable efforts to provide a private space, other than a toilet stall, in close proximity to the work area, for nursing mothers to express milk.

It is the responsibility of the employee to request from the Human Resources Department or the Department Head a workplace accommodation.

## Paid Time Off Policy

The City of Logansport believes that employees should have opportunities to enjoy time away from work to help balance their lives. For this reason, we provide a Paid Time Off (PTO) program to full time salaried and hourly employees who work 35-40 hours a week on average.

The City of Logansport PTO policy contains provision for vacation, personal, and sick time. The benefits of PTO are that it promotes a flexible approach to time off. Employees manage their own PTO hours to allow for time off for vacation, illness or disability, appointments, emergencies, or other needs that require time off from work. Time off in accordance with City policy for holidays, jury duty, military duty, bereavement, or some other extended leaves of absence will not reduce PTO.

All full-time employees, those scheduled to work at least thirty-five (35) hours per week on a regular basis are eligible for PTO. Elected Officials, employees working less than thirty (35) hours per week on a regular basis and temporary/seasonal employees are not eligible for PTO. Employees going from a part time position to a full-time position are eligible for PTO after ninety (90) days of continuous full-time employment. At that time, their length of full-time service will be used to determine the amount of PTO they are given.

The employee will be eligible to start taking PTO on their ninety first (91<sup>st</sup>) day the employee will be eligible for four and a half (4.5) days of PTO. The new hire will receive an additional one and one half (1.5) days a month through December of that year of employment.

All employees who have completed their ninety (90) day probation period prior to January 1 will receive PTO on January 1 of each year. (The employee will accrue PTO based on employee's years of service as of December 31 the previous year. Upon voluntary termination and voluntary retirement, the final pay compensation will be determined based on accrued PTO through the date of termination and prepaid unearned PTO.)

On January 1 <sup>st</sup> following the probation period through year 5	25 days of PTO or 2.08 days per month
On January 1 <sup>st</sup> of year 6 – 10	30 days of PTO or 2.5 days per month
On January 1 <sup>st</sup> of year 11 and thereafter:	35 days of PTO or 2.91 days per month

The City encourages employees to use their PTO. Therefore, at the end of each calendar year (December 31<sup>st</sup>), employees will not be allowed to carry over unused PTO into the next calendar year. However, unused PTO (up to a maximum of 30 days) can be rolled over into the employee's "sick bank".

PTO must be scheduled at least two weeks in advance or as soon as possible in the case of illness or emergency and have your Department Head's approval. All Department Heads are required to submit to Payroll the Pandemic Leave forms or PTO forms for all time away from work for employees, with the exception of Elected Officials. The deadline for these forms will be the Monday of payroll week. If a holiday falls on a Monday prior to payday the forms will be due by 9:00 a.m. on Tuesday. All time away from work, including absences, will be deducted from the employee's PTO bank exceptions include holidays and time off in accordance with City policy for jury duty, military duty, bereavement or other leaves of absence. If no Pandemic Leave form or PTO form has been submitted by the deadline, action may be taken under the discretion of the Clerk-Treasurer if payment will be made for unaccountable absence.

PTO leave can be taken in 30-minute increments.

A Physician's written certification of any illness may be requested for an absence of more than three (3) consecutive days. If an employee reports to work and becomes sick, they may be paid for the actual hours worked, and may utilize personal time, if available, for the remaining hours the employee is scheduled to work.

Any employee terminated for cause will not be paid any remaining PTO days. Employees leaving employment in good standing and having provided a two-week notice will qualify to be paid for all accrued unused PTO days. Any prepaid unearned PTO will be paid back to the City on the final payroll check.

## Holidays

The City Council approves the schedule of holidays.

When a holiday falls on a weekend, the City observes the holiday on either a Friday or a Monday. If Christmas Day falls on a Saturday or Sunday then Christmas Eve Day will be observed on Friday and Christmas Day will be observed on Monday.

This holiday schedule does not apply to the uniformed division of the Logansport Police and Fire Departments.

If the eligible employee is scheduled to work the holiday and does not report for work, the employee will not receive holiday pay. Exceptions will only be made under special circumstances and with the approval of the Department Head.

If a recognized holiday occurs during an eligible employee's scheduled PTO, that day shall not be deducted from the employee's paid time off benefit. Employees will not be paid for holidays while off from scheduled work due to a worker's compensation illness or injury or while on any unpaid leave of absence, excluding Family Medical Leave.

The holiday schedule may be amended by the City Council, with written notice, and distributed to all departments with the City.

*Revised and voted on by Council 12/18/2024*

## Sick Bank

The City encourages employees to use their PTO. Therefore, at the end of each calendar year (December 31st), employees will not be allowed to carry over unused PTO into the next calendar year. However, unused PTO can be rolled over into the employee’s “sick bank”. The hours in an employee’s sick bank are to be used to help full time civil employees offset lost income while on an approved leave of absence. Eligible full-time civil employees may also use 10 days of sick bank benefits for an absence due to personal illness or injury of an “immediate family” member. The City defines “immediate family” as the employee’s spouse, parent, child or step-child. Sick bank hours are exclusive to the employee and may not be transferred to another employee. The maximum number of days that can be accumulated in the sick bank at any given time is 60 days. An employee’s PTO and Floating Holidays must be exhausted prior to the any use of sick bank in accordance with Federal and State law guidelines.

Full-time civil employees are entitled to payment of the amount of earned and accrued sick bank days at the time of favorable separation, not to exceed the set maximum amount of 60 sick bank days according to the scale below. Payment will be based on the employees’ regular rate in effect at time of termination.

Years of Full-time Service at time of termination	Percentage of Sick Bank Payout
5 Years	30%
10 Years	50%
15 Years	75%
20 Years	100%

Full time employees hired or rehired with less than 5 years of accumulated service at termination will not be entitled to payment of their unused sick bank days.

## Pandemic Leave Policy

In event of a Pandemic declaration by the World Health Organization, CDC, or public health emergency declaration by the United States or State of Indiana and the declared pandemic or public health emergency threatens employees of the City of Logansport, the following pandemic leave policy will be effective and apply to all employees, full and part time.

### I. Ordered to Stay Home

If an employee meets the conditions in one of the three classes listed below, the employee will be ordered to stay home from work:

1. Employee tests positive for the underlying condition as declared in the pandemic declaration.
2. Employee either shows symptoms of the underlying condition or lives with someone or is regularly exposed to someone that has the underlying condition or symptom or is believed to have the underlying condition.
3. Employee has traveled to a high-risk location as determined by the CDC or has been exposed to someone that either has the underlying condition or exhibits symptoms of the underlying condition but has not tested positive.

Employee shall receive their normal compensation based on their average hours worked per week unless it is a salaried (exempt) position, then the employee shall receive their normal salary pay while on leave.

Employee leave will be determined by the Department Head or his/her designee for employees and based on the circumstances of the occurrence with advice from a health care professional.

Employee will not be allowed to return to work until they are determined that they do not present a health risk of the underlying condition of the declared pandemic or public health emergency to other employees or officials of the City.

## II. Closing City Facilities

If the City facilities are ordered to be closed and civilian employees are instructed not to come to work, employees shall receive their normal compensation based on their average hours worked per week unless it is a salaried (exempt) position, then the employee shall receive their normal salary pay while on leave. If an employee is able to continue to work remotely, the Department Head shall determine the work from home arrangement. Essential employees may be required to work during closure, either at the City facility or remotely, as determined by their Department Head.

## III. Remaining Open: High Risk Employees

If City facilities remain open but an employee who is considered high risk because of age, compromised immune systems, or other health condition may be authorized to stay home from work. Employee shall receive their normal compensation based on their average hours worked per week unless it is a salaried (exempt) position, then the employee shall receive their normal salary pay while on leave.

If an employee is able to continue to work remotely, the Department Head shall determine the work from home arrangement. Essential employees may be required to work remotely as determined by their Department Head.

## IV. Allocating Pandemic Leave Time

If an employee works remotely, the employee should document their time worked and then the employee's total time will be allocated appropriately to either hours worked or pandemic leave hours. This should be documented through the time-keeping system using the pay codes given by the payroll department.

## V. Pandemic Leave for Care of Child

An employee may use pandemic leave to care for a child during a school calendar year for employees whose school has been closed due to the pandemic or public health emergency. Parents of children who are symptomatic and who are staying at home in self-quarantine may also take this leave.

## VI. Expected Behavior While on Pandemic Leave

In order to ensure that essential city functions continue throughout the pandemic, we encourage department heads to reduce or adjust their staffing levels and/or work schedules to limit exposure. Any employees instructed not to report to work shall be considered on-call if the Department Head deems necessary. If an employee is instructed not to come to work, the employee is expected to follow the guidelines established by the CDC regarding activities and behavior to mitigate the spread of the pandemic or the cause of the public health emergency. Employees will not go on vacation during pandemic leave.



#### VII. Police and Fire Activity During Pandemic or Emergency Declaration

Sworn police officers and Firefighters are deemed essential personnel for public safety purposes. Public Safety personnel will be authorized to respond to emergency calls only if directed by City Officials. Police officers shall engage complainants, victims, and witnesses by telephone if at all possible. Officers shall complete routine police reports by phone to avoid any and all physical contact with the public. Secondary services such as fingerprinting, community enrichment programs, and other administrative tasks shall be suspended immediately. The Fire Department may limit calls for service to fires, vehicle accidents, and all other potentially life-threatening calls for service. These directives are designed to protect the general public and the public safety personnel from unnecessary exposure.

#### VIII. Essential and Non-essential Employees

Essential employees shall be determined on a case by case basis by the Department Head of the employee.

## Temporary Remote Work Policy

The City of Logansport does not have an employee remote work policy except during state declared emergencies. When employees are required to work remotely due to a City-wide closure such as health pandemic or office/department quarantine, some employees will be advised of such work assignments by their Elected Official/Department Head. Temporary remote plans should be made by Elected Officials/Department Head well in advance of emergency situations. Remote work plans must specify work hour expectations, assignment and timeline completion of specific job duties, and essential equipment needs, including hardware, software, telephone and data lines. The City IT vendor is available to review and assist Elected Officials/Department Heads with equipment needs and provide support to employees in advance of emergency telework situations. Remote work from Home

To be successful and ensure performance and productivity do not suffer, we advise the following:

- Ensure you have internet connection
- Guarantee you have calls forwarded to your home or cell phone devices
- Access to log into your email and calendar
- Ensure you can access our applications and files remotely with assistance and approval of the City IT vendor.

#### **Employee Request Remote Work**

Employees who request to work remotely shall complete and submit the Remote Work Request Form to their Elected Official/Department Head. The employee and Elected Official/Department head will review the request and discuss the job responsibilities to determine if the position is suitable for a remote work assignment, including equipment work duties, scheduling, and equipment requirements.

The Elected Official/Department Head may deny the request or make a recommendation for final review and approval.

**Remote Work Costs**

The City will not be responsible for costs associated with the setup of an appropriate work environment in the employee's remote office, such as remodeling, furniture or lighting, nor for repairs or modifications to the remote office space.

The Clerk Treasurer will authorize the purchase of equipment needs for each employee on a case-by-case basis. Additional equipment that is required to be purchased for the purpose of working remotely shall be purchased from the department budget. Equipment supplied by the City is to be used for City purposes only, and returned to the City.

**Remote Work Confidentiality**

Employees shall follow the City's Confidentiality policy in order to ensure information security while working remotely. Violations of the confidentiality policy shall result in disciplinary action up to and including termination.

**Remote Work Timekeeping and Salary Administration Requirements**

Employees shall be required to perform City job duties for the scheduled number of hours per pay period. The Pandemic Leave form shall be submitted to payroll with actual hours worked according to the City's pay policies and salary ordinance.

**Remote Work Time Period**

Elected Officials/Department Heads may approve an employee emergency temporary remote work request to work regularly scheduled shifts during a (14) calendar day work period.

Employee emergency temporary remote work assignments beyond (14) calendar days shall require approval of the City Council.

The City Council reserve the right to require employees to return to their regular, in-office work at any time.

**ROTATIONAL SCHEDULING FOR PANDEMIC EXPOSURE**

Rotational Pandemic Work Force Reduction is in effect when directed by the Governor's Executive Order, Cass County Health Officer, or as directed by an Elected Official.

When a health pandemic has been declared by the State of Indiana, Elected Officials may alter, modify, and suspend necessary procedures as recommended by the Cass County Health Department, the Indiana State Health Department, and Centers for Disease Control.

The purpose of the Health Pandemic Work Force Reduction/Rotational Scheduling is to reduce possible exposure to City employees by limiting the work force in each department. This will provide continuity in Governmental Operations, Services and limit exposure between employees and the public.

The City of Logansport will follow all guidelines and directives provided by the Cass County Health Department, the Indiana State Health Department, and Centers for Disease Control to determine need for departmental work force reduction and rotational scheduling.

While away from the work place Elected Officials/Department Heads are to implement Temporary Remote Work Policy when applicable. A Temporary Remote Work Agreement is to be completed.



# Information & Office Security

## Facility Access & Visitors Policy

The City of Logansport cares about the safety and security of its employees. In an effort to maintain the maximum safety and security possible at a minimum inconvenience to you, we have guidelines in place regarding facility access and visitors.

All entry doors to the building are to remain locked at all times with the exception of the main entry doors. Main entries to each office are open Monday through Friday from 8 a.m. until 4 p.m. with some exceptions. Employees have access to all floors during working hours. Outside of working hours, employees have access to the office in which they work.

The main entryway to the building is open Monday through Friday from 7 a.m. until 5 p.m.

## General Computer Policy

The City of Logansport is committed to accomplishing its business objectives in a secure and timely manner. Each employee must assist in achieving this goal while safeguarding corporate information. The basic regulations for using the City computer systems are as follows:

- Computers are property of the City and may not be removed from the worksite without prior authorization
- Computers are for business use only
- The City may access any information created, transmitted or stored on its information systems
- Copying or downloading software of any kind is prohibited without prior permission
- Internet is for business use only—incidental and occasional personal use is permitted
- The City provides email accounts to its employees for business use—incidental and occasional personal use is permitted
- Any email of an offensive, pornographic or otherwise inappropriate nature is prohibited—violations may result in disciplinary action
- City proprietary information must be protected
- Instant messaging services may be provided to facilitate communication between employees—non-business use is prohibited

### Purchasing

The IT Committee must review all computer related purchases to ensure the following:

- The product is compatible with current City of Logansport systems
- The purchase is cost effective
- The product fits the budget and long-term information technology plan
- The equipment is properly installed and licensed.

Please use the computers responsibly and contact Human Resources with any questions regarding appropriate usage.

## Recording Devices Prohibited Policy

The City of Logansport respects the privacy of its employees and strives to protect all confidential City information.

The City of Logansport prohibits the use of any recording device on City property or during working hours unless specifically permitted by the City. The use of picture phones or any other camera or device that may capture visual images without the Department Head's prior written permission is also prohibited. More specifically, the use of picture phones or other recording of visual images is prohibited in locker rooms, restrooms and any other area where members of the public or co-workers would expect a reasonable degree of privacy and in any areas in which sensitive or closely guarded corporate or business materials are used or housed.

Any employee found in violation of this policy will be subject to disciplinary action and may also be subject to prosecution to the fullest extent permitted under the law.



# General Practices

## Anti-Discrimination Policy

The City of Logansport does not discriminate in employment against anyone based on race, color, sex, religion, national origin, age (40 or older), disability status or any other trait that is protected under local, state or federal law. In addition, any kind of discrimination that is based on a protected trait is not allowed in the workplace. We are an equal opportunity employer and we are dedicated to a policy of non-discrimination in all aspects of employment and City business. This policy applies not only to personnel decisions, but also to all aspects of business.

We ask that you respect those around you—co-workers, public and Department Head alike.

Reports of discrimination will be reported to the Department Head and Human Resources and will be investigated and disciplinary measures may be taken if warranted.

## Attendance and Standard Working Hours Policy

Absenteeism and tardiness place a burden on both co-workers and the City of Logansport. We expect that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at the starting time each day. When you are unable to work due to illness or an accident, please promptly notify your Department Head. In the event your immediate Department Head is unavailable, you must speak with a manager. Leaving a message with another staff member or on voicemail does not constitute an acceptable notification of absence. If you do not report for work and the City of Logansport is not notified of your status, it will be assumed after three consecutive days of absence that you have voluntarily resigned, and you could be removed from the payroll. The City reserves the right to address the issue of chronic absenteeism or tardiness by accelerating the disciplinary process, up to and including termination.

If you become ill at work or must leave the office for some other reason before the end of the workday, be sure to inform your Department Head of the situation.

You will be compensated for authorized absences according to the provisions described in this handbook. Authorized absences beyond the time allowed under that policy are authorized without compensation.

In the event of severe weather, we remain open for business during regularly scheduled working hours. You are expected to report for work in severe weather if it is at all possible to do so safely. In the event we close due to weather, someone in your work group will contact you. Please keep your work group and Department Head informed on how to reach you on such occasions. *See also Severe Weather Policy.*

Standard working hours may vary from department to department. Please check with your Department Head for standard working hours. An employee shall not work eight (8) continuous hours during a work day. Lunch and work breaks should be staggered. No City office with two or more employees (including the office holder or department head) is authorized to close its doors or office to the public during the day.

If you will be absent from work during standard working hours for any reason, you must contact your Department Head as soon as possible to avoid disciplinary action.



## Business Expense Reimbursement Policy

The City of Logansport will reimburse employees for all necessary and reasonable travel expenses related to the normal conduct of business. The following policies and procedures have been established to administer uniform guidelines for reimbursement of business-related travel, and meals. While this policy provides many answers and useful guidance, it cannot address every possible situation. If you have any questions regarding the business nature or reimbursement of expenses, check with your Department Head before you commit to spending any funds. The most useful guide to cost-effective business travel is to spend money as if it were your own. Before proceeding on an official business travel trip, a Travel Approval Report (TAR) must be submitted to the Clerk Treasurer's office. Failure to submit a TAR may result in reduced reimbursement of expenses.

### Auto Allowance and Mileage

Employees receive reimbursement for direct business mileage. Direct mileage is reimbursed at the current IRS standard rate, and is paid upon submission of a signed and Department Head approved "Monthly Mileage Report" form.

The use of a personal automobile for business-related travel is only authorized if the automobile is covered by a current insurance policy with limits not less than \$100,000/\$300,000 for bodily injury and \$100,000 for property damage. Any damages, repair costs or maintenance costs incurred by an employee in the use of their privately owned vehicle in conjunction with City business is the sole responsibility of the employee.

### Air Travel

Reservations for all domestic air travel can be made by the employee either online or directly with the various airlines. It is expected that employees will make every effort to minimize the cost of air travel, including considering Saturday night stays or departures out of airports. All trips involving a Saturday night stay must be pre-approved by the employee's Department Head.

### Spousal Travel

Travel expenses related to an employee's spouse are not reimbursable by the City.

### Lodging

Lodging is reimbursable only if travel is outside a 75-mile radius of the City of Logansport. The selection of overnight lodging should be guided by considerations of safety, quality and reasonableness of room rates and within the per diem rates for the state of the stay. When rooms are guaranteed for late arrival and the trip is cancelled or other lodging is secured, the reservation must be cancelled to avoid being billed for a "no show." Hotels may require either a 24- or 48-hour cancellation notice to avoid these charges. The cost of in-room movies or other amenities are not reimbursable.

**Business Meals**

Employees will be reimbursed for reasonable and actual expenses for meals incurred while on business trips away from their normal business hours. All detailed / itemized original receipts must be included with the employee's travel and expense claim. Any employee expense claim received without the detailed / itemized original receipts will not be reimbursed. Reasonable meal expenses per the Indiana State Board of Accounts:

Maximum per diem:	\$45.00 per day
After 12:00 p.m. travel:	\$26
Return travel before 12:00 p.m.:	\$26

The State of Indiana must not pay for a person's meal more than once. This includes, but is not limited to, meals included in registration fees or by hotels in the room charge. If a person in travel status received a meal without charge, then the subsistence allowance must be reduced. However, no deductions from subsistence shall be taken for continental breakfasts or meals served on airplanes.

No alcoholic beverages are covered.

The guideline for reimbursement of tips on business meals is 15 percent.

**Submission of Expense Claim Forms**

It is the employee's responsibility to have a claim prepared for submission of an expense claim to receive reimbursement for business related expenses. Expense claims should be submitted on a monthly basis to ensure proper matching of expenses with the appropriate accounting period.

For business related meals expenses to be deductible, IRS regulations require that the amount and date of expense, specific business purpose, name, title and City of people entertained, and name and location of the establishment where the event took place and time of the business discussion (for example, before, during or after the event) and entertainment be documented on the expense claim.

All claimed expenses require an original itemized receipt. All claim forms must be signed by the employee and approved by the Department Head before being submitted to the Clerk Treasurer's Office for processing.

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## City Vehicle Policy

The City of Logansport provides vehicles for work use and provides reimbursement for business use of personal vehicles according to the following guidelines. The City of Logansport retains the right to amend or terminate this Policy at any time.

1. The City of Logansport employees may not drive any City vehicles without Department Head prior approval. Before being approved to operate a City vehicle, an employee's driving records will be reviewed, with consent of the employee, and the existence of a valid driver's license will be verified. Employees approved to drive on City business are required to inform the City of Logansport of any changes that may affect their legal or physical ability to drive or their continued insurability.
2. Employees holding jobs requiring regular driving for business as an essential job function, as a condition of employment, must be able to meet the driver approval standards of this policy at all times. For all other jobs, driving is considered only an incidental function of the position, and approval to operate a City vehicle or drive for business will be determined on an as-needed basis.
3. If possible, City vehicles will be permanently assigned to departments that have demonstrated a continued need for them.
4. Employees who drive a vehicle on City business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and maintain the security of the vehicle and its contents. Employees are also responsible for any driving infractions or fines that occur as a result of their driving.
5. Nonemployees and nonbusiness passengers (e.g., family members and friends) are prohibited from riding in City vehicles.
6. Employees who use their personal vehicles for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation and insurance. Employees who operate personal vehicles for City business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary, as determined by their personal insurance agent or carrier. Department Head may request proof of insurance.
7. Employees must report any theft or malicious damage involving a City vehicle, regardless of the extent of the damage. Such reports must be made as soon as possible, but no later than 48 hours after the incident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.
8. Employees who are on-call on a 24-hour basis may be allowed to take a City vehicle home so they can respond as soon as possible. Such employees must provide a written acknowledgement that they fully understand that the vehicle is for business use only and is not intended for personal use.

9. An employee is not permitted, under any circumstances, to operate a City vehicle or a personal vehicle for City business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any City vehicle at any time, or operate any personal vehicle for City business, while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.
10. Indiana laws govern our employees on the use a hand-held cell phone while operating a vehicle whether the vehicle is in motion or stopped at a traffic light. Cell phone use while driving is prohibited unless by the use of a hands-free device.

## City Credit Card Policy

City credit cards are City property and should be used only by those authorized. City credit cards are not authorized for personal use. Original itemized receipts are required for all charges. Appropriate documentation is required to support all expenditures. Credit cards should not be used to bypass the accounting system. The designated responsible employee should maintain an accounting system or log which would include the names of individuals requesting usage of the cards, their position, estimated amounts to be charged, fund and account numbers to be charged, date the card is issued and returned. Abuse of City credit card privileges will be subject to disciplinary action, up to and including termination. If the card is used for personal expenses, the City of Logansport has the right to recover these expenses from the employee.

Authorized credit card expenditures must be submitted with original itemized receipts to Accounts Payable within seven days prior of the statement due date. If you are provided a corporate credit card, it is your responsibility to ensure the card's safekeeping. They are not transferable among employees. Lost or stolen City credit cards must be reported to the Clerk-Treasurer's Office immediately.

Refer to Business Expense Reimbursement Policy for details.

## Cyber / Data Breach Response Policy

The purpose of a Data Breach Response Policy is to focus significant attention on data security and data security breaches. The City of Logansport is committed to protecting the City of Logansport's employees from illegal or damaging actions by individuals, either knowingly or unknowingly.

All City employees will attend a computer security workshop provided by the City to help explain possible risk and appropriate responses to digital information issues. This policy mandates that any individual who suspects that a theft, breach or exposure of the City of Logansport's Protected data or the City of Logansport's Sensitive data has occurred must immediately provide a description of what occurred via e-mail to [clerktreasurer@cityoflogansport.org](mailto:clerktreasurer@cityoflogansport.org) or by calling 574-753-4745. This e-mail address and phone number are monitored by the Clerk Treasurer. This team will investigate all reported thefts, data breaches and exposures to confirm if a theft, breach or exposure has occurred. If a theft, breach or exposure has occurred, the Clerk Treasurer will follow the appropriate procedure in place.

This policy applies to all whom collect, access, maintain, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle personally identifiable information of the City of Logansport employees.

Under the direction of the Clerk Treasurer the following agencies will be notified:

1. Immediately report to Visual Edge: 877-833-4348 or 765-409-7015, [servicedesk@visualedgeit.com](mailto:servicedesk@visualedgeit.com).
2. File a report with the Logansport Police Department. LPD will notify the Indiana State Police.
3. File an identity theft report with the Internal Revenue Serv. <https://www.irs.gov/newsroom/when-to-file-a-form-14039-identity-theft-affidavit> and also with the Federal Trade Commission <https://identitytheft.gov/>
4. Notify the credit bureau of the identity theft. <https://www.consumer.ftc.gov/articles/0275-place-fraud-alert>
5. Notify City of Logansport's Cyber Insurance carrier, Baker Hostetler's 24-hour hotline: 855-217-5204 or email [rpkyberclaims@bakerlaw.com](mailto:rpkyberclaims@bakerlaw.com). Call McGriff Insurance: 800-842-7002.
6. Work with the City of Logansport legal counsel Kelly Leeman @ 765-210-1712 and Human Resources Marla Evanich 574-727-1616 to decide how to communicate the breach to: a) internal employees, b) the public, and c) those directly affected.
7. Educate our employees on protecting their personal identity by monitoring credit card companies and checking credit scores.
8. Report incident to SBOA IOT <https://on.in.gov/1169> within 2 business days of discovery.
9. Share identity theft insurance, an elective benefit, with employees on how to enroll in Identity Theft coverage: Vicki Shipp 260-580-2636, [vshipp@grouplegal.biz](mailto:vshipp@grouplegal.biz)

## **Enforcement**

The Clerk Treasurer will chair an incident response team to handle the breach or exposure.

Any City of Logansport personnel found in violation of this policy may be subject to disciplinary action, up to and including termination of employment. Any third-party partner company found in violation may have their network connection terminated

## Employer-Provided Mobile Devices Policy

The City may require access to some employees at all times. For this reason, the City may provide and pay for a mobile device for these employees.

We expect that all employees using employer-provided mobile devices will:

- Act professionally
- Avoid exceeding the number of allotted minutes
- Use the device for business purposes only
- Cell phone use while driving is prohibited
- Immediately inform the Department Head if the device is damaged or lost

The City provides these mobile devices to increase productivity and allow employees to maintain adequate contact with both the City and its public. If you are the recipient of an employer-provided mobile device, please use it appropriately.

## Confidential Information and City Property Policy

During your employment at the City of Logansport, you may have access to confidential and proprietary data, which is not generally known by competitors or within the City's field of business. This information (hereinafter referred to as "Confidential Information") includes, but is not limited to:

- Data relating to the City's marketing and servicing programs;
- Procedures and techniques;
- The criteria and formula used by the City in pricing its products and services;
- Lists of public and prospects;
- The identity, authority and responsibilities of key contacts at City accounts;
- The composition and organization of accounts' businesses;
- The peculiar risks inherent in their operations;
- Sensitive details concerning the structure, conditions, and extent of their existing products and services;
- Contract expiration dates;
- Commission rates;
- Service arrangements;
- Proprietary software, Web applications and analysis tools; and
- Other data showing the particularized requirements and preferences of the accounts.

This Confidential Information is a valuable asset of the City, developed over a long period of time and at substantial expense. To protect the City's interest in this valuable asset, you must:

- Not use any such Confidential Information for your personal benefit or for the benefit of any person or entity other than the City, and
- Limit access to such Confidential Information to those who have a need to know it for the business purposes of the City.

In addition, you should minimize those occasions on which documents, computer disks, laptops, tablets or smartphones containing such Confidential Information outside the office. On those occasions where it is necessary, consistent with the best interests of the City and with doing your job effectively, to take documents, computer disks, laptops, tablets or smartphones containing Confidential Information outside the office, all appropriate precautionary and security measures should be taken to protect the confidentiality of the information.

During the course of your employment with the City, you will be provided with and will generate correspondence, memoranda, literature, reports, summaries, manuals, proposals, contracts, customer lists, prospect lists, and other documents and data concerning the business of the City. Any and all such records and data, whether maintained in hard copy or on a computer or other medium, is the property of the City, regardless of whether it is or contains Confidential Information. Upon termination of your employment at the City, you are required to return all such records to the City and may not retain any copy of such records or make any notes regarding such records. We reserve the right to search for such information and property in personal items while on City premises such as vehicles, purses, briefcases, etc.

## Conflicts of Interest Policy

All employees have a duty to further the City's aims and goals, and to work on behalf of its best interests. Employees should not place themselves in a position where their actions or personal interests may be in conflict with those of the City of Logansport. Examples include: soliciting or profiting from the City's client or prospect base or other City asset for personal gain; acting without authority on behalf of the City of Logansport in servicing or obtaining a client; limiting the best solution for the client or prospect for personal financial gain; and acting as Elected Official, officer, employee or otherwise for any business or institution with which the City of Logansport has a competitive or significant business relationship without the written approval of the City Attorney.

Employees should report to their Department Head any situation or position (including outside employment by an employee or any member of an employee's immediate household) which may create a conflict of interest with the City of Logansport.

Employees having financial interest in a *company* or substantial investments in a corporation that might benefit from their dealings with the City must file a conflict of interest statement with the Cass County Auditor, SBOA and the City of Logansport Clerk-Treasurer's Office. If deemed by said official to be in the best interest of the City, those employees shall either divest themselves of such interest or investments or be ineligible for continued employment with the City.



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## Citizen Complaint Policy

This Citizen Complaint Policy aims to not only provide a framework for employees to work with when handling complaints from the public, but also to ensure consistency within the City of Logansport in handling and resolving complaints from the public. Addressing customer complaints helps the City in following through on our commitment to provide quality products, services and customer service.

The City of Logansport defines the term “complaint” as any expression of dissatisfaction or grievance made by a customer or member of the public about any the City of Logansport product or service, not including a request for information.

The City of Logansport’s Mayor’s Office will provide reasonable information and assistance to the public to ensure that complaints are made effectively. Complaints may be made in any of the following ways:

- Via telephone at 574-753-2551.
- Via mail at 601 E. Broadway Room 200, Logansport, IN 46947.
- Email messaging to the Mayor.

Continuous improvement and training may be used to confirm complaints are resolved promptly and courteously. Managing the public’s expectations realistically is our goal. This involves the careful examination of each complaint and the provision of a resolution offered on the basis of that analysis.

Complaints will be recorded and analyzed to ensure that our complaint management processes comply with this policy. Trends will be identified, and feedback will be provided to the relevant departments to improve current processes.

Our mission is to resolve citizen complaints immediately, rather than delaying the resolution. When necessary, the public will be kept informed of the progress of their complaint and the City’s internal escalation process.

When a citizen has exhausted these avenues for addressing the complaint within the City or finds those avenues unacceptable, the citizen may be advised attend a City Council meeting.

## Dress Code

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the City of Logansport presents to its citizens and visitors.

During working hours or when representing the City of Logansport, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position and accepted social standards. This is particularly true if a job involves dealing with citizens or visitors in person.

Department Heads are responsible for establishing a reasonable dress code appropriate to the job employees perform. If a Department Head feels that an employee's personal appearance is inappropriate, the employee may be asked to leave the workplace until they are properly dressed or groomed. Under such circumstance, non-exempt employees will not be compensated for the time away from work. Employees should consult with a Department Head if they have questions as to what constitutes appropriate appearance. Where necessary a reasonable accommodation may be made to a person with a disability.

Some employees are provided uniforms, which must be worn while on duty. If not dressed in clothing provided during a working period, the employee shall be sent home to dress in work clothes. Non-exempt employees will not be paid while traveling home to change into work attire. Public Safety employees may refer to their department's policies pertaining to their personal appearance on the job. Employee clothing must follow Indiana Occupational Safety and Health Act (IOSHA) laws and regulations.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Tube or halter tops, may not be worn under any circumstances.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Unnaturally colored hair and extreme hairstyles, such as spiked hair, do not present an appropriate professional appearance.
- Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with job performance where applicable in a safety risk work environment.
- Excessive make-up is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and after shave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, are not professionally appropriate and must not be worn during working hours.
- Torso body piercings with visible jewelry or jewelry that may be seen through or under clothing must not be worn during working hours.
- Offensive (as determined by your Department Head) tattoos and similar body art must be covered during working hours.

Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

## Driving While on City Business Policy

Distracted driving plays a role in many motor vehicle accidents. We are not only concerned about your welfare as a City employee, but also the welfare of others who could be put in harm's way.

As a driver, your first responsibility is to pay attention to the road. When driving on the City of Logansport business or driving while conducting business on behalf of the City in any other capacity, the following applies:

### Cellphone Use

Cell phone use while driving is prohibited unless by the use of a hands-free device.

### Obey the Law

The City of Logansport is not responsible for any moving traffic violations, tickets for parking violations or violation of any other city ordinances or state or federal laws regarding your driving habits and operation and care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for the City of Logansport.

### Other Safe Driving Precautions

- Use good judgment when road conditions are poor. Limit or avoid driving when rain or snow threatens your safety.
- Make an effort to avoid distractions such as eating, applying makeup, paying too much attention to your radio or CD player, etc.
- Do not drive if your ability to drive safely is impaired by the influence of substances.
- Laptop computers should never be used at any time while driving.
- Be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.

Employees who drive for City business must have a current, valid driver's license and required insurance.

## Dykeman Golf Course – Annual Review of Expenses & Revenue

The City of Logansport has the responsibility to plan for the adequate funding of services desired by the public. This includes providing and maintaining of public facilities, the managing of municipal finances, and the careful accounting of public funds. The City strives to ensure that it is capable of adequately funding and providing local government services needed by the community.

The Common Council of the City of Logansport acknowledges that the Dykeman Park Municipal Golf Course is a valuable asset to the quality of life in Logansport, as well as an economic development tool for the leaders of our community. **Therefore, the Common Council has opted to authorize the City of Logansport to pay for the Cites portion of all full time golf course employees enrolled in the City's insurance coverage (Medical, Vision, Dental, Cass Employer Clinic expenses & Wellness Program participation including HSA distributions), Life Insurance, Long Term Disability, and the employee's coverage of Worker's Compensation. It should be understood that all revenue generated at the golf course shall be deposited and remain in the Non-Reverting Golf Operating Fund.** It is the intention of the Common Council to see that the golf course user fees meet or exceed all other course operational expenses through the revenues generated by golf course users. Municipal funds are not to be expended to offset operational deficits. **Capital Investments may be considered by the Common Council on a case by case basis, and authorized through a resolution or ordinance at their discretion.**

## Professional Development

At the City of Logansport, we believe in the ongoing development of our employees. Therefore, we offer full-time employees the opportunity to receive reimbursement for job related seminars, professional/municipal society meetings, professional registrations, and other educational opportunities. The program content must be applicable to the City's mission. The program must be offered by an accredited institution or organization. Your department head must review and approve the program before you enroll.

## Employee Classification Policy

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA).

The definitions of the worker classification categories can be summarized as follows:

**Exempt**—Employees who meet any of the FLSA’s exemption standards, including managerial, Department Head, professional, sales or administrative employees.

**Non-exempt**—Employees whose positions do not meet the FLSA exemption standards. Overtime work is prohibited without specific Department Head authorization for these employees.

In addition, each individual’s employment status is defined as one of the following:

**Full time** - Employees who work at least 35 hours per week are considered full-time. Such full-time employees are eligible for benefits after applicable requirements for length of service have been met.

The City of Logansport may supplement its regular work force with temporary or part-time employees to help compensate for workload, employee absences or other situations. The Department Head will determine which positions are permanent and which are considered temporary or seasonal.

**Part time** - Employees who work fewer than 35 hours per week are considered to be part-time. Employees who work 34 hours or fewer per week, or who work on a temporary project basis, will receive all legally mandated benefits (such as workers’ compensation and Social Security benefits), but are ineligible for other benefit programs.

**Temporary/Seasonal** – Temporary/Seasonal employees are individuals engaged to work either part-time or full-time on the City of Logansport’s payroll, but have been hired with the understanding that their employment will be terminated no later than the completion of their specific assignment. This category includes interns and co-op students. Such employees may be either “exempt” or “non-exempt,” but are not eligible for the City of Logansport benefits except as mandated by law.

**Independent Contractors** - Consultants, freelancers and independent contractors are not employees of the City of Logansport. The distinction between employees and independent contractors is crucial because employees may be entitled to participate in the City’s benefits programs, while independent contractors are not. In addition, the City of Logansport is not required to satisfy income, Social Security, Medicare, unemployment tax *withholdings* or payment requirements for independent contractors.

## Employee Fraternization Policy

The City of Logansport wants to preserve a working environment that has clear boundaries between personal and professional relationships. This is believed to be the best practice for conducting business in a professional manner. This policy establishes clear boundaries with regard to how relationships develop at work and within the confines of the work area.

- During working hours and in work areas, employees of the City of Logansport are expected to keep all personal interactions limited and at a professional level to avoid distracting or offending others.
- Employees are prohibited from engaging in any physical interactions that would be seen as inappropriate in the work area. What constitutes inappropriate conduct is in the discretion of the City.
- Employees who engage in personal relationships with others and allow these relationships to negatively affect the working environment will be subject to disciplinary action. If said employees fail to change their behavior after disciplinary action takes place, they may be subject to termination.
- Romantic relationships between supervising, managing or executive employees and subordinates are strictly prohibited. If a relationship does develop between a supervising employee and the subordinate, Department Head should be notified immediately so that a department transfer may be considered.

## Employment of Relatives Policy

Members of your immediate family will be considered for employment on the basis of their qualifications. Your immediate family may not be hired, however, if it would:

- Create a direct Department Head-subordinate relationship with a family member
- Have the potential for creating an adverse effect on work performance
- Create either an actual conflict of interest or the appearance of a conflict of interest

This policy must be considered when hiring, assigning or promoting an employee.

If a circumstance arises that results in a direct Department Head relationship between immediate family or close personal relatives (including marriage, reduction in force, reorganization, priority placement, etc.), one of the relatives may be reassigned to an appropriate vacancy. During the period that a direct Department Head relationship exists between immediate family members or close personal relatives, the Department Head relative will not be involved in any personnel action involving the relative. Typical first-level Department Head responsibilities will be referred to the next higher level in the Department Head chain.

For purposes of this policy, your immediate family includes your mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepchild, stepparent, grandchild or grandparent. This policy also applies to close personal relatives such as uncles, aunts, first cousins, nephews, nieces or half-siblings.

Questions should be directed to Human Resources.

## Improper Payments and Gifts Policy

We prohibit the solicitation, acceptance, offer or payment to any person or organization of any bribe, kickback or similar consideration, including money, services, goods or favors (other than goods or favors which are nominal in amount and not prohibited by any federal, state or local law). Do not accept or give gifts, gratuities, entertainment or favors of such value or significance that their receipt might reasonably be expected to interfere with the exercise of independent and objective judgment in making or participating in the business decisions of the City of Logansport or the party with whom the City is dealing.

## Injury & Illness Reporting Policy

The City of Logansport is committed to establishing and maintaining a comfortable and safe working environment for all employees. A copy of the Occupational Injury Policy will be presented by Human Resources to the new employee at orientation.

Safety is often taken for granted in an office environment. Though generally, we may not be exposed to the same degree of risk as employees of a manufacturing firm or health care facility, we must still recognize that safety risks are present and take steps to reduce the risk of injury or illness. Safety is everyone's responsibility.

All work-related injuries and illnesses must be reported immediately to the Department Head, even if you are not sure whether they are truly work-related. Small, seemingly insignificant injuries left untreated can result in serious conditions.

The Department Head or Human Resources will complete a First Report of Injury form based on the information you provide. Report injuries and illnesses immediately so that we can investigate and incorporate corrective action to prevent more injuries.

If you see any potential hazards that need attention, notify the Department Head immediately.

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## Media Relations Policy

The City of Logansport is committed to providing the media with accurate information. To avoid discrepancies, specific guidelines should be followed when a media inquiry is received.

All media inquiries regarding the City and its operation must be immediately referred to the Communication Director who is authorized to make or approve public statements regarding City business. Unless specifically designated by this person, you are not authorized to make those statements. If you wish to write or publish an article, paper or other publication on behalf of or about the City, you must first obtain approval of the Communication Director

The City will generally provide a response to media inquiries within 24 hours. Should the response require a detailed technical explanation, a spokesperson will be designated to address the issue. The spokesperson will be chosen carefully, based on their area(s) of expertise.

Media inquiries include, but are not limited to, official statements, press releases and advertisements.

Please contact Communication Director with any questions or concerns you have regarding the Media Relations Policy.



## Online Social Networking Policy

The City of Logansport is committed to maintaining a good relationship with its employees and the local citizens. The way the public views the City of Logansport is vital to maintaining business, gaining new business, retaining first-class employees, recruiting new employees and marketing our products and services.

While the City of Logansport has no intention of controlling employee actions outside of work, employees should practice caution and use discretion when posting content on the Web. Employees have the right to use social media for personal expression on their own time, and the City of Logansport will not violate employee privacy by attempting to access content that has not been made available publicly. This policy serves as a notice on the practice of social networking for all employees to read and understand. As more concerns develop and legislation is released, this policy is subject to change.

The purpose of this policy is to:

- To foster a constructive relationship between the City and its employees
- To manage risk and preserve the City of Logansport's positive reputation
- To discourage the use of City time for personal social media activities
- To promote awareness among employees of the number of individuals who can access information presented on social networking sites

### Definitions

*Social networking* and *social media* refer to any activity that involves interaction in online communities. This interaction includes, but is not limited to, browsing profiles and photos, reading messages sent through social networking forums and participating in instant messaging services.

A *social networking site* is any website that links individuals electronically and provides a forum where users can connect and share information. These websites can be tailored to specific interests or to certain types of users. Examples of popular social networking sites include Facebook, Twitter, Tumblr, Instagram and LinkedIn. The list of social networking sites is constantly growing and changing because of the nature of the Web.

A *social networking profile* is a user's personalized page within a specific social networking site, usually containing personal information such as name, birthday, photo and interests.

*Micro-blogging* is the practice of publishing your recent whereabouts, thoughts or activities on a social networking site for other users to see. While not all social networking sites use micro-blogging, this is a primary focus of sites such as Twitter and Facebook.

*Business purposes* is considered using a social networking site for the City's gain, usually as a task or assignment given by a manager or Department Head. This can be done either through a specific City account on a given social networking site or through a personal account set up for the purposes of recruiting or marketing for the City of Logansport.

The term *Working Hours* includes any time during which employees are being paid to conduct City business. Standard working hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday. This timeframe may vary based on job type and responsibilities.

## Procedures

### *Prohibited Use*

It is important that employees use their time at work for business purposes. Employees are not blocked from access to social networking sites on the City of Logansport computers because, under some circumstances, social networking is a powerful business tool that can be channeled to gain positive publicity for the City and to connect with clients. However, access to such websites should follow City policy. The following actions are prohibited during working hours:

- Using social networking sites to conduct personal or non-City business with a City computer or device.
- Browsing social networking sites for non-City business on City time with a City computer or device.
- Reading e-mail alerts regarding personal social networking account activity or using the City of Logansport e-mail to correspond with personal social networking contacts.
- Updating information, uploading photos or otherwise engaging with one's personal social networking profile for non-business purposes with a City computer or device.
- Micro-blogging for a non-business purpose on a social networking site throughout the day, whether it is on a City-provided computer or a personal smart phone device.

### *Prohibited Conduct*

Having your own individual social networking account and using it on your own time is permissible. However, keep in mind that some actions on your personal site are visible for the entire social networking community and may no longer be considered private matters. The City of Logansport has put in place a set of conduct guidelines to protect its brand and prevent the unwanted disclosure of confidential information. Please follow these guidelines:

- Do not use micro-blogging features to disclose trade secrets, publish internal reports, provide tips based on inside information or participate in other activities that may be considered insider trading.
- We urge you to consider resolving workplace grievances internally. If you choose to address a grievance using social media, we recommend you refrain from posting comments and materials that could be viewed as malicious, obscene, threatening, intimidating, or that could create a hostile environment on the basis of race, sex, disability, religion or any other status protected by law.
- We also recommend you refrain from posting any opprobrious, reckless or maliciously untrue comments. These communications may not be protected by law.
- Do not impersonate the City of Logansport or its employees, make statements on behalf of the City of Logansport without authorization, or make statements that can be construed as establishing the City of Logansport's official position or policy on any particular issue.

As stated above, the purpose of this policy is to protect the City of Logansport's brand and prevent the disclosure of confidential information. It is not the City of Logansport's intent to interfere with its employees' legal rights. Whenever state or federal law govern an area of social media participation, the City of Logansport policies should be interpreted as to comply with them.

## Open Door Policy

To foster an environment where employees and Department Head feel comfortable communicating with and voicing concerns to one another, the City uses an Open-Door Policy. Basically, this policy means that all of the Elected Officials are open to converse with all of the employees, and employees are free to talk with Elected Officials at any time. Please consider the following in regard to this policy:

You are responsible for addressing concerns with an Elected Officials, including complaints, suggestions and observations. Addressing these concerns allows the City to improve and explain practices, processes and decisions.

We recommend that you first discuss concerns with your immediate Department Head, but the Open-Door Policy also gives you the option of discussing them with Elected Officials and/or Human Resources. All of these parties will be willing to listen to the issue and assist in a resolution.

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## Orientation Period Policy and Exit Interview

For all employees hired by the City of Logansport, the first 90 days of employment are considered an orientation period. During this time, the employee will undergo training and orientation as directed by the employee's Department Head. The employee's Department Head will also monitor the employee's performance during this time.

During the first 90 days of employment, the employee is encouraged and expected to ask questions concerning the job responsibilities, and to determine satisfaction with the position. If the employee's job performance is found to be unsatisfactory by the Department Head at any time during the first 90 days of employment, the employment will be terminated.

Police and Fire departments will follow their SOPs on introductory period.

The orientation program may include but is not limited to such areas as:

### Human Resources/Clerk Treasurer's Responsibilities

Requirement checklist before the first day of employment:

1. Application, birth certificate, SS card, Passport, or Driver's License/State issued ID.
2. Pre-Employment Drug and Alcohol screening
3. Review City benefits
4. I-9 Form
5. W-4 Form
6. Complete all insurance forms
7. Sign Drug-Free Workplace Policy
8. Sign Pandemic Leave Policy
9. Review City Personnel Policy and Procedure Manual
10. Overview of City Government
11. Introduction to payroll for completion of payroll information

### Department Head's Responsibilities

1. Introduction to supervisor
2. City philosophy
3. Importance of attitude
4. Employee dress code
5. Reporting to work (time, place, and daily and weekly work hours)
6. Employee parking area
7. Where to store your personal belongings while working
8. Personal calls
9. Where to pick up your payroll check
10. Who to see if there is a question/mistake in pay
11. Job description and training for your new job
12. Introductory period
13. Overtime/Compensatory time
14. Who to call if absent
15. Safety in the workplace

16. What you do in case of fire or other disasters
17. First aid procedures in case of emergency
18. Whom to contact if you have suggestions for improvements, Use of City equipment and/or vehicles, City grievance procedure
19. Job and employee information postings
20. Introduction to employees within the department

It is responsibility of Human Resources and Department Heads to establish an orientation “check-off” list covering the above areas. The individual conducting the orientation will be required to check off each area after they have acquainted the new employee and obtain the employee’s dated signature indicating they have completed the orientation program, and understand all information provided in each of the above areas. This checklist will be completed and sent to the Human Resources’ within 7 days from the employee’s first day of work. The signed and dated check-off list will be filed in the employee’s personnel file in the Human Resource’s office.

All new employees will receive a confidential performance evaluation from their Department Head at the end of the orientation period. The performance evaluation shall be confidential and shall be made available only to the employee evaluated, and Human Resources.

Upon termination of the employment relationship with an employee, Human Resources shall conduct, whenever possible, an exit interview with the employee.

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## Overtime Pay Policy

The City of Logansport compensates all hourly, non-exempt employees one-and-a-half times their regular wage rate for all hours worked in excess of 40 hours each week.

The normal work week for full-time employees shall be Monday through Friday, except for the seven (7) day operations of certain City departments in which it will be Saturday 12:01 a.m. through Friday 12:00 a.m. The normal work week for full-time employees shall consist of thirty-five (35) to forty (40) hours within a payroll week

At times, employees will be asked to work overtime to complete necessary work tasks. The employee's Department Head will notify the employee as early as possible regarding scheduling needs.

Employees who want to work more than 40 hours during a workweek must receive written authorization from their Department Head before working overtime.

### Called In Emergency Pay

Civil City employees called to report to work for an emergency shall be paid a minimum of three (3) hours of pay at his/her overtime hourly rate, as long as the three-hour minimum does not overlap the employee's normal work shift. Employees who are called in shall be free from the use of alcohol or other substance that could impair the employee's ability to perform work. City employee or employees called in for the emergency are not required to remain on City property, but will be required to remain available throughout the three-hour emergency period. The employee will be paid at the overtime rate for hours worked extending past the three-hour emergency minimum.

## Pay Periods, Check Distribution and Timekeeping Policy

If an employee is absent on the date of paystub distribution, the paystub will be held until the employee returns. Paystubs will only be released by Department Heads to the individual whose name appears on the paystub, or to an individual whom the employee has designated and approved through written consent.

Employees are paid bi-weekly on Thursday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. If a regularly scheduled payday falls on a holiday, employees will be paid on the last day of work.

The City takes all reasonable steps to ensure that employees receive the correct amount of pay on each paystub and that employees are paid promptly on the scheduled payday. In the event there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Department Head so corrections can be made as quickly as possible.

The City is legally required to make certain deductions from each employee's paystub, including federal, state and local income taxes. The City must also deduct Social Security taxes on each employee's earnings, up to a specified limit called the Social Security "wage base." The City complies with all applicable tax laws.

The City offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay to cover costs to participate in these programs.

It is the policy and practice of the City to accurately compensate employees and to do so in good faith and in compliance with all applicable state and federal laws, including the Fair Labor Standards Act ("FLSA").

All other questions concerning paycheck deductions and/or methods of calculation should be directed to the Clerk-Treasurer Office.

Each employee is designated as non-exempt or exempt from federal and state wage and hour laws.

Non-exempt employees, whether hourly or salaried, are entitled to overtime pay under the specific provisions of federal and state laws.

Exempt employees are excluded from specific provisions of federal and state wage and hour laws.

Non-exempt employees will be given the opportunity for overtime work assignments when operating requirements or other needs cannot be met during regular working hours. All overtime work must receive the Department Head's or designated supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in the form of monetary reimbursement or compensatory time, in accordance with federal and state wage and hour laws-and regulations. Employees who work overtime without receiving prior authorizations from the Department Head or designated supervisor may be subject to disciplinary action, up to and including termination of employment.

Non-exempt employees are eligible for overtime and shall be paid straight time for hours worked up to forty (40) hours per week. They shall be paid at a rate of one and one-half (1 1/2) times the hourly wage for all hours worked in excess of forty (40) in a normal work week.

Time off on sick leave and/or compensatory time will not be considered as hours worked for purposes of calculating overtime compensation. PTO, jury duty, bereavement, and holiday hours will be considered as hours worked for purposes of calculating overtime compensation. However, if a Holiday falls on a full-time employee's normal day off and the employee does not work the holiday, the employee will receive holiday pay for that day, but the holiday hours will not be considered as hours worked for purposes of calculating overtime compensation.

#### TIMEKEEPING

Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. "Time worked" is all time actually spent on the job performing assigned duties.

Every employee is responsible for accurately recording time worked and approving their time sheets. Employees should accurately record the time they begin and end their work, including the time they begin and end each meal period or departure from work for personal reasons.

Overtime work must always be approved by Department Head or supervisor before it is performed.

IC 5-1 1-9-4 requires that public sector employees maintain records showing which hours were worked each day by officers and employees. Every employee is responsible for accurately recording their time worked on the City's forms or time keeping systems.

These records are subject to audit by the State Board of Accounts. Time worked is all the time spent on the job performing assigned duties.

Employees shall record the use of PTO, floating holiday time, compensatory time, Pandemic Leave, Family and Medical Leave or any other type of approved leave on their time records. Failure to record the leave in any status may result in the employee not being paid for the leave.

Tampering, altering, and/or falsifying time records and recording time on another employee's time record shall result in disciplinary action including discharge.



## Direct Deposit Policy

It is the policy of the City of Logansport to issue employee payments solely through electronic direct deposit. Direct deposit provides many benefits for employees, including greater security and faster access to funds. Checks will not be issued.

Employee payments will be electronically deposited directly into one or more checking or savings accounts designated by each employee. Accounts must be established with financial institutions, such as banks or credit unions that support direct deposit.

Temporary exceptions to this policy may be made for new hires, to provide adequate time to set up a direct deposit account. Exceptions may also be made for employees who provide evidence that they cannot obtain an account at a financial institution offering direct deposit.

Payroll Services or Human Resources will assist employees with completing the necessary documentation as well as answering any questions or concerns about direct deposit.

NOTE: It is each employee's responsibility to review the payroll stub for accuracy of personal information and payment information. Employees must immediately notify Payroll Services if there has been an overpayment of wages. Employees are not entitled to keep wage overpayments and the City of Logansport may recoup overpaid amounts from future payments.

NOTE: Employees must notify Payroll Services when there is any change to bank accounts that affect direct deposit. Changes must be received two weeks prior to the payday for which the change is to occur.

## Employee Photo Identification Cards

City employees are issued photo identification cards with the first one at the expense of the City, and such cards shall be in the possession of the employee during work hours. Human Resources will be responsible to provide this service for all new hires and employee ID replacements.

## Performance Evaluation Policy

The City of Logansport is committed to providing you with feedback, both formal and informal, about your performance on the job. Elected Officials and Department Heads are responsible for providing ongoing performance feedback to each employee. The Mayor may evaluate Department Heads and the Clerk-Treasurer may evaluate the Clerk Treasurer's staff. Yearly written evaluations should be conducted for each employee.

Your performance appraisal discussion will review your strengths and identify any areas needing improvement, and goals and objectives that need to be achieved. Specific performance problems may be addressed outside the performance appraisal cycle through either informal discussions or formal disciplinary action. Formal performance feedback becomes a permanent part of your personnel file. Please contact Human Resources if you feel that an evaluation is due to you or would be helpful to you.

## Personnel Records Policy

The City of Logansport strives to keep accurate and up-to-date personnel records.

Employee personnel files may include the following:

- Employee demographic information
- Job application
- Position description
- Résumé
- Training records
- Salary history
- Disciplinary action records
- Performance reviews
- Coaching and mentoring records

To ensure the accuracy of your personnel records, please notify us immediately if any of the following changes:

- Name
- Address
- Telephone number
- Marital status
- Dependent status
- Tax status

Personnel records are confidential and are not available to anyone outside of the City, unless you have personally authorized their release. A release may not be necessary when reporting certain information as required by law or when an authorized governmental agency inspects files. Access to employee medical files is governed by HIPAA compliance regulations.

Employees are entitled to inspect and obtain copies (copying fee may be charged) of their personnel files. To obtain access to your records, contact Human Resources.

## Phone Call Policy

The City of Logansport provides phones to employees to increase business efficiency. When using City phones, please adhere to the following guidelines, based on the type of call you are making or receiving:

**Business phone calls**— Much of our business is conducted over the phone, making our telephone techniques extremely important. A friendly but businesslike telephone manner should always be projected. When you are away from your work area, make a habit of forwarding your calls to the appropriate extension.

**Personal phone calls**— We recognize that periodically, personal phone calls must be made or received during the business hours. Such calls should be held at a minimum so that they do not interfere with the workflow.

**Personal cellphone calls**— In order to provide an optimum work environment, employees are expected to have cellphones turned off during work hours. Ringing cellphones are a distraction to co-workers and can interfere with productivity. Personal cellphones should only be used during breaks, lunches and outside of the office. Flexibility will be provided in circumstances demanding immediate or emergency attention.

**Voicemail**— City telephones are also equipped with voicemail. Voicemail was installed to help maintain our high quality of service for clients and to increase efficiency throughout the office. Voicemail will be an option to the caller; the call will not be put directly through to voicemail. In addition, voicemail greetings should be brief and communicate your availability to clients.

Under the Fair Labor Standards Act's "de minimis" doctrine, whether a nonexempt employee is compensated for the time spent on phone-related activities outside of work hours will depend on the amount of time spent.

Regardless of whether the time is compensable, off-hour phone-related activities are prohibited for non-exempt employees.

Please contact Human Resources with questions about our Phone Call Policy.

## Safety Policy

The City of Logansport wants to ensure that our employees remain safe and injury-free at all times. The City intends to comply with all applicable safety laws. To ensure that accidents are avoided whenever possible, we expect our employees to refrain from horseplay, careless behavior and negligent actions. It is the City's policy to maintain a safe and secure working environment for all employees and clients.

While working, employees must observe safety precautions for their safety and for the safety of others. All work areas must be kept clean, and free of clutter and debris. Any hazards or potentially dangerous conditions must be corrected immediately or reported to a Department Head.

If you are involved in an accident, you must:

- Report the accident to your Department Head or to Human Resources immediately
- Obtain any necessary medical treatment
- Fill out an Accident Report/First Report of Injury, regardless of the severity of the injury  
If you must seek additional medical treatment, obtain your Department Head's consent before leaving the premises

Employees who fail to comply with this procedure may be subject to disciplinary action.

## Severe Weather Policy

Unless you are informed otherwise, always assume that the City of Logansport is open for business during normal hours. Use common sense and your best judgment, however, when traveling to work in severe weather.

Some types of severe weather include blizzards, hurricanes and tornadoes.

If the City is not going to open for the day, either you will be emailed, or the information will appear on the City's website. If this happens, you will be compensated for your entire work day.

If the City has not been closed due to severe weather, and you arrive at work after your scheduled start time, the time missed will be charged PTO. You should always use your discretion in getting to work.

When potentially dangerous weather develops during the day and a decision is made by Elected Officials to close, you will be compensated as if you had worked all of your regularly scheduled hours for that day. If you elect to leave prior to a decision being made by the City to close early, you will be required to use accrued time to account for your absence.

## Personal Information Changes Policy

Personal mailing addresses, telephone numbers and names of dependents, changes in marital status, individuals to be contacted in the event of an emergency, educational accomplishments and other such personal information should be accurate and current. Any unreported changes in personal status may impact eligibility under the City's benefit plans. It is the employee's responsibility to convey personal information in written form to the Clerk Treasurer's Office, the Department Head, or Human Resources immediately.

Information regarding changes in payroll and benefit status will be forwarded to the Clerk Treasurer's Office.

## Scent Free Workplace Policy

Due to the health concerns arising from exposure to scented products, the City of Logansport has instituted this scent free workplace policy to provide a scent-free environment for all employees and visitors. Examples of scented products prohibited from use at work include non-aerosol (spray), cologne, potpourri, candles and air fresheners.

## Smoke-free Environment Policy

The City of Logansport is a smoke-free environment. Smoking, chewing, use of e-cigarettes/pipes and other tobacco and nicotine products is not permitted at any time in City work areas or vehicles, or in client work areas or vehicles.

If smoking is allowed outside of the building, smokers should be considerate of colleagues, public and members of the public. Help to maintain a clean entryway by depositing cigarettes in appropriate containers and staying far enough away from doors so that smoke does not blow into the building.

Employees who smoke or chew tobacco products must observe the same guidelines as non-smokers for the frequency and length of break periods.

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

## Social Functions Policy

At times, social events will be hosted by the City of Logansport for employees to attend. These events may take place due to the hiring or promotion of an employee, or for other reasons.

Some events will be celebrated with a group luncheon, arranged by Elected Officials. At times, the City may also host parties or social gatherings outside of working hours. These events may take place to celebrate holidays or City successes, or for many other reasons.

At all City social functions, employees are responsible for behaving in a professional manner. While alcohol may be served, employees should refrain from becoming intoxicated in order to avoid disruptive behavior.

Even at social functions, employees must remember that they are representing the City and need to ensure that they are upholding the City's positive reputation at all times.

## Solicitations, Distributions & Use of Bulletin Boards Policy

Understanding that employees may occasionally wish to communicate with their co-workers to advertise personal items for sale or to participate in fundraisers for non-profit organizations, children's schools and other non-work events, we allow use of lunchrooms and bulletin boards to distribute such information.

Department Heads reserves the right to monitor such communications and remove them if inappropriate or not in the best interest of the City of Logansport operations.

In respect for other's efficiency, please do not use work email, voicemail or other resources as a means to solicit or distribute non-work materials. Activities that disrupt work hours or operations are prohibited.

Persons not employed by the City of Logansport may not solicit City employees for any purpose on City premises.

Nothing in this policy is intended to infringe on an employee's right to discuss working conditions as provided by Section 7 of the National Labor Relations Act (NLRA).

## Take Home Vehicles

City vehicles are to be used for City business only, with the exception of personal errands during travel to and from the work site. The department maintains mileage records. The employee is required to pay all required state and federal taxes according to state and IRS tax laws. Department Heads must notify the Mayor's office of employees who are assigned take home vehicles.

Take-home vehicles may be assigned to employees for use in City business where, due to the nature of the employee's position, the City has bona fide non-compensatory reasons for requiring the employee to commute to and from work in the vehicle. This is generally considered a fringe benefit and is taxable.

Take-home vehicles may be assigned to employees if it serves City's interests to have the employee readily available for call out in the vehicle and where the vehicle is marked vehicle bearing municipal plates or the City's logo and designed or modified to facilitate its use for City purposes.

All City vehicles shall be clearly marked as the City of Logansport vehicles, unless otherwise approved by the Mayor.

Take-home vehicles may be assigned to employees for other purposes at the discretion of their Department Head or the Mayor, with prior approval of the City Council.

## Uniform Allowance Policy

Full-time Fire and Police officers will receive a \$200 annual clothing allowance that will be paid as one taxed payment to the qualifying Fire and Police officers in December. There is no carry over of unused clothing allowance from year to year. Uniforms shall be maintained in good condition, good appearance, and laundered at the employee's expense.

New Full-time Street Department employees meeting the 90-day probationary period will be furnished 5 safety-orange t-shirts, 5 Carhartt pants, 2 safety-orange sweatshirts, 1 pair 2-buckle cover boots, 1 pair of bibs Carhartt coveralls, and 1 hooded Carhartt jacket.

12-month replacement: 3 safety-orange t-shirts, 2 safety-orange sweatshirts, 1 pair steel toe boots and 3 Carhartt pants. Uniforms shall be maintained in good condition, good appearance and laundered at the employee's expense. Safety vests and work gloves are provided and are required to meet OSHA guidelines.

New Full-time Mount Hope Cemetery Department employees meeting the 90-day probationary period will be furnished 5 short-sleeve and 5 long-sleeve t-shirts, 5 Carhartt pants, 1 pair 2-buckle cover boots, 1 pair of bib Carhartt coveralls, and 2 hooded Carhartt jackets. 12-month replacement: 3 long-sleeve and 3 short-sleeved t-shirts, 1 pair steel toe boots and 3 Carhartt pants. Uniforms shall be maintained in good condition, good appearance and laundered at the employee's expense. Work gloves are provided and are required to meet OSHA guidelines.

New Full-time Parks and Golf Department employees meeting the 90-day probationary period will be furnished 5 logo t-shirts – either short-sleeve or long-sleeve, 4 pairs in aggregate of jeans, trousers, or shorts, and 1 pair steel toed boots. 12-month replacement: 3 shirts in aggregate of logo t-shirts either long-sleeve or short-sleeved, 4 pairs in aggregate of jeans, trousers, or shorts, and 1 pair steel toe boots. Office personnel will receive one logo shirt and one logo winter item annually. Protective winter gear or logoed jacket for public identification on some special events.

Parks Seasonal/Part time employees will be provided 3 logo t-shirts.

Lifeguards will be issued a uniform swimsuit, one whistle, and one parks logo t-shirt.

Pool Cashiers will be issued 3 logo t-shirts.

New Full-time Building Commissioners Department supervisors, meeting the 90-day probationary period, will be furnished 3 polo/collared shirts and 1 logoed hat. Annual replacement: 4 logoed polo shirts (short or long sleeved) and 1 of either a sweatshirt or jacket.

No uniform is required in the office, but special events or programs may require a t-shirt, polo shirt, or other logo shirt to identify the staff of the Logansport Community Development.

Office staff shall receive one logo shirt, and one logo winter item annually.

These purchases should be considered uniform items and subject to the annual uniform allotment. They wouldn't be considered PPE.

New Full-time Code Enforcement Officer meeting the 90-day probationary period, will be furnished 3 logoed polo shirts or logoed sweat shirts and 1 logoed hat. Annual replacement: 4 logoed polo shirts (short or long sleeved) or sweat shirts, 1 hat, 1 pair of pants and 1 outerwear.

Any changes in individual department uniform policy and budget allowances must first be approved by the City Council with an approved Ordinance or Resolution.

*Revised and voted on by Council 12/18/2024*

## Workers' Compensation Policy

The City of Logansport will provide workers' compensation, a type of accident and injury insurance that compensates an employee for lost wages, medical expenses and permanent impairment that results from an injury arising out of and in the course of work. Employees must report any work-related injury, illness or disease immediately (or as soon as practicable) to their Department Head and Human Resources so that the necessary paperwork can be completed in a timely manner. The required time frame for reporting an incident is within 24 hours of the occurrence, regardless of the severity or outcome. Employees who fail to report work-related injuries in a timely manner may see a reduction or denial of their workers' compensation benefits. These benefits will start seven days from the date of disability.

If an employee is able to return to work after an injury or illness for which he or she was receiving workers' compensation, the employee must provide documentation from the medical provider that either outlines any work-related restrictions or verifies that the employee is able to complete all job-related tasks. In the event that an employee is able to return to work under restrictions, the City will make every reasonable effort to accommodate the employee's work ability and job responsibilities. If and when the medical provider removes all work restrictions, the employee is expected to perform their regular duties and will no longer receive workers' compensation benefits.



# Appendix

## Application for Re-employment Following Military Leave

To be submitted no later than \_\_\_\_\_ days (depending on length of military leave) following completion of military service.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Please accept this as my application to return to the position listed above as soon as possible. Attached is documentation verifying my dates of leave for \_\_\_\_\_ (division of military service) and my honorable discharge.

\_\_\_\_\_

Employee Signature

FOR HUMAN RESOURCES USE ONLY:

**Date Received:** \_\_\_\_\_

Approved: \_\_\_\_ Date of reemployment: \_\_\_\_\_

Denied: \_\_\_\_

Reason for denial: \_\_\_\_\_

\_\_\_\_\_

Signature of Human Resources Personnel:

## Employees Duties Regarding Occupational Duties/Illnesses

# City of Logansport

## Employee Duties Regarding Occupational Injuries/Illnesses

1. Immediately report all accidents, injuries, or illnesses to your Department Head whether or not you require medical attention. It is unacceptable to report such incidents on the following day or during another shift.
2. If your condition requires medical attention, your Department Head will provide you with a return to work form. Your attending physician must complete this form after each appointment.
3. Provide your Department Head with a completed copy of the Return to Work form after each appointment with your doctor. If you are physically unable to drop the form off, please have your attending physician's office fax or mail the form to your supervisor.
4. Once your attending physician releases you to return to work, you are expected to be present during your next scheduled shift. If your doctor gives you modified duty restrictions, contact your Department Head to coordinate your return to work.

I have read the company policy regarding occupational injuries and illnesses or it has been explained to me in a language I comprehend. I understand my responsibilities and duties to report workplace incidents and return to work procedures. I have been given a copy of this statement.

Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Certificate of Entrance into Military Service

This form should be filed with Human Resources.

This is to certify that \_\_\_\_\_, who is employed as \_\_\_\_\_ at a salary rate of \$ \_\_\_\_\_ in the department of \_\_\_\_\_ is entering military service effective \_\_\_\_\_.

This position is:

- Unclassified
- Exempt
- Nonexempt

If employee is employed on a seasonal, temporary or provisional basis, indicate:

- Seasonal
- Temporary
- Provisional

Date employment commenced (\_\_\_\_\_) or date employment would have terminated, had such employee not entered military service (\_\_\_\_\_).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Employee Performance Form

City of Logansport



## Employee Evaluation

### Employee Information

<b>Name</b>		<b>Employee ID</b>	
<b>Job Title</b>		<b>Date</b>	
<b>Department</b>		<b>Dept Head</b>	
<b>Review Period</b>			

### Ratings

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Overall Rating</b> (average the rating numbers above)					

### Evaluation

ADDITIONAL COMMENTS

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GOALS  
*(as agreed upon by employee and Dept Head)*

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### Verification of Review

*By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.*

Employee Signature		Date	
Department Head Signature		Date	

# PTO Request Form



## Request for Time Off Form

<b>Employee Name</b>		<b>Date</b>
<b>Hire Date</b>	<b>Manager</b>	<b>Department/Location</b>

Type of Time Off Requested	No. Hours/Days	Date(s)
<input type="checkbox"/> <b>Paid Time Off (PTO)</b>		
<input type="checkbox"/> <b>Bereavement Leave</b> Family Member:		
<input type="checkbox"/> <b>Jury Duty Leave</b>		
<input type="checkbox"/> <b>*Family and Medical Leave (FMLA)</b> Reason:		
<input type="checkbox"/> <b>*Personal Leave (Non-FMLA)</b> Reason:		
<input type="checkbox"/> <b>Military Leave</b>		

\*May require the completion of a Certification of Health Care Provider Form

<b>Additional Explanation (if any)</b>

I understand, by signing below, that if the use of the above PTO results in a negative balance in my PTO accrual bank, the full balance may be deducted from my final paycheck if I am terminated or if I separate from employment.

<b>Employee Signature</b>	<b>Date</b>	<b>Status</b>
		<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<b>Manager Signature</b>		<b>Date</b>

Manager: Forward to the clerk-treasurer when completed.

## Pandemic Leave Form

# REQUEST FOR PANDEMIC LEAVE FORM

Employee Name \_\_\_\_\_ Department \_\_\_\_\_

**I am requesting PANDEMIC Leave for the following reason:**

- \_\_\_\_\_ 1. The employee is subject to a Federal, State, or local quarantine or isolation order related to a Pandemic contagious disease in order to prevent public spread.
- \_\_\_\_\_ 2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to a Pandemic contagious disease.
- \_\_\_\_\_ 3. The employee is experiencing symptoms of a Pandemic contagious disease and seeking a medical diagnosis.
- \_\_\_\_\_ 4. The employee is caring for an individual who is subject to a quarantine or isolation order as described in (1) above, or has been advised as described in (2) above.
- \_\_\_\_\_ 5. The employee is caring for a son or daughter whose school or place of care has been closed, or the childcare provider is unavailable, due to Pandemic contagious disease precautions.
- \_\_\_\_\_ 6. The employee is at increased risk for complications from a Pandemic contagious disease due to a diagnosed health condition in which the employee is under the care of a physician. Employees job requires close contact with the public and temporary job modifications are not possible.

Please return completed form to your Elected Official/Department Head and forward a copy to the Payroll Department.

**Number of Hours/ Days** \_\_\_\_\_ **/ Dates:** \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date \_\_\_\_\_

\_\_\_\_\_  
Elected Official /Department Head Signature Date \_\_\_\_\_

Notes:

# Employee Coaching Report



<b>Employee Name</b>		<b>Date</b>	
<b>Position</b>		<b>Department Head</b>	
<b>Reason for Coaching (check all that apply)</b>			
<input type="checkbox"/> Work Performance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Performance Follow-Up	
<input type="checkbox"/> Policy or Procedure Violation	<input type="checkbox"/> Other:		
<b>Type of Discussion (check all that apply)</b>			
<input type="checkbox"/> Employee Recognition	<input type="checkbox"/> Verbal Counseling	<input type="checkbox"/> Written Warning	
<input type="checkbox"/> Suspension	<input type="checkbox"/> Termination	<input type="checkbox"/> Other:	
<b>Explanation of Situation/Behavior</b>			
<b>Impact on Team, Customer, City</b>			
<b>Action Plan (Agreed upon by Dept Head and Employee)</b>			
<b>Consequences If Situation/Behavior Does Not Improve</b>			
<b>Follow-Up Date</b>			

By signing below, both the employee and the department head acknowledge that the above communication took place.

<b>Employee Signature</b>	<b>Date</b>	<b>Department Head Signature</b>	<b>Date</b>

Check this box if the employee refused to sign this coaching report.



## Receipt of Anti-Harassment, Bullying and Sexual Harassment Policies

As described in the Anti-Harassment Policy and the Sexual Harassment Policy, harassment is prohibited at the City of Logansport.

By signing below,

- I acknowledge that I have received a copy of the City of Logansport Anti-Harassment Policy and Sexual Harassment Policy, and I understand that it is my responsibility to read and comply with both policies and any revisions made to them.
- I acknowledge that retaliating or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited.
- I acknowledge that employees who violate this policy or retaliate against an employee in any way will be subject to disciplinary action, up to and including termination.

---

Signature

---

Date

---

Print your full name

## Receipt of the City of Logansport Employee Handbook

I acknowledge that I have received a copy of the City of Logansport Employee Handbook. I agree to read it thoroughly, including the statements describing the purpose and effect of the handbook.

I understand that this handbook is designed to introduce employees to the organization, familiarize them with City policies, provide general guidelines on work rules, disciplinary procedures and other issues related to employment with City of Logansport, and to help answer many of the questions that may arise in connection with employment at City of Logansport.

I understand that this handbook and any other provisions contained in it do not constitute a guarantee of employment or an employment contract, express or implied. I understand that City of Logansport is an “at-will” employer and as such, employment with City of Logansport is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the company (except the President, in writing) has the authority to enter into any agreement of employment for any specified period of time, or to make any agreement contrary to the above.

In addition, I understand that this handbook states City of Logansport policies and practices in effect on the date of publication. I understand that nothing contained in the handbook may be construed as promising future benefits or a binding contract with City of Logansport for benefits or for any other purpose. Personnel policies are applied at the discretion of City of Logansport. City of Logansport reserves the right to change, withdraw, apply or amend any of our policies or benefits, including those covered in this handbook, at any time. City of Logansport may notify employees of such changes via email, by posting on the Company’s intranet, portal or website, or via a printed memo, notice, amendment to or reprinting of this handbook, but may, in its discretion, make such changes at any time, with or without notice and without a written revision of this handbook.

By signing below, I acknowledge that I have received a copy of the City of Logansport Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained within it and any revisions made to it. Furthermore, I acknowledge that I am employed at will and that this handbook is neither a contract of employment nor a legal document.

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

\_\_\_\_\_

Please print your full name

Please sign and date one copy of this notice, and then return it to Human Resources. Retain a second copy for your reference.