

100 GENERAL PROVISIONS

100.1 About the Policies

This Personnel Policy Manual (the “Manual”) is intended to inform employees about some of the personnel policies of the City. There are several things that are important to keep in mind about this Manual. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, any questions regarding the information contained in this Manual should be directed to the City Human Resources Department. Nothing in this Manual or in any Department Policies and Procedures section referenced below confers any contractual right, either express or implied, to remain employed by the City. Further, nothing in this Manual is intended to guarantee any fixed terms and conditions of employment. Employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the City or the employee may resign at any time. No supervisor or manager has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Second, the policies, procedures and provisions contained in this Manual apply to all employees of the City unless otherwise stated. The City reserves the right to interpret, amend, modify, cancel, or withdraw any or all sections or provisions of this Manual at any time without notice.

Finally, due to various factors, including applicable laws, different policies may exist for different types of positions. Throughout this Manual, policies for each position type will be clarified. Where not specifically stated, these policies apply equally to all types of positions.

100.2 Department Policies and Procedures

All departments and divisions are authorized to develop more detailed policies and procedures that address areas specific to their responsibilities and such policies and procedures may be more restrictive than the policies and procedures contained within this Manual. Department policies and procedures will be made available to department employees, who are expected to follow and adhere to all established policies. As such, disciplinary action may be based upon breach of any such departmental policy or procedure. Employees who have a question concerning a department policy or procedure are encouraged to discuss their question with their supervisor, Department Head or Human Resources.

In the event of a conflict between department policies and the policies, procedures, or provisions contained in this Manual, this Manual's policies shall supersede and control. Further, any individual discovering such a conflict is encouraged to bring the discrepancy to the attention of a supervisor or Human Resources.

100.3 Authority of City Council, City Manager

In accordance with *City Charter Section 6.2 - Personnel System*, which states in part, "The Council shall adopt by ordinance a Personnel Code providing a comprehensive personnel system for City officers and employees. The Personnel Code may authorize the City Manager to promulgate regulations dealing with personnel matters."

In accordance with *City Charter Section 5.2 - Powers and Duties*, which states in part, "The City Manager shall be the chief administrative officer of the City. The City Manager shall be responsible to the Mayor and City Council for the administration of all affairs placed in the City Manager's charge by or under this Charter." Specifically in relation to the personnel code:

1. The City Manager is responsible for the appointment, suspension, and removal of City employees and administrative officers, including the City Clerk. The City Manager may authorize any administrative officer who is subject to the City Manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency; and
2. The City Manager shall direct and supervise the administration of all departments, offices, and agencies of the City, except otherwise provided by Charter or law; and
3. Except as otherwise provided by the Council, the City Manager shall sign on behalf of the City all instruments required to implement the Council-approved budget, all documents related to the administration and management of the employees, all administrative policies, and all contracts and agreements related to the administration and management of government business; and
4. The City Manager shall make such other reports as the Council may require concerning the operations of City departments, offices and agencies subject to his/her direction and supervision.

The terms of this policy are subject to the regulations, including the interpretive decision, of the City Manager. The City Manager may assign a designee to administer the stated action on his or her behalf.

200 GENERAL POLICIES

200.1 Equal Employment Opportunity

The City of Raymore is dedicated to providing equal employment opportunities to applicants and employees in all aspects of employment regardless of race, color, religion, gender, age, ancestry, national origin, sexual orientation, disability, pregnancy, genetic information, veteran status, or other status protected by law (collectively referred to as “protected status”). This policy applies to all employment practices including but not limited to hiring, promotions, training, disciplinary actions, job assignments, pay, benefits, and termination of employment.

The City prohibits discrimination or harassment based on an individual's protected status. Additionally, discrimination against or harassment of any applicant or employee based on that person's relationship or association with any individual with a disability is prohibited. Any violation of this policy should be reported to a supervisor or the Human Resources Department immediately. Any employee who is found to have violated this policy will be disciplined, up to and including termination.

200.2 Reasonable Accommodation

The City will provide reasonable accommodations for qualified persons with disabilities who are employees, or applicants for employment, and who can perform the essential functions of the job with or without accommodation, unless it would result in undue hardship to the City.

The Human Resources Manager is designated as the City ADA Coordinator. If an employee becomes disabled and needs reasonable accommodations in the workplace, the employee must notify a supervisor and the Human Resources Manager. Individuals requesting accommodation may be required to provide medical information relating to their disability or impairment and request for an accommodation.

200.3 Harassment and Discrimination Free Workplace

The City of Raymore is committed to maintaining a workplace that is free from any form of discrimination or harassment based on an individual's protected status (as defined in the Equal Employment Opportunity policy). Discrimination or harassment of any City employee by another City employee, elected or appointed City official, or a person who does not work for the City (e.g. any customers, vendors, members of the public) but whom a City employee encounters through employment with the City, based on protected status is considered a violation of this policy and is prohibited. Likewise, any harassment or

discrimination by a City employee toward any individual whom they work with or come into contact with as a result of their position with the City is also strictly prohibited.

The term “discrimination” for all purposes includes, but is not limited to, treating an employee differently because of his or her protected status, in connection with the terms and conditions of employment, including but not limited to decisions related to hiring, promotions, merit increases, discipline, compensation, and discharge from employment with the City. Discrimination does not occur, however, when an employee is treated differently than another employee for legitimate, business-related reasons.

The term “harassment” for all purposes includes, but is not limited to offensive epithets, slurs, negative stereotyping, jokes, written or graphic material, including e-mails, that denigrate or show hostility toward a person with a protected status.

Sexual Harassment

Sexual harassment (whether opposite-sex or same-sex) is strictly prohibited. Examples of the type of behavior that may be considered sexual harassment include, but are not limited to: any unwelcome behavior of a sexual nature, whether or not motivated by romantic or sexual desire, such as sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; displays of foul, obscene, or offensive printed or visual material; physical contact such as patting, pinching, hugging, or brushing against another individual's body; and any other unwelcome verbal, physical, or visual conduct of a sexual nature where:

1. Submission to such conduct is an explicit or implicit condition of employment; or
2. Submission or rejection of such conduct is used as a basis for employment-related decisions such as a promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or
3. Such condition has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, abusive, or offensive working environment.

No supervisor, employee, or agent shall promise, imply, or grant any preferential treatment to a current or prospective employee in exchange for sexual favors. Additionally, no supervisor, employee, or agent shall subject a current or prospective employee to any conduct of a sexual nature that unreasonably interferes with his or her work performance, or has the effect of creating an intimidating, hostile, or offensive working environment.

It is impossible to list every type of behavior that can be considered harassment in violation of this policy. In general, any conduct based on these traits that could interfere with an individual's work performance or could create an offensive environment will be considered harassment in violation of this policy.

This is the case even if the offending employee did not mean to be offensive. It is essential that employees be sensitive to the feelings of others.

Engaging in any of the behaviors described above through use of a City computer or other City technology system(s), including but not limited to email, website, Facebook, Twitter and telephone is strictly prohibited and may result in discipline, up to and including termination.

Reporting Violation of This Policy

The City cannot resolve matters about which it has no knowledge. Every employee has a duty to immediately report discrimination or harassment. Employees should report discrimination or harassment when:

1. You believe that you have been or are being discriminated against or harassed; or
2. You believe that someone else has been or is being discriminated against or harassed.

This is true whether the alleged discriminator or harasser is an employee, supervisor, City official, citizen, or vendor.

To report discrimination or harassment, you must contact the City Manager, a Department Head, or the Human Resources Manager.

No employee of the City of Raymore shall take punitive action against another employee for making a good faith report of harassment.

200.4 Reporting Employee Concerns

The City of Raymore has an open door policy where all employees are encouraged to bring forward any concerns or questions so that such issues can be addressed constructively. In addition, any employee who feels they have witnessed or experienced behavior prohibited by this Manual, or who has questions, concerns or complaints of discrimination, including a complaint of harassment, discrimination, or retaliation, should immediately

report the circumstances or incident. Multiple avenues of reporting concerns are provided so the employee may report concerns to one or more designated individuals.

In addition, any individual who has a complaint reported to them should immediately report it to the Human Resources Manager or next highest level in the chain of command, who is responsible for ensuring that the complaint is fully and properly investigated and acted upon. All employees are required, as a condition of employment, to cooperate with any investigation the City undertakes.

200.5 Retaliation Prohibited

Employees who, in good faith, report alleged discrimination or harassment or participate in an investigation of alleged discrimination or harassment will not be adversely affected in terms and conditions of employment, or discriminated against, nor discharged as a result. Employees who believe that they have been retaliated against for making a complaint or for participating in an investigation of alleged discrimination or harassment must report the retaliation immediately.

200.6 Grievance Policy

A grievance may be presented by an employee concerning issues involving employment. A grievance may be made verbally or submitted in writing to a supervisor, a Department Head, the City Manager or directly to Human Resources.

300 EMPLOYMENT

300.1 Human Resources

The Director of Human Resources is responsible for the coordination of all City personnel matters that include but are not limited to recruitment, application processing, scheduling of testing, hiring and the orientation of new employees. Functions of this office include:

A. Internal Positions

The City may choose to post open, available positions. Depending on the circumstances, the City may seek internal and/or external candidates. Current employees wishing to be considered for an internal opportunity will be given consideration based on their experience and other qualifications. A current employee must be in good standing to be considered for an internal position. Current employees may seek consideration through a request for transfer one week prior to an external posting. The affected Department Head will have the final decision whether to post the position externally.

B. Extending or Canceling the Recruitment Process

If a sufficient number of qualified applicants have not applied for the vacant position, the Department Head, after consulting with Human Resources, may extend the closing date, re-advertise the position, or postpone the screening process. The City reserves the right to cancel any screening process at any time.

C. Eligibility Lists

Eligibility lists for certain positions may be created and kept active. Persons on the list may be given further consideration after the published closing date if the position re-opens or another similar vacancy occurs. Other recruitment methods may be waived if consideration is given to an applicant who is on the eligibility list. The City is under no obligation to select an applicant from an eligibility list and may choose to begin a new recruitment process or utilize other recruiting methods.

300.2 Employment Offers

The City Manager is ultimately responsible for the hiring or termination of any employment and will provide direction to Human Resources prior to any employment action.

300.3 Introductory Period

Each individual receiving a new appointment or a change in position involving different or increased job duties will serve in a probationary status of 180 days. During the probationary period or in any event at the end of the probationary period, the supervising department head will notify the City Manager in writing that:

- A. The employee has successfully completed his or her probationary period, is capable

of performing the duties of the job satisfactorily and is to be released from probationary status; or

- B. The employee's probationary period should be extended for a period not to exceed 90 days; or
- C. The employee has not demonstrated the ability to perform the duties of the new position satisfactorily and may be returned to their previous position if applicable and available, apply for a new position; or
- D. The employee has not demonstrated the ability to perform satisfactorily the duties of the position and is to be separated from the service of the City.

300.4 Nepotism and Workplace Relationships

- A. Nepotism Prohibited: No City employee shall participate in any discussion or decision on any matter, or be present for any such discussion or decision, concerning the employment of a person who is related to that City employee within the fourth degree by blood or marriage. Further, no City employee shall supervise an individual who is related to them by blood or marriage. Employees are required to disclose to Human Resources any covered relation with an applicant or employee.
- B. Workplace Relationships: The City does not prohibit employees from engaging in a relationship, provided the employees are not in the direct chain of command of one another.
- C. Employees and officials must disclose the existence of a relationship with another employee or official that has progressed beyond a platonic friendship, or if they become otherwise related as immediate family members. Disclosure must be made to the immediate supervisor and to Human Resources. This disclosure will enable the City to determine whether any conflict of interest exists because of the relative positions of the individuals involved.
- D. Employees are expected to keep all aspects of personal relationships with any co-worker out of the workplace. Work-related problems which occur, in whole or in part, due to a personal relationship between two co-workers will be dealt with as any other performance issue.
- E. This section shall not limit a department's ability to create and enforce policies that add further limitations on nepotism and workplace relationships that a Department Head deems necessary for the department to properly serve its function.

300.5 Residency Requirements

City employees are allowed to live outside the corporate limits of the City of Raymore, but shall live no more than 35 miles from those limits. Employees are required to comply with this policy within one year from the date of hire or within one year from the effective date

of this policy, whichever is later. The City Council may waive this requirement on an employee-by-employee basis by a three-fourths vote of the entire Council.

300.6 Outside Employment

Employees of the City may hold an outside job if the following conditions are met:

1. There is no conflict with the employee's working hours; and
2. There is no conflict of interest, and
3. The employee's performance in his or her City job is not negatively impacted

A specific *written* request must be submitted by the employee and approved by the Department Head in writing on an annual basis. Original copies of the request for Off-Duty/Outside Employment will be kept in the employee's personnel file in Human Resources.

Outside employment or self-employment activities may not be conducted during the employee's working hours.

Departments may have additional policies and procedures regarding outside employment.

300.7 Separation of Employment

A. Resignation

1. Any employee who resigns should notify their supervisor and Human Resources at least two (2) weeks prior to the effective date. Supervisory and technical personnel are encouraged to give thirty (30) days notice. The resignation should be made in writing, signed and dated.
2. Employees who resign will receive a final paycheck on the next regular payroll date following the effective date of resignation.
3. Employees who resign must return all City-owned property by the effective date of resignation or the last day worked, whichever is earlier.
4. All employees leaving the City are encouraged to give an exit interview or complete the exit interview form.

B. Termination

Employment with the City of Raymore is considered "at will," allowing for either the employee or the City of Raymore to terminate the employment relationship at any time, for any reason, with or without cause. An employee who is terminated must immediately return all City-owned property and will receive their final paycheck by the end of the day.

300.8 Employee Records

Human Resources shall be the central repository for all personnel files and records as the City Manager deems necessary, appropriate and/or as required by law.

300.9 Access to Records

Personnel files and documents are maintained as confidential business records of the City. Employees wishing to have access to their personnel records during employment should contact the Human Resources Department. Employee personnel files may not be removed from City of Raymore offices except when legally required. Employees may request copies of documents in their personnel file. A request for copies must be made in writing to the Human Resources Manager.

An individual no longer employed by the City will not be permitted to view or receive copies of their personnel file without prior approval from the City Manager, upon advice from the City Attorney.

The City of Raymore complies with the records retention schedule for Municipal Records as outlined in the Missouri Revised Statutes Chapter 109 and the Missouri Sunshine Law Section 610.010 *et.seq.*

300.10 Employment References/Verification

Employee information may be released to external organizations under certain circumstances. However, the City will not respond to any telephone requests for information. In some situations, the release of information is mandated by State or Federal law. In such situations, the City will comply with the applicable laws and forward the requested information to the requesting agency. The City of Raymore shall not be held liable for any outcomes resulting from the authorized release of personnel information to a third party.

400 PERSONAL CONDUCT

400.1 Code of Ethics

A. Conflict of Interest

- 1. Relationship:** An employee may be deemed to have a conflict of interest which prohibits them from handling, facilitating, or participating in a transaction or otherwise performing their job duties.
- 2. Interest in a Transaction:** In addition to conflicts of interest which arise because of a certain relationship, an employee shall not handle, facilitate, or participate in a transaction with a person or business which has offered or promised the employee a job, gift, or business investment.

Whenever a possible conflict of interest exists, the employee should refrain from dealing with the person, business, or issue and request that their supervisor designate another employee to handle the matter. If an employee is uncertain whether a conflict exists, or if a reasonable person might believe a conflict exists, the employee should consult with their supervisor.

- B. Disclosure of Information:** No City employee may disclose or reveal information in violation of the provisions of the Missouri Open Meetings Act, the Missouri Open Records Act, or any policy or law in the City.
- C. Incompatible Service:** No City employee may accept employment elsewhere when the employment interferes with the proper discharge of their official duties or interferes with independent judgement or the best interests of the City.
- D. Personal Appearances:** No City employee may appear on behalf of any person, entity or business (except on behalf of their self, their spouse, or their minor child) on a personal matter before any Raymore agency, board, commission, council, or Raymore Municipal Court.
- E. Public Property:** Except as authorized by these personnel policies, no City employee may use, request, or allow unauthorized and/or personal use of City-owned vehicles, equipment, materials, or property for personal convenience or profit.
- F. Special Treatment:** No City employee may grant any consideration, treatment, or advantage to any citizen beyond which is available to every other citizen.
- G. Appearance of Impropriety:** Every City employee shall abstain from conduct or situation which creates even the appearance of impropriety.

400.2 Political Activity

City employees are encouraged to exercise their right to vote in all elections. City

employees are prohibited from running as a candidate for any elected position or seeking an appointed City of Raymore position while employed with the City of Raymore. In addition, if an employee or official is a candidate for any elected position, or elected to any other position, a conflict of interest could arise, which may necessitate the employee to end employment with the City.

400.3 Professional Appearance

Employees of the City of Raymore are required to present a neat, safe, and professional appearance. The City expects employees to have sufficient pride in their work and their association with the City to exercise mature discretion in appearance, dress, and demeanor. Appropriate attire depends on the nature of the individual's job and job duties. It is not possible to list every article of clothing that is either appropriate or inappropriate, but the following general appearance guidelines apply:

- A. Other than pierced ears, jewelry worn in pierced body parts may not be visible or detectable.
- B. Any visible tattoo/body markings that are obscene, profane, unprofessional, inappropriate or objectionable must be covered while working.
- C. Hair style and color must be consistent with professional business standards.
- D. Scented products must be used conservatively, as not to offend others.
- E. Body odor should be eliminated through proper hygiene.
- F. Office personnel should be properly attired for the office environment. Casual attire is unacceptable and not permitted unless allowed specifically by the supervisor.
- G. Employees receiving uniforms provided by the City are required to wear the approved uniform. Deviations from the uniform must have supervisor approval.
- H. Unless otherwise authorized, employees may not wear attire, including ball hats, with slogans, symbols, etc. that may (i) would demonstrate a City preference for a particular vendor or product, (ii) may be considered offensive to the public, or (iii) support a political candidate or philosophy.
- I. All work attire should be in a neat and clean condition.

Questions about the appropriateness of apparel or appearance should be directed to the employee's supervisor and/or Department Head. The City reserves the right to determine if an employee's appearance violates this policy, and if so, the employee may be asked to return home to change to proper attire. For non-exempt employees, this time may be charged to vacation leave, or if the employee has none, leave without pay. Departments may enact more restrictive personal appearance policies.

Employees wishing to receive an exception or an accommodation from any of the dress or

grooming expectations set forth in this policy or in Department policies must make a request to their Department Head, who will notify the Human Resources Manager.

400.4 Use of City Equipment

Employees are expected to use City equipment in a safe and responsible manner at all times. If any employee intentionally, or through gross negligence, causes damage to City equipment, the employee may be required to reimburse the City for the insurance deductible and/or the cost of repairing or replacing the equipment. In such instances, the employee may also be subject to disciplinary action. Employees are expected to maintain their work areas and equipment in a neat and professional manner.

400.5 Use of Information Technology

A. General Provisions

1. All hardware and software tools and technology used and available to all employees is for the express purpose and use of City business.
2. An employee shall not remove or modify any computer hardware or software belonging to the City unless authorized by Information Technology. All electronic and telephone communication systems and information transmitted by, received from, or stored in City systems is property of the City.
3. Employees shall not engage in any personal, prejudicial or discriminatory attacks, or harassment of any person by use of City systems. City systems may not be used for any illegal purpose or to intentionally spread computer viruses.
4. Although personal use of computers equipment, software, and systems is not absolutely prohibited, employees are to use good judgement in the personal use of such systems. Any use, even if personal, that is inappropriate, unlawful, or offensive is prohibited.
5. Engaging in any of the behaviors described in Section 200.3, Harassment and Discrimination Free Workplace, through use of the City computer or other City technology system(s), including but not limited to email, website, Facebook, Twitter and telephone is strictly prohibited and may result in discipline, up to and including termination.
6. The installation of personal hardware or software on City equipment by employees is strictly prohibited.
7. The City has the technical capability and legal right to access, review, record, copy, disclose, and delete any messages or files sent, received, or stored on the City's systems at any time and for any reason. There should be no expectation of privacy on the part of any employee using the City's computer, internet or telephone systems.

8. Any employee who violates this policy shall be subject to corrective action up to and including termination. Any person becoming aware of a violation of this policy must report the violation to the offending member's Department Head,

B. Internet and Email

1. City employees have no expectation of privacy when using the City's internet connection. Employees must be aware that City email is never private, is subject to Missouri Sunshine Law, and is subject to disclosure in litigation. City email and internet are the City's property and the City reserves the right to monitor email, internet, and computer systems without notice. The City specifically reserves the right, but not the duty, to access, examine, disclose, and monitor all aspects of the City's internet communication system.
2. As detailed in Section 200.3, Harassment and Discrimination Free Workplace, City employees are specifically prohibited from sending or posting messages that may be considered inappropriate, offensive or harassing. Further, when inappropriate, offensive, or harassing material is received, employees receiving such material must take steps to delete the material and insure that the receipt of such material ceases, including reporting the incident to a supervisor who will notify Information Technology and Human Resources.
3. Restrictions against inappropriate, offensive or harassing material apply to all public messages, private messages (whether sent or received), and material viewed and posted on web pages.

C. Social Media

1. "Social Media" refers to all means of communicating or posting information or content of any sort on the Internet.
2. The employee is solely responsible for what he or she posts online. Any conduct that adversely affects the public's trust in the employee, the employee's job performance, the performance of fellow employees, or otherwise adversely affects the legitimate business interests of the City or the legitimate business interests of those who work on behalf of the City is not allowed.
3. Employees should ensure their postings are consistent with the City's policies on personal conduct, discrimination, and harassment. Inappropriate postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.
4. Employees shall not post any information that would reveal confidential City information, including confidential personnel or citizen information (such as social security numbers, credit card information etc...), or compromise the City's intellectual property rights in any way.
5. Employees will not represent themselves as a spokesperson for the City of

Raymore unless they have been authorized to do so. If the employee opines or comments on issues concerning City operations or functions, the employee should make it clear that they are not speaking on behalf of the City.

6. This policy is not intended to restrict or interfere with any employee's federal or state labor law rights, including all rights under the National Labor Relations Act, or any whistleblower protections under federal or state law.
7. Employees should contact Human Resources with questions or concerns.

400.6 Solicitation

No employee may solicit for any purpose during working time or in work areas. Employees, exercising reasonable tact and discretion, may solicit during non-work time in non-work areas. Working time does not include meal periods or break periods. No employee may distribute literature during working time, or at any time in working areas.

Activities sponsored by the City or conducted in connection with City business or those which are charitable or not-for-profit are not subject to this prohibition. Employees are prohibited from posting materials on City property except those materials approved and dated in advance by a Department Head.

Likewise, non-employees are prohibited from distributing material or soliciting employees on City premises at any time.

400.7 Drug and Alcohol Free Workplace

The City of Raymore is concerned about the adverse effects of alcohol and drug abuse on the health and safety of our employees and our community, and about maintaining standards of high performance in our City. Dependence on alcohol and/or drugs can interfere with an employee's health and job performance and may pose serious safety, health or security risks not only to the user but also to those who work with the user and the community. The possession, use, sale, or presence of alcohol or illegal drugs in the workplace poses unacceptable risks for safe, healthy and efficient operations.

In order to maintain a safe work environment the unauthorized use, manufacturing, distribution or possession of drugs or alcohol on the job is strictly prohibited, except in the strict performance of duty. Further, coming to work under the influence of drugs or alcohol is prohibited.

A. Definitions (for purposes of this Manual):

1. **Alcohol or alcoholic beverages** - any beverage that has an alcoholic content.
2. **Legal drugs** - prescribed drugs and over-the-counter drugs that have been legally obtained and are being used for the purpose for which they were prescribed or manufactured and pursuant to and in accordance with a valid prescription or according to manufacturer's instructions.

3. **Illegal drugs** - any drug that is (a) not legally obtainable, or (b) not legally obtained by the user or (c) an otherwise legal drug or other substance that is used inappropriately. This term includes prescribed drugs not being used for prescribed purposes, or not being used as prescribed dosages, or not being used by the person to whom the drugs were prescribed. It also includes, but is not limited to, controlled substances as defined below.
4. **Controlled substance** - any drug, or derivative thereof, listed in Section 195.017 RSMo. The term does not include the use of a controlled substance pursuant to a valid prescription or other use authorized by law.
5. **Prescription Drugs** - controlled and non-controlled substances for which possession and use are legal when prescribed by licensed medical personnel.
6. **City property** - all property owned, leased, or maintained by the City of Raymore, including all facilities in which city employees perform business on behalf of the City, and all vehicles or other motorized equipment owned, leased or maintained by the City of Raymore.
7. **Under the Influence** - observable behavior which indicates the employee is affected by a drug or alcohol or combination of a drug and alcohol and/or having a breath alcohol level of .02 or higher or a positive drug test as defined herein.
8. **Reasonable suspicion** - an inference, based upon specific, contemporaneous, articulable observations that an employee's physical or mental condition could be affected by alcohol or drug use.
9. **Safety-sensitive position** - a position that, if an employee is impaired, poses an immediate safety threat to the public or other employees, such that the employee, or another employee, will be unable to intervene and/or rectify the threat or mistake resulting from impairment. Applicable positions will have the "safety-sensitive" designation included in the respective job descriptions.
10. **Positive drug test** - a confirmation drug test shows positive evidence of the presence of a drug tested for under this policy. For alcohol, a positive drug test is a breathalyzer or blood analysis which shows a blood alcohol content of .02 percent or greater.

B. Prescription Drugs

1. Use of prescription or legally obtained drugs, including over-the-counter drugs, by an employee while performing City of Raymore business or while in a City facility is permitted when used in accordance with directions and prescription and when it does not pose a safety threat to the employee or others. Employees who must use a prescription drug that causes adverse side effects, such as drowsiness or impaired motor skills, must inform Human Resources that they are taking such medication on the advice of a physician and must provide

supporting documentation. Human Resources will immediately notify the appropriate Department Head. The supervisor may place the employee on sick leave or temporarily assign the worker to different duties, depending on the responsibilities of the position.

2. No prescription drugs may be brought onto City premises by any person other than the person for whom the drug has been prescribed by a licensed medical practitioner, and will be used only in the manner, combination and quantity prescribed.

C. Illegal Drugs

The use, possession, manufacture, distribution or sale of illegal drugs on City property or on City business, as well as the presence of an illegal drug in an employee in any detectable amount while on City premises or on City business is strictly prohibited. An employee need not be affected by usage or “under the influence” of an illegal drug to be subject to discipline under this policy.

D. Alcoholic Beverages

1. No alcoholic beverages may be brought onto or consumed on City premises or adjacent parking areas except for special functions as approved or in the official performance of duty.
2. Being “under the influence” of alcohol while on duty is prohibited.

E. Disciplinary Action

A violation of any portion of this policy can result in disciplinary action, up to and including termination. An employee’s consent to submit to drug and/or alcohol tests as described below is required as a condition of employment or continued employment, and an employee’s refusal to consent to such testing may result in disciplinary action up to and including termination for a first refusal or any subsequent refusal. An employee’s willingness or desire to attend a rehabilitation program will not impact the City’s ability to administer disciplinary action resulting from a violation, unless prohibited by applicable law. An employee who voluntarily admits a problem and requests assistance with a drug or alcohol rehabilitation **prior** to a violation occurring may be eligible for an approved leave of absence.

F. Drug and Alcohol Testing

1. **Current Employee Testing:** The City may require a current employee to undergo drug or alcohol testing if there is “reasonable suspicion” that the employee is under the influence of drugs or alcohol while on City property, while performing City business or during working hours. Circumstances which constitute a basis for determining “reasonable suspicion” may include, but are not limited to the following:

- a. direct observation of drug or alcohol use;
 - b. possession of drugs or drug paraphernalia
 - c. presence of the physical symptoms of drug or alcohol use (e.g., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor condition and/or reflexes, needle marks/scar tracks on arms or other visible parts of the body, onset of unusual perspiration or shaking, unusual drowsiness or sluggishness);
 - d. exhibition of abnormal or erratic behavior or appearance; or,
 - e. on-the-job accident or serious incident where the cause is unknown and the supervisor has reason to question the physical and mental condition of the involved employee(s).
2. **Testing After an Accident:** At the discretion of a Department Head in consultation with Human Resources, City employees may be tested for the presence of drugs or alcohol as soon as possible following an accident that involves property damage and/or bodily injury. Mitigating factors for testing may include presence of physical symptoms, negligence or fault in the accident on the part of the employee.
 3. **Unscheduled (Random) Testing:** All City employees are subject to unscheduled (random) testing.

G. Testing Procedure

1. If the City determines that an employee shall be tested, the employee may be informed of the reason for the test; that the submission to the test is a condition of continued employment; and that refusal to cooperate fully with the administration of the test will result in termination of employment.
2. When any employee is required to be tested under the provisions of this policy, the test may include screening for any one or more of the following drug groups: Alcohol; Amphetamines/Methamphetamines; Barbiturates; Cocaine; Opiates; Phencyclidine; and Cannabinoids.
3. Any employee who refuses to consent to a drug and/or alcohol test, when requested, will be terminated from employment with the City. Any refusal or failure to cooperate fully with the administration of a test, any behavior which makes testing more difficult, or prevents the administration or completion of the test, or in any manner alters or attempts to alter the test results (including adulteration or substitution), will be treated as a refusal to consent.
4. Additionally, any employee who fails to immediately report to the testing site when directed by a supervisor will be considered to be in violation of this policy and the delay in reporting for testing will be treated as a failure to cooperate.
5. An employee whose drug or alcohol screen yields a positive result shall be suspended from employment pending a request for a second test, otherwise the employee may be terminated. The employee may request a second drug test of

the initial sample, at the employee's expense.

6. Any employee arrested or convicted of illegal conduct related to controlled substances or alcohol or who fails to report such information to the Department Head or Human Resources shall be subject to disciplinary action up to and including termination.

400.8 Performance Evaluations

The City of Raymore is committed to performance management practices and processes that provide an opportunity for discussing, planning and reviewing the performance and accomplishments of City employees on a routine basis.

The use of performance evaluations by the City does not alter the at-will employment status of any employee, and an employee may be terminated at any time with or without cause or notice.

Department Heads shall utilize an evaluation instrument as determined by Human Resources to assess the knowledge, skills and abilities of employees.

- A. Regular full-time and part-time employees will generally receive a formal performance evaluation on an annual basis. Temporary employees will be evaluated at the discretion of the Department Head.
- B. Supervisors may also evaluate employee performance at any time during the course of the year as a way to provide feedback and coaching.
- C. In addition to annual performance evaluations, new employees will receive an evaluation after three months and after six months. **EXCEPTION:** New police officers and communications officers will receive an evaluation at the end of their training period instead of at the three and six month intervals.
- D. If an employee receives an overall rating of "Exemplary" on his or her annual evaluation, the employee will receive an additional personal floating holiday for use any time prior to the next evaluation.
- E. If an employee receives an overall rating of "Needs Improvement" on his or her annual evaluation, the employee may be placed on a 60 day Performance Improvement Plan.
- F. Employees and supervisors may attach additional written comments and other performance related documents to the completed evaluation form for the record.

400.9 Standards of Conduct and Discipline

The purpose of this policy is to advise employees as to appropriate standards of conduct and behavior by employees and the possible consequences for failing to adhere to these standards.

A. Employee Standards of Conduct

All employees are required to meet acceptable performance standards and otherwise conduct themselves in an appropriate manner throughout the duration of their employment with the City. The examples of unacceptable conduct listed below are provided for employees' information and serve as a guide for conduct on a day-to-day basis. The list is not meant to be all inclusive and various other circumstances may arise requiring discipline or termination of an employee. The City recognizes that each problem which may arise in the workplace will present a unique set of circumstances. Situations will be addressed based on facts and in the context of relevant surrounding circumstances. For this reason, the examples listed below are not intended to form any express or implied contract between the City and its employees as to the procedures followed concerning any rule violation.

Inappropriate personal conduct and/or failure to observe rules may subject the individual to discipline depending on the nature, frequency, and severity of the offense and the employee's overall work record. The City reserves the right to determine appropriate discipline, up to and including termination, for any unacceptable conduct, including the following:

1. Violation of any policy, procedure or other provision contained in this Manual or any department or division policies, procedures, rules or regulations.
2. Being arrested for, convicted of, and/or administratively adjudicated or sanctioned for any criminal act or serious traffic infraction that:
 - a. Affects the employee's ability to perform the duties of his position (including the ability to lawfully drive a vehicle); or
 - b. Adversely affects the public's trust in the employee; or
 - c. Relates to the duties and responsibilities of the position; or
 - d. Otherwise negatively reflects upon the City of Raymore.

Employees are required to report any arrest, conviction, administrative adjudication or sanction or serious traffic infraction that meets the above criteria to their Department Head and Human Resources immediately.

3. Exhibiting offensive conduct or using offensive, inappropriate, or discourteous language toward the public, City officials, or other employees.
4. Insubordination.
5. Intentionally, or through gross negligence, damaging City property.
6. Taking leave without authorization, failing to notify a supervisor of intended absence, walking off the job without permission, or excessive tardiness or absenteeism.
7. Violating the City's Code of Ethics.

8. Knowingly falsifying information (through affirmative statement or through omission of material information) on a job application or other City document, or in the course of a City-related investigation.
9. Engaging in behavior prohibited by the City's anti-harassment, non-discrimination, and/or non-retaliation policies.
10. Engaging in activities which disrupt or interfere with the regular work activities of a work group, division, or department, including failing to report for duty, or not working at usual capabilities in performance of normal duties.
11. Abusing any official position with the City government.
12. Committing any act, either on duty or off duty, which reflects negatively on the City.
13. Exhibiting unsatisfactory performance of job duties and responsibilities.
14. Falsifying any City record.
15. Engaging in verbal or physical fighting with a supervisor, co-worker, or citizen.
16. Engaging in, or threatening, any act of violence or intimidation toward a City official, supervisor, co-worker, or citizen. This does not limit necessary Public Safety response to resistance.
17. Coming to work intoxicated or under the influence of non-prescribed drugs, or other violations of the Drug & Alcohol policy.
18. Theft of property from co-workers, citizens, or the City.
19. Possession of firearms on City premises or while on City business, except in the official performance of duty.
20. Disregarding safety or security regulations
21. Failing to maintain the confidentiality of City trade secrets and other confidential information.

B. Types of Disciplinary Action

Employment with the City is considered "at will," which means it may be terminated by either the employee or the City at any time with or without cause or notice. Supervisors and Department Heads, at their discretion, will determine the appropriate disciplinary action for any conduct, with Human Resources and City Manager input as requested. Nothing in this section should be considered to

require progressive discipline, waive, or otherwise modify the “at-will” employment status or the City’s or the employee’s right to terminate employment at any time with or without cause or notice, or create any property right or interest.

The following are examples of the types of discipline that may be considered by the City. At all times, the City reserves the right to select, in its sole discretion, the discipline to be issued.

Verbal Counseling: Verbal counseling is an informal conversation between a supervisor and an employee regarding minor behavior or performance modifications that need to be made.

Written Reprimand: A written reprimand is documented formal notification of the employee’s unsatisfactory performance or other violation of the City’s policies and procedures and/or other City or departmental policies.

Performance Improvement Plan: A Performance Improvement Plan is a management instrument utilized to provide guidelines for improved employee performance. During a specified length of time, the employee is required to fulfill a set of conditions or improve work performance or on-the-job behavior. Failure to meet the requirements may result in additional disciplinary action up to and including termination. An employee may be placed on a Performance Improvement Plan in conjunction with another form of disciplinary action. An employee is not eligible for any salary increase during this period. Although the Performance Improvement Plan is normally set for a specified period, the employee is not guaranteed employment for duration and may be terminated either during the period or after its completion with or without cause or notice.

Suspension: A suspension is the removal of an employee from the workplace for a specified period of time with or without pay. The length of suspension will reflect the severity of the employee’s misconduct.

Demotion: A demotion is the placement of an employee into a lower job classification as a result of disciplinary action or poor job performance.

Termination: A termination is the permanent removal of any employee from the City’s employment.

C. Administrative Leave Pending Outcome of Investigation

An employee may be placed on administrative leave with or without pay. If leave is without pay, the employee may use any accrued vacation or compensatory time. All normal benefits will continue during the administrative leave.

500 EMPLOYEE HEALTH AND SAFETY

500.1 Smoking and Tobacco Free Workplace

Smoking and the use of all tobacco products is prohibited in all City buildings and facilities without exception, including garage-like structures, while in City vehicles or equipment, or while on duty in view of the public. In addition, smoking is prohibited within 100 feet of any entrance to a City building or facility.

This policy includes the use of tobacco products, including all smokeless tobacco products, pipes, vaporizers, and electronic cigarettes.

500.2 Workplace Searches

To ensure the safety of City employees, safeguard the property of the City and its employees, and to help prevent illegal activity on City premises, the City reserves the right to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, City vehicles, or any other possessions or articles carried onto City property at any time, for any reason, to the extent permitted by law.

In addition, the City reserves the right to search any employee's office, desk, computer, files, locker or any other area or property on the City premises at any time, for any reason, with or without cause. All offices, desks, files, lockers, equipment, and so forth, are the property of the City and are issued for the use of employees during and for their employment with the City.

Inspections may be initiated or requested at any time at the discretion of a Department Head, in conjunction with the City Manager, Human Resources and/or City Attorney. Employees do not have an expectation of privacy in the possession or use of such property.

Employees who refuse to cooperate in an inspection will be subject to discipline, up to and including termination.

500.3 Violence in the Workplace Prevention Policy

The City of Raymore is committed to preventing workplace violence and to maintaining a safe work environment. The City has adopted the following guidelines to deal with intimidation, harassment, or other threats of or actual violence that may occur on-site or off-site during work-related activities.

- A. All employees and members of the public should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others.
- B. Conduct that threatens, intimidates, or coerces another employee or a member of the public will not be tolerated. City of Raymore resources may not be used to

threaten, stalk or harass anyone at the workplace or outside of the workplace.

- C. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, Human Resources or any Department Head. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.
- D. Employees should promptly inform their Department Head and Human Resources of any protective or restraining order that they have obtained that lists the workplace as a protective area. Employees are encouraged to report safety concerns with regard to intimate partner violence. The City of Raymore will not retaliate against employees making good-faith reports. The City of Raymore is committed to supporting victims of intimate partner violence by providing referrals to the EAP and community resources.
- E. Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.
- F. The City of Raymore encourages employees to bring their disputes to the attention of their supervisor or Human Resources before the situation escalates.

500.4 Safety in the Workplace

The City of Raymore is committed to providing a safe and secure environment for all of its employees. As such, employees are expected to comply with all safety rules and regulations. It is the responsibility of each employee to assist in maintaining a clean and safe workplace, keep their work area neat and free from safety hazards. Unsafe conditions should be immediately reported to a supervisor or Human Resources. In addition, employees should immediately contact a Department Head or Human Resources if they believe they cannot safely perform the essential functions of their job.

500.5 On the Job Injuries

It is the responsibility of the employee to immediately report any on-the-job injury or illness to their supervisor. State Workers Compensation statutes and regulations will be used as a basis for determining a work-related injury or illness.

Injured employees who seek treatment beyond first aid may be required to participate in post-accident drug testing (see *Section 400.7 Drug and Alcohol Free Workplace*).

- A. **Failure to Report:** Failure of an employee to make timely notification to a supervisor of a workplace illness or injury, and failure to seek treatment in the manner prescribed above, may result in disciplinary action and may also impact Worker's Compensation benefits.

- B. **Safety Rule Violations:** Workers Compensation benefits may be reduced pursuant to RSMO 287.120.5 when safety rule violations occur in conjunction with work related accidents. Further, failure to comply with departmental or citywide safety rules, regulations, and policies may result in disciplinary action as defined in City policy.
- C. **Medical Appointments:** Time off for medical treatment, physical rehabilitation, or medical evaluation appointments for work-related injuries will be paid at straight time unless appointments have been missed or rescheduled due to non-work-related conflicts. Employee may elect to use accrued leave time to cover rescheduled medical, physical rehabilitation, or medical evaluation appointments related to compensable injuries. Mileage will not be reimbursed for travel to and from medical appointments, unless travel outside of the greater Kansas City metropolitan region (as defined by the Mid-America Regional Council) is required.
- D. **Non-Medical Appointments:** Time off for non-medical appointments including workers' compensation settlement conferences and hearings may not be compensated. Accrued leave time may be used to cover such absences.
- E. **Travel:** Injuries sustained in city-owned or subsidized automobiles during normal commute to and from work are generally not compensable under workers compensation benefits. However, employees who are injured traveling to work related activities, such as meetings, training or conferences will be considered work related and compensable under workers compensation benefits.
- F. **Personal Medical Doctor:** If an employee wishes to see their personal doctor regarding a work-related injury, it may be done at the employee's own expense.

500.6 Temporary Light Duty Assignments

- A. Temporary light duty assignments, when available, are for City employees who, because of injury, illness or disability (work related or non-work related), or pregnancy, are temporarily unable to perform the essential functions of their regular assignment/job but who are capable of performing alternative duty assignments. Use of temporary light-duty can provide employees with an opportunity to remain productive while convalescing as well as provide a work option for employees who may risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment.
- B. Temporary light duty assignments are subject to availability and the needs of the City, and are not guaranteed. Assignments may be changed at any time. If a temporary light duty assignment is available and the employee chooses to not return to work, they may not be eligible for any Workers' Compensation Benefits.

Assignment to temporary light duty shall not affect an employee's pay classification, pay increases, promotions, retirement benefits or other employee benefits. Light duty assignments are temporary and normally should not exceed six months in duration.

- C. Requests for temporary light duty assignments shall be submitted to the Department Head to coordinate with Human Resources. Requests must be accompanied by a statement of medical certification to support a requested reassignment, which must be signed either by the treating physician or other licensed health-care provider. The certificate must include an assessment of the nature and probable duration of the condition, prognosis for recovery, and the employee's specific work restrictions. The City may require the employee to submit to an independent medical examination by a health provider of the City's choosing.

500.7 Return to Work

- A. The City reserves the right to require a medical examination when an employee returns to work after an injury or illness, or if the supervisor has a reasonable question of the employee's ability to perform the essential functions of their job, as permitted by law.

600 TIME OFF BENEFITS

600.1 General Leave Provisions

- A. All leave time must be used and recorded by each employee, approved by a supervisor and forwarded to Finance with payroll. All approved leave time for non-exempt employees shall be recorded to the nearest quarter hour.
- B. Benefit continuation varies depending on the type of leave.
- C. In general, paid time off benefits are only available to regular, full-time employees.
- D. "Service" for purposes of accrual of paid vacation or sick leave means continuous employment in a regular, full-time position with the City of Raymore. In general, an employee who is rehired after a lapse of service will be considered a new employee.
- E. Once an employee exhausts all accrued leave, additional leave accrual will not occur until the employee returns to paid status.

600.2 Attendance

Employees are expected to be in their assigned workplaces at their scheduled time and in the proper mental and physical condition to perform their jobs. Reliable and predictable attendance and punctuality is an essential function of all City jobs and, as such, expected from all employees. Absences or tardiness that is unexcused or excessive in the judgment of the City will result in discipline, up to and including termination.

- A. Notification:** Employees are required to notify their supervisor as soon as practicable when they know they will be late or absent. Individual departments may establish their own notification procedures. Any employee who is absent for three or more consecutive shifts without authorization shall be deemed to have voluntarily resigned. Failing to notify the supervisor prior to an absence or in the time and manner prescribed by department policies is grounds for discipline up to and including termination.
- B. Documentation:** A physician's note may be required after an absence due to an illness or injury lasting more than five regularly scheduled work shifts. Employees incapacitated by serious injury, surgery, hospitalization, communicable or infectious disease, pregnancy complications, or illness lasting more than three calendar days should notify Human Resources to discuss leave of absence options such as FMLA.

600.3 Civil Leave

- A. Jury Duty:** If a regular, full-time employee is summoned for jury duty or subpoenaed to appear as a witness in a case where they are neither the plaintiff nor the defendant, they shall make arrangements with their supervisor to comply with the summons or subpoena. The City of Raymore will provide full pay while on leave

for these circumstances provided the employee presents proof of duty served. The employee will only be compensated by the City for hours related to the required appearance that occur during their regularly scheduled work day. Any regular, full-time employee who receives compensation from the Court will be allowed to retain the amount paid for the time served.

Employees should give as much notice as possible of the summons or subpoena to their supervisor. If an employee is not a regular, full-time employee, the employee will be provided approved unpaid leave for any jury or witness duty.

- B. City-Related Court Appearance:** From time to time, employees may be called upon to testify in a court in their official capacity with the City. This is considered a normal part of the requirement of the job when employment with the City is accepted. If the court appearance is scheduled during an individual's normal free time or normal scheduled day off, non-exempt employees will be compensated as follows:
- a. Two (2) hours or the actual duration of the appearance, whichever is greater, at the employee's regular overtime pay rate for Raymore Municipal Division of the Cass County Circuit Court; or
 - b. Three (3) hours or the actual duration of the appearance (including travel time from City Hall), whichever is greater, at the employee's regular overtime pay rate when court appearances require travel outside of the city limits.
- C. Personal Civil or Criminal Trial:** If an employee is a party in a legal proceeding, and not in their official capacity with the City, the employee may use compensatory time, vacation time, or leave without pay for time away from work. Employees should follow all applicable policies relative to requesting approved time off.
- D. Voting:** The City of Raymore will provide up to three (3) hours of paid leave between poll hours to vote if: 1) the employee makes the request for voting leave prior to Election Day; and 2) the employee does not have three successive non-working hours on Election Day to vote. If such a request is made, the supervisor will designate the time frame that the employee is authorized to take such leave.

600.4 Bereavement Leave

- A. Regular, full-time employees are eligible for paid bereavement leave to attend the funeral of a spouse or significant other, child, parent, sibling, grandchild, grandparent, or legal guardian or corresponding in-law or "step" relation.
- B. Bereavement leave is up to four (4) work shifts per event.
- C. In situations where the absence is approved but requires more than the maximum leave allowed, the employee may use available compensatory leave, vacation leave, or leave without pay for time in excess of the available bereavement leave.
- D. Employees may use available compensatory leave, vacation leave, or leave without

pay (subject to the approvals required to the type of leave requested) to attend funerals that are not covered by the bereavement leave.

600.5 Family and Medical Leave Act (FMLA)

General Entitlements under FMLA

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

1. The birth of a child or placement of a child for adoption or foster care.
2. To bond with a child after birth, or placement for adoption or foster care (leave must be taken within 1 year of birth or placement).
3. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition*.
4. For a serious health condition* that makes the employee unable to perform the employee's job.

The City will have the discretion of granting up to 15 additional work days of unpaid leave at the end of FMLA leave.

The latest version of the Family Medical Leave Act will always take precedence.

Military Family Leave Entitlements-FMLA: Qualifying Exigency & Service Member

Eligible employees may take FMLA for qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, son, daughter, or parent. Qualifying exigencies may include:

1. Attending certain military events
2. Arranging for alternative childcare
3. Addressing certain financial and legal arrangements
4. Attending certain counseling sessions
5. Attending post-deployment reintegration briefings

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

1. A current 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*
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date

the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. *

**FMLA definitions of "serious injury or illness" are distinct from the FMLA definition of "serious health condition".*

During FMLA, the City will:

1. Maintain an employee's health insurance under any "group health plan" on the same terms as if the employee had continued to work.

Upon Return from FMLA:

1. Most employees will be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.
2. The City will not interfere with an employee'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.
3. Use of FMLA leave will not result in the loss of employment benefits accrued prior to the start of an employee's LOA.

FMLA & Military Family Leave Eligibility

Employees are eligible if:

1. They have worked for the City at least twelve (12) months in the last seven (7) years;
2. Have worked at least 1,250 hours in the 12 calendar months immediately preceding the request for leave; and
3. Are employed at (or report to) a work site that has 50 or more employees within a 75-mile radius

FMLA may be taken for a qualifying condition:

1. Up to a maximum of 12 weeks within a 12-month rolling backward period (rolling year*) for basic FMLA
2. Up to a maximum of 26 weeks within a 12-month period to care for a covered service member

**Rolling year method: An employee who has taken 12 weeks of FMLA time is not eligible for additional FMLA until a 12-month period has elapsed, counted from the first day of the previous FMLA period of leave.*

FMLA & Military Family Leave Use

Employees do 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 must make reasonable efforts however, to schedule FMLA-covered pre-planned medical treatment so as not to unduly disrupt employer operations.

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

Employees do not have to share a medical diagnosis, but must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, or that hospitalization or continuing treatment by a health care provider is needed, or circumstances supporting the need for military family leave. Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave. If a certification is incomplete, the City will provide written notice indicating what additional information is required.

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

The City will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the City determines that the leave is not FMLA-protected, the City will notify the employee.

The City requires the use of applicable accrued paid leave while taking FMLA leave. When an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the City's normal paid-leave policies.

Because the Family and Medical Leave Act is extensive, not all portions are reproduced in this handbook. Questions regarding an employee's eligibility for family and medical leave should be directed to Human Resources.

600.6 Holiday Leave

A. All regular, full-time employees will receive the following paid holidays:

New Year's Day	January 1
Martin Luther King Jr. Day	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	4th Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veterans' Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	Scheduled by the employee

- B. Holidays that fall on a Saturday will be observed on the preceding Friday, and those which fall on a Sunday will be observed on the following Monday.
- C. Eligible employees will receive paid time for the length of their standard work shift.
- D. If a holiday falls during a paid absence (such as pre-approved vacation or sick leave), holiday pay will be provided instead of the time off benefit that would have otherwise been applied. Holidays that fall during the period of an employee's unpaid Leave of Absence will not be paid.
- E. Paid holiday time will be considered "time worked" for the calculation of overtime. Police officers and dispatchers who work a holiday will be paid their regular hours and holiday pay hours. For purposes of overtime calculation, only the regular hours will be considered.
- F. Floating holidays will be credited to employees during the first payroll period of each calendar year. Employees who are not employed with the City before December 1 will not receive a floating holiday for that calendar year. Additional floating holidays may be granted in accordance with *Section 400.9: Performance Evaluations*. Floating holidays will be forfeited if not used by the last day of the last payroll period of the calendar year, prior to termination, or prior to a transfer to a position not eligible to receive a floating holiday.

600.7 Military Leave

It is the City's policy to comply with the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended, and/or applicable similar state law. Employees who need military leave should contact their Department Head and Human Resources.

600.8 Parental Leave

All regular, full-time employees are eligible for up to 12 weeks of unpaid, job-protected parental leave in accordance with the General Entitlements of the Family and Medical Leave Act, *See Section 600.5*.

- A. Multiple births or adoptions do not increase the length of leave granted for the birth or adoption event.
- B. An eligible employee will be required to furnish appropriate medical documentation for the birth of a child. If applicable, the medical certification requirements for FMLA leave will govern. The medical documentation must be completed and signed by a healthcare provider.
- C. An eligible employee will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoptions.

- D. Surrogate mothers and sperm donors are excluded from coverage under this policy, as are parents who elect to place their newborn child/children for adoption, as the purpose of this policy is to allow employees time to bond with a new child.
- E. Nothing in this policy will be construed to limit or extend eligibility or the maximum allowable absence under FMLA.

600.9 Rest/Break Periods

For non-exempt employees, an employee's supervisor may permit up to two paid fifteen-minute rest/break periods at the supervisor's discretion. A supervisor may authorize the taking of these breaks, including allowance for extended break periods due to inclement weather or other working conditions.

600.10 Sick Leave

- A. The City offers regular, full-time employees the ability to earn sick leave. Sick leave will be used for the following purposes: personal illness or injury; illness or injury of a child, parent, or spouse (See *Section 606.6.a. FMLA Definition* for more information); or any leave provided for by the Family Medical Leave Act.
- B. Sick leave accrues in increments of 4 hours per pay period for the first two pay periods of each month, for an annual equivalent of 96 hours. The maximum accrual is capped at 960 hours.
- C. The accrual of sick leave will continue during periods of paid leave of absence, however there will be no accrual of sick leave during periods of unpaid leave.
- D. To be eligible to use accrued sick leave, the employee must notify their supervisor of the reason for their absence and the time needed as far in advance as possible. Absent extraordinary circumstances, employees must notify their employer prior to their scheduled shift start. If they fail to do so, they may not use accrued sick leave. An employee is required to keep their supervisor informed of their condition each day of their absence, or at any longer interval approved by the supervisor.
- E. Sick time begins to accrue upon hire and may be used in one (1) hour increments as accrued. An employee may use accrued vacation leave or compensatory leave when sick time has been exhausted or may request leave without pay pursuant to policy. Employees are not permitted to borrow against sick time not yet accrued.
- F. Sick leave balances carry over from year to year, not to exceed the maximum accrual cap stated above. Once the accrual cap is reached, accrual will stop until days are used and the leave balance falls below the cap.
- G. Sick Leave Donation
 - 1. Full time employees are permitted to make sick leave donations to another employee(s) who have exhausted all paid leave.

2. Human Resources is responsible for administration of the sick leave donation policy and additional processing details are contained in the Management Standard Operating Procedures.

- H. Upon separation from City employment, employees with at least twelve (12) months service will receive a payout of 25% of unused sick leave.

600.11 Vacation Leave

- A. Regular, full-time employees are eligible to earn paid vacation leave. The accrual of vacation leave will begin immediately upon employment and may be used in one (1) hour increments as accrued.
- B. Planned time off for vacation leave should be scheduled in advance and approved by a supervisor, consistent with the needs of the Department and the City.
- C. Employees may be recalled from vacation leave or may have scheduled vacation leave postponed in the event the Department Head or City Manager determines that an emergency exists or if work needs necessitate the employee's presence. When an employee is recalled from vacation leave, the City will work with the employee to reschedule the leave at the earliest convenient time.
- D. Any holiday recognized by the City that occurs during an employee's scheduled vacation will not be counted as vacation time. Sick leave may be substituted for scheduled vacation leave if the employee is unexpectedly faced with a situation that qualifies for sick leave. A written substantiation of the situation may be required upon the employee's return to work.
- E. Changes in vacation accrual will be effective the first pay period following the individual's employment anniversary date.
- F. Maximum accrual of vacation hours for a regular, full-time employee is 320.
- G. Selling and/or cashing out of vacation is not allowed. Employees who leave the organization, regardless of reason, will be paid for their accrued, unused vacation balance upon separation.
- H. Individual departments may establish guidelines for scheduling vacations, including prior notification requirements.
- I. Vacation leave will be paid at the employee's base rate not including overtime. Vacation benefits are accrued semi-monthly as follows:

**Years of Eligible
Service**

**Annual
Equivalent**

1-4

80 hours

5-9

120 hours

10-14

140 hours

15-19

160 hours

20+

200 hours

700 EMPLOYEE BENEFITS

700.1 General Benefit Information

- A. The availability of Private Health Information (PHI) is limited to those with a business need-to-know, including the employee, the covered entity (group health plan), Human Resources staff, representatives of the City's legal advisors, and select vendors, consultants and brokers. All PHI information is to be filed and maintained separately from all other personnel files. Any employee can review their PHI records, with reasonable notice given to Human Resources, at any time.
- B. The City is responsible for ensuring that a Business Services Agreement exists with all vendors, contractors, consultants and brokers who have access to PHI.
- C. The City reserves the right to amend or terminate any benefit program. For more complete information regarding the City's benefit programs please contact Human Resources.

700.2 Eligibility for Employee Benefits

- A. All regular, full-time employees are eligible to enroll in City-offered benefit plans.
- B. Access to and levels of benefits are governed by the specific benefit plans.
- C. Employees can make changes to their employer-sponsored medical, dental, and vision carriers and/or add eligible dependents if a qualifying event occurs or during the annual enrollment period. If an employee fails to make changes within this time period, the next opportunity to do so will be during the next open enrollment period the following year or during a qualifying event.

700.3 Benefits Upon Separation of Employment

The employee will receive benefit continuation information in accordance with COBRA guidelines. The information will be mailed to the employee's last known home address.

700.4 Employee Assistance Program

The City of Raymore offers an Employee Assistance Program (EAP) to its employees and may require an employee's attendance and participation in the EAP as a condition of employment. An EAP is a work-based intervention program designed to identify and assist employees in resolving personal issues (marital, financial, emotional, family, substance/alcohol abuse; etc.) that may adversely affect the employee's performance. The City's EAP offers a wide array of services, including visits to a mental health professional, basic legal assistance and referrals, and financial planning, that are available to the employee and any member of the employee's household. Participation in the City's EAP does not generally excuse employees from complying with normal policies or from meeting job requirements during or after receiving, unless prohibited by law. Typically, utilization of the EAP is voluntary, but the City may mandate the utilization of services if behavior

warrants. Contact Human Resources for information on the City's current EAP provider.

In addition to EAP benefits, there may be a need for specialized professional services with regard to stress created by traumatic incidents that occur in the line of duty. The affected employee's Department Head will work with Human Resources to ensure scheduling of an appropriate professional visit.

Prior to returning to duty, a psychological debriefing may be required for any employee who, in the line of duty:

1. Discharges a firearm or uses force against another person, seriously injuring or killing the person.
2. Is injured as a result of an assault with a weapon.
3. Is involved in any other traumatic incident where the supervisor and/or Human Resources feels a psychological debriefing is necessary.

700.5 Tuition Reimbursement

- A. All regular full-time employees with at least one (1) full year of service with the City are eligible for tuition reimbursement on credit hours or degrees earned at an accredited college or university or a certification program previously approved by a supervisor. The maximum level of coursework eligible for tuition reimbursement is that equivalent to a master's or graduate degree.
- B. Course material must relate directly to the employee's current position or preparation for promotion.
- C. Reimbursement will only be made for the cost of tuition and books. Reimbursement will be 100% for a grade of at least a 3.0 (on a 4.0 scale) and 50% will be reimbursed for a grade of 2.0 to 2.9 (on a 4.0 scale) at an accredited college or university or 100% for achieving certification.
- D. The maximum reimbursement allowed is \$2,500 per fiscal year. The program is based on the availability of funds, as budgeted by individual departments and approved by the City Council for each budget year.
- E. It is the employee's responsibility to verify that a course is eligible for reimbursement under this program, and to notify their Department Head of their intent to enroll to verify reimbursement funds are available.
- F. Any employee who receives tuition reimbursement may be required to reimburse the City for part or all of the cost of such reimbursement if the employee voluntarily leaves City employment within one year of receiving such assistance. Human Resources and the Finance Department are responsible for coordinating repayment of the tuition reimbursement and the entire amount owed to the City must be satisfied within one year following separation.

800 COMPENSATION

800.1 Compensation Administration

A. Pay Ranges

1. All positions within the City are currently organized into corresponding pay range classifications. Human Resources is responsible for administering the compensation system. Pay ranges must be approved by the City Council during the annual budget process.
2. Pay ranges and the ability for employees to progress through the step system are approved annually as part of the budget by the City Council. Additional cost of living adjustments may be approved by the City Council as well.
3. Each pay range currently contains a minimum, midpoint and maximum. The minimum is the lowest rate of pay for an individual who meets the minimum qualifications for a position. The maximum is the highest rate of pay for a position (note that through Red Circled Rates, an incumbent may earn more than the maximum pay for the position).
4. Each pay range currently contains a series of steps at a set interval that employees will automatically progress through without regard to performance at the beginning of each fiscal year. Any such adjustment will become effective on the first payroll following November 1. An individual must be paid an amount corresponding to a step in the range associated with their position, and may not be paid an amount between steps.
 - a. An employee who is currently on a Performance Improvement Plan will not progress through the step system automatically at the beginning of the fiscal year, but will instead progress contingent on the successful completion of the PIP. Any change in rate of pay will not be retroactive.
 - b. If there is an improvement to the pay chart during an employee's introductory period, the employee's pay will be adjusted accordingly. Employees are not eligible for a step increase during the introductory period and will receive the step (if available) at the start of the next fiscal year following successful completion the period.
5. The City of Raymore strives to offer competitive compensation. To that end, the City evaluates internal compensation practices on a regular basis.

B. Pay on Initial Appointment

1. Initial appointments will normally be at the minimum step of the assigned pay range. An employee may be hired at a higher step in the range if the skills, experience and knowledge of the applicant warrant, and other material factors

that may exist. City Manager approval is required to hire at pay above the minimum step.

C. Reinstatement/Reemployment

1. An employee may be rehired in the same position in the same department within one (1) year of their voluntary separation date at their pay rate at the time of their separation.
2. An employee who returns to employment and does not meet the conditions set forth in the above section will be treated as an initial appointment for compensation purposes.

D. Transfer

1. A transfer occurs when an employee is selected to fill a vacant position in the same or another pay range in the Step Chart that is not a promotion or demotion as defined below. Transfer decisions will be made based on applicant or employee qualifications as related to the requirements of the position.
2. An employee who transfers positions may receive a change in pay, based on the appropriate step in the new range. The City Manager will have final approval of placement within the new range.

E. Promotion

1. Promotion occurs when an employee is selected to fill a position of higher rank/title or greater responsibility, ordinarily in a higher range of pay. This may include, but is not limited to: additional duties, responsibility for training others and supervision. Promotion decisions will be made based on the employee's qualifications as related to the requirements and needs of the position.
2. An individual being promoted will be placed in the appropriate range associated with the position. This placement will be at the step which will provide the next higher rate of pay than their current rate of pay. The City Manager will have final approval of placement within the new range.

F. Demotion

1. Demotion occurs when an employee is reduced in rank/title, with a commensurate decrease in duties and/or responsibilities. A demotion is ordinarily accompanied by movement of the employee to a lower rate of pay. The City Manager will have final approval of placement within the new range.

G. Reclassification

1. A reclassification occurs when an employee's position, title, and/or

responsibilities are changed to improve the functioning of the department or as a more accurate representation of the work that is actually being performed.

H. Temporary Assignments

1. The City Manager may authorize a temporary increase in pay for an employee when:
 - a. An employee temporarily assumes full or partial duties of another position, or is assigned new duties for a temporary period of time;
 - b. The duration of the assignment is no less than two weeks and not more than one year; and
 - c. The duties represent a significant change in scope of responsibility and require different job competencies.
2. Temporary pay may be appropriate even if the employee retains significant portions of their duties while performing temporary duties.
3. When an employee is no longer performing the additional or new duties, the employee's pay rate returns to the former salary, plus any annual step increases that may have occurred in accordance with City policy.

I. Pay Increases

1. Pay increases are not guaranteed or implied. No department is allowed to implement any form of pay incentive plan or program without express approval from the City Manager and City Council.
2. Under ordinary circumstances, changes in pay will take effect on the first payroll following the beginning of the Fiscal Year, unless otherwise caused by a precipitating event such as promotion or demotion.

J. Red Circled Rates

1. Pay rates of individual employees who have exceeded maximum of the pay range will be "red circled" until such time as adjustments to the pay ranges are made so that the employee's pay falls within the range.
2. To be "red circled" means that the employee is "grandfathered" until the employee leaves the position (i.e. the pay plan does not require the employee's pay to be reduced to fit the maximum of the range).
3. If an employee is red circled or when an employee reaches the maximum pay allowed for their pay range, the employee's base pay rate will be frozen but an annual increase equivalent to that approved for the progression of the step system will be provided as supplemental pay and distributed as a lump sum in the first paycheck of the fiscal year.

800.2 Classification of Employment

For the purposes of salary administration, eligibility of overtime payments, and eligibility for benefit programs, the City classifies its employees as follows:

- A. Full-Time/Regular:** A position regularly scheduled for year-round employment that includes 40 hours in a standard period of 7 days for general city employees; 168 hours in a standard period of 28 days for sworn police officers.
- B. Part-Time:** A position scheduled to work less than 1,500 hours in a calendar year.
- C. Temporary or Seasonal:** A position scheduled to fill job requirements which occur intermittently for a program or project, or during certain times of the year. During the period of employment, hours of work may vary according to job requirements but generally are based on a 40 hour work week not to exceed six months.

Due to federal and state laws and the City's needs, different policies and procedures may exist for each type of position. Where not specifically stated, these policies and procedures apply to all types of positions.

800.3 Exempt/Non-Exempt

All job positions are classified as exempt or non-exempt.

- A. Exempt:** Job positions that are "exempt" from federal and/or state wage and hour laws regarding the payment of overtime wages. Employees who hold "exempt" positions are typically paid a salary, which is intended to compensate them for all hours worked.
- B. Non-Exempt:** Job positions that are subject to federal and/or state wage and hour laws, including payment of overtime. Employees who hold "non-exempt" positions are paid an hourly rate for all hours worked and receive a premium rate for all hours worked that are classified as overtime.

All employees must comply with all timekeeping policies and procedures and ensure that all work time is recorded and reflected in their time records.

800.4 Pay Day

All City of Raymore Employees are paid on a bi-weekly basis, on a predetermined schedule established each year. The City does not offer any pay advances or paychecks issued prior to the scheduled payroll cycle, unless required under law or statute.

800.5 Standard Work Week and Normal Work Schedule

- A.** The City's standard work week begins at 12:00 a.m. on Sunday and concludes at 11:59 p.m. on Saturday.

- B. Non-exempt employee's work-related attendance at lectures, meetings, and training programs and associated travel time will generally be considered hours worked and therefore compensated time. Other meetings or city social gatherings at which the employee's attendance is optional and voluntary and which are held during non-work time are generally not compensated time.

800.6 Non-Exempt Time Records

All non-exempt employees are required to track their time worked on an individual timesheet showing daily hours worked and will comply with the following guidelines:

- A. Employees are responsible for accurately documenting all time worked on timesheets.
- B. Without specific authorization from a supervisor and/or Department Head, off duty employees may not remain on the premises for more than thirty (30) minutes after finishing their scheduled shift and may not arrive at the premises prior to thirty (30) minutes before scheduled starting time. Employee's should not perform any work activities prior to the start of their shift or after the end of their shift, without the express approval of their supervisor. If work is performed before or after a scheduled shift, the work time must be properly reported.
- C. Employee timesheets should be checked and approved by the appropriate supervisor prior to submitting to Finance.
- D. Employees are not permitted to perform work at home, unless specifically authorized by a supervisor. Material work time approved by a supervisor must be documented.
- E. Overtime and compensatory time should be pre-approved by the supervisor. Any failure to do so may result in discipline.
- F. Filling out another employee's timesheet or falsifying any time record is prohibited and may be grounds for disciplinary action, up to and including termination.

800.7 Exempt Time Records

- A. All exempt employees are responsible for accurately documenting their own time.
- B. Submitting another employee's time without approval or falsifying any time record is prohibited and may be grounds for disciplinary action, up to and including termination.

800.8 Overtime Pay for Non-Exempt Positions

Non-exempt employees are eligible for overtime pay, as detailed below.

A. General Provisions

1. Overtime pay is at a rate of one and one-half times a non-exempt employee's regular hourly rate of pay for actual hours. General non-exempt employees are eligible to receive overtime pay for any hours worked over 40 hours in the City's defined work week/period.
2. Sworn police officers have a work period of 168 hours in each 28 day period and are eligible to receive overtime for any time worked over 171 hours.
3. No employee shall be permitted to work in excess of their normal work schedule except when an emergency exists or overtime work is necessary to carry out normal and essential services of the City and is assigned by their supervisor. In such cases, overtime is considered a condition of employment and refusal to accept it may be cause for discipline.
4. If the need arises to change an established work schedule, an employee may request or the supervisor may initiate the use of a "flex schedule".
5. Vacation and holiday paid time off benefits will be considered "hours worked" and will be included in the calculation of hours subject to overtime pay. Sick and compensatory time will not be considered "hours worked" and will not be included in the calculation of hours for purposes of overtime pay.
6. Employees may be compensated different pay rates for work done in different positions. For employees who work in multiple positions, the overtime rate will be based on the regular rate of pay that applies to the work performed during the hours in excess of a standard work period.

B. Compensatory Leave in Lieu of Overtime

1. If a supervisor and non-exempt employee agree in advance of the performance of work, the supervisor may compensate a non-exempt employee with compensatory leave time instead of overtime pay, in certain circumstances and as consistent with applicable law.
2. The City is not required to make compensatory leave available to all employees. Likewise, when the City makes compensatory time off arrangements with individual employees, the agreements need not be the same for all employees.
3. Compensatory leave time is credited at one and one-half times the actual time worked. A maximum of 240 hours of compensatory time may be accumulated by non-exempt general employees and 480 hours for non-exempt public safety employees.
4. Exempt-Managerial positions are those designated by the City Manager who may receive compensatory time for events such as an emergency or call out as detailed below. All approved overtime must be taken as compensatory time at a

rate of one and one-half times the hours worked , with a cap of 40 hours.

5. Compensatory time may be used for the same reasons as vacation or sick leave and must be pre-approved before taken.
6. Unused compensatory time may be carried over into the next calendar year.
7. Any unused compensatory time will be paid out upon separation from employment or at the time a non-exempt employee transfers into an exempt position.

800.9 Call Out Duty

Non-exempt City employees are eligible to receive Call Out Pay.

- a. Call Out Pay: If an employee is on "Call Out" duty and is called back into work after more than one (1) hour has passed since their work day ended or called into work for a non-scheduled time, they will be paid a minimum of two (2) hours of work or the actual time worked, whichever is greater. If the call out occurs less than one (1) hour after the regular work day ended, time worked will be calculated from the time the regular work day ended until the call out assignment ends. If consecutive call outs occur, each call out has a two hour minimum, however the employee will be considered on duty until that period of time has expired.
- b. Pay for call outs beyond the two hour minimum is calculated beginning when the employee arrives at the worksite and leaves worksite upon completion.
- c. Call out hours will be calculated as part of the employee's standard work week/period. Overtime will only be paid if the actual total number of hours during the standard work week/period exceed the thresholds for overtime.
- d. Employees on "Call Out" duty will be ready and able to work under the terms set forth in this manual upon arrival at the worksite.