

## **TITLE III**

### **PERSONNEL**

#### **Chapters:**

Chapter 3.01          Personnel Policies and Procedures

#### **Section 3.01.010          Personnel Policies and Procedures**

The City Council shall adopt and amend personnel policies and procedures by Resolution.

#### **Chapter 3.02 Employment Categories and Definitions (Repealed by Ordinance 16-05)**

#### **Chapter 3.03 Personnel Policies and Procedures (Repealed by Ordinance 16-05)**

#### **Chapter 3.04 Classification and Pay Plan (Repealed by Ordinance 16-05)**

#### **Chapter 3.05 Employee Benefits (Repealed by Ordinance 16-05)**

**CITY OF COFFMAN COVE**

**RESOLUTION 16-05**

**A RESOLUTION OF THE CITY OF COFFMAN COVE, ALASKA ADOPTING THE NEW EMPLOYEE HANDBOOK**

**WHEREAS**, the City of Coffman Cove, as an employer, seeks to establish a uniform Employee Handbook which shall improve the quality of personnel administration in the city, and

**WHEREAS**, the Coffman Cove City Council is the city's governing body, and

**WHEREAS**, the Employee Handbook shall be the guide for all personnel policies and procedures.

**NOW THEREFORE BE IT RESOLVED**, the attached "Employee Handbook" shall govern personnel administration within the city.

**PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL THIS** 17<sup>th</sup>

**DAY OF** December, 2015.

PJO

Mayor, Perry Olson

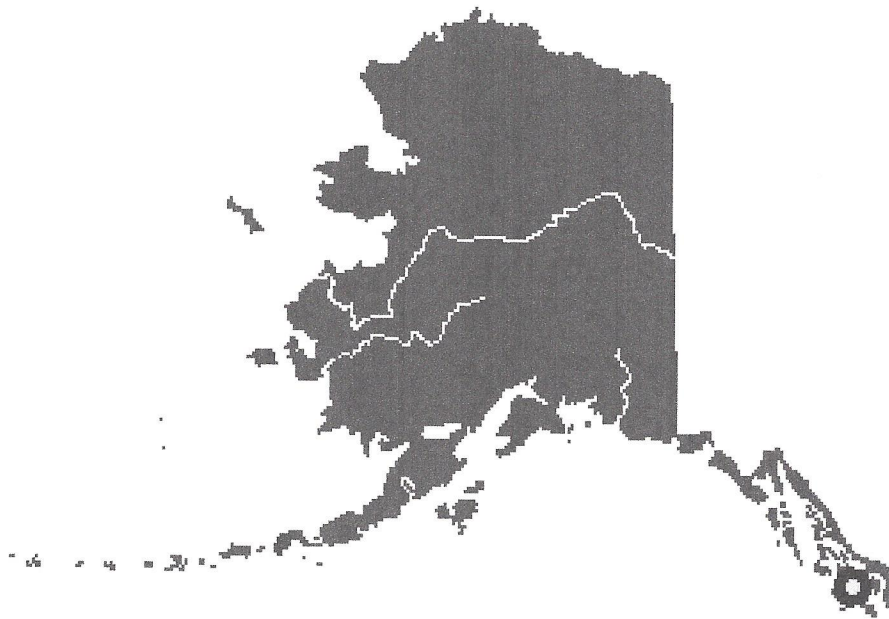
Jean Soderberg

Clerk, Jean Soderberg

# City of Coffman Cove

## EMPLOYEE HANDBOOK

Personnel Policies and Procedures  
At-Will



Drafted by AMLJIA

Approved by City Council Date:

Welcome new employee!

On behalf of your colleagues, we welcome you to the City of Coffman Cove and wish you every success here.

We believe that each employee contributes directly to the City of Coffman Cove's growth and success, and we hope you will take pride in being a member of our team.

Residents are our city's most valuable assets. Every employee represents the City of Coffman Cove to our residents and the general public. The way we do our jobs presents an image of our city. Therefore, one of our first priorities is to assist our residents and members of the general public. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention to those who need it.

Our personal contact with the public, our manners on the telephone, and the communications we send to residents are a reflection not only of ourselves, but also of the professionalism of the City of Coffman Cove. Positive public relations enhance the public's perception and image of the City of Coffman Cove.

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

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

Sincerely,

Coffman Cove City Council



## TABLE OF CONTENT

<u>NO.</u>	<u>TITLE</u>	<u>PAGE</u>
101	NATURE OF EMPLOYMENT .....	6
102	EMPLOYEE RELATIONS .....	6
103	EQUAL EMPLOYMENT OPPORTUNITY .....	6
104	BUSINESS ETHICS AND CONDUCT .....	7
105	HIRING OF RELATIVES .....	7
106	IMMIGRATION LAW COMPLIANCE .....	8
107	CONFLICTS OF INTEREST .....	9
108	OUTSIDE EMPLOYMENT .....	9
109	PROTECTION FOR WHISTLEBLOWERS .....	9
110	DISABILITY ACCOMMODATION .....	10
111	JOB POSTING .....	10
201	EMPLOYMENT CATEGORIES .....	11
202	ACCESS TO PERSONNEL FILES .....	11
203	EMPLOYMENT REFERENCE/BACKGROUND CHECKS .....	12
204	PERSONAL DATA CHANGES .....	12
205	EMPLOYMENT APPLICATIONS .....	12
206	PERFORMANCE EVALUATION .....	12
207	JOB DESCRIPTIONS .....	13
208	LICENSED EMPLOYEES .....	13
209	BUSINESS TRAVEL EXPENSES .....	13
210	TRAINING AND EDUCATION .....	14
211	SALARY ADMINISTRATION .....	15
212	SOCIAL SECURITY NUMBER .....	15
301	VACATION BENEFITS .....	15
302	HOLIDAYS .....	16
303	CHRISTMAS BONUS .....	16
304	WORKERS' COMPENSATION INSURANCE .....	16
305	SICK AND MEDICAL LEAVE .....	16
306	PREGNANCY-RELATED ABSENCES .....	16

307 FAMILY LEAVE.....	17
308 BEREAVEMENT LEAVE.....	18
309 JURY DUTY LEAVE .....	18
310 MILITARY LEAVE.....	18
311 TIME OFF TO VOTE .....	19
401 WORK SCHEDULES .....	19
402 EMERGENCY CLOSINGS .....	19
403 REST PERIODS .....	19
404 TIMEKEEPING.....	20
405 PAYDAYS.....	20
406 PAY CORRECTIONS .....	20
407 PAY DEDUCTIONS .....	20
408 OVERTIME.....	21
409 ANNIVERSARY DATE .....	21
410 EMPLOYMENT TERMINATION .....	21
411 RESIGNATION.....	22
501 USE OF CITY RESOURCES FOR PERSONAL BUSINESS.....	22
502 USE OF PHONE AND MAIL SYSTEMS.....	22
503 USE OF EQUIPMENT AND VEHICLES .....	22
504 EMAIL USAGE COMPUTER.....	23
505 INTERNET USAGE .....	23
601 SAFETY .....	25
701 EMPLOYEE CONDUCT AND WORK RULES .....	26
702 DRUG AND ALCOHOL USE .....	26
703 DRUG TESTING .....	27
704 SMOKING.....	27
705 WORKPLACE VIOLENCE PREVENTION.....	27
706 SEXUAL AND OTHER UNLAWFUL HARASSMENT.....	28
707 ATTENDANCE AND PUNCTUALITY .....	29
709 RETURN OF PROPERTY .....	30
710 PROGRESSIVE DISCIPLINE.....	30
711 WORKPLACE ETIQUETTE .....	31

<b>712 POLITICAL ACTIVITY .....</b>	<b>32</b>
<b>801 WORKPLACE MONITORING.....</b>	<b>32</b>
<b>802 SECURITY INSPECTIONS.....</b>	<b>32</b>

## INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the City of Coffman Cove and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the City of Coffman Cove to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. **It is important to understand that the right to terminate an employment relationship at the will of either the employee or the employer at any time, with or without cause, is based on the "employment-at-will" standard.** By this standard, an employee can leave a job at any time, and the employer can generally discharge an employee at any time, with or without notice or cause.

No employee handbook can anticipate every circumstance or question about policy. As the City of Coffman Cove continues to grow, the need may arise and the City of Coffman Cove reserves the right to revise, supplement or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

## EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about the City of Coffman Cove and I understand that I should consult the Personnel Officer regarding any questions not answered in the handbook. I have entered into my employment relationship with the City of Coffman Cove voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or the City of Coffman Cove can terminate the relationship at will, with or without cause, at any time, so long as the termination is in good faith and is not a violation of applicable federal, state or local law. The description of employment standards in these policies does not alter the at-will nature or rules of these policies.**

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices and I understand that revised information may supersede, modify or eliminate existing policies. Only the Coffman Cove City Council has the ability to adopt any revisions to the policies and procedures in this handbook.

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

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

EMPLOYEE'S NAME (printed): \_\_\_\_\_



## **101 NATURE OF EMPLOYMENT**

Employment with the City of Coffman Cove is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the City of Coffman Cove may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the City of Coffman Cove and any of its employees. The provisions of the handbook have been developed at the discretion of the Coffman Cove City Council and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the Coffman Cove City Council's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to except as allowed by City of Coffman Cove ordinance.

## **102 EMPLOYEE RELATIONS**

The City of Coffman Cove believes that the work conditions, wages and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their immediate supervisor.

The City of Coffman Cove and the employee will deal with each fairly and in good faith, in the administration of these at-will employment policies. Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear and attitudes can be positive. We believe that the City of Coffman Cove amply demonstrates its commitment to employees by responding effectively to employee concerns.

All employees serve at the pleasure of the appointing authority, and shall receive such benefits as are required by law and those determined by the Coffman Cove City Council, and may be terminated at any time, with or without cause, and without any right to a hearing, grievance or other procedure.

## **103 EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, applicants and employees shall be assured of fair treatment in all aspects of personnel administration without regard for political affiliation.

Employment decisions at the City of Coffman Cove will be based on merit, qualifications and abilities.

The City of Coffman Cove does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, age, national origin or ancestry, marital status, change in marital status, physical or mental disability, pregnancy, parenthood or any other protected classes under relevant federal, state and local laws. Individuals shall likewise be treated with

proper regard for their privacy and constitutional rights as citizens.

The City of Coffman Cove will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

#### **104 BUSINESS ETHICS AND CONDUCT**

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

The continued success of the City of Coffman Cove is dependent upon public trust and we are dedicated to preserving that trust. Employees owe a duty to the City of Coffman Cove, its residents and the general public to act in a way that will merit continued trust and confidence.

The City of Coffman Cove will comply with all applicable laws and regulations and expects its elected officials, volunteers and employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

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

A problem or conflict shall always be discussed with your immediate supervisor FIRST. If the conflict is unresolved after consulting your immediate supervisor, you may consult the Mayor. The Mayor's decision is final.

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

#### **105 HIRING OF RELATIVES**

The employment of relatives is permitted by the City of Coffman Cove.

The employment of relatives in the same area of an organization may cause serious conflicts



and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

Relatives of persons currently employed by the City of Coffman Cove may be hired only if they will not be working directly for or supervising a relative. If relatives are hired direct supervision will be avoided.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

The City of Coffman Cove reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship is established between employees where one employee is a direct supervisor of the other, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to the Personnel Officer who will report to the Mayor. The Mayor then has the right to transfer one of the employees to another available position or assign an alternative supervisor.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

#### **106 IMMIGRATION LAW COMPLIANCE**

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

In compliance with the Immigration Reform and Control Act of 1986 each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. This documentation will be photocopied and attached to the Employment Verification Form I-9.

Former employees who are rehired must also complete the form on request or if they have not completed an I-9 with the City of Coffman Cove within the past three years, or if their previous I-9 is no longer retained or valid. I-9's are filed in a binder together in a secured file available for immigration agents.

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

## **107 CONFLICTS OF INTEREST**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.

This policy establishes the framework within which the City of Coffman Cove wishes to operate. The purpose of these guidelines is to provide general direction and employees can seek further clarification on issues related to the subject of acceptable standards of operation from the City Clerk.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal financial gain for the employee or for a relative as a result of the City of Coffman Cove's business dealings.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

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

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

Contact the City Clerk for more information or questions about conflicts of interest.

## **108 OUTSIDE EMPLOYMENT**

Employees may hold outside jobs as long as they meet the performance standards of their job with the City of Coffman Cove. All employees will be judged by the same performance standards and will be subject to the City of Coffman Cove's scheduling demands, regardless of any existing outside work requirements.

If the City of Coffman Cove determines that an employee's outside work interferes with performance or the ability to meet the requirements of the City of Coffman Cove as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the City of Coffman Cove.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the City of Coffman Cove for materials produced or services rendered while performing their jobs.

## **109 PROTECTION FOR WHISTLEBLOWERS**

A public employer may not discharge, threaten or otherwise discriminate against an employee



regarding the employee's compensation, terms, conditions, location or privileges of their employment for any reason pertaining to the Alaska Statute 39.90.100.

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

### **110 DISABILITY ACCOMMODATION**

The City of Coffman Cove is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures provide persons with disabilities equal employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all eligible employees on an equal basis.

The City of Coffman Cove is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.

The City of Coffman Cove will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

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

### **111 JOB POSTING**

The City of Coffman Cove provides employees an opportunity to indicate their interest in open positions and advancement within the municipality.

In general, notices of all job openings are posted, although the City of Coffman Cove reserves its discretionary right to not post a particular opening if there is a qualified City of Coffman Cove employee.

Job openings will be posted on the employee bulletin board and normally remain 14 days. Each job posting notice will generally include the dates of the posting period, job title, department, location, grade level, job summary, essential duties and qualifications (required skills and abilities).

To apply for an open position, employees should submit a letter of interest, resume and references to the City Clerk. It should list job-related skills and accomplishments and should describe how their current experience with the City of Coffman Cove and prior work experience and education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the City of Coffman Cove.

## **201 EMPLOYMENT CATEGORIES**

It is the intent of the City of Coffman Cove to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Each employee is designated as either overtime eligible (NONEXEMPT) or non-overtime eligible (EXEMPT). NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's eligibility for non-overtime (EXEMPT) or overtime (NONEXEMPT) classification may be changed by the City of Coffman Cove.

In addition to the above categories, each employee will belong to one of the following employment categories:

REGULAR FULL-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work 40 hours or more per week. Regular full-time employees are eligible for all benefits sponsored by the City of Coffman Cove, subject to the terms, conditions and limitations of each benefit program

REGULAR PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than 40 hours per week. Regular part-time employees are eligible for some benefits sponsored by the City of Coffman Cove, subject to the terms, conditions and limitations of each benefit program.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the City of Coffman Cove's other benefit programs.

## **202 ACCESS TO PERSONNEL FILES**

The City of Coffman Cove maintains a personnel file on each employee. The personnel file may include such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases and other employment records.

Personnel files are the property of the City of Coffman Cove and access to the information they contain is restricted. Generally, only supervisors and management personnel of the City of



Coffman Cove who have a legitimate reason to review information in a file are allowed to do so.

Employees or former employees who wish to inspect and make copies of their personnel file or other personal information maintained by the City of Coffman Cove should contact the City Clerk. With reasonable advance notice, employees may review their own personnel files in the City of Coffman Cove's offices under the supervision of the City Clerk.

### **203 EMPLOYMENT REFERENCE/BACKGROUND CHECKS**

To ensure that individuals who join the City of Coffman Cove are well qualified and have a strong potential to be productive and successful, it is the policy of the City of Coffman Cove to check the employment references of all applicants and to complete background checks for some positions.

The Personnel Officer will respond to all reference check inquiries from prospective employers of present or past City of Coffman Cove employees. Responses to such inquiries will be limited to factual information that can be substantiated by City of Coffman Cove records.

For more information on reference checks see Alaska Statute 09.65.160.

### **204 PERSONAL DATA CHANGES**

It is the responsibility of each employee to promptly notify the City of Coffman Cove of any change in personal data.

Mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment and other such personal information should be accurate and current at all times.

Employees shall provide written notification to the City Clerk of any personal data changes to be made in official records.

### **205 EMPLOYMENT APPLICATIONS**

The City of Coffman Cove relies upon the accuracy of information contained in the employment application documents, as well as the accuracy of other data presented throughout the hiring process and employment.

Any misrepresentations, falsifications or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **206 PERFORMANCE EVALUATION**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

A written performance evaluation is conducted after six months in any new position. This allows the supervisor and the employee to discuss the job responsibilities, standards and performance requirements of the new position.

Annual written performance evaluations are conducted to provide both supervisors and

employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

## **207 JOB DESCRIPTIONS**

The City of Coffman Cove maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations and establishing a basis for making reasonable accommodations for individuals with disabilities.

Each job description can include but is not limited to: an employment category section; a job information section; a job title section; a job purpose section; a duties and responsibilities section; a skills and qualifications section (including education and/or experience, and any certification required); and a physical demands section.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned and that additional responsibilities may be assigned as necessary.

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

The Coffman Cove City Council reviews, modifies and approves all new and revised job descriptions.

Contact the Personnel Officer if you have any questions or concerns about your job description.

## **208 LICENSED EMPLOYEES**

An employee who works in a position for which a valid State of Alaska driver's license or any other license or certification is required shall notify his or her immediate supervisor if that license or certification is suspended, revoked, expired or withheld for any reason.

Failure to comply with this requirement is grounds for disciplinary action, up to and including termination.

## **209 BUSINESS TRAVEL EXPENSES**

The City of Coffman Cove will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location.

All business travel must be approved in advance by the Coffman Cove City Council.

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

When approved, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by the City of Coffman Cove. Employees are expected to limit expenses to reasonable amounts.



Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare;
- Car rental fees, only for compact or mid-sized cars and only when other transportation is not available at a reasonable cost;
- Fares for shuttle or airport bus service, where available, costs of public transportation for other ground travel;
- Taxi fares, only when there is no less expensive alternative;
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings;
- A per diem shall be paid to cover actual meal expenses for all full travel days required based on per diem rates set by the Coffman Cove City Council.
- Charges for telephone calls, fax and similar services required for business purposes.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

Vehicles owned, leased or rented by the City of Coffman Cove may not be used for personal use without prior approval from your direct supervisor.

When travel is completed, employees must submit completed travel expense reports within 5 business days. Reports must be accompanied by receipts and purchase orders for all individual expenses to qualify for reimbursement.

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

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

## **210 TRAINING AND EDUCATION**

Employees are encouraged to take advantage of education and training opportunities to improve their job skills.

The City of Coffman Cove will pay or reimburse the cost of registration, tuition and publications, transportation, lodging and per diem for the successful completion of all training or education required by the City of Coffman Cove.

Reimbursement will be guided by the requirements of the business travel policy and is contingent upon the successful completion of the required training or education.

Employees attending required training or education receive compensation at their regular rate of pay only while actually attending training or education sessions or as required by Federal or

State of Alaska law. Employees must attend all required training or education sessions to qualify for compensation.

The City of Coffman Cove will not provide financial assistance for training or education not required by the City of Coffman Cove.

## **211 SALARY ADMINISTRATION**

Employee pay scales are adopted by the City of Coffman Cove in an effort to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity and offer competitive salaries within our labor market.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers.

The City of Coffman Cove periodically reviews its employee pay scales and restructures them as necessary.

Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process.

Employees should bring their pay-related questions or concerns to the attention of the City Treasurer.

## **212 SOCIAL SECURITY NUMBER**

To protect employee personal information, the City of Coffman Cove prohibits the use of employee Social Security numbers for identification purposes, except as allowed by law.

## **301 VACATION BENEFITS**

Vacation time off with pay is available to regular full and part time employees to provide opportunities for rest, relaxation and personal pursuits.

To take vacation, employees must request advance approval from their immediate supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

The amount of paid vacation time employees receive depends on the length of their employment as shown in the following schedule:

- After 1 year of eligible service the employee is entitled to receive one week paid vacation.
- After 5 years of eligible service the employee is entitled to receive two weeks of paid vacation.

Vacation time off is paid at the employee's base pay rate at the time of vacation and is calculated by taking an average number of hours worked over the previous calendar year. It does not include overtime or any special forms of compensation such as incentives,



commissions, bonuses or shift differentials.

Vacation time accrues monthly and vacation time not taken within two years of being earned is cashed out as if it were taken.

### **302 HOLIDAYS**

The City of Coffman Cove will generally grant unpaid holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)

### **303 CHRISTMAS BONUS**

All regular full time and regular part time employees will receive a \$200 Christmas bonus.

### **304 WORKERS' COMPENSATION INSURANCE**

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

Employees who sustain work-related injuries or illnesses must inform their immediate supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

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

### **305 SICK AND MEDICAL LEAVE**

The City of Coffman Cove provides unpaid sick and medical leaves of absence to regular full and part time employees who are temporarily unable to work due to sickness or a serious health condition or disability.

For purposes of this policy, serious health conditions or disabilities include: inpatient care in a hospital, hospice or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth and related medical conditions.

Eligible employees must make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates.

Any changes in this information should be promptly reported to the City Clerk. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

So that an employee's return to work can be properly scheduled, an employee on medical leave is required to provide the City of Coffman Cove with at least two weeks advance notice of the date the employee intends to return to work.

When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent open position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the City of Coffman Cove will assume that the employee has resigned.

### **306 PREGNANCY-RELATED ABSENCES**

The City will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions and all applicable Federal and State of Alaska laws.

### **307 FAMILY LEAVE**

The City of Coffman Cove provides unpaid family leaves of absence to regular full and part time employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption or placement of a foster child; or to care for a child, spouse or parent with a serious health condition.

A serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility; or continuing treatment by a health care provider.

Eligible employees must make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates and the estimated time required.



Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave.

So that an employee's return to work can be properly scheduled, an employee on family leave is required to provide the City of Coffman Cove with at least two weeks advance notice of the date the employee intends to return to work.

When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent open position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the City of Coffman Cove will assume that the employee has resigned.

### **308 BEREAVEMENT LEAVE**

Employees who wish to take unpaid time off due to the death of an immediate family member must notify their immediate supervisor. Unpaid time off may be granted to allow the employee to attend the funeral and make any necessary arrangements associated with the death.

Up to two (2) weeks of unpaid bereavement leave may be granted unless there are unusual business needs or staffing requirements.

The City of Coffman Cove defines "immediate family" as the employee's spouse, parent, grandparent, child, grandchild or sibling.

### **309 JURY DUTY LEAVE**

The City of Coffman Cove encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request unpaid jury duty leave for the length of absence.

Employees must show the jury duty summons to their immediate supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

### **310 MILITARY LEAVE**

Regular full and part time employees who are members of the Armed Forces Reserve or National Guard will be allowed unpaid military training leave. An unpaid military leave of absence will be granted to eligible employees to attend scheduled drills or training or if called to active duty with the U.S. armed services.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for their first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one.

### **311 TIME OFF TO VOTE**

Alaska Statute 15.15.100 states that if a qualified voter who does not have sufficient time outside working hours within which to vote at a State of Alaska election may, without loss of pay, take off as much working time as will enable voting.

The City of Coffman Cove encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule.

If employees are unable to vote in an election during their nonworking hours, the City of Coffman Cove will grant sufficient paid time off to vote with prior authorization from the immediate supervisor.

Employees should request time off to vote from their immediate supervisor at least two working days prior to the Election Day.

### **401 WORK SCHEDULES**

The City of Coffman Cove's workweek is Monday through Sunday.

The normal workweek for all regular full-time employees is eight (8) hours a day, five (5) days a week not to exceed forty (40) hours in a seven (7) consecutive day period.

The normal work schedule for all regular part-time employees is four (4) hours a day, four (4) days a week.

Supervisors will advise employees of the times their schedules will normally begin and end.

Staffing needs and operational demands may necessitate variations in starting and ending times and days, as well as variations in the total hours that may be scheduled each day and week.

### **402 EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, power failures or earthquakes can disrupt City of Coffman Cove operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions the time off from scheduled work will be unpaid.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

### **403 REST PERIODS**

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



#### **404 TIMEKEEPING**

Accurately recording time worked is the responsibility of every employee. Federal and State of Alaska law require the City of Coffman Cove to keep an accurate record of time worked in order to calculate employee pay and benefits.

Time worked is all the time actually spent on the job performing assigned duties.

Employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

Overtime work must always be approved in writing and signed by the immediate supervisor before it is performed.

Altering, falsifying or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The immediate supervisor will review and then initial the time record before submitting it for payroll processing.

#### **405 PAYDAYS**

All employees are paid biweekly on every other Thursday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's absence, the employee's paycheck will be available upon his or her return.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the City of Coffman Cove. Employees will receive an itemized statement of wages when the City of Coffman Cove makes direct deposits. In the event that the internet is not functioning, a paper check will be issued and the employee will be notified of the change in pay method.

#### **406 PAY CORRECTIONS**

The City of Coffman Cove takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay the employee should promptly bring the discrepancy to the attention of the City Treasurer so that corrections can be made as quickly as possible.

#### **407 PAY DEDUCTIONS**

The law requires that the City of Coffman Cove make certain deductions from every employee's

compensation as detailed on the employee pay stub.

Employees who are in arrears to the City of Coffman Cove may be subject to involuntary payroll deductions to the extent allowed by law.

Contact the City Treasurer if you have questions concerning why deductions were made from your paycheck or how the deductions were calculated.

#### **408 OVERTIME**

Overtime compensation is paid to all nonexempt employees in accordance with Federal and State of Alaska wage and hour laws and regulations.

A nonexempt employee is paid time and half for hours worked over a 40 hour work week.

Overtime pay is based on actual hours worked.

Time off on paid or unpaid leave or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

#### **409 ANNIVERSARY DATE**

Employee anniversary date is one year after date of hire and thereafter.

#### **410 EMPLOYMENT TERMINATION**

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

- Resignation - voluntary employment termination initiated by an employee. Three days without reporting to work or contacting the immediate supervisor may be considered a voluntary resignation, at the discretion of the City of Coffman Cove.
- Discharge - involuntary employment termination initiated by the City of Coffman Cove.
- Layoff - involuntary employment termination initiated by the City of Coffman Cove for non-disciplinary reasons.

The City of Coffman Cove will generally schedule exit interviews with the Personnel Officer at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the City of Coffman Cove or return of the City of Coffman Cove-owned property. Suggestions, complaints and questions can also be voiced. Employees will receive their final pay in accordance with applicable Federal and State of Alaska law.

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



#### **411 RESIGNATION**

Resignation is a voluntary act initiated by the employee to terminate employment with the City of Coffman Cove.

Prior to an employee's departure an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

#### **501 USE OF CITY RESOURCES FOR PERSONAL BUSINESS**

The City of Coffman Cove explicitly prohibits employees from utilizing any City of Coffman Cove building or other real property; vehicle or other motorized equipment; tool or equipment; computer, phone, internet or any other City of Coffman Cove resource for personal business purposes.

No personal business may be conducted while on City of Coffman Cove compensated time under any circumstances.

Any employee conduct that could be reasonably expected to result in a third party concluding that the City of Coffman Cove is a party to any personal business dealing is to be completely avoided.

Violation of this policy could expose the City of Coffman Cove to serious and negative legal or financial consequences and such behavior is subject to disciplinary action, up to and including immediate termination of employment.

#### **502 USE OF PHONE AND MAIL SYSTEMS**

Employees will be required to reimburse the City of Coffman Cove for any charges resulting from their personal use of the telephone or mail systems.

To ensure effective telephone communications, employees should always use the approved greeting and must speak in a courteous and professional manner.

Please confirm information received from the caller and hang up only after the caller has done so.

#### **503 USE OF EQUIPMENT AND VEHICLES**

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

Employees should refrain from using their own vehicles and equipment to do City of Coffman Cove work. There is no compensation for the use of or damage to personal vehicles or equipment with an exception for reasonable reimbursement for fuel with preapproval from the Mayor or the Mayor's designee.

Please notify your immediate supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or

others.

Your immediate supervisor can answer any questions about employee responsibility for maintenance and care of equipment and vehicles used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

#### **504 EMAIL USAGE COMPUTER**

Computers, computer files, the email system and software furnished to employees are City of Coffman Cove property intended for business use only.

All documents and communications on City of Coffman Cove computers and other hardware are the sole property of the City of Coffman Cove to the extent allowed by law.

Employees should not use a password, access a file or retrieve any stored communication without authorization.

Computer and email usage may be monitored to ensure compliance with this policy.

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

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

Email may not be used to solicit others for: commercial ventures; religious or political causes; outside organizations; or other non-City of Coffman Cove business or personal matters.

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

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

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

#### **505 INTERNET USAGE**

Internet access to global electronic information resources on the World Wide Web is provided by the City of Coffman Cove to assist employees in obtaining work-related data and technology.



The following guidelines have been established to help ensure responsible and productive internet usage.

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

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

Data that is composed, transmitted, accessed or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation or any other characteristic protected by law.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it or has not gotten authorization for its use it should not be put on the internet.

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

Abuse of the internet access provided by the City of Coffman Cove in violation of law or the City of Coffman Cove policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally and legally liable for any violations of this policy.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using the City of Coffman Cove's time and resources for personal gain.
- Stealing, using or disclosing someone else's code or password without authorization.
- Copying, pirating or downloading software and electronic files without permission.
- Sending or posting confidential material, trade secrets or proprietary information.
- Violating copyright law.
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the organization or

initiate unwanted internet services and transmissions.

- Sending or posting messages or material that could damage the City of Coffman Cove's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations or advertisements not related to City of Coffman Cove business purposes or activities.
- Using the internet for political causes or activities, religious activities or any sort of gambling.
- Jeopardizing the security of the City of Coffman Cove's electronic communications systems.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of the City of Coffman Cove.
- Sending anonymous email messages.
- Engaging in any other illegal activities.

## **601 SAFETY**

To assist in providing a safe and healthy work environment for employees, residents and the general public the City of Coffman Cove has established a workplace safety program. This program is a top priority for the City of Coffman Cove. Its success depends on the alertness and commitment of all employees.

A monthly safety meeting is conducted at City Hall as scheduled. It is mandatory that employees attend. Non-attendance may result in disciplinary action.

The City of Coffman Cove provides information to employees about workplace safety and health issues through regular internal communication channels such as manager-employee meetings, bulletin board postings, memos or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities.

Employees must immediately report any unsafe condition to the appropriate supervisor.

Employees who violate safety standards, who cause hazardous or dangerous situations or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Employees must immediately notify the appropriate supervisor in the case of accidents that result in injury or damage to public or private property or equipment, regardless of how insignificant the injury or damage may appear.

Employee shall compile any accident reports as requested by their supervisors. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures and should be made as soon as possible but no later than within twenty four (24) hours of the accident.



In case of a motor vehicle accident it is the employee's duty to notify the Alaska State Troopers immediately and to file the appropriate accident report(s).

Whether an accident causing damage occurs before, during or after working hours involving City of Coffman Cove employees, equipment or property the employee must report the accident in writing to their immediate supervisor.

## **701 EMPLOYEE CONDUCT AND WORK RULES**

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

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

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Working under the influence of alcohol, legal or illegal drugs.
- Possession, distribution, sale, transfer or use of alcohol, legal or illegal drugs in the workplace while on duty or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to property damage.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Smoking in prohibited areas.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or any absence without notice.
- Unauthorized absence from workstation during the workday.
- Unauthorized use of telephones, mail system or other employer-owned equipment.
- Unauthorized disclosure of business "secrets" or confidential information.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

## **702 DRUG AND ALCOHOL USE**

It is the City of Coffman Cove's desire to provide a drug-free, healthy and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the City of Coffman Cove premises and while conducting business-related activities off the City of Coffman Cove premises, no employee may use, possess, distribute, sell or be under the influence of alcohol, marijuana or illegal drugs. The legal use of prescribed drugs is

permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals.

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

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the City of Coffman Cove of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

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

### **703 DRUG TESTING**

*Note: This policy does not satisfy the requirements for the CDL Drug and Alcohol Testing Regulations which are Federal requirements; see your Personnel Officer for more information.*

The City of Coffman Cove is committed to providing a safe, healthy and productive work environment for all employees. Using or being under the influence of illegal drugs, marijuana or alcohol on the job may pose serious safety and health risks.

To help ensure a safe and healthy working environment, the City of Coffman Cove may request a urine and/or blood sample from any employee under the following circumstances:

- Upon application for employment.
- When a public safety employee is promoted, demoted or transferred.
- After a vehicular accident in which the employee is involved during work hours or in a City of Coffman Cove vehicle.
- Upon reasonable suspicion of substance abuse.

A "public safety position" is any position in the police or fire department having a substantially significant degree of responsibility for the safety of the public where the unsafe performance of an incumbent could result in death or injury to self or others.

### **704 SMOKING**

In keeping with the City of Coffman Cove's intent to provide a safe and healthy work environment smoking is prohibited throughout the workplace.

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

### **705 WORKPLACE VIOLENCE PREVENTION**

The City of Coffman Cove is committed to preventing workplace violence and to maintaining a safe work environment.

The City of Coffman Cove has adopted the following guidelines to deal with intimidation, harassment or other threats of (or actual) violence that may occur during business hours or on



its premises.

All employees, including supervisors and temporary employees, must be treated with courtesy and respect at all times.

Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others.

Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from the premises of the City of Coffman Cove without proper authorization to the extent allowed by State of Alaska law.

Conduct that threatens, intimidates or coerces another employee, a resident or a member of the general public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment including harassment that is based on an individual's sex, race, age or any characteristic protected by Federal, State of Alaska or City of Coffman Cove law.

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

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

The City of Coffman Cove will make all reasonable attempts to promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

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

The City of Coffman Cove encourages employees to bring their disputes or differences with other employees to the attention of their immediate supervisor before the situation escalates into potential violence. The City of Coffman Cove is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

## **706 SEXUAL AND OTHER UNLAWFUL HARASSMENT**

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

Sexual harassment is defined as unwanted sexual advances or visual, verbal or physical conduct

of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual or suggestive or obscene letters; notes or invitations.
- Physical conduct that includes touching, assaulting or impeding or blocking movements.

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

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

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

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

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Personnel Officer or the Mayor so it can be investigated in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## **707 ATTENDANCE AND PUNCTUALITY**

To maintain a safe and productive work environment, the City of Coffman Cove expects



employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City of Coffman Cove. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

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

#### **708 PERSONAL APPEARANCE**

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image the City of Coffman Cove presents to the community.

During business hours or when representing the City of Coffman Cove you are expected to present a clean, neat and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

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

#### **709 RETURN OF PROPERTY**

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

Employees must return all the City of Coffman Cove property immediately upon request or upon termination of employment.

Where permitted by applicable laws, the City of Coffman Cove may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The City of Coffman Cove may also take all action deemed appropriate to recover or protect its property.

#### **710 PROGRESSIVE DISCIPLINE**

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

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

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem

and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The City of Coffman Cove recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

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

### **711 WORKPLACE ETIQUETTE**

The City of Coffman Cove strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution.

The City of Coffman Cove encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

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

- Replace paper in the copy machine and printer paper trays when they are empty.
- Keep the area around the copy machine and printers orderly and picked up.
- Be careful not to take or discard others' print jobs or faxes when collecting your own.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your immediate supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Be conscious of how your voice travels and try to lower the volume of your voice when talking on the phone or to others in open areas.



- Refrain from using inappropriate language (swearing) that others may overhear.
- Avoid discussions of your personal life or issues in public conversations that can be easily overheard.
- Monitor the volume when listening to music, voice mail or a speakerphone that others can hear.
- Clean up after yourself and do not leave behind waste or discarded papers.

## **712 POLITICAL ACTIVITY**

Political activity by employees is allowed to the extent permitted by State of Alaska law.

## **801 WORKPLACE MONITORING**

Workplace monitoring may be conducted by the City of Coffman Cove to ensure quality control, employee safety, security and resident satisfaction.

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

## **802 SECURITY INSPECTIONS**

The City of Coffman Cove wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives or other improper materials. To this end, the City of Coffman Cove prohibits the possession, transfer, sale or use of such materials on its premises. The City of Coffman Cove requires the cooperation of all employees in administering this policy.

Desks, lockers and other storage devices may be provided for the convenience of employees but remains the sole property of the City of Coffman Cove. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the City of Coffman Cove at any time, either with or without prior notice.