



Employee Handbook & Personnel Policies

Revised March 2025

City of Bloomington Employee Handbook

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Section 1: Introduction

1.01. Purpose

The Employee Handbook is intended to guide employees and assist management in administering the City's personnel policies. It promotes fair and consistent treatment of all employees while clearly outlining the City's standards and expectations. The purpose of this revision is to update, clarify, and add new policies to make it easier for employees and management to understand and follow.

These policies, outlined in Bloomington Municipal Code Chapter 2.22, apply to all City employees. Union employees, including sworn police officers and firefighters, are subject to this handbook, unless it conflicts with management procedures or a collective bargaining agreement. Where specific sections or requirements of this employee handbook conflict with those agreements, the collective bargaining agreement prevails. Where no conflict exists, the employee must follow this employee handbook.

By adoption of this employee handbook, the Mayor of the City of Bloomington has designated the Human Resources Director with the authority and responsibility to create, implement, evaluate, ensure compliance with, and amend this handbook related to personnel management of the City. The Director is responsible for interpreting and enforcing these policies.

If any policy violates federal, state, or local law, it is void, but other policies remain effective. In case of discrepancies between City policy and state or federal law, state and federal laws take priority.

1.02. Statement of Change

Personnel policies and procedures are subject to modification and revision to meet the needs of both management and employees as new conditions arise. Changes may be made at any time with approval from the Human Resources Director in consultation with the Mayor. Revised or modified sections of the employee handbook will be made available to all City employees on the Knowledge Base (KB) in the same location employees can find the employee handbook: <https://apps.bloomington.in.gov/kb/display/HREH/Human+Resources+-+Employee+Handbook+Home>.

Individual departments shall not implement policies or procedures that conflict with this policy. However, in cases where more detail is necessary, departments may implement guiding materials that enhance or expand on information contained herein.

Contracts negotiated by bargaining units may contain more specific provisions for employees covered by those contracts.

1.03. At-Will Employment

These personnel policies and procedures do not create a contract of employment between the City and any employee and may be amended by the City at any time. Further, except for any contractual rights of union-eligible employees, the employment of City employees is at-will, and these policies do not alter the at-will nature of employment. At-will employment may be terminated by either employer or employee at any time, for any lawful reason.

1.04. Definitions

Accrue: To earn benefits gradually over time.

Active Paid Status: An employee shall be in an active, paid status when they are receiving wages, paid time off, sick bank time, or any other form of paid benefit time.

Affordable Care Act (ACA): A law to make health insurance more affordable and available to more people.

Appointed Employee: Appointed employees shall include the following positions: Controller; Corporation Counsel; Director of Community and Family Resources; Director of Economic and Sustainable Development; Director of Engineering; Director of Housing and Neighborhood Development; Director of Information and Technology Services; Director of Parks and Recreation; Director of Public Works; Director of Utilities; Fire Chief; Human Resources Director; Police Chief; Planning Director.

Carry-Over PTO: The hours credited and earned by the employee during previous years that went unused and did not roll into their sick bank. Thus, they were carried over to the current year.

City's Ethics Officer: An attorney in the City's Legal Department.

Cohabitants: A person who lives in the same residence or household as an employee.

Collective Bargaining Agreement (CBA): A written contract that outlines the terms and conditions of employment for unionized workers.

Common Law Employee: An employee who occupies job positions that are filled on an ad hoc basis. Common law employees are not eligible for paid benefit leave. However, they may become eligible for High Deductible Health Plan (HDHP) employee-only or employee-dependent coverage after working 390 or more hours within a 3-month continuous period, in accordance with Affordable Care Act (ACA) guidelines.

Credited PTO: The PTO an employee is given upon successful completion of their probationary period pursuant to Section 5.02 and then thereafter at the start of the year.

Department Head: For purposes of paid time off, the following employees are department heads: Controller; Corporation Counsel; Deputy Mayor; Director of Community and Family Resources; Director of Economic and Sustainable Development; Director of Engineering; Director of Housing and Neighborhood Development; Director of Information and Technology Services; Director of Parks and Recreation; Director of Public Works; Director of Utilities; Fire Chief; Human Resources Director; Police Chief; Planning Director.

Earned PTO: The hours earned by the employee during each pay period, which is typically 4 hours for employees working 80 hours in a pay period.

Egregious Conduct: Behavior that is so dangerous, outrageous, or illegal that it cannot be corrected through progressive discipline.

Essential Employee: An employee who will need to report for duty to maintain City operations, even in the event of adverse weather conditions or emergencies.

Exempt Employee: An employee whose job is not subject to the Fair Labor Standards Act (FLSA) minimum wage and overtime pay requirements. Exempt status is identified in the job description.

Full-Time Employee: An employee who is regularly scheduled to work at least forty (40) hours per week in the same position and whose term of employment is for an indefinite period. Telecommunicators, uniformed police officers/firefighters, or utility plant operators who continuously work at least eighty (80) hours in a pay period also fall into this category. These employees are subject to all provisions and benefits outlined in this handbook.

Harassment: Any unwelcome or offensive conduct, whether written, verbal, or physical, that is directed at or to an employee, independent contractor, volunteer, intern, or anyone else doing sanctioned work for the City, or any member of the public interacting with a City employee or directed toward any person concerning an individual or class of individuals because of their race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, or military service.

Hours Worked: The amount of time an employee spends performing job-related activities for which they earn pay.

Knowledge Base (KB): The City's intranet site for departments to share information for the benefit of employees.

Lateral Transfer: When an employee changes roles within the City to a new position in the same pay grade.

Non-Exempt Employee: An employee whose job is not exempt from the Fair Labor Standards Act (FLSA) and is paid at least the federal minimum wage in addition to overtime. Non-exempt status is identified in the job description.

On Call: When an employee is not at work or scheduled to work, but is responsible to answer their phone and respond as needed within twenty (20) minutes.

Part-Time Benefits-Eligible Employee: An employee who works between thirty (30) and thirty-nine (39) hours per week, has an indefinite term of employment, and is designated as benefits-eligible by job title. These employees are subject to all provisions and benefits outlined in this handbook. *This category may include elected officials and certain grandfathered exceptions established before March 2025.

Part-Time Employee: An employee who works an average of twenty-nine (29) hours or less per week and whose term of employment is for an indefinite period. These employees are classified under a common law or ad hoc position and are not eligible for paid benefit leave. However, they may become eligible for High Deductible Health Plan (HDHP) employee-only or employee-dependent coverage after working 390 or more hours within a 3-month continuous period, in accordance with Affordable Care Act (ACA) guidelines.

Protected Class: A group of people who share a common trait and are legally protected from discrimination based on that trait.

PTO Carried-Over: The hours credited and earned by the employee during previous years that went unused and did not roll into their sick bank. Thus, they were carried over to the current year.

Registered Domestic Partner: An individual who is in a committed relationship of indefinite duration with a City employee, with an exclusive, mutual commitment similar to that of marriage, and who has registered as partners with the City's Human Resources Department. The partners share the necessities of life, including a permanent residence, and agree to be financially responsible for each other's wellbeing, including basic living expenses. Domestic partners are not married to anyone according to the laws of the State of Indiana.

Retaliation: Retaliation refers to the act of taking harmful action against someone in response to them engaging in a protected activity, such as reporting misconduct, filing a complaint, or asserting their rights. However, knowingly making false claims is not a protected activity.

Seasonal Employee: An employee whose term of employment is less than six (6) months.

Telecommuting: A work arrangement in which employees perform their job duties from an approved alternate location rather than commuting to a central office.

Temporary Employee: An employee whose term of employment is intended to expire on or before the last calendar day of the ninth (9th) consecutive month of employment. These positions could be full time or part time. Temporary employees are not subject to progressive discipline. Temporary employees are monitored by Human Resources for benefits eligibility according to Affordable Care Act (ACA) guidelines. Temporary employees should have breaks of at least thirteen (13) weeks between periods of employment with the City.

Working/Business Days: Monday through Friday, 8am to 5pm.

Section 2: Employment Practices

2.01. Equal Employment Opportunity

The City of Bloomington is an equal opportunity employer. It is the City's policy to treat all employees and applicants for employment equally according to their individual qualifications, ability, experience, and other employment standards. The City does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors, or any other legally protected classification. This policy applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, promotion, training, compensation, and discharge. It is equally the policy of the City to comply with all applicable federal, state, and local laws governing employment.

All job notices will contain the following language:

"An Equal Opportunity Employer, La Igualdad De Oportunidades De Empleo Es La Ley. The City of Bloomington does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. The City of Bloomington validates authorization to work using E-Verify, which provides the Social Security Administration and the Department of Homeland Security with information from each new employee's I-9 form to confirm work authorization."

2.02. Disability Accommodation

It is the policy of the City of Bloomington to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and benefits of employment.

When an applicant with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, the applicant will be given the same consideration for employment as any other applicant.

The City of Bloomington will reasonably accommodate employees with a disability so that they can perform the essential functions of their job, unless any such accommodation would cause a direct threat to another City employee's accommodation or if the accommodation creates an

undue hardship to the City. Contact Human Resources (HR) with any questions or requests for accommodation.

2.03. Work Culture

The City of Bloomington is committed to preserving, cultivating, and advancing a culture of engagement and belonging.

Our employees are our greatest asset. Their individual qualities, experiences, knowledge, and talents contribute to our culture, reputation, and success. We embrace and encourage these differences, valuing what makes each employee unique.

All City employees must treat others with dignity and respect at all times. Employees are expected to display appropriate conduct during work, at work events, and City-sponsored activities. Inappropriate conduct may lead to disciplinary action.

All employees are offered the opportunity to attend and complete annual training to enhance their knowledge to fulfill these responsibilities.

Employees are welcome to display personal items in their workspace that do not disrupt the work environment. Items that may be sensitive or potentially disruptive should be displayed privately, within personal workspaces. Items that are construed as offensive should be brought to the attention of the department head.

2.04. Harassment

It is the policy of the City of Bloomington to maintain a workplace free of harassment on the basis of race (including hairstyle/texture), color, national origin, age, religion, disability status, sex, sexual orientation, gender identity or expression, genetic information or marital status. Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, and the Americans with Disabilities Act of 1990.

Harassment, as defined herein, is strictly prohibited in the workplace and is punishable by appropriate discipline as outlined in Section 3.04 of this handbook. Harassment means any unwelcome or offensive conduct, whether written, verbal, or physical, that is directed at or to an employee, independent contractor, volunteer, intern, or anyone else doing sanctioned work for the City, or any member of the public interacting with a City employee or directed toward any person concerning an individual or class of individuals because of their race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, or military service. For example, racial or ethnic slurs or derogatory epithets are prohibited in the workplace, regardless of whether a member of the racial or ethnic group is present when the statement is made.

Harassment does not refer to occasional compliments or other statements of a socially acceptable nature. Harassment refers to behavior that is unwelcome and that is so offensive and/or persistent as to create, or have the potential of creating, an intimidating, hostile, or offensive working environment for any employee. Harassment includes unwelcome sexual advances or requests for sexual favors, and unwelcome and/or offensive sexual comments, jokes, or materials.

The City takes this harassment policy seriously and will make every reasonable effort to educate its employees about this policy. Every new employee will be given a copy of this policy when hired, and regular training will be offered to employees.

This policy applies to all City of Bloomington employees, including full-time, part-time, permanent, temporary, seasonal, and interns. It is against this policy to make any employment decision based on an individual's response to harassing behavior.

An employee who believes they have been subjected to harassment, discrimination, or retaliation shall report said conduct to the department head and/or the Human Resources Department. The City will not retaliate against anyone who complains of harassment or who provides information related to such complaints. In addition, the employee's confidentiality will be maintained to the greatest extent possible. The City encourages employees to report harassment before the situation becomes severe or pervasive. The Human Resources Department shall conduct a thorough, prompt, and impartial investigation and, if appropriate, take disciplinary action against any offender. Employees have the right to be notified of the status of their complaint.

Employees may also file a complaint with the Equal Employment Opportunity Commission (EEOC) (<https://publicportal.eeoc.gov/Portal/Login.aspx>) or the Indiana Civil Rights Commission (ICRC) (<https://icrc.powerappsportals.us/>). Complaints must be filed with the EEOC or the ICRC within one hundred eighty (180) calendar days of the alleged discriminatory conduct.

Employees or supervisory personnel who observe or otherwise learn of or have reason to suspect any conduct that may violate this policy shall promptly report such facts to Human Resources. Human Resources shall conduct a timely and thorough investigation.

2.05. Drug-Free Workplace

The City of Bloomington is committed to providing a drug-free workplace, and expects the cooperation of all employees and a similar commitment from them. Pursuant to the Drug-Free Workplace Act of 1988, the City is required to notify employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited, whether or not the employee is on duty.

An employee who is convicted of an alcohol or drug statute violation must notify their supervisor and Human Resources no later than five (5) calendar days after the conviction. As a condition of employment, all employees must abide by these rules. Any employee who violates

these rules will be subject to discipline as outlined in Section 3.04 of this handbook. In addition, any supervisory employee who learns of an employee's violation of this policy or of an employee's conviction of a drug statute violation for conduct occurring in the workplace shall immediately notify Human Resources. Failure to do so will subject the supervisor to a written warning.

In accordance with Department of Transportation (DOT) regulations, the City has established drug and alcohol testing rules for those employees who are required to hold a Commercial Driver's License (CDL) because of the nature of their work in performing a safety-sensitive function. The drug and alcohol testing rules are part of the City of Bloomington's Occupational Safety and Health Manual. Other positions, including public safety employees, may be subject to drug screening. More information may be obtained from the department.

A supervisor who has reasonable suspicion of any employee being under the influence of drugs or alcohol shall notify their department head immediately. The department head should then contact Human Resources and Risk Management.

Employees should be aware that all City employees and their families may receive free, confidential counseling through the City's Employee Assistance Program (EAP). The EAP offers short-term counseling, as well as referral, when appropriate, to long-term or specialized counseling. The EAP vendor can refer employees to appropriate programs to deal with drug or alcohol problems. An EAP counselor is on call at all times. Information is available in the Human Resources Department and on the Knowledge Base.

2.06. Tobacco and Vaping

In accordance with Chapter 6.12 of the Bloomington Municipal Code entitled "Smoking in Public Places," smoking or use of any tobacco product is prohibited in all enclosed facilities owned by the City of Bloomington, including City vehicles. This includes chewing tobacco. Any employee in violation of this policy shall be subject to the progressive discipline outlined in Section 3.04.

The term smoking means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, weed, plant or other combustible substance in any manner or in any form; the use of an Electronic Smoking Device (ESD)—a device that is capable of providing an inhalable dose of nicotine by delivering a vaporized solution; or, the inhalation or exhalation of smoke from any ESD. Additionally, any smoking outside of a City facility shall occur at a reasonable distance outside any area where smoking is prohibited to ensure that the smoke does not enter a facility through entrances, windows, ventilation systems, or by any other means. The Indiana Smoke Free Air Law currently lists this distance at eight (8) feet. It shall be a violation of City policy to cause smoke to be detected in any area where smoking is prohibited.

Human Resources will provide contact information and resources to employees who would like to quit smoking, such as the Indiana Tobacco Quit Line.

2.07. Background Checks

The City of Bloomington runs background checks on all new employees to the City. Candidates may be disqualified based on the results of a background check, and employment will be contingent upon the successful completion of a background check.

If an applicant attempts to withhold information or falsify information pertaining to their background, previous convictions, etc., they will be disqualified from further employment consideration. If, after hire, an employee is found to have withheld or falsified information regarding their background, or their driver's license is suspended, they will be subject to disciplinary action and/or termination.

Human Resources will respond to employment verification requests for previous or current employees. Responses will be limited to employment dates, salary amount or other wages, likelihood of continued employment, and position(s) held. Requests for more information will go through a public records request.

2.08. Employment of Family Members

Members of an employee's family or cohabitants (including, but not limited to, mother, father, child, sister, brother, stepbrother, stepsister, half-brother, half-sister, brother-in-law, sister-in-law, stepparent, stepchild, spouse, domestic partner, niece, nephew, aunt, uncle, cousin, daughter-in-law, son-in-law, and grandparent) may not be hired, promoted, or transferred if it creates a circumstance in which one member is in a position to affect the terms and conditions of the other member's employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation. This is consistent with Indiana Code 36-1-20.2-10.

Family members or cohabitants may not be hired to work within the same division of a City department, irrespective of reporting lines. In the case of departments without multiple divisions, family members may not be hired to work within the same department. As long as the Police and Fire Departments otherwise comply with state law and with the first paragraph of this policy, the Police and Fire Departments are not subject to the aforementioned restrictions on family members working within the same city department or division.

In extenuating circumstances, such as the department having extreme difficulty in finding a qualified candidate for the position, exceptions may be made. Any such exception should be rare, and must be approved by the Mayor, Human Resources, and the department head before the individual is offered a position. A waiver should be signed and kept in the employee's file. Change in circumstances after being hired (for example, if employees in the same department date and move in together after both having started their positions) shall not be considered an "extenuating circumstance" and therefore the involved employees may be moved, transferred, or terminated from their position.

When a familial or relational situation changes in the course of employment, such as when two employees get married after they start their positions or a relationship between two employees becomes disruptive to office operations, the City of Bloomington has the right to move, transfer, or terminate the involved employees.

2.09. Appointed Positions

All department heads shall be appointed by the Mayor, subject to commission or board approval when required, and serve at the pleasure of the Mayor. Department heads may appoint deputy directors and/or assistant directors within their departments if those positions are included in the salary ordinance and if the assistant director serves the entire department in the absence of the director. Division heads may not be appointed.

The Mayor shall also appoint the following positions: Deputy Mayor, Communications Director, Public Engagement Director, and Special Assistant to the Mayor.

The Clerk shall appoint all positions in the Clerk's Office.

Appointed positions are not subject to the job opening requirements as listed in this policy. In addition, appointees serve at the pleasure of the elected officer and cannot extend their employment past the completion of the elected officer's term unless reappointed by the incoming elected officer.

In special circumstances, and with approval from the department head and the Mayor, the Human Resources Director may reassign an appointed employee to an open position.

2.10. Position Openings

This section sets forth uniform guidelines to be followed for non-appointed positions with regard to the selection of new employees. When a vacancy occurs, the hiring manager shall complete a job requisition in the Applicant Tracking System (ATS) maintained by Human Resources.

Once a position requisition is approved, Human Resources will post the position on a platform linked to the City of Bloomington website and accessible to employees (internal postings) and the public (external postings). Positions shall be posted for a minimum of seven (7) calendar days and five (5) working days. Current employees will be notified of all vacancies through their City-issued email account. In addition, job announcements will be posted in departments where employees with limited access to email work and will be available for review in the Human Resources Department. Human Resources encourages individual departments to distribute job postings to other sources that could promote awareness, including higher learning institutions, trade journals, and professional associations.

Job notices shall contain, at minimum, where to apply, the application deadline, the pay range, duties and responsibilities, the minimum education and experience requirements, an equal

opportunity employer statement, and a statement that the City verifies employment eligibility through E-Verify.

Applications submitted before the deadline are reviewed by Human Resources and sent to hiring managers. Hiring managers evaluate applicants based on their qualifications, skills, and experience relevant to the position. The most qualified candidate is selected, with seniority considered for union employees. Human Resources reviews the hiring manager's recommendations, assisting in identifying the best candidates and prioritizing those who meet the minimum qualifications. One or more alternate candidates may be selected, and Human Resources must approve the final choice before a job offer is made.

If within one hundred twenty (120) calendar days of employment the new employee resigns or is terminated, the hiring manager, with approval from Human Resources, may offer the alternate the position. Similarly, if an identical non-union position or one with similar essential duties and specifications becomes vacant in the same department, that position may be offered to an alternate with approval from Human Resources. Note: All union vacancies must be posted and advertised.

Applicants will be contacted regarding the status of their application once a position has been filled.

2.11. Onboarding

The City of Bloomington seeks to create a welcoming culture. As part of the onboarding process, it is necessary for Human Resources to present new employees with policies and benefit options. In addition, certain employment forms need to be completed. To that end, upon the start of employment, a representative from Human Resources will be assigned to guide new employees through the process of completing the forms and be available to answer any benefit questions.

New employees shall also be required to sign an acknowledgement of receipt of the employee handbook within three (3) days, which will be retained in the employee's personnel file. Information will be given to the new employee on how to find the current employee handbook.

Each department head or supervisor should plan a departmental orientation for the new employee(s) in their department. The departmental orientation should cover all facets of the position(s) that are unique to the department.

2.12. Probationary Period

Non-appointed, full-time and part-time benefits-eligible employees shall generally serve a probationary period of one hundred twenty (120) calendar days at the beginning of their employment with the City. Uniformed officers in the police and fire departments shall serve a one-year probationary period. The probationary period is an introductory period during which

the employee has the opportunity to demonstrate, and the employer to assess, the employee's knowledge, skill, ability, and work performance.

In exceptional circumstances, the probationary period may be reduced or extended with approval of the department head and the Human Resources Director.

If the probationary period is extended by the department head, it shall not exceed a period of six (6) months from the date of hire. If the department head decides to extend the probationary period, the reasons should be put in writing, such as a written warning, and discussed with the employee. Progressive discipline may be skipped during the probationary period, but for performance issues, employees may be given one documented warning before termination.

During the 120-day probationary period, employees may use only their accumulated earned paid time off. If an employee needs more time off than they have accumulated, the department head can approve the early use of credited PTO that the employee will receive for that calendar year (the amount is prorated based on starting month), not to exceed forty (40) hours. Unpaid leave time may be granted with approval from the department head and Human Resources and in accordance with the unpaid leave policy in Section 5.06. At the end of the probationary period, the employee will be given their credited paid time off based on the charts in Section 5.02.

2.13. Employee Personnel Files

We respect the privacy of our employees and keep our employee files confidential to the full extent possible. Employee files contain employment applications, job or personal information updates, disciplinary action, certifications, and benefit forms. A separate file is used to maintain medical information such as doctor's notes, accommodations, or Family Medical Leave documentation.

Departments may also maintain their own files with employee performance reviews or disciplinary action, but copies shall be sent to Human Resources. When an employee terminates employment with the City, the department should turn over all employee records to Human Resources.

It is important for an employee to keep the City of Bloomington updated on their current address, phone number, emergency contact information, insurance beneficiaries, payroll tax withholding allowances, direct deposit account numbers, and other pertinent information that is necessary to properly administer benefits or maintain up-to-date records. It is also important that employees promptly notify Human Resources if they have lost or let a certification expire, particularly if they no longer have a valid driver's license but are required to drive a City vehicle. Changes to any information contained in the employee portal (currently eSuite) may be done through the employee's online account. Other information may be sent to Human Resources via phone or email at hrmail@bloomington.in.gov.

Access to confidential personnel files shall be limited to the employee and other persons authorized by Human Resources on a need-to-know basis. Personnel files are property of the City of Bloomington and access to the information they contain is restricted. Only officials or representatives of the City who have a legitimate reason to review information in a file are allowed to do so. With forty-eight (48) hour notice, an employee may review material in their file. Upon written request, the City will provide the employee copies of any documents contained in their personnel file.

No information shall be provided to any other person concerning the employment of the employee other than job title, department, date of hire, date of termination, and wages.

Section 3: Conduct and Performance

3.01. Job Descriptions

The City of Bloomington makes every effort to create and maintain accurate job descriptions for positions within the organization. Each description includes sections for job duties, job requirements, level of supervision and responsibility, and difficulty of work and personal work relationships.

The City of Bloomington 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, establishing a basis for making reasonable accommodations for individuals with disabilities, and determining job grades and steps within grades for salary purposes.

The hiring manager will prepare job descriptions when new positions are created and update existing job descriptions when vacancies occur. Changes to job descriptions and titles must be approved by Human Resources. Any changes that are subject to the salary ordinance must be approved by City Council.

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. Employees should contact their department head if they have any questions or concerns about job descriptions.

3.02. Ethics and Conduct

Each employee has the responsibility to the City and to their colleagues to demonstrate the highest standards of personal integrity, honesty, and fortitude in public activities. Employees shall do the following: (a) Comply with all applicable laws, ordinances, resolutions and regulations in carrying out their responsibilities; (b) Avoid engaging in behavior outside of working hours that could have a negative impact on the City of Bloomington; (c) Eliminate any and all circumstances that could result in personal gain from the performance of official duties or from the use of City property; (d) Avoid all interests or activities that are in conflict with the conduct of official duties; and (e) Refuse to accept gifts, gratuities, courtesies or prizes, except as permitted by this policy.

3.02.01. Conducting Outside Business

When conducting purchases and transactions with vendors, employees shall strive to obtain the maximum value and quality for every dollar spent; grant all competitive suppliers equal consideration insofar as federal, state, and local laws and policies permit; conduct business in an atmosphere of good faith, devoid of misrepresentation; demonstrate and demand honesty in all transactions; and encourage fair, ethical, and legal practices.

Those with whom the City does business may extend beneficial pricing to City employees with the prior approval of the Mayor and the City's ethics officer. The beneficial pricing must be extended to all employees or some local grouping of employees. These agreements shall not place the City in the position of taking title or to being responsible for financing such purchases.

The City shall not acquire goods or services for the personal use of employees with the exception of City marketing material and employee recognition items of nominal monetary value used to promote employee goodwill.

An employee who approves, negotiates, or prepares the terms or specifications of a contract or purchase for the City shall not knowingly obtain a financial interest in that contract or purchase for one (1) year after they separate employment with the City. Any exceptions shall require written approval of the Mayor. In addition, the City reserves the right to consider as a factor in awarding a contract or bid the fact that a former employee, who worked personally and substantially on the subject matter while a City employee and within twelve (12) months of City employment, may have an unfair knowledge for a project or bid. At the option of the City, such involvement may constitute grounds for disqualification for the contract or bid.

If an employee is uncertain as to the ethics of a situation, the employee shall discuss the issue with the City's ethics officer, an attorney in the City's Legal Department, prior to participating in that particular activity. Any employee who is aware of a violation of this policy has a responsibility to report that violation to their department head, the City's ethics officer, and/or Human Resources.

3.02.02. Conflicts of Interest

Indiana law expressly prohibits City employees, their spouses, and their dependents from having a financial interest in a contract or purchase connected with an action by the City except in certain situations permitted by law with appropriate formal disclosure.

A conflict of interest exists when the employee has knowledge that they, a relative, or a business entity that the employee or family member works for or otherwise receives money from has a financial interest in the outcome of a recommendation, decision, or vote. Examples of situations that might violate these policies are employment, contractual, or advisory relationships or investment or ownership connections with a person or entity tied to the City by financial or regulatory reasons. Interests or activities of a spouse, domestic partner, or dependent of an employee with entities tied to the City may also be considered a conflict.

An employee who owns a company that is awarded a bid on a City project and is also a member of the team that reviews and determines which bid is awarded the contract has a conflict of interest that cannot be waived by completing a conflict of interest disclosure.

If an employee's relative owns a company that is awarded a bid on a City project but that employee is not a member of the department in charge of reviewing the bids and determining which bid is awarded the contract, the employee must complete the conflict of interest

disclosure form, but may be permitted to continue in this role. Failure to complete this conflict of interest disclosure form and submit it to the State of Indiana may be a level 6 felony charge, which the State may pursue against the individual employee.

The City also strives to avoid situations that have the potential for impropriety or the appearance of impropriety even where not expressly prohibited by state law or requiring a state disclosure. An employee who believes they may have the appearance of a conflict of interest should speak with the City's ethics officer. If the City's ethics officer determines there is a potential for or appearance of impropriety, then a waiver is sought by the Mayor or a designee. An employee may not engage in conduct that could be construed as a conflict of interest unless a written waiver is reviewed by the City's ethics officer and approved in writing by the Mayor or a designee. This waiver constitutes proof that the potential conflict of interest is not a violation of this policy. A copy of the waiver must be sent to the Office of the Controller.

Any employee found to have a conflict of interest without an approved waiver or who has not disclosed a potential conflict of interest may be removed from certain duties or subject to discipline, up to and including termination.

If you have any questions about a particular circumstance, please contact the City's ethics officer.

3.02.03. Outside Employment

Outside employment is typically not the City's concern, but it becomes a concern if the employment compromises the interests of the City, adversely affects the employee's work performance, or negatively impacts the City's reputation. For example, employees may not devote their attention to matters of a secondary employer while they are at work or on the clock for the City. Employees may not hold any other employment or engage in any personal business, including as an independent contractor, that would create an actual or potential conflict of interest.

If an employee is contemplating engaging in outside employment and is unsure whether the work would create a conflict of interest, the employee must contact Human Resources. The City will determine on a case-by-case basis whether an employee will be permitted to continue employment with the City in a situation that potentially creates a conflict of interest. All employees engaged in outside employment should submit to Human Resources a secondary employment form annually.

Employees shall not be permitted to utilize any City equipment whatsoever, including, but not limited to, safety vests, tools, vehicles, computer equipment, or any other equipment owned by the City of Bloomington for use in other employment. The use of City property for other employment may result in disciplinary action, up to and including termination of employment.

3.02.04. Political Activity/Election Campaigns

Employees may engage in political, campaign, and election activities if these activities do not occur at work or while the employee is on the clock, which includes being “on call.”

The following actions are never allowed, even on the employee’s own time:

- Soliciting contributions from individuals the employee knows to have a business relationship with the employee’s agency.
- Soliciting political contributions from those the employee directly supervises.
- Using municipal materials, funds, property, facilities, or equipment for any political or campaign activities. This includes an employee’s city-issued computer and telephone.
- Using a city email address or telephone number to engage in any political or campaign activities.
- For police officers or firefighters, performing political or campaign activities while on duty or while wearing any insignia that is part of their uniform.

Examples of permitted and not permitted activities

Description	Allowed	Not Allowed
During their lunch break, an employee uses their personal email and personal phone to invite friends to a candidate debate.	X	
During their lunch break, an employee uses their city computer to invite friends to a candidate debate.		X
During their lunch break, an employee uses their city email address to invite friends to a candidate debate.		X
While at work, an employee wears a tee-shirt and button supporting a specific candidate.		X
While off-the-clock, a department head reaches out to an employee they directly supervise, asking them to attend a campaign fundraiser.		X
While off-the-clock, a city employee asks the director of an independent contracting company for campaign contributions. The director’s company regularly submits bids to and contracts with the city, and the employee knows this.		X

Examples of permitted and not permitted activities (contintued)

Description	Allowed	Not Allowed
An off duty police officer attends a campaign event in civilian attire. People recognize them as a City police officer at the event.	X	
An off-the-clock employee wears their City nametag to a political event.		X
An off-duty police officer attends a campaign event while still wearing their badge.		X
An employee pins up a poster supporting a political candidate in their office or cubicle.		X

3.02.05. Confidentiality

All employees who have access to another employee's health information through their jobs shall restrict their use and disclosure of such information to the minimum necessary to perform their authorized job functions. This standard shall apply regardless of whether the information is covered by the privacy policy described below:

Employees who handle protected health information within the meaning of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) shall be subject to the City's Privacy Policy. Such employees will receive a copy of the Privacy Policy and instructions on the use and disclosure of such information.

With respect to health information that is covered by the Privacy Policy, all employees shall have the right to request access to their own health information; to request amendments to their health information; to request restrictions on the use of their health information; to request an accounting of disclosures of their health information; and to request confidentiality in communications with them. Forms for such requests and complete information on these rights, and the procedures applicable thereto, are available from the benefits manager in the Human Resources Department.

No employee may intimidate, threaten, coerce, discriminate against, or take other retaliatory action against a person who exercises any right under HIPAA or the Privacy Policy; who testifies or otherwise assists with an investigation or compliance action thereunder; or who opposes in good faith and lawfully a practice that they believe violates HIPAA or the Privacy Policy.

Health information will be maintained in Human Resources in a folder that is confidential and separate from the employee's regular personnel folder. The confidential folder may only be used as necessary for actions such as creating a workplace accommodation, in the event of a medical emergency, for medical certification forms for the Family Medical Leave Act (FMLA), for workers' compensation, or for insurance coverage. Employees are encouraged to submit

doctors' notes to Human Resources and in turn ask Human Resources to follow up with their supervisor.

Violations of this policy shall subject the violator to appropriate discipline, up to and including termination.

3.02.06. Gifts Policy

The City distinguishes between gifts, gratuities, prizes and courtesies.

- Gifts are offered or accepted in expectation of preferential treatment and are not allowed.
- Gratuities are items that are given as an expression of appreciation or to support a charity. Examples of gratuities include social events and floral or food offerings to commemorate events such as a holiday or promotion.
- Prizes include door prizes at conferences or fairs.
- Meals and entertainment that occur in the pursuit of normal day-to-day business are considered a courtesy. Meals and entertainment that are the result of business discussions that extend into, during, or beyond working hours are a normal part of doing business. Meals and entertainment that occur when an employee accepts an invitation to visit a supplier's facility and the discussions extend into or beyond normal working hours are also a normal part of doing business.

Employees shall not knowingly accept gratuities, prizes, or courtesies from a business during the time in which agreements or contracts are being considered for approval or negotiated for terms that could involve that business.

Employees may accept gratuities, courtesies, and prizes from entities that do business with the City but are not currently in contract negotiations with the City, but they must adhere to the following:

- The City as a whole may not accept gratuities, courtesies, and prizes that exceed \$250 in a calendar year from a single entity, unless they receive a mayoral waiver.
- All such items received by a City employee or department must be reported to Human Resources within 48 hours of receipt, noting a description of the item, who gave it and when, its approximate value, and its purpose. This record shall be open to public inspection.

Whether the employee may keep the gratuity, courtesy, or prize will be decided on a case-by-case basis, considering the nature and value of the item, the employee's relationship with the entity offering the item, and any other relevant factors.

Gratuities, courtesies, and prizes valuing more than over \$250 must be separately approved in writing by Human Resources and the City's ethics officer. Items given or made available to all attendees at a conference need not be reported unless the value of the item(s) received from a single vendor meets or exceeds \$250 in a single year.

Employees shall decline any additional offers of hospitality, such as paid lodging or transportation, from entities that do business with the City, unless the offer is specifically intended to serve for training and education directly benefiting the City of Bloomington or to highlight the expertise of the employee for the benefit of conference attendees. Employees shall not accept any such offers without prior written approval of the City's ethics officer, an attorney in the City's Legal Department. The approval shall be open to public inspection.

Employees shall not accept from any one vendor, individual, supplier, or organization gratuities, prizes, or courtesies that exceed a total estimated accumulated value of \$250 in any one calendar year without written approval from the Mayor. A copy of this approval must be filed with the Human Resources Department and will be open to public inspection.

Benefits extended to all attendees or speakers of conferences do not need to be reported.

3.02.07. Whistleblower Policy

A whistleblower as defined by this policy is an employee of the City of Bloomington who reports an activity that the employee considers to be illegal, untruthful, or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal, untruthful, or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; recording incorrect hours on their time sheet or being paid for work they did not do; and other fraudulent or false reporting.

If an employee has knowledge of or a concern of illegal, untruthful, or dishonest activity, the employee is to contact the City of Bloomington Ethics Attorney, the Director of Human Resources, or the City of Bloomington Controller. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

The City of Bloomington will not retaliate against a whistleblower who makes a claim in good faith. Any whistleblower who believes they are being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees with any questions regarding this policy should contact the City of Bloomington Director of Human Resources.

3.03. Performance Management

The City of Bloomington is committed to providing employees with a supportive and nurturing environment in which they feel challenged. Offering performance feedback/evaluation is one of the ways the City acknowledges employee strengths and highlights areas for future growth and improvement.

Employees will receive most feedback informally on an ongoing basis. This type of feedback is important for two reasons: (1) immediate feedback is highly effective in improving job performance, and (2) working in our type of environment requires open communication between employees and management.

Department heads should evaluate the performance of employees at regular intervals at least annually. The evaluation consists of a one-on-one conversation during which an employee's strengths and weaknesses are discussed and evaluated and recommendations for improvements are made. The City's and department's goals should be highlighted in how they relate to the employee's short- and long-range performance goals. Supervisors should follow up with the employees to be sure that goals are being met.

3.03.01 Accountability for Managers

The City expects all managers to uphold the highest standards of leadership and accountability, actively contributing to a positive work environment and strengthening employee development. This includes clearly communicating expectations, providing regular feedback, addressing performance concerns promptly, and ensuring fair and consistent treatment of all team members. Managers will be held accountable for achieving team goals, maintaining employee engagement, and upholding City policies, with performance management directly reflecting their leadership effectiveness. Any deviations from these standards will be addressed through coaching, corrective action, and may result in disciplinary action, as deemed appropriate.

3.04. Progressive Discipline

The work rules described herein provide guidelines of the City's expectations of its employees. These rules are not intended to be all encompassing but are intended to refer to situations which can reasonably be anticipated. In the event there are other acts which do not meet the standard of conduct we reasonably expect of our employees, appropriate disciplinary action will be taken. These rules are merely guidelines and will not limit the City from using alternative

disciplinary measures at any step, including suspension and discharge, as the City deems appropriate.

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and to the standards as set forth in their job description or as otherwise established. The City supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to help employees improve performance and prevent a recurrence of undesirable behavior.

Outlined below are the steps of the City's progressive discipline policy and procedures. The City reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary.

Temporary and probationary employees do not follow progressive discipline as outlined in this handbook but may receive one warning before termination.

Some factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

Normally, employee misconduct or unsatisfactory performance will be subject to the following progressive disciplinary system, except as otherwise provided herein:

1. The first (1st) offense or incident will result in a written warning.
2. A second (2nd) offense or incident, including, but not limited to, a repetition of the first (1st) offense or incident within twelve (12) months of the first (1st) offense or incident will result in a written warning and a one (1) to three (3) work day suspension without pay as determined by the department head, or as determined by the employee's supervisor with department head approval. Exempt employees shall not normally be subject to suspension without pay for performance-related issues, but could be in situations where it is deemed warranted by the department head and Human Resources.
3. A third (3rd) offense or incident, including, but not limited to, repetition of previous offenses or incidents within twelve (12) months of the second (2nd) offense or incident, will result in immediate discharge.

It is the responsibility of the supervisor and the department head to consult with Human Resources before issuing discipline. Human Resources will involve the Legal Department prior to any terminations.

Employees are required to verify receipt of a written warning by their signature. In the case of union employees, this verification can be the signature of an employee representative present at the time the written warning is given. If the employee refuses to sign, their refusal will be recorded on the document.

It is the responsibility of the supervisor or the department head to record any and all disciplinary actions taken against any employee and to ensure that a copy of all such records are filed with the Human Resources Department within fourteen (14) calendar days of the employee being given the administrative remarks.

Union-eligible employees are also governed by their collective bargaining agreement.

Exempt employees. Exempt employees shall not normally be subject to suspension without pay for performance-related issues. Such employees shall be subject to suspension without pay only in increments of one (1) or more full work days and only where warranted by violations of written rules or policies of general applicability, as determined by their supervisor(s) with the approval of the Human Resources Director.

3.04.01. Actions that Could Result in Disciplinary Action

This list applies to all employees including supervisors and management.

- A. Failure to comply with a supervisor's reasonable work order;
- B. Failure to meet or manage established performance expectations or perform job functions;
- C. Immoral or indecent conduct;
- D. Use of excessive profanity, vulgar language directed at an individual, or abusive language;
- E. Sleeping on the job;
- F. Gambling in any form while on City time and/or City premises;
- G. Violating certain laws;
- H. Retaliating against another employee or person with whom you interact for business purposes;
- I. Knowingly making false claims;
- J. Harassment (Section 2.04);
- K. Drugs in the workplace (Section 2.05);
- L. Smoking and vaping (Section 2.06);
- M. Violating the City's Occupational Health and Safety Policy (Section 4.04);
- N. Causing a preventable accident (Section 4.05);

- O. Refusing to submit to a search of City property or personal property located in the City's facilities (Section 4.05);
- P. Falsifying time on time clock (Section 5.01);
- Q. Tardy and/or absent (Section 5.01.01);
- R. Consistently conducting personal business while on City time (Section 6.01.01);
- S. Actions specifically mentioned in this employee handbook noted as being subject to disciplinary action.

3.04.02. Offenses that Could Result in Immediate Termination

As stated herein, the City has authority to deviate from the progressive discipline policy. The City may elevate certain behavior to a Step 2 or may terminate someone immediately when the behavior is particularly egregious.

The following offenses are examples of egregious conduct for which the employee may be discharged immediately. This listing is not intended to be all encompassing, but rather illustrative in nature.

- A. Reporting to work under the influence of alcohol or other drugs not prescribed by a healthcare professional;
- B. Drinking and/or possessing alcoholic beverages, a controlled substance not prescribed by a healthcare professional, or an illegal substance while on the clock;
- C. Fighting while on the job;
- D. Threatening and/or intimidating employees or other persons while on the job;
- E. Stealing while on the job;
- F. Stealing from the City of Bloomington, which shall include unauthorized use of City property or equipment;
- G. Intentional or grossly negligent destruction of or damaging of property while on the job;
- H. Representing oneself as a City of Bloomington employee in order to aid in committing or attempting to commit a felony, misdemeanor, or infraction;
- I. Possession of dangerous weapons while on the job unless otherwise permitted by law or the City of Bloomington;
- J. Falsification of City records or any records maintained by the City of Bloomington;

- K. Conviction of a felony or any misdemeanor that may reflect negatively on the City of Bloomington;
- L. Unauthorized disclosure of any confidential City information;
- M. Dangerous or egregious behavior;
- N. Any action that, whether or not a violation of a regularly established rule, regulation, or policy, is so detrimental to efficient City operations or to the public interest that discipline or discharge could reasonably be expected to result.

Depending on the severity, violation of any of these offenses could result in skipping one or more steps of the disciplinary process or immediate termination.

3.04.03. Investigations

When a supervisor or employee brings a concern to Human Resources regarding the actions of an employee, Human Resources will launch an investigation to determine whether the employee's action warrants discipline. The concern may be addressed by listening and taking notes or it may involve talking to multiple parties. The supervisor or department head will be notified of the investigation. Confidentiality will be maintained to the fullest extent possible. If it is deemed that discipline will be necessary, the employee in question will be notified and allowed to give their version of the event(s).

Personnel concerns arising in the Police and Fire Departments will be investigated within the department according to their collective bargaining agreements. Any adverse personnel action taken by the Board of Public Safety, the Chief, or another supervisor in the department may be considered at any time, but may not be considered by the department beyond three (3) years from the date of the adverse personnel action.

3.05. Problem Resolution

The City of Bloomington has an open-door policy to ensure that all supervisors and department heads are available to listen to employee complaints, questions, or suggestions. The best solutions are those worked out between employees and their supervisors. Occasions may exist, however, when an employee and a supervisor cannot resolve a problem or when the supervisor is part of the problem. When this occurs, this open-door policy gives an employee the alternative of contacting Human Resources to help with conflict negotiation.

3.06. Grievance Procedure

The grievance procedure will generally follow the three steps outlined here. However, employees represented by a recognized bargaining unit shall use the grievance procedure established by the collective bargaining agreement.

Whenever an employee feels they have been unfairly treated, they should:

1. Submit a written grievance to their immediate supervisor and/or department head within ten (10) working days of the alleged unfair treatment. The supervisor and/or department head may meet with the employee concerning the grievance. The employee may elect to have a fellow employee with them during this meeting. The supervisor and/or department head will make every effort to resolve the grievance within ten (10) working days. Within fourteen (14) calendar days, the supervisor shall inform the employee as to whether the decision stands, is modified, or is rescinded. If the employee disagrees with the supervisor's decision, they may submit a written appeal to the Human Resources Director pursuant to the requirements in paragraph B.
2. Submit a written appeal with the supervisor and/or department head response to the Human Resources Director with one (1) copy to the department head and one (1) copy retained by the employee. The appeal shall be filed within fourteen (14) days of receipt of the reply from the employee's supervisor. Upon receipt of the written appeal, the Human Resources Director or their designee shall conduct such meetings with the employee, department head, and other parties as are necessary to determine the facts regarding the grievance and shall attempt to reply within thirty (30) days. Human Resources shall inform the employee as to whether the decision stands, is modified, or is rescinded. If the employee disagrees with Human Resources' decision, they may submit a written appeal pursuant to the requirements in paragraph C.
3. Submit a written appeal to the Mayor or their designee within fourteen (14) days of receipt of the reply from Human Resources. The Mayor or their designee may conduct an investigation and shall attempt to issue a final decision within fourteen (14) days.

NOTE: Failure of the employee to submit their appeal within the time limits specified will result in the City considering the matter closed.

When a grievance results in the revocation of a written warning, that written warning will be removed from the employee's personnel record. The twelve (12) month period for determining the progressive step of discipline that is being grieved will also revert to the date of the previous, if any, written warning.

Section 4: General Policies/Practices

4.01. Technology, Internet, email, and Network Access

The City of Bloomington provides information technology and communication technology (computing devices and networks) to its employees as a tool to support the City's business. The City of Bloomington has adopted an Information Technology Policy Manual (IT Policy Manual) that outlines the City's policy in the purchase, use, and conduct of all departments in the use of information and communication and technology.

Information technology (IT) includes, but is not limited to, computers, servers, networking equipment, hardware, software, IT support, IT consulting, IT services, web-based/cloud services, mobile devices, and any other device or peripheral that connects to a computer or to the City network. All employees will receive and acknowledge receipt of the City of Bloomington's IT Policy Manual.

4.02. Cell Phones

The telephone systems owned or leased by the City are to be used for official business purposes only, including City cell phones. The City may secure its property at any time. Replacements of repeatedly broken property, including phones, may result in disciplinary action as outlined in Section 3.04. As with any other form of City property, the cost of the damage or destruction of a City cell phone may be assessed to the responsible staff member. Personal use of a City-provided mobile phone is permissible only if it is minimal or no additional expense to the City and it does not interfere with official business.

Employees may use personal mobile phones for City purposes, but any City documents present on the device are subject to public information retention regardless of the ownership of the device.

Employees may make personal calls and texts during the course of the workday, but these should be kept to a minimum. If a call will last more than a few minutes, the employee should only conduct that call while on break. Furthermore, if a personal phone call is disruptive to the work environment, the employee may be asked to step out to a more private location.

City employees should follow state and local law regarding the use of cell phones when operating a City vehicle.

4.03. Social Media Guidelines

The City of Bloomington sets these guidelines for responsible social media use, while respecting employees' rights. Violations may lead to disciplinary action, including termination.

Social Media Definition:

Social media includes online platforms like blogs, websites, and social networks.

Key Guidelines:

- Follow City policies online.
- Avoid disparaging, harassing, or unlawful posts.
- Employees are responsible for their online content.
- Be respectful and resolve work complaints through direct conversation, not social media.
- Maintain confidentiality and avoid posting sensitive information.

Social Media Use at Work:

Minimize personal social media use during work hours. Do not use City email for personal accounts.

Personal Use Guidelines:

- Do not speak for the City.
- Only post content you have permission to use.
- Avoid posting false or confidential information.
- Do not post anything that is detrimental to City operations.
- Do not post during work hours unless approved.

4.04. Public Information

The City of Bloomington's public image and its image or perception with citizens is critical to its success. Occasionally, news releases or discussions with the media are appropriate and needed. To ensure all information and facts regarding a situation are known and presented accurately, the Mayor or their designee will handle all questions or discussions from or with the news media. This includes any information involving accidents or natural disasters.

4.05. Health and Safety

Compliance with applicable laws and regulations governing safety and health matters are an important priority to the City. If an employee has justifiable reason to believe that the employee's safety and health are in danger due to an alleged unsafe working condition, or alleged unsafe equipment, the employee shall inform the immediate supervisor, who shall have the responsibility in conjunction with Risk Management to determine what action, if any, should be taken.

If an employee is ordered to perform a task in such a manner that the performance of the task would be in direct violation of a specific safety rule or regulation, the employee has the right and responsibility to refuse to perform the task until the hazard has been evaluated and a determination of the hazard has been made.

Employees have the responsibility to communicate their OSHA concerns to their immediate supervisor. Employees may further report continuing OSHA concerns to higher levels of supervision within the Fire Department, to Risk Management, or to IOSHA without fear of reprisal.

The City of Bloomington has adopted an Occupational Safety and Health Policy that outlines the City's commitment to the provisions of federal OSHA and state IOSHA laws and regulations. Each department head and/or supervisor shall be responsible for ensuring their respective work unit complies with these standards. Any employee found to be in violation of this policy shall be subject to discipline in accordance with Section 3.04.

The City will furnish all necessary tools, equipment, and safety gear to complete job assignments. Each employee is reminded that all items purchased by the City are its property and represent a very valuable asset. It is the responsibility of the employee to whom tools and equipment are assigned to maintain and safeguard these assets. All employees should be concerned with the care and safe use of City-owned equipment and facilities. Good housekeeping is expected of every employee.

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

Employees should notify the department or division head of any equipment, machines, tools, or vehicles that appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The department or division head can answer any questions about an employee's responsibility for maintenance and care of equipment or 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.

4.05.01. Reporting Injuries and Accidents

Employees must advise the department head of all accidents, injuries, or illnesses that occur while at work. All accidents, injuries, or illnesses that occur while at work must be reported immediately, however minor, to the employee's immediate supervisor. The City will provide the proper forms for reporting job-related accidents, injuries, and illnesses. Any employee failing to report these occurrences is subject to disciplinary action. In the event of a vehicular accident involving a City-owned vehicle or while on City business, report all information immediately to the department head. In no instance should responsibility for an accident be expressed to anyone until the proper person in the City has been notified and permission has been obtained to make statements.

4.06. Right to Search

The City of Bloomington's right-to-search policy exists to provide a safe and productive work environment. Failure to submit, upon request, to a search of any City of Bloomington property including IT devices (computers and phones) may lead to progressive discipline as outlined in Section 3.04.

4.07. Weapons and Violence

Because the City of Bloomington has a responsibility to maintain a healthy work environment and to maintain a beneficial relationship with the community, the City will not tolerate or ignore workplace violence. All reports of incidents will be taken seriously and will be dealt with appropriately. The City's response to workplace violence will be appropriate disciplinary action against the perpetrator in accordance with Section 3.04, up to and including termination and criminal prosecution. Employees who experience threats or acts of workplace violence, who witness or learn of threats or acts of workplace violence, or who believe such violence could soon occur should contact their supervisor and Human Resources immediately. In an emergency, employees should first contact the police.

All employees should always be treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Unauthorized firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the City without expressed authorization. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment.

4.08. Pets in the Workplace

The City of Bloomington supports a pet-friendly work environment, ensuring employee health and safety. Determinations on whether pets will be allowed will be made by department heads in consideration of all employees' needs. Allowable pets include dogs and fish. Permission may be revoked at any time and violations of this policy may lead to disciplinary action.

Service animals and K-9 units are exempt from this policy and are governed by specific guidelines. Service animals must be reported to Human Resources. Emotional support animals are treated as pets.

Pet Requirements:

- **Dogs:** Must be at least 3 months old, up to date on vaccinations, clean, house-trained, and well-behaved (no aggression or excessive barking). The dog must be covered under the owner's homeowners or renters insurance, including coverage for dog bites.
- **Fish:** Must be stored in a movable aquarium or tank.

Employee Responsibilities:

- Employees are fully responsible for their pet's behavior, hygiene, and well-being at work.
- Pets should not disrupt coworkers or service animals, and employees should manage workspace safety.
- Pets must be under control and on a leash in public areas or contained within work areas.
- Only one pet per employee at a time.
- Employees must clean up after their pets immediately and provide their own supplies (food, water, waste bags, etc.).
- Pets should not be left unattended, and dogs should not be left overnight.
- Employees are responsible for any injuries or damage caused by their pet.
- Employees must provide proof of insurance and a Release of Liability and Affidavit, and approval from their supervisor before bringing their pet to work. The application form can be obtained from Risk Management and will be sent through Human Resources for approval.
- Concerns of other employees, service dogs, or K-9 units take priority over pets. Thus, if an employee, service dog, or K-9 unit is negatively affected by a pet (allergies, concerns

for safety, inappropriately distracting a working dog, etc.), the pet must be removed and not return until those concerns are no longer present.

Pet-Free Areas:

Pets are not allowed in common areas (conference rooms, break rooms, council chambers) or areas that are pet-free.

4.09. Children in the Workplace

The City values an atmosphere that encourages a healthy balance between workplace obligations and family responsibilities. Employees are welcome to bring their children under the age of 18 to visit their worksite, provided that the visits are infrequent, brief, and approved in a fashion that limits disruption to the workplace.

Employee requests to bring children to work on an infrequent, brief, and approved basis are subject to department heads/supervisors' discretion, considering department operations, space feasibility, and the nature of employees' roles and responsibilities.

When brief, infrequent, and approved visits by children are permitted, parents/guardians are responsible for ensuring that the visits comply with all designated safety protocols and City guidelines, including, but not limited to, the following:

- At all times, children remain the sole responsibility of the parents/guardians.
- At all times, parents/guardians must accompany their children.
- The presence of the child cannot disrupt the work environment or negatively affect the productivity of employees and/or customers.
- At any time, if the department head/supervisor determines that health or safety risks are too great, or that the children's presence is disruptive, the employee may be asked to remove their children from the workplace.
- Bringing children to the workplace on a recurrent basis during their school breaks, closures, or before/after school care, or lack of child care is not appropriate.
- Children who have an illness that prevents acceptance by a regular day care provider or prevents attendance at school, particularly any children with an infectious disease, should not be brought to the workplace under any circumstances.

4.10. Lactation/Breastfeeding

In accordance with state law, parents must be allowed to chestfeed or breastfeed wherever they are allowed to be. Employees should not prevent others from breastfeeding in public. Violations of this policy should be reported to Human Resources.

As part of our family-friendly policies and benefits, the City of Bloomington supports chestfeeding or breastfeeding employees by accommodating an employee who needs to express milk during the workday in accordance with the Fair Labor Standards Act.

For up to one year after a child's birth, any employee who is chestfeeding or breastfeeding will be provided reasonable break times to express milk in a space that meets the following criteria:

- Has a door with a lock or a sign that keeps others out;
- Has a place to sit, a flat surface, and easy access to an electrical outlet;
- Is near to a sink and a refrigerator;
- Is not a bathroom; and
- Is in the facility where the employee works or in a facility easily accessible to the employee.

Any breast milk stored in a City refrigerator or freezer must be labeled with the name of the employee and the date of expressing the milk. Nonconforming products stored in the refrigerator or freezer may be thrown away. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

Employees may express milk during their paid, 15-minute breaks without having to clock out. If they need more than 15 minutes, they should clock out for the additional time, unless they are able to work while expressing milk.

Employees should work with their supervisor and/or department head to secure a place and time to express milk in accordance with this policy and should contact Human Resources for assistance or to file a violation of this policy.

4.11. Image and Dress Code

Work attire should complement an environment that reflects an efficient, orderly, and professionally operated department. It is important that employees maintain a neat, well-groomed appearance at all times. Discretion should be used in an employee's choice of work attire. An employee will be notified by the department head if their attire or level of cleanliness is unacceptable. In those departments where uniform rental and laundry service is furnished, clean uniforms are to be worn daily.

4.12. Take-Home Vehicles and Use of Other City Vehicles

A. Take-Home Vehicle Policy

- Only employees approved by the Mayor or their designee may use take-home City vehicles.

- A list of authorized positions and their purposes is kept by the Office of the Controller.
- Take-home vehicles may be taxable based on their use, with the specific tax implications depending on the vehicle's purpose.
- The types of authorized use are:
 1. **Commuting:** Employees can use the vehicle for work-related travel only. Personal use is limited to minor stops, like running an errand on the way to or from work.
 2. **Qualified Nonpersonal Use:** Vehicles used by employees who need to be readily available for City business. These vehicles are typically marked and designed for work use, and personal use is also limited to minor stops.
 3. **Police and Fire Vehicles:** These vehicles are subject to their own departmental rules.
 4. **Other Purposes:** The Mayor or their designee can approve other reasons for assigning a take-home vehicle, with specific conditions.

B. Other Use of City Vehicles

- City vehicles must be used only for official City business. Personal use is strictly prohibited, except for incidental stops like during lunch or between business-related stops.

4.13. Training

Training will be provided as mandated by law for each position. The City encourages employees to pursue continuing education to stay current and advance in their careers. Training may be paid for with department head approval and will be determined on a case-by-case basis.

Positions requiring specific certifications will have deadlines set out for the certification with the job posting or the AFSCME contract. Employees who do not obtain the required certifications by the deadline may be subject to termination.

4.14. Telecommuting Policy

The telecommuting policy is designed to cover extended, regularly scheduled remote work and does not apply to short-term, occasional requests. Employees wishing to telecommute must complete the telecommuting agreement.

Telecommuting allows employees to work from home, on the road, or in a satellite location for all or part of their regular workweek, provided it is approved by their supervisor.

Telecommuting is also referred to as working remotely, remote work, or teleworking.

Telecommuting is not appropriate for all positions. Department heads will determine whether

telecommuting is appropriate for a position based on the essential job duties and position demands.

Telecommuting can be a mutually beneficial option compared to working in an employer-owned office or setting. While telecommuting, employees are required to remain available to meet the public's needs and perform their job responsibilities.

All employees are expected to adhere to the policy guidelines. Department heads may terminate telecommuting agreements at any time.

4.14.01. Eligibility

Eligibility for telecommuting is determined based on the position's nature, the employee's job responsibilities, and their performance history. Department heads have the discretion to permit telecommuting for employees and establish the specific terms, provided they are objective, fair, and consistent with this policy.

Typically, employees must have completed their new hire probationary period to be eligible for telecommuting. In some cases, telecommuting may commence at the start of employment with approval from the department head and Human Resources. Telecommuting is not a substitute for using paid time off, especially for childcare or dependent care. Employees are expected to arrange care as they would while working in the office. Limited personal business during telecommuting is permissible, but exceeding this standard is not allowed. For childcare, dependents, or personal matters, employees should adjust schedules or utilize paid time off. Department Heads should approve paid time off rather than telecommuting for childcare or dependent care needs.

Telecommuting is not an entitlement or an automatic City-wide benefit, and it does not alter the terms and conditions of employment with the City. Approved telecommuters remain bound by their job description, are required to fulfill job duties, and must adhere to City policies and procedures.

Additionally, employees cannot telecommute outside of the state of Indiana without advance written approval from both their department head and Human Resources.

4.14.02. Telecommuting Agreement

Before beginning telecommuting, employees and their supervisors must complete a telecommuting agreement. This agreement will detail the terms and conditions of the telecommuting arrangement, including schedules, communication protocols, and performance expectations.

- **Schedules**

Telecommuting staff must adhere to specified work hours outlined in their agreement, with any schedule changes requiring supervisor approval. In certain cases, departmental

needs may necessitate on-site work adjustments. Additionally, for team collaboration, management may designate office days. Department heads have the authority to approve telecommuting for various situations, allowing staff to adjust days with supervisor approval based on project schedules, meetings, emergencies, or illness.

- **Communication**

Telecommuting employees must maintain regular and effective communication with their team, colleagues, and supervisor by promptly responding to emails, phone calls, and other forms of communication during working hours.

- **Performance Expectations**

Telecommuting employees are expected to maintain the same level of productivity and performance as when working from the office. Regular performance assessments will be conducted to ensure that telecommuting arrangements do not negatively impact job performance. Additionally, employees are expected to be available for and actively participate in online meetings, conference calls, training, and other required activities as directed by management.

Telecommuting arrangements should be discussed with supervisors during performance discussions. Any amendments to these arrangements must be documented by the employee's supervisor and communicated to Human Resources.

- **Equipment and Technology**

Telecommuting employees must ensure they have the necessary equipment for their job, including a reliable computer and internet connection. If network bandwidth permits, they should use their computer cameras for virtual activities, adhering to the City's dress and appearance standards. Employees eligible for remote work should receive a City laptop, with only a few exceptions. Employees must confirm laptop approval with their supervisor and then contact ITS. ITS is not responsible for the operations of non-City computers or an employee's home internet service.

- **Security and Confidentiality**

Telecommuting employees must adhere to all security and confidentiality policies within the organization. This includes cybersecurity policies, secure handling of sensitive information, using secure communication channels, and implementing any required security measures.

- **Reporting Obligations**

Telecommuting employees are required to promptly report any work-related injuries or accidents directly related to telecommuting. Reporting procedures shall adhere to the organization's established protocols for incident reporting. Telecommuting-related

accidents not directly related to the employee's work for the City of Bloomington may not be covered by the City's workers' compensation insurance.

- **Termination of Telecommuting Arrangement**

The department head, in consultation with Human Resources, may terminate or modify a telecommuting arrangement at any time, with or without cause, and without prior notice to the employee. Near the end of the agreement, both the supervisor and the employee shall evaluate it and determine continued eligibility. If the employee moves to a different job or has a new supervisor/department head, a new agreement is required.

Employees may also request a change to their telecommuting arrangement, subject to managerial approval and, if necessary, approval from Human Resources.

- **Record Keeping**

Supervisors are responsible for maintaining all documents and forms required by this policy and must ensure that a telecommuting agreement is submitted to Human Resources as specified in the HR section of the Knowledge Base.

- **Compliance**

All workplace policies and performance standards that apply to office locations are equally applicable to remote work sites. If there are policy violations or failure to meet standards, corrective action will be taken in the same manner as for violations occurring in the office.

Employees needing a work-from-home accommodation due to a medical issue should request it by emailing the Human Resources Generalist or hrrmail@bloomington.in.gov.

4.15. Open Door

The Open Door Law, also known as Indiana Code 5-14-1.5-1, states that government agencies must hold official meetings of a majority of their governing body, such as council or board meetings, publicly. All meetings of the governing bodies of public agencies are subject to the Open Door Law. Any board, commission, committee, subcommittee, advisory committee, council, or similar body must follow the Open Door Law.

Employees who help to organize meetings for any group subject to the Open Door Law should consult with the Legal Department or look on the Knowledge Base for more information.

4.16. Union Business

Rules and procedures for union meetings, union business, and union administrative duties are contained in the collective bargaining agreement between the City and the unions representing

union-eligible employees. All supervisors and department heads are responsible for ensuring compliance with those provisions.

Union officials shall not be harassed for holding any office or participating in any union business. Employees shall not be harassed for participating in or refusing to participate in union business or any other activities affecting the union. This section should not be seen as limiting or expanding rules about union business during work hours. Adherence to such provisions by either party shall not constitute harassment.

An employee who participates in meetings or union business as provided for herein shall document dates and times used during working hours to attend union meetings. This documentation shall be given to the employee's supervisor or department head.

4.17. Other Policies

The City has adopted additional policies regarding more specialized practices, such as our *Office of the Controller (OOTC) Financial Policies Manual*, *Travel and Training Reimbursement Policy*, and our *IT Policy Manual* that can be found on the Knowledge Base. Employees are expected to familiarize themselves and comply with all applicable policies. Failure to do so could result in discipline as outlined in Section 3.04.

Section 5: Attendance and Time Off

5.01. Attendance

This section shall apply to all employees. Union-eligible employees are also governed by their collective bargaining agreement.

5.01.01. Late/Tardy and Absence Policy

Each employee is required to notify their supervisor or department head when they are going to be late or absent from work. Employees are expected to report to work promptly, begin the work day at their established starting time, and work their full scheduled work shift. Late or tardy shall be defined as an employee who calls in an unscheduled absence, clocks in, or reports to work after their established starting time. Each department head may develop their own department notification procedure for calling in. All employees should be notified of that procedure during onboarding and in the event of new management or a change to that policy. In the absence of a department procedure, the employee should contact their immediate supervisor.

An employee who has not notified their supervisor that they will be late within thirty (30) minutes of their scheduled start or clock-in time may be subject to discipline as outlined in Section 3.04.

Two (2) late arrivals in a pay period shall result in a written warning. In addition, excessive, repeated tardies that establish a pattern may subject an employee to progressive discipline as outlined in Section 3.04.

For unscheduled absences, notification should be given each day unless previous arrangements are made with an employee's supervisor. If an employee is absent for two (2) or more consecutive days without notifying their supervisor, they may be terminated for job abandonment.

5.01.02. Unscheduled Absences

It is the policy of the City of Bloomington to allow employees a reasonable amount of paid time off (PTO) and sick bank time. The City's desire is to allow employees the maximum possible flexibility in the use and scheduling of such PTO and sick bank time while ensuring that efficient City operations are not adversely affected by employees' use or abuse of this benefit. Notifications not scheduled according to Section 5.02.04 are considered to be unscheduled absences.

For absences, the City expects employees to:

1. Give as much notice as possible in advance of using time off. It is emphasized that the minimum notification requirements contained in this policy are only a minimum and that employees are expected to give more notice when they are able to.
2. Take all necessary and possible steps to ensure that their responsibilities can be covered during an absence. For example, an employee who must miss work on short notice due to an emergency, and who has important events or deadlines occurring on that day, is expected to convey to the appropriate colleague the information necessary to allow other employees to handle the situation with the minimum of inconvenience to the City or others.
3. Avoid the use of PTO and sick bank time when the employee's absence will be particularly detrimental to the City, even if notification requirements are met. Use of PTO and sick time that is harmful to City operations may result in disciplinary action, as outlined in Section 3.04. Medical statements certifying inability to work are required within two (2) working days of returning to work in the following situations:
 - a. Repeated use of paid time off or sick bank time when detrimental to operations and/or on days that the employee reasonably should know to be important to the department by reason of workload, deadlines, or other causes.
 - b. Using unscheduled paid time off and/or sick bank time more than six (6) times in any twelve (12) month period. Missing multiple consecutive work days due to the same illness, injury, or other incident will generally be considered as one (1) unscheduled absence.
 - c. Repeatedly using unscheduled paid time off and/or sick time on Fridays and/or Mondays, scheduled work days before or after regular days off, scheduled work days before or after City holidays, or scheduled work days before or after scheduled paid time off or compensatory days off. Any combination of the above may constitute a pattern of abuse.
 - d. Exceeding accumulated paid time off or sick bank time.
 - e. Using sick bank time for reasons other than illness or injury, except as expressly permitted in this handbook.
 - f. Establishing a pattern of using all benefit time as soon as it is earned and then needing to use unpaid time off for reasons not related to Family Medical Leave.

If an employee misses three (3) consecutive work days due to illness or injury, they should present to Human Resources a statement from a healthcare professional verifying that they were not able to work. Any employee needing extended or recurring time off (more than three

days) for their own serious illness or to care for a parent, spouse, or child with a serious medical condition should refer to the Family Medical Leave policy in this section.

One (1) or more steps of the normal three (3) step disciplinary policy may be skipped for any employee who is absent two (2) consecutive days or more without contacting their supervisor or department head such that suspension and/or termination may result from a single violation. In Utilities, notification to the communications operator will not be deemed notification to the employer for absences exceeding one (1) day. Employees must contact their supervisor or department head directly.

5.01.03. Recording Time

Employees shall adhere to departmental policies regarding time tracking at the beginning of the shift, lunch periods or other non-working times of the day, and the end of the shift. All employees are responsible for tracking time accurately and promptly. Employees who log time prior to the start of their scheduled work day or shift without prior approval for overtime work will not be paid for the additional work time and may be subject to disciplinary action if they did not have prior approval from their supervisor. All employees must also log time promptly upon ceasing work at the end of the work day or shift. Employees must have prior authorization to leave early, work late, or stop work during their shift.

Employees who fail to log time in accordance with these rules two times during a pay period shall receive a written warning as part of the progressive discipline outlined in Section 3.04. Repeated failure to log in or log out may also result in discipline.

Falsifying time shall subject an employee to disciplinary action up to and including termination. If it is determined that an employee has not worked some of the hours recorded on their timesheet and their time is less than what it should be for the week, paid time off or unpaid time may be used to make up the difference, but discipline will be given. Supervisors shall approve timesheets before they are processed for payroll.

To appropriately address violations of this section, the supervisor will document the actual hours worked by the employee and will make the necessary corrections in the time-keeping system. Nothing in this provision shall be construed to require the employer to pay an employee for hours that the employee did not work. Non-supervisory employees, unless designated by a supervisor, are strictly forbidden to adjust log in or log out times on any other employee's time card or to clock other employees in or out. Such actions will be treated as falsification of City records and may result in discharge pursuant to Section 3.04.

5.01.04. Requesting Time Off

Employees are expected to adhere to ITS and departmental guidelines when requesting and documenting leave. This includes using the designated timekeeping system and ensuring that calendars are updated accordingly.

5.02. Paid Time Off

Employees covered by a collective bargaining agreement will be given and use paid time off in accordance with their union contracts. If the collective bargaining agreement does not specify how paid time off is handled, benefit-eligible members of that union shall use the policy outlined here. All other full-time and part-time benefits-eligible employees shall be subject to the policy listed here.

There are three (3) types of Paid Time Off (PTO) categories: credited PTO, earned PTO, and PTO carried-over.

Credited PTO is the PTO an employee is given upon successful completion of their probationary period pursuant to Section 5.02.01 and thereafter at the start of the year. Credited PTO is given based on the expectation that the employee will continue their employment through the end of the year. However, when an employee leaves employment with the City prior to June 30th in any year, a prorated formula is used to calculate an employee's payout or repayment amount.

Early Separation Proration Table

Date of Separation	Prorated Amount
January 1st - January 15th	0%
January 16th - February 14th	16%
February 15th - March 15th	32%
March 16th - April 15th	49%
April 16th - May 15th	66%
May 16th - June 30th	83%
July 1st - December 31st	100%

Earned PTO is given at the completion of any pay period with paid hours, and is typically 4 hours for employees working 80 hours in a pay period.

Carry-over PTO is the hours credited and earned by the employee during previous years that went unused and did not roll into their sick bank. Thus, they were carried over to the current year.

An employee who is dismissed by the City for cause shall be ineligible for payment of PTO credited or earned during the current calendar year. They are still eligible for payment of carried-over PTO. However, the PTO carried over from the previous calendar year will be reduced by the amount of PTO used during the current calendar year.

The maximum amount of PTO that the City will pay to an employee who separates from the City in good standing is three hundred twenty (320) hours.

If an employee has already taken more paid time off than they are entitled to during the calendar year in which they resign, they shall repay the excess time taken. Repayment may be deducted from their final paycheck upon written authorization by the employee. If the employee owes more than the total amount of their final paycheck, the City will seek reimbursement.

No payment will be made for any other accrued benefits, including sick bank time, upon separation from employment. Payment of benefits upon separation will be included in the employee's final paycheck. The final paycheck will be deposited on the pay date corresponding to the employee's termination date.

5.02.01. Credited PTO

Full-time employees, other than department heads and appointed employees, shall be credited PTO at the successful completion of their probationary period and, thereafter, at the beginning of the following calendar years in accordance with the chart below.

Credited PTO Given for the First Calendar Year of Employment

First Month of Employment	Hours Given at Completion of Probation
January	56
February	51
March	46
April	41
May	36
June	31
July	26
August	21
September	16
October	16
November	16
December	16

Credited PTO for Each Subsequent Calendar Year of Employment

Calendar Year of Employment	Hours Given on January 1 (or after completion of probation)
2	96
3	96
4	96
5	96
6	104
7	112
8	120
9	128
10	144
11	160
12 or greater	176

All department heads shall receive credited paid time off in the amount of one hundred seventy-six (176) hours per year. If hired after January 1, credited paid time off is prorated based on remaining pay periods in the year. Appointed employees receive credited PTO on their first day of employment.

Part-time benefits-eligible employees will be awarded credited PTO upon successful completion of their probationary period and, thereafter, at the beginning of the calendar year in accordance with the charts below.

Credited PTO Given for the First Calendar Year of Employment for Part-Time Benefits-Eligible Employees Based on Scheduled Hours Per Week

Hours Worked per Week	39	38	37	36	35	34	33	32	31	30
First Month of Employment	Hours Given at Completion of Probation									
January	55	53	52	50	49	48	46	45	43	42
February	50	48	47	46	45	43	42	41	40	38
March	45	44	43	41	40	39	38	37	36	35
April	40	39	38	37	36	35	34	33	32	31
May	35	34	33	32	32	31	30	29	28	27
June	30	29	29	28	27	26	26	25	24	23
July	25	25	24	23	23	22	21	21	20	20
August	20	20	19	19	18	18	18	18	18	18
September	16	16	15	14	14	14	14	14	14	14
October	16	16	15	14	14	14	14	14	14	14
November	16	16	15	14	14	14	14	14	14	14
December	16	16	15	14	14	14	14	14	14	14

Credited PTO Given for Each Subsequent Calendar Year of Employment for Part-Time Benefits-Eligible Employees Based on Scheduled Hours Per Week

Hours Worked per Week	39	38	37	36	35	34	33	32	31	30
Calendar Year of Employment	Hours Given on January 1 (or after completion of probation)									
2	94	91	89	86	84	82	79	77	74	72
3	94	91	89	86	84	82	79	77	74	72
4	94	91	89	86	84	82	79	77	74	72
5	94	91	89	86	84	82	79	77	74	72
6	101	99	96	94	91	88	86	83	81	78
7	109	106	104	101	98	95	92	90	87	84
8	117	114	111	108	105	102	99	96	93	90
9	125	122	118	115	112	109	106	102	99	96
10	140	137	133	130	126	122	119	115	112	108
11	156	152	148	144	140	136	132	128	124	120
12 and greater	172	167	163	158	154	150	145	141	136	132

If an employee separates from employment before June 30, a percentage of the credited PTO given in January will be deducted according to the chart in the beginning of Section 5.02 and in Section 7.03.02. Employees who have used more than the allotted percentage will be responsible for repaying the City.

Employees who are receiving workers' compensation benefits at the beginning of a calendar year may not receive their credited PTO until returning to work, and the amount received may be prorated based on the length of the leave.

5.02.02. Earned PTO

Full-time employees, including department heads, will earn four (4) hours of PTO bi-weekly. PTO will accrue on the pay day following the pay period in which it is earned and shall not exceed one hundred four (104) hours per year. Earned PTO is not awarded for hours taken as unpaid leave. In situations where unpaid time is taken during a pay period, the earned PTO will be prorated.

Part-time benefits-eligible employees will earn between three (3) and three and a half (3½) hours per biweekly pay period according to the chart below unless they have taken unpaid leave in that period. Earned PTO will be prorated for unpaid time.

Earned PTO Given for Each Pay Period

Hours Worked per Week	40-37	36-33	32-30
Hours Earned per Bi-Weekly Pay Period	4	3.5	3

5.02.03. Carry-Over PTO

PTO remaining at the end of a year will be carried over into the next year. If the amount remaining exceeds the amount accrued that calendar year, the difference will be placed into the employee's sick bank.

Example:

PTO remaining December 31st (year 1): 50 hours

Credited PTO on January 1st (year 2): 96 hours

Earned PTO January 1 – December 31 (year 2): 104 hours

PTO remaining following December 31st (year 2): 250 hours

Deposited into sick bank (beginning of year 3): 50 hours

Carry-Over PTO Limits for Full-Time Employees

Calendar Year of Employment	Maximum Hours to Carry Over
2 - 5	200
6	208
7	216
8	224
9	232
10	248
11	264
12 or greater and department heads	280

5.02.04. Use of PTO

Use of paid time off shall be scheduled and approved by the department head or designated supervisor in accordance with the needs of the department. The department head or designated supervisor shall make every effort to respect the PTO requests of their employees, consistent with the needs of the department. Scheduling of PTO may be subject to the Family and Medical Leave Act (FMLA) Policy outlined in this section.

During the probationary period, employees may use only their earned PTO after it is applied. With department head approval, probationary employees may use up to forty (40) hours of credited PTO, which will be deducted from the amount they would normally receive upon successful completion of their probationary period.

The minimum amount of PTO taken at any one time shall be no less than thirty (30) minutes, and additional time may be used in increments of fifteen (15) minutes. If an employee has an accrued compensatory time balance of more than ten (10) hours, then compensatory time must be taken before PTO.

If a department head determines that for efficient operations, the minimum amount of PTO taken at any one time should differ from this policy, they should check with Human Resources.

With the approval of Human Resources, the department head should communicate their requirements to all department employees before implementing the policy. The policy must be enforced consistently.

Extended periods of paid time off for department heads shall be arranged by and subject to the approval of the appropriate City board and/or the Mayor, as is appropriate.

For employees whose status changes from full-time to part-time benefits-eligible, or from part-time benefits-eligible to full-time, credited time off shall be adjusted according to the appropriate chart. This may result in a reduction or increase of time credited at the beginning of the year.

5.02.04.01. Limitations for PTO Use

- Using sick time while on approved PTO is not allowed.
- PTO may not be used to make up for time lost due to tardiness.
- Employees may not take PTO in advance of it being credited or accrued or exceed the maximum amount available.
- Employees with an unscheduled absence of three (3) or more consecutive days shall present a note from a licensed healthcare provider verifying that their absence was due to an illness or injury.

5.02.04.02. Notification

The employee shall notify their department head as follows:

1. At least two (2) weeks in advance of the date they would like to begin taking paid time off of more than sixteen (16) hours;
2. At least twenty-four (24) hours in advance of absences of sixteen (16) hours or less, unless due to illness or emergency for which twenty-four (24) hour notification is not possible, in which case, notification must still be made before the commencement of each work day.

Use of PTO with less than at least twenty-four (24) hours' notice is referred herein as unscheduled PTO. See Section 5.01.02 for situations in which proof of illness or emergency may be required. Even in the case of illness or emergency that prevents the employee from meeting the minimum notification above, employees shall not be paid for any absence unless they notify their supervisor before commencement of each work day. Notification to the supervisor or other acceptable notification set forth by individual departments shall be deemed proper notification.

If a department head deems that a different notification timeline is more conducive to operations, they can work with Human Resources to determine their own notification

requirements. These requirements should be published on the Knowledge Base and accessible to all affected employees.

5.03. Sick Leave

If an employee ends the year with more PTO than what they accrued that year (the sum of credited and earned PTO), the difference will be placed into a sick bank. If not used, time accumulated in the sick bank is carried over indefinitely. There is no maximum number of hours that may be placed in the sick bank, but only employees who have carried over PTO from a previous year may have a sick bank.

The sick bank can only be used for medical illness and injury that is not covered by workers' compensation. If an employee doesn't have sick bank hours, they may use PTO when they are sick.

In order to be paid for more than two (2) sick bank days in any given work week or for more than three (3) consecutively scheduled work days, employees shall present a statement from a licensed healthcare professional verifying that the employee was not able to work due to illness or injury.

Employees shall not be paid for sick bank days unless they notify their supervisors before the start of their work day. When it is possible, an employee shall notify their supervisor at least thirty (30) days in advance of a planned medical leave, such as scheduled surgery or treatment. When it is not possible to give thirty (30) days' notice, the employee shall give as much advance notice as possible.

Use of sick bank days for reasons other than the employee's own illness or injury shall be permitted only for Family and Medical Leave or for absences necessitated by a family emergency or the serious illness of an employee's parent, child, spouse, or step equivalents, registered domestic partner, or the parent or child of a registered domestic partner, provided that the total number of hours does not exceed forty (40) per year. Extensions of this policy may be allowed at the discretion of the department head and Human Resources where extraordinary circumstances warrant such action, but shall not exceed a total of forty (40) additional hours per year. This provision is intended to cover short-term, unexpected absences, and is not intended to replace the Family and Medical Leave policy.

The minimum amount of sick bank time taken at any one time shall be no less than thirty (30) minutes, and additional time may be used in increments of fifteen (15) minutes. These minimums shall not apply to intermittent and reduced leave schedules under the Family and Medical Leave Act and the City's policy implementing that law.

Employees will not be paid for accumulated days in the sick bank upon separation from employment or death of the employee.

5.04. Holidays

It is the policy of the City to designate certain holidays as paid days off in each calendar year. For union-eligible employees, holiday leave will be administered according to the applicable collective bargaining agreement.

Paid holidays that shall be observed during a particular year shall be designated by the Mayor's Office and shall become a part of these policies and procedures. The Human Resources Department will distribute to all departments the holiday schedule for the following year by November 1 and post them to the Knowledge Base.

For operations normally occurring Monday through Friday only, when a paid holiday falls on Sunday, it shall be observed on the following Monday. When a paid holiday falls on Saturday, it shall be observed on the preceding Friday. If New Year's Day falls on a Saturday, it will be observed on the following Monday because holidays must be observed during the year in which they occur.

No employee will be required to charge paid time off or sick bank time for a holiday observed by the City that falls during the employee's scheduled PTO or sick bank time.

An employee may observe a bona fide religious holiday consistent with their religious tenets that is not a designated City holiday provided:

1. The employee gives not less than two (2) weeks' notice in advance of the requested holiday; and
2. The time off is charged to PTO, compensatory time, or is taken without pay (if other benefits are exhausted).

The employee's request shall not be unreasonably denied if proper notice was given.

5.04.01. Calculating Holidays

For purposes of this section, a normal day means the number of hours the employee would normally work on the day on which the holiday falls.

A. Full-Time Employees:

- **Not working on the holiday:** Will receive eight (8) hours of holiday pay at their regular hourly rate. If a holiday falls on an employee's day off, the employee will be compensated with another day off after the holiday, to be scheduled and taken in accordance with the needs of the department.
- **Working on the holiday:**
 - Exempt employees: Will receive eight (8) hours of holiday pay plus compensatory time equal to the number of hours worked.

- Non-exempt employees: Will receive eight (8) hours of holiday pay plus compensatory time at a rate of one and one half (1.5) times the number of hours worked.

B. Part-Time Benefits-Eligible Employees:

- **Not working on the holiday:** Will receive holiday pay for the hours they would normally work that day. An employee who normally would not be scheduled to work on the holiday and who does not work the holiday does not receive holiday pay. (Example: An employee works Mondays through Thursdays, and a holiday falls on Friday. The employee would not receive holiday pay.)
- **Working on the holiday:**
 - Exempt employees: Will receive holiday pay for the hours they would normally work that day plus compensatory time in an amount equal to the number of hours worked.
 - Non-exempt employees: Will receive holiday pay for the hours they would normally work that day plus compensatory time at a rate of one and one half (1.5) times the number of hours worked.

Employees are required to be in active paid status for the entire day for both the last scheduled day before and the first (1st) scheduled day after a holiday to receive holiday pay. Use of scheduled PTO, sick bank time, or compensatory time with prior supervisor approval meets this requirement. An employee who calls in for unscheduled paid time off or sick bank time on the last scheduled work day immediately preceding a holiday or the first (1st) scheduled work day immediately following a holiday may be subject to disciplinary action unless they provide a statement from a licensed medical practitioner or other proof of emergency.

Additionally, employees will not receive holiday pay if they are in an unpaid status the day before and/or the day after the holiday.

5.05. Bereavement/Funeral Leave

After successfully completing probation, paid bereavement leave is available to all full-time and all part-time benefits-eligible employees. If there is a death in the employee's immediate family (spouse, registered domestic partner, child, brother, sister, parent, parent of spouse, the parent or child of a registered domestic partner, or half or step equivalents thereof) necessary time off for the attendance of funeral matters will be approved with pay, providing the total absence does not exceed the greater of five (5) days or forty (40) hours. Due to different shift lengths, firefighters will be extended a comparable two (2) tours of duty as bereavement leave in this circumstance.

In case of the death of an employee's grandparent, grandchild, brother-in-law, sister-in-law, or step equivalents thereof, absence with pay will be approved providing the total absence does not exceed one (1) day. Firefighters will be extended one (1) tour of duty in this circumstance.

Any other absence in connection with funerals of other relatives or friends may be excused using paid time off, other leave, or without pay at the discretion of the department head. For purposes of this provision, a day equals the number of hours the employee would regularly have been scheduled to work on the day taken off or the average number of hours worked per day. Also for purposes of this provision, "other leave" does not include sick leave.

The City reserves the right to require proof of death and/or proof of relationship as a condition of approving paid or unpaid bereavement leave.

5.06. Unpaid Time

Except as otherwise provided in this employee handbook and/or in collective bargaining agreements between the City and a union representing City employees, employees typically are not entitled to take time off without pay and must charge all time off to available paid benefit time, including compensatory time, in accordance with the policies governing use of such benefits. Time off without pay may be granted where the employee's request is approved at least forty-eight (48) hours in advance by the department head and Human Resources. Such requests will be approved only where the department head and Human Resources determine that it is in the best interests of both the City and the employee. Provided, however, in exceptional circumstances, leave without pay may be granted on less than forty-eight (48) hours' notice at the discretion of the department head, with the approval of Human Resources. This provision shall not apply to any absence of more than five (5) consecutive scheduled work days. Absences of five (5) or more consecutive scheduled work days must be charged to benefit time or approved under the Family Medical Leave section or under the Leave of Absence Policy.

5.07. Jury Duty/Civic Leave

An employee who is required to serve as a juror or to attend court or a coroner's inquest as a witness shall be excused from work for the days on which they serve. They must notify their supervisor before the start of each day before they miss work. For each day of said service falling on a workday, the City will pay the difference between the employee's regular straight time pay rate and the payment the employee receives from the court for their service. The employee shall present proof of service (subpoena) and of the amount of payment received thereof from the clerk of the court or coroner. After being released from jury duty by the court, the employee shall report to work within one (1) hour.

Employees who need to attend court for their own offense must use PTO.

5.08. Family and Medical Leave

This policy complies with the Family and Medical Leave Act of 1993 and also voluntarily extends Family and Medical Leave beyond the requirements of the Act in certain circumstances (e.g., to certain employees who may not be subject to the Act but who will receive the same benefits as employees who are subject to the Act, and for leave due to a serious health condition of an employee's registered domestic partner). To request a leave or for questions, please contact the Human Resources Generalist.

To be eligible for Family and Medical Leave (FML), an employee has to have been employed by the City for at least twelve (12) months and worked 1,250 hours during the 12 months prior to the start of leave. The twelve (12) months of employment need not have been consecutive, but must be within seven (7) years. Benefit time such as PTO or sick time and unpaid leave are not counted toward the minimum hours worked requirement.

FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable leave for certain family and medical reasons. The City requires employees to use any benefit time they have available before going into unpaid leave, including compensatory time. Leave can be taken as a continuous block, on an intermittent basis, or both. The maximum amount of leave available is twelve (12) work weeks in any twelve (12) month period. The twelve month period shall be measured forward from the date an employee first uses leave under this policy.

5.08.01. Reasons for FMLA

This policy applies to leaves for the following purposes:

- Because of the birth of a child of the employee and in order to care for such child;
- Because of the placement of a child with the employee for adoption or foster care;
- In order to care for the spouse, registered domestic partner, child (under 18 years of age or otherwise incapable of self care), or parent of the employee due to such person's serious health condition; or
- Because of the serious health condition of the employee that makes the employee unable to perform the essential functions of their position;
- Because of a qualifying exigency arising out of the fact that the employee's spouse, registered domestic partner, child, or parent is a covered military member on active duty or has been notified of an impending call or order to active duty;
- In order to care for a covered service member with a serious injury or illness if the employee is the spouse, registered domestic partner, child, parent, or next of kin of the service member.

Reasonable documentation may be required to show the employee's relationship to the person for whose care the leave is requested.

5.08.02. Program Specifics

- **Advance Notice**

Employees should give thirty (30) calendar days' advance notice or as much notice as practicable in an emergency. For paid leave, the employee must normally give the advance notice required under the City's paid leave policies for the kind of leave in question. Failure to provide the required notice may result in delaying the start or continuation of approved leave until the required time has passed. In some cases this could result in disciplinary action if the employee is off work without permission.

- **Request Form**

Employees will be asked to return a leave request form. This is the only form required for baby bonding, so it is important that the employee gives an accurate statement of the time they are requesting off. This should then be signed by the employee's supervisor. Employees are responsible for contacting their supervisors to inform them of any leave time, and are subject to the notification requirements in Section 5.02.04 unless the supervisor has agreed to a different arrangement for multiple day absences.

- **Medical Certification**

Any employee requesting leave due to their own serious health condition or the serious health condition of an immediate family member must submit a medical certification form completed by a licensed medical health practitioner. The City may request second (2nd) and/or third (3rd) opinions at the City's expense as allowed by the policy.

In addition, an employee returning from leave due to their own medical condition must have a doctor's statement releasing them to work and noting any restrictions. Leave or return to work may be delayed or ultimately denied if the employee does not comply with the medical certification requirements of the policy.

Periodic recertification is required. Additionally, if the need for leave changes (for example, the employee needs more time for a continuous leave or the number of days and hours changes for an intermittent leave), an employee will need to recertify. Re-certification may be required every thirty (30) calendar days, but the policy sets forth in detail the circumstances in which a shorter or longer period applies.

- **Status Reports**

Employees will be required to report to the City on their status and intent to return to work every thirty (30) calendar days except where a different interval is appropriate

under the circumstances. When an employee has not made contact and Human Resources is unable to reach an employee when they should be back at work, based on the doctor's recommendations, the employee may be subject to termination.

- **Health Insurance**

During an approved family and medical leave, the City will continue to pay the employer's share of health insurance premiums. The employee's share will be deducted during payroll provided that the employee earned enough in that pay period to cover the cost. In the event that the employee did not earn enough compensation during a pay period to cover the costs, the employee will need to pay the City directly for their insurance premiums. Voluntary contributions to Health Savings Accounts and 457 Deferred Compensation Accounts will not be made during periods of unpaid leave. Normally the employee's share is due biweekly, on the day paychecks are distributed; however, an employee may contact the Human Resources Department to make other arrangements for such payments, provided such arrangements are acceptable to the City.

Payments must be made to the "City of Bloomington" care of Human Resources. Health insurance coverage will terminate effective upon the payment due date if a payment is more than thirty (30) calendar days overdue, provided that the City gave the employee notice fifteen (15) calendar days before the termination date. The City may be entitled to recover premium payments made on behalf of an employee if the employee voluntarily chooses not to return to work or in a case where the City chooses to pay the employee's share due to the employee's failure to pay. In any event, an employee whose coverage lapses during leave is entitled to have coverage reinstated on the same terms as prior to taking leave when they return to work, provided the employee makes any necessary contributions and enrolls for coverage within sixty (60) calendar days of returning to work.

- **Restoration to Employment**

An employee returning to work following FMLA leave is entitled to restoration to their prior or an equivalent position, provided they are able to perform the functions of the job as certified by a medical practitioner.

- **Spouses Both Working for the City**

Where spouses or domestic partners are both employed by the City, they are jointly entitled to a combined total of twelve (12) work weeks of family leave for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent with a serious health condition.

5.08.03. Paid Parental Leave Policy

Regular City employees eligible for Family and Medical Leave due to having given birth to and subsequently caring for a child, being the spouse or committed partner of the individual who gave birth to the child and will have day-to-day responsibilities for caring for the child, or having adopted a child or had a child placed for foster care (under 18 years old unless they are incapable of self-care because of a mental or physical disability and not including adopting a spouse's child) may be eligible for the paid parental leave program. Eligible City of Bloomington employees may be paid for up to six (6) weeks of paid parental leave at 100% of their salary to spend time with their newborn, newly adopted child, or a child placed with the employee for foster care.

5.08.03.01. Conditions:

- Runs concurrently with FML. It is up to six (6) of the twelve (12) possible weeks.
- May only be used for bonding time, so the child must be in your care.
- May not be used prior to the baby's date of birth, adoption date (or custody date), or day that the child was placed with the employee for foster care.
- Must be used within twelve (12) months of the date of birth, adoption, or placement.
- Cannot be used twice for the same child (for example, once for the placement and once for adoption).
- May be taken intermittently, but may not be taken in less than 2-hour increments
- Limited to once in a twelve (12)-month period.
- Limited to two (2) qualifying events during an employee's career at the City, regardless of whether their career was continuous.
- For employees working fewer than forty (40) hours per week, hours of paid leave time are prorated based on the average number of hours worked over the year before the qualifying event.
- Employees with fewer than six (6) weeks of FML remaining at the time of their qualifying event will receive an amount of paid parental time equal to the remaining FML allotment.

- The employee must have been a full-time or part-time benefits-eligible employee of the City at the time of the birth, placement, or adoption and must qualify for FMLA.
- If both parents of a child are employees, they are both eligible for six (6) weeks of paid parental leave.
- Employees who do not return from paid parental leave and do not leave in good standing may be responsible for repaying the City.

Human Resources is responsible for administering this policy and determining eligibility for paid parental leave.

A covered employee who gives birth and elects paid parental leave may not receive their full Short-Term Disability (STD) benefit of 60% of their salary for their recovery period if both paid parental leave and STD are used concurrently. Check with Human Resources to determine the best way to plan your leave.

If a day designated as a City Holiday occurs during paid parental leave, the employee will receive holiday pay, and the employee need not use paid parental leave for that day. However, continuous FMLA is tracked by week and not hours, so six (6) weeks of continuous paid parental leave may not equal 480 hours.

5.08.03.02. Utilizing Paid Parental Leave

Employees who are interested in taking paid parental leave must provide their supervisor and Human Resources with written notice of the anticipated leave at least thirty (30) days prior to the proposed date of the leave (or if the leave is not foreseeable, as soon as possible). When an employee notifies Human Resources that they will need leave for a paid parental leave qualifying reason, or if Human Resources becomes aware of such a need, Human Resources will send the employee paperwork to formally request Family and Medical Leave, and the employee will indicate on that paperwork if they would like to use paid parental leave.

Employees who falsify information or otherwise inappropriately code their time off as paid parental leave may be subject to disciplinary action as described in Section 3.04, up to and including termination of employment. Employees will also be required to pay the City back for any paid parental leave that they were not authorized to use.

Any paid leave remaining after twelve (12) months of the qualifying event or at the end of the employee's approved FML will be forfeited. Employees will not be paid out for remaining leave upon termination or transfer to a position that makes them ineligible (part-time or temporary position, for example) for such leave.

5.09. Military Leave

Employees who leave City employment to serve in the armed forces of the United States shall be considered on leave of absence as required by federal law (38 U.S.C.A. Sections 4031-4035, Veteran's Reemployment Rights). It shall be the responsibility of the employee to reapply through the Human Resources Department within the applicable statutory period.

In addition, the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) outlines the protections afforded to reservists called into active duty. The City of Bloomington will comply with the requirements of USERRA governing initial employment, reemployment, promotion, and other benefits of employment to persons who are obligated to perform in a uniform service.

Any full-time employee of the City who is a member of the National Guard or any reserve component of the armed forces of the United States shall be entitled to a leave while they are engaged in the performance of official duty or training in this state or in the United States, in accordance with USERRA and Ind. Code 10-16-7-6. While on such leave, they shall be paid their regular salary for a maximum of fifteen (15) working days in any calendar year (five (5) shifts for a firefighter). They shall retain all employee benefits during the leave. To receive payment of salary during military leave, an employee must, prior to said leave, file a copy of their official orders with the payroll administrator/contact of the department in which they are employed. Upon return, certification from the employee's commanding officer of performance of duty in accordance with terms of the orders must also be filed. In addition, in accordance with Ind. Code 10-16-7-7, any full-time employee who is called to active duty by the Governor in case of war, invasion, insurrection, public disaster or breach of peace or imminent danger, shall be entitled to an unpaid leave of absence. While on such leave, the employee shall retain, but not accrue, all employee benefits.

5.10. Americans with Disability Act (ADA)

It is the policy of the City that qualified individuals with disabilities are encouraged to participate in or benefit from the services, programs, or activities of the City. It is the policy of the City not to discriminate against a qualified individual with a disability in any of the following activities: job application procedures; the hiring, advancement, or discharge of employees; employee compensation; job training, and other terms, conditions, and benefits of employment. It is the intent of the City to comply with all applicable requirements of the Americans with Disabilities Act (ADA).

If a person is not able to perform the essential functions of a job, even with reasonable accommodation, the person is not qualified for the position. The City will reasonably accommodate persons with a disability on a case-by-case basis, which may include making facilities readily accessible to individuals with a disability, restructuring jobs, modifying work schedules, modifying equipment, or similar accommodations.

Accommodations may not create an undue hardship for the City or other employees. An individual who cannot be reasonably accommodated for a job, without undue hardship, will not be selected for that position.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, and which threat cannot be eliminated by reasonable accommodation, will not be hired or retained. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave. Further, disabled individuals cannot pose a direct threat to the safety of themselves or others. Generally, a "direct threat" means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

Employees requesting an ADA accommodation must request the appropriate forms from Human Resources. A certified medical practitioner must attest to the impairment being considered a disability and offer recommendations to help the employee. It is the employees' responsibility to complete and return such forms as specified.

Benefits are provided to employees equally, regardless of whether an employee needs accommodations to do their job.

Any individual who believes they have received treatment inconsistent with the policies set forth above or any other requirement of ADA, may file a complaint within ninety (90) days of the date of the alleged discriminatory act or practice with Human Resources.

5.11. Leave of Absence

This policy applies to leaves that do not qualify under the Family and Medical Leave section and to requests for additional leave after family and medical leave has been exhausted.

Leave of absence without pay may be granted to any full-time or part-time benefits-eligible employee after one (1) year of employment with the City upon written request and subject to the following conditions:

- Leave of absence shall be at least one (1) week in duration and shall not normally exceed six (6) months, but may, in special circumstances and with the approval of the Mayor or the appropriate board or commission, be granted for a period of up to one (1) year. Any leave taken under the Family and Medical Leave policy shall be counted toward these time periods if the leave requested under this section is for the same reason.
- Leave of absence shall be subject to the written approval of the department head, Human Resources, and the governing board or commission where appropriate.
- Leave of absence may be granted for any reason deemed to be in the best interest of the City and the employee. Examples are job-related education or continuation of family

and medical leave. In the case of medical disability of the employee or of a person needing the employee's care, a healthcare professional acceptable to the City must certify that the person is medically disabled. In the case of an employee's own disability, a medical release from the employee's attending healthcare professional must be received prior to the employee returning to work.

- During a leave of absence, an employee shall remain eligible for paid time off benefits, but such benefits shall not accrue during periods of unpaid leave. An employee may retain their insurance benefits by paying the employee's share of health insurance premiums for a period not to exceed twelve (12) months.
- Requests for leave of absence shall be made at least thirty (30) calendar days prior to the date the leave shall commence, if granted. However, exceptions may be made in true emergency situations where longer notice is not possible.
- Employees shall be required to use all of their available paid benefit time prior to taking unpaid leave under this policy.
- If an employee does not report for work on the first (1st) work day following the expiration of the leave of absence and fails to get a leave extension, the employee may be considered voluntarily terminated.
- An employee may not be granted more than two (2) leaves of absence without pay per rolling twelve (12) month period. The twelve (12) month period shall be measured forward from the date the employee first uses leave under this Section.
- In extenuating circumstances, with the approval of the department head, Human Resources, and the Mayor's Office, additional leaves of absence may be granted.

5.12. Workers' Compensation/On-the-Job Injury

Employees should report any working conditions that they believe to be potentially unsafe or harmful to their supervisor, who in turn should report it to Risk Management.

From the first day of employment, all City employees are covered with insurance against medical expenses arising from work-related illnesses or accidents. The City's workers' compensation carrier will investigate and determine qualified injuries (i.e., injuries received as a result of not following proper safety procedures are not qualified for workers' compensation benefits). This insurance also provides for a percentage of lost wages due to accidents and illness related to work. These benefits start seven (7) days from the date of disability.

Employees who are injured or become ill while on the job due to a cause related to their assigned work should report the injury or illness immediately to their supervisor, who will coordinate with Risk Management as soon as possible and then submit a report to Risk Management and Human Resources in a timely manner.

If medical attention is required, an employee should proceed immediately to the clinic of the doctor currently serving as the City's workers' compensation doctor. If treatment is required outside normal business hours or if the injury is very serious, employees should go to the emergency room. Follow-up visits will be performed by the doctor designated by the City. Benefits will be denied if these medical providers are not utilized or the employee does not follow the prescribed treatment, including attending scheduled appointments.

Employees who are medically disabled due to an on-the-job injury will receive their regular rate of pay for the first five (5) consecutive days of their scheduled work week, up to forty (40) hours per week (or forty-eight (48) hours per week for treatment plant operators), provided a healthcare professional approved by the City certifies that the employee is unable to work during that time. However, if the employee receives both on-the-job injury pay through the City and workers' compensation benefits for the same period, they must reimburse the City for the amount received from workers' compensation in a lump sum within forty-five (45) days of returning to work.

This five (5) day period shall not be charged against the employee's sick bank time or paid time off. An employee shall be entitled to the five (5) days of employer paid benefit only once in any rolling period of two (2) consecutive years, after which available sick bank time or PTO may be used for absences due to on-the-job injury. No employee may use sick pay or PTO for any day for which they receive workers' compensation benefits. Sick bank time or PTO used for on-the-job injury does not establish a pattern of abuse as defined in Section 3.04.

If an employee is no longer receiving compensation from the City directly, but is receiving workers' compensation benefits, they will need to reimburse the City for their healthcare insurance premiums that would normally be deducted through their paychecks. Employees should contact Human Resources to find out how and when payments should be made.

Employees on workers' compensation shall not be engaged in outside employment. Medical certification will be required upon return to work. Leaves due to an on-the-job injury may be considered FMLA leave.

Section 6: Pay Practices and Benefits

6.01. Working Hours

The normal work day for full-time employees shall consist of eight (8) hours with an unpaid lunch break of one-half (1/2) hour to one (1) hour duration. Some departments or positions may be scheduled ten (10) or twelve (12) hour shifts.

Starting and ending times for days and shifts will be determined by individual departments. All employees will be expected to work the assigned hours unless otherwise agreed to with their department manager. Payroll days generally start at 12:01 a.m. and end at midnight; however, some shifts that are regularly scheduled to span multiple calendar days may have a different start time.

The normal work week for full-time employees shall be forty (40) hours within a payroll week, except for telecommunicators, uniformed police officers/firefighters, or utility plant operators. The payroll week shall be the calendar week beginning at 12:01 a.m. Monday and ending at midnight the following Sunday, except in departments and divisions that must have 24/7 coverage. Pursuant to 29 U.S.C. § 207(k) of the FLSA, the City has established a fourteen (14) day work period for sworn firefighters and police officers. The number of days assigned to each position is outlined in the collective bargaining agreement.

All employees will be paid every other Friday for the pay period that ended the previous Sunday or Monday. When possible, errors in an employee's pay shall be corrected no later than the next pay period.

6.02. Breaks

Generally, employees will be allowed one (1) paid fifteen (15) minute rest break for every four (4) hours worked. For employees working an eight (8) or ten (10) hour shift, one (1) break should be taken during the first four (4) hours of work and the second break should be taken in the second half of the shift. Employees working a regularly scheduled twelve (12) hour shift shall receive one (1) additional fifteen (15) minute rest break to be taken during the last four (4) hours of the shift.

Typically, breaks should not be used to shorten the end of the work day. However, the supervisor may determine when breaks are taken so as to least interfere with the efficient continuity of the work. Employees shall obtain permission from their supervisor to leave the work site during breaks.

Employees shall be authorized to take one 30-60 minute unpaid meal break. An employee may work through the lunch break with permission of their supervisor. However, if the employee chooses to take a lunch, employees working in the field, away from their routinely assigned City buildings and facilities, may only use a City vehicle or bicycle when specifically authorized by

their supervisor during their lunch break provided the employee goes to a restaurant or other location within reasonable proximity of the building, facility, or work site. It should be noted that lunch break starts when authorization is given by the supervisor to leave the work site. In situations when a supervisor is not present, the employee is required to notify the appropriate person for authorization to commence the lunch break.

While working overtime, employees shall be given one 15-minute break after two (2) hours of work and one 15-minute break every two (2) hours thereafter. Such breaks shall be scheduled at the discretion of the supervisor.

6.03. Flexible Work Schedule

With approval of the department head, employees may vary the length of the work day so long as they are on the job for a predetermined core period and work the required number of hours by the end of the work week. Department heads and supervisors must determine the core hours during which each employee must be on the job and the flexible time bands during which an employee may report to or depart from work. Business needs are the basis for establishing core hours. No employee will be allowed to vary their work schedule in such a way that it would result in the unit or department being inappropriately staffed to meet business needs.

6.04. Pay Policies

All employees are required, as a condition of employment, to use direct deposit for payroll. However, if a situation arises that makes it impossible for an employee's pay check to be automatically deposited, they should contact the payroll manager to make other arrangements. It is the employee's responsibility to verify that the deposit was made properly. Changes to bank information should be made through the HR Portal or the Direct Deposit Authorization/Cancellation Form available in Human Resources.

The following pay plans are outlined for full-time and part-time benefits-eligible employees. Sworn police and fire employees will be paid as outlined in their contracts. Annual increases will be given as outlined in the salary ordinances and the collective bargaining agreements. No seniority credit is given to part-time, temporary, or seasonal employees.

Non-exempt employees working in more than one City position shall count the combined hours worked in all City positions in determining overtime obligations under the Fair Labor Standards Act (FLSA).

6.04.01. Non-Union Pay Plan

The non-union pay plan includes clerical, technical, professional, and managerial positions. Each position is described in a job description, evaluated according to a point factor system by the Human Resources Department and the department head or supervisor, and assigned a grade of 1 through 14 depending on the results of the point factor evaluation and consideration of other

special factors. Job descriptions, a list of job titles and their associated grades, and pay ranges are available through Human Resources and/or on the Knowledge Base.

Pay rates are informed by salary surveys representing the marketplace. Each pay grade has a defined minimum and maximum pay rate, designated by steps. The steps are set by tenure, or years of service. Adjustments are made periodically to reflect both market trends and an employee's length of service.

Human Resources shall determine the rate of pay for new hires based on the classification and compensation system, not to exceed the maximum allowed by the salary ordinance. Pay increases may come through cost of living adjustments or other measures taken by Human Resources to make the City an employer of choice.

Any employee who transfers within the City will be paid based on the following guidelines.

Note: This policy does not address staff transitioning from a union to a non-union position.

1. For a lateral move (transferring to a position in the same pay grade)
 - The employee will retain their current step placement.
2. For a promotion to a position one pay grade higher
 - The employee will retain their current step placement.
 - *Exception:* For certain positions (e.g., telecommunicators, records clerks, communication operators, parking services), where all employees start at step 1 regardless of prior experience, for employees currently at step 1 or 2, prior experience will be reviewed by Human Resources before the employee starts their new position.
3. For a promotion to a position more than one pay grade higher
 - The employee will initially move down one step and then progress upward in steps.
 - *Exception:* If the new position is appointed by the Office of the Mayor, the step will be set by the Mayor's Office.
4. For a demotion one or more pay grades lower
 - The employee will retain their step level, but will receive a pay cut corresponding to the step level at the lower pay grade.

5. For positions appointed by the Office of the Mayor (pay grades 12, 13, and 14)
 - The Mayor's Office will determine the step placement for employees in these positions. Once set, the employee will follow the established practice for step progression.
6. For temporary/interim appointments at the department/division head level
 - The employee will either be placed at step 1 of the temporary position or receive a 5% salary increase of their current salary, whichever is greater.
 - *Note:* There is no guarantee the temporary salary will be maintained if the employee is permanently appointed or hired for the position.

Any employees with questions about classification and compensation or pay rates should contact Human Resources.

6.04.02. AFSCME Pay Plan

The union pay plan includes labor, trades, and crafts (AFSCME union-eligible) positions and positions categorized as part-time benefits-eligible that are in the 100-level pay grades. Each position is described in a job description and is assigned a grade of 101 through 119. More information on the pay plan can be found in the collective bargaining agreement.

Employees who move from a non-union position to a position covered by the step pay plan in the AFSCME collective bargaining agreement shall be compensated at the step corresponding to the employee's original (non-union) date of hire as a full-time or part-time benefits-eligible employee.

6.04.03. Temporary Reassignment

An employee who is temporarily assigned to perform the duties of a job classification in a union pay grade above the employee's normal pay grade shall be compensated at the rate in effect for the higher pay grade according to the collective bargaining agreement. Employees in non-union positions may be moved into interim roles by their supervisor and salary will be determined on a case-by-case basis.

6.04.04. Additional Compensation

Employees shall receive additional compensation as outlined in their collective bargaining agreement or the relevant salary ordinances. This may include shift premium, longevity, education premiums, or other forms of approved compensation.

6.05. Improper Deductions from Pay

Most City employees classified as exempt are required under the Fair Labor Standards Act (FLSA) to be paid on a salaried basis in order to retain their exemption from the overtime provisions of that law. However, any deductions from an employee's pay under authority of this policy will not cause any employee to lose salaried status for purposes of FLSA. In addition, an employer is not required to pay the full salary in an employee's initial or terminal week of employment, but may prorate the amount based on actual days worked.

An employee who believes that an improper deduction from their salary has occurred may proceed as follows:

1. Discuss the matter with their immediate supervisor or department head. The employee should initiate this discussion within two (2) working days of being paid or learning of the deduction, unless special circumstances justify later action. The supervisor or department head will make a prompt initial determination of whether the deduction is proper, including a written explanation if the deduction is found proper.
2. If not satisfied with the initial determination, the employee may file a written appeal with the Human Resources Department within five (5) working days of receipt of the initial determination. This appeal shall state the basis for disagreeing with the initial determination.
3. The Human Resources Department shall review the appeal and will issue a final decision within five (5) working days whenever possible. If the Human Resources Department determines that an improper deduction was made, the employee shall be reimbursed as soon as possible within the timelines of the City's claim procedures. In addition, the Human Resources Department shall make a good faith effort to correct the reasons for the improper deductions and to avoid any such improper deductions in the future.

6.06. Overtime

On occasion, the City may require overtime for non-exempt employees. Although situations may arise that will prevent an employee from working overtime, the City expects all non-exempt employees to be available to work overtime and a flexible schedule when it is necessary. Refusal to work overtime when specifically requested, without a valid reason for refusing the work, constitutes insubordination and may result in disciplinary action. All overtime work must be approved by the employee's supervisor.

For non-exempt employees, any authorized work in excess of forty (40) hours in a payroll week shall be compensated at a rate of one and one-half (1-1/2) times the employee's regular rate of pay, except where expressly agreed otherwise. This may come in the form of monetary payment or compensatory time.

Non-union non-exempt employees will be given compensatory time.

Union employees will be paid for overtime. An AFSCME union employee who wishes to accrue compensatory time in lieu of overtime pay must make the request to their supervisor prior to performance of the overtime work. Supervisors shall make a reasonable effort to honor employees' requests for compensatory time when it does not negatively impact the work of the department or exceed 40 hours of accrued compensatory time at any point.

For union employees, where overtime work is required to complete a specific assigned job at the end of a regular scheduled shift, the employees assigned to that job will be required to work overtime unless excused by the City for a just reason, including but not limited to personal illness or a previously scheduled appointment which cannot reasonably be postponed. Where the employees on the job are excused, the overtime will then be offered to other employees as outlined in the AFSCME contract. The City shall not be obligated to offer overtime to any employee where the overtime could reasonably be expected to result in the employee working more than 18 consecutive hours or more than 17 hours in any 24-hour period.

All union-covered employees shall provide the City with a current telephone number at which they may be reached. Overtime will be offered based on seniority as outlined in the contract. The City shall not be obligated to attempt to contact any employee who does not maintain a current telephone number on file with the City. However, if an employee is on call, failure to respond to the overtime call will result in discipline as outlined in Section 3.04.

The City reserves the right to institute an on-call system for assignment of overtime in any work unit. Nothing shall preclude an individual work unit from establishing or maintaining a different overtime allocation procedure where both the City and union consent.

Exempt employees are not eligible for overtime pay.

6.07. Compensatory Time

6.07.01. Non-Union Non-Exempt Employees

Most non-union non-exempt employees will receive compensatory time at one-and-one-half (1½) times their regular hourly rate for all hours worked over 40 hours per week. Some non-union non-exempt employees do not earn compensatory time, but are instead paid time and a half for overtime. Department heads must receive approval from Human Resources before paying overtime in lieu of compensatory time to a non-union non-exempt employee. The department head may instruct the employee to flex hours to avoid compensatory time or overtime pay.

Subject to department practice, all new non-union non-exempt employees shall be required, as an express initial condition of employment, to sign a Compensatory Time Off Agreement in accordance with this employee handbook and Section 7 (29 U. S. C. Sec. 207(o)) of the Fair Labor Standards Act.

6.07.02. Non-Union Exempt Employees

For non-union exempt employees, compensatory time and overtime pay shall be governed by the provisions of this Section.

- Exempt employees in pay grades 12, 13, and 14 shall receive compensatory time off in an amount equal to the number of hours worked in excess of fifty (50) hours in any payroll week.
- Exempt employees in pay grades 7, 8, 9, 10, and 11 shall receive compensatory time off in an amount equal to the number of hours worked in excess of forty-five (45) hours in any payroll week.
- Exempt employees in pay grades 4, 5, and 6 shall receive compensatory time off in an amount equal to the number of hours worked in excess of forty (40) in any payroll week.

6.07.03. All Employees

Whenever possible, supervisors shall permit employees to use their accrued compensatory time off on the date(s) requested. If an employee is scheduled to use compensatory time or paid time off and due to a crisis must work, the use of these benefits will be rescheduled. Failure to get prior approval may be grounds for discipline.

For purposes of this section, "hours worked" for non-union employees shall include all hours during which the employee is in active paid status (including paid benefit time: holiday pay, paid time off, etc.).

No employee may accrue more than forty (40) hours of compensatory time at any time unless the employee is granted an exception as provided for in this section. A request for an exception to the compensatory time accrual limit must be requested in writing by the department head and approved by the Human Resources Department and shall not exceed two hundred (200) hours. The exception shall be valid for a period of one year from the date of approval.

Only employees in positions that are required to consistently and repeatedly work in excess of work week limits on a seasonal or situational basis may be allowed to accrue more than two hundred (200) hours of compensatory time. In that case, the department head shall send a request in writing to Human Resources specifically stating the purpose, situation, time frame, and estimated number of hours being requested. The employee in the position awarded the exception shall be required to sign a seasonal/situational exception compensatory time off agreement, which constitutes the employee's agreement to all terms and conditions of this policy. The employee shall use the compensatory time off in excess of the maximum limit within eight (8) months of accrual or lose the ability to accrue any future compensatory time until the balance is under two hundred (200) hours. The employee's department head or immediate

supervisor may schedule compensatory time off for those employees covered by this policy in order to maintain efficiency of operations.

Compensatory time may be carried forward into each new fiscal year.

6.08. On Call/Emergency Call Out

Departments or work units may require employees to perform on-call duty. "On-call" status means that an employee will be responsible to respond to a text or call within a short period, not to exceed twenty (20) minutes. Employees in an on-call status are free to use their time how they want and are not required to be on location, but must respond in a timely fashion to work calls.

A "call out" is when an employee is required to report for duty at an unforeseen time, outside of normal working hours. A call out will be deemed as such anytime an employee is called into duty from a time they are not working, even if the work continues until the employee's normal shift. In the event it is necessary to perform work at a job site, the employee shall be required to be on the job site within one (1) hour unless prior arrangements with the supervisor have been made. Union employees will be compensated according to their respective collective bargaining agreement.

When employees work extended hours due to an emergency call out, supervisors shall have the discretion to allow called-out employees to use a flexible work schedule so as to afford called-out employees adequate recuperation time. However, while called-out employees must obtain their supervisor's consent before utilizing flexible time, supervisors may not force called-out employees to utilize a flexible work schedule.

In the event of staff shortages that could significantly impact operations, employees on PTO may be asked to come in for on-call or emergency duties. While every effort will be made to respect time off, flexibility may be required to ensure smooth operations.

Exempt employees are not eligible for on-call pay.

6.09. Severe Weather/Emergency Closings

City functions must continue to operate, even in poor weather conditions. In inclement weather, employees are to assume that City services are open for business and to report to work as usual unless a travel advisory has been issued that prohibits travel in either Monroe County or any county through which they must travel to get to work. If an employee is unable to travel to work due to these circumstances, the employee should notify their supervisor and use PTO. This will not be counted as an unscheduled absence for disciplinary purposes. Employees in essential positions are expected to report to work on time as usual regardless.

However, the Mayor will determine on a day-by-day basis if the City facilities and non-essential operations are closed. Notification of the City's closing will be sent via text or phone call to each employee based on the contact method they chose in their profile in the staff directory. Employees should keep their contact information up to date.

If the Mayor declares an emergency closing of City operations before the beginning of the workday, non-essential employees will be excused from work with pay using the bad weather pay code. Non-essential employees who choose to work remotely while the City is closed will record their time as regular work hours and will use the bad weather policy code for the difference between the amount of time actually worked and their scheduled shift. They shall not earn more than a normal day's wages or overtime pay by using the bad weather policy code.

If a full-time or part-time benefits-eligible employee reports to work and the facility is closed after their arrival due to an emergency, the employee shall be paid for a full work day by using a combination of regular hours and the bad weather pay code. However, if a full-time or part-time benefits-eligible employee is using scheduled benefit time or unpaid leave on a day when the facility is closed before the end of their shift, they must use benefit time or unpaid leave for the time missed during the closure and cannot use the bad weather pay code; or, with the approval of the department head, the employee can make up the time missed within the pay week.

This policy does not apply to public safety employees engaged in work during any emergency as declared by the Mayor.

Human Resources shall maintain a list of essential positions by department and job title. Departments must inform Human Resources if and when a position should be added or removed from the essential personnel list. Employees are responsible for knowing whether they are required to report for duty in an emergency, but should clarify with their supervisor if they are unsure. Some departments, such as the Sanitation Department, may adjust schedules by adding a day later in the week to make sure all customers are serviced and the schedule is brought current. The public shall be advised of schedule revisions through the media.

6.10. Transfers

Employees are encouraged to transfer positions when desired. All employees seeking a new position will be required to apply for open positions unless they are appointed to the new position or they are being transferred out of their current position due to a conflict of interest, an inability to perform the essential job duties of their current position, or another extenuating circumstance requiring the intervention of Human Resources and the Legal Department.

Every effort shall be made to make the change effective on the first day of a pay period. Employees moving from positions not eligible for benefits to regular benefits-eligible positions shall attend a new hire orientation on their first day in the new position, during which they will

be offered insurance. Employees moving from temporary to regular positions will also serve a 120-day probationary period.

Employees in full-time or part-time benefits-eligible positions moving to another position of that category shall serve a 30-day probationary period and are not required to attend orientation. The probationary period may be extended up to six (6) months with permission of the department head and Human Resources.

Benefit time accrued will stay with an employee during a transfer unless expressly noted in a collective bargaining agreement. Sworn public safety officers shall follow the union agreement when transferring to a civilian position or a public safety position in another department.

See Section 6.04.01 for pay changes associated with transferring positions within the City.

6.11. Licenses and Certifications

Licenses and certifications may be required or beneficial for performing job duties. Specific licenses and certifications are listed in union contracts for bargaining units with the associated additional amount of pay. Pay for licenses or certifications may also be included in a salary ordinance. Non-union positions requiring certifications shall list the certification requirement in the job description. Any department head wanting to update job certifications should consult with Human Resources before making it a requirement.

If an employee is required to obtain a particular certification within a set time period, failure to obtain that certification within the time period specified shall result in progressive discipline, demotion, reassignment, or termination. However, if a department head is able to reassign duties so that employees without the certification may continue to work in the department, an exception may be made.

Departments are responsible for tracking all certifications held by their employees, including whether an employee has all required certifications, when certifications were obtained, when certifications expire, and when certifications renew. When a new certification is obtained, a representative from the department shall send a personnel information requisition (PIR) along with a copy of the certification to Human Resources within the same pay period that the certification was obtained. When a certification expires, a representative from the department shall contact Human Resources to make sure that the certification pay is removed or a copy of the renewed certification is on file.

Employees are responsible for submitting their certifications to the department. The department is responsible for tracking certifications. Failure of the employee, supervisor, or department representative to submit certification changes within a reasonable time, no later than two pay periods, could result in discipline or the loss of certification pay.

Employees required to hold CDL licenses must keep a copy of their license on file with Risk Management. Employees working toward their CDL will be furnished with the type of vehicle required to take the test for the type of CDL required. In addition, they will be reimbursed a set amount for the medical physical examination required to maintain a CDL. If an employee's CDL or operator's license is suspended, for any reason, they should immediately notify their supervisor who will in turn notify Risk Management and Human Resources. Any additional compensation received for having a CDL shall cease immediately upon suspension.

6.12. Benefits

The City provides access to a wide range of employee benefits including medical, dental, vision, disability, life insurance, and accidental death and dismemberment insurance. Full-time and part-time benefits-eligible employees are eligible for the City's insurance plans starting on the first day of employment. Elections must be made within 30 days of becoming benefits-eligible or within 30 days of a qualifying event or the employee will forfeit their enrollment eligibility until the next qualifying event or open enrollment period. Changes may only be made after a qualifying event or during the annual open enrollment period.

To support the employee in preparation for retirement, the City will contribute both the employee and the employer share to the state pension fund through the Indiana Public Retirement System. Furthermore, the City offers a deferred compensation option for employees to make voluntary contributions to a 457(b) Retirement Plan for which the City will match funds in a 401(a) account, up to a predetermined amount based on employee contribution.

Insurance benefits will cease at midnight of the employee's last day worked unless a different termination date is approved by the Human Resources Director.

When an employee is no longer eligible for regular coverage under the City's medical plan, they may be eligible for continued coverage by paying the total monthly premium for the coverage plus an administration fee. This is guaranteed under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Within 30 days of the employee's termination of employment with the City, the insurance company will reach out with more information about COBRA.

Employees who retire before they are eligible for Medicare shall be eligible in the City's group health insurance plan in accordance with state and federal law. Retired employees shall pay the entire premium and not the subsidized rate given to active employees. Said payments shall be due directly to the City's Human Resources Department at the beginning of each month of coverage.

Section 7: Resignation, Termination, Retirement, and Rehire

7.01. Separation of Employment

An employee may leave employment with the City by resigning, retiring, or termination. The process of resigning and retiring is the same.

Leaving in good standing means receiving the maximum PTO payout and being eligible for rehire with the City. To leave in good standing, an employee must provide a written letter of resignation or a voluntary resignation form a minimum of two (2) weeks prior to their last day of work. The employee must work the entire final two (2) weeks of employment unless time off with or without pay is authorized by the department head and the Human Resources Director upon a showing of good cause. Failure to give proper notice and work the final two weeks may result in the employee not leaving in good standing.

To leave in good standing, appointed employees must give notice and complete their final two weeks, remain employed until the end of the elected officer's term, or receive approval from the Mayor or their designee.

On or prior to their last day of work, the employee must return all City property, including, but not limited to, computers, phones, keys, employee identification badges, credit cards, uniforms, and other equipment. Failure to return equipment may result in legal action. The employee is responsible for verifying that their mailing address is up to date for year-end tax forms.

If an employee should resign and be rehired by the City at a later date, the employee shall be treated as a new hire, and their years of service prior to their date of resignation will not be credited in the calculation of benefit time.

An employee who is terminated and does not leave in good standing may not be eligible to be paid out for PTO or be considered for rehire.

7.02. Exit Interview

Employees who voluntarily separate from employment with the City will be given the opportunity to complete an exit interview questionnaire. Questionnaires may be sent through an employee's personal email address, so employees should ensure that their contact information is up to date before resigning or retiring. Additionally, the employee may request an in-person exit interview with Human Resources.

7.03. Benefit Pay Out Upon Separation

7.03.01. Paid Time Off

There are three types of Paid Time Off ("PTO") categories: credited PTO, earned PTO, and PTO carried-over.

Credited PTO is given based on the expectation that the employee will continue their employment through the end of the year. However, when an employee leaves employment with the City prior to June 30th in any year, a prorated formula is used to calculate an employee's payout or repayment amount.

Early Separation Proration Table

Date of Separation	Prorated Amount
January 1st - January 15th	0%
January 16th - February 14th	16%
February 15th - March 15th	32%
March 16th - April 15th	49%
April 16th - May 15th	66%
May 16th - June 30th	83%
July 1st - December 31st	100%

Earned PTO is the hours earned by the employee during each pay period. The amount of PTO hours that an employee earns is determined by their benefit group and the number of hours they work. For example, a full-time employee that works eighty (80) hours in a pay period will accrue four (4) hours of PTO.

Carry-over PTO is the hours credited and earned by the employee during the previous year that went unused and did not roll into their sick bank. Thus, they were carried over to the current year.

An employee who leaves in good standing will be paid out for credited PTO prorated according to the chart above, earned PTO, and carry-over PTO.

An employee who is dismissed by the City for cause shall be ineligible for payment of PTO credited or earned during the current calendar year. They are still eligible for payment of carried-over PTO. However, the PTO carried over from the previous calendar year will be reduced by the amount of PTO used during the current calendar year.

The maximum amount of PTO that the City will pay to an employee who separates from the City in good standing is three hundred twenty (320) hours.

If an employee has already taken more paid time off than they are entitled to during the calendar year in which they resign, they shall repay the excess time taken. Repayment may be

deducted from their final paycheck. If the employee owes more than the total amount of their final paycheck, the City will seek reimbursement.

No payment will be made for any other accrued benefits, including sick bank time, upon separation from employment. Payment of benefits upon separation will be included in the employee's final paycheck.

7.03.02. Compensatory Time

Exempt employees leaving in good standing. Up to forty (40) hours of compensatory time accrued by the employee will be paid out upon separation for exempt employees. Exempt employees who were previously granted exceptions to the 40-hour limit of compensatory time will be paid out based on the compensatory time policy described in Section 6 herein.

Non-exempt employees. Non-exempt employees shall be paid for all accrued, unused compensatory time, in accordance with the Fair Labor Standards Act.

7.04. Reduction in Force

Reduction in force (RIF) is the discontinuance of employment for any employee(s) for a period of time due to lack of work, reorganization, or other factors. The City will attempt to avoid layoffs and, whenever possible, will consider alternatives to layoff before any final decisions are made. The Human Resources Department and department heads, with approval of the Mayor, shall determine which employees will be in RIF status using both job qualifications and seniority as criteria. Layoffs shall be accomplished in each position in the following order: (1) seasonal, temporary, and part-time employees shall be laid off first, then (2) probationary employees, then (3) full-time and part-time benefits-eligible employees according to seniority.

Employees who are laid off in RIF status will be carried as an inactive employee and be placed on a recall list for a period of six (6) months. Employees who fail to keep current contact information on record with the Human Resources Department, including a home address, email address, and phone number, will lose their recall rights.

At the City's discretion, employees will be recalled on the basis of need, their category, seniority, or their ability to do the job. Notice of recall is sent to the employee's personal contact information on file with the Human Resources Department. The employee is to respond to the recall notice within five (5) working days. Failure to respond will result in the employee's name being removed from the recall list, and the employee will cease to have any job rights with the City. While in RIF status, employees may apply for any City positions posted internally or externally. It is the employee's responsibility to watch the City's employment webpage.

Employees retain their seniority during RIF; however, benefits do not continue to accrue while laid off. Employees have the option to be paid at the start of their RIF layoff for paid time off, prorated in accordance with the benefits upon separation section, and compensatory time to a

maximum of forty (40) hours. An employee may continue medical insurance benefits as defined under the COBRA Continuation Act of 1986. If, at the end of six (6) months, an employee is not recalled due to lack of available work, their recall rights and employment are terminated. If an employee did not elect for payment of accrued benefit time at the start of RIF and was not recalled, payment will be made at the end of this six (6) month period.

However, the City reserves the right to alter the layoff and recall procedure in order to assure an adequate level of service. For union-eligible employees, layoffs and recall shall be administered pursuant to the terms of the applicable collective bargaining agreement.

In addition, civilian personnel will not be hired as the result of a layoff to perform the duties previously performed by a sworn public safety officer.

7.05. Eligibility for Rehire

After a person has terminated with the City, they may be eligible for rehire if they:

1. Left City employment in good standing or were laid off due to business slowdowns;
2. Possessed a satisfactory record of service, including acceptable performance and attendance; and
3. Meet the qualifications of the job they are applying for.

Any person who previously terminated employment with the City and is later rehired shall be subject to the same terms and conditions of employment as all other new employees.

The final decision for rehire eligibility will be at the discretion of the Human Resources Department.

7.05.01. Rescinding a Resignation

If an employee tenders their resignation in good standing and then desires to rescind that resignation before their termination date, the individuals with the authority to make hiring decisions for that particular position may approve the rescinding of the resignation and retain the employee in that position.