



Personnel Manual

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This manual supersedes all previously issued manuals

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POLICY INDEX

PAGE	POLICY
p. 6	INTRODUCTION Forward Political Activity City Charter Provisions
p. 9	DIVERSITY Equal Employment Opportunity Statement Anti-Harassment, Anti-Discrimination, Anti-Retaliation and Complaint Procedure American with Disabilities Act (ADA) and ADA Amendments Act (ADAAA)
p. 12	100 - EMPLOYMENT POLICIES 101 - Employee Classification Categories 102 - Vacancy 103 - Background/Reference Checks 104 - Internal Transfers/Promotions 105 - Applicant Qualifications 106 - Eligibility – Age Requirements 107 - Testing 108 - Physical Examinations 109 - Citizenship Requirement 110 - Nepotism 111 - Seniority 112 - Rehire 113 – Personnel Files and Records 114 – Student Internships
p. 18	200 - COMPENSATION POLICIES 201 - The Pay Plan 202 - Exclusions 203 - Pay Day 204 - Garnishments/Income Assignments 205 – Time Reporting 206 - Work Schedule Reporting Procedures 207 - Lunch Breaks/Rest Periods/Refreshment Breaks 208 - Promotion 209 - Reclassification 210 - Demotion 211 – Lateral Transfer 212 – Working Out of Classification
p. 23	300 - EMPLOYEE RESPONSIBILITIES AND CONDUCT POLICIES 301 - Attendance 302 - Behavior of Employees 303 – Disciplinary Action (Discipline and Termination) 304 - Handling of Disciplinary Actions 305 - Determining Appropriate Discipline 306 - Progressive Discipline 307 - Written Documentation of Disciplinary Actions 308 – Probationary Period

- 309 - Notice of Resignation
- 310 - Termination for the Good of the Service/Just Cause
- 311 - Layoffs
- 312 - Outside Employment
- 313 - Gossip
- 314 - Dress Code
- 315 - Uniforms
- 316 - Clothing Reimbursement
- 317 - Tobacco Use
- 318 - Use of City of Yukon Buildings, Equipment and Tools
- 319 - General Provisions
- 320 - Drug and Alcohol Free Workplace
- 321 - Safety
- 322 - Accidents
- 323 - Workplace Violence
- 324 - Firearms and Weapons
- 325 - Incident Investigation Cooperation Policy
- 326 - Disclosure of Confidential Information

p. 35

400 - BENEFITS, TRAVEL AND EXPENSE REIMBURSEMENT POLICIES

- 401 - Gifts
- 402 - Required Employment Status
- 403 - Retirement Systems
- 404 - Longevity Pay
- 405 - Group Life and Accidental Death and Dismemberment Insurance
- 406 - Share the Savings Program
- 407 - Workers' Compensation
- 408 - Expiration of Injury Leave
- 409 - Employee Assistance Program (EAP)
- 410 - College Degree Incentives
- 411 - Tuition Reimbursement
- 412 - Employee Business Travel
- 413 - Local Travel
- 414 - Transportation
- 415 - Lodging, Meals and Incidental Expenses
- 416 - Filing Expense Reports

p. 44

500 - TRAINING POLICIES

- 501 - In-Service Training
- 502 - Professional Development
- 503 - Departmental Training
- 504 - Courses Available
- 505 - Registration/Conference Fees

p. 46

600 - LEAVE POLICIES

- 601 - General Policy
- 602 - Holidays
- 603 - Vacation Leave
- 604 - Sick Leave
- 605 - Borrowing Leave
- 606 - Temporary/Short-Term Disability

- 607 - Bereavement Leave
- 608 - Emergency Leave
- 609 - Leave of Absence Without Pay
- 610 - Jury Duty
- 611 - Civil Leave
- 612 - Voting Time Off
- 613 - Military Service and Training
- 614 - Reserve Training

p. 55

PERSONNEL MANUAL ACKNOWLEDGEMENT AND RECEIPT

(Detach form, sign & submit to Human Resources Department for recordkeeping)

INTRODUCTION

These policies are enacted by the City of Yukon in order to further the following goals:

- (a) To provide a uniform system of personnel administration throughout the city work force.
- (b) To ensure that the recruitment, selection, placement, promotions, retention, and separation of the City employees are based upon qualifications and are in compliance with federal and state laws.
- (c) To assist supervisors in the development of sound management practices and procedures, and to make effective, consistent use of human resources throughout the City.
- (d) To promote communication between Department directors, supervisors and employees.
- (e) To ensure, protect and clarify the rights and responsibilities of employees.

Employee suggestions for the improvement of existing policies or the addition of new policies are welcome and should be submitted to the Human Resources Director. All suggestions will be given consideration, though all may not be practical for implementation.

Copies of all changes will be distributed to all employees.

The City shall distribute the personnel manual, which has been approved by the City Manager and the City Council, to all departments. The City shall provide a copy of the personnel manual to any employee upon request. The Human Resources Director shall be authorized by the City Manager to originate and issue revisions, when necessary, in order to create better understanding of any provision of this manual or to facilitate more effective personnel administration.

The City of Yukon reserves the right to change or alter any personnel policy, procedure or benefit plan covered in this manual at its discretion.

FORWARD

Whether you have just joined our staff or have been with the City of Yukon for a while, we are confident that you will find that the City is a rewarding place to work, and we look forward to a productive and successful association. We consider the employees of the City of Yukon to be one of its most valued resources. This manual has been written to serve as a guide for the employee/employer relationship.

There are several things to keep in mind about this manual. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or how a particular policy or practice applies to you, you should address specific questions to the Human Resources Department.

Neither this Personnel Manual nor any other City document confers any contractual right; either expressed or implied, to remain in the City's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the City, or you may resign at any time and for any reason. No Director or other representative of the City, other than the City Manager, has the authority to enter into any agreement for employment or to make any agreement contrary to the above.

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

This manual only briefly summarizes the guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

Anyone connected with the local government, be they elected or hired, has but one overall objective....to serve their fellow citizens in the most efficient manner possible. Since the final objective of the City Council, City Manager, and City employees is the same, this Personnel Manual establishes personnel policies designed to create more harmony and cooperation between all members of the City "team" by ensuring consistent standards consistent for all employees, while simultaneously giving the City taxpayer the most for their money.

However, this Personnel Manual is not intended to be a contractual condition of employment, nor is the language intended to create a contract between the City of Yukon and its employees.

POLITICAL ACTIVITY

Like many provisions of the charters of other Oklahoma municipalities, Section 38 of the Charter of the City of Yukon provides:

No officer or employee of the city except the councilmen, may work actively for or against, or attempt to influence, the nomination, election or defeat of any candidate for councilman; provided that this shall not prohibit the ordinary exercise of one's right to express his opinions and to vote.

Any City employee wishing to seek political office as a City Council member shall voluntarily resign prior to filing for such position. Failure of the employee to resign voluntarily shall result in immediate termination.

It shall be unlawful for the City Council, or any member thereof, or any candidate for election to the City Council, or any officer of the City, to directly or indirectly coerce or attempt to coerce any City employee to participate or to refrain from participation in municipal political activities or public meetings.

Any employee approached by any of the above-mentioned in regard to this matter shall immediately report the incident to the City Manager or the City Attorney.

CITY CHARTER PROVISIONS

The City of Yukon operates under and by the authority of the City Charter, duly adopted by the citizens of Yukon. The Charter establishes the basic laws and procedures by which the City is operated. You may obtain a copy of the City Charter from the City Clerk's office.

The policies described in this Personnel Manual are guidelines to be used during employment and are not intended to restrict the discretion of the City, nor are they intended to create contractual conditions of employment, nor is the language intended to create a contract between the City of Yukon and its employees.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the City of Yukon to provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. In addition to federal law requirements, the City of Yukon complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave or absence, compensation and training.

ANTI-HARASSMENT, ANTI-DISCRIMINATION, AND ANTI-RETALIATION POLICY and COMPLAINT PROCEDURE (revised 05-21-2019) (Approved 07-01-2019)

The City of Yukon is committed to establishing a professional work environment and will take reasonable steps to insure that the work environment is pleasant for all who work here. All employees shall treat others with courtesy, consideration and professionalism. The City will not tolerate the harassment of any employee or any member of the public by any other employee. Employees shall not use epithets, slurs or other terms or language designed to threaten, insult, intimidate or show hostility to another. Employees are prohibited from posting or circulating in the workplace any written or graphic materials or other objects that attack, defame, belittle, degrade or show hostility or aversion to any person or group of people. In addition, harassment for any discriminatory reason, such as race, color, creed, religion, gender, sexual orientation, **LBGTQ**, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state and local laws, but also by the policies of the City. The City prohibits not only unlawful harassment but other types of unprofessional and discourteous conduct. Accordingly, derogatory, racial, ethnic, religious, age, gender, sexual orientation, sexual or other inappropriate remarks, slurs, "jokes," written material or actions will not be tolerated in the workplace. Discipline will be imposed as determined appropriate.

Included in this prohibition is a prohibition against sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;

Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or

The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or of creating an environment which is intimidating, hostile or offensive to the employee.

Each employee must exercise their own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to, the following:

1. Verbal: Repeated sexual innuendos, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
2. Visual/Non-Verbal: Derogatory posters, cartoons, telefaxes, drawings, suggestive objects or pictures, graphic commentaries, leering or obscene gestures; this includes using a smartphone or other electronic device to send inappropriate text messages or other forms of digital media used to violate the City of Yukon's harassment policy.
3. Physical: Unwanted physical contact including touching, interference with the individual's normal work movements or threatening gestures; and
4. Other: Making or threatening reprisals as a result of a negative response to a harassing action.

Any employee or applicant who feels that he or she has been subjected to harassment or otherwise has been discriminated against due to his or her race, color, creed, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or a covered veteran status or who witnesses such harassment or discrimination against another employee, should promptly report the incident. Although employees are encouraged to discuss issues of alleged harassment or discrimination with their immediate supervisor, they may bypass their immediate supervisor and report the incident directly to the Human Resources Director. In the event the employee believes the Human Resources Director is involved in the harassment or discrimination, the employee may bring the complaint to the attention of the City Manager. Further, any employee who gains information concerning allegations of harassment or discrimination is to immediately report the same to the Human Resources department.

All complaints of harassment or discrimination will be investigated. In determining whether alleged conduct constitutes harassment or discrimination, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be considered. Except as deemed necessary to investigate and remedy violations, management will keep any complaint and the information revealed in the investigation as confidential as possible.

All employees are strongly encouraged to use the complaint procedures set forth herein, if they believe they have been subjected to discrimination or harassment. Before it becomes a serious problem and the conduct interferes with an individual's work performance or creates a hostile environment, employees are encouraged to notify management of conduct that may violate this policy.

The initiation of a complaint, in good faith, will not be grounds for discipline. It is a violation of the City's policy for an individual to be disciplined or otherwise disadvantaged as a result of a good faith resort to this complaint procedure. However, deliberately reporting false

allegations may be considered as a form of harassment and may subject an employee to appropriate discipline up to termination.

If a person is determined to have violated this policy, the City will take appropriate action designed to prevent any further incidents of inappropriate behavior. If necessary, this could include disciplinary action up to and including termination. In addition, management and supervisory employees may face disciplinary action if they fail to take corrective action after becoming aware of the existence of harassment or discrimination, regardless of whether the victim has filed a formal complaint.

Any act of retaliation against an employee who reports, participates in an investigation of sexual or other harassment or discrimination or is otherwise involved in such an inquiry is strictly forbidden. Any employee found to have retaliated against another person will be subject to discipline, up to and including termination.

AMERICANS WITH DISABILITIES ACT (ADA) AND ADA AMMENDMENT ACT (ADAA)

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

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodations and/or if the accommodation creates an undue hardship to the City of Yukon. Contact the Human Resources department with any questions or request for accommodations.

Contact the Human Resources office for additional information about these policies or to file a claim.

101 - Employment Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment for good of the service at any time is retained by both the employee and the City of Yukon.

Non-exempt employees are employees whose work is subject to the minimum wage and overtime provisions the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

The City of Yukon has established the following categories for both nonexempt and exempt employees:

- **Regular, full-time:** Employees who are not in a temporary status and who are regularly scheduled to work the City's full-time schedule. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.
- **Regular, part-time - Management:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 29 hours each week. Regular, part-time management employees are eligible for benefits offered by the City subject to terms, conditions and limitations of each benefit program.
- **Regular, part-time:** Employees who are not in a temporary status and who are regularly scheduled to work no more than 29 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the City subject to terms, conditions and limitations of each benefit program.
- **Temporary/Seasonal/Emergency:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the City's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary/Seasonal/Emergency employees are not eligible for City benefits.

102 - VACANCY

A vacancy shall be defined as an opening within a classification for a budgeted position for which funds have been appropriated.

103 - BACKGROUND AND REFERENCE CHECKS

To ensure that individuals who join the City of Yukon are well qualified and to ensure that The City of Yukon maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants, age 18 years and older, who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the City of Yukon. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential to the extent allowed by the Open Records Act and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the City of Yukon to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an application for employment.

Additional checks such as driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

The City of Yukon also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

104 - INTERNAL TRANSFERS/PROMOTIONS

Employees with more than twelve (12) months of service may apply to fill vacancies as they become available and will be considered along with other applicants. At the same time, the City may initiate transfers of employees between departments and facilities to meet specified work reassignments and reassignment of work requirements.

Management retains the discretion to make exceptions to the policy.

105 - APPLICANT QUALIFICATIONS

Human Resources have current job descriptions for all positions on file and will make them available with all job announcements and postings. Applicants must meet minimum qualifications to be considered for job openings.

106 - ELIGIBILITY – AGE REQUIREMENTS

REGULAR FULL-TIME EMPLOYEES – the minimum age of any applicant who will be considered for regular, full-time employment with the City, shall not be less than eighteen (18) years of age.

PART- TIME EMPLOYEES – the minimum age for any applicant who will be considered for part-time employment with the City shall not be less than sixteen (16) years of age.

SWORN EMPLOYEES OF THE FIRE and POLICE DEPARTMENTS – the minimum age of any applicant for employment as a commissioned officer with the Fire or Police Department shall be as set by the applicable pension systems.

107 - TESTING

Examinations may be developed or utilized for certain positions based on the position's responsibilities, the qualifications required, and resources available.

The examination may consist of oral interview/application review, a structured questionnaire, practical tests, written tests, in-basket exercises or assessment center, etc. In all cases, the testing will be job related and designed to determine the applicant's knowledge, skills and abilities for the position. Examination contents are confidential and unauthorized disclosure to any candidate is grounds for discipline, up to and including termination. In certain situations, outside consultants may be contracted to assist with test development.

The testing process will be administered as directed by the Human Resources Director or their designee unless otherwise delegated to the affected department.

108 - PHYSICAL EXAMINATIONS

Applicants who are offered employment with the City may be required to submit to a physical examination, the passage of which shall be a condition of employment. The City will comply with all requirements of the ADA and ADAA regarding pre-employment examinations.

- (a) If the results of the physical examination to demonstrate that the employee can perform the essential functions of the position (with or without a reasonable accommodation), the Human Resources Department shall notify the hiring department director.
- (b) If the physical examination demonstrates that an applicant is unable to perform the essential functions of the position (with or without a reasonable accommodation) after consulting with the applicant, the selected applicant will not be considered for employment. A second opinion from another physician will not be accepted.

109 - CITIZENSHIP REQUIREMENT

All employees of the City of Yukon shall be a citizen of the United States of America or have appropriate documentation of a legal right to work in the United States of America from the Department of Homeland Security.

110 - NEPOTISM

City employees related by marriage or in the immediate family, including spouse, children, father, mother, brothers, sisters, grandparents, grandchildren, or in-laws may not be employed in the same City division, or department. If separate divisions do not exist within the department one of the employees must either transfer or terminate their employment.

When two City employees marry and they both are employed in the same division, one employee shall either transfer to another division or separate from employment. The City will determine which employee must be terminated based on positions held, individual performance, and other factors as determined by the City Manager.

City employees affected by this policy are responsible for notifying their immediate supervisor/director within ten (10) calendar days following the date of marriage. The spouse of a City employee may be employed by the City, but may not be employed in the same division or department if separate divisions do not exist within a department. The provisions above must be implemented within a forty-five (45) calendar day period following the receipt of notice of marriage by the department director.

Exceptions for temporary, part-time, and seasonal employees may be granted by the City Manager.

111 - SENIORITY

DEFINED

- (a) City of Yukon seniority shall consist of continuous paid service as a full-time employee of the City of Yukon.
- (b) Departmental seniority shall consist of continuous paid service of a full-time employee within a division of the City of Yukon.

DISRUPTION OF SENIORITY

- (a) Change in status from full-time to part-time or division to division, will not be used to calculate seniority. Part-time service will not be counted toward seniority.
- (b) Resignation
- (c) Termination from the City of Yukon
- (d) Retirement

Union employees will be governed by their respective collective bargaining agreements.

112 - REHIRE

Former employees may be considered for rehire if they meet the following conditions:

- They submit a written application.
- They meet the requirements of an open position.
- They were in good standing at the time of separation of employment.
- Being a former employee is not a guarantee of re-employment.

Individuals returning from military active duty and who is entitled to reinstatement will be reinstated to their former jobs or provided jobs of similar seniority, status, and pay.

Any employee rehired for the same position will not be guaranteed the same pay grade from previous employment with the City of Yukon.

113 - PERSONNEL FILES AND RECORDS

The personnel file maintained in the Human Resources Department shall be considered the official "Employee Personnel File"

- (a) The Human Resources department shall maintain adequate records of each employee. It shall be the duty of the department director and their subordinates to provide the necessary written reports in accordance with procedures.
- (b) Personnel records of all individuals shall be treated as personal and confidential records. The Human Resources Director shall have exclusive administrative responsibility for security and control of these records.
- (c) Employees wishing to view their personnel file must make an appointment with the Human Resources Department.
- (d) Employees viewing their personnel file must have the Human Resources Director or their designated representative present. This provision shall be strictly enforced.
- (e) Employees may not alter or remove anything from their personnel file. If they wish, items may be added in response to items already in their personnel file.
- (f) Employees may request copies of any item in their personnel file at their own expense. Copy charges shall be the same as that charged to the general public.
- (g) Any employee found altering or removing items from their personnel file shall be subject to immediate disciplinary action, up to and including termination.
- (h) All items pertaining to discipline, commendation, education, training or any other career related document(s) shall be placed in the personnel file.
- (i) All files are the sole property of the City of Yukon.
- (j) The employee will be responsible for updating personal information thru the immediate supervisor/department director. This includes reporting a new address, phone number and contact information.

114 - STUDENT INTERNSHIPS

The City of Yukon City Manager or their designee can approve the placement of student interns when the requesting Department director can provide an internship opportunity consistent with the objectives of the program. The objectives of the City of Yukon's internship program are too:

- (a) Gain practical work experience related to the intern's major course of study.
- (b) Perform the necessary research/analysis work related to the intern's major course of study that will benefit the City of Yukon.
- (c) Provide internships to college students who are required (as a part of their curriculum) to serve an internship by their respective college or university.

200 - COMPENSATION POLICIES

The City of Yukon has developed and will maintain a position pay and classification plan for all employee positions. The classification plan gives accurate descriptions and titles of each class of work. The classification plan is also utilized to determine fair compensation for each position.

201 - THE PAY PLAN

The Pay Plan shall include a list of positions with an assigned salary range indicating the pay grade and steps of the salary range. The basic function of the pay plan is to provide a structure that will enable the City of Yukon to recruit and retain competent employees.

It shall be the responsibility of the Human Resources Director to administer the pay and classification plan.

202 - EXCLUSIONS

Pay rates identified under the pay plan described in this section do not include reimbursement for travel expenses, mileage, or other authorized expenses incurred in connection with conducting official, City of Yukon business. Contact the Finance Department for more information regarding these reimbursements.

203 - PAY DAY

Employees are paid by direct deposit only to either a savings or checking account at the financial institution of their choice. **All direct deposit stubs will be emailed to the address provided by the employee. It is your responsibility to contact the Human Resources Department if your email address has changed.**

204 - GARNISHMENTS/INCOME ASSIGNMENTS

The City of Yukon is legally bound to withhold the amount indicated in the garnishment order from employees' paychecks. Federal and state guidelines protect a certain amount of employees' income from being subject to such creditor garnishment. The amount that can be withheld governed by the CPPA mentioned above.

As long as employees' financial concerns do not interfere with their performance on the job, the City of Yukon will merely make the deductions and make payments as required and there will be no further job-related repercussions.

When the City of Yukon receives a garnishment notice from more than one source, the monies will be paid to each of the creditors in the order in which notification was received, or as state and federal laws dictate. The City of Yukon charges a \$5 per check administrative fee for all active garnishments.

205 - TIME REPORTING

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter hour. The workday is defined as the 24-hour period starting 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven (7) consecutive days beginning on Saturday and ending on Friday. The usual work week period is 40 hours.

However, departments may, at their discretion, with the approval of the City Manager, establish other work schedules, work weeks for their department, for specified work groups or individuals, as may be necessary to provide adequate coverage and/or service.

Overtime work shall be paid in accordance with the Fair Labor Standards Act (FLSA), 1985, as amended. **Overtime must be approved in advance by the department director to whom the employee reports.** Those employees that work less than 40 hours per week, **MUST** work all additional hours needed to total 40 hours worked, before overtime pay is calculated. **Union employees will be governed by their respective collective bargaining agreements and the FLSA.**

Employees will submit their time as directed by their department director or their designee. Each employee shall maintain an accurate daily record of their hours worked. All absences from scheduled work should be appropriately recorded.

During busy periods, employees may be required to work extended hours without advance notice.

On-call Pay (non-exempt employees)

An on-call employee who is called back to work outside his or her normal work schedule shall be paid for the time worked or a minimum of two (2) hours, whichever is greater at time and one half (1½).

206 - WORK SCHEDULE REPORTING PROCEDURES

- (a) When reporting time earned, a time sheet must be completed and signed by the employee acknowledging that the time listed is accurate.
- (b) When reporting compensatory time earned or used, a **PERSONNEL ACTION FORM** must be completed and turned in to the Human Resources office before the employee uses any compensatory time. Compensatory time is monitored and maintained by the department director or their designee and reported to Human Resources.
- (c) Overtime hours shall be reported in the column provided.
- (d) When available, employees must use compensatory time in lieu of vacation hours when time off is requested.

207 - LUNCH BREAKS/REST PERIODS/REFRESHMENT BREAKS

Lunch breaks

Depending on the employee's schedule, you may receive a 30 or 60 minute lunch. The lunch period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on lunch breaks.

Rest Period/Refreshment Breaks (Revised 05-21-2019) (Approved 07-01-2019)

Employees of the City of Yukon who work 40 hours per week normally will be allowed two (2) fifteen (15) minute refreshment breaks each day, one (1) in the morning and one (1) in the afternoon. The City of Yukon will make every effort to plan work assignments to permit these rest periods. Unusual and/or emergency work situations may preclude the taking of a rest period during the assigned work shift. Rest periods shall not be contiguous to the lunch period, and they may not be granted immediately after the beginning of the workday or immediately prior to the close of the workday.

Each department will be responsible for specific instructions for rest periods regarding their assigned personnel following these general guidelines:

- (a) Instructions, should take into account the mission, the geographical location of the work crew, and the method to be used for taking the rest breaks.
- (b) Employees should not congregate at any one location for refreshment breaks and should not make one restaurant a permanent site for refreshment breaks.
- (c) No more than two (2) City of Yukon vehicles may be parked at any one restaurant for a refreshment break.
- (d) Time spent within any place of business for a refreshment break shall not exceed fifteen (15) minutes.
- (e) Abuse of the Rest Period/Refreshment Breaks policy may result in disciplinary action, up to and including termination.

208 - PROMOTION

Upon promotion to a classification which is higher than the employee's current classification prior to promotion, the employee shall be paid at the entry level step of the higher salary range or one (1) step above their former rate, whichever is greater. The employee's new performance review and/or step increase eligibility date will be one (1) year from the date of their promotion.

209 - RECLASSIFICATION

Upon reclassification to a higher classification the employee shall be paid at the entry level step of the higher pay range or one (1) step above their former rate, whichever is greater. The employee's new performance review and/or step increase eligibility date will be one (1) year from the date of their promotion.

210 - DEMOTION

A demotion is defined as moving a regular full-time employee to a lower classification from which the employee is presently classified. This is done either at the request of the employee or for disciplinary reasons, upon recommendation and approval by the Human Resources Director and City Manager.

(a) VOLUNTARY DEMOTION – a regular full time employee may request a demotion to a lower classification for which they are qualified. The employee initiates this request in writing to the employee's Department director. Such a demotion must be approved by the City Manager or their designee prior to implementation. An employee accepting a voluntary demotion to a vacant position may be placed at the same step in the salary range of the lower classification or at another step within the range as recommended and approved by the City Manager. The employee's performance review date will remain the same.

(b) DISCIPLINARY DEMOTION – The Department director may, with approval of the City Manager or their designee, demote an employee for disciplinary purposes when the actions of the employee do not warrant dismissal, or where the work of an employee has not been satisfactory. The employee demoted shall be paid within the lower range at a step that represents approximately one (1) step decrease in salary, but not less than Step One (1) of the lower range. The employee to be demoted must meet the qualifications of the lower classification. An employee may be demoted by a reduction of their pay within their pay range in the same manner. The employee's performance review date will be one (1) year from the date of the demotion.

DEMOTION DURING PROMOTIONAL PROBATION – when an employee is demoted to their former classification during the probationary period following a promotion, their pay shall be restored to the rate in effect prior to their promotion, as though a promotion had not been granted.

211 - LATERAL TRANSFER

Employees may apply for a lateral transfer to other positions within the City of Yukon or they may be transferred by the City of Yukon to positions in other departments or locations. Such transfers are mutually beneficial in allowing the City of Yukon to utilize the experience and abilities of its employees and providing a broad range of career development opportunities to individuals.

Applicants will be considered for the position based on their qualifications, interest, and availability. The employee's previous work experience, related education, skills, past job performance, and training will also be taken into consideration.

When two employees wish to transfer to the same position, seniority, along with performance ratings, skills assessment, qualifications, experience, etc., shall be taken into consideration.

Normally, employees who are in their initial probationary period or on probation will not be considered for transfer, except in the case of an organizational change or layoff. When the new position is substantially different, a probationary period may be appropriate. Similarly, employees under current corrective counseling, or those whose performance is documented as below satisfactory, are not eligible to apply for transfer.

When a transfer is made from one department to another within the same classification or pay range, the base pay of the transferred employee may remain unchanged, with the consent of the receiving department.

Merit date remains the same, as if no change had occurred. If a transfer is made outside of classification or pay range, the City may elect for there to be a decrease in pay rate.

212 - WORKING OUT OF CLASSIFICATION

If an employee is directed by his/her department director/supervisor to perform the duties of an absent employee in a higher classification on a temporary basis, thirty (30) calendar days or more, the employee's pay rate shall be increased five percent (5%). The higher rate will remain in effect for the entire time the employee spends filling the vacancy. This must be approved by the Human Resources Director in advance.

300 - EMPLOYEE RESPONSIBILITIES & CONDUCT

301 - ATTENDANCE

Every employee is expected to report for work regularly and on time. Good attendance is a most important job requirement and an essential duty of every position. Failure to meet this requirement could result in termination.

Definition of Absence - An employee is absent when he/she fails to report for and remain at work as scheduled. Lateness is a short absence at the beginning of the workday. Absence includes all time lost from the work schedule, whether avoidable or unavoidable, voluntary or involuntary.

Failing to report an absence properly can be grounds for disciplinary action up to and including termination. Excessive absences and tardiness, even when reported, may also be grounds for discipline or termination. Unsatisfactory attendance will have an adverse effect on any promotion considerations.

302 - BEHAVIOR OF EMPLOYEES (Revised 05-21-2019) (Approved 07-01-2019)

It is the policy of the City of Yukon that certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with the operation, discredits the City, or is offensive to customers or co-workers will not be tolerated.

- (a) Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the City. Appropriate employee conduct includes:
- (1) Treating all customers, visitors, and co-workers in a courteous manner;
 - (2) Refraining from behavior or conduct that is offensive or undesirable, or any activity which is contrary to the City's best interests;
 - (3) Reporting to management suspicious, unethical, or illegal conduct by co-workers, customers, or vendors;
 - (4) Cooperating with City investigations;
 - (5) Wearing clothing appropriate for the work being performed; all clothing shall clean and without wrinkles; **314 Dress Code Policy**
 - (6) Performing assigned tasks efficiently and in accordance with established quality standards;
 - (7) Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
 - (8) Giving proper advance notice whenever unable to work or report on time, complying with departmental policy regarding proper advance notice;

- (9) No texting or use of a personal or city provided cell phone while driving a city vehicle. If you receive a call or text, you must pull over and stop before taking the call or returning the text message;

Any communications sent or received on an employer distributed smartphone (or other electronic device) shall be considered city-owned property. Employees should have no expectation of privacy with respect to such communications and that all city related communications are subject to review by the City. The City also owns the telephone number(s) associated with all city issued device(s).

- (10) The City of Yukon is a tobacco free workplace. **316 Tobacco Policy**

(b) The following conduct is prohibited and employees engaged in it will be subject to discipline, up to and including termination:

- (1) Possessing firearms or other weapons in a city building.
 - a. Nothing in this provision shall be interpreted as prohibiting employees from storing firearms in their vehicles if otherwise authorized to do do under State law.
 - b. Nothing under this provision shall be interpreted as prohibiting any employee or guest to carry any concealed or unconcealed handgun into a City office building if that individual is authorized to carry a firearm into government buildings by State or Federal law (e.g. Law Enforcement);
- (2) Fighting, assaulting, threatening and/or intimidating co-workers, customers, or guests;
- (3) Engaging in any form of sexual or other harassment; including cyber bullying;
- (4) Reporting to work under the influence of alcohol, illegal drugs or narcotics; soliciting, distributing, using, selling, or possessing alcohol or illegal drugs or narcotics on City premises;
- (5) Falsifying or altering any City record or report;
- (6) Stealing, destroying, defacing, or misusing City property or another employee's or customer's property;
- (7) Insubordination; e.g. refusing a direct order from a supervisor; willful or intentional disobedience of a lawful and reasonable request by a supervisor; disrespect or harassment, including, but not limited to, vulgar or mocking language, that is directed to a superior.
- (8) Failing to wear assigned safety equipment or failing to abide by safety rules and policies;

- (9) Using profanity or abusive language or comments towards or about another employee or citizen; (e.g. In person, on or by smartphone or other electronic device(s) or on public social media); Verbal altercations with a customer or another employee;
- (10) Sleeping on the job;
- (11) Gambling on City property;
- (12) Engaging in conduct which might be embarrassing to the City or cast the City in a poor light;
- (13) Being charged with a crime;

The examples of impermissible behavior described in Comment (b), above, are not intended to be an all-inclusive list. Any violation of the City's policies or any conduct considered inappropriate or unsatisfactory may, at management's discretion, subject the employee to disciplinary action, up to and including termination.

303 - DISCIPLINARY ACTION (DISCIPLINE AND TERMINATION)

It is the duty of employees in service of the City of Yukon to maintain high standards of cooperation, efficiency, and economy in their work for the City of Yukon. Department directors and supervisors will organize and direct the work of their employees to achieve these objectives. In this regard, employees who violate established rules, regulations and/or standards of the City of Yukon shall be subject to being disciplined. The City of Yukon agrees with the concept of progressive disciplinary action and to the extent circumstances warrant such, the City of Yukon normally will impose disciplinary action in a progressive manner.

304 - HANDLING OF DISCIPLINARY ACTIONS

If the City of Yukon has a reason to discipline an employee, it shall be done in a manner that will not intend to embarrass the employee before other City of Yukon employees or the general public.

The employee will be informed that the consequences of the misconduct or unsatisfactory job performance may result in being placed on probation, suspension, or termination. The employee will be provided with a copy of the disciplinary action form.

305 - DETERMINING APPROPRIATE DISCIPLINE

In determining the appropriate level of discipline the following will be considered:

- (a) Severity of the infraction – a serious violation may require a higher level of discipline.
- (b) Past record of disciplinary actions (violations need not be identical or of the same nature as the preceding infraction in order to progress to the next step of discipline).
- (c) Consistency of discipline of other employees for similar infractions.

306 - PROGRESSIVE DISCIPLINE (Revised 05-021-2019) (Approved 07-01-2019)

Whenever work habits, attitude, production, infraction of regulations, or personal conduct of an employee falls below a desirable standard, directors/supervisors should point out to the employee the deficiencies at the time they are observed. If the employee fails to improve, written documentation of disciplinary action should be completed and sent to the Human Resources Director.

The City generally follows a system of progressive discipline to effectively deal with problems in job performance, as well as, violations of the City's Professional Conduct policy. Progressive discipline may begin with a series of maintenance steps and end with the most serious disciplinary action - discharge. These steps are applied on a case-by-case basis, at the sole discretion of the City, depending upon the circumstances involved in each case. Ordinarily, employees will be disciplined as follows:

- (a) Verbal Counseling
- (b) Written Warning
- (c) Suspension
- (d) Demotion
- (e) Termination

When applicable, a Performance Improvement Plan (PIP) may be given as a form of coaching and/or discipline.

The Progressive Discipline Policy will be applied fairly and without discrimination. Because the City of Yukon believes that progressive discipline can sometimes be used to help employees avoid destructive performance that weakens the City or leads to the employee's discharge, the City attempts to use a progressive discipline policy as one way to govern the employment relationships. However, some violations of the work rules are considered more serious than others. Therefore, the City reserves the right to apply this policy in a way considered appropriate in each case, based on the seriousness of a single incident, or on the accumulation of incidents. The City, within its sole discretion, may determine that immediate discharge is appropriate in some cases, even where no prior counseling or warnings have been given. **This disciplinary process does not confer rights upon any employee, nor does it constitute an express or implied contract continued or future employment for the employee.**

An employee may be given no more than thirty (30) days suspension, with or without pay, pending the investigation of the allegations or review of the employee's disciplinary history. A determination must be made by the end of the thirty (30) days to terminate the employee or have the employee return to work. If the employee returns to work, there shall be a signed Performance Improvement Plan with termination being the next and final step in the disciplinary process.

The City of Yukon reserves the right to determine the appropriate level of discipline for any inappropriate conduct.

307 - WRITTEN DOCUMENTATION OF DISCIPLINARY ACTIONS

Employees will be given one (1) copy of the written reprimand, suspension, demotion, termination, and other formal documents of disciplinary action within five (5) working days after such action is taken.

(a) Removal of items from Personnel File – At the employee's request, verbal counseling and written reprimands which an employee receives shall be removed from the employee's personnel file once the following periods of time lapse without the employee receiving any further disciplinary actions (including those which may be imposed for unrelated causes):

- (1) Verbal counseling reprimands may be removed from an employee's personnel file once a period of one (1) year lapses without the employee receiving any further disciplinary actions.
- (2) Written reprimands may be removed from an employee's personnel file once a period of two (2) years lapses without the employee receiving any further disciplinary actions.

***Not requesting the removal of such items shall not be used later against the employee.

308 – PROBATIONARY PERIOD

Introductory Probation Period

Your first six (6) months of employment as a City employee is considered an Introductory Probation Period. During this Introductory Probation Period, the City will evaluate your suitability for employment, and you can evaluate the City as well. Please understand, however, that completion of the Introductory Probation Period does not guarantee continued employment, as during the probationary period, employment is always for the good of the service.

Probation for Inadequate Performance

Employees may be placed on probation and put under a Performance Improvement Plan (PIP) for inadequate performance or improper behavior at any time. Any probationary period for performance issues does not alter the nature of the employment relationship.

Despite any probation policy, employees can be terminated immediately if it appears they are unable or unwilling to correct a problem, or if their continued employment would be contrary to the City of Yukon's best interest or the welfare and safety of other employees.

309 - NOTICE OF RESIGNATION

Employees with regular full time status are expected to give at least ten (10) working days' notice prior to their effective date of separation from employment by resignation. Employees who resign in good standing shall be eligible for re-employment with the City of Yukon, subject to the same requirements and standards as applied to new applicants. If an employee quits their job without prior notification and thereby impairs the effectiveness of the City of Yukon's service, the employee's separation may be designed as a dismissal, and possibly forfeit the employee's eligibility for re-employment with the City of Yukon.

310 - TERMINATION FOR THE GOOD OF THE SERVICE

Employees may be terminated for the good of the service and for just cause.

311 - LAYOFFS

It shall be the policy of the City of Yukon to use layoffs pursuant to the best interest of the City of Yukon, fiscally and otherwise. The City of Yukon shall have right to lay off employees as it deems necessary and proper.

- (a) Positions to be laid off shall be determined solely by the City Manager or their designee.
- (b) When making layoffs, length of continuous service (seniority) may be considered, but will not be a determining factor.
- (c) Employees not governed by a collective bargaining agreement (CBA) shall not have the option to bump employees in a lower position or classification, nor may they bump an employee with less length of time in service in their classification.
- (d) Time in service shall not accrue while on lay off status.
- (e) Names of employees on layoff status shall be placed on a recall list for a period of six (6) months.
- (f) Employees on layoff status may be recalled to duties or classifications other than that which they held prior to being laid off, provided they possess the ability to perform the duties of the position without additional training or a break-in period.
- (g) It shall be the responsibility of employees on layoff status to inform the Human Resources office of any address changes. Letters of recall will be mailed to the last known address.
- (h) Employees recalled to employment shall respond within three (3) business days of the receipt of the recall letter.
- (i) The City of Yukon retains the right to hire new employees when necessary without regard to the recall list.
- (j) Health insurance may be extended at group rates under COBRA for employees who are laid off. The City of Yukon will pay its share of the insurance premium for the first two (2) months of layoff. The employee shall be responsible for all premium cost plus an administration fee, determined by Federal Statute, beginning with the third (3rd) month of coverage.

312 - OUTSIDE EMPLOYMENT

No full-time employee shall have outside employment that is in conflict with their City of Yukon employment. Any employee wishing to hold a part-time job shall complete a Secondary Work Approval Form and return it to their department director for approval.

- (a) Employees shall only accept employment which does not interfere with their regular duties with the City of Yukon; all outside employment shall be considered as secondary to the employment with the City of Yukon.
- (b) When an operational change within the Department, such as a shift change, causes a conflict with secondary employment, the employee shall rearrange the working hours of the secondary job or terminate the secondary job immediately.
- (c) Employees who sustain injuries or illnesses in the course of their secondary employment shall not be covered by the City of Yukon's workers' compensation insurance and the City of Yukon shall in no way be responsible for any charges related to such injuries or illnesses.

313 – GOSSIP

The City of Yukon recognizes that gossip can be extremely detrimental to a workplace. It can damage reputations, hurt morale, and decrease productivity. Therefore, the spreading of gossip that involves sensitive subjects or harms a co-worker, supervisor, customer, etc., is strictly prohibited.

Employees who are found responsible for spreading disparaging or confidential information will be subject to discipline, up to and including termination.

All directors and supervisors are responsible for stopping the spread of gossip when they learn about it, conducting a thorough investigation into the source of a rumor, and disciplining known offenders.

314 - DRESS CODE

A neat, professional appearance is a requirement of the City of Yukon. It is expected that all employees will exercise good judgment and dress appropriately for their jobs. The City Manager and/or the department director may establish uniform and dress code policies that are pertinent to the responsibilities and functions of a particular department or activity. These are the factors that they should take into consideration when determining appropriate dress:

- (a) The nature of their work;
- (b) Safety considerations, such as necessary precautions when working near machinery or hazardous work areas (employees will be required to wear proper safety equipment at all times, without exception for any reason);
- (c) The nature of their public contact, if any, and the normal expectations of outside parties with whom they will work;

- (d) Clothing, tattoos and piercing shall be tasteful and not offensive in nature. Union members refer to your collective bargaining agreement and department policy and procedures manual.

Employees are expected to observe uniform and dress code policies when they attend City Council meetings, Commission or Board meetings, or any other public Council, Commission or Board special activity when taking care of official City of Yukon business.

The City of Yukon recognizes the benefits of casual business dress and the positive effects it can have on productivity and employee morale by creating a more comfortable work environment. In those departments where applicable, casual business attire may be worn on Friday or the last working day of the week, while appropriate attire must be worn Monday through Thursday. The City of Yukon defines *casual clothing* as attire that is appropriate for an office environment, and that allows employees to feel comfortable at work.

Discretion and professional judgment should always be exercised when dressing for casual days. Such days should never be considered an exemption from the neat and appropriate standards of the City of Yukon's dress code.

315 - UNIFORMS

Uniforms will be required for certain departments as designated by the City Manager or their designee. This policy does not cover Police or Fire Department employees under a union contract.

- (a) Design and type of uniform will be prescribed by the City Manager or their designee.
- (b) The City of Yukon shall furnish employees in departments designated by the City Manager with work shirts marked with the employee's name and identification.
- (c) Safety related equipment shall be purchased by the City of Yukon and made available to employees.

316 - CLOTHING REIMBURSEMENT - Eligible departments shall follow state purchasing law and Finance Department policy and procedure when requesting clothing reimbursement. Contact the Finance Department for additional information.

317 - TOBACCO USE

It is the policy of the City of Yukon to comply with all applicable federal, state, and local regulations regarding smoking in the workplace and to provide a work environment that promotes productivity and the well-being of its employees. With the passage of Resolution No. 2012-09, on September 18, 2012, the City of Yukon is a Tobacco Free Workplace.

- (a) The City of Yukon recognizes that smoking in the workplace can adversely affect employees. Accordingly, use of all tobacco products (lighted or unlighted), smokeless tobaccos, e-cigarette type devices, etc., are prohibited in all of its facilities, including garages, private offices, conference rooms, all public areas owned and operated by the City of Yukon.

- (b) The use of all tobacco products (lighted and unlighted), smokeless tobaccos, e-cigarette type devices, etc., is prohibited in City vehicles at all times.
- (c) Directors and supervisors are expected to enforce the regulations. The tobacco use policy applies to employees during working hours.
- (d) Employees who violate the policy will be subject to disciplinary action.
- (e) The City does not discriminate against individuals on the basis of their use of legal products, such as tobacco (lighted or unlighted), smokeless tobaccos, e-cigarette type devices, etc.
- (f) Employees may contact the Employee Assistance Program for information regarding the effects of smoking and the availability of smoking cessation programs.

318 - USE OF CITY OF YUKON BUILDINGS, EQUIPMENT, TOOLS

The City of Yukon buildings, equipment and tools are for official use only and are to be used with care.

- (a) Any employee found to be using the City of Yukon equipment, buildings or tools for non-work related tasks or in a manner which personally benefits the employee shall be subject to disciplinary action up to and including immediate termination.
- (b) Any employee who compels another employee to work on non-city related tasks while on City of Yukon time shall be subject to disciplinary action up to and including immediate termination.
- (c) Any employee found to be working on personal projects while on City of Yukon time shall be subject to disciplinary action up to and including immediate termination.
- (d) Employees using the City of Yukon buildings, equipment or tools shall use due care so as to not damage or destroy them. If it is determined that an employee careless or negligent using City property, shall be subject to disciplinary action up to and including immediate termination.
- (e) Employees using the City of Yukon equipment or tools shall be responsible for them at all times. Equipment or tools lost or damaged due to negligence on the employee's part shall be replaced at the employee's expense.
- (f) No employee may remove the City of Yukon equipment or tools from City of Yukon property without approval from the department director.

319 - GENERAL PROVISIONS

Safety has always been a paramount concern of the City of Yukon. Employees who are under the influence of illegal chemical substance constitute a serious risk to the public, themselves and to their fellow employees. This policy is applicable to all employees, regardless of position, title or seniority. Please contact the Human Resources department for additional information regarding this policy.

320 – DRUG AND ALCOHOL FREE WORKPLACE (Revised 11/13/2020)

Employees will be subject to drug and alcohol testing under the City Policy and/or Department of Transportation regulation. Upon hiring, employees will be informed which testing procedure(s) apply. Employees are responsible for reviewing and acknowledging the applicable full Drug and alcohol Use and Testing Policy. Employees possessing a commercial driver's license are responsible for also reviewing the DOT Drug and Alcohol Use Testing Policy. Both Policies will be distributed separately. Participation in the City's Drug and Alcohol Testing program under both Department of Transportation ("DOT") and non-DOT testing, is a condition of continued employment. For additional information regarding this policy, contact the Human Resources department.

***Marijuana is one of the substances now included in the drug panel screening. Possession of a medical marijuana certification will not excuse you from the testing process or the consequences of testing positive for marijuana.

If you are in a safety sensitive position as defined by the United States Department of Transportation drug and alcohol regulation and/or the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, you will be subject to drug and alcohol testing. Including random testing.

If you hold a CDL license, a medical marijuana certification is not recognized on a Federal level and if you test positive for marijuana you could lose your license.

Union employees will be governed by their respective collective bargaining agreements.

321 - SAFETY

It is the responsibility of the City to provide safe working conditions for all of its employees, in accordance with the basic guidelines established under the Oklahoma State Department of Labor guidelines as stated in the City of Yukon Safety Manual. Contact the Risk Manager for additional information regarding safety policy and procedure.

322 - ACCIDENTS

It is the City of Yukon's goal to provide safe working conditions for all employees and to minimize injury or illness, property loss, or business interruption caused by accidents. Contact the Risk Manager for additional information regarding safety policy and procedure.

In no event should an employee wait more than 24 hours to report an injury.

323 - WORKPLACE VIOLENCE

The City of Yukon is concerned about the increased violence in society, which has also filtered into many workplaces, and has taken steps to help prevent incidents of violence from occurring in the workplace with the City of Yukon. In this connection, the City of Yukon expressly prohibits any acts or threats of violence by any City of Yukon employee.

In keeping with the spirit and intent of this policy, and to ensure that the City of Yukon objectives in this regard is attained, it is the commitment of the City of Yukon:

- (a) To provide a safe and healthful work environment, in accordance with the City of Yukon's safety and health policy.

- (b) To take prompt remedial action up to and including termination against any employee who engages in any threatening behavior or acts of violence.
- (c) To take appropriate action when dealing with any individual(s) at any City of Yukon facility who engage in such behavior. Such action may include notifying the Yukon Police Department and prosecuting violators of this policy to the maximum extent of the law.

Employees have a duty to warn their director/supervisor, department director, the Human Resources Director, City Manager or their designee of any suspicious workplace activity, situations or incidents that they observe or that they are aware of that involve other employees, former employees, contractors or visitors that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks. Employee reports of this nature will be kept confidential and the City of Yukon will not condone any form of retaliation against any employee for making a report under this policy.

Any City of Yukon employee involved in threatening, harming or abusing another employee, citizen or contractor shall be subject to immediate termination.

324 - FIREARMS AND WEAPONS

All employees, unless exempted by a collective bargaining agreement, shall be subject to this policy.

- (a) The possession of weapons, dangerous instruments, and/or firearms by an employee during work hours, either on their person, or City of Yukon vehicle, on City of Yukon property, is prohibited.

Nothing in this provision shall be interpreted as prohibiting employees from storing firearms in their vehicles if otherwise authorized to do do under State law.

Nothing under this provision shall be interpreted as prohibiting any employee or guest to carry any concealed or unconcealed handgun into a City office building if that individual is authorized to carry a firearm into government buildings by State or Federal law (e.g. Law Enforcement);

325 - INCIDENT INVESTIGATION COOPERATION POLICY

The City of Yukon requires the full cooperation of all employees should a work-related incident arises which requires an investigation. Employees shall cooperate fully in all phases of an investigation, including if necessary by providing written statements or oral testimony. The refusal or failure to cooperate during any phase of an investigation may be cause for disciplinary action, up to and including termination. The City of Yukon will not tolerate retaliation against any employee because of participation in a workplace investigation.

326 – DISCLOSURE OF CONFIDENTIAL INFORMATION

Employees may be provided access to confidential information, including protected, sensitive and privileged information, during the course of their employment. Such confidential information shall only be used for the purpose of addressing work assignments and will not be discussed or disclosed to others unrelated to those work assignments.

Employees shall hold confidential all information accessible as an employee of the City and shall not use their position to access information unrelated to their work assignments, confidential information includes, among other categories:

- Personal information, including medical information, about any individual
- Any confidential information about a prospective location of business or industry, we obtain through the City's economic development relationships prior to public disclosure of such information
- Certain law enforcement records as required by state and federal laws

Any inadvertent disclosure of confidential information through technological means, shall be reported immediately to a supervisor.

400 - BENEFITS

A salary alone cannot be used to measure the total attractiveness of City of Yukon employment. The term "fringe benefit" refers to those added employment attractions provided by the City of Yukon to encourage its employees to remain in public service with the City of Yukon. Benefit eligibility is dependent on a variety of factors, including employee classification.

The City of Yukon reserves the right to change or alter any benefit plan or program at its discretion.

401 - GIFTS

A reasonable gift of food or drink shall be acceptable.

402 - REQUIRED EMPLOYMENT STATUS

Fringe benefits, except for social security and workers' compensation required by law, shall not be extended to any part-time, temporary, seasonal or emergency employee. Part-time employees, who work twenty-nine (29) hours per week on a regular basis, may receive vacation and sick leave on a pro rata basis. Full time employees in a probationary status and regular full time employees shall be eligible for group health, dental and life insurance.

403 - RETIREMENT SYSTEMS

Employees of the City of Yukon shall be entitled to retirement benefits, according to the following plans:

- (a) Employee Retirement System – the City of Yukon shall administer an Employee Retirement Plan for all regular full-time employees, except for Police, Fire, and elected officials. The contributions to this fund are made by the City of Yukon and the employee. Benefits from the fund are in accordance with the latest plan approved by the City Council of the City of Yukon. More detailed information about the retirement plan may be obtained from the Human Resources office.
- (b) Police Officer's Pension System – a regular commissioned Police Officer shall be covered by a pension fund which is administered by the Police Pension Board and by the State of Oklahoma Pension Board. Benefits from the Police Pension Fund shall be in accordance with State laws.
- (c) Firefighter's Pension System – a regular paid Firefighter shall be covered by a Pension fund administered by the Fire Pension Board and by the State of Oklahoma Pension Board. Benefits from the Fire Pension Fund shall be in accordance with State laws.

404 - LONGEVITY PAY

Longevity Pay is made in recognition of an employee's tenure and faithful service to the City of Yukon. It reflects payment to non-union employees only. Union employees will be governed by their individual, collective bargaining agreements.

- (a) Longevity pay shall be made in addition to an employee's base pay and shall be received annually. It will be paid in the month of the employee's hire date.

405 - GROUP HEALTH, DENTAL, LIFE, AD&D AND SHORT TERM DISABILITY INSURANCE

The City of Yukon maintains group health and dental insurance plans for all regular full time employees. Employees may at the expense to the employee elect dependent benefit coverage. All employee insurance coverage shall begin the 1st of the month following their first 60 days of employment:

- (a) Dependent Health and Dental Coverage – the City of Yukon agrees to pay a portion of the insurance premium in an amount determined by the City Manager. Dependent coverage for FOP and IAFF members are determined by their respective CBA. The City of Yukon will pay the full cost of dependent dental insurance coverage only if the employee has elected to have dependent health insurance.
- (b) Upon termination of employment with the City of Yukon, an eligible employee may elect to continue medical and/or dental insurance coverage for a period of time determined by Federal Law under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- (c) Any employee who retires from employment with the City of Yukon has the option to carry the group health and dental insurance plans. The premium amount will be determined by the insurance carrier.
- (d) Any dispute or disagreement between the employee and the City of Yukon's insurance carrier shall be between the employee and the insurance carrier exclusively and the employee may not grieve or take legal action against the City of Yukon for a decision made by the insurance carrier. The City of Yukon will, however, assist the employee in getting coverage explained by the insurance carrier or its agent.

The City of Yukon currently maintains a group life insurance plan covering all full time regular employees in a selected contractual amount of life insurance, and it shall pay the premium for this the plan.

Coverage shall become effective on the 1st of the month after 90 days of employment.

- (a) Life insurance coverage for all regular full time employees shall be equal in amount to their annual salary. The payout will be determined by the carrier and the plan document.
- (b) Short Term Disability and Accidental Death and Dismemberment insurance shall be provided for employees by the City of Yukon at no cost to the employee.

406 - SHARE THE SAVINGS PROGRAM

It is the policy of the City of Yukon to allow employees who have dependent insurance coverage with a carrier other than the City of Yukon and who elect not to participate in dependent coverage with the City of Yukon to receive a portion of what the City of Yukon would otherwise pay toward an employee's dependent coverage. **It is the employee's responsibility to provide the information to receive this benefit. There is no retroactive pay provision for this incentive.** Contact the Human Resources office for more information on the program.

407 - WORKERS' COMPENSATION

Workers' Compensation insurance provides benefits for job-related injuries to all City employees. Workers' Compensation will be administered in accordance with State statute.

Employees must work safely and follow all rules and regulations. The City of Yukon will enforce all safety rules, and employees who violate them will be disciplined, up to and including termination.

Employees should report injuries immediately so that they can receive fast and effective treatment.

If the employee is injured on the job, the employee should give the City of Yukon written notice of the injury within 24 hours. Forms for reporting injuries may be obtained from the Risk Manager or the Human Resources Department. If the employee is unable to fill out an injury report due to the nature of the employee's injury, his/her Director/Supervisor should obtain a form and fill it out for the employee.

While on approved injury leave, the municipal employees will be paid at 100% (one hundred percent) of his/her hourly rate for a maximum of 30 days. Workers' Compensation pay received from the carrier during the first 30 days must be endorsed by the employee and returned to the City. On the 31st day, if the employee is still unable to return to work because of related injury, the employee will receive Workers' Compensation wages only. Sworn Fire and Police personnel are paid according to state statute.

Employees on injury leave shall be returned to duty at the earliest practical date. Employees are required to furnish medical progress reports to the Risk Manager, with a copy to their Department director.

Return to work statements shall be presented to the employee's immediate supervisor or Department director, who in turn will forward the release to the Risk Manager.

If the injury was minor, no extended treatment was needed, or the return to work is routine, then the Supervisor will direct the employee to report back to work.

If the Supervisor has a question regarding the employee's ability to return to work, they should not allow the employee to return to work and immediately refer the employee to the Risk Manager. The Risk Manager will verify that the doctor's report is consistent with prior medical reports.

If the injury was serious and the employee has been off work for an extended period of time and/or has reached MMI and has permanent restrictions, a meeting will be scheduled with the Department director, the Risk Manager and the employee to determine fitness for duty.

408 - EXPIRATION OF INJURY LEAVE

Employees who are unable to return to their regularly assigned position after all injury leave has been expended may be placed on layoff status, or separated from employment. This policy shall not apply to those employees who have been placed on temporary total disability status.

- (a) A "Fitness for Duty" and "Functional Capacity" exams may be held prior to the end of the expiration of injury leave or as soon as practical thereafter. The employee should provide a completed "Fitness for Duty" and "Functional Capacity" statement from his/her doctor.
- (b) The decision to terminate an employee at the end of the injury leave period shall be made after consideration of such factors as the extent of the injury, supportive medical information, prognosis of the condition, whether reasonable accommodations as defined under the Americans with Disabilities Act (ADA).
- (c) If the employee has not reached the maximum benefit of medical treatment and is still receiving appropriate medical treatment, then the employee may be placed on layoff status for up to six (6) months, thereby creating an immediate vacancy which may be filled by the City of Yukon with a temporary employee. At the expiration of the six (6) month layoff period or during that six (6) month period, should an employee reach maximum benefit of medical treatment and become physically able to perform the regular assigned job duties of their position, either with or without reasonable accommodations as defined under the ADA.
- (d) The City of Yukon may, at its option, have the employee medically evaluated to confirm the employee's fitness for duty. If the City of Yukon is satisfied that the employee is fit for duty, then the City of Yukon shall recall the employee to fill their previous position or one of similar status and pay for which the returning employee is qualified.

Recalled employees shall begin to earn vacation and sick leave upon accepting recall at the same pay grade and salary prior to the layoff. Seniority shall also resume.

An employee placed on layoff that is unable to return to work at the end of six (6) months, with or without accommodations, will be terminated. The Human Resources Director will monitor injury leave and will notify both the Department director and the City Manager of any employee approaching the expiration of injury leave.

- (e) An employee who is terminated once they have met Maximum Medical Improvement (MMI) with permanent restriction and can no longer perform the essential functions of the position or placed on layoff status shall be paid for unused vacation and sick leave in accordance with the procedures outlined in those policies.

409 - EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City of Yukon believes it is in the interest of employees, employees' families, and the City of Yukon to offer an Employee Assistance Program (EAP) to help all employee confidentiality.

The City of Yukon believes that the personal lives of employees are their own affair. However, when personal problems with an employee seriously affects job performance, sound business practice and an obligation rooted in personal concern for employees require that the problems be resolved. The basic purpose of our EAP is to offer employee assistance in such a way as to restore individual productivity and enable employees to lead meaningful lives.

Any employee with a serious problem is encouraged to ask for assistance. Our EAP will provide help with problems relating to the following: alcohol; chemical dependence; mental/emotional/ psychological problems; and personal stress arising from conditions within the home, such as divorce, physical abuse, etc. Supervisors are responsible for communicating availability of this program to members of their own departments.

Those employees with substance abuse problems that could affect their safety and the safety of others, or impair their work performance, will be required to participate in an assistance program. No employee with a proven substance abuse problem will be allowed to return to work unless he or she has successfully completed a voluntary assistance program. Successful completion of such a program is a prerequisite for return to work. Upon successful completion of an assistance program, the City of Yukon retains the right to request that the employee takes periodic examinations and testing to verify that the substance abuse problem has not returned for a period of two (2) years after the employee has returned to work. Failure to participate and successfully complete an assistance program shall result in disciplinary action up to and including termination.

Participation in an assistance program will be at the employee's expense, but may be covered by the employee's health insurance plan. Any in-house services provided by the City of Yukon's *Employee Assistance Program* shall be at no cost to the employee. Sick and annual leave may be used during the time that an employee is participating in an assistance program. Additionally, leave without pay will be allowed for those employees who have insufficient sick or annual leave accrued to complete the program as allowed by the City of Yukon's personnel manual.

410 - COLLEGE DEGREE INCENTIVES, CERTIFICATIONS AND LICENCES (Revised 05-21-2019)(Approved 07-01-19)

All regular full time employees holding college degrees from an accredited institution shall, upon presenting proof of degree to the Human Resources office, receive an educational incentive bonus as follows:

- Associate's Level Degree: \$800.00 annually
- Bachelor's Level Degree: \$1,400.00 annually
- Master's Level Degree: \$2,000.00 annually

Payment will be made during the month of the employee's anniversary date of hire or date degree was received if degree was received at a later date (except Police and Fire union eligible employees who shall be governed by their respective collective bargaining agreements).

If proof of degree is not given to the Human Resources office before Anniversary date, Employee will not receive incentive until the following budget year. **There is no retroactive pay provision with this incentive.**

Employees holding more than one (1) degree will receive payment only for the highest degree held.

Certification is a highly valued professional achievement. It demonstrates a level of knowledge and expertise within the profession. Certain positions within the department may be required to attain these certifications as a condition of employment. For those positions that do not have this requirement, the attainment of certification allows the employee to enhance their professional career. Certification will benefit both the employee and the department.

Courses leading to the certification may be paid for by the department as part of the tuition reimbursement plan. Certifications **must** be job related and achieved by testing and maintained by earning continuing education credits annually. All certifications must be approved by the City Manager or his designee, before the incentive is paid. It will be the employee's responsibility to provide proof of continuing professional status and to be included in the personnel file. If an employee's certification expires without renewal, it is the employee's responsibility to notify Human Resources and the incentive will be revoked.

The incentive payment for employee certification will be \$800 annually, which is equal to an Associates level degree. Employees holding more than one (1) certification, will only receive payment for one (1) certificate. All certification requirements must be fulfilled before a pay incentive can be granted. Incentive payment will be made on the second pay period of July annually, beginning in 2019. If the employee currently receives a college degree/education incentive, they are not eligible for this incentive. **There is no retroactive pay provision with this incentive.**

All regular full time employees of the City of Yukon holding Class "A," "B," or "C" state licenses for sewage treatment and water distribution shall, upon presenting proof of license to the Human Resources office, receive an incentive ~~bonus~~ as follows:

Class "D"	\$ 50.00 annually
Class "C":	\$100.00 annually
Class "B":	\$150.00 annually
Class "A":	\$200.00 annually

All regular full time employees of the City of Yukon holding a Class A or B CDL Oklahoma State License will receive an annual incentive with proof that the license is is valid and in good

standing with the State of Oklahoma. You will only receive the incentive for the highest class held. The incentive is paid as follows:

Class "B":	\$250.00 annually
Class "A":	\$500.00 annually

Payments for license incentives will be made annually, CDL incentive in September and Water/Sewer License incentive in March. **There is not retroactive pay provision with this incentive.**

411 - TUITION REIMBURSEMENT

The City of Yukon recognizes that educational development encourages upward mobility and allows employees to grow and develop in their present positions and enhances their opportunities for growth within the City of Yukon. It is the employee's responsibility to notify their Department director of the employee's intent to attend eligible courses. This is a budgeted item and funds may not be available at all times. This incentive is for tuition reimbursement only; no books, course materials, fees, etc.

This is an annually budgeted expense. It is the employee responsibility to notify the Director of their intent to participate in this program or funds may not be available.

The maximum amount the City of Yukon will reimburse an employee is \$2,500.00 per fiscal year.

Contact the Finance department for more information.

412 - EMPLOYEE BUSINESS TRAVEL

This policy provides the administrative regulations governing all travel outside of the greater Oklahoma City area on behalf of the City of Yukon. Such travel includes being away on City of Yukon business, training, seminars, workshops, and professional conferences. To protect the interest of both the City of Yukon and its employees, the following rules are to be used as a guide in determining the expenses that the City of Yukon will reimburse.

The City of Yukon's philosophy of travel is that employees will be reimbursed for all reasonable costs incurred while traveling for the City of Yukon. There will be few per diem, or maximum limits placed on reasonable expenses, since the differences in costs across the country make uniformity in allowable expenses impractical. However, employees shall be held responsible for exercising good judgment, practicability, and reasonableness. Where claims for reimbursement appear excessive, the approving authority may require additional documentation and justification of the items claimed. If the claim is not justified or properly documented, it may be denied.

Budget constraints in each department and division, and the amount allocated in the budget for a particular trip, will be a controlling factor for authorization of the expenditure. Normally, trips must be an approved budget item, and must be authorized by the City Manager prior to travel.

Contact the Finance department for more information.

413 - LOCAL TRAVEL

Costs incurred by an employee while attending a conference, meeting or training seminar, or while otherwise carrying out official , City of Yukon business will be reimbursed upon submission of appropriate claim forms, including acceptable documentation of expenses.

Examples of reimbursable local expenses are:

- (a) Registration fees for seminars, conferences or meetings held within the greater Oklahoma City area. Receipts and brochures are required to be eligible for reimbursement.
- (b) City of Yukon vehicles should be used for local travel if possible, and multiple attendees should carpool when practical. If personal vehicles are used, mileage will be reimbursed at the current approved rate established by the Internal Revenue Service.

414 - TRANSPORTATION (Revised 05-21-2019)(Approved 07-01-19)

AIR TRAVEL – **First class tickets are NOT allowed** commercial air transportation is usually more economical in time and money and should be utilized whenever possible. Air coach and discount rates should be considered the standard. Reimbursement shall be for the actual cost of the air fare. Unused portions of any ticket shall be refunded and the money returned to the City of Yukon.

CITY/PERSONAL VEHICLE – If you have access to a City vehicle, you will need to use that vehicle. If you do not have access to a City vehicle and use of a private vehicle is your only option, the employee will be reimbursed on a mileage basis in an amount not to exceed the “coach” airfare, but reimbursement will be the lesser of the two amounts. Costs of lodging, meals and other expenses that would not have been incurred if public transportation had been used will not be reimbursed. The rate established will be in accordance with the approved mileage reimbursement amount as determined by the Internal Revenue Service each year. Employees should make every effort to use City of Yukon vehicles when engaged in business related travel.

VEHICLE RENTALS – normally, rental of a vehicle while attending a conference, meeting, seminar, etc., will not be eligible for reimbursement. Nevertheless, it is recognized that under some circumstances, rental of a vehicle may be a necessary and/or cost effective practice. Prior approval by the City Manager shall be obtained in all cases.

415 - LODGING, MEALS AND INCIDENTAL EXPENSES

Expenses will be allowed for adequate lodging and accommodations that are appropriate to the trip. Intermediate priced rooms should be the practice, although it is recognized that conference-housing bureaus may assign rooms without consideration of the employee's preference.

If the employee's spouse is attending the event, the employee shall be responsible for any difference in cost between the single room rate and the double occupancy room rate. A proper receipt showing a zero balance for lodging is required for reimbursement eligibility.

Any travel on City of Yukon business requiring absence from regular duties for one (1) full working day or more must be approved in writing by the City Manager prior to travel. All work related travel requiring an employee's absence of one (1) full working day or more shall be submitted to the City Manager for approval on a Conference/Seminar/Meeting Attendance form.

- (a) Along with the **Conference/Seminar/Meeting Attendance Form**, a **Travel Expense Form** with the estimated cost of the travel shall be submitted. Upon approval, this form shall be returned to the employee initiating the travel request.
- (b) Upon returning from the approved trip, the employee shall submit the Travel Expense form showing actual expenses incurred to their Department director for approval, along with the appropriate receipts. Failure to provide receipts may result in the employee **NOT** being reimbursed for the expenses.
- (c) The Department director will forward the approved Travel Expense form to the City Manager or his designee for approval.
- (d) Only customary and regular charges will be reimbursed by the City of Yukon.
- (e) Tipping is limited to Twenty percent (20%)
- (f) The City of Yukon **will not be liable** for damage to or theft of an employee's personal vehicle used for City of Yukon related business travel, if a City of Yukon owned vehicle was available for their use and the employee chose not to utilize the City of Yukon owned vehicle.
- (g) As a general rule, an expense is likely to be approved if some City of Yukon objective or mission is being served.

416 - FILING EXPENSE REPORTS

Upon returning from a trip or other City of Yukon sponsored activity, an approved expense report along with attached receipts shall be submitted to the Finance Office within ten (10) working days, on the designated form. Failure to submit this expense report within the ten (10) working days shall cause the City Treasurer to record the amount of any advance due back to the City of Yukon for the employee, council member or other representative.

The City Treasurer shall then have the authority to withhold such advance from any future payments to said person, including disbursements.

These unsubstantiated travel claims for which an advance was made could also be reported to the Internal Revenue Service as income paid to the person receiving the advance.

Contact the Finance department for more information.

500 - TRAINING POLICIES

501 - IN-SERVICE TRAINING

The City of Yukon offers its employees training when available and should be recommended and approved by the director and the City Manager or their designee

502 - PROFESSIONAL DEVELOPMENT

The City of Yukon encourages professional development through participation in meetings, seminars, and conferences, which have a direct relation to the City of Yukon's operation and the specialty of the employee.

Additionally, the City of Yukon encourages all employees to attend college level courses pertinent to their job specialty as a means of expanding their knowledge and improving their job performance.

- (a) Any employee wishing to attend a seminar or conference or any other assemblage not meeting on a regular basis and desires reimbursement for the cost or a portion of the cost should submit a written request to their Department director. If approved, the Department director shall forward the completed and approved Conference/Seminar/Meeting Attendance Authorization Form to the City Manager for consideration and approval.
- (b) Upon the City Manager's approval, the City of Yukon will pay in full or a portion of the registration fees, hotel accommodations, meals and travel as outlined in the **412 - Employee Business Travel**. All expenses shall be paid from the approved departmental budget.
- (c) Upon return from any conference, seminar or meeting, the employee may be asked to provide a verbal or written report for the benefit of fellow employees who were not able to attend the conference, seminar or meeting.
- (d) Employees wishing to take college level course work at the expense of the City of Yukon at an accredited institution may do so if in the pursuit of a job related degree or if such course work would help improve the employee's effectiveness or efficiency, in the City Manager's opinion. See **411-Tuition Reimbursement Policy**.

503 - DEPARTMENTAL TRAINING

It is the desire of the City of Yukon to provide on-the-job training in all departments. This allows employees to prepare themselves for future advancement when a regular full time vacancy occurs, or to fill such positions for a temporary period during vacation or sick leave of the regularly assigned employee.

Training of this nature will occur by assigning the employee to the position the employee is interested in for brief periods of time when:

- a) Absence from the employee's regular position will not interfere with the operation of the department.
- b) Their temporary assignment to the prospective new position will not disrupt current operations.
- c) Someone skilled in the new operation is available to provide the proper training and instruction.

An employee requesting or assigned to on-the-job training should understand that such training does not indicate that there will be an early vacancy in the position, nor that the employee will be automatically promoted to the position. Employees, while taking such training, will be paid their regular rate of pay.

504 - COURSES AVAILABLE

When an employee shows interest and curiosity about their position or a related position, the employee is performing a service both for the employee and the City of Yukon. Even when a formal on-the-job training program is not in operation, there is much that the alert and interested employee can do to improve efficiency and increase the prospects of being promoted. The City of Yukon shall maintain liaisons with the various educational institutions in order to keep abreast of the many jobs related educational opportunities that may become available.

It is State Law – that EXPENSES be encumbered before you buy, attend or request reimbursement.

505 - REGISTRATION/CONFERENCE FEES

Fees charged for registration for any approved event are an allowable expense. Whenever possible, registration fees should be paid in advance. A receipt or other proof of the fee must be provided with the expense report.

600 LEAVE POLICIES

601 - GENERAL POLICY

Generally, employees must submit a request for leave in advance of taking leave when possible.

Any employee who terminates employment with the City of Yukon and is subsequently re-employed (except for layoff) shall, for the purposes of these policies, be considered a new employee and previous service shall not be considered when computing leave benefits.

602 - HOLIDAYS

The following days shall be considered as official holidays observed by the City of Yukon. Employees shall be granted time off with pay unless they are required to work. Employees governed by collective bargaining agreements will receive holiday leave in accordance with their current contract.

Holiday	Day(s) Observed
New Year's Day	January 1 st
Martin Luther King Day	3 rd Monday in January
President's Day	3 rd Monday in February
Good Friday	Friday before Easter
Memorial Day	4 th Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving	4 th Thursday & Friday in November
Christmas Day	December 25 th
Floating Holiday	Scheduled by City Manager
Employee's Birthday	Must be taken in pay period in which birthday falls

The granting of holidays observed by the City of Yukon shall be subject to the following provisions:

- (a) When a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on Sunday, the following Monday shall be observed.
- (b) Nonexempt employees assigned to a thirty-seven and one half (37.5) or forty (40) hour work week who is required to work on any City of Yukon, scheduled holiday because of the nature of the work, **shall receive compensation at one and a half (1 ½) times their hourly rate of pay.**
- (c) An employee must work the day before and the day after a holiday to be eligible for holiday pay, unless they are on an authorized paid leave.

603 - VACATION LEAVE (Revised 05-21-2019) (Approved 07-01-19)

Paid vacation leave is given so that regular full-time employees and all regular part-time employees who work twenty-nine (29) hours per week for fifty-two (52) continuous weeks may relax from the everyday work routines and return refreshed to their work without loss of pay. Temporary, seasonal, and emergency employees shall not be entitled to paid vacation leave.

VACATION TIME - An employee who begins employment with the City of Yukon between the 1st and the 15th of the month will earn vacation leave for the entire month. If an employee begins work for the City of Yukon between the 16th and the end of the month, they will not earn vacation leave for that month. An employee who terminates employment with the City of Yukon between the 1st and the 15th of the month will not earn any vacation leave for that month. If an employee terminates employment between the 16th and the end of the month, they will earn vacation for the entire month. Employees should request the use of annual vacation leave at least five (5) working days before taking the requested leave. Requests for vacation leave in less than two (2) working days may not be granted because of the short notice period and the department work load.

Vacation leave shall be earned by regular full-time employees as follows (employees governed by collective bargaining agreements will receive vacation leave in accordance with their current contract):

LENGTH OF CITY SERVICE	VACATION DAY EARNED
0 - 9 years	8 hours per month
10 -14 years	12 hours per month
15 years and over	16 hours per month

Employees must complete the entire years of service before they are eligible for the next level of vacation leave.

ADMINISTRATION - Vacation leave with pay shall be granted to employees in accordance with the following provisions: (employees governed by collective bargaining agreements (CBA) will receive vacation leave in accordance with their current contract)

- (a) An employee must have been employed by the City of Yukon continuously for six (6) months before being eligible to use vacation leave.
- (b) Vacation leave shall not be converted from sick leave except as provided under the sick leave provisions of this policy.
- (c) Employees shall not be permitted to use earned vacation leave time during a period of suspension, short-term disability or unpaid leave.
- (d) Vacation leave shall not be granted for less than a minimum of two (2) hours for general employees.
- (e) Upon separation, an employee shall be paid for the unused portion of the employee's earned vacation leave, providing the employee has completed six (6) continuous months of employment with the City of Yukon.

- (f) Payment shall not be paid in lieu of vacations, except in extreme emergencies and only with the approval of the City Manager.
- (g) Scheduling of vacations shall be the responsibility of the Department director and the employee's immediate supervisor.
- (h) Employees may take only the amount of vacation leave time, which has been earned. Annual vacation leave time which has not been earned cannot be "advanced" to employees.
- (i) The City of Yukon shall have the exclusive right of scheduling vacations. Employees must realize that the needs of the City of Yukon shall receive first consideration when annual vacations are granted. Therefore, all employees applying for annual vacation leave must receive approval of proposed vacation leave from their appropriate director/supervisor. Directors/supervisors shall take into account the seasonal demand upon their respective activities when scheduling vacations and spread vacations over as wide of a period as possible in order to avoid significant reductions in services provided by the City of Yukon.

MAXIMUM VACATION ACCUMULATION - An employee may accumulate vacation leave not to exceed the following schedule (employees governed by collective bargaining agreements (CBA) will receive vacation leave in accordance with their current contract):

Vacation leave not used in one year can be carried over to the next year until the employee reaches a limit of 24 days or 192 hours (for 5 years of service or less) or 75 days or 600 hours (who have completed 5 years through 20 years of service). Employees with 20 years of service or more may carry a maximum of 100 days or 800 hours.

Once an employee is at the maximum vacation accrual, the employee will no longer be allowed to accrue additional vacation days. Days lost due to maximum accrual will not be given back.

Each year general employee with 20 years of service will be allowed to sell back a maximum of 80 hours to the City of Yukon. On July 1 of each year the maximum accrual will be adjusted to 800 hours. This buy back incentive may be terminated at any time by the City Manager.

REGULAR PART-TIME EMPLOYEES - All regular part-time employees who work twenty-nine (29) hours per week for fifty-two (52) continuous weeks shall earn vacation leave at the rate of one-half (1/2) workday, or four (4) hours, per month. Accumulation of vacation leave shall not exceed ninety-six (96) hours.

604 - SICK LEAVE (Revised 05-21-2019) (Approved 07-01-19)

Sick leave usage is limited to cases of illness or an injury, off the job, of the **employee**.

Abuse of the sick leave privilege may be cause for disciplinary action up to and including termination. Sick leave may be taken in one (1) hour increments.

Sick leave notification – an employee who is absent from work because of an illness or injury, that is not job related, shall make provisions to notify his or her director/supervisor at least thirty (30) minutes prior to when the employee is scheduled to start to work. An employee who is frequently absent for one (1) day illnesses may be required to submit a physician's statement regarding the employee's illness(es). Employees who are absent for three (3) or more consecutive days may be required to submit a physician's statement. This statement must indicate that the employee has recovered sufficiently to return to work. The City of Yukon reserves the right to have the employee evaluated by the City of Yukon's physician to confirm that the employee is eligible to return to their normal duties.

Unauthorized absences, abuse of sick leave, or three (3) consecutive days of being absent without leave (A.W.O.L.) shall be cause for termination.

ADMINISTRATION - Sick leave with pay shall be granted to employees in accordance with the following provisions: (employees governed by collective bargaining agreements (CBA) will receive vacation leave in accordance with their current contract)

- (a) Paid sick leave may not be used during the first six (6) months of employment.
- (b) In January of each year, full-time employees who have accumulated more than ninety (90) days of sick leave shall be reimbursed for all days accumulated in excess of ninety (90) at seventy-five percent (75%) of their current hourly rate.
- (c) Employees retiring from the City of Yukon under an approved retirement plan shall be reimbursed at seventy-five (75%) of their final hourly rate for all unused sick leave.
- (d) Employees terminating employment with the City of Yukon who have worked the number of years required to be vested in their individual retirement plan and who have accumulated the maximum number of sick leave days (90 days) allowed will be reimbursed for one-half (1/2) of all unused sick leave at seventy-five (75%) of their final hourly wage for all unused sick leave.
- (e) Employees may use only the amount of sick leave time, which has been accrued. Sick leave which has not been earned cannot be "advanced" to an employee.
- (f) An employee who begins employment with the City of Yukon between the 1st and the 15th of the month will earn sick leave for the entire month. If an employee begins between the 16th and the end of the month, they will not earn sick leave for that month. An employee who terminates employment with the City of Yukon between the 1st and the 15th of the month will not earn sick leave for that month. If they terminate between the 16th and the end of the month, they will earn sick leave for that entire month.

MAXIMUM SICK LEAVE ACCUMULATION - An employee may accumulate sick leave not to exceed the following schedule (employees governed by collective bargaining agreements (CBA) will receive sick leave in accordance with their current contract):

Sick leave shall be earned at the rate of one (1) work day, or eight (8) hours, per month for full-time regular employees assigned to a thirty-seven and a half (37.5) and forty (40) hour workweek.

All regular part-time employees who work twenty-nine (29) hours per week for fifty-two (52) continuous weeks shall earn sick leave at the rate of one-half (1/2) workday, or four (4) hours, per month. Accumulation of sick leave shall not exceed ninety-six (96) hours.

605 - BORROWING LEAVE

The City of Yukon understands that there will be times when the employee will need to borrow leave in the case of an emergency. This program is available to all leave eligible employees. Please contact Human Resources for more information on this program.

606 - SHORT-TERM DISABILITY

If requested, the employee may be granted short-term disability leave for the maximum allowed by the City of Yukon's short-term disability policy. Short-term disability may be granted for an illness or injury, which is not job related, after the employee has used all accumulated sick and vacation leave. An employee on short-term disability leave shall not accumulate vacation or sick leave days, or departmental seniority. However, an employee on temporary disability leave shall remain a participant in the City of Yukon's group insurance plans with the City of Yukon paying the normal employee premium cost, provided the employee pays for any additional cost of any dependent and/or voluntary benefits the employee may have.

607 – BEREAVEMENT LEAVE

Bereavement leave with pay will be granted to employees by their supervisor in the case of a death in the immediate family.

- (a) In the event of a death in the immediate family of any employee, the employee may be granted up to three (3) working days off with pay at the time of the death or funeral. The purpose of bereavement leave is to allow an employee to be absent for a sufficient amount of time to attend, and if required, to make the necessary funeral arrangements and to handle such other personal matters as may be necessary.

Nothing contained in this section shall be construed or interpreted as automatically granting the maximum funeral leave authorized above. The time needed by an employee for funeral leave shall be determined by taking into consideration such factors as the employee's involvement in arranging for the funeral, the date of the funeral in relation to the employee's regularly scheduled days off, and the travel mode and distance of the funeral.

If additional time is requested, the City Manager may grant extended leave of up to three (3) additional working days (two [2] shifts for Fire union employees). Requests for extended funeral leave shall be reviewed and must be submitted to the Human Resources department prior to taking extended funeral leave.

- (b) One (1) working day without loss of pay may be granted in the event of a death outside of the immediate family. If the funeral and/or burial service require travel to a location of 100 or more miles from Yukon, the City Manager may grant extended leave of up to three (3) additional days.

Immediate family are those persons who are related to the employee or the employee's spouse, as follows: spouse, children/step children, parents, stepparents, brothers, sisters, former guardians, grandparents, grandchildren, parents in-law, brother or sister in-law, and grandparents in-law. Additional relatives covered by this provision include aunts, uncles, nieces, and nephews.

608 - EMERGENCY LEAVE

Paid emergency leave for 1 (one) day, may be granted to an employee in cases where the extreme need for such leave is shown.

- (a) Emergency leave may be granted for an unexpected accident or injury of a member of the employee's immediate family that requires the employee's personal care or attention.
- (b) All emergency leave must be approved by the Department director and the City Manager prior to being paid.

609 - LEAVE OF ABSENCE WITHOUT PAY

An employee may be granted a leave of absence without pay for a specified period by the Department director and approved by the City Manager, subject to the following provisions:

- (a) Whenever possible, the employee shall request a leave of absence without pay in writing to the Department director at least five (5) days in advance of the requested leave without pay. The request shall specify the reasons for the leave, the date on which the leave is to start and the date of the employee's return to work.
- (b) All requests for leaves of absence without pay shall be approved by the City Manager or their designee prior to the granting of the leave.
- (c) Leaves of absence without pay may be granted to employees for emergencies. **A leave of absence without pay is only available if the employee has no sick leave or vacation time available.**
- (d) At the expiration of a leave without pay, the employee may be reinstated to the position the employee held prior to the approved leave. If the position has been eliminated, the employee shall be reinstated to any other vacant position in the same pay class for which the employee is qualified and in which the employee can immediately and reasonably perform.
- (e) Vacation and sick leave benefits are not earned during a leave of absence without pay of more than thirty (30) calendar days.
- (f) An approved leave of absence without pay for more than thirty (30) days shall not constitute a break in service; however, time spent on leave without pay shall not be

used in computing time-in-grade for satisfactory performance pay increases. Leave of absence without pay for more than thirty (30) calendar days shall not count toward service for earning vacation, sick leave or seniority.

- (g) An employee on leave of absence without pay for a period of more than ninety (90) calendar days shall be removed from the City of Yukon's group insurance plans and at that time and an offer of COBRA made.
- (h) Any employee who shall receive payment for work performed for any employer, other than the City of Yukon, while on an approved leave without pay, shall be subject to discipline up to and including termination, except when such leave has been specifically approved by the employee's Department director and the City Manager for the purpose of such employment.
- (i) Failure on the part of the employee to report to work promptly at the expiration of the unpaid leave of absence will be considered as a voluntary resignation.

610 - JURY DUTY LEAVE

Any employee will be granted the necessary time off without loss of pay for performing jury duty. Any payment received for jury duty must be remitted to the Human Resources Office.

- (a) An employee serving such duty shall present to their director/supervisor the original summons or subpoena from the court. Employees must also provide proof of attendance for each day off to their Department director.
- (b) Pay for jury duty shall be considered as a part of the employee's regular City of Yukon wages. Travel expenses shall not be considered as paid by the court and may be retained by the employee.

611 - CIVIL LEAVE

An employee will be given the necessary time off with pay to testify as a witness when they are properly subpoenaed as a witness in a case where the employee is not the plaintiff or the defendant.

- (a) Any fees received by the employee shall be remitted to the Human Resources Office.
- (b) An employee subpoenaed to testify in a case involving the federal, state, or municipal courts, in which the employee is either a plaintiff or defendant in the case, which is not job related, shall not be compensated for their time in court. The employee may use vacation leave or compensatory leave, or be granted leave without pay for the length of such service.

612 - VOTING TIME OFF

All City of Yukon employees who are registered voters may be allowed the necessary time off to vote, up to two (2) hours, in city, state and national elections. In order for the City to be in compliance with state laws, this shall not include employees whose workday end on or before 4:00 p.m., because these employees have three hours or more to vote before the closing of the polls.

Employees who need this time off should make a request, in writing, at least two (2) days in advance in order to ensure adequate departmental staffing levels are maintained. Time should be arranged so that a minimum of employees are off at any one time and no City of Yukon function may be closed as a result of this policy.

Department directors may designate the times in which employees are scheduled to be off to go vote. Upon proof of voting, the employee will not be subject to any loss of compensation or other penalty for the absence.

613 - MILITARY SERVICE AND TRAINING

The purpose of this policy is to establish military leave policies and procedures for those employees who are members of the National Guard, Armed Forces Reserves, or any other component of the Armed Forces of the United States of America, when ordered to active or inactive duty by a proper authority.

City of Yukon employees' job and career opportunities will not be limited or reduced because of their service in the National Guard or Military Reserve Armed Forces. Rights and benefits to particular employee groups may differ depending on applicable state and/or federal laws and regulations. It shall be the responsibility of the Human Resources Director to administer the policies and procedures contained herein.

ACTIVE DUTY – military leave for active duty, including National Guard or Reserve training, shall be governed by the following provisions:

- (a) REQUEST FOR LEAVE – employees that are called to active duty must present a copy of the orders to the Department Director and the orders will then be forwarded to the Human Resources Director. Although some employees may be notified by telephone or by letter that they are being called to active duty, each person should receive written orders from their branch of the service or military unit specifically indicating when and where their unit will be going on active duty. The date the orders state as the “date to report” is when the employee should be considered as being on active duty (not the date that the orders were sent to the employee).
- (b) EMPLOYEE STATUS – all employees will be carried on a “leave of absence without pay” status for the duration of their military leave. An exception of this policy concerns employees who are called to active duty and who are currently members of the National Guard or Reserves as specified in section (d) of this policy.
- (c) SENIORITY – seniority of an employee called to active duty will not be interrupted during their active duty period.
- (d) RESERVES AND NATIONAL GUARD – employees who are members of the National Guard or Reserves who are called to active duty are entitled to a leave of absence without loss of pay during the first thirty (30) calendar days of such leave. State law allows compensation for the first thirty (30) days of active duty during any fiscal year (October 1st through September 30th). The employee will be allowed leave with pay status for up to a maximum of thirty (30) calendar days during each federal fiscal year.

For example, if an employee was called to active duty beginning September 15, the employee would be granted thirty (30) days leave with pay, which would expire on October 5th of the same calendar year, but five (5) days would be counted toward the thirty (30) calendar days allowed during the current fiscal year and twenty-five (25) days to the previous fiscal year, if the employee had not used all of their paid military leave time.

- (e) HOLIDAYS – holidays will not be considered when the employee is on military leave without pay status. However, for those holidays occurring during paid military leave, the holiday will be honored so that the employee does not lose pay during this time period.
- (f) VACATION LEAVE – employees may request use of vacation leave or compensatory time during active duty. Should an employee who qualifies under part (d) request the use of his or her accrued leave, the employee will be placed on leave or compensatory time, as appropriate, at the end of the thirty (30) days of military leave pay period. After the employee has used all of his or her accrued vacation and compensatory time, as requested, thereafter the employee will be carried on a leave without pay status. Sick leave and vacation leave will not accrue while the employee is on military leave.
- (g) HEALTH INSURANCE – employees on military leave will be allowed to continue their health insurance under COBRA. COBRA allows an employee to choose to remain on the City of Yukon's group health insurance plan at the expense of the employee for up to twenty-four (24) months. Employees who are called to active duty that are in the National Guard or Reserves will be sent notices informing them that at the end of the thirty (30) days of military leave with pay period, they will be allowed to utilize the COBRA applications for their health insurance purposes.
- (h) PENSION – employees participating in the City of Yukon retirement system will receive credit while on leave for military service for retirement purposes if absent for less than one (1) year, even though no contributions to the system will be made by the City of Yukon or the employee.
- (i) ELIGIBILITY FOR RETURN TO WORK – employee must meet the following five (5) eligibility requirements for re-employment after being released from active duty. Those requirements are as follows:
 - (1) The City of Yukon position that you left must have been “other than temporary.”
 - (2) The employee must have left the City of Yukon position for the purpose of entering active military duty.
 - (3) The employee must have served satisfactorily and been released from active duty honorably (honorable termination).
 - (4) The employee must apply for re-employment within thirty-one (31) days of release from active duty after being released.

(5) Where the employee tour of duty exceeds one (1) year the employee will have up to ninety (90) calendar days after the employee's release to apply for employment with the City of Yukon.

(j) TERMS OF RETURN TO WORK – if the employee meets the criteria outlined above in Section (i) when applying for re-employment, the following rights are afforded:

(1) Employees are entitled to be placed in the same position they held prior to their tour of active duty, if the employee still qualifies to perform the essential functions required of the position, both mentally and physically.

(2) If the employee does not qualify for employment in the position the employee previously held prior to being called to active duty by reason of a disability sustained during their military service, but does qualify to perform the essential functions of another position that is open, and providing that the employee is willing, the employee will be offered a position that is nearest to their previous status and pay.

(3) There will be no break in seniority.

(4) Employees serving in the military, other than the National Guard or Reserves, are protected from termination without cause for up to one (1) year after returning to work. Those employees in the National Guard or Reserves are protected from termination without cause for up to six (6) months.

(5) When returning from military leave for active duty service, employees are afforded cost of living increases and increases in other benefits which are automatic or across-the-board which were given to other employees during that active military duty period.

Employees on military leave for active duty service should also be considered for promotion and step increases. However, granting increases or promotions based on performance are not mandatory when an employee is on military leave for active duty. Managers/supervisors should carefully document the consideration of employees on military leave for active duty service for promotions and step increases to ensure that consideration was given in these instances.

614 - RESERVE TRAINING

Military leave for reserve training shall be governed by the following provisions:

- (a) All employees who are members of a military reserve component of the Armed Forces of the United States or the National Guard shall, when ordered by the proper authority to active service for the purpose of attending an annual military training encampment or for attending weekend drills, be entitled to a leave of absence for the period of such active or inactive duty or service without loss of pay during the first twenty (20) regularly scheduled work days of such leave of absence during the federal fiscal year. If attendance for such military training is required beyond the first twenty (20) regularly scheduled work days, then employees may use vacation leave, compensatory time, or be carried on leave without pay status for those days in which the employee would have been regularly scheduled to work, but for the military training. An employee shall not be required to use vacation leave or compensatory time for time spent in military training occurring on days that the employee would not normally be scheduled to work.
- (b) In the event the time of such training is optional, the time shall be designated at the discretion of the appointing authority.
- (c) The employee shall present their director/supervisor with a copy of their orders to report for military training prior to departure on military leave.
- (d) An employee returning from military leave is entitled to re-employment at the same pay and step they held at the time they began their military leave.
- (e) National Guard or Reserve members shall notify their director/supervisor of their summer camp schedule as soon as possible after the information becomes available to National Guard or Reserve members.
- (f) Managers/supervisors of the department will use the information in part "(e)" to construct schedules for vacation and military leaves to ensure that the department will be adequately staffed at all times.
- (g) When applying for military leave, National Guard and Reserve members will complete a Personnel Action form stating MILITARY LEAVE as the reason for the leave.
- (h) A copy of the orders shall be attached to the Personnel Action Form.

**Personnel Manual
ACKNOWLEDGEMENT AND RECEIPT**

I have read my copy of the City of Yukon Personnel Manual.

The Personnel Manual describes important information about the City of Yukon, and I understand that I should consult my supervisor or Human Resources regarding any questions not answered in the manual. I have entered into my employment relationship with the City of Yukon voluntarily and acknowledge that there is not specified length of employment. **Accordingly, unless my employment is covered by a collective bargaining agreement, either the City of Yukon or I can terminate the relationship for the good of the service, with or without cause, at any time, so long as there is not a violation of applicable federal or state law.**

I understand and agree that, other than the City Manager, no director, supervisor or representative of the City of Yukon has any authority to enter into any agreement for employment other than at will; only the City Manager has the authority to make any such agreement and then only in writing.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the City of Yukon. By distributing this manual, the City of Yukon expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment for good of the service, any and all policies and practices may be changed at any time by the City of Yukon, and the City of Yukon reserves the right to change my hours, wage and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the City Manager, or in some cases the City Council, has the ability to adopt any revisions to the policies in the manual.

I understand and agree that nothing in the Personnel Manual creates, or is intended to create; a promise or representation of continued employment and that employment at the City of Yukon is employment at will, which may be terminated at the will of either the City of Yukon or me. Furthermore, I acknowledge that this manual is neither a contract of employment nor a legal document. I understand and agree that unless I am covered by a collective bargaining unit, employment and compensation may be terminated with or without cause and with or without notice at any time by the City of Yukon or me.

I have received the personnel manual, and I understand that it is my responsibility to read and comply with the policies contained in the manual and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

DETACH THIS PAGE, SIGN & RETURN TO HUMAN RESOURCES DEPT.