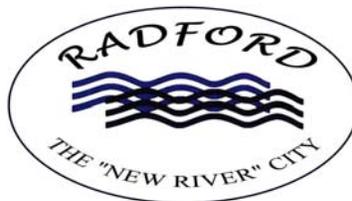




City of Radford ***Employee Handbook***

Adopted by Radford City Council
February 27, 2006



PURPOSE AND SCOPE OF HANDBOOK

Whether you have just joined our staff or have been at the City of Radford for a while, we are confident that you will find our city a dynamic and rewarding place in which to work and we look forward to a productive and successful association. We consider the employees of the City of Radford to be one of our most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about this handbook. 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 the applicability of a policy or practice to you, please address your specific questions to your Supervisor, Department Head, or Human Resources Manager. Neither this handbook nor any other city document, confers any contractual right, either expressed or implied, to remain in the city's employ. This handbook does not guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will or with or without cause, and without prior notice by the City; or you may resign for any reason at any time. No supervisor or other representative of the city (except the City Manager or his designated representative) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

This handbook applies to all employees whose job descriptions and position classifications are established within the Classification Plan of the City. This includes all regular classified and unclassified employees. It does not apply

to the constitutional offices or the Registrar.

Regular part-time employees are defined as those employees whose normal work schedule is 24-32 hours per week. The regular part-time employee is covered by all guidelines within the handbook except those pertaining to insurance, benefits, and time-off programs. Seasonal, limited term, and temporary (non grant-funded) employees are excluded from all portions of this handbook.

In addition to this handbook, a separate Police Department Policy and Procedures Manual shall also regulate Police Department personnel. In the case of conflicting provisions or requirements of these policies and procedures, the provision(s) of this handbook shall apply.

Department Heads will be furnished complete copies of all policy and changes thereto. They shall be responsible for maintaining a complete and current set of Policy and for bringing these rules to the attention of all employees under their supervision.

This handbook is subject to subsequent amendments that may be approved by the City of Radford Mayor and City Council.

RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the City of Radford's Employee Handbook. I agree to read it thoroughly, including the statements in the purposes and scope of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Human Resources Department. I understand that the City of Radford is an "at will" employer and as such employment with the City is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the City (except the City Manager, or his designated representative) has the authority to make any agreement contrary to the above. In addition, I understand that this Handbook states City policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or binding contract with the City for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Human Resources Department.

Date: _____

Signature: _____

Print Name: _____

Welcome to the City of Radford - we're glad you've joined us! We take pride in selecting people such as you to join our City workforce, and we believe you will be a positive addition to our most important asset – our employees.

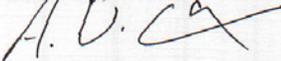
We hope you will enjoy a productive and pleasant association with us. We have created a work environment, compensation, and benefits program, and interactive culture that fosters positive work relationships. We expect that you will enhance the atmosphere by contributing your best efforts in whatever is asked of you.

We feel that the best way to help you achieve this goal is to help you understand the City of Radford and your role in it. This handbook has been prepared as a guide to give you a better understanding of the City's policies, procedures, and practices. Please familiarize yourself with its contents, and keep it handy for reference.

The City of Radford supports an "open door" policy and encourages you to ask questions if there are policies or procedures you don't understand. We welcome your ideals and suggestions for ways to improve our operations and/or services or to save unnecessary costs during your employment with us.

Again, welcome to our team. We wish you success in your new position and truly value you and the contribution you will make during your employment with us.

Sincerely,



Anthony Cox
City Manager

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CHAPTER 1-PUBLIC SERVICE IN CITY OF RADFORD

A. Government

The Code of Virginia and the Charter for the City of Radford establish the powers of the City of Radford government. These powers are vested in a Mayor and City Council consisting of five members. The qualified voters elect the Mayor and City Council Members for a term of four years. These terms are staggered.

The City Manager is appointed by the Mayor and City Council and carries out the day-to-day operations of City of Radford as directed by the Council. Specific responsibilities of the City Manager are set forth in the City Charter, in Council resolutions, and in ongoing instructions from the Council. In general, these duties include responsibility for the overall personnel, budgetary, and operational functions of City government; these functions are carried out through the Assistant City Manager, Department Directors, and staff. The Manager does not have authority over the City Attorney, elected Constitutional Officers, or school operations, which fall under a separately elected School Board and Superintendent.

B. Equal Employment Opportunity

EQUAL EMPLOYMENT OPPORTUNITY POLICY:

It is the policy of the City to ensure equal employment opportunity for all employees and appointed representatives. This commitment includes a mandate to promote and afford equal treatment and services to all citizens, employees and City representatives, and to assure equal employment opportunity based on ability and fitness to all persons regardless of race, religion, color, creed, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability unless such disability required of the position and which are bonafide occupational qualifications which cannot be accommodated without undue hardship.

THE GOALS AND OBJECTIVES OF THE EQUAL EMPLOYMENT OPPORTUNITY POLICY ARE TO:

Ensure fair treatment and non-discrimination in City hiring, City employment, and in appointments to and service on City boards and commissions.

Provide compliance with State and Federal equal opportunity requirements and regulations.

Provide a basis for encouraging those who do business with the City to practice Equal Employment Opportunity.

C. Equal Employment Opportunity Practices

The Human Resources Manager shall undertake the following actions to assure equal employment opportunities in the City.

Periodically review all position qualifications and job descriptions to ensure requirements are relevant to the tasks to be performed. Make recommendations as needed to delete requirements not reasonably related to the tasks to be performed.

Assure that pay and fringe benefits depend upon job responsibility and, along with overtime work, are administered on a non-discriminatory basis.

Inform and provide guidance to staff and management personnel who make hiring decisions so that all applications for selections, promotion and termination, including those of minorities and women are considered without discrimination and all applicants be given equal opportunity regardless of race, creed, color, national origin, sex, marital status, age, or the presence of a sensory, mental, or physical disability unless such disability effectively prevents the performance of essential duties and functions required by the position and which are bonafide occupational qualifications which cannot be accommodated without undue hardship.

Create a large pool of qualified candidates to encourage diversity and ensure equal employment opportunity in hiring. When it is determined there are no in house candidates, the following practices for listing jobs will be followed under the Human Resources Manager's direction. Regular full time jobs must be open for a minimum of ten workdays and jobs must be advertised in the City's paper of record.

Provide orientation for all new employees specifically emphasizing how the City assures equal opportunity. Encourage all employees to avail themselves of services rendered.

This policy shall be made known to all employees, contractors, and suppliers through distribution of the Equal Opportunity Policy. Applications for employment will include an equal opportunity clause.

D. Nondiscrimination/Anti-Harassment Policy

The City of Radford is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the City of Radford expects that all relationships among persons in the workplace will be businesslike and free of bias, prejudice and harassment.

E. Americans with Disabilities Act Policy Statement

The City of Radford does not discriminate on the basis of a person's disability in employment or the provisions of services. It is the intent of the City to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of city services, programs, or activities, and to allow disabled employees a bias free work environment. The City upon request will provide reasonable accommodations in compliance with the American with Disabilities Act (ADA).

F. Department of Human Resources

The Mayor and City Council established the Department of Human Resources, which is operated under the direction of the City Manager. The Department administers and interprets the personnel policies in this handbook and establishes personnel rules and regulations to comply with these policies. The Department of Human Resources is responsible for coordination of employee training, administration of City benefits, recruiting qualified applicants for City positions and working with Department Heads to facilitate sound Human Resource Management practices.

CHAPTER 2- GETTING STARTED

A. Application Process

Applicants for employment or City employees interested in another City position must complete an Application for Employment, available from the Human Resources Director. Applications are only accepted for posted positions. Positions are posted for a minimum of ten working days unless otherwise authorized by Human Resources. Job postings can be found in the Department of Human Resources, on City of Radford's Internet site, the

City's cable access channel, and posting locations throughout the City offices.

After the posting deadline, applications are referred to the appropriate department or office for interviewing and selection. Applicants who are not selected are notified after the hiring decision has been made.

Employment applications remain active, or held on file, for six months. An extended active period may apply to certain public safety positions. If an applicant wishes to apply for another posted position during the active period, he or she may use the active application by contacting the Department of Human Resources. If an applicant wishes to be considered for a position after the six-month active period, another application must be completed.

Any application form must have the approval of the Human Resources Manager before being adopted for use.

B. Standards for Employment

All applicants for employment with the City will have his/her qualifications measured against the employment standards established in the respective "Job Specifications". The Human Resources Manager may establish and must approve any tests or examinations needed to assist in determining the applicant's qualifications for the position. All tests given, whether of a practical or written nature, must be job related and not used in any way to discriminate against any class or group of individuals. Applicants selected for employment with the city must submit within three days the necessary documents to comply with the requirements of the Immigration Reform and Control Act of 1986, as amended.

The Chief of Police, with approval of the Human Resources Manager, may establish special standards for sworn police officers. These standards shall be on file in the offices of the Chief of Police and the City Manager. Police department applicants will be fingerprinted for the purpose of checking for a criminal record.

C. Physical Standards

To be considered for a position, an applicant must be able to perform the essential functions of the job with or without reasonable accommodation. Depending on the identified City position and after the conditional job offer, the applicant may be required to pass a medical examination or test

including drug screen completed by a City-chosen physician. The City will pay for the cost of any required medical examination or test. A medical examination may also be required periodically throughout employment for positions where physical standards must be maintained.

D. Hiring Process

The Human Resources Office will administer and coordinate the hiring process for all position vacancies to ensure compliance with legal and equal opportunity requirements. All hiring efforts are conducted in the spirit of equal opportunity.

RECRUITMENT:

1. The Human Resources Office will be notified immediately of all position vacancies. **(Appendix A – Employment Acquisition Form)**
2. The affected department may be asked to assist the Human Resource Office, as necessary, in formulating the job announcement, ads and in determining special applicant sources.
3. A determination will be made by the Human Resources Office, in cooperation with the department, whether to accept in-house candidate applications only or whether outside candidates will be considered for employment also.
4. The Human Resources Office will distribute to all City departments copies of the job announcement for posting for a minimum of ten working days.
5. Ads for local newspapers will be developed and placed by the Human Resources Office with assistance provided by the affected department.
6. The Human Resources Office and the department head will screen active application files for possible candidates. These candidates will be contacted to determine current interest in City employment prior to the closing date listed on the employment notice.
7. The City does not under normal circumstances use the services of any private employment agency, either employer or employee paid.
8. Applications shall be submitted to the Human Resources Office using

- City employment application forms. The application will be kept on file for at least six months and may be used to consider an applicant for all positions for which he or she might be qualified.
9. No applications for position are accepted after the published closing and/or receipt date. If there are not sufficient qualified candidates at the closing date, the position is re-opened and re-advertised.
 10. The Human Resources Office and Department Head will screen all applications received to determine qualification for the position to be filled and which applicants will be interviewed.
 11. Applicants may be disqualified for consideration for employment when any of the following facts exist:
 - a. They do not possess the qualifications for the job.
 - b. They have demonstrated an unsatisfactory employment record or personal record as evidenced by information contained on the application form or by the results of a reference check.
 - c. They have made false statements of any material facts or practiced deception in their application.
 - d. They are physically, mentally or otherwise unable to perform the duties of the position.
 - e. The applicant is not within the legal age limits prescribed by law.

INTERVIEWING PROCESS:

The employment interview is a supplement to and part of the selection process. The primary function of the interview is to obtain data or certain knowledge, skills, abilities of a candidate not available through review of resumes or other testing mechanisms. Certain guidelines will be observed to maximize the validity and reliability of the interview process as well as ensure the adherence to current EEOC requirements.

1. The Human Resources Office or affected department shall coordinate the interview process, including selection of panel members, scheduling candidates, development of interview questions, etc. Generally no more

than three individuals will serve on the interview panel. The composition of the interview panel shall generally consist of personnel who have expertise with the technical elements of the position and a Human Resources Specialist.

Careful selection will be made of panel members to ensure objectivity and job knowledge. Relative or personal friends of the applicants will be excluded from serving on the panel.

2. The Human Resources Office and the Department Head of the department in which the position vacancy exists (the City Manager in vacancies involving Department Head openings) shall be responsible for the development of interview questions and standards for measurement of candidate responses. Consistency will be maintained in the questions asked of all candidates. The questions must be job related and based on the analysis described in paragraph 1 above. Questions will be designed to measure job knowledge, experience, and education or to solicit responses, which reflect those personal traits, which are job related. Questions, which pertain to race, sex, religion or marital status or other inquiries, which tend to directly or indirectly disclose such information, are prohibited. Any questions that would indirectly divulge an applicant's age, national origin, or other discriminatory factor shall be made in strict accordance with law.
3. Inquires as to birth date and proof of age are permitted as long as there is no explicit or implied preference for persons under 40 years of age.
4. Inquires as to an applicant's ability to read, write or speak foreign languages are permitted when such inquiries are based on job requirements.
5. Inquiries about whether an applicant has certain specified sensory, mental or physical disabilities which relate reasonably to fitness to perform the particular job, or whether an applicant has any disabilities or health problems which may affect work performance or which the employer should take into account in determining job placement are permitted. Other general inquiries, which would tend to divulge disabilities or health conditions, which do not reasonably relate to fitness to perform the job are not permitted.
6. The Human Resources Office or the Department Head will inform the interview panel of responsibilities and requirements of the position to be

staffed. Copies of the applications of final candidates will also be provided to the interview panel members prior to the interview, along with proposed interview questions.

7. Following the interview, the interview panel shall attempt to reach a consensus and report the interview results and recommendations to the Human Resources Office.

REFERENCE CHECK:

Before the City extends any offer of employment, the Human Resources Office or affected department shall conduct a reference check on the final candidate(s). The check includes verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record, and other pertinent information. (**Appendix B – Reference Check Form**)

No reference check or background investigation will be conducted without first notifying the applicant of the investigation.

Certain positions may be designated by the Human Resources Office to undergo a thorough background check including criminal history by the Police Department or other designated individual/agency. (**Appendix C – Background Check Release Form**)

APPLICANT NOTIFICATION:

After references are verified and a final decision reached, the City will notify the candidate of his/her selection, and make an employment offer, and request that the offer be accepted or rejected within a set number of days.

If the first offer is rejected, it will be decided whether to hire another candidate or re-open the position.

Once a candidate accepts the employment offer, all other candidates will be notified in writing of the decision.

DRIVER LICENSES/RECORDS:

Persons appointed to positions that involve operation of a motor vehicle must present a valid Virginia drivers license at the time of employment or if

relocating from another state, must obtain a Virginia drivers license within 30 days of employment. These persons shall also be subject to a check of their driving record with the State Division of Motor Vehicles, with employment being contingent upon a satisfactory check of the record. If there has been insufficient time to check the driving record prior to the initial employment date, the employee's appointment letter shall state that employment is contingent upon receipt of the record. Applicants for a sworn Police position are subject to more stringent requirements as on file in the police department.

E. Age Limitations

Sixteen is the minimum age for non-hazardous employment. Age twenty-one is the minimum age for public safety employment. Eighteen is the minimum age for operating a motorized vehicle. There is no maximum age for employment.

F. Work Authorization

The *Immigration Reform and Control Act* makes it illegal for employers to employ anyone who is not authorized to work in the United States. Within three business days of the date employment begins, all new employees must provide documentation that is identified on the I-9 form (Employment Eligibility Verification form) to establish their identity and authorization to work in the United States. If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days.

A copy of the employee's social security card is required by the Finance Department to verify information for Social Security purposes.

G. Types of Appointments

City employees may receive a regular full-time, temporary, or part-time appointment to a position. Regular full-time appointments are made to positions specified by the Classification Plan. These positions usually have no fixed duration of service and appointees are eligible to receive all employee benefits. Part-time appointments are made to positions where the work hours are less than 40 hours per week. Temporary appointments are positions where the employee is hired for a specific time frame, normally no more than one year. Both temporary and part-time employees are paid on an

hourly basis and are not eligible for City benefits.

H. Orientation

The Department of Human Resources conducts new employee orientations regularly. Employees will be notified by their supervisor of their scheduled orientation session.

Each department is also responsible for providing the new employee with an on-the-job orientation. This orientation will introduce the employee to their work environment, responsibilities, work schedule, safety requirements, and the application of departmental policies. Once the employee is properly trained, he/she is required to sign a **Training Acknowledgement Form Appendix - D** that must be returned to the Human Resources Office.

I. Probationary Period

The work and conduct of a new employee during the first six months of employment are considered a working test period, or probationary period, except for the police department, which requires a one-year probationary period. During this time an employee must demonstrate the ability to perform essential job functions and suitability as a City employee. An employee may be dismissed at any time during the probationary period with no right of appeal, except where discrimination is claimed. Employees with charges of discrimination have the right of appeal through the grievance procedure described in Chapter 7. After successfully completing the probationary period, employment will continue on an at-will basis.

During this probationary period, it is recommended that their supervisor evaluate the new employee three months and six months after the employment date. This evaluation is intended to give both the employee and the supervisor the opportunity to discuss their working relationship and make improvements, if necessary. During this evaluation, the supervisor has the option to recommend to the City Manager that the probationary employee be transferred to regular employment, to extend the probationary period, or to dismiss the probationary employee.

With the approval of the Director of Human Resources, the supervisor may extend the probationary period for as much as six additional months. The probationary period may be extended when the employee's ability to meet essential job functions is questionable or when the duties of the job require additional training. Some City departments may establish other schedules

for probationary periods as their departmental needs mandate. These other schedules must be approved by the City Manager.

The probationary employee accrues both annual leave and sick leave, which may be used after it has accrued. "Chapter 4, Leaves of Absence," describes sick leave and annual leave usage.

J. Work Routine

Because the City of Radford relies heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time. Moreover, an employee must notify his/her supervisor as far in advance as possible if he/she expects to be late or absent.

The appropriate supervisor will provide the employee with a daily schedule. The supervisor or management may alter work hours during the workday, or may increase or decrease the normal work hours or work schedule. Regular full-time employees work a 40-hour week. However, as defined by the Fair Labor Standards Act, the City of Radford places employees whose primary duty is law enforcement or fire protection on an extended 28-day work period. Your supervisor will inform you as to whether or not your position is considered law enforcement or fire protection.

Depending on the nature of their work, employees may be allowed to alter their work hours or lunch schedule with approval from the appropriate supervisor. Offices that serve the public, however, must remain open and staffed from 8:30 a.m. until 5:00 p.m. Monday through Friday. While there are no designated times for employee breaks, individuals may need a rest period or brief break during the day. Break periods may not exceed 15 minutes in the morning and 15 minutes in the afternoon. Breaks must not conflict with ongoing work in the office or work area and, therefore, must be scheduled so that offices are open and staffed from 8:30 a.m. until 5:00 p.m. The employee must notify the appropriate supervisor before taking a break. Breaks shall not be used to arrive at work late, leave work early, or to extend the lunch period.

An employee may be required to work overtime. The guidelines found in Chapter 3, "Compensation and Benefits," describe overtime compensation.

CHAPTER 3- COMPENSATION AND BENEFITS

A. Classification Plan

The pay of all regular City employees is established by The Classification and Pay Plan, which is approved annually by the Mayor and City Council. The Department of Human Resources is responsible for developing and maintaining a uniform plan.

Pay ranges, or grades, are assigned for every classified position in the Plan. Every grade consists of minimum, mid point and maximum pay rates for a position.

Usually, new employees will start their employment at the minimum salary rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.

B. Recording Work Hours

Personnel covered by this handbook must accurately record all work hours and leave time on an approved time sheet or time card. The standard workweek for payroll purposes begins on Saturday at 12:01 a.m. and ends on Friday at 11:59 pm. Time sheets or cards must be submitted to the appropriate supervisor after the biweekly pay period is complete (see next section). The appropriate supervisor verifies and approves hours worked and departmental time records are forwarded to the Finance Office.

C. Pay Authorizations and Change Notices

Every appointment, promotion, transfer, termination, and other temporary or permanent change in an employee's status or in the account from which he is paid must be reported promptly to the Human Resources Manager on the prescribed form **Appendix E – Change of Status form**. Each Department Head is responsible for completing these forms prior to the end of the pay period in which the change becomes effective. Upon approval, the Human Resources Manager shall forward the form to the Finance Department, which will distribute copies for the employee's personnel file, the originating department, and the affected employee.

D. Preparation of Payroll

All payrolls shall be prepared in the Finance Department from timesheets approved by the appropriate supervisor. Paychecks shall be distributed every two weeks on Friday. If that Friday falls on an official City holiday, paychecks shall be distributed on the last regular workday prior to the holiday. The employee's supervisor or other appropriate administrative personnel shall distribute checks.

If an employee wishes to receive his/her paycheck on a date other than the designated pay date due to special circumstances (i.e., sickness or leave), the employee must submit a written request to the Department Head for approval. Any paycheck issued prior to the regular distribution date can be only for compensation earned during the payroll period.

E. Deductions

The amount of salary earned and the amount of salary received will differ. This is a result of pay deductions. Law requires some deductions and others are made at the employee's request. Law requires state and federal income taxes and Social Security deductions. Other legal deductions could include garnishments, tax liens, and other wage assignments. These payments are deducted from each employee's salary according to federal and State rates. All other deductions are voluntary and made at the employee's request. Voluntary deductions may include health insurance, savings bonds, credit union payments, United Way contributions, and deferred compensation.

F. Overtime Compensation

The job class status is used to determine overtime compensation. Each job class is given the status of either nonexempt or exempt. To be considered exempt, an employee's job duties must fit into either an executive, administrative or professional category by the Fair Labor Standards Act. Those employees whose job duties do not fall into these categories are classified as nonexempt. Your supervisor will inform you of your status when you are hired

G. Exempt-Nonexempt Employees

The Department of Labor's regulations applicable to the Fair Labor Standards Act establish certain tests to determine whether a position is

exempt from the Act's minimum wage and overtime requirements. The tests that define exempt classes of executive, administrative, and professional employees appear below.

1. Executive

- a. Salary of at least \$455 a week or the weekly rate as determined by the Department of Labor, and
- b. Customarily and regularly directs the work of at least two or more other full-time employees or their equivalent; and
- c. Authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight; and
- d. Primary duty is to manage the enterprise, department, or departmental subdivision.

2. Administrative

- a. Salary of at least \$455 a week, or the weekly rate as determined by the Department of Labor, and
- b. Primary duty consists of responsible office or non-manual work that is directly related to the management policies or general business operations of the employer or the employer's customers; and
- c. Primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

3. Professional

- a. Salary of at least \$455 a week, or the weekly rate as determined by the Department of Labor, and
- b. Primary duty must be the performance of work requiring advanced knowledge defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;

- c. Advanced knowledge must be in a field of science or learning and;
 - d. Advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.
4. Creative Professional
- a. Salary of at least \$455 a week, or the weekly rate as determined by the Department of Labor and
 - b. Primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.
5. Computer Employee
- a. Salary of at least \$455 a week, or the weekly rate as determined by the department of Labor, or if compensated on an hourly basis, at a rate not less than \$27.63 an hour, and
 - b. Employed as a computer systems analyst, computer software engineer or other similarly skilled worker in the computer field performing the duties described below;
 - c. Primary duties must consist of:
 - (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
 - (2) The design, development, documentations, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or systems design specifications;
 - (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
 - (4) A combination of the aforementioned duties, the performance of which requires the same level of skills.

In accordance with the above tests, employees who occupy the classifications listed below are exempt from the wage and overtime provisions of the Fair Labor Standards Act because they are executive (E), administrative (A), or learned Professionals (P).

CLASSIFICATION	EXEMPTION
Accountant	A
Assistant City Manager	E
Building Official	A
City Manager	E
Chief of Police	E
Director of Finance	E
Director of Parks and Recreation	E
Director Of Electric Utility	E
Library Director	E
Fire Chief	E
Fire Captain	A
Public Service Librarian	A
Youth Services Librarian	A
Water Treatment Plant Supervisor	A
Chief Water Plant Operator	A
Water Utility Maint. Supervisor	A
Network Administrator	P
Police Captain (Administrative)	A
Police Captain (Field Services)	A
Assistant Director of Elect. Utility	A
Electrical Operations Superintendent	A
Electric Utility Engineer	P
Recreation Program/Special Events Coordinator	A
Director of Economic Development	A
Human Resources Manager	A
Civil Engineer	P
Water/Waste Water Engineer	P
Public Relations/Grant Writer	A
Administrative Assistant/Deputy Clerk	A

H. Overtime Compensation for Nonexempt Employees

Overtime compensation will begin for all hours actually worked over 40 during the established workweek. The City provides overtime compensation

in the form of time and one-half the nonexempt employee's hourly pay rate. Sick leave, annual leave and holiday hours are considered actual work hours for the purposes of calculating overtime. Management may reschedule employees during the work period so that no more than the normally scheduled hours are worked.

As defined by the Fair Labor Standards Act, the City of Radford places employees whose primary duty is law enforcement or fire protection on an extended work period. The extended work period is 28 days and the City provides overtime compensation in accordance with FLSA guidelines. Compensation is at time and one-half the employee's hourly rate. Sick leave, annual leave, and holiday hours are considered actual work hours for the purposes of calculating overtime. Management may reschedule employees during the work period so that no more than the normally scheduled hours are worked in the 28-day period. Upon employment, your supervisor will inform you as to whether or not your position is considered law enforcement or fire protection.

The appropriate supervisor must pre-approve all overtime. Overtime payment is included on the employee's paycheck that follows submission of the biweekly time sheet containing the overtime work except those on a 28-day cycle. Employees on a 28-day cycle (public safety) are paid their overtime on the paycheck that follows the submission of the time sheet at the end of their 28-day cycle.

EXEMPT EMPLOYEE PAY

In accordance with the *Fair Labor Standards Act* regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed. Employees who feel their pay has been improperly reduced should report this immediately following the procedures specified below.

PROVISIONS MANDATED BY THE SALARY BASIS RULES:

Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform no work at all for the City.

Deductions from pay cannot be made as a result of absences due to the

circumstances listed below. The City, regardless of the circumstances, therefore specifically prohibits such improper pay deductions. Department Heads or supervisors violating this policy will be subject to investigation of their pay practices and appropriate corrective action in accordance with normal procedures.

Jury duty, attendance as a witness, temporary military leave, absences caused by the employer, absences caused by the operating requirements of the City, and partial day amounts other than those specifically discussed below.

The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases deductions may be permissible as long as they are consistent with other City policies and practices.

1. Absences of one or more full days for personal reasons other than sickness or disability (partial days must be paid).
2. Absences of one or more full days due to sickness or disability. This exception can apply when the employee is not yet eligible for sick/disability policy or has exhausted the paid leave benefits provided.
3. Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week. No deductions can be made for failure to work for these reasons, however.
4. Penalties imposed by infractions of safety rules of major significance.
5. Unpaid disciplinary suspensions of one or more full days in accordance with the City's disciplinary policy.
6. Deductions for the first and last week of employment, when the employee works only part of the week, as long as this practice is consistently applied to all exempt employees in the same circumstances.
7. Deductions for unpaid leave taken in accordance with a legitimate absence under the *Family and Medical Leave Act*.

I. Exempt/Discretionary Overtime Compensation

An employee is designated as exempt/discretionary if their job duties fit into an executive, administrative, or professional category and is at the department director or senior management level or above.

Exempt/discretionary employees are expected to work the hours necessary to complete the job and do not accumulate or record overtime (comp time) hours worked on an hour for hour basis.

J. Training

When employees on their own initiative attend an independent school, college, or trade school, after hours, the time is not compensable even if the courses are related to the employee's job.

K. Travel

HOME TO WORK

An employee who travels from home before the regular work day and return home at the end of the workday is engaged in ordinary home to work travel, which is a normal incident of employment. This is true whether he works at a fixed location or at a different job site. Normal from home to work is not work time. This includes travel from home to a meeting during or after normal working hours.

HOME TO WORK ON ASSIGNMENT OUTSIDE OF THE CITY

When an employee who regularly works at a fixed location is given an assignment outside the City, such travel cannot be regarded as home to work travel. For example, an employee who works in Radford with regular working hours from 8:30 A.M to 5:00 P. M. may be given an assignment in Richmond with instructions to leave Radford at 6:30 A.M. He/she arrives at 11:30 A.M. ready for work. The special assignment is completed at 5:00 P.M. Such travel cannot be regarded as ordinary home-to-work travel. It was performed for the City's benefit and at the City's request to meet the needs of the particular assignment. It would therefore qualify as an integral part of the "principal" activity, which the employee was hired to perform on that particular workday. All the time involved, however, need not be counted as work time. Since, except for the special assignment, the

employee would have had to report to his regular work site, the usual time required to travel from home to work may be deducted, such time being in the “home-to-work” category. The usual mealtime would also be deducted.

L. Standby and On-Call

Some City departments have a need for essential work to be performed outside regularly scheduled hours. Employees who are required to perform this work are placed on either standby or on-call status or are called back to work if necessary.

M. Standby

Standby is a preplanned status where employees are required to be available for specified periods of time to perform essential work outside regularly scheduled hours and are paid. Employees on standby status are not restricted in the use of personal time, but must be available for call back when contacted by beeper, radio, telephone or other prearranged means. Since, in utility operations, it is important to have employees prepared to respond to outages and emergencies, one employee shall be designated by the Electric Superintendent, Public Works superintendent and the Water/Wastewater Superintendent who shall be on “standby” for utility emergencies at all times. These employees shall be equipped with a pager or other electronic means of communication so they can be notified as needed. Each such employee shall respond to a dispatch within five (5) minutes of being paged and be able to report to the work within thirty (30) minutes. As compensation for this on-call status the employee shall receive a stipend of two hours pay for each day of on call service. The stipend shall be equal to one and one half times the employee’s normal hourly rate. Employees on standby status who do not respond when called for work may be subject to disciplinary action.

When a non-exempt employee is officially ordered to and does report back to work for emergency service they shall be compensated for all hours worked at one and one-half times his or her regular hourly rate. The employee shall be paid a minimum of two (2) hours at this rate for each call. Emergency service shall include calls to restore service or other trouble calls for utility operations. This shall not include scheduled work for routine maintenance of the utility system.

Standby status must be requested by the appropriate department director,

submitted to the Department of Human Resources for recommendation, and approved by the City Manager or the Manager's designee.

N. On-Call

On-call is a status designated in the job description or by the supervisor that subjects the employee to being called back to work outside regularly scheduled hours. Employees do not receive any type of compensation for on-call status. However, call back for employee's on-call is normally not as frequent as for those on standby status. Once called back to work while in on-call status, nonexempt employees are paid for all time worked.

O. Acting Status Compensation

An employee who is required to assume the duties of another employee in a higher pay grade is entitled to acting status compensation. This compensation is a temporary 10 percent increase in the employee's salary, or to the minimum of the pay grade, whichever is more. The employee fulfilling acting status will receive the appropriate compensation beginning on the first day of the pay period following two consecutive weeks of acting duty status.

P. Health and Dental Insurance

Only full-time employees are eligible to participate in the City's health and/or dental insurance plans. For those who participate, the cost of these insurance plans may be partially funded by the City and the remaining amount is deducted from the employee's salary. Those enrolled in the City's health and/or dental insurance plans will receive a handbook explaining the plans and benefits in detail.

Employees may only enroll, make changes in, or cancel the health and/or dental insurance plans upon employment, during yearly open enrollment periods, or within 30 days of a qualifying event. Contact the Department of Human Resources for more details on qualifying events.

Employees leaving City service may elect to continue their health/dental insurance for up to 18 or 29 months following termination of employment following the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA). The 29-month period is only available to qualified beneficiaries who are deemed by Social Security Administration to have been disabled before the end of the first 60 days of the 18-month

COBRA continuation period. In addition, family members who are enrolled may also continue coverage through the City's health and dental insurance plans if certain qualifying events would otherwise end their coverage. A qualifying event may include termination of employment, marriage, change in employment status, death, divorce, child reaching ineligible status due to age, etc. Spouses of employees may elect to continue their health/dental insurance for up to 36 months in the case of the employee's death or divorce. Dependent children of employees may also elect to continue their health/dental insurance for up to 36 months when the child ceases to be an eligible dependent.

Q. Retiree Health Insurance Benefit

All full-time employees who retire from the City (as approved by the Virginia Retirement System (VRS) and /or the Social Security Administration) with a minimum of fifteen years of City service are eligible to participate in a Retiree Health Benefits Program. Retirees who have participated in VRS for a minimum of 15 years may also be eligible for the Health Insurance Credit. If the retiree is determined to be eligible, a portion of their health insurance premium will be paid upon retirement thru VRS.

R. Health Insurance Portability & Accountability Act (HIPAA)

The City of Radford's health and medical benefits must comply with the Privacy Regulations found in the Health Insurance Portability and Accountability Act (HIPAA) as found in the Code of Federal Regulations 45 CFR Part 164.530. The City of Radford is required to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. This Notice of Privacy Practices will be provided upon enrollment in the insurance plans during your Benefit Orientation.

S. Life Insurance

Each full-time employee participates in the group life insurance plan. The Virginia Retirement System administers the plan, which offers life insurance without the requirement of a medical examination. The full-time employee may also purchase additional insurance through the optional life program.

Employees must choose a beneficiary when they begin City service and are responsible for keeping beneficiary records current. Contact the Department

of Human Resources if the beneficiary changes. The Virginia Retirement System publishes a handbook that includes an explanation of the group life insurance plan. This may be obtained in the Department of Human Resources.

T. Worker's Compensation

The City may pay related medical expenses—at no cost to the employee—for an accident or qualifying illness that occurs as a result of work.

Worker's compensation coverage is provided for full-time, part-time and temporary employees and authorized volunteers. In addition, the employee may be entitled to compensation to help offset the loss of wages while unable to work. Employees do not share in the cost of worker's compensation; the City pays the entire cost.

To be considered for full worker's compensation, accidents on the job must be reported to the employee's supervisor immediately. The Report of Accident or Injury and the Panel of Physicians forms must be completed by the supervisor and employee and forwarded to the Human Resources Director within two working days of the accident. These forms are to be completed even if the employee does not receive medical treatment. The City's Worker's Compensation Insurance Provider reviews all claims that are submitted for eligibility.

Sick leave may be used to compensate the employee for the first seven days of an injury if the employee is incapacitated less than three weeks. When the employee receives worker's compensation benefits, the employee is required to repay the City the amount covered by worker's compensation and previously advanced by the City. This policy is to ensure that employees will receive prompt and regular payments during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than the employee would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.

State law allows the City to designate physicians that the employee must choose from for an examination verifying the extent of injury or illness. If an employee chooses to be treated by a physician other than one on the City's panel of physicians, the employee may be responsible for medical expenses related to that treatment.

In cases of job-related injury or illness that extends beyond approved limits or in cases of permanent disability, the employee will receive the compensation allowed under the Worker's Compensation Act. The employee will not be on pay status with the City during this time and, therefore, will not accrue sick leave or annual leave.

Questions regarding worker's compensation may be directed to the Human Resources Director.

U. Unemployment Compensation

The City contributes to an unemployment compensation fund for employees who leave City service and are eligible to apply for unemployment compensation through the Virginia Employment Commission (VEC). After applying, the VEC determines compensation eligibility on an individual basis.

V. Virginia Retirement System

The Virginia Retirement System (VRS) was designed by the State to supplement federal Social Security retirement coverage. Membership in VRS is a condition of employment for all full-time regular City employees; however, new full-time employees 65 or older may choose not to participate. VRS provides a monthly payment to members when they retire for as long as the member lives. This monthly payment is based on the member's highest, consecutive 36 months of salaried employment averaged; years of VRS membership; and the member's age. The City makes contributions to VRS for each employee. These payments are divided into the employee's share, which is 5 percent of the annual salary, and the employer's share, but the City pays both shares as one of the employee's benefits. An employee must be a member of VRS five years to become vested, or eligible for a monthly retirement benefit.

Vested members are entitled to receive VRS benefits upon retirement. Employees may receive full or partial VRS benefits depending on their age when they retire. If an employee terminates service with the City before retirement, he or she may be able to withdraw the employee's VRS share, depending on provisions of the VRS. The VRS membership handbook gives a detailed explanation of the VRS benefits. Copies of the handbook may be obtained in the Department of Human Resources.

Employees who become permanently mentally or physically unable to perform present job duties may be eligible for work-related or non work-related disability retirement with the Virginia Retirement System. Contact the Department of Human Resources for more information.

Law enforcement officers and firefighters may be eligible for an additional retirement benefit through the Virginia Retirement System, The Law Enforcement Officers, Firefighters and Sheriff Program. Contact the Department of Human Resources for additional information regarding this benefit.

W. Social Security

The City contributes to the Social Security payment for each employee. The balance of the payment is deducted from each employee's salary. These payments are then credited to each employee's account. All payments made to Social Security by the employee and his or her employer(s) are totaled and determine the amount of Social Security benefit that the individual will receive upon retirement.

X. Deferred Compensation

All full-time employees have the option of participating in the voluntary deferred compensation program. Contributions can be made through pre-tax deductions from paychecks. Employees are 100% vested in the deferred compensation program once they enroll. For further information regarding the deferred compensation program, contact the Department of Human Resources.

Y. Tuition Reimbursement Program

The Tuition Reimbursement Program helps employees pursue professional growth and development with the City by providing reimbursement for non-mandatory, job-related coursework. Reimbursement is based upon available funding within the designated budget. The program is normally intended for those completing an academic degree, such as an associates', bachelors or masters degree. Completion of the GED, a certificate or technical course of study, or a single job-related course may also be covered. The course of study should be related to the current position or prepare the employee for promotion into another City position.

The Tuition Reimbursement Program is not intended to replace job skills

training, seminars, workshops and other training provided by the employee's department or required for the job. Employees who are eligible for educational assistance from other sources, including veteran's benefits, grants, and/or scholarships, must exhaust those sources before applying for City reimbursement. If an employee receives student loan money for coursework, the employee may still be eligible for tuition reimbursement. Tuition reimbursement may be available for regular full-time, non-probationary employees. Those who participate in the program will be asked to remain in City service one month for each **3** credit hours (or its equivalent) that is reimbursed. Employees who terminate employment with the City before completing time owed to the City for tuition reimbursement will be required to repay the monies received. City employees who retire are exempt from this payback provision.

Employees should make requests for tuition reimbursement through their department director **Appendix F – Tuition Reimbursement Form**. Requests should provide information that describes the course(s) and explains its relationship to preparing the employee for a City promotion or its relationship to the employee's current position. To receive reimbursement for approved coursework, the employee must achieve at least a grade of "C" (or its equivalent) for all high school and undergraduate courses and at least a grade of "B" (or its equivalent) for all graduate courses. A copy of the grade report must be submitted to the department director. Tuition reimbursement will be provided up to the in state, undergraduate or graduate credit hour tuition rate for Virginia Tech. Employees must bear all costs related to registration and other enrollment fees. The City may reimburse employees for textbook fees and other supplies after the employee has completed the course(s) within the grade requirements described previously. Textbooks that the City has paid for must be made available to other employees.

Reimbursement is not available for audited courses or to employees who are on extended leave without pay.

City time should not be used to take non-mandatory courses unless approved by the department director. To the greatest extent possible, department directors should allow employees to flex their work schedules and/or use compensatory time or annual leave to attend non-mandatory courses.

Z. Employee Service Awards

The City shall have an awards program whereby employees are presented an award increasing in value with the number of years of service the employee has with the City. Awards will be presented at completed five-year service intervals. All service with the City will be credited towards total years of service for purposes of recognizing employee tenure, even where breaks have occurred between service.

CHAPTER 4- LEAVES OF ABSENCE

A. Annual Leave

Full-time employees receive annual leave based on their years of continuous City service. Leave is applied biweekly to the employee's record according to the table below:

0-5 years of Service	8 hours per month
6-10 years of Service	10 hours per month
11-15 years of Service	12 hours per month
16-20 years of Service	14 hours per month
21 years or more	14 hours per month (plus) *

Annual leave may be taken in one-hour increments and is available for use after leave accruals have been applied **Appendix G – Leave Request form**. Unless the employee has accrued annual leave available for use, he or she will not be granted annual leave. Absences with pay due to annual leave, sick leave, civil leave, military leave or other types of paid leave do not affect the annual leave accumulation. However, leave will not accrue for any unpaid absence of 40 hours or more, per biweekly pay period including absences for FMLA reasons. This applies to new employees, those leaving City service or employees on leave without pay. Annual leave will accrue for all employees serving a probationary period.

Employees may accumulate annual leave not to exceed 160 hours if employed less than ten years, and 240 hours if employed eleven years or more by the last pay period of any fiscal year (June 30) or when the

employee leaves City service.

Although annual leave is an employee benefit, it should be scheduled so the ongoing work effort is not disrupted. Therefore, all annual leave requests must be submitted no less than three working days in advance and approved by the appropriate supervisor. The supervisor may waive the three-day requirement in emergency circumstances. In some departments, annual leave must be requested more than three days in advance. The appropriate supervisor will inform the employee when hired if a longer submission time applies.

Employees who leave City service are entitled to payment for annual leave up to the maximum accrual rate of 240 hours). This includes retirement, voluntary resignation, death, or dismissal. The City will pay the employee once all City property is returned to the appropriate department(s) and any debt to the City is settled.

An employee must give at least a two-weeks notice of resignation. Any annual leave taken during this time must be approved by the appropriate supervisor and must not interfere with the ongoing work effort of the department. Annual leave cannot be used to extend a resignation past the two-week notice.

Any scheduled holiday that falls during an employee's annual leave will not be charged to that leave balance.

* Employees currently eligible for 16 hours annual leave at the passage of the employee handbook (02/27/06) will be entitled to continue receiving 16 hours per month annual leave or may opt for 14 hour per month annual leave and receive 24 hours of pay that will be dispensed on their last pay- check in November.

B. Sick Leave

All regular and probationary full-time employees receive 96 hours (12 days) of sick leave per year. Sick leave is applied to the employee's record 26 times per year. Sick leave may be taken in 1-hour increments. Accumulated hours are available for use by full-time regular and probationary employees after they are applied to the employee's record. Unless the employee has accrued sick leave available for use, he or she will not be granted sick leave. Absences with pay due to annual leave, sick leave, civil leave, military leave or other types of paid leave do not affect the sick leave accumulation.

However, leave will not accrue for any unpaid absence of 40 hours or more, per biweekly pay period including absences for FMLA reasons. This includes new employees, those leaving City service, or employees on leave without pay. Sick leave hours will accrue for all employees serving a probationary period. Sick leave can accumulate and accrue from one fiscal year to the next. An employee is allowed to accumulate up to 1440 hours of sick leave.

Sick leave may be used to cover any absence from work that results from a personal illness or injury, exposure to a contagious disease that could create a hazard to fellow employees, or health-related appointments when these appointments cannot be reasonably scheduled outside working hours.

Sick leave may be used for illness of the spouse, children and parents or a relative living in the employee's household, or for health related appointments for those relatives when appointments cannot be scheduled outside business hours. A maximum of ten working days in a fiscal year may be charged against sick leave for family illness. In unusual circumstances, the Human Resources Manager may extend the ten-day fiscal year limit at the recommendation of the employee's supervisor.

Sick leave may be used to cover any absence related to the death of the employee's spouse, the employee's child or stepchildren, brother, sister, stepbrother, step-sister, parent, spouse's parent, stepmother, stepfather, grandparent, grandchild or a relative living in the employee's household. A maximum of three working days may be charged against sick leave for a family death, and a maximum of six days for the fiscal year. In unusual circumstances the Human Resources Manager may extend the three-day limit or the six-day fiscal year limit at the recommendation of the employee's supervisor. If additional time off is required, the employee may use annual leave, compensatory time (if eligible), or leave without pay, following the guidelines in this chapter. A doctor's certificate may be required when an employee is absent for a period in excess of three (3) days. The City may also request the opinion of a second doctor at the City's expense to determine whether the employee suffers from a chronic physical or mental condition, which impairs their ability to perform the job. Employees who are habitually absent due to reasonable illness or disability may be terminated if their disability cannot be accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens of the City.

Employees who are utilizing sick leave on the basis of a medical authorization may not work at their secondary employment. Sick leave pay will be denied to any employee who is found guilty of making a false statement of sickness or otherwise abusing the sick leave privilege. Abuse of sick leave is considered grounds for counseling and/or discipline.

The sick leave bank is a program that provides a “sick leave loan” to members who have exhausted all accumulated sick leave and annual leave balances. Loans are for personal major or prolonged illnesses; they are not available for family illness. All full-time, non-probationary employees are eligible to join the sick leave bank. To enroll, the employee must make a one-time donation of 16 hours from accumulated sick or annual leave. Contact the Department of Human Resources for an application form. All sick leave loans must be repaid following the procedures in the *Sick Leave Bank Policy* available in the Department of Human Resources. Leave hours donated to the bank must have been earned while actively employed by the City. Eligible employees may enroll once they have completed the probationary period or during annual open enrollment periods if the probationary period has already expired. Contact the Department of Human Resources for further information on enrollment, loan requests, and loan repayments.

Employees who work six months without using sick leave will be entitled to 8 hours personal leave. The department head will be responsible for scheduling when the employee may use the personal leave. Personal leave must be used prior to June 30th of each year and cannot be carried over.

Upon termination of employment, the employee will receive \$25.00 for each 8 hours up to 720 hours of unused sick leave.

If an employee elects to not receive the \$25.00 per day for unused sick leave and returns to work within 1 year from the date of termination, the employee will receive one-half of the sick leave hours accumulated at the time of separation, subject to the provision of the probationary period.

C. Sick Leave Bank

The City Shall provide a Sick Leave Bank to all full-time employees who have completed the first six months of original employment or re-employment and deposited the equivalent to 16 hours into the bank.

Appendix H – Sick Leave Bank Form

1. The eligible employee may use the sick leave bank benefit for an extended illness/injury that requires the employee to use all accumulated sick and annual leave. The benefit is for the employee's personal injury or illness, and not to be used for those of other family members.
2. The eligible employee must apply for this benefit by the completion of a Sick Leave Bank Application Form. A physician's certificate is required to support the illness or injury that prevents the employee from working. The application and supporting physician's certificate must be submitted to the Human Resources Office for processing.
3. The first 160 scheduled working hours of an illness or injury within the 12 month period must be covered by the employee's own accumulated leave or be taken as leave without pay.
4. All accrued sick leave and annual leave must be taken before obtaining a loan from the bank. If the employee is receiving compensation under the City's Workers' Compensation Program, the employee will not be eligible for a loan from the bank. An employee who is disabled from work and has received approval for disability retirement benefits through the Virginia Retirement System and/or Social Security will not be eligible for a loan from the bank.
5. Any employee may borrow a maximum of 3360 hours from the bank in a 12 month period. Employees must return to work and must follow the procedures described above before becoming eligible again to utilize sick leave bank benefits. If the employee is out due to disability, the employee need not meet another one hundred sixty-hours waiting period.
6. Annual and sick leave will continue to accrue as long as the employee is on a paid status, including payment through loaned hours.
7. Upon the employees return to work following receipt of the loan, the employee shall have deducted 50% of each pay period's sick leave accrual until the loan is repaid in full. Upon termination of employment, any balance due the sick leave bank shall be deducted from the employee's balance of unused sick and/or annual leave.
8. The enrolled employees may be assessed an additional one hour of sick leave at the beginning of a fiscal year if the bank is reduced below eight hundred hours (one hundred days). Notification of such an additional

assessment will be sent to each employee prior to any deductions from accrued leave.

D. Maternity and Paternity Leave

Maternity and Paternity leave shall be granted to employees. At least thirty days prior to the expected commencement of the leave, the employee must notify their supervisor written notice of intent to use maternity/paternity. The employee will also need to have a doctor complete the necessary forms required for Family Medical Leave. The employee shall charge leave for maternity/paternity purposes to sick and/or annual leave in accordance with the amount of each the employee has accrued. After exhausting these sources, the employee will be placed on leave without pay.

E. Family Medical Leave

Employees are entitled to participate in the benefits of the Family and Medical Leave Act (FMLA). FMLA leave is unpaid leave. The City requires employees to use accrued paid leave on an hour for hour basis in conjunction with FMLA leave.

An employee shall be entitled to family leave when he/she meets the following criteria:

1. The employee has worked for at least 12 months for the City.
2. The employee has to have worked for the employer for at least 1,250 hours over the 12 months before the leave would begin.
3. The employee must work in an office or worksite, which employs 50 or more employees, or there must be 50 employees within 75 miles of the office or worksite. At this city, all employees work within a 75-mile radius of City Hall.
4. When the City employs both spouses, they are jointly entitled to a combined total of 12 workweeks of family leave for the birth or placement of a child for adoption of foster care, and to care for a parent who has a serious health condition.

An eligible employee shall be entitled to 12 weeks of unpaid leave during a 12-month period for one or more of the following reasons:

1. The birth or placement of a child for adoption or foster care;
2. To care for an immediate family member (spouse, child, or parent) with a serious health condition; or to take medical leave when the employee is unable to work because of a health condition. A serious health condition is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or an incapacity lasting more than three consecutive days and involving continuing treatment by a health care provider. Continuing treatment involves two or more treatments (or one treatment when the condition is such that continuing follow-up is or will be required) by a healthcare provider, pregnancy, prenatal care, or other chronic or long-term serious health conditions.

To qualify for leave due to the serious health condition of a family member, the family member must be incapable of self-care. To qualify for leave due to the serious health condition of the employee, the employee must be unable to work at all or unable to perform any of the essential functions of the employee's position. Eligible employees can use up to 12 weeks of leave during any 12-month period.

The City will use a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Each time an employee uses leave, the City computes the amount of leave the employee has taken under this policy, subtracts it from the 12 weeks, and the balance remaining is the amount the employee is entitled to take at that time. For example, if an employee has taken 5 weeks of leave in the past 12 months, he or she could take an additional 7 weeks under this policy.

An employee shall be entitled to maintain group health insurance coverage on the same basis as if he/she had continued to work at the City. To maintain uninterrupted coverage, the employee will have to continue to pay his share of insurance premium payments. This payment shall be made either in person or by mail to the Treasures office by the last business day of each month. If the employee's payment is more than 30 days overdue then the City will drop the coverage.

If the employee informs the City that he/she does not intend to return to work at the end of the leave period the City's obligation to provide health benefits ends. If the employee chooses not to return to work for reasons other than a continued serious health condition, the City will require the

employee to reimburse the City the amount the City contributed towards the employee's health insurance during the leave period.

If the employee contributes to a life insurance or disability plan, the City will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the City will request that the employee continue to make those payments, along with the health care payments. If the employee does not continue these payments, the City will recover the payments at the end of the leave period, in a manner consistent with the law.

Certain types of earned benefits such as seniority may not be accrued during the leave period. However, the use of family or medical leave will not be considered a break in service when vesting or eligibility to participate in benefit programs is being determined.

An employee who utilizes family or medical leave under this policy will be restored the same job or a job with equivalent status, pay, benefits and other employment terms.

The City may choose to exempt certain, "key" employees from this job restoration requirement and not return them to the same or similar positions at the completion of FMLA leave. Employees who may be exempted will be informed of this status when they request leave. If the City deems it necessary to deny job restoration for a key employee on FMLA leave, the City will inform the employee of its intentions and will offer the employee the opportunity to return to work immediately.

In certain cases, the City may allow intermittent use of the twelve weeks of family or medical leave or a part of a reduced workweek. Employees wishing to use leave intermittently or to utilize a work week for birth or adoption purposes will need to discuss and gain approval for such use from the employee's department head and the Human Resources Manager.

Employees may also use FMLA intermittently or as part of a reduced workweek whenever it is medically necessary. If the need to use leave is foreseeable and based on preplanned and prescheduled medical treatment, the employee is responsible to schedule the treatment in a manner that does not unduly disrupt the City's operations. This provision is subject to the approval of the health care provider.

In some cases, the City may temporarily transfer an employee using intermittent or reduced workweek to a different job with equivalent pay and benefits if another position would better accommodate the intermittent or reduced schedule. All employees requesting leave under this policy must complete the Family/Medical leave for available in the Human Resources Department. When an employee plans to take leave under this policy, the employee must give the City 30 days notice. If it is not possible to give 30 days notice, the employee must give as much notice as is possible. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the City's operations.

While on leave, employees are requested to report monthly to the City regarding the status of the medical condition, and the intent to return to work.

On occasion, the City may require the employee to provide notice of the need to utilize leave (where it is possible to know beforehand) and/or may require the employee to provide certification of an employee's or immediate family member's serious health condition by a qualified health care provider **Appendix I – Family Medical leave Form**. The employee should try to respond to such a request within 20 days of the request, or provide a reasonable explanation for the delay.

Qualified health care providers include: doctors of medicine or osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractors, nurse practitioners, and nurse midwives authorized to practice under State law.

When seeking certification of a serious medical condition, an employee should ensure that the certification contains the following:

1. Date when the condition began; expected duration; diagnosis; and a brief statement of treatment.
2. If the employee is seeking medical leave for his/her own medical condition, certification should also include a statement that the employee is unable to perform the essential functions of the employee's position.
3. For a seriously ill family member, the certification should include dates and durations of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

If deemed necessary, the City may ask for a second opinion. The City will pay for the employee to get a certification from a second doctor, which the City will select. If there is a conflict between the original certification and the second opinion, the City may require the opinion of a third doctor. The City and the employee will jointly select the third doctor, and the City will pay for the opinion. The third opinion will be considered final.

F. Leave Without Pay

Although the City is not obligated to grant leave without pay, upon recommendation of the department head and Human Resources Manager and the approval of the City Manager may approve leave without pay requests for extended illnesses or for personal reasons given by the employee **Appendix – J Leave without Pay**. The Department Head may grant leaves of absence without pay for five days or less, after approval by the Human Resources Manager.

Leave without pay may be granted for as much as 180 calendar days during the course of employment. The employee cannot accumulate additional leave if on leave without pay for more than 40 hours. The employee will not receive pay for any holidays that occur while on non-pay status. If on leave without pay for longer than two pay periods, the employee must cover the entire premium balance to continue medical and/or dental insurance coverage (employee's share and the City's share). For those covered by the Virginia Retirement System, the employee must pay the employee's share of the life insurance premium to continue coverage.

An employee, who has failed to report to his/her workstation without prior authorization to use annual leave, sick leave, or compensatory time, shall be placed on leave-without-pay status. Upon return to work, the employee must explain the absence to his/her supervisor and shall be subject to disciplinary action at the discretion of the supervisor. Absence of an employee without proper authorization or notification for three consecutive 8, 10, 12 or 24 hour days shall be accepted as the employee's resignation.

G. Administrative Leave

Employees placed on administrative leave during internal investigations or other instances may or may not be authorized to receive compensation. In cases where compensation is not approved, vacation or sick leave may not be used.

H. Military Leave

An employee entering active military duty shall have his/her job status protected in full compliance with Federal and State requirements.

A maximum of 15 days with pay per Federal Fiscal year (October 1 – September 30) shall be granted to National Guard, Reservists, and members of the Virginia State Defense Force and National Defense Executive Reserve to attend training approved by the Governor, his designee, or other appropriate military official in the case of reservists. No charge for his training shall be made against annual leave and no loss of pay or seniority shall result from the taking of this leave **Appendix K – Military Leave Form.**

1. A period of work usually totals eight hours per day. For employees who normally do not work equal workdays on five or more days of each calendar week, the term “workday” shall mean 1260 of the total working hours such employee would be scheduled to work during an entire federal fiscal year, not taking into account any holiday, annual leave, military leave or other absences. For those employees, military leave will be paid in proportion to the regular work schedule.
2. Employees ordered to active duty, including training duty, for a period not to exceed 30 workdays will remain active under all City benefit plans.
3. Should an employee’s time away from work exceed the maximum 15 days paid leave per federal fiscal year, the following shall apply.
 - a. If the military leave is more than 40 hours without pay, the employee must continue to pay their portion of any insurance premiums, and will not accrue additional vacation and sick leave.
 - b. Employees ordered to active duty for more than 30 days, must contact Human Resources to determine the status of their benefits.
 - c. The employee may choose to use accumulated vacation time or compensatory time (if eligible), but will not be required to do so. The employee must notify his/her immediate supervisor if he/she wishes to be paid this time.

4. The employee's supervisor is responsible for ensuring that no more than 15 days (120 hours) with pay are granted for approved military leave.
 - a. If the employee chooses to use accumulated vacation or compensatory time, the employee's supervisor is responsible for indicating these hours on the employee's timesheet and submitting the timesheet to Finance.
 - b. For employees on military leave for more than 30-days, the supervisor is responsible for completing an Employee Status Sheet placing the employee on Military Leave.
 - c. Upon return of the employee, the supervisor is responsible for completing an Employee Status Sheet returning the employee to active status.

Part-time regular employees are granted leave without pay while engaged in active military duty for state or federal funded military training duty or who are called into active duty. Regular monthly drills and annual training are considered training duty.

Full-time or part-time regular employees who leave the City to enter full-time military duty with the active armed forces of the United States will be granted unpaid leave. Employees shall be granted military leave without pay for the duty indicated in their military orders that is not covered by military leave with pay, for up to five (5) years.

After completion of approved military leave or active military service (for a period up to five (5) years) the employee will be eligible for reinstatement to the same or similar position in accordance with USERRA guidelines (Uniformed Services Employment and Reemployment Rights Act) as long as they:

Report back to the civilian job in a timely manner or submit a timely application for reemployment:

- a. for periods of military service of up to 30 consecutive days, the employee must report back to work for the first full regularly scheduled work periods on the day following the completion of the period of service and safe transportation home, plus an 8-hour period of rest. If reporting back within this deadline is "impossible or

unreasonable” through no fault of the employee, he or she must report back as soon as possible after the expiration of the 8-hour period.

- b. for periods of service of 31-180 days, the employee must submit a written or verbal application for reemployment with the employer not later than 14 days after the completion of the period of service. If submitting the application within 14 days is impossible or unreasonable through no fault of the employee, he or she must submit the application as soon as possible thereafter.
 - c. for period of service more than 180 days, the employee must submit a written or verbal application for reemployment not later than 90 days after completion of the period of service.
5. The employee is responsible for providing a copy of the orders or other support documentation from a responsible military official as soon as possible after the employee is aware of training dates, active duty dates, etc. If written documentation is not available:
- a. The employee is responsible for notifying his/her supervisor orally as soon as practical after the employee is aware of training dates, active duty dates, etc.
 - b. If the military leave is for more than 30-days and orders were not presented prior to the employee leaving, they should be provided as soon as possible upon returning to employment.

Related training. The training will be considered working time and the employee will be compensated according to Chapter 3, “Compensation and Benefits.” In addition, the City will pay for reasonable training related expenses.

I. Required Training

Employees may be required or approved by their supervisor to attend job-related training. The training will be considered working time and the employee will be compensated according to Chapter 3, “Compensation and Benefits.” In addition, the City will pay for reasonable training-related expenses.

J. Educational Leave

Employees who choose to pursue a job-related course not required by the City may be reimbursed for their tuition, as described in Chapter 26, section Y, Tuition. Optional coursework is not considered working time and employees will not be paid for their time to attend such courses.

K. Civil Leave

Any regular full-time employee who is summoned to serve on jury duty or summoned or subpoenaed to appear in a court of law will be entitled to civil leave with pay. To receive civil leave, the employee must provide the appropriate supervisor with a copy of the subpoena or summons and must turn over a *copy* of the jury duty payment check to the Finance office. The employee will keep payment received for jury duty, and Finance will deduct from the employee's gross wages an amount equal to the jury duty payment (excluding reimbursement for travel expenses). If the employee chooses to charge civil duty to annual leave, he or she need not turn over a copy of the jury duty payment check to payroll and no funds will be deducted from the employee's gross wages. Civil leave may not exceed the time actually spent fulfilling the civil duty. Any additional time off on the same day must be charged to annual leave, compensatory time (if eligible), or leave without pay.

When an employee may need to use civil leave, he or she must notify the appropriate supervisor as soon as possible and complete a leave request form. A copy of the civil leave request must be forwarded to the Department of Human Resources.

Employees who are defendants in a criminal court case or a party in a civil lawsuit may not use civil leave. They must charge the absence to annual leave, compensatory time (if eligible), or leave without pay.

L. Funeral Leave

Employees will be granted 24 hours leave with pay upon the death of a member of the employee's immediate family. Forty hours will be granted upon the death of a member of the immediate family, or other person residing in the same household as the employee at the time of death.

M. Holidays

The City Council authorizes the following holidays to be observed with full pay for all full time employees:

*New Year's Day.....	January 1
Martin Luther King, Jr. Day.....	3 rd Monday in January
President's Day.....	3 rd Monday in February
Memorial Day.....	Last Monday in May
Independence Day.....	July 4
Labor Day.....	1 st Monday in September
Veteran's Day.....	November 11
Thanksgiving.....	4 th Thursday and following Friday in November
*Christmas.....	December 25

*The City will follow the state holiday schedule for Christmas and New Years.

For those offices that remain open on designated holidays or do not follow the established holiday schedule, the total number of paid holidays shall not exceed 11 eight-hour working days or 88 hours. Any additional day(s) appointed by the Mayor and City Council will be added to the 88-hour maximum for these offices. Holidays are considered an eight-hour work period that falls on the specified holiday. Employees working in public safety and other departments with special shifts may have holiday hours applied in a different manner not to exceed 88 hours in a year.

When a holiday falls on Saturday, the Friday before the holiday will be observed. When a holiday falls on Sunday, the Monday following the holiday will be observed.

All regular full-time employees are eligible to take the holiday off and to receive payment at the hourly rate for time off. However, an employee must be on pay status the full work-shift (normally eight hours) before and after the holiday to receive holiday pay. Employees who are on leave without pay on the workday immediately before or after a holiday will not be paid for that holiday.

Full-time, exempt, and nonexempt employees required by their supervisor to work on a City holiday are paid at the regular hourly rate for the amount of

time worked. The employee, with director approval, may choose to either be paid for the holiday or to “bank” the holiday hours for use at a future date. Hours held in the Holiday Bank may accumulate, but may not exceed 24 hours by the last pay period of any fiscal year or when the employee leaves City service.

CHAPTER 5 - ADMINISTRATIVE POLICIES AND EMPLOYEE RESPONSIBILITIES

OPEN COMMUNICATIONS

The City maintains a spirit of open communication through all aspects of its organization. Any employee who has a concern or would like assistance in solving job-related problems, providing information, or clearing up misunderstandings may meet with the Human Resources Manager. Of course, employees are encouraged to first discuss concerns with their immediate supervisor and/or department head if appropriate. This opportunity shall in no way be a substitute for the Employee Grievance Procedure or for the normal chain of command.

A. Personnel Files

The Department of Human Resources maintains a personnel file for each City employee. Employee records are maintained in accordance with the retention schedule established by the Commonwealth of Virginia State Library for local government records. This file is the official record of all employment with City of Radford. Files contain personal data, benefit records, performance evaluations, disciplinary actions, training records, and other pertinent information. In keeping with the Privacy Act, personnel files are available for inspection only by the employee and the employee’s supervisor or other authorized supervisor. An employee may review his or her file by contacting the Department of Human Resources for an appointment. A Department of Human Resources representative must be present during a review of a personnel file. Any changes of address, name, telephone number, number of dependents, or other information should be reported to the Department of Human Resources so that personnel records and insurance benefits may be kept up-to-date.

Medical records are kept in a separate file and are only accessible to the employee, an employee representative with written consent and the employer, on a need-to-know basis.

Personnel Records Retention

Federal Unemployment Tax and Federal Income Tax Withholding regulations require that employee records related to mandatory federal taxes must be retained for at least four years.

Under the Civil Rights Act of 1964, Title VII and the Americans with Disabilities Act (ADA), employers with at least fifteen employees must retain applications and other personnel records relating to hires, rehires, tests used in employment, promotions, transfers, demotions, selection for training, layoff, recall, terminations or discharges for one year from making the record or taking the personnel action.

Payroll information showing basic information must be retained for three years.

B. Performance Evaluations

To establish a meaningful performance evaluation system upon which the City can continuously monitor the effectiveness of the City and its operations, all employees will receive regularly scheduled formal performance evaluations at least annually.

The objectives of our performance management and formal appraisal process are:

1. To ensure that each employee knows how he/she is performing against established performance standards;
2. To determine how well the City is doing in assisting with work performance and objectives;
3. To ensure communication and two-way feedback;
4. To provide a tool for career planning; and,
5. To provide a permanent record of employee performance and City of Radford contributions.

Managers and supervisory personnel are accountable for providing employee development actions designed to improve and enhance employee performance such as:

1. Reasonable employee training;
2. Assigning, directing, controlling, and reviewing employee work;
3. Assisting employees in correcting deficiencies; and
4. Objectively evaluating employee performance during the evaluation period.

Our performance appraisal program is intended to be participatory and equally involves both your input and your supervisor's input. This allows you to contribute to the growth and improvement of the City. You are encouraged to:

1. Inquire about your performance periodically;
2. Accept additional responsibilities and show initiative;
3. Review opportunities for advancement within the City;
4. Ask for assistance in developing a goal-oriented path for advancement within the department or City; and,
5. Learn about training available to assist you in improving your skills or qualifying for a promotion or lateral transfer.

Performance evaluations serve as one factor in decisions related to employment such as training, merit pay increases (when available), job assignments, employee development, promotions, and retention. Reports are to identify specific performance levels as compared to established standards, to acknowledge the merit of outstanding performance, and to prescribe the means and methods of improving performance deficiencies to the required level of performance.

Our high performance expectations reflect our belief that everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the City and its employees. It is the philosophy of the City to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your department head or supervisor will discuss the situation with you, explaining the policy and the necessity of corrective action to avoid other disciplinary actions. You will be informed of the facts and observations leading to the decision to take corrective action as well as the proposed corrective action measures to be taken. You will be given the opportunity to provide additional information for consideration or to clarify any misunderstandings before corrective action is taken.

Probationary employees are evaluated during the third month of employment and again 30 days before completing the probationary period. Employees are normally evaluated annually on or about their anniversary date or other dates as defined by the department.

The City depends on all employees to deliver efficient, quality services to all City residents. Any non-probation employee who receives an unsatisfactory performance evaluation will be reevaluated in accordance with a plan of action by the appropriate supervisor. Any employee who receives two or more unsatisfactory *annual* performance evaluations, not necessarily consecutive, within a three-year period may be subject to dismissal. As outlined in Chapter 6, "Disciplinary Procedures," this does not preclude an earlier dismissal.

The immediate supervisor shall evaluate his/her employees since he/she is the person most familiar with and responsible for the work of the unit. When the supervisor completes and signs the evaluation form, he/she must forward it to his/her department head for their review and signature. The supervisor then must give a copy of the form to the employee and schedule a meeting with the employee to discuss the evaluation, job performance, and goals for the coming year. At the end of that meeting the employee must sign the form.

If an employee wishes to appeal his/her evaluation before signing the form, the employee may meet with his/her department head to discuss the reasons he/she believes the evaluation is inappropriate. If that meeting does not satisfy the employee, he/she then may appeal the evaluation to the City Manager. Any appeal must be made within five working days following the evaluation interview between the employee and the supervisor.

All evaluations must be sent to the Human Resources Manager who will

review them for consistency, completeness, and accuracy. The forms are then placed in the employee's personnel file.

C. Employee Classification

The City of Radford has established a personnel classification plan that is maintained by the Department of Human Resources. Similar positions with like duties and responsibilities are placed in the same job classification and are assigned a pay grade. The Department of Human Resources maintains a description of duties and qualifications for each job classification. It is the responsibility of each department director to review job descriptions for significant changes in job duties and submit requests for changes in classification to the Human Resources Manager. Recommendations from the Human Resources Manager must be approved by the City Manager.

D. Promotions

A promotion is the selection of an employee from a job in one salary grade for a position in a higher salary grade. To be considered for a promotion, an employee must meet the requirements and qualifications specified in the job description. Job vacancies are posted as described in Chapter 2, "Getting Started." Whenever possible, current City of Radford employees who meet minimum qualifications should be given preference in hiring. When an employee is promoted into a new position that employee will serve up to a six-month transitional review period or a period of time determined by departmental needs. During this time, the promoted employee must demonstrate suitability for the position and the ability to perform the essential job functions. The department will do what it can through training and development to ensure successful transition to the new job.

E. Demotions

When an employee has displayed an inability to meet job requirements or to perform the assigned tasks of the position, demotion may result. The employee may be assigned to a position in a lower salary grade, if a position is available and the employee can perform the tasks required for the new position. A voluntary demotion may occur if an employee requests and is granted reassignment in a lower salary grade. The appropriate department director must approve all demotions after review and concurrence by the Director of Human Resources.

The salary of a demoted employee may be set at any point within the range

established for the new position. If the demoted employee's current salary is above the maximum rate established for the new position, the employee's salary will be reduced. The new salary will be based upon the recommendation of the department director, constitutional officer or other official, and approved by the Director of Human Resources.

F. Position Reclassification

The City may make changes in the classification system and adjust an employee's salary if essential job functions increase or decrease to the extent that a different classification is appropriate. The City may make minor changes in the job description or title without affecting the position classification. Department directors may request a position reclassification at any time. The request must be submitted through the Job Evaluation Team and must be approved by the City Manager.

A position reclassification may occur in an existing position because of significant increases or decreases in essential job functions and responsibilities. Where a position reclassification results from changes in essential job functions and responsibilities and the incumbent fills the reclassified position, the City's application process does not apply.

The employee whose position is reclassified may receive an appropriate increase in salary according to the City of Radford Pay Philosophy, which includes maintenance of market competitiveness and the City's ability and/or willingness to pay. The salary for an employee whose position is reclassified downward may remain the same. However, if the employee's present salary is left above the maximum salary of the new, lower grade, the employee will not be eligible to receive merit or performance based salary increases.

G. Position Establishment and Abolishment.

The City may establish or abolish positions in the Classification Plan according to its needs. If a new position is established, it will be posted and applications for employment will be accepted according to the City's application process, as outlined in Chapter 2, "Getting Started". If a position is abolished, or when there are significant changes to the position requirements whereby the incumbent does not qualify for the revised responsibilities, or when the resulting reclassification is such that the incumbent is not reasonably considered a candidate for the new position, the City will assist the affected employee(s) with career transitional services.

The City Manager may call for a reduction of the work force due to budgetary restraints. In determining which employees shall be laid off, the City Manager shall consider length of service, performance evaluations, and specific benefits to the City of each employee.

H. Other Classification Adjustments

The City may make changes at any time in the classification system and adjust employees' salaries based on periodic marketplace conditions or salary surveys. Adjustments may occur within identified groups, classes of positions, or system-wide.

The reassignment of a position or positions at any time in the Classification Plan as a result of periodic marketplace or salary surveys is wholly separate from the reclassification process. The City Manager defines the method by which positions are reassigned and employees' salaries are adjusted.

I. Transfers

Lateral Transfer – An employee wishing to transfer to a job with the same pay rating must receive approval of the Department Head involved, as well as that of the City Manager and will receive no pay adjustments.

Lower Rated Position – An employee wishing to transfer to a lower rated position must receive approval of the Department Head involved, as well as the City Manager and the employee's salary will decrease to the amount of the top of that positions hiring range.

J. Notice of Resignation

Any employee voluntarily leaving the services of the City is encouraged to give two weeks notice in writing to his/her supervisor. If this notice is not given, the employee's eligibility for reemployment may be adversely affected.

K. Exit Interview

Upon submitting his/her resignation or being separated in any other way from the employ of the City, a full-time employee, except in cases of dismissal, shall be required to schedule an exit interview with the Human Resources Manager. This interview is to discuss closure details, including benefits information, workplace feedback, and other related information.

The exit interview must be scheduled before the employee's final paycheck will be issued. **Appendix L – Exit Interview Form**

L. Travel Reimbursement

Employees required to travel for City business will be reimbursed for work-related travel expenses. All travel is subject to prior approval by the appropriate supervisor. Reimbursement will only be approved after submitting all eligible travel expenditure receipts. Ineligible expenses include but are not limited to the following: purchasing alcoholic beverages, personal recreation-related expenses, and in-room hotel “pay-for-view” movies.

Employees who use their personal vehicle for City business are also eligible to receive mileage reimbursement. Reimbursement is paid at the current per-mile amount. For further information, refer to the City Travel Policy on file in the Finance Office or on the City's Intranet site. **Appendix M – Travel Reimbursement Form & Policy**

M. Use of Personal Car for City Business

When it is necessary to use a personal car for City business, the department head concerned must grant prior approval. The City shall reimburse an individual for use of his/her car for City business at the current rate established by the Internal Revenue Service for federal income tax purposes for such use. A travel expense form must be completed by the individual and submitted to the department head for his/her signature. The City Manager or his designee shall make final approval.

N. Use of City Owned Motor Vehicles and Motorized Equipment

All individuals assigned the use of a City-owned vehicle are responsible for complying with the following requirements:

1. City owned vehicles assigned to an employee should only be used by that employee in the performance of the duties of his/her department.
2. All employees are required to take every precaution in the prevention of accidents to himself/herself, his/her fellow employees, and the public.
3. All drivers of motor vehicles owned or used by the City shall be

legally licensed to operate the motor vehicles, shall maintain physical fitness standards required to operate the vehicle, shall obey all traffic rules and regulations prescribed by law, and shall use every safety measure possible to prevent accidents.

4. An employee must immediately notify his/her supervisor concerning any change in the status of his/her driver's license.
5. If an employee's driver's license is restricted, i.e. must wear glasses when driving or is only allowed to drive to and from work, the employee must comply with the restrictions when he/she is at work. The employee also must notify his/her supervisor of the restriction.
6. At the end of each workday, all City-owned vehicles that are permitted to be taken home will be driven to the individual's place of residence and parked until the individual returns to work or is called out on departmental business. Occasional stops to and from work for private business will be allowed; however discretion should be used in all cases. Employees who are authorized to take a vehicle home must leave the vehicle at the place of work when they are on annual leave or otherwise absent from work for a non-job related purpose, unless otherwise approved by the department head.
7. All individuals assigned City-owned vehicles are responsible for coordinating routine maintenance and repair of the vehicle with the Department of Public Works.
8. Whenever possible, all vehicles will be shared with other City employees in need of a vehicle for official City business. In all cases, however, the individual assigned the vehicle will have preference.
9. In January of each year, or whenever changes occur during the year, each department head must supply the Finance Office with the names of all employees who commute to and from work in City-owned vehicles.
10. It shall be the duty and responsibility of any operator of light or heavy motorized equipment to immediately report to his/her supervisor any defect in the mechanical equipment and to use every precaution to prevent additional property loss, expense, or recurrence of the condition.

11. Operators of all vehicles and other motorized equipment used in the service of all the City government who violate these requirements or who become involved in any accident will be subject to an investigation. If it is determined that the employee is responsible for the violation or accident, or through carelessness or recklessness contributed to the cause of the accident, appropriate action will be taken by the employee's department head.
12. In order to protect the City from potential liability, the following actions will occur if an employee's driver's license is revoked or suspended:
13. The employee shall not be allowed to operate any City-owned vehicle until proof is presented to the department head that a valid Virginia license has been reissued to the employee.
14. An employee whose duties require regular operation of City-owned vehicles may be assigned to a position for which driving is not required, with a possible cut in pay, if such a position is available and if the transfer will not interfere with City operations. Otherwise, the employee shall be (1) terminated if his license is revoked, or (2) if his license is suspended, placed on leave without pay status for the suspension period or terminated if the leave would interfere with City operations.

O. Outside Employment

Any job held by a City employee outside of working hours should not conflict with or compromise, in any way, the position that the employee holds with the City. An employee requesting outside employment, including self-employment, must discuss the matter with his/her department head, who then must submit the request in writing to the City Manager for approval.

Appendix N – Outside Employment Form

P. Personal Appearance

Employees on duty shall present a clean and well-groomed appearance resulting in a positive image of the City of Radford. Departmental rules and regulations may expand on specific requirements.

Q. Nepotism

To the extent allowed by state law, through a hiring or promotion or other set of circumstances, no employee shall be directly supervised by a member of the employee's immediate family. In addition, no supervisor of the City shall engage in a romantic, dating, and/or physical relationship with a subordinate.

R. Severe Weather Policy

Employees are responsible for reporting to work on time. When weather conditions cause transportation or reporting to work problems, the employee must contact the appropriate supervisor. If the supervisor decides the employee is not required to report to work, the supervisor may let the employee take annual leave or compensatory time (if eligible) as appropriate. An employee who fails to make a reasonable effort to get authorization for an absence may be subject to disciplinary action. If you are in a position classified as "Essential" other reporting guidelines may apply.

In extreme weather conditions, City offices that do not provide emergency services may be closed by the City Manager. When this occurs, employees will be notified through their supervisor or the local media.

S. Smoking Policy

The City is concerned about the health and welfare of its employees and is responsible for providing a work environment that does not present a health or safety hazard to employees or City citizens. Therefore, smoking is prohibited in City-owned (including leased space) buildings and facilities, except in designated areas, and in all City owned vehicles. Employees who violate the Smoking Policy could be subject to a reprimand. See your supervisor if you have any questions. **Appendix O – Smoking Policy**

T. Drug Free Working Environment

The City of Radford is committed to providing a drug-free working environment for all employees. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance by an employee is prohibited in the workplace and is cause for immediate dismissal. No employee shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage or other intoxicating substances in

the workplace.

The City is mandated to perform drug/alcohol testing for employees covered under the Omnibus Transportation Employee Testing Act of 1991, specifically those employees who are required to have a commercial driver's license (CDL) and who perform safety-sensitive functions for The City of Radford. Requirements include pre-employment, random, reasonable cause, return to duty, and follow-up tests (following a positive test result). Employees who must be tested will be provided written information on testing requirements and an opportunity to ask questions at the time of employment. The Human Resources Department has the responsibility for all drug/alcohol testing of CDL holders. Employees taking prescription drugs issued by a licensed physician or over-the-counter drugs are responsible for knowing how the drugs will affect his/her job performance, reporting the use of such substances to his/her supervisor, and obtaining City of Radford's authorization to use such drugs while working. Please consult your supervisor if you have any questions or concerns about the City's policy on drugs or alcohol in the workplace.

The City intends to fully comply with the requirements of the Drug-Free Workplace Act, the Drug-Free Schools and Community Act, and the Omnibus Transportation Employee Testing Act of 1991. Questions on drug/alcohol testing for CDL holders should be directed to your supervisor. The Department of Human Resources will provide technical assistance in this area upon request.

This policy is intended to cover all employees of the City if it is determined that "reasonable cause" exists for drug/alcohol testing and it is necessary to ascertain an employee's fitness for duty.

U. Computer Records and Electronic Mail

All electronic computer media, documents, records, databases, files, and e-mail, located or created by City-owned computers are the property of the City of Radford. This media is considered "official records" for the purposes of the Virginia Freedom of Information Act, and can be subject to public inspection or to accessibility by City officials as may be necessary **Appendix P – Access Agreement Form**. Employees do not have a reasonable expectation of privacy in the information stored in any form of media.

The City of Radford relies on computer resources to conduct its business, which provides financial records, shares information and promotes the City to its citizens. This policy is to ensure computer resources remain intact and are used properly by the employees, elected officials, independent contractors, agents, and other computer users. It is every user's duty to use the City's computer resources responsibly, professionally, ethically, and lawfully. Violations will be taken very seriously and may result in disciplinary action.

The City's computer resources are the property of the City of Radford and may be used only for legitimate business purposes. Users are permitted access to the computer resources to assist them in the performance of their job. Use of the computer system is a privilege that may be revoked at any time or disciplinary action taken for inappropriate usage.

The computer resources and computer accounts given to users are to assist employees in the performance of their jobs. Users do not have privacy, nor should they have an expectation of privacy, in anything they create, store, send, or receive on any city computer system. The City has the right, but not the duty, to monitor any and all aspects of its computer systems, including monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing any material downloaded or uploaded by users to the Internet, and reviewing e-mail or other electronic communications sent and received by users. Users are hereby notified that the City may use human or automated programs to monitor use of its computer resources.

Downloading of software products or other form of media for the Internet or by e-mail transmission is not permitted without prior approval of the Technology Department. All software that is downloaded must comply with all licensing and copyright laws. City employees should not access, download, scan or install software or other forms of media unrelated to the City's business.

Do not share your network, e-mail, or program passwords, for this will breach the security access to the Internet, email, or programs to assist with doing your job. Only the Technology Department and/or your department head should have these passwords.

When a City employee leaves the employ of the City, the department head shall notify the Technology Department Director immediately, in writing, to

ensure that proper user account action is taken.

PROHIBITED ACTIVITIES AND USES

1. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other electronic communications, downloaded from the Internet, displayed, and/or stored on the City's computers. Users encountering or receiving this kind of material should immediately report the incident to their supervisor.
2. The City's computer resources may not be used for dissemination or storage of commercial or personal advertisements; solicitations, promotions, destructive programs, political material or any other unauthorized use.
3. Users may not use the City's computer resources and /or Internet connection to play or download games and other entertainment software.
4. Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include; sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing unnecessary multiple copies of documents, or otherwise creating unnecessary network traffic.
5. Users may not illegally copy material protected under copyright laws or make that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that apply to software, files, documents, messages, and other material they wish to download or copy.
6. Accessing other user's files. Users may not alter or copy a file or an e-mail that belongs to another user without first obtaining permission from the creator of the file.

V. Wireless Communications

Wireless communications refers to all devices that transmit voice, data, or signals via radio signal. These devices include telephones, computers, pagers, and radio transmitters.

1. Radio: City's transmitters shall be used in the manner prescribed by the department.
2. Pagers: Pagers issued to members of the City's departments shall be used for city purposes only.
3. City's Cellular Phones: These devices are issued to carry out the business of the City's departments. Personal telephone calls, except for urgent situations, should not be received.
4. Computers: Computers that are equipped and using wireless communications shall follow the Compute Use Policy as outlined by the City.

W. Conflict of Interest

Employees may not solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, citizen, or any individual or organization doing or seeking business with the City. This means you may not maintain an outside business or financial interest or engage in any outside business or financial activity that conflicts with the interests of the City or interferes with your ability to fully perform job responsibilities. For example, if job responsibilities include purchasing, or being in a position to influence purchasing, the individual responsible should have no proprietary or financial interest in any business that furnishes products, materials, or services to the City or in any related transaction. Nor may he/she benefit directly or indirectly from a third party who furnishes products, materials, or services to the City.

X. Confidentiality of Records

Many City employees will work in positions where confidential information concerning the plans and affairs of the City, their department, or other employees will be handled. Employees shall not discuss such plans or records with persons not authorized to have access to this information. If an employee is uncertain about releasing information he or she should refer the individual requesting the information to the appropriate department head, constitutional officer, or other City official.

An employee who releases confidential information could receive disciplinary action.

Y. Gifts

No employee shall receive (from any source other than the City of Radford) directly or indirectly, money, service, or valuable items (more than \$50.00) as a result of service with the City of Radford.

Z. Political Activity

Employees shall serve all City residents equally, regardless of residents' political opinions or affiliations. In no way shall the amount or quality of service an individual receives from the City be affected by the resident's political opinions or affiliation.

Secondly, the appointment, retention, or promotion of a City employee shall in no way be influenced by the employee's political affiliation, preference, opinions, or activities. While on City time or City property, employees may not campaign for themselves, for other persons, parties or organizations; and they may not display campaign posters, solicit campaign funds or circulate candidacy petitions.

AA. Solicitation and Bulletin Boards

To make sure employees aren't disturbed or interrupted while on work duty, we have established the following no-solicitation policy:

Individuals who are not employed at the City may not solicit our employees or distribute literature on City property at any time.

If you wish to solicit or distribute literature to other employees by or on behalf of any individual, organization, club, or society, you may do so only during times when you are on a rest or lunch break. You may solicit or distribute literature only to those employees who are also on a rest or lunch break. The distribution of literature in work areas is prohibited at all times, but you may place it in established break areas or lunchrooms.

Obscene, profane, or inflammatory items and political advertisements or solicitations are strictly prohibited.

You may not solicit, expect, or accept contributions from vendors, citizens, or anyone doing business with the City.

You may not sell merchandise or collect funds of any kind without prior

approval from the City Manager.

We use our bulletin boards to post up-to-date information, notices, safety committee minutes and information, health promotion program news and other City or local health related events as well as information required by law. We also use them to announce activities and other items of interest to employees. We ask that you check the bulleting board regularly to obtain information that may be important to you. Bulletin boards are to be used only for posting or distributing notices or announcements of a business nature that apply equally and are of interest to all employees, or are directly concerned with City business.

BB. Children in the Workplace

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided except in emergency situations. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the City's professional work environment.

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child with illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent and must be accompanied and under the direct supervision of the employee parent at all times.

CHAPTER 6, "DISCIPLINARY PROCEDURES."

A. Conduct Standards

Upon accepting a position with the City, employees are expected to apply themselves efficiently to their assigned duties, to be timely and regular in attendance, and to maintain satisfactory work performance. Failure to meet these standards will normally result in disciplinary action. **Appendix Q – Disciplinary & Counseling Form**

It is not possible to list every conceivable form of misconduct. Therefore, the conduct standards listed in this chapter are illustrative. Other forms of misconduct or non-performance not listed here will be treated consistently within the guidelines described in this chapter. Although the City attempts to offer corrective action whenever possible, immediate dismissal may result where employee behavior undermines public confidence in the City's mission or from situations where the City believes corrective action is inappropriate.

The City does not intend for this handbook to alter the at-will nature of its relationship with employees. Instead, this handbook is intended to provide employees with a general understanding of what can be expected from a violation of certain policies and/or procedures.

B. Counseling

Counseling is intended to be an informal discussion between supervisor and employee relating to work performance or behavior problems which, if not corrected, could lead to disciplinary action. It is not, however, a prerequisite for taking disciplinary action. Through the counseling session, the employee, the immediate supervisor and/or other appropriate supervisor should determine how the employee can improve his or her performance or correct behavior problems.

C. Disciplinary Action

Disciplinary action will normally fall into one of four categories: reprimands, suspensions, demotions, or dismissals. The employee's supervisor issues disciplinary action based on the conduct violation or unsatisfactory job performance. To explain the consequences of misconduct and to maintain uniform standards of discipline throughout the City, illustrative examples are given for each form of disciplinary action.

No disciplinary action shall be taken before consulting with the Human Resource Manager and all terminations must be approved by the City Manager.

REPRIMANDS

There are two types of reprimands, verbal and written. Reprimands are normally issued for violations that include but are not limited to the following:

- unsatisfactory attendance
- abuse of sick leave
- abuse of City time, such as unauthorized time away from the work area or the use of City time to perform personal work
- offensive language
- conviction of a traffic violation while using a City vehicle
- failure to abide by the established safety belt policy
- failure to abide by the established smoking policy
- unsatisfactory job performance
- unauthorized use of computers, software or data, or unauthorized disclosure of access methods or passwords when data has not been modified.

1. Verbal Reprimand

Before receiving a verbal reprimand, the employee will be allowed to provide an explanation for misconduct or poor job performance. If a reprimand is still to be issued, the supervisor must then advise the employee that a verbal reprimand is being issued and discuss with the employee the unacceptable conduct, including a recommendation for correcting the behavior. The employee will also be advised that any further misconduct could result in a written reprimand. Depending upon the seriousness, nature, and type of misconduct, other disciplinary action may be issued instead. Supervisors and employees are encouraged to keep an informal record of any verbal reprimand or counseling sessions that may take place since these are not formally documented in the employee's personnel file.

2. Written Reprimands

Misconduct that takes place within 24 months of a verbal reprimand will normally result in the employee receiving a written reprimand. Before receiving a written reprimand, the employee will be allowed to provide an explanation for misconduct or poor job performance. If a reprimand is still to be issued, the supervisor must then advise the employee that a written reprimand will be issued indicating the nature of the misconduct (i.e. "unsatisfactory attendance"). A copy of the written reprimand is given to the employee, the supervisor retains a copy, and a copy is placed in the employee's personnel file. Written reprimands remain active for 24 months; during this time they can be considered by management as grounds for

further disciplinary action. At the end of the active period, written reprimands become inactive; they are removed from the employee's personnel file and retained only for archival purposes by the Department of Human Resources. If a copy of the written reprimand is maintained in the employee's department, it shall be destroyed when it becomes inactive.

SUSPENSIONS

Suspensions are normally issued for more serious violations, which include but are not limited to the following:

- failure to follow a supervisor's instructions or to perform assigned work
- failure to abide by safety regulations
- failure to abide by established City and/or departmental policies
- reporting to work or working under the influence of alcohol or illegal substances (some departments may have a separate policy, with approval by the Department of Human Resources)
- leaving the workplace without permission during working hours
- unexcused absences
- unauthorized use or misuse of City property or records
- sleeping during working hours
- receipt of a second active written reprimands.

Suspensions are normally issued for no more than five working days without pay, as specified by the supervisor. Before receiving a suspension, the employee will be allowed to provide an explanation for misconduct or poor job performance. If a suspension is still to be issued, the supervisor must then advise the employee that a suspension will be issued indicating the nature of the misconduct (i.e. "failure to follow a supervisor's instructions"). A copy of the written suspension notice is given to the employee, the supervisor retains a copy and a copy is placed in the employee's personnel file. Suspension notices remain active for 36 months. At the end of the active period, suspensions become inactive. They are removed from the employee's personnel file and retained only for archival purposes by the Department of Human Resources. If a copy of the suspension notice is maintained in the employee's department, it shall be destroyed when it becomes inactive.

Depending upon the circumstances and severity of the offense and pending investigation period, a suspension without pay may be issued for up to 30

calendar days with the approval of the Human Resources Manager.

DEMOTIONS

A demotion may be based on performance if the employee has displayed an inability to meet essential job functions. The employee may be assigned to a position in a lower salary grade, provided the employee can perform the essential job functions and a position is available. Refer to Chapter 5, section E, "Promotion," for further information.

DISMISSALS

Dismissals normally occur for violations that include but are not limited to the following:

- deliberate disregard for a specific order or directive
- absence for two consecutive working days without notifying the appropriate supervisor
- use of alcohol while on the job
- use, possession, or sale of unlawfully possessed controlled substances while on the job
- willfully falsifying or damaging City records or property
- theft, unauthorized removal, or unauthorized disclosure of City records, information or property
- gambling while at the worksite
- willfully violating safety rules where there is a threat to life or health
- participating in a work slowdown, sit-down, or strike
- unauthorized use or unauthorized possession of firearms, dangerous weapons, or explosives
- threatening or harassing other employees or a member of the public
- accepting or offering bribes
- criminal conviction for conduct occurring on or off the worksite that is related to job performance or could affect public confidence in the employee's ability to perform City business
- the second active suspension notice or the third active written reprimand
- any act that is physically or verbally threatening, or any action that may carry the potential to harm or endanger the safety of others, to result in an act of aggression or to destroy or damage property.

The appropriate supervisor will notify the employee verbally or in writing

that a dismissal notice is being issued (see section I, “Employee’s Right to Notice” in this chapter). A copy of the dismissal notice is given to the employee, the supervisor retains a copy, and a copy is placed in the employee’s personnel file.

Dismissals may also be issued when the employee does not meet performance or conduct standards or the conditions of employment for the position. This may include: unsatisfactory job performance documented by two unsatisfactory annual performance evaluations in a three-year period, failure to maintain valid licenses or other necessary job qualifications, and inability to perform essential job functions.

OTHER SUSPENSIONS

An employee may be suspended without pay during an investigation of alleged misconduct led by appropriate City officials. Further, any employee who is arrested for or charged with committing a felony, a crime of moral turpitude (crimes contrary to justice, honesty or good morals), or any offense that could directly affect public confidence in the employee’s ability to perform City business will normally be suspended without pay. During suspension without pay, if the employee wishes to continue insurance coverage, he or she must pay the employee’s share of the premium(s). The City will continue to pay the employer’s share of the premium(s). Contact the Department of Human Resources for more information on premium payments.

If the City investigation clears the employee of all alleged misconduct, the employee will be reinstated without loss of any benefits, pay, or City service time. Where warranted, the City may impose disciplinary action, including dismissal, upon completion of the investigation of alleged misconduct.

Before any suspension discussed in this section goes into effect, the employee will be notified verbally or in writing of the reasons for the suspension. The employee will also be allowed to offer an explanation for why the suspension should be with pay. After consulting with the Department of Human Resources and only in exceptional circumstances, a constitutional officer, department head, or other appropriate City official may approve a suspension with pay for an employee who is the subject of an investigation. The use of this procedure shall not limit the disciplinary action that may be taken against the employee as a result of the outcome of

the investigation.

D. Grievance Procedure

Non-probationary full-time employees and regular part-time employees are entitled to use the City Grievance Procedure for any matters relating to these conduct policies. Probationary employees are not entitled to use the Grievance Procedure unless they allege discrimination based on race, color, religion, age, sex, political affiliation, disability, veteran status or national origin. (See Chapter 7, “Grievance Procedure,” for more information.)

E. Rebuttal Statement

The employee may place a statement in his or her personnel file explaining situations that led to a disciplinary notice. This statement does not take the place of the informal discussion step in the Grievance Procedure (see Chapter 7, “Grievance Procedure”)

F. Procedural Guarantees

Employees who serve in the Police Department in a sworn law enforcement capacity, firefighters, and emergency medical technicians are eligible for certain procedural guarantees provided by the Code of Virginia.

For the Police Department, the procedural guarantees apply to any sworn officer, other than the Chief of Police, who “in his official capacity, is authorized by law to make arrests and who is a non-probation~ member” of the Police Department. These procedural guarantees provide an alternative to the City Grievance Procedure and can be found in Chapter 10.1 of Title 2.1 of the Code of Virginia Sections 2.1-116.1 through 116.9.

For the Fire and Rescue Department, these procedural guarantees apply whenever an officer, a firefighter, or an emergency medical technician is subjected to an interrogation that could lead to dismissal, demotion, suspension, or transfer for punitive reasons. These procedural guarantees can be found in Chapter 10.1:1 of Title 2.1 of the Code of Virginia, 1950, as amended, Sections 2. 1-116.9:1 through 2.1-116.9:5.

CHAPTER 7- GRIEVANCE PROCEDURE

A. Purpose

Generally, the majority of employee/employer problems can be settled to the satisfaction of both through informal discussion between the employee and the supervisor. If not, the Grievance Procedure described in section H of this chapter, may be used. This procedure provides an immediate and fair method for the resolution of disputes and complaints that arise out of the employee/employer relationship. The purpose of this procedure is as follows:

- to provide employees a method for having complaints considered rapidly, fairly and without fear of reprisal
- to encourage employees to express themselves about work conditions that affect them as employees
- to assure employees that personnel actions will follow fair and uniform policies and procedures
- to develop in supervisors a greater sense of responsibility in dealing with employees

Any supervisor or other management official who makes a reprisal against an employee for filing a grievance may be subject to strict disciplinary action, including demotion and dismissal.

B. Coverage of Personnel

The following personnel may use the Grievance Procedure:

- non-probationary full-time City of Radford Department of Social Services employees
- non-probationary, full-time employees of constitutional officers who have chosen to have their offices participate in the City's grievance procedure
- all other non-probationary, full-time employees
- part-time employees who have worked for the City at least six consecutive months.

The following City employees are not allowed to use the Grievance Procedure:

- Board-appointed officers

- elected officers
- the City Manager
- the City Attorney
- chief deputies of constitutional officers
- assistant City Managers
- department heads
- probationary, temporary, limited term, and seasonal employees
- law enforcement officers who choose to file a grievance under the statutory grievance procedure for law enforcement personnel

Probationary, temporary, limited term, and seasonal employees may file a grievance if the complaint involves a charge of discrimination. Assistant City Managers and department directors may file grievances regarding disciplinary actions limited to dismissals. The City Manager will determine which positions are exempt from coverage under this procedure and will maintain an up-to-date list of all exempt positions.

C. Management Rights

The City has *management rights*, or the authority to arrange its human and material resources in order to provide efficient and effective services to City residents. Nothing in the Grievance Procedure is intended to restrict or change the following management rights, so long as they are not exercised in an arbitrary and/or capricious manner:

- to direct the work of employees as well as establish and revise wages, salaries, position classifications and general employee benefits
- to hire, promote, transfer, assign, retain, or dismiss employees
- to maintain the efficiency of City governmental operations
- to relieve employees from duties in emergencies
- to determine the methods, means, and personnel to accomplish operations

D. Using the Grievance Procedure

DEFINITIONS

A grievance is a complaint or dispute by an employee relating to his or her employment; a grievant is an employee who files a grievance. An employee has the right to use the Grievance Procedure for any matter he or she believes needs to be formally addressed. However, the City Manager will

determine grievability, or whether an employee's complaint will be resolved using the Grievance Procedure. If the City Manager determines that the complaint is not grievable, the employee may appeal the decision to the City of Radford Circuit Court. The employee also has the option to request administrative review of the complaint outside the Grievance Procedure. Grievability and appeal are discussed in section F of this chapter.

GRIEVABLE COMPLAINTS

Following the Code of Virginia, the City has distinguished circumstances where a complaint will generally be determined grievable and situations where it will not. Complaints or disputes related but not limited to the following will generally be found grievable:

- disciplinary actions involving dismissal, demotion, suspension, or written reprimand
- dismissals resulting from discipline or unsatisfactory job performance
- concerns regarding the proper application of personnel policies and regulations
- complaints of discrimination on the basis of race, color, religion, age, sex, political affiliation, handicap or disability, veteran status, or national origin
- any complaint alleging any action that would be prohibited by Title II of the Americans with Disabilities Act

An employee will typically be allowed to use the Grievance Procedure for complaints or disputes related to retaliation or acts of reprisal associated with the following:

- using the Grievance Procedure or participating in the grievance of another City employee
- compliance with any United States law or Virginia law
- reporting any violation of United States law or Virginia law to a governmental authority
- seeking to change United States or Virginia law before the Congress of the United States or the Virginia General Assembly

NON-GRIEVABLE COMPLAINTS

Complaints or disputes related but not limited to the following will generally be decided as not grievable:

- management rights described in section C of this chapter
- content of ordinances, statutes, or established policies or regulations
- establishment or revision of wages, salaries, position classifications, reclassifications, or general benefits
- work activity accepted by the employee as a condition of employment or work activity, which may be reasonably expected to be part of the job content
- measurement and assessment of work activity through performance evaluation, except where the employee can show that the performance evaluation was arbitrary or capricious
- dismissal, demotion, or layoff because of lack of work, reduction in work force, or job abolition, except where the action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance

For grievances brought under this last exception, the City's action will be upheld once it shows that a valid business reason existed for the action and that the employee was notified of the reason in writing before the effective date of the action.

E. Employee Rights and Representation

The grievant shall be permitted to be accompanied by or represented by an individual of his or her own choice at the Step III meeting and the Step IV panel hearing. The grievant is responsible for any expenses related to representation.

By mutual agreement, the grievant and the City may extend the time periods established in the steps of the Grievance Procedure, unless law designates those time periods.

F. Determining and Appealing Grievability

Whether or not a matter is grievable may be raised at any time during the Grievance Procedure until the Step I panel hearing begins. Once raised, the issue must be resolved before any further proceedings on the grievance: The issue of grievability shall be resolved before the panel hearing convenes; otherwise **it** shall be considered waived

At the request of either management or the grievant, the City Manager will

decide whether or not a matter is grievable. The Determination of Grievability form (Form A) must be used to make the request and the decision shall be made within 10 calendar days of its receipt. The City Manager will notify the grievant of the decision through the Determination of Grievability form.

The grievant may appeal the decision by signing the “Notice of Appeal” on the form and returning **it** to the City Manager within 10 calendar days of the Manager’s decision. A copy of the form asking for appeal must be given to the Department of Human Resources. The grievant must also file a motion with the City of Radford Circuit Court Clerk. The City Manager will then have 10 calendar days to transmit the following materials to the Clerk of the Court: a copy of the City Manager’s decision, a copy of the notice of appeal and any exhibits. A list of any exhibits or evidence given to the court shall be given to the grievant at the same time. If the City Manager fails to transmit the materials within the time allowed, the grievant’s rights shall not be compromised. The Court, on a motion filed by the grievant, may issue a writ of certiorari~ which would require the City Manager to transmit the records to the Clerk on or before a specified date. The Court may affirm the City Manager’s decision or may reverse or modify the decision. The decision of the Court is final and is not appeal able.

G. Compliance

Both the grievant and the City must obey, or *comply* with, the substantial procedural requirements of the Grievance Procedure. If one party does not comply, the other party must send a written notice of the violation to the other. A copy of the notification must also be sent to the City Manager. The violator must correct the violation within five working days of receiving the written notice. Otherwise, a decision will be made in favor of the other party.

The City Manager or the Manager’s designee shall make the final determination on all compliance issues. Decisions made by the City Manager or the designee may be appealed by filing a petition with the Clerk of the Circuit Court within 30 days of the compliance determination.

H. Procedure

Grievances beyond the informal discussion step shall be documented in writing on forms supplied by the Department of Human Resources **Appendix R – Grievance Forms**. During Steps I, II and III, both the

grievant and the City may call upon appropriate witnesses. At least 24 hours in advance, the grievant and the appropriate City representative shall make a reasonable effort to notify one another of all witnesses expected to appear at their meeting. Either party has the right to have any witness excluded during the meeting when that witness is not actually testifying.

The resolution of complaints or disputes through the Grievance Procedure shall proceed in the following manner:

INFORMAL DISCUSSION WITH THE IMMEDIATE SUPERVISOR

An employee with a complaint shall first discuss the problem directly with his or her immediate supervisor. The complaint does not need to be in writing at this point. The employee has 30 calendar days from the time the event occurred that created the complaint to initiate the informal discussion with the immediate supervisor. The immediate supervisor shall give the employee a verbal response within 10 calendar days following their discussion. If the problem is not resolved through informal discussion, the employee has the right to pursue the grievance through the procedure outlined below.

STEP I—MEETING WITH THE STEP I OFFICIAL

If the informal discussion grievance does not resolve the employee's complaint, the employee may file a written with his or her department director on the Grievance form (form B). The form must be filed within 10 calendar days following the end of the informal discussion procedure and it must specify the employee's expected resolution to the complaint. A Step I official shall submit a copy of the Grievance form to the Director of Human Resources as Soon as it is received. For most departments the department director is the Step I official. The Chief of Police, Chief of Fire and Rescue, and the Sheriff may designate in writing another appropriate official at the rank of Captain or above to be the Step I official for addressing grievances originating in their departments

The Step I official shall give a written response to the grievant within 10 calendar days following the Step I meeting, and a copy of the response shall be given to the Director of Human Resources.

STEP II—MEETING WITH THE TOP LEVEL OFFICIAL

If the Step I written response does not resolve the grievance, the grievant may indicate his or her disapproval on the Grievance form and resubmit the form within 10 calendar days to the appropriate top level management official. These persons serve as the Step II top level official. Should the next level of supervision for a department be the City Manager the grievance shall proceed directly to Step III. For Police, Fire and Rescue, and Sheriff's Department employees, Step II grievances will be addressed by the Chief of Police, Chief of Fire and Rescue, or the Sheriff respectively, if these officials have not already addressed the grievance.

The top level official shall call a meeting to gather information about the grievance within 10 calendar days of receiving the Grievance form. The grievant and the top level official are the only persons who may be present at this meeting. Either party may call witnesses during the meeting to present facts and evidence related to the grievance.

The top level official shall give a written response to the grievant within 10 calendar days following the Step II meeting, and a copy of the response shall be given to the Director of Human Resources.

STEP III-MEETING WITH THE CITY MANAGER

If the Step II written response does not resolve the grievance, the grievant may again indicate his or her disapproval on the Grievance form and resubmit the form to the City Manager within 10 calendar days of the Step II reply.

The City Manager shall call a meeting to gather information about the grievance within 10 calendar days of receiving the Grievance form. At the agreement of both parties, the City Manager may designate an assistant City Manager to address the grievance, if an assistant City Manager has not already served as the Step II top level official. At the Step III meeting, the grievant may have a representative present. If the grievant is represented by legal counsel, the City may likewise be represented by counsel. Either party may call witnesses during this meeting to present facts and evidence related to the grievance.

The City Manager shall give a written reply to the grievant within 10 calendar days following the Step III meeting, and a copy of the reply shall be

given to the Director of Human Resources.

STEP IV—PANEL HEARING

If the Step III written response does not resolve the grievance, the grievant may request a panel hearing. The request for the Step IV panel hearing shall be submitted in writing to the City Manager on the Panel Hearing form (Form C) within 10 calendar days from receiving the Step III decision. The City Manager shall immediately submit a copy of the panel-hearing request to the Director of Human Resources. The City Manager or the Manager's designee shall arrange a hearing and forward copies of the grievance to the panel members. The panel is appointed by the Mayor and City Council and consists of three regular members and four alternate members. All are appointed for three-year terms. The panel selects a chairperson at the beginning of each grievance panel hearing to insure impartiality. The following persons will be disqualified and will not serve on the panel:

- individuals who are directly involved with the grievance or with the circumstance that caused the grievance
- an attorney who is directly involved with the grievance, or a partner, associate, employee, or co-employee of such an attorney
- a spouse, parent, child, descendants of a child, sibling, niece, nephew, or first cousin of any participant in the grievance
- a parent, child, descendants of a child, sibling, niece, nephew, or first cousin of the spouse of any participant in the grievance

An alternate panel member shall serve for any member disqualified from the grievance hearing. The panel shall hear the appeal within 10 calendar days from receiving the case or as soon as a panel can reasonably be assembled.

POLICIES AND GUIDELINES FOR CONDUCTING PANEL HEARINGS

The following rules govern each panel conducting Step IV appeals:

1. The panel has the responsibility to rule on the interpretation and application of the City's personnel policies, rules, and regulations. It is not authorized to create policies or procedures, or to change existing policies or procedures.
2. At the request of either party that the hearing be private, the panel shall determine whether persons who do not have an interest in the hearing

may be present.

3. Before the Step IV hearing begins, the City shall simultaneously give copies of the grievance record, including any documents, to the panel members and the grievant. The City shall give the grievant and his or her attorney access to view and/or copy all relevant files that will be used in the Step IV hearing. They shall be given access to these files at least 10 days prior to the hearing.
4. Both parties shall be given full and equal opportunity to present their evidence. The panel chairperson shall have the authority to determine the admissibility of evidence, without regard to the burden of proof, and the order of presentation of evidence. The panel may receive as evidence exhibits offered by the grievant or the City, and these shall be marked and made part of the record.
5. The hearing is not intended to be conducted like a court proceeding and the formal court rules of evidence do not necessarily apply. All evidence shall be presented in the presence of the full panel and both parties, unless both parties mutually agree otherwise.
6. At least 5 days in advance of the hearing, the parties will exchange copies of all documents and exhibits that will be introduced at the hearing and a list of expected witnesses.
7. The panel's decision on the appeal shall be made by majority vote. It shall be final so long as the decision is within the panel's authority. The decision will be subject to existing City policies, procedures, ordinances, and any applicable laws.
8. No later than 10 calendar days after the Step IV hearing is complete, the chairperson shall file the panel's decision using the *Panel Hearing form* with the City Manager. The City Manager shall promptly send copies of the decision to the grievant, the top-level official, and the Director of Human Resources.

GUIDELINES

The following guidelines may be used by the panel to conduct the hearing:

1. At the beginning of the hearing, the panel may ask for statements from

- the grievant and the City or their representatives that clarify the issues related to the grievance.
2. The City or its representative shall then present claims, proofs, and witnesses who shall submit to questions or other examinations. This process will then be repeated by the grievant. At its discretion, the panel may vary this procedure but must give both parties full and equal opportunity to present any material, relevant proofs, or witnesses.
 3. Both parties may offer evidence and may be required by the panel to provide additional evidence necessary to understand the dispute and make a determination.
 4. The chairperson shall determine if both parties have completed their presentations by asking the grievant and the City if any further proofs or witnesses are to be heard. When both parties state that they have no further proofs or witnesses, the chairperson shall declare the panel hearing closed.
 5. Before the panel's decision is filed with the City Manager, the hearing may be reopened by a panel motion or an application from either party. The application must give good reasons why the hearing should be reopened.
 6. Any or all of the time periods established in the hearing procedure may be extended by the panel chairperson or by the mutual agreement of the grievant and the City.

IMPLEMENTATION AND OTHER MATTERS

1. Once the panel has concluded the hearing and reached a decision, the City Manager shall implement the panel's remedy to the extent that it is consistent with State and federal laws and City policies.
2. If either the grievant or the City believes the panel's decision is not consistent with State and federal laws and City policies, the party in disagreement shall inform the panel and the other party within 10 calendar days of receiving the decision. Either party may petition the Circuit Court for an order requiring the City Manager to implement the panel's decision.

3. The question of whether a panel decision is consistent with City policies shall be determined by the City Manager or the Manager's designee. The decision shall be made by the City of Radford Commonwealth's Attorney if the City Manager or the designee is directly involved with the grievance.
4. The grievant must assume any costs for legal representation or for preparing his or her case.

POLICE OFFICERS PROCEDURAL GUARENTEES

Sworn police officers of the City of Radford are provided certain procedural rights in matters that could lead to dismissal, demotion, suspension, or transfer for punitive reasons. These rights are mandated by the Law Enforcement Officers' Procedural Guarantees Act, Code of Virginia, Title 9.1, Chapter 5, Section 500-507

The rights guaranteed to police officers under this Act are the following:

1. Conduct of Investigation – Whenever an investigation by the City focuses on Matters that could lead to dismissal, demotion, suspension, or transfer for punitive reasons of a law enforcement officer, the following procedures are required.
 - a. Any questions of the officer shall take place at a reasonable time and place as designated by the investigating officer, preferably when the officer under investigation is on duty and at the office of the Radford Police Department.
 - b. Prior to the officer's being questioned, he/she shall be informed of (1) the name and rank of the investigating officer and any individual to be present during the questioning, and (2) the nature of the investigation.
2. Personal Assets of Officers – No law enforcement officer shall be required or requested to disclose any item of his/her property, income, assets, source of income, debts, or personal or domestic expenditures, including those of any member of his/her family or household, unless this information is necessary in investigating a possible conflict of interest with respect to the performance of his/her official duties, unless this disclosure is required by law, or unless this information is related to an investigation.

3. Notice of Charges – Before any dismissal, demotion, suspension without pay, or transfer for punitive reasons may be imposed, the following rights must be granted:
 - a. The law enforcement officer shall be notified in writing of all charges, the basis here for, and the actions that may be taken;
 - b. The law enforcement officer shall be given five working days to respond orally and in writing to the charge.
 - c. In making his/her response, the law enforcement officer may be assisted by counsel at his/her own expense.
 - d. The law enforcement officer shall be given written notification of his right to initiate a grievance under the City’s grievance procedure.
 - e. A law enforcement officer may proceed under either the grievance procedure or the law enforcement officers’ procedural guarantees, but not both.

4. Hearing – Whenever a law enforcement officer is dismissed, demoted, suspended, transferred for punitive reasons, he/she may, within five working days following that action, request a hearing before a panel, as described below. If the request is timely, a hearing shall be held within fourteen working days from receipt of the request unless a later date is agreed to by the law enforcement officer. At the hearing, the law enforcement officer and the City shall be afforded the opportunity to present evidence and to examine and cross-examine witnesses. The panel shall have the power to, and on the request of either the law enforcement officer or the City shall, issue subpoenas requiring the testimony of witnesses who have refused or failed to appear at the hearing. The law enforcement officer and the City also shall be given the opportunity to be represented by counsel at the hearing. The panel conducting the hearing shall rule on the admissibility of the evidence. A record shall be made of the hearing.
 - a. The hearing shall be conducted by a panel consisting of one member from within the agency selected by the grievant; one member, appointed by the City Manager, from within the agency and of at least equal rank but no more than two ranks above the grievant; and a third

member from within the agency selected by the first two members. In the event that the two members cannot agree upon their selection, the Chief Judge of the Twenty-Seventh Judicial Circuit Court shall choose the third member.

- b. In lieu of complying with the provisions of paragraph 3, the City may give the law enforcement officer a written statement of the charges, the basis therefore, and the action that may be taken and provide a hearing as provided for in paragraph 4. If this option is exercised, the hearing shall be held before the law enforcement officer is dismissed, demoted, suspended, or transferred for punitive reasons.
- c. The recommendations of the panel and the reasons therefore shall be in writing and shall be transmitted promptly to the law enforcement officer or his attorney and to the chief executive officer of the law enforcement agency. These recommendations shall be advisory only but shall be accorded significant weight.
- d. Immediate Suspension – Nothing in this section shall prevent the immediate suspension without pay of any law enforcement officer whose continued presence on the job is deemed to be a substantial and immediate threat to the welfare of the City or the public, nor shall anything in this section prevent the suspension of a law enforcement officer for refusing to obey a direct order issued in conformance with the City’s written and disseminated rules and regulations. In such a case, the law enforcement officer, upon request, shall be afforded the rights provided under this section within five working days from the date of the suspension.
- e. Oral Reprimand Not Prohibited – Nothing in this section shall be construed to prohibit the informal counseling of a law enforcement officer by a supervisor in reference to a minor infraction of policy or procedure which does not result in disciplinary action being taken against the law enforcement officer.
- f. Nothing herein shall preclude a law enforcement officer’s use of the City’s Grievance procedure in appropriate cases if he/she elects at the outset to proceed under the city’s grievance procedure.

CHAPTER 8 - SAFETY PROGRAM

Safety is of vital importance to the City's operation and specifically to all employees. It is the City's goal to continuously be safety conscious and to strive to maintain an accident free workplace. Not only do we have a responsibility to our citizens but to ourselves to make safety paramount in our everyday routine. This section of this handbook outlines the City's Safety Program.

The Human Resources Manager is designated as the Risk Manager and will coordinate all risk management activities within the City. The Risk Manager will be responsible for providing training, writing, implementing and directing risk management activities.

A. Policy Statement

The City of Radford is committed to providing our employees with a safe and healthful work environment. To accomplish this goal, both management and employees must make diligent efforts to promote safety.

We develop and implement safety rules and regulations through our department heads, supervisors, and safety committees. This process is ongoing and requires periodic review. Safety audits are undertaken to determine the necessity and feasibility of providing devices, work practices, policies, or other safeguards to make the workplace safe and healthful. We also provide training for our employees regarding workplace hazards and the proper and safe methods to use in performing their job tasks.

You are expected to give your full skill and attention to the performance of your duties, using the highest standard of care and good judgment. You are also expected to always follow safety rules and regulations, including using appropriate protective clothing and equipment, attending all training sessions related to your job, and following the directions of supervisory personnel.

Safety rules and regulations will be issued or modified from time to time and will be effective immediately upon communication.

B. Safety Committee

The City shall have a Safety Committee, appointed by the City Manager or his designee, whose function is to develop and oversee the Safety Program and to advise the City on policies and procedures relating to safety. The

Committee shall consist of employee representatives.

The Safety committee is responsible for establishing procedures to investigate all safety related incidents. This does not mean that they take responsibility away from supervisors for the actual investigation. However, the committee shall evaluate the cause, look for any trends or identify tools, equipment, procedures or training that will serve to prevent the accident/injury from recurring.

The Safety meeting shall meet on a regular basis and minutes from these meetings are posted in the various departments. Each employee is encouraged to read these minutes and to report any problems or questions to any of our designated Safety Committee members.

C. Accident Reporting and Investigation

All job-related injuries or illnesses should be reported to your supervisor immediately, regardless of severity. (In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made). Failure to report an on-the-job injury or illness may preclude or delay the payment of any benefits you may be eligible for and could subject the City to fines and penalties.

OSHA requires each employer to investigate the cause of every time-loss accident and determine the means in which to prevent recurrence. Employers are required to install any safeguards or take corrective measures Indicated or found advisable (See sample investigation form- Appendix)

The City is responsible to report “Occupational Fatalities” to OSHA within 8 hours of the fatality or 24 hours for any “Occupational Catastrophe” that results in an employee being admitted for an overnight stay in the hospital.

Every on the job accident which results in personal injury (no matter how slight) or damage to property must be promptly reported to the City Manager’s office **Appendix S Accident Reporting & Investigation Form**. All accidents involving vehicles or equipment driving by Employees will be investigated by the Police Department. The employee(s) involved will be required to take a drug test as well.

Employee Responsibilities:

1. Fill out the accident report form

2. Cooperate in an accident investigation
3. Complete the Quick fax form for VML
4. Review the incident with the supervisor
5. Discuss ability to return to a temporary modified job (if possible) and job restrictions.

Supervisors Responsibilities:

1. Conduct an investigation into the cause of the injury or illness
2. Send the completed Quick fax form to Human Resources Department
3. Locate temporary light duty for the injured worker as soon as they are released.
4. Monitor light duty to assure that worker stays within the restrictions and co-workers support injured worker on completing job tasks.
5. Continue to communicate and cooperate with claims manager.
6. Maintain an ongoing frequent safety inspection program within assigned work area
7. To monitor housekeeping or unsafe work conditions. Monthly report must be submitted to the City Manager's Office.

D. Safety Equipment

The City shall supply whatever safety equipment or clothing is deemed necessary to perform safely the duties and responsibilities of the City.

The employee's supervisor shall be responsible for deciding when and where any apparel or equipment must be used. Examples of protective apparel and the guidelines for their use are as follows:

1. Hard hats – working in trenches or areas where equipment is at or above head level or in areas where overhead construction or maintenance is being performed.
2. Safety glasses/goggles or full-face shield – mowing grass, welding, using a jack hammer, operating a weedeater, or in any other instance in which objects could fly in eyes. The City will pay the difference in the cost of prescription glasses for safety lenses.
3. Ear muffs or plugs – when on the firing range, when using a Jackhammer or weedeater, or in other situations where noise is excessive.
4. Painting mask – when performing any large-scale spray painting.

5. Work gloves – when handling sharp or heavy objects.
6. Reflective vests – on fixed traffic direction posts, while flagging traffic, while working in the streets, and when working in street medians.
7. Respirators – spraying pesticides and other chemicals, sanding wallboard and similar dust producing surfaces, operating rock drill, saw pipe, working with certain chemical products, or in any other instance in which foreign substances could be inhaled.
8. Steel-toed safety shoes – Each fiscal year, the City shall provide steel-toed safety shoes, at a cost not to exceed that contained in the annual budget, for positions deemed appropriate by the department head.

E. Use of Safety Belts

In order to avoid injuries or deaths resulting from vehicle accidents, the City requires the usage of safety belts for all occupants in all departmental vehicles and any personal vehicles on City business whenever the vehicle is in motion.

Each department head is responsible for ensuring that properly-working safety belts are installed in each automobile or regular-sized truck assigned to his/her department and that one safety belt is in place on each bucket seat in automobiles, vans, and on other motorized equipment such as backhoes. The garage supervisor shall assist the department heads and other employees by promptly installing safety belts as needed and by checking their functioning during regular vehicle maintenance programs.

Exceptions to the safety belt policy shall only be made for (1) sworn law enforcement officers when they are transporting a prisoner or when circumstances will render the wearing of a safety belt impractical; (2) meter readers when they are having to get in and out of a vehicle several times in one block; (3) employees with bona fide medical reasons for not wearing a safety belt.

If an employee is found not to be wearing a safety belt within the above provisions, the following action(s) shall take place with documentation outlining the offense appearing in the employee's personnel file:

First Offense:.....One Oral Reprimand
Second Offense.....One day suspension without pay
Third Offense.....Two day suspension without pay
Fourth Offense and offenses thereafter: Five days suspension without pay
and possible dismissal

Individual department heads may provide for more stringent disciplinary action for non-compliance but may not be less stringent than this section.

F. Review and Reporting Requirements of Drivers' Records

Personal driving records of all employees who operate City-owned vehicles shall be reviewed annually **Appendix T – Driver Record Check Form**. Each department head is responsible for submitting the names and social security numbers of all employees who operate City vehicles to the Human Resource Manager in January of each year. The police department, upon receipt of the lists from the Human Resources Manager, shall perform the checks and forward the driving records to the Human Resources Manager for review. The Human Resources Manager will forward recommendations to the departments. Department Heads may also request checks of individual driver's records at other times during the year.

It is the responsibility of all employees who operate City-owned vehicles to immediately report to their supervisor or department head any moving traffic violation that occurs and /or any suspended or restricted driving privileges which affect their individual driving records.

The supervisor, together with the department head will determine the appropriate action consistent with the Acceptable Driving Record Policy noted below. Failure to report a traffic violation, suspended or restricted driving privileges may result in disciplinary action.

G. Acceptable Driving Record Policy

The following actions shall be taken upon receipt of a driver's record check:

1. If a driving record check shows that an employee has negative points on his driver's record, the employee's department head shall send an advisory letter to the employee notifying him or her that the department head is concerned about the driving record. A copy of this letter shall be placed in the employee's personnel file. The employee shall be required to attend, at his or her own expense and time a Driver Improvement

Clinic, sponsored by DMV and to pass the written examination at the end of the 8-hour course. Successful completion earns 5 safe driving points to be applied against current or future demerit points

The employee must submit written proof to his/her supervisor that he/she has successfully completed the defensive driving course. A copy of this proof shall be placed in the employee's personnel file.

2. If an employee has a DUI/DWI conviction within the past 36 months, that employee may not drive a City vehicle or drive a personal vehicle on City business.

H. Driver Safety Policy

The safety and well being of our employees is of critical importance to the organization. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on City business at any time will be expected to consistently apply all procedures below.

PROCEDURES

1. All employees are expected to wear seat belts at all times while in a moving vehicle being used for City business, whether they are the driver or a passenger. (Exceptions are noted in Section E Safety belt usage).
2. Use of handheld cell phones, whether personal or city-owned, while behind the wheel of a moving vehicle being used on city business is strictly prohibited.
3. Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in unusual or emergency circumstances.
4. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, is also strongly discouraged while driving, even when in slow-moving traffic.
5. Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.

6. All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.
7. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
8. Employees who drive commercial vehicles or who are otherwise subject to separate rules and regulations such as those dictated by state or federal law are also expected to adhere to all policies and regulations associated with the appropriate law or regulation that applies.
9. Employees must promptly report any accidents to the local law enforcement as well as the City in accordance with established procedures.
10. Employees are also expected to report any moving or parking violations received while driving on City business and/or in City vehicles.
11. Failure to adhere to these procedures may result in disciplinary action per City policy

I. Safety Incentive Program

1. A safety award will be presented to one department quarterly whose department improved their loss time or reported no lost time from the previous quarter. Lost time is defined as not returning to work the next scheduled day to work after he accident occurs. Each department is also responsible for completing the “quick fax” applications to the workers’ compensation carrier and Human Resources office in a timely manner, and completing one training activity each month.

J. Early Return-to-Work Program

Our return-to-work program provides guidelines and procedures for returning employees who become ill or injured, to meaningful employment as soon as possible. The program is not intended to be a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability, nor is it intended to deny time off rights under

any family or medical leave laws.

Our return-to-work program for work related injuries/illness consists of a team effort by supervisors, injured workers and their treating physicians, management, and our workers' compensation claims staff. All team members will take an active role in returning injured employees to productive work.

Participating in this program helps our employees to recover and return to full employment as soon as their medical condition permits. This return-to-work program is a transitional program designed to help ease employees back into their full duties or full work shift. It is not intended to become a replacement for a regular job.

If you are injured on the job and your doctor determines that you are able to perform temporary modified work, the City will attempt to provide available and suitable temporary work until you are able to resume your regular duties for up to 90 days, except where provided as an accommodation for a disability. All modified work is temporary and may be offered at any location or on any shift. If you are offered a modified position that has been medically approved, failure to report at the designated time and place may affect your workers' compensation time loss benefits.

Employees returning from a work injury or illness will be required to provide their supervisor a doctor's certificate prior to resuming work or temporary light duty. The certificate will specify whether the employee may resume full duties or has any restriction and the length of any restrictions. An employee returning to work following a non-work absence of more than 3 days is required to provide a doctor's note stating the date the employee is able to return as well as any applicable restrictions. Although we will make every effort to find suitable work if you are temporarily unable to perform your normal duties, preference for available work is given to employees who have incurred an on-the-job injury or illness. Our ability to do so is dependent upon your restrictions as well as available work.

If suitable temporary modified work is not available, employees may be placed on medical or personal leave running concurrently with applicable family medical leave laws. If there is work available and the employee chooses not to take the light duty work that is offered, the employee may take personal leave. However, the injured employee will not be eligible for workers' compensation wage reimbursement, if this is a work related injury.

K. OSHA Regulatory Compliance

EMERGENCY PROCEDURES

We have adopted an Emergency action and Fire Prevention Plan to assist in preventing an emergency from occurring. If we do have an emergency this plan will minimize the impact on our staff and the public using who uses our facilities. Emergency exit maps posted in each of our buildings support this plan.

Our main responder in all emergencies is the Fire Department or other emergency organizations (i.e. law enforcement agencies, emergency services).

The following is a list of some of the potential emergencies that may occur:

- Fire
- Chemical Spills or Releases
- Medical Emergency due to an accident or illness
- National Homeland Security Threat
- Bomb Threat
- Violence
- Environmental Emergency: Windstorm, Flood, Earthquake, and Tsunami

REPORTING EMERGENCIES

All losses including fire, explosion, windstorm, flood damage, electrical, etc. shall be reported to the supervisor or department head. Report any incident, which results in the operation of fire extinguishers even though there may not be an actual loss sustained.

EMERGENCY ESCAPE PROCEDURES AND EMERGENCY ESCAPE ROUTE ASSIGNMENTS

The types of immediate actions are based on the nature of the emergency. Use the nearest exit that will take personnel or the public away from the fire.

For an IMMEDIATE TOTAL SITE EMERGENCY EVACUATION employees and the public are to all leave by using the nearest exit doors and assembled in the areas shown on each building evacuation maps that are

posted at the main exits on each floor.

PROCEDURES TO ACCOUNT FOR ALL EMPLOYEES AFTER EVACUATION

An Emergency Coordinator and/or supervisor will account for the employees or public in their work areas. If a person is missing, the information will be communicated to the outside emergency responders. Employees are not to re-enter any facility that has been evacuated due to an emergency.

The Emergency Coordinator or supervisor will designate someone to direct the fire department to the fire and show them where the water hook-up is located and give the status of the emergency situation.

No one is to leave the evacuation area site instructed by the person in charge.

L. Employee Right to Know/Hazard Communication Program

The City of Radford provides a Hazard Communication Program so that all employees are aware of chemical hazards in the workplace. By becoming familiar with this information you can prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your supervisor.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

1. Container Labeling

The supervisor will verify that all containers received for use will:

- Be clearly labeled as to the contents.
- Note the appropriate hazard warning.
- List the manufacturer's name and address.

It is our policy that no container will be released for use until the above data is verified.

The department head or supervisor in each department will ensure that all secondary containers have either an extra copy of the original

manufacturer's label or a generic label that has identification and hazard warning blocks.

2. Material Safety Data Sheets (MSDS)

Copies of material safety data sheets for all hazardous chemicals that employees may be exposed to will be kept in the supervisor's office. Data sheets will be available to all employees in their work areas for review during each work shift. If data sheets are not available, or if you begin using a new chemical for which you do not have a Material Safety Data Sheet, you should immediately contact your supervisor before using the chemical or the machine containing it.

3. Employee information and Training

Before starting work, you will attend a health and safety orientation and receive Information and training about the following:

- An overview of the requirements contained in the Hazard Communications Rules;
- Chemicals present in your workplace operations;
- Physical and health effects of the hazardous chemicals;
- Methods and observation techniques used to determine the presence or releases of hazardous chemicals in the work area; and
- How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment.

After attending training, you will sign a form to verify that you attended, received our written materials, and understood our policies on hazard communications.

Prior to a new hazardous chemical being used by any employee, each employee of that department will be given information as outlined above. The supervisor or department head is responsible for ensuring that Material Safety Data Sheets (MSDS) on new chemicals are available.

CHAPTER 9 - UNLAWFUL HARRASSMENT

The City will not tolerate conduct by any employee that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. We want to maintain a working environment free from all forms of harassment, whether based upon race, color, religion, ancestry, national origin, gender, age, marital or veteran status, physical or mental disability, sexual orientation, on-the-job injury, or any other legally protected characteristic or status.

Behavior such as telling ethnic jokes; making religious slurs; using offensive slang or other derogatory terms regarding a person's race, age, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Retaliating against or harassing individuals by making derogatory comments regarding protected status or characteristics, and any other words or conducts that might create a hostile or offensive working atmosphere are prohibited.

While all forms of harassment are prohibited, it is our policy to emphasize that sexual harassment is specifically prohibited. Conduct is considered to be sexual harassment if:

- A. Submission to the conduct is in any way deemed to be a term or condition of employment:
- B. Submission to or rejection of the conduct is used as a basis for employment-related decisions: and/or
- C. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; inappropriate touching; and hugging or kissing is strictly prohibited and will not be tolerated.

Each department head or supervisor is responsible for maintaining a workplace free of any form of sexual harassment. No department head or supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to

submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by department heads/supervisors, non-managerial employees, or outside individuals (vendors, citizens, etc.) is also prohibited.

This policy covers conduct in the workplace, at social functions sponsored by the City (holiday dinners or picnics), and at business functions (conferences, meetings and/or other related activities).

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of the City, you have the responsibility to immediately report any actions or words by a supervisor, co-worker, vendor, or other individual that you believe to be unwelcome harassment. You should report the incident immediately to your department head/supervisor. You may report the incident to the next level of management or to Human Resources Manager if the complaint involves your direct supervisor. If the Human Resources Manager is either the alleged harasser or the alleged victim, the Unlawful Harassment Complaint form should be completed and forwarded to the City Manager. If the City Manager is the alleged harasser, then the complaint form should be completed and forwarded to the Mayor for action consistent with this policy. Appendix U – Harassment Form. The City will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by management, co-workers, or non-employees such as citizens, vendors, or contractors.

All complaints of harassment will be investigated promptly and impartially. Discretion will be used during the investigation in order to maintain as much confidentiality as possible while effectively completing the investigation. If you are not satisfied with the handling of a complaint or the action taken by management, you should bring the complaint to the next higher level of authority. In all cases, you will be advised of the findings and conclusion.

Nothing in this policy is intended to restrict an employee's right to file a complaint with the Department of Labor or the Equal Employment Opportunity Commission, or to file a grievance.

Any employee or manager who is found, after appropriate investigation, to have engaged in harassment of another employee or to have retaliated against an employee for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.

CHAPTER 10 - WORKPLACE VIOLENCE

The City of Radford recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work, as well as employee productivity.

To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

PROHIBITED CONDUCT

We do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property of another employee;
- Possession of a weapon while on City property or while on City business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

REPORTING PROCEDURES

Any potentially dangerous situations must be reported immediately to a supervisor or the Human Resources Department. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. The City will actively intervene at any indication of a possibly hostile or violent situation.

RISK REDUCTION MEASURES

Hiring: The Human Resources Department takes reasonable measures to conduct background investigations to review candidate's backgrounds and reduce the risk

of hiring individuals with a history of violent behavior.

Safety: The City conducts annual inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

Individual Situations: While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgement and to inform the Human Resource Department if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior.

Employees at Risk: The Human Resources Department will identify and maintain a list of employees who have been determined to be at risk for becoming victims of violence because of the nature of their job or because they are subject to harassment, violence, or threats from a non-employee. Human Resources and the police department will design a plan with at-risk employees to prepare for any possible emergency situations.

DANGEROUS/EMERGENCY SITUATIONS

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

ENFORCEMENT

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the City's premises will be reported to the proper authorities and fully prosecuted.

CHAPTER 11 - DRUG, ALCOHOL, AND WEAPONS **POLICY**

The safety of our employees and facilities, as well as the safety of the general public and our ability to fulfill our obligations under the Drug-Free Work Place Act of 1988, are of a paramount concern.

While the City has no intention of intruding into the private lives of our employees, the City does expect employees to report for work in a condition to do their duties. The City recognizes that employee's off-the-job, as well as on-the-job, involvement with drugs, alcohol and weapons can have an impact on the workplace and on our ability to accomplish our goal of a drug, alcohol and weapons-free work environment.

ILLEGAL USE, SALE OF NARCOTICS, DRUGS, ALCOHOL OR CONTROLLED SUBSTANCES

The illegal use, sale or possession of narcotics, drugs, alcohol or controlled substances while on the job or on City property is prohibited and is a dischargeable offense. Any illegal substance will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

POSSESSION OF WEAPONS

Possession of weapons including, but not limited to firearms and knives with blades more than three inches long, presents the possibility of danger in the workplace and therefore is a violation of our safety policy unless you are required by the City to have these weapons. The possession of such articles is proper cause for administrative or disciplinary action up to and including termination of employment.

OFF-THE-JOB ILLEGAL DRUG USE

Off-the-job illegal drug use which could adversely affect an employee's job performance or which could jeopardize the safety of others, the public, or City equipment, is proper cause for administrative or disciplinary action up to and including termination of employment.

EMPLOYEES ARRESTED FOR OFF-THE-JOB DRUG ACTIVITY

Employees who are arrested for off-the-job drug activity may be considered to be in violation of this policy. In deciding what action to take, management will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the City and other factors relating to the impact and circumstances of the employee's arrest.

PROCEDURES

The City will take steps to prevent and discourage such use, possession, sale, distribution of stated contraband at any time by any City employees or contracted employee. In accordance with this policy, periodic searches, random or annual urinalysis, drug screens or blood testing may be conducted. Such searches and testing will be performed by the City using qualified contracted agents, or qualified, named employees.

Over-the-counter drugs and drugs prescribed by a physician for an employee's personal use within the last twelve months from the date of drug testing and quantities not exceeding reasonable or specified dosage requirements are not subject to the policy. Any employee who is taking medication prescribed by a physician must be able to provide a record of the prescription, including the name of the medication, the prescribing physician's name, the reason it was prescribed, and any limitations the prescription may place on the employee's ability to perform assigned duties. Further, employees taking prescription or non-prescription medication are responsible for being aware of any potential effects such drugs may have on their reactions, judgment, or ability to perform their duties, and if impairment is possible, to report such use to their supervisor prior to reporting to work.

Compliance with policy is strictly voluntary. Refusal by an employee to submit to a search or testing procedure may, however, constitute grounds for termination or appropriate disciplinary action.

DRUG ABUSE PROGRAM

Consistent with our overall policy on drugs, alcohol, and weapons, the City has established a detailed program to provide and maintain a drug-free work environment.

The City may test for the following substances and for any other substance as may

be required by state law, federal law, regulations or contractual agreement:

- Alcohol
- Hallucinogens Propoxyhene (Darvon)
- Amphetamines
- Marijuana (cannabinoid metabolites)
- Barbiturates
- Methadone
- Benzodiazepines
- Opiate derivatives (heroin, morphine, codeine)
- Cocaine Metabolites
- Phencyclidine (PCP)\

The City reserves the right to conduct a periodic review of the foregoing list and to add additional drugs to the list, with or without notice.

REASONABLE CAUSE, AND ANNUAL TESTING

In the event there is a reasonable cause to believe that an employee's job performance may be impaired by drugs or alcohol, the employee's supervisor shall question the employee with regard to the behavior. The supervisor shall directly observe the employee's behavior and document the behavior by completing a Reasonable Cause Employee Observation Checklist form **Appendix V – Employee Observation Checklist**. Indications of impaired behavior include but are not limited to the following: staggering or irregular gait, the odor of alcohol on the breath, slurred speech, dilated or constricted pupils, inattentiveness, listlessness, hyperactivity, performance problems, illogical speech and thought processes, poor judgment, or unusual or abnormal behavior.

When possible, a second managerial employee shall also observe the employee to verify that there is reasonable cause to believe that drug or alcohol consumption may be involved. After consulting the Human Resources Manager, a determination shall be made using the Reasonable Cause Employee Observation Checklist form as to whether or not the employee's behavior is impaired to the point of being unable to perform his duties effectively and safely. The employee shall be relieved of his duties and placed on suspension with pay until a clear determination can be made as to the abuse or non-abuse of drugs or alcohol.

If it is concluded that there is reasonable cause to believe that drug or alcohol consumption is involved, the Human Resources Manager with concurrence from the immediate supervisor, there shall be a drug or alcohol test administered. The

test must be conducted within a reasonable time period after the observation of the problem behavior.

If an employee tests positive and is determined to be in violation of this policy, the employee will be terminated. Any adulterated specimen will be viewed as a positive result, and will be treated as such. However an employee may request that termination be changed to unpaid suspension by admitting to drug use and request rehabilitation assistance. During the unpaid suspension, the employee may utilize annual leave.

Upon completion of an approved treatment program the employee may be reinstated provided the employee submits to another drug test with negative results.

Upon reinstatement, the rehabilitated employee must submit to another drug test within 60 days and will be subject to unannounced drug testing for one year. Thereafter the employee will be eligible for testing as any other employee. If these conditions are not acceptable, the employee will be terminated.

Random testing will be done to monitor and ensure compliance by all employees with this policy.

Employees involved in an accident will automatically be tested.

SEARCHES

The City reserves the right to conduct unannounced searches of its property, vehicles, and facilities, including work areas, desks, and lockers assigned to employees, at any time. No employee has the right to interfere with or object to such searches of City property based on expectations of privacy or otherwise.

The City reserves the right to search personal property belonging to its employees, such as but not limited to, lunch boxes or bags, pocketbooks or briefcases if such property is brought onto City premises or into City vehicles.

City searches of the persons of employees, including articles of clothing being worn by employees, are prohibited.

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APPENDIX A.

PERSONNEL REQUISITION FORM

JOB TITLE: _____
DEPARTMENT _____

Supervisor: _____ **Reason:** ___New position ___Replacement

REPLACEMENT FOR: _____ **Current Salary** _____
(Name of Employee Replaced)

Replacement: ___Resigned ___Terminated
___Promoted/Transferred ___Retired

If New Position, Rationale for hiring: _____

RECOMMENDED SALARY RANGE: _____ **BUDGETED** ___Yes ___No

STATUS ___Full-time ___Part-time ___Temporary Full-time ___Temporary Part-time
___Exempt ___Non-exempt **PREFERRED START DATE:** _____

APPROVALS

Supervisor _____ **Date** _____
Department Head _____ **Date** _____
Human Resources _____ **Date** _____
City Manager _____ **Date** _____

PLEASE ATTACH A COPY OF THE JOB DESCRIPTION

APPENDIX B.

Reference Checking Form

(Verify that the applicant has provided permission before conducting reference checks)

Candidate
Name _____

Reference
Name _____

Company
Name _____

Dates of Employment:
From: _____ To: _____

Position(s)
Held _____

Salary
History _____

Reason for
Leaving _____

Explain the reason for your call and verify the above information with the supervisor (including the reason for leaving)

1. Please describe the type of work for which the candidate was responsible.

2. How would you describe the applicant's relationships with coworkers, subordinates (if applicable), and with superiors?

3. Did the candidate have a positive or negative work attitude? Please elaborate.

4. How would you describe the quantity and quality of output generated by the former employee?

5. What were his/her strengths on the job?

6. What were his/her weaknesses on the job?

7. What is your overall assessment of the candidate?

8. Would you recommend him/her for this position? Why or why not?

9. Would this individual be eligible for rehire? Why or why not?

Other Comments?

APPENDIX C.

Background Check Release Form

This is to notify you that a Consumer Report and /or investigative Consumer Report will be conducted on you for employment purposes.

By signing the release below, I hereby authorize the City of Radford to contact any and all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts, military services to release information about my background including, but not limited to, information about employment, education, consumer credit history, driving record, criminal record and general public records history to the City of Radford.

I release from all liability all persons, companies, schools supplying such information. I indemnify the City of Radford against any liability, which may result from making such request. This release shall remain in effect for the length of my employment. I understand and I may have a right to request additional disclosures regarding the nature and scope of I also understand that I will be given a copy of the consumer report and a written description of my rights under the Fair Credit Reporting Act.

I believe to the best of my knowledge that all information I have provided is accurate, true and correct, and that I fully understand the terms of this release.

Name: _____

Other names used: _____

Address: _____

City/State/Zip: _____

Date received degree (if applicable): _____

Social Security #: _____

Signature of Applicant

Date

Training Acknowledge Form for Supervisors

Name of Employee _____ Name of Supervisor _____

Date Completed Orientation _____

- Welcome New Employee
- Introduction to work group
- Tour Department and Important Places: Restrooms, Coffee Area, Coat area
- Introduction to the Organization (may be handled on a separate day)
- History
- City/Service(s)
- Resources for City Information
- Introduction to the Department
- Purpose
- Relation to other departments
- Organization of department
- Procedures for leave, overtime, etc.
- Introduction to the Job
- Work space
- Work hours, breaks, mealtimes and other rules
- Equipment
- telephone number
- copier
- mail
- fax machine
- tools
- Job Description
- Duties, Responsibilities, Purpose
- Handling Confidential Information
- Performance Expectations/Goals
- Promotions/Transfers
- Safety/Emergency Procedures
- Emergency Exits
- Injury Prevention
- Reporting Injuries
- Training
- Computer System
- Log on
- E-mail
- Software
- Telephone System
- Voice Mail
- Long-Distance Calls
- Training Opportunities
- Time sheet/Time card, if applicable
- Parking
- ID Card
- Credit Card(s)

I acknowledge that I have received the above training and orientation

Employee Signature _____

Please Return to Human Resources Office

APPENDIX F.

Educational Expense Agreement

You recently requested approval for advance payment of expenses for an educational course. In accordance with our educational assistance policy, you must complete the following Educational Expense Agreement and submit it to your immediate supervisor. You will be informed of a decision on your request by Human Resources no later than two weeks from the date of submission of this Agreement.

If you have any questions regarding our Educational Expense policy or this Agreement, please contact Human Resources.

As part of City of Radford's educational assistance program, City of Radford agrees to advance educational expenses for you to attend:

Course: _____

Sponsor or College/University: _____

City, State: _____

Dates of Attendance: _____ to _____

Total Expense Amount: \$_____ (includes registration/tuition fees, required books and other materials)

In consideration of payment of these expenses, you agree to the following:

If you are unable to complete this course due to what the City considers extenuating circumstances (such as your illness or the illness of a family member) and you receive a tuition or materials refund, you agree to give the full refund to the City via personal check within one week of receipt.

If you voluntarily terminate employment with The City of Radford prior to completing the course, you will refund the entire amount of the educational expenses provided to you.

If you voluntarily terminate employment with City of Radford after completion of the course, you will refund the amount of the educational expenses provided to you as outlined in the employee handbook.

If any action is brought to enforce any provision of this Agreement by City of Radford, you agree to pay all costs associated with the action as well as any costs of litigation, including all reasonable attorney fees.

This Educational Expense Agreement creates no contract of employment between you and The City of Radford. You may terminate your employment with the City at any time with or without cause, and City of Radford may terminate your employment at any time with or without cause.

APPENDIX F (page 2)

Employee: _____

Agreed to by: _____

(Signature of Employee)

Employee's printed name: _____

Date: _____

City of Radford

Immediate Supervisor: _____

(Signature of Supervisor)

Supervisor's printed name: _____

Date: _____

Human Resources Manager: _____

(Signature of Human Resources Manager)

Human Resources Manager printed name: _____

Date: _____

APPENDIX G.

Request for Time Off

Employee Legal Name: _____	Dept. _____
Sick [] _____ <i>Hours</i>	Start Date: ___/___/___
Bereavement [] _____ <i>Hours</i>	Return Date: ___/___/___
Vacation [] _____ <i>Hours</i>	<i>Total Paid Time-Off</i> _____
Unpaid Time Off [] _____ <i>Hours</i>	<i>Total Unpaid Time-Off</i> _____ <i>(Complete Reason for Unpaid Time Off)</i>
<u>Unpaid Time Off</u>	
Reason: _____ _____	
Employees may not request to take time off as unpaid when paid leave is available.	
Requests for PTO of 2 or more days must be submitted at least 2 weeks in advance.	
<u>Bereavement Leave:</u> Up to 3 days of paid leave is available for a death in the immediate family.	

Employee Signature	Date
[1]Supervisor Signature	Date
[2]Dept. Head Signature	Date
[3]Human Resources	Date

<u>APPROVALS REQUIRED:</u> PTO: [1] and/or [2] Bereavement: [1, 2 and 3] Unpaid Time-Off: [1, 2 and 3]	<u>ROUTING:</u> Original to Payroll Optional copies to Supervisor, Manager, and Employee.
PAYROLL USE ONLY	

City of Radford

Application for Loan of Days from Sick Leave Bank

Name

Social Security Number

Occupation

Department

I am requesting a loan of _____ hours from the Sick Leave Bank for my own extended injury or illness that began on _____. I understand that the first 160 hours of absence must be covered by my own sick leave, annual leave, or leave without pay. A member of the bank shall not be permitted to use his or her sick leave bank benefits until all his/her own sick leave and/or annual leave is depleted. I understand that I am not eligible for a loan from the bank if I am receiving compensation under the City's Workers' Compensation Program or I have received approval for disability retirement benefits through the Virginia Retirement System and/or Social Security. No more than a maximum of 360 hours may be borrowed from the bank in a twelve-month period. I also agree to repay the Sick Leave Bank upon my return to work, at a rate of 50% of my applicable sick leave accrual until the loan has been repaid in full. Upon termination of employment, any balance due the sick leave bank shall be deducted from my unused sick leave and/or annual leave.

Date

Signature of Employee

Doctor's Certification

I certify that the above named employee is unable to perform any work due to injury or illness. The employee ceased working on _____. The anticipated end to this disability is _____. If intermittent absence from work is required, please list in the space below all dates and hours the employee is unable to work as a result of this injury or illness.

Dates of intermitted absences:

(For Human Resources Use Only)

_____ A loan of _____ hours (working days) from the Sick leave Bank is approved, beginning on _____ and ending on _____.

_____ A loan from the Sick Leave Bank is not approved because _____

Authorized Signature

Date

Return Completed Application Form to The Human Resources Office

APPENDIX I.

**City of Radford, Virginia
APPLICATION FOR FAMILY OR MEDICAL LEAVE**

Name: _____

Department: _____

**Current
Address:** _____

Start Date of Anticipated Leave: _____

Expected Date of Return to Work: _____

Reason for Leave (Explain)

NOTE: A leave request based on an employee's serious health condition or the serious health condition of an employee's spouse, child or parent must be accompanied by a verifying medical certification from a physician.

I hereby authorize the City of Radford to contact my physician to verify the reason for my requested leave or for any other information concerning my requested family and medical leave.

I understand that failure to return to work at the end of my leave period may be regarded as my resignation unless an extension has been approved in writing by the City Manager.

Signature: _____

Date: _____

APPROVED BY:

Department Head _____

Date: _____

City Manager _____

Date: _____

City of Radford, Virginia
MEDICAL CERTIFICATION STATEMENT
(Illness of Employee's Family Member)

Name of Employee: _____

Name of Ill Family Member: _____

Date Condition Began: _____

Date Condition Ended (or is expected to end): _____

Medical facts regarding the condition: _____

Explanation of extent to which employee is needed to care for the ill spouse, child or parent:

Health Care Provider Signature: _____

Date: _____ **Office Phone:** _____

Medical Release:

I authorize the release of any medical information necessary to process the above request.

Patient's Signature: _____ **Date:** _____

City of Radford, Virginia
MEDICAL CERTIFICATION STATEMENT
(Employee's Own Serious Illness)

Name of Employee: _____

Date Condition Began; _____

Date Condition Ended (or is expected to end): _____

Medical facts regarding the condition: _____

Explanation of extent to which employee is unable to perform the functions of his or her job:

Health Care Provider

Signature: _____

Date: _____ **Office Phone:** _____

Medical Release:

I authorize the release of any medical information necessary to process the above request.

Patient's Signature: _____ **Date:** _____

City of Radford, Virginia
NOTICE OF INTENTION TO RETURN FROM FMLA LEAVE

Employee Name: _____

Department Head: _____

Date Leave Commenced: _____

Date of Planned Return: _____

I understand that my restoration to employment is subject to the following conditions:

- 1. As a condition of restoration, each employee must provide a written certification from his or her health care provider that the employee is able to resume working.**
- 2. Every attempt will be made to restore an employee returning from leave to his or her original position. If the employee's original position is unavailable, the employee will be placed in an equivalent position with equivalent pay and benefits.**
- 3. An employee returning from family and medical leave shall not be entitled to the accrual of any seniority or employment benefits during the period of leave unless he/she has used paid vacation or sick leave during the leave.**

Employee's Signature: _____

Date: _____

I have examined _____ and herewith certify that she/he is fully able to resume work on _____ with no restrictions.
Date

I have examined _____ and herewith certify that she/he is able to return to work on _____ with the following restrictions or limitations:
Date

Health Care Provider's Signature

Date

CITY OF RADFORD

City Authorization for Family Medical Leave (FMLA)

Upon completion and execution, this form shall constitute acknowledgment of the request by the following employee to begin Family and Medical Leave and the date on which said leave shall begin. The rules governing the leave are contained in Annex 4 to Article V of the City Personnel Rules and Regulations, entitled Family and Medical Leave, dated 22 December 1997.

The effective date of this authorization establishes the beginning of the 365 day period during which the employee is statutorily entitled to 12 weeks of FMLA authorized absence. The FMLA entitlement period, or portion thereof shall be as follows:

Name of Employee: _____

Department: _____

Date of Application for Family and Medical Leave: _____

Leave Authorization shall be as follows:

1. Unpaid Leave: _____
2. Sick Leave: _____
3. Vacation Leave: _____
4. Worker's Compensation Leave: _____
5. Other Leave: _____

The effective date of FMLA leave shall be: _____

This authorization shall expire at _____ on _____

Acknowledged by: _____
Employee Date

Department Head: _____
Name Date

City Manager: _____
Tony Cox Date

CITY OF RADFORD

**Medical Verification
of
Continuing Justification for Family Medical Leave**

Name: _____

Current Address: _____

Department: _____

Date Leave Began: _____

Health Care Provider's Justification for Continued Leave:

Health Care Provider's Signature: _____

Date: _____

Expected Date of Return to Work: _____

Signature of Employee: _____

Date: _____

Signature of City Manager: _____

Date: _____

FMLA-5

APPENDIX J.

Leave of Absence Application

Name: _____ Employee SS# _____ Date: _____

Address: _____ Status(check one) Exempt Non-Exempt
_____ Full-Time Part-Time

Department: _____

Department _____ Hire Date _____

Employee Statement: (To be completed by the employee)

I, _____, request a leave of absence to begin _____ and to end _____ for the following reason: (check one)

- FMLA Personal Medical Personal Non-Medical
 Military Other _____

I have read and fully understand the information contained on this Leave of Absence Application.

Employee Signature

Date

Extension Request:

I, _____, am currently on a (check one)

- FMLA Personal Medical Personal Non-Medical
 Military Other _____

leave of absence which began on _____. I would like to request an extension to be continued from _____ and to end on _____.

Employee Signature

Date

Approval:

Leave approved: _____ Supervisor _____ Date _____

Leave approved: _____ Dept. Head _____ Date _____

Leave approved: _____ HR _____ Date _____

Leave approved: _____ City Manager _____ Date _____

Leave of Absence Condition:(To be completed by Department Head)

1. Last day worked _____ Return to work date _____
2. Pay: STD _____ days/Casual _____ days/Vacation _____ days
No Pay _____ days
3. Employees are not eligible for bereavement or holiday pay while on a leave of absence.
4. Check Insurance to be continued and the weekly/monthly cost to employee.

Medical	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____ \$
Dental	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____ \$
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____ \$

Total insurance premium due per week \$ _____

Total insurance or premium due per month \$ _____

5. Explain details to pay premiums:
6. All leaves of absence must be approved in advance by your Supervisor and/or Department Head.
7. Failure to return from a Leave of Absence on the agreed upon date without an approved extension will result in termination for job abandonment.
8. Under no conditions will a Leave of Absence through multiple extensions exceed one year.
9. All employees returning from a Leave of Absence must contact their Supervisor/Manager at least one week in advance of the projected return date.
10. If the dates requested change, (including an extension) a new Leave of Absence application must be submitted for re-approval.

5. Military address and e-mail, if known.

May we release the military address and e-mail to other Town employees?

_____ Yes _____ No

6. Copy of military orders for active duty status

_____ Yes _____ No

*A copy of these orders or a letter from the unit listing dates of active duty status, must be provided within 30 days.

6. Beneficiary Information Updated

a. VRS _____ Yes _____ No

I acknowledge that it is my responsibility to contact payroll regarding any garnishment or child support payments that are withheld from my paycheck.

Signature of Employee: _____ Date: _____

Human Resources Signature: _____ Date: _____

*Human Resources please forward to Payroll

Payroll Signature: _____ Date: _____

cc: Department File

APPENDIX L.

Confidential

EMPLOYEE EXIT INTERVIEW

Name: _____ Position: _____ Date: _____
Department: _____ Supervisor: _____
Hire date: _____ Termination date: _____ Starting Position: _____
Ending Position: _____ Starting Salary: _____ Ending Salary: _____

WHAT MADE YOU DECIDE TO LEAVE YOUR CURRENT JOB? (check all that apply)

- Secure better job
- Return to school
- Family
- Issues with Supervisor
- Problems with hours
- Not satisfied with Wages
- Disliked type of work
- Professional level of job
- Issues with co-workers
- Poor health-physical disability
- Working conditions
- Transportation problems
- Retirement
- Other _____

COMMENTS/SUGGESTIONS FOR IMPROVEMENT

We are interested in our employees' comments about their work experience with the City of Radford. Please complete the following. YOUR ANSWERS WILL BE HELD CONFIDENTIAL.

1. What did you like most about your job?
2. What did you like least about your job?
3. How did you feel about pay and benefits?

Please rate the following:	Excellent	Good	Fair	Poor
Rate of pay for your job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid holidays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical coverage for self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical coverage for dependents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. How did you feel about the following?

	Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied
1.Opportunity to use your abilities	[]	[]	[]	[]	[]
2.Recognition for the work you did	[]	[]	[]	[]	[]
3.Training you received	[]	[]	[]	[]	[]
4.Your supervisor's management methods	[]	[]	[]	[]	[]
5.The opportunity to talk with your supervisor	[]	[]	[]	[]	[]
6.The information you received on policies, programs, projects, and problems	[]	[]	[]	[]	[]
7.The information you received on departmental policies and organizational structure	[]	[]	[]	[]	[]
8.Promotion policies and practices	[]	[]	[]	[]	[]
9.Discipline policies and practices	[]	[]	[]	[]	[]
10.Job transfer policies and practices	[]	[]	[]	[]	[]
11.Overtime policies and practices	[]	[]	[]	[]	[]
12.Performance review policies and practices	[]	[]	[]	[]	[]

Comments: _____

Do you have any suggestions for improvement? _____

Are there any changes that could have been made to prevent you from leaving? _____

Other comments, if any: _____

CITY OF RADFORD, VIRGINIA

TRAVEL EXPENSE REPORT

RECEIPTS MUST BE ATTACHED

Day One Date:	Day Two Date:	Day Three Date:	Day Four Date:	Day Five Date:

						Totals	Account Coding
Lodging						-	
Total lodging paid in cash	-	-	-	-	-	-	
Total lodging charged to city card						-	
Transportation:							
Vehicle:							
Destination							
Miles						-	
Calculated mileage	-	-	-	-	-	-	
Rental charges						-	
Fuel						-	
Tolls						-	
Cab/bus fare						-	
Parking						-	
Other						-	
Total transportation	-	-	-	-	-	-	
Total transportation paid in cash	-	-	-	-	-	-	
Total transportation charged to city card						-	
Meals:							
Breakfast						-	
Lunch						-	
Dinner						-	
Other						-	
Total meals:	-	-	-	-	-	-	
Total meals paid in cash	-	-	-	-	-	-	
Total meals charged to city credit card	-	-	-	-	-	-	
Grand Totals	-	-	-	-	-	-	
Amount advanced to employee							
Unreimbursable expenses on CC							
Amount charged to City credit card						-	
Balance due to City from employee						-	
Balance due from City to employee						-	

Business purpose of trip:

Individuals entertained and business purpose:

The original of this form and attached receipts must be returned to the Finance Department to be filed with the request for travel advance or credit card statement, if applicable. Any amount due the City is to be paid to the Treasurer.

I hereby certify that the above listed expenditures were incurred by me in accordance with the City's travel policies and that these expenditures have not been previously requested to be reimbursed by the City or turned into any other state or local government for reimbursement.

Signed: _____ Date: _____

Name: _____ Department: _____

Finance Director Approval: _____

APPENDIX O.

RESOLUTION

WHEREAS, the City Council of the City of Radford, Virginia, is cognizant of the dangers of pipe, cigarette and cigar smoke to the health and safety of its citizens and desires to address that danger and, in order to provide a smoke-free work and public environment for the citizens of the City, deems it in the best interests of the citizens of the City of Radford to adopt a policy prohibiting smoking in City-owned or City-leased buildings, vehicles and equipment, and

WHEREAS, there also presently exist issues caused by the use of certain forms of smokeless tobacco, such as the spitting and disposal of chewing tobacco or snuff in public waste receptacles and drinking fountains, which, in addition to being aesthetically obnoxious, is unsanitary and undesirable and which requires the expenditure of City resources in the form of the staff hours and supplies necessary to remove the residue of said smokeless tobacco.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Radford, Virginia, in its meeting assembled on the 23rd day of June, 2003, that the City Council of the City of Radford, Virginia, hereby adopts the attached Policy Prohibiting Use of Tobacco Products to be effective on the date stated therein.

Adopted: June 23, 2003

Certified a true copy:

Teste: _____ (*original signed*)

Belinda Coffin, Clerk

POLICY PREVENTING USE OF TOBACCO PRODUCTS

CITY OF RADFORD

1. Definitions . For the purposes of this policy prohibiting use of tobacco products, the following definitions shall apply:

a. “Use of tobacco products” means the carrying or holding of any lighted pipe, cigar or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling or exhaling of smoke from a pipe, cigar or cigarette of any kind, as well as the use of chewing tobacco or snuff, including spitting and disposal thereof.

2. Use of tobacco products is prohibited in all City-owned or City-leased buildings, vehicles and equipment. Areas in which use of tobacco products is prohibited include, but are not limited to:

- a. All office space
 - b. Snack bars or restaurants, including indoor service lines and cashier areas
 - c. Assembly rooms, auditoriums, classrooms and conference rooms
 - d. Elevators, regardless of capacity
 - e. Corridors, lobbies, restrooms and stairways
 - f. Libraries
 - g. Recreational facilities
- h. Educational facilities, including, but not limited to, elementary, intermediate and secondary schools and including classrooms, hallways, auditoriums and public meeting rooms therein
- i. All vehicles and equipment, including, but not limited to school buses and public conveyances
- j. Hazardous areas. Each department head shall post and enforce “no tobacco products” rules in any location under his or her jurisdiction which houses flammable liquids, gases or vapors, and in all other locations where there is a collection of readily ignitable, combustible materials.

3. Compliance . The City Manager and/or his designee, including department heads, shall monitor and ensure compliance with the provisions of this policy prohibiting use of tobacco products.

4. Signs . The City Manager shall post or cause to be posted adequate signage on City-owned or City-leased buildings, vehicles and equipment subject to this policy prohibiting tobacco products.

5. Effective Date . This policy prohibiting use of tobacco products shall be in effect as of July 1, 2003.

APPENDIX P.

INFORMATION ACCESS AGREEMENT

This agreement is between City of Radford } and _____ (user)
entered into on _____ (date).

USER LOGON NAME: _____

E-MAIL NAME _____@radford.va.us

User agrees to the following conditions for information access:

1. Passwords to the City network and other operating systems will not be revealed to anyone in or outside the City. Passwords should be changed at three-month intervals with a unique six digit or greater password.
2. Network access will be solely for use in conducting City business.
3. Software programs not registered and belonging to City of Radford will not be installed on any City computer or network without the express consent of the City of Radford.
4. No software program owned by City of Radford will be removed or transferred for any reason from City property.
5. City information will not be shown or revealed to anyone outside the City of Radford, without authorization and verification of properly executed Non-Disclosure Agreement.
6. Employees may access or send information necessary to conduct work at home after hours, as needed, and are bound by the PATENT & CONFIDENTIAL/PROPRIETARY INFORMATION agreement. Upon termination, all copies of information media regarding City of Radford and its business will be returned to {enter company name} immediately.
7. The employee understands that any electronic or telephonic system may be monitored when there is a legitimate business purpose. The employee should have no expectation of privacy in using company communication equipment.
8. Revocation of access is at the City's discretion.

Employee/User

Systems Administrator

- Specific Access Areas (as checked):
- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> Electronic Messaging | <input type="checkbox"/> MS Office | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> ERP | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Development | <input type="checkbox"/> Other (specify: _____) | |

Designated Main Printer _____

APPENDIX Q.

DISCIPLINARY/COUNSELING REPORT

Name: _____ Dept.: _____ Date: _____

Date of Occurrence: _____ Time: _____ AM PM Location: _____

ACTION TAKEN:

- COACHING WRITTEN WARNING SUSPENSION ___ day(s)
- VERBAL WARNING TERMINATION OTHER _____

*(DEPENDING ON THE NATURE OF THE OFFENSE, The City of Radford
RESERVES THE RIGHT TO SKIP ANY STEPS AT ITS DISCRETION.)*

All Terminations require the approval of the City Manager

- FIRST SECOND THIRD FINAL WARNING

DESCRIPTION OF ISSUE:

- ABSENCE SAFETY VIOLATION OTHER _____
- TARDINESS POLICY VIOLATION
- CONDUCT SUBSTANDARD PERFORMANCE

Explanation: _____

Goals/Corrective Behavior: _____

SHOULD YOUR RECORD CONTINUE TO BE UNACCEPTABLE IN THE ABOVE AREA(S), THE COMPANY WILL FIND IT NECESSARY TO TAKE THE FOLLOWING DISCIPLINARY ACTION (OR MORE DEPENDING ON THE SITUATION):

- WRITTEN WARNING FINAL WARNING SUSPENSION ___ day(s)
- TERMINATION OTHER _____

Employee Comments: _____

YOU ARE FORMALLY BEING WARNED TO BRING TO YOUR ATTENTION THE SEVERITY OF THIS SITUATION. FAILURE TO CORRECT THIS BEHAVIOR AND/OR FURTHER VIOLATION OF COMPANY POLICY WILL RESULT IN ADDITIONAL DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE. BY SIGNING BELOW YOU ACKNOWLEDGE THAT YOU HAVE RECEIVED THIS NOTICE.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

HR Manager: _____ City Manager: _____ Date: _____

GRIEVANCE FORM

Grievant _____ Dept./Division _____
Telephone Number _____ Date Submitted _____
Date Grievance Occurred _____
Nature of Grievance:

Specific Relief Expected:

Preliminary Step

_____ Date discussed with Supervisor _____ Date Supervisor Responded to Employee _____

First Step Remedy:

Supervisor _____ Date/Time _____
Acceptable _____ Not Acceptable _____

Grievant _____ Date/Time _____

Second Step Remedy:

Management _____ Date/Time _____
Acceptable _____ Not Acceptable _____

Grievant _____ Date/Time _____

Third Step Remedy:

Management _____ Date/Time _____
Acceptable _____ Not Acceptable _____

Grievant _____ Date/Time _____

PANEL HEARING

Grievant _____ Date of Submission _____

Nature of Grievance

Reason for Requesting Panel Hearing

Decision of Panel Hearing

Date of Hearing _____ Place of Hearing _____

Panel Members:

_____ (Grievant Selection)

_____ (City Manger Selection)

_____ (Selection by Other Panel Members or
Twenty-Seventh Judicial Circuit
Court)

Issue

Decision and Award

Signed: _____
Panel Member Panel Member Panel Member

DETERMINATION OF GRIEVABILITY

Grievant _____

Nature of Grievance

Grievable _____ Not Grievable _____

Reason (only if not grievable)

City Manager

Date

APPEAL

I wish to appeal the decision on grievability. Transmit to the Twenty-Seventh Judicial Circuit Court your decision on grievability as required by law.

Date

Grievant

APPENDIX S.

Accident/Illness Investigation Report

<i>Date of Accident/Illness</i>	<i>Time of Day</i>	<i>Date Reported</i>	<i>Location</i>
<i>Person Involved</i>	<input type="checkbox"/> <i>Employee</i> <input type="checkbox"/> <i>Temporary</i> <input type="checkbox"/> <i>Contractor</i> <input type="checkbox"/> <i>Visitor</i>		
<i>Position Title</i>	<i>Date Employed</i>	<i>Department</i>	<i>Manager/Supervisor</i>
<i>Witness #1</i>		<i>Witness #2</i>	
<i>Description of the Injury or Illness</i>			
<i>Description of the Activity at the Time of the Accident</i>			
<i>Accident Resulted In:</i> <input type="checkbox"/> <i>Injury</i> <input type="checkbox"/> <i>Illness</i> <input type="checkbox"/> <i>Property Damage</i> <input type="checkbox"/> <i>Near Miss</i> <input type="checkbox"/> <i>First Aid</i> <input type="checkbox"/> <i>Medical Clinic Treatment</i> <input type="checkbox"/> <i>Lost Time</i> <input type="checkbox"/> <i>No Injury/Illness</i>			
<i>Recommended Corrective Action</i>			
<i>Immediate Corrective Action Taken</i>			
<i>Investigated by</i>	<i>Title</i>	<i>Date</i>	

Supervisor's Report of Injury

<i>EMPLOYER</i>	
<i>EMPLOYEE</i>	
<i>LOCATION</i>	
<i>REFERRED TO DR.</i>	
<i>OCCUPATION OF INJURED</i>	<i>AGE</i>
<i>INJURY DATE</i>	<i>TIME</i>
<i>INJURY DATE</i>	<i>TIME</i> <input type="checkbox"/> <i>AM</i> <input type="checkbox"/> <i>PM</i>
<i>NATURE OF UNJURY (SCRATCH, CUT, BRUISE, TC.)</i>	
<i>PART OF BODY INJURED (LEFT TING FINGER, RIGHT ANKLE, ETC.)</i>	
<i>DID INJURED RETUEN TO WORK?</i>	<i>TIME</i> <input type="checkbox"/> <i>AM</i> <input type="checkbox"/> <i>PM</i>

Supervisor's Report of Injury (page 2)

WHERE AND HOW DID ACCIDENT HAPPEN?

SPECIFY EQUIPMENT, SUBSTANCE OR OBJECT CONNECTED WITH ACCIDENT

WHAT WAS EMPLOYEE DOING AT TIME OF ACCIDENT?

WITNESSES

MEASURES RECOMMENDED TO PREVENT A SIMILAR ACCIDENT

SUPERVISOR'S SIGNATURE

DATE

Employee's Report of Injury

EMPLOYER	
EMPLOYEE	
LOCATION	
REFERRED TO DR.	
OCCUPATION OF INJURED	AGE
INJURY DATE	TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
NATURE OF INJURY (SCRATCH, CUT, BRUISE, ETC.)	
PART OF BODY INJURED (LEFT RING FINGER, RIGHT ANKLE, ETC.)	
DID INJURED RETURN TO WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO	TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
WHERE AND HOW DID ACCIDENT HAPPEN?	
SPECIFY EQUIPMENT, SUBSTANCE OR OBJECT CONNECTED WITH ACCIDENT	
WHAT WAS EMPLOYEE DOING AT TIME OF ACCIDENT?	
WITNESSES	
MEASURES RECOMMENDED TO PREVENT A SIMILAR ACCIDENT	
EMPLOYEE'S SIGNATURE	DATE

APPENDIX T.

Driving Check Request and Release From Liability

The position I am applying for may require me to drive a City vehicle or my on personal vehicle while performing my job duties.

(To be completed by Human Resources)

I understand that driving a City vehicle (or my own vehicle, as required) is a requirement of the position I am being considered for and that having and maintaining a satisfactory driving record is a condition of my employment. I agree to allow the City of Radford to check my driving record prior to hire and to check it periodically thereafter. I further agree to report any license suspensions, serious accidents or offenses, or any other condition to my supervisor immediately that may affect my ability to drive a City of Radford vehicle (or my own vehicle, if I am required to drive) after I am hired. I agree to obtain a Driver's license prior to hire if I do not already have one.

I understand that the City will use this information for employment purposes only and not furnish this information to a third party without my written consent.

I agree to release the City of Radford, its employees and those who supplied you with the information from any liability for any damage which may result from furnishing the requested information or my failure to be hired for the position for which I am applying.

Print Name

Date of Birth

Driver's License Number

State of License

Signature

Date

APPENDIX U.

**CITY OF RADFORD
UNLAWFUL HARASSMENT COMPLAINT FORM**

The City of Radford strictly enforces its policy against unlawful harassment. All employees are encouraged to report harassment by filling out this form and submitting it to the City's Human Resources Manager or City Manager. The City will strive to keep confidential the identity of the employee who fills out this form. However, the City cannot guarantee the identity will remain confidential.

1. Please state your full name, address and telephone number.

Name: _____

Address: _____

Telephone Number: _____

2. If you no longer are employed by the City please provide the exact date you last worked for the City and state whether you resigned or were terminated.

3. Please identify by name and, if known, position of employment of all persons you believe have unlawfully harassed you.

4. Please describe in detail all unlawful harassment to which you believe you have been subjected as a City employee and specify the date(s) or appropriate date(s) on which the harassment occurred. Please tell us exactly what the person(s) did or said to harass you. (Use additional sheets if necessary)

5. Please provide the names and, if known, addresses and telephone numbers of everyone who either witnessed the harassment or has information about any of the events you describe above.

Please sign and deliver or mail this form to either the Human Resources Manager or City Manager at the following address:

City of Radford
619 Second Street
Radford, VA 24141

You may call the Human Resources Manager or the City Manager at (540) 731-3603 if you have any questions or need any assistance in completing this form.

Signature

Date

APPENDIX V.

**REASONABLE CAUSE EMPLOYEE OBSERVATION CHECKLIST
[STRICTLY CONFIDENTIAL]**

Employee

Period of Evaluation

Supervisor #1, Name and Telephone Number

Supervisor #2, Name and Telephone Number

This checklist is intended to assist a supervisor in evaluating a person's performance over time. This information may be used to support a reasonable cause drug test. Has the employee manifested any of the following behaviors? Indicate (D) if documentation exists. (Note: If reasonable suspicion exists because of a specific incident, complete the **Reasonable Cause Incident Checklist.**)

A. QUALITY AND QUALITY OF WORK

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Clear refusal to do assigned tasks |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Significant increase in errors |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Repeated errors in spite of increased guidance |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Reduced quality of work |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Inconsistent "up and down" quantity or quality of work |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Behavior that disrupts workflow |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Procrastination on significant decisions or tasks |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. More than usual supervision necessary |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Frequent, unsupported explanations for poor work performance |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Noticeable change in written or oral communication |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Other (please specify) _____ |

B. INTERPERSONAL WORK RELATIONSHIPS

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Significant change in relations with coworkers, supervisors others |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Frequent or intense arguments |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Verbal abusiveness |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Physical abusiveness |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Persistently withdrawn or less involved with people |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Intentional avoidance of supervisor |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Expressions of frustration or discontent |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Change in frequency or nature of complaints |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Complaints by coworkers or subordinates |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Cynical, "distrustful of human nature" comments |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Unusual sensitivity to advice or critique of work |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Unpredictable response to supervision |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Passive-aggressive attitude or behavior, doing things behind your back" |

C. GENERAL JOB PERFORMANCE

YES	NO	
___	___	1. Excessive unauthorized absences-number in last 12 months_____
___	___	2. Excessive authorized absences-number in last 12 months_____
___	___	3. Excessive use of sick leave in the last 12 months_____
___	___	4. Frequent or unexplained disappearances
___	___	5. Excessive "extensions of breaks or lunch"
___	___	6. Intentional avoidance of supervisor
___	___	7. Frequently leaves work early-number of days per week
___	___	8. Increased concern about, or actual incidents of safety offenses involving the employee
___	___	9. Experiences or causes job accidents
___	___	10. Major change in duties or responsibilities
___	___	11. Interferes with or ignores established procedures
___	___	12. Inability to follow through on job performance recommendation

D. PERSONAL MATTERS

YES	NO	
___	___	1. Changes in or unusual personal appearance (dress, hygiene)
___	___	2. Changes in or unusual speech (incoherent, stuttering, loud)
___	___	3. Changes in or unusual physical mannerisms (gesture, posture)
___	___	4. Changes in or unusual facial expressions
___	___	5. Changes in or unusual level of activity-much reduced or increased _____
___	___	6. Changes in or unusual topics of conversation
___	___	7. Engages in detailed discussions about death, suicide, or harming someone
___	___	8. Increasingly irritable or tearful
___	___	9. Persistently boisterous or rambunctious