

Exempt/Confidential Employees Handbook



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Personnel Policies and Procedures Manual

This hand book applies to all employees of the City of Muncie who are not members of a bargaining unit or union that contracts with the City of Muncie.

Department Heads may receive benefits in addition to the benefits listed in this hand book. Any additional benefits are granted in writing and subject to the sole discretion of the Mayor of the City of Muncie.

Section I Introduction

Welcome to the City of Muncie.

We are pleased to have you join us and hope that you will enjoy working with us. This Personnel Manual outlines some of the privileges and benefits which the City currently offers and explains some of your responsibilities as an employee.

You are required to read this Manual carefully so that you will be aware of the City's current policies, benefits, and procedures. This Manual is only a general guide to the City's current employment policies and to some of your benefits and responsibilities as an employee. It is informational only, and it is not intended to be and should not be construed as a contract. The City from time to time reviews its policies, procedures, and benefits and makes revisions based on the need for and desirability of changes. Thus, any policy, procedure, or benefit outlined in this manual may be modified, increased, or decreased at anytime with or without advance notice.

If you have any questions, your supervisor and the Personnel Department will be glad to answer them.

Good luck and best wishes to you!



Mayor, City of Muncie

Section II Receipt for Employee Handbook_____

I have received and carefully read the City of Muncie's Personnel Manual. In consideration for my employment, I agree to abide by all of its rules of conduct, terms and conditions.

I acknowledge that my employment is at will and that the City reserves the right to terminate me at anytime with or without cause and with or without notice, as long as there is no violation of applicable federal or state law. I further understand that the Mayor is the only authorized representative of the City who can modify my at-will employment and that any modification must be in writing and signed by the authorized representative of the City of Muncie to be effective.

Employee's Name (Printed):_____

Employee's Signature:_____

Date:_____

Section III Ethics in Employment

CITY OF MUNCIE

ETHICS IN EMPLOYMENT

Immediate family members of City of Muncie employees may apply for employment, and be hired if qualified, as long as they work within different departments and one is not the supervisor over the other. Departments include: Controller, Personnel, Engineer, Building Commission, Animal Shelter, Human Rights, Parks and Recreation, Beech Grove and Public (Street and Sign) Works.

A department head and/or supervisor who has the authority to make recommendations for hire is not permitted to recommend or solicit other department heads and/or supervisors to hire a member of their immediate family. Likewise, if a family relationship is created by marriage or adoption between two City of Muncie employees, they may remain employed by the City as long as they work in different departments and one is not in a supervisory position over the other.

All situations that fall under the above outlined conditions will be reviewed by the Personnel Director and approved by the Mayor of the City of Muncie.

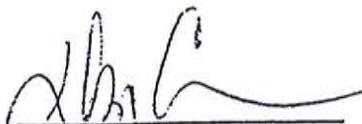
In situations where a family relationship is created between two City of Muncie employees who are in the same department, or one is in a supervisory position over the other, as soon as a comparable position becomes available, the two employees must choose which one will move to the comparable position.

If a choice is not made within one week after the position becomes available, the City will choose which employee will be transferred to the comparable position. If the employee refuses the transfer, the employee who refused the transfer will be terminated.

An employee's "immediate family" means the employee's spouse, child, step-child, parent, step-parent, grandparent, brother, step-brother, sister, step-sister, current parent-in-law, brother-in-law, or sister-in-law.

This policy is amended to exclude part-time (seasonal) employees for the year 2001. The above guidelines continue to apply to all full-time employees of the City of Muncie.

Amended this 6th day of June 2001.



Mayor, City of Muncie

Section IV Equal Employment Opportunity Policy

The City of Muncie is deeply committed to a policy of equal employment opportunity for all of its employees. We actually seek and employ qualified persons in all job classifications and administer all personnel actions affecting employees without discrimination on the basis of race, color, religion, sex, national origin, or any other basis prohibited under applicable law.

The City will continue to further its policy of equal employment opportunity by recruiting, hiring, compensating, training, and promoting persons in all job classifications without regard to race, color, religion, sex, or national origin. Promotion decisions will continue to be scrutinized to guarantee that only valid requirements are imposed to qualify employees for promotional opportunities. Finally, systematic review of personnel actions will continue to ensure that matters such as compensation, benefits, terminations, and city-sponsored training and education programs are administered without regard to race, color, religion, sex, age, national origin, or any other basis prohibited by local law.

The City has a commitment, and our employees an obligation, to make our work environment efficient. Any conduct that interferes with another employee's performance or creates a hostile, intimidating, or offensive work environment will not be tolerated. Included as unacceptable conduct are derogatory statements about one's race, religion, or national origin. Sexual advances, requests for sexual favors, and other verbal and physical contact of a sexual nature are strictly prohibited. Persons who encounter unacceptable conduct, including conduct in violation of the City's Equal Employment Opportunity Policy, should immediately bring it to their supervisor or the Personnel Department. The City will investigate reports of such misconduct. Persons found to have engaged in such misconduct will be subject to the full range of disciplinary procedures.

Section V General Employment Information

1. Employee Classification

Employment status is the major determinant of employment benefits eligibility. Questions concerning your employment status should be directed to the Personnel Department.

a. Regular Full-time Employees

A regular full-time employee is one who works 40 or more hours per week. Regular full-time employees are eligible for City employee benefits.

b. Regular Part-time Employees

A regular part-time employee is one who regularly works less than 32 hours per week. Regular part-time employees are not eligible for City employee benefits unless otherwise specified.

c. Project Employees

A project employee is one hired to perform a specific job of no more than 5 months duration. Project employees are not eligible for City benefits unless otherwise specified. All employees other than project employees are regular employees.

2. Overtime

Occasionally, additional work may be required beyond your normal work schedule, including Saturday, Sunday, and holiday work. You are expected to perform this work when requested. Eligible employees are paid 1 1/2 times their regular wage rate for work in excess of 40 hours per week. At the discretion of the supervisor, compensatory time within the workweek may be granted in lieu of overtime pay. All overtime must be approved in advance by your supervisor and reported on your time sheet/card.

3. Outside Work Activity

Employees are permitted to participate in outside work activities unless the activities conflict with the City's interest. In general, outside work activities are not allowed when they:

- a. Prevent the employee from fully performing work for which he/she is employed in the City including overtime assignments.
- b. Involve organizations that do or seek to do business with or compete against the City including actual or potential vendors.
- c. Violate provisions of law, government regulations, or a City rule or policy.

From time to time employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with outside activity, the employee's obligation to the City must be given priority. Employees are required to obtain the written approval of their supervisor in advance of all outside work activity to ensure no conflict exists.

4. Hours of Work

The City will make reasonable efforts to provide to full-time employees eight (8) hours work per day and forty (40) hours work per week. "Hours work" shall include paid breaks, as well as hours actually worked, and excludes all other paid time off.

a. Workweek, Payday, Time cards

The workweek is Sunday through Saturday. The normal workweek is eight (8) hours per day, five (5) days per workweek.

b. Payday

The pay period is two (2) weeks, beginning on Sunday and ending on the Saturday two (2) weeks later. Employees are paid every other Friday for wages earned during the preceding pay period.

c. Time Cards

Each employee is responsible for punching their own time card at the appropriate time clock. Time cards must be reviewed and approved by the employee's department head or his/her designee.

5. Breaks and Meal Periods

Full-time employees shall receive either a paid meal period of one-half (1/2) hour or one (1) hour during a shift lasting at least eight (8) hours. Full-time employees who receive a one-half (1/2) hour paid meal period shall also receive two (2) paid breaks of fifteen (15) minutes each during a shift lasting at least eight (8) hours. An employee must clock in and out for their meal periods when time clocks are available in the Department.

6. Grievance Procedure

Grievances and personal complaints are best handled between the employee and the employees supervisor. Employees are encouraged to speak to their supervisor about complaints, questions, and suggestions.

If a problem cannot be resolved between the employee and his supervisor, the employee may request a meeting with the Personnel Director.

If the complaint is not resolved, the employee may ask the Mayor to hear the matter. The decision of the Mayor shall be final.

7. Solicitation and Distribution of Literature

The City forbids requests for money and all other types of solicitation on city property and during an employee's work time. Work time does not include an employee's lunch time and other authorized breaks. However, an employee who is not on work time, such as an employee who is on a lunch break, may not solicit an employee who is on work time.

The distribution of any literature, pamphlets, or material not related to City operations is prohibited during work time and at all times in work areas.

Section VI Promotions and Transfers

1. Promotions

The City of Muncie encourages employees to apply for promotion.

It is the responsibility of all employees to:

- a. Inform the City of courses, training, or seminars taken which should be included in the employees personnel file; and
- b. Notify the Personnel Department of their intent to apply for a posted vacancy.

2. Transfers

An employee transfer may be requested by an employee. The City reserves the right to transfer an employee when necessary or desirable. Transfers are based on organizational needs and employee qualifications.

Section VII

Holidays

1. Holidays Observed

The City observes the following thirteen (13) holidays:

New Years Day
Martin Luther King's Birthday
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day

During election years, two (2) extra days are provided for the primary and general elections. Except as otherwise provided in Section V, the holidays set forth above are observed on the dates established by the Mayor.

2. Holiday Pay

Eligible full-time employees will receive their rate or pay for the day observed as the holiday. To be eligible to receive holiday pay, a full-time employee must meet the following requirements:

- a. The employee must have completed thirty (30) calendar days of his or her probationary period prior to the date the holiday is observed; and
- b. The employee must have worked on his or her scheduled work day before the holiday and his or her first scheduled work day after the holiday unless the employee's absence on such a day is due to the following reasons: (1) approved vacation; (2) approved sick/personal days; (3) approved funeral leave; (4) jury duty; (5) witness leave; (6) military leave; or (7) approved paid extended sick leave.

Section VIII

Leave Programs

1. Vacation

Regular full-time employees are eligible to take vacation after 180 days of employment.

Accrual

Vacation is based on employment date and is accrued according to the following schedule.

<u>Years of service</u> (from employment date)	<u>Pro Rata Vacation Period</u>
After-180 days	1 Week
1-4 Years	2 Weeks
5-9 Years	3 Weeks
10-19 Years	4 Weeks
20-and over	5 Weeks

Vacation should be scheduled as far in advance as possible, but no less than two (2) weeks before the anticipated vacation date. Vacation requests must be approved by an employee's supervisor. No more than five (5) days of vacation may be taken at any one time without the express written approval of the Personnel Department.

Carryover of Unused Vacation Time Prohibited

Full-time employees are encouraged to use all vacation during the 12 month calendar period in which it is earned. An employee is not entitled to receive the cash equivalence of any such lost vacation days. In the event an employee has accumulated days that are currently in his/her extended vacation bank, the employee has the option of (1) leaving his/her days in the bank, or (2) using the extended vacation days(s) prior to his/her anniversary date. Extended vacation days may not be taken without express written approval of the Personnel Department.

Holidays During Vacation

Any City holiday that occurs during an employee's vacation will not be counted as a vacation day. The holiday should be reported as a holiday on the employee's time sheet/card.

Vacation Pay at Termination

Employees who leave the City may be paid for accrued but unused vacation time. This policy applies whether the employee leaves of his or her own accord or is asked to leave by the City.

Sick Leave

Regular full-time employees are eligible to take sick leave after 180 days of employment. Sick leave may be used only when an employee is unable to work due to illness or injury. The City may require a certificate from a physician as evidence of illness. When sick leave is taken, an employee must notify his or her supervisor no later than the employee's scheduled starting time

for the day. Any sick leave that is unused as of an employee's anniversary date of employment may be carried over into his or her paid extended sick leave bank. Employees will not receive pay in lieu of unused sick leave.

Termination of Employment

In the event a full-time employee's employment terminates, the employee's available but unused paid extended sick leave, if any, existing on the date of termination is lost. The employee is not entitled to receive the cash equivalent of any such lost paid extended sick leave.

An employee may not accumulate more than seven hundred twenty (720) hours of paid extended sick leave. An employee who retires from the City of Muncie may use any paid extended sick leave in excess of the maximum accumulation for the purpose of supplementing any health care benefit premium or the retiring employee may opt to receive the cash equivalent of said paid extended sick leave. The retiring employee shall have the option to determine whether the benefit will be paid on an interval, or on a one-time basis by the City. The City shall retain the right to disburse such benefits on an annual or lesser time period basis.

Other Paid Leave

A full-time employee who is granted an unpaid extended sick leave of absence is required to use any available personal/sick day leave and paid extended sick leave benefits prior to the unpaid extended sick leave of absence beginning.

2. Jury Duty

The City complies with all applicable laws that afford job protection rights to employees summoned to serve on juries. Employees must present a copy of their summons to serve jury duty to their supervisor as soon as it is received.

3. Personal Leave

The City's success depends on each employee being available for work each workday. We recognize, however, that genuine emergencies arise from time to time. After three (3) months of employment, regular full-time employees may be granted time off without pay for personal or family emergencies or for religious observance. Except in emergencies, personal leave must be approved in advance by your supervisor. The City may, at its discretion, require documentation of the reason for the leave. To be considered a request for personal leave must be made sufficiently in advance to permit alternative staffing plans to be made. The City will make reasonable accommodation for the religious needs of any employee.

4. Personal/Sick Days: Usage

Full time employees receive twelve (12) Personal/sick days per year. Personal/Sick days must be used and charged against available but unused personal/sick days in increments of not less than four (4) hours. An employee shall be entitled to receive the cash equivalent of his or her available but unused personal/sick days existing at the time of termination of employment.

5. Military Training

It is the City's policy to comply with all applicable laws that afford job protection rights to employees serving with the military, National Guard, and Reserves. Written notification of a military obligation requiring leave of absence must be provided to your supervisor as soon as possible.

6. Maternity Leave

Employees who are medically unable to perform their normal duties as a result of pregnancy or pregnancy related conditions are treated the same as any employee with any other disability.

7. Funeral Leave

In the event of the death of an employee's spouse, parent, child, sister, brother, grandparent, grandchild, current stepparent, current mother-in-law or current father-in-law, the employee may be permitted to be absent from work with pay for up to five (5) consecutive days for the purpose of arranging and attending the funeral.

Notification

An employee who desires to be absent due to the death of a family member must notify his or her department as soon as possible, but not later than twenty-four (24) hours prior to the workday on which the absence begins, and request the days off.

8. Probationary Full-time Employees

A probationary full-time employee is entitled to receive pay from the City for hours of work they are absent while attending or arranging a funeral.

9. Leave of Absence Without Pay

City employees who are on an unpaid leave of absence of any kind must pay the full cost of their insurance premium each month to the city during said unpaid leave of absence. Failure to pay said Premium within thirty (30) calendar days after the date said premium is due shall result in the automatic termination of insurance coverage. COBRA coverage shall be offered to all employees on a leave of absence without pay.

Section IX Public Employees Retirement Fund

All full-time employees of the City are eligible to participate in the Public Employees' Retirement Fund. This is a retirement fund designed to help an employee provide financial means to meet their personal needs, retirement, death, and serious illness or injury.

A membership record is completed by each full-time employee within thirty (30) calendar days after the date of hire, and is used to establish the account. A beneficiary, the person who will receive the money in an employee's account in the event of death before retirement is named, and it is important that an employee keep the beneficiary designation up to date.

A person hired in a PERF-covered position is required to become a PERF member on the

first day of employment.

The employee contribution to the retirement fund is presently three percent (3%) of the the employee annual salary, and is deducted from each paycheck. Once each calendar year, the employee will receive a statement of the account.

More complete information about the retirement fund can be found in the Indiana public Employee's Retirement Fund Handbook, which may be obtained by contacting the City Controller's office.

The Public Employee's Retirement Fund is established by Indiana law. At all times, participation in the fund, benefits, etc., are subject to the provisions of that law, and the City may change the benefits in accordance with such law at its discretion.

Section X Safety

1. City Responsibility

The City shall make reasonable provisions for the safety and health of its employees during the hours of their employment.

2. Employee Responsibility

Each employee shall observe the safety rules established from time to time by the City in accordance with applicable federal and state laws.

3. Safety Committee

The City's intent is to fully comply in the promotion of safety and in the maintenance of safe working conditions and practices. A safety committee shall be established to confer on safety problems and to explore methods of furthering safe working habits of City employees.

4. Danger

No employee shall be required to work on a job where the employee has good reason to believe that such dangerous health or accident condition exists beyond the normal hazard inherent in the operation. The employee shall immediately inform his or her immediate supervisor of any such dangerous health or accident condition which exists. The supervisor will then have the responsibility to determine what action, if any, should be taken.

Section XI Employee Assistance Program

1. Recognition

The City recognizes that problems of a personal nature can have an adverse effect on an employee's job performance. It is also recognized that most personal problems can be dealt with successfully when identified early and referred to appropriate care. The Employee Assistance Program is designed to provide counseling, evaluation and referral services. The program is designed to deal with the broad range of human relation problems such as alcohol

and drug problems, emotional/behavioral disorder, family and marital disorder, and other personal problems.

It is the City's policy that personal illnesses will be defined as illnesses that can be controlled or cured. The program is designed to assist the employee by referring the individual to seek appropriate assistance. The overall objective of the Employee Assistance Program is to reduce problems in the work force and to retain valued employees.

2. Participation Protection

The employee will not jeopardize his standing with the City in wages, benefits, seniority or promotions by participation in this program.

The employee health insurance coverages do contain provisions to partially pay for the treatment required. No other payment will be made by the City for such services.

3. Information

All information pertaining to these matters have the same confidentiality as other medical and personnel information.

Section XII Termination Procedures

1. Resignation

Employees are requested to give their supervisor written notice of their resignation as far in advance as possible, but no less than two weeks before their intended resignation date. Failure to provide advance notice may result in forfeiture of accrued vacation. While employees have the right to resign for any reason, employees are asked to state their reason for leaving (e.g. new job, career advancement) and to provide a forwarding address.

Section XIII Disciplinary Rules

1. Introduction

The City of Muncie reserves the right to terminate employees for any reason at its discretion. The City has established rules of conduct to protect you, your fellow employees, and the City administration. A list of the most important rules is provided below. The city retains the right to discipline for any improper work-related conduct. From time to time the City may establish new rules. All employees are required to act within these rules and recognized standards of appropriate workplace behavior.

DISCIPLINE AND DISCHARGE

1. Written Reprimands. Except in a case where the City concludes the circumstances warrant discharge, a progressive procedure will generally be used in an effort to give employees advanced notice of unacceptable performance and an opportunity to correct problems. Under this approach, a written reprimand will be issued to an employee who is being disciplined. If an employee at any time has three (3) active written reprimands, the employee will be discharged. A written reprimand is considered to be "active" until the period of twelve (12) calendar months passes thereafter without the employee receiving another written reprimand.

Examples of the types of conduct for which reprimand may be issued, include but are not limited to:

- (a) Excessive tardiness as determined by the Department Head or the employee's immediate supervisor;
- (b) Unwillingness or failure to satisfactorily and efficiently perform the duties of the employee's job including defective workmanship;
- (c) Stopping or leaving work early without approval of the Department Head or the employee's supervisor;
- (d) Failure to report to work without notifying the Department Head or the employee's immediate supervisor.
- (e) Poor attitude toward a supervisor or another;
- (f) Minor insubordination refusal to follow instructions or work assigned by a supervisor;
- (g) Rough housing or disorderly conduct or immoral conduct;
- (h) Reading newspapers, magazines or other material during working time that are not specifically related to the employee's job;
- (i) Malingering, loitering, or sleeping on the job;
- (j) Failure to keep your work area neat and clean at all times;
- (k) Working overtime without prior authorization;
- (l) Entering in or using City property outside of working time or for reasons unrelated to work;
- (m) Clocking in or out substantially before or after scheduled working times;
- (n) Failure to clock in or out, clocking in or out for another employee, permitting your time card to be clocked in or out by another employee;

- (o) Smoking, eating or drinking in unauthorized areas;
- (p) Failure to report unsafe actions or conditions;
- (q) Failure to report any personal injury, no matter how small, to immediately to your supervisor;
- (r) Minor failure to follow safety rules;
- (s) Failure to follow the City's dress code;
- (t) Failure to abide by any City policy procedure.

The preceding list is not all inclusive. Other types of unacceptable conduct may occur for which a written reprimand may be issued. Furthermore, under the circumstances of a particular case, a written reprimand may not be issued. The exercise of this discretion by the City is not a waiver of the City's right to issue a written reprimand to the same employee or any other employee for the same type of offense in the future.

2. Discharge. It must be remembered that employment with the City is at mutual consent of the City and the employee, and either may terminate employment at will at any time for any reason. The City, therefore may immediately discharge an employee without prior written reprimand whenever the City believes the circumstances warrant immediate discharge. Examples of the types of conduct which result in an immediate discharge include:

- (a) Submitting a false reason for absence from work;
- (b) Placing false or misleading information on an application for employment or other City record or withholding requested information when applying for employment;
- (c) Theft or misappropriation of any City property or theft from any City employee, patron or vendor. This includes unauthorized removal of such property, including items found on City's premises. Lost items are found by employees must be turned in to their supervisor immediately;
- (d) Destruction, damage or waste of property, equipment, materials or labor of the City or another employee;
- (e) Serious insubordination or refusal to follow instructions or work as assigned by supervisor;
- (f) Solicitation during working time;
- (g) Distribution of literature in working areas or working time;
- (h) Rudeness, discourtesy, verbal or physical abuse of any patron, vendor, visitor, or City employee;
- (i) Use of, possession of, or appearing to be under the influence of, intoxicants or controlled

substances on City premises or during working time;

- (j) Unauthorized possession of firearms, explosives, or any dangerous weapons on City premises or during working time;
- (k) Refusing to allow examination of the contents of desk, packages or incoming or outgoing parcels, pockets, etc., when the City has reasonable suspicion;
- (l) Provoking or instigating a fight with another employee or any person during working hours on City property;
- (m) Fighting during working time or on City property;
- (n) Unauthorized publication of confidential information;
- (o) Excessive absences;
- (p) Dishonesty, including being untruthful to anyone;
- (q) Failure to pay any dept owed to the City;
- (r) Unauthorized absences for two (2) consecutive workdays without notifying the employee's Department Head or the employee's immediate supervisor.
- (s) Defacing, changing, altering, mutilating, tampering or falsifying of any record of the City, including but not limited to, posted work schedules, employee's notice, directive or order, time cards, production sheets, job tickets, doctor's slip;
- (t) Major failure in following safety rules.

The preceding list is not all inclusive. Other types of unacceptable conduct may occur for which immediate discharge may occur. Furthermore, under the circumstances of a particular case, a written reprimand may be issued rather than immediate discharge or no disciplinary action may be taken. The exercise of this discretion by the City is not a waiver of the City's right to discharge or discipline the same employee or any other employee for the same type of offense in the future.

ADDENDUM

EXTENDED SICK LEAVE

A. Upon request an eligible employee may be granted an extended sick leave of absence without pay for the period for his or her medical condition for up to twenty-six (26) week [one hundred eighty-two (182) calendar day] maximum. The term "medical condition" means all temporary and long-term medical conditions, including illness, injury, pregnancy, childbirth and related conditions.

Each time an employee uses extended sick leave of absence, all extended sick leaves used by the employee are added together and count toward the twenty-six (26) week [one hundred eighty-two (182) calendar day] maximum, unless 12 continuous months have lapsed since the employee's last sick leave of absence.

B. Extended sick leave is available to an eligible employee who has exhausted his or her FMLA leave and continues to need to be absent from work due to his or her medical condition provided the conditions described in this section are met. In such an event the employee will automatically be considered on extended sick leave beginning with the first day following the expiration of the FMLA leave.

C. Any employee who is granted extended sick leave is required to use any available *paid* vacation days and personal / sick days as part of their extended sick leave, unless the employee is receiving worker's compensation benefits or disability benefits. In such an event, an employee may use up to *5 days* combined of paid vacation leave, paid personal leave, and paid extended sick leave accrual per continuous absence which is due to an illness or injury that is compensable under the Indiana's Worker's Compensation law. In the event those days are later covered by the City's Worker's Compensation Insurance, the employee will not be permitted to credit those days back to his vacation or personal / sick leave.

Extended sick leave is only available to those who have exhausted all available FMLA leave to which they are entitled and meet the other conditions of this Section.

D. Except as provided in paragraph B., above, an employee who requires an extended sick leave of absence must notify the *City Human Resources Director or designee* of his or her need for the leave as far in advance of the proposed beginning date of the leave as possible. The notice must be in writing and state: (1) the medical condition requiring the leave; (2) the date the employee desires the leave to begin; and (3) the length of the leave requested. The notice must be accompanied by a "physician" means a person licensed to practice medicine in the State of Indiana.

E. The City reserves the right to temporarily fill the position of an employee on extended sick leave of absence. There is no guarantee that an employee on extended sick leave will be reinstated to the same or equivalent position upon the expiration of the extended sick leave. However, an employee who returns to work at the end of an extended sick leave will be returned to his former position if conditions are the same at the end of the leave as when the leave began. If conditions are not the same, the employee will be considered for the first position vacancy for which the employee meets the minimum qualifications for the position. If no such position is available within forty-five (45) calendar days after the employee has been released to return to work, the employment relationship will be terminated.

If the employees desires to return to work before the approved extended sick leave of absence ends, he or she must contact the *City Human Resource Director or designee* to determine if such a change is acceptable to the City.

An employee returning to work from an extended leave of absence must be able to perform the essential functions of his or her job. If a reasonable accommodation is required, the employee must notify the *City Human Resource Director or designee*. Prior to the employee returning to work from an extended sick leave of absence, the employee must provide the *City Human Resource Director or designee* with a certificate from the employee's physician that the employee is able to resume work and perform the essential functions of his or her job. The certificate must contain at least the following information: (1) that the employee is released to return to work. (2) restrictions, if any; (3) basis for the restrictions; (4) expected date the restrictions are to be lifted; and (5) physician's signature.

F. If an employee is granted extended sick leave of absence, the employee is expected to return to active employment upon expiration of the approved leave of absence. If the employee does not return for work at the end of the leave for whatever reason and the employee is not eligible for any other approved leaves, the employee's employment is terminated.

Upon expiration of the maximum length of the extended sick leave of absence, if an employee is still unable to return to work with no restrictions which would prevent the employee from performing the essential functions of his or her job with a reasonable accommodation employment is terminated if the employee has exhausted all leaves that are available to him or her under these policies.

G. In order to maintain his or her health insurance during the extended medical leave of absence, the employee is responsible for paying 100% of the monthly insurance premiums. Employees are encouraged to make appropriate arrangements with payroll prior to the commencement of an extended sick leave of absence for the payment of the employee's portion of the monthly health insurance premium payment as well as any other payroll deductions the employee may have. Failure to make appropriate arrangements for the payment of health insurance premiums or failure to pay those health insurance premiums when due, will result in the termination of health insurance coverage.

H. An employee who is eligible for FILA leave, has exhausted that leave and is still unable to return to work due to a condition covered by Worker's Compensation, automatically will be considered on an extended sick leave of absence beginning on the first day following the date their FILA leave is exhausted, subject to the provisions and conditions of this Section.

I. While on extended sick leave of absence an employee will continue to gain length of service.

J. Employees do not accrue benefits during extended sick leave, unless the absence is due to an occupational injury or occupational accident. Once an employee resumes active employment benefits shall be pro-rated for the remainder of the year. Once an employee resumes active employment benefits shall be pro-rated on the employee's anniversary date for the following year. When pro-rating benefit days they will be rounded to the nearest one-half (1/2) day.

For example, an employee is absent due to an extended sick leave of 90 calendar days, from May 1, 2001 through July 29, 2001, returning to work on July 30, 2001. The employee's anniversary date is February 1. As of February 1, 2002 the employee has been employed with the City for six years. Because the employee was absent for more than 30 calendar days during the prior year, the employee's benefits will be prorated commencing February 1, 2002 as follows: 10 sick / personal days and 12 1/2 (one half) vacation days.

Policy Number: 2008-5
Effective Date: 4/8/2008

Revision number:
Revision Date:

City of Muncie
Policy

Purpose:

This document establishes a City of Muncie Policy regarding appropriate attire of city employees while at work. Employees of the City of Muncie are expected at all times to present a professional, businesslike image to coworkers and to the public. It is the city's policy that each employee's dress must be appropriate to the employee's work situation, and should reflect professionalism on the part of city employees.

Employees are the city's representatives to the public, and each person's appearance has an impact on the public's perception of the city. Each employee contributes to the city's image, whether or not that employee has actual contact with city customers. Appropriate personal appearance in the workplace can encompass considerable diversity in choice of dress and elements of appearance. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. General standards are needed to ensure employee safety therefore certain employees may be required to meet special dress standards, such as uniforms, depending on the nature of their job.

POLICY:

Office workers and employees who have regular contact with the public must comply with the following personal appearance standards:

1. Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear attire that would be deemed suggestive. Blue jeans, athletic clothing, sandals, T-shirts, and other items also do not present a businesslike appearance (blue jeans may be worn in accordance with "Casual Friday" Policy).
2. Managers and supervisors will present and create a professional appearance for the customers and employees of the City of Muncie. Therefore managers and supervisors will maintain the highest possible standards of dress and appearance. Professional business attire will be worn. Male executive branch, supervisors and managers are required to wear neckties. Neckties will not be worn in a work environment where the job conditions may not be practical or could pose a hazard or risk (examples include but are not limited to: operation or working in and around heavy machinery).

City of Muncie Dress Policy

3. At its discretion, the city may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing. (See Personnel Policy "Casual Friday")
4. The following attire is inappropriate at all times: drug related, and pornographic clothing; clothing displaying vulgar language; promotion of private companies; midriff or tank tops; flip-flops; athletic wear (examples include but are not limited to: spandex, tights, or gym clothing).
5. City of Muncie employees who, by job classification, are required to wear a uniform of any type must present a professional image. Uniforms will be clean, and serviceable. Employees who have substantial public interaction will maintain their uniforms to highest standards possible. Employees must wear all required safety equipment as outlined by job classification or departmental guidelines. Noncompliance with the mandatory wearing of safety equipment will subject the employee to discipline.
6. Each employee's supervisor will enforce and administer this policy, respond to questions regarding this policy. Department managers or supervisors may make reasonable accommodations if necessary due to medical needs, disability, particular work conditions, bona fide religious practice, or safety concerns. Human Resources Department (Personnel) is available as a resource to managers, supervisors, and employees for interpretation of this policy.
7. The City of Muncie has developed a photo ID card for eligible full, part time, and temporary employees. The photo ID card will be used to identify personnel employed by the City of Muncie in order to facilitate security. All city personnel within their respective departments will be issued photo ID cards.
 - A. The ID card may not be used to obligate the city or as a means of representing the employee as a buying agent of the city.
 - B. The card may be used for identification purposes when the employee is accessing certain departmental services.
 - C. A photo ID nametag will serve to identify its holder as an employee of a department authorized to be present in a particular building. Because such identification is needed to enhance the security within that building, it is essential that the ID nametag be worn by the employee as specified by the department head and be presented for identification purposes at the request of an agent of the city when the agent is acting in the performance of his or her supervisory or security function. The wearing of the photo ID may be a condition of employment if the employee's department head so specifies.

Policy Number: 2008-6
Effective Date: 4/8/2008

Revision number: 0
Revision Date:

City of Muncie Policy

Purpose:

The City of Muncie has established a casual work attire policy each Friday. This policy explains casual business attire as an acceptable option each Friday to traditional business dress in order to promote employee morale. This document establishes a City of Muncie Policy regarding appropriate attire of city employees while at work. It is the city's policy that each employee's dress must be appropriate to the employee's work situation, and should reflect professionalism on the part of city employees.

Employees are the city's representatives to the public, and each person's appearance has an impact on the public's perception of the city. Each employee contributes to the city's image, whether or not that employee has actual contact with city customers. Appropriate personal appearance in the workplace can encompass considerable diversity in choice of dress and elements of appearance. Regardless, certain general standards are needed to ensure employee safety and a favorable public image of the city.

Inappropriate attire and sloppiness suggest a lack of consideration for co-workers, city customers, and the city's mission. Being appropriately dressed does not necessarily require standard business attire, but does require an element of discretion in selecting appropriate apparel for a workplace setting.

POLICY:

Employees normally dressed in business wear may dress in casual attire on Fridays with the following guidelines:

1. Employees are expected to dress in a manner that is appropriate in a business environment. The primary objective is to project a professional, business-like image while taking advantage of more casual and relaxed attire. The guidelines discussed below will help define acceptable business casual dress.
2. Clothing should be comfortable, but appropriate for office wear. The standard appropriate dress for the city is either business dress or business casual. Examples of business casual attire include, but are not limited to, dress shirts or blouses, polo shirts, slacks, blue jeans and sweater sets. All attire must be clean and free from tears, rips, and holes.

Seatbelt Policy

Policy Number: 2008-04
Effective Date: 6/30/2008

Revision number: 0
Revision Date:

City of Muncie Indiana Policy

Purpose:

The City of Muncie recognizes that seat belts are extremely effective in preventing injuries and loss of life. We care about our employees, and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts. Seat belts are a requirement in the State of Indiana per IC 9-19-10-2. Therefore this policy is established to insure maximum operator and passenger safety, thus minimizing the possibility of death or injury as a result of motor vehicle crashes. This policy will apply to all personnel operating or riding in department vehicles or vehicles leased or rented by the City of Muncie.

Policy:

To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by the city at all times. This also applies to the operation of privately owned or other vehicles if used on duty.

It is strongly recommended that safety belts be utilized by city personnel and their families at all times in their personal vehicles while in an off duty capacity to further reduce the risk of death or injury.

Procedures:

1. City personnel shall use the safety belts installed by the vehicle manufacturer properly adjusted and securely fastened when operating or riding in any vehicle so equipped if used while on duty.
2. Lap belts shall be properly secured in those vehicles equipped with automatic safety belt systems that require the lap portion of the belt be manually secured.
3. The driver of the vehicle is responsible for insuring compliance by all occupants of the vehicle they are operating.
4. No person shall operate a city vehicle in which any safety belt in the driver's seating position is inoperable. No person shall be transported in a seating position in which the safety restraint is inoperable.
5. No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts.