



City of Crescent Employee Handbook Updated: 6/1/2023

Adopted by City Council on: (Not Yet Adopted)
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INTRODUCTION

This handbook is intended to be an informative guide to Employees of the City of Crescent (“City”) regarding its policies, procedures, and benefits. The City is proud of the procedures and policies that we have developed. We think you will find that they reflect our commitment to treating our Employees fairly.

It is the City’s hope that you will find this handbook useful and informative. However, if you have any questions about any of these procedures and policies, do not hesitate to ask your Supervisor, the City Clerk/Treasurer, or the City Manager. Whether you are just joining the City or are a current Employee, the City looks forward to working with you.

We welcome Employees’ comments and suggestion for improving all aspects of our operation. One of the contributing factors to our success is the maintenance of an open, responsive and on-going two-way system of communication. We encourage all Employees to exchange ideas and information to help themselves and, in turn, this organization.

This Employee Handbook replaces all previous versions of the Employee Handbook.

Disclaimer: This handbook is provided as a guide and is not to be considered a contract. The City reserves the right to make changes to its policies, procedures, and other statements made in the handbook. Economic conditions, federal and state law and organizational needs may require the handbook to be re-written. This is necessary to successfully provide the appropriate employment relationship and to obtain the goals of the organization. No such change in the Employee Handbook shall modify the at-will nature of employment at the City.

GENERAL POLICIES AND PROCEDURES

Authority (11 O.S. § 10-113)

The City Manager serves as the Chief Executive Officer and Head of the administrative branch of the City and supervises and controls all departments, officers and agencies of the City, and the municipality operates under Title 11 of Oklahoma Statutes. The City of Crescent is not a Charter City.

The City Manager shall appoint, and when necessary for the good of the service, remove, demote, lay-off or suspend all heads of administrative departments and other administrative Officers and Employees of the City except as otherwise provided by law.

Scope

These policies apply to all Employees. It is the expressed intent of the City Council that the City Manager shall administer and enforce all provisions of these policies with respect to all City Employees.

These policies are not a contract of employment, nor are they intended to be and shall not be interpreted by an Employee as a contract of employment.

Interpretation of Personnel Policies

The City Manager shall provide administrative interpretation of the Personnel Policies to the various Department Directors, Administrative Officers, Supervisors, and Employees.

Conflict

Should the interpretation, application, administration, or enforcement of any rule or regulation contained in the Personnel Policies conflict with any City ordinance or other law, such ordinance or other law shall prevail.

A Supervisor or Department Head, may suggest department rules and regulations, consistent with the Personnel Policies, governing the conduct and performance of Employees. The City Manager may review department rules for consistency with Personnel Policies. Department/Division rules and regulations may be published, and a copy furnished to each Employee to whom they apply. Disciplinary action may be based upon breach of any such rules and regulations

WORKPLACE POLICIES

Equal Employment Opportunity (EEO)

The City is an Equal Employment Opportunity (EEO) Employer where required by law. Employment decisions are based on merit and business needs, and not on race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, or disability, as defined and required by state and federal laws.

It is the policy of the City to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). We will not discriminate against any qualified Employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. We will also make a reasonable accommodation whenever possible for all Employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the City, in conformance with state and federal law.

Equal Employment Opportunity (EEO) notices are posted as required by law. These notices summarize the rights of Employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted if any Employee believes he or she has been discriminated against.

Management is primarily responsible for seeing that our Equal Employment Opportunity (EEO) policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are followed. Any Employees, including Supervisors and Managers, responsible for or involved in discriminatory practices or actions will be subject to termination.

The City intends to provide a work environment that is pleasant and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated. Members of certain classes are protected by law. Those protected classes include, but are not necessarily limited to race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, or disability, or any other protected status defined by law.

Harassment

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, pranks, intimidation, physical assaults or contact, or violence that substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Harassment is not necessarily sexual in nature. It may also take the form of other activity, including derogatory statements, not directed to the targeted Employee but observed by the affected Employee. Other prohibited conduct includes, but is not limited to, written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an Employee for discussing or making a harassment complaint.

All City Employees, and particularly Supervisors and Managers, have a responsibility for keeping our work environment free of harassment. Any Employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the City Manager or appropriate Department head. When a Supervisor of the City becomes aware of the existence of harassment, he or she must report it to the highest administrative level whether or not the victim wants the organization to do so.

While the City encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify your Supervisor or his Supervisor immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any Employee found to have harassed a fellow Employee or subordinate would be subject to severe disciplinary action up to and including termination. The City will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken against any Employee who makes a good faith report of alleged harassment or who participates in the investigation of such a complaint.

Policy Statement on Sexual Harassment

What Is Sexual Harassment?

Sexual harassment may include unwelcome sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature when such conduct substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women, two men, or a bystander.

Examples of a hostile, intimidating, and offensive working environment include, but are not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors but it must be unwelcome and substantially interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

The City will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace. Complaints related to sexual harassment should be made as soon as possible to your Supervisor.

Notice of this policy is posted on the main organization bulletin board. If this policy is determined not to have been violated, the complainant and the accused person shall be notified, with appropriate instruction provided to each, including the right of the complainant to contact any of the state or federal agencies identified in this posted policy notice.

Workplace Violence

The City is committed to maintaining a safe work environment for its Employees. The City will not tolerate any form of violence, to include threats, intimidation, harassment, physical attacks, or other acts of violence that are considered inappropriate and unacceptable behavior in the workplace. Any Employee who is found to perpetrate or participate in such actions will be subject to corrective action, up to and including termination of employment. Some examples, but not inclusive acts, would be:

- Physical grabbing, inappropriate touching, pushing or shoving, or hitting of another individual.
- Threatening violence verbally.
- Threatening violence by banishing a weapon or any object that could be used as a weapon.
- Writing and conveying messages that indicate violent tendencies.

Any Employee who has knowledge of actions they believe could lead to an episode of workplace violence, should immediately report the situation to their Supervisor.

Tobacco-Free Workplace

Tobacco use is the number one cause of preventable death in the United States, killing more than 7,500 Oklahoman's every year. In recognition of the fact that all forms of tobacco products are hazardous to human health and that there is 'No' safe level of exposure to secondhand smoke, it shall be the policy of the City of Crescent to prohibit **ALL** use of tobacco products.

For the purposes of this policy, the following definitions apply:

- **Company Property** means any real property that is owned, leased, managed, or otherwise controlled by the City, including outdoor areas such as parking lots.
- **Employee** means any person who performs work or services for the City, including, but not limited to, Fulltime Employees, Part-time Employees, temporary Employees, independent contractors, subcontractors, volunteers, and interns.
- **Tobacco Product** means any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product (except for raw materials other than tobacco that are used in manufacturing a component, part, or accessory of a tobacco product). The term tobacco product does not include any product approved by the United States Food and Drug Administration for sale as a tobacco cessation product.

Applicability-This policy applies to every Employee, visitor, vendor, and any other person present on City Property or at a City sponsored meeting or event.

Prohibitions-

- The use of Tobacco Products is prohibited always on City Property.
- The use of Tobacco Products is prohibited at any off-site City-sponsored meeting or event.
- Employees are prohibited from using Tobacco Products during the hours of their employment, except off the premises during regularly scheduled breaks, if applicable. This prohibition applies to all hours of employment.
- The use of Tobacco Products is prohibited in City-owned or City-leased vehicles at all times.
- The use of Tobacco Products is prohibited in personal vehicles while such vehicles are on City Property.
- The City will not accept any sponsorship from a tobacco company and will not allow tobacco advertising or promotion on City property or at any off-site City-sponsored meeting or event.

Implementation, Support, Enforcement-

- Signs informing people of this policy shall be posted, at a minimum, at entrances to all buildings on City Property.
- A copy of this policy shall be included in the City's Employee Handbook and other Employee training materials. Employees are responsible for familiarizing themselves with this policy. Employee compliance with this policy is mandatory.
- Employees interested in quitting tobacco use will be referred to the Oklahoma Tobacco Helpline and other cessation resources, if available.
- A violation of this policy by an Employee will be handled in accordance with the City's standard disciplinary procedure.

- A violation of this policy by any person other than an Employee shall be handled in the following manner: first, the City will request that the violator stop using the Tobacco Product, then if the violator refuses to stop, the City will request that the person leave City property or the City-sponsored meeting or event. If the violator refuses to leave, the City will follow its standard procedure for removing unwanted visitors.

Drug-Free & Alcohol-Free Workplace

Employees required to maintain a Commercial Drivers' License (CDL) will be drug-tested. Further, it is at the discretion of the City to require applicants for hire, and Employees to take random drug tests, in accordance with State law at 40 O.S. §§ 551 et seq.

The City will not tolerate substances in the workplace that interfere with or impair an Employee's mental or physical capacity to perform his/her duties or that cause a risk to Employees, property, or the public. This includes using, possessing, selling, distributing or being under the influence of intoxicants.

An Employee or knowing party shall report to a Supervisor, Department Director, or the City Manager, any Employee suspected of violating this policy so that appropriate action can be taken.

Workplace Wellness Policy

The City of Crescent cares about the health and well-being of our Employees and strives to create an environment that supports and encourages healthy living. We acknowledge that people who are inactive, overweight, or obese have a higher risk for many serious health conditions, including diabetes, heart disease, stroke, certain types of cancer, and premature death. We recognize that we can help improve the health and wellness of our Employees, and members of the community, by providing and promoting healthy food options, physical activity opportunities, and tobacco-free environments.

Therefore, the City of Crescent commits to creating a workplace environment that is conducive for healthy eating, being physically active, and living tobacco-free by doing the following:

- Providing support for a wellness committee, team, or champion as needed for the implementation of the wellness policy.
- Promoting healthy behaviors and choices through appropriate communication resources, such as pamphlets, brochures, posters, newsletters, webinars, and meetings.
- Expanding wellness programs to make them available to family members of Employees.
- Conducting ongoing evaluations of wellness policies and programs.
- Hosting, sponsoring, or promoting community health events, such as health fairs, races, and festivals.

Nutrition-The City of Crescent commits to making healthy food options widely available and easily accessible by doing the following:

- When selling and offering foods and beverages throughout the workplace, including cafeteria/break room areas, any vending machines and snack bars, during meetings and events, will follow guidelines including: 100% of foods containing zero grams of trans fat per serving, 100% of snack foods contain no more than 230 mg of sodium per serving (excluding refrigerated meals), 100% of individual meal items contain no more than 480 mg of sodium per serving, 75% of packaged foods contain no more than 200 calories per package, no more than 10 percent of total calories from saturated fat, and no more than 35 percent of total calories from sugar (excluding nuts and seeds without added fats, oils, or sweeteners, and fruits or vegetables without added caloric sweeteners), 75% of beverages contain no more than 40 calories per serving (excluding 100% fruit juice and unsweetened milk), 100% of milk and milk products will be unsweetened and non-fat or low-fat (1%), 100% of juice will be unsweetened, 100% of vegetable juice will contain no more than 230 mg of

sodium per serving, and 100% of foods are cooked without frying (i.e., steaming, grilling, roasting, broiling, baking, poaching, sautéing).

Promoting good nutrition and healthy eating habits through these activities and services:

- Making cool drinking water available throughout the day at no cost.
- Providing Employees with access to a refrigerator, microwave, and sink with a water faucet.
- Encouraging Employees to bring healthy foods to special occasions like birthdays and retirement parties, or celebrating with non-food items.
- Providing a space that may be used by Employees to express breast milk.
- Providing nutritional information on foods and beverages sold and offered in the workplace.
- Identifying healthy food and beverage menu items with signs, symbols, and/or colors.
- Offering smaller portion sizes.
- Promoting the purchase of healthy foods and beverages through practices such as pricing strategies or posting fliers, or using other communications tools.
- Providing nutrition education through activities such as seminars, workshops, classes, meetings, and newsletters.
- Prohibiting the marketing of foods and beverages that do not meet the requirements of the wellness policy.
- Hosting, sponsoring, or promoting a farmers' market on City property or nearby that is open to community members.

Physical Activity-The City of Crescent commits to making physical activity opportunities available and easily accessible by doing the following:

- Using posters, pamphlets, and other forms of communication to promote physical activity.
- Promoting Employee participation in physical activity by creating exercise clubs or groups.
- Providing information about local resources and facilities, such as walking trails, community parks, and recreational facilities.
- Promoting physical activity through seminars, workshops, classes, newsletter, and meetings as often as possible.
- Promoting healthy lifestyle initiatives and incentives for City Employees that result in paid time off from work as goals are met.

Confidential Information

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

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

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

Any inadvertent disclosure of confidential information through technological means, shall be reported immediately to a Supervisor and shall be managed as set forth by state law. 24 O.S. §§ 161, et seq.

Employees will be subject to corrective action up to and including termination of employment, for knowingly or unknowingly revealing information of a confidential nature.

Conflict of Interest

Employees should avoid any situation that involves, or may involve, a conflict between their personal interest and the interest of the City. As in all areas of their duties, Employees dealing with suppliers and vendors or any person doing or seeking to do business with the City are to act in the best interest of the City.

The City recognizes the right of Employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the Employee must disclose any possible conflicts to their Supervisor so that the City may assess and prevent potential conflicts of interest from occurring.

If an Employee has any question whether an action would create a conflict of interest, he or she should immediately contact their Supervisor. Failure to appropriately disclose a conflict of interest situation may result in corrective and/or disciplinary action, up to and including termination.

Nepotism (11 O.S. § 8-101)

For the purpose of this section, "*immediate family member*" includes: spouse, child, parents, grandparents, grandchildren, brother/sister, step and/or in-law relations (father/mother/brother/sister/son/daughter) uncle/aunt, nephew/niece, of the employee or the employee's spouse.

An Employee's immediate family member shall not be employed, transferred or promoted where:

- (a) One immediate family member would have the authority to supervise, appoint, remove, discipline, or evaluate the performance of the other;
- (b) One immediate family member would be responsible for auditing the work of the other;
- (c) That person is an immediate family member of the Mayor, any member of the City Council, or the City Manager. Persons who have been continuously employed by the City for a period of two years prior to the election of the related Mayor or Council Member or the appointment of the City Manager are excluded from this prohibition; or
- (d) Other circumstances exist which would place an immediate family member in a situation of actual or reasonably foreseeable conflict of interest.

Management has the right to take appropriate action to resolve situations addressed in Sections (a) through (d) that exist or are created.

At application, an Employee shall notify the City of any immediate family member employed with the City. Any Employee in a position prior to the date of adoption of these policies shall be grandfathered from application of this section, but must disclose any immediate family member working for the City to the Department Director to assist in accommodating work assignments.

At-Will Employer

The City is an at-will employer. This means we recognize that you retain the option, as does the City, of ending your employment with us at any given time, with or without notice and with or without cause. As

such, your employment with us is at-will and neither this handbook nor any other oral or written representations by any City official or Employee may be considered a contract for any specific period.

Any Employee refusing to comply with a request to provide username and password information of any/all City accounts to a Supervisor, Department Head, or the City Manager, will be immediately terminated on grounds of insubordination, and the City will file a protest of unemployment benefits with the Oklahoma Employment Commission (Approved by Council on April 18, 2017).

Outside Employment

The City recognizes and respects your right to work for another Employer of your choice while still employed by us. However, the City cannot allow any of its Employees to work for a vendor that we do business with, as an Employee or an independent contractor, while still employed by us, unless you have received specific approval from the City.

An Employee is prohibited from engaging in any secondary employment that interferes with scheduled City work, or occurs when the Employee is off work from City employment on administrative leave, sick leave, injury leave, FMLA leave, or is receiving temporary total disability benefits from the City under workers' compensation laws.

You must inform your immediate supervisor if you plan to engage in any type of employment outside of us. It is important that outside employment does not present a potential conflict of interest, effects your job performance to deteriorate, or reflect negatively on the City.

Employment Classifications

A Full-Time Employee is anyone who is regularly scheduled to work 32 or more hours per week. A Full-time Employee may be re-classified as part-time or temporary if these requirements are not met.

A Part-Time Employee is anyone who is regularly scheduled to work less than 32 hours per week. A Part-time Employee may be reclassified as full-time or temporary if these requirements are not met.

A Temporary Employee is anyone who works for a specified period, usually less than 90 days, regardless of the number of hours worked. Temporary Employees are not eligible to receive any paid benefits.

An Exempt Employee is not eligible for overtime according to the Fair Labor Standards Act (FLSA).

A Non-exempt Employee is eligible for overtime according to the Fair Labor Standards Act (FLSA).

Use of the term "temporary" in this handbook is not intended nor should it be construed as intending, that nontemporary Employees are considered permanent. **No one's employment with the City is guaranteed to be permanent. All Employees are at-will and can quit or be discharged at any time for any reason or no reason.**

Personnel Records

The City maintains a personnel file for each Employee. Maintaining these files with up-to-date information is very important as it provides the City with contact information in case of emergency, addresses for mailings, data for payroll purposes, and information required for insurance programs and other benefits. All Employees should promptly notify the City Clerk of any change in:

- Address
- Telephone number
- Marital status for benefit plan purposes
- Beneficiary or dependents indicated in your Life insurance policy

- Number of dependents for tax withholding purposes
- Party to be notified in case of an emergency

Any changes in family status must be reported to the City Clerk within 30 days of the event. A delay in filing the proper forms could result in lack of coverage. If you become divorced or widowed, it is a good idea to update designated Beneficiaries. In the event of your death, your listed Beneficiary will receive any life insurance benefits due. Be sure the listed Beneficiary is the person you intend to receive the benefits.

The City intends to protect the privacy of each Employee and is committed to the confidential handling of every Employee's personnel information. All individual records, computer generated Employee reports, personnel files, and information therein, except those specified by ordinance or statute as public records, shall be restricted as confidential, and shall be available only with the approval of the City Manager. Employees may inspect and receive copies of their own personnel records upon written request. However, information contained in personnel records and files may be revealed to municipal Employees:

- (a) For the use of any report or record, when pertinent and necessary to an official function of the municipal service;
- (b) For an official audit or investigation, when made under proper authority; (c) For any other purpose authorized by the City Manager.

Disciplinary Actions

Any action which reflects discredit upon the City is a direct hindrance to the effective performance of the municipal government function and shall be cause for discipline or termination. Note that the following list of unacceptable activities does not include all types of conduct that can result in disciplinary action, up to an including termination of employment:

1. Violation of any City policy or rule;
2. Violation of safety rules, practices or failure to wear safety equipment;
3. Unexcused absence, absence from work without permission, or failure to report any absence to the designated authority;
4. Careless actions which endanger the life or safety of others;
5. Being intoxicated or under the influence of a controlled substance while at work except for medications prescribed by a physician;
6. Possession of firearms, weapons or explosives while on City property unless permitted by law;
7. Engaging in criminal conduct or acts or threats of violence toward any other Employee or Official;
8. Insubordination or refusing to follow instructions of your Supervisor;
9. Destruction of City property whether intentional or otherwise;
10. Theft of City property;
11. Dishonesty, falsification or misrepresentation of facts regarding your employment application;
12. Immoral or indecent conduct while on duty;
13. Unsatisfactory work performance;
14. Any act of harassment, sexual, racial; or other act of illegal discrimination while on the job; or
15. Violation of the City's email, computer or internet policy.
16. Any breach of confidentiality.

Discipline Procedure

Unacceptable behavior that violates City policy that does not lead to immediate dismissal may be dealt with by any of the following interventions, taken in any order, as your supervisor and the City Manager determine is appropriate.

A. Verbal Reminder

Your supervisor may meet with you to discuss the problem or violation, to make sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and to remind you that it is your responsibility to meet the City's expectations. Your Supervisor may document the Verbal Reminder, which may remain in effect for an established period.

B. Written Warning

If you are in violation of the City's practices, rules or standards of conduct, your Supervisor may discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. After the meeting, your Supervisor might write a memo to you summarizing the discussion and your agreement to change. A copy of the memo may be placed in your personnel file. The Written Warning may remain in effect for an established period to be determined by your Supervisor.

C. Suspension

A non-exempt Employee may be suspended without pay for disciplinary purposes. Such suspension shall be in writing with a copy given to the Employee. Generally, a suspension for disciplinary purposes shall be less than two bi-weekly pay periods. If an exempt Employee is suspended for disciplinary purposes, the suspension shall be in increments of work-weeks in accordance with the Fair Labor Standards Act (FLSA).

D. Termination

Failure to adhere to the performance standards set forth in the either the verbal or written warning, or some form of behavior problem which was not preceded by warning may lead to termination, and if so, the City will exercise their right to protest the Employee's right to receive unemployment benefits.

The provision of this Disciplinary Policy is not a guarantee of its use. The City reserves the right to terminate employment at any time, with or without reason.

Hours of Work

Your hours of work will greatly depend upon your position, physical location, organizational expectations, and changing needs of the City. Your Supervisor will advise you regarding the requirements of your position. ALL overtime must be approved by your Supervisor before it will be paid by the City. Employees will only be paid for scheduled hours worked.

Attendance, Punctuality and Dependability

It is important that all Employees be at work at their scheduled time. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times.

Employees must notify their Supervisors as far in advance as possible, but not later than one hour before his/her scheduled starting time if he/she expects to be late or absent. Please be sure to speak to an actual person; do not leave a message in voice mail or e-mail.

If your absence continues for more than one working day, daily reports should be made to your Supervisor regarding your status (unless other arrangements have been made). For example, if you are out with the flu, daily calls are expected. If you are out on a medical leave because you have a broken leg, daily calls are not expected.

Any Employee absent for two (2) or more consecutive days who fails to notify his Supervisor (unless on an approved leave of absence) will be considered to have voluntarily resigned. Please be aware you **may** have certain rights under the Family Medical Leave Act (FMLA) as well as any State Laws that may influence time off for illnesses.

The City reserves the right to request a medical examination or doctor's certification during or following an illness or injury.

A careful record of absenteeism and lateness is kept by the Employee's Supervisor and the City Clerk, and becomes part of the personnel record. Punctuality and attendance at work are important to job performance.

Professional Attire

The City recognizes that standards of appropriate dress may vary based on public contact and the nature of the Employee's job responsibilities. Appropriate personal appearance and hygiene is expected by the City. Each Employee is responsible to use good judgment and dress appropriately for his/her job.

Appropriate office attire means clean, neat and conservative clothing. It would include attire such as dresses, shirts, slacks, sweaters, skirts and shoes. Examples of inappropriate attire would include revealing articles of clothing, slogans imprinted on clothing, sweat or jogging suits, very short skirts, shorts, and facial piercings.

While this guideline cannot address all types of inappropriate attire, it is intended to assist Employees in exercising positive judgment. If Employees are unsure of the suitability of their attire, they should ask their Supervisor for guidance.

Workplace Relationships

It is imperative that proper restraints are exercised between all Employees, therefore, the City does **not** allow its Employees to engage in activities defined as "dating". This is especially significant between Supervisors/Department Heads, and Employees under their supervision. If these type actions come to light, immediate discipline will ensue, including the option of immediate termination of both parties involved. Employees that both work for the City, and were married prior to January 1, 2018, are exempt from this section.

Recording Your Time

The City is required by law to keep an accurate record of the hours worked. The time sheet provides the method to do this. Time sheets for all non-exempt Employees must be submitted to their Supervisor for approval at the end of each work period. The time sheet will be used for various purposes, including calculating pay and keeping track of sick or vacation days. Exempt Employees will also keep a time sheet. This time sheet will be used for evaluation purposes only. All time-keeping must be completed thoroughly and accurately. Time sheets will be provided by the City for each Employee.

Mileage Reimbursement

An Employee may be authorized by the City Manager to use their own vehicle from time to time. If this occurs, a mileage reimbursement shall be paid to the Employee upon completion of proper documentation for the event. The City Clerk/Treasurer will be responsible for complying with federal or state guidelines defining the reimbursement calculation.

Compensation

Upon hire, all Employees must fill out all appropriate payroll, personal data and tax forms. Paychecks cannot be processed unless all the necessary forms have been completed and received by the payroll clerk. The City of Crescent is required (FLSA, Section 553.50) to maintain and preserve all records pertaining to work week, work period, work hours, overtime, and comp time.

The City of Crescent will provide uniform allowances to the Police Department and to the Crescent Public Works Department. If work shoes are necessary for safety or for uniform continuity, the City will allow a footwear allowance every twelve months as needed. A receipt must be brought in, the footwear must be appropriate for the uniform or work performed, and the Department Supervisor must sign off to be reimbursed for the purchase.

Time-Sheets/Time-Clocks

Hourly Employees must notate/clock themselves in and out at the start and end of each shift. Clock-in should be no more than 12 minutes prior to shift and clock-out no more than 12 minutes after, unless a longer shift has been authorized by a Supervisor. Time will be rounded to adjust for the hour that the shift begins and for the end of the shift. So, if you clock in at 7:48am your adjusted time will show clock in at 8:00am. If you clock in up to 12 minutes after the hour your time will adjust to end on the prior hour.

Exempt Employees must clock in at the beginning of their shift and clock out at the end of their shift. The times will not be used for the purposes of calculating pay, but will be used for performance evaluations.

Employees are not allowed to clock in or out for another Employee without permission from the City Manager. All exceptions to any time adjustment must be authorized by a Supervisor. Any missed punches or errors need to be corrected and initialed by the Employee's Supervisor prior to the next shift. Time cards must be signed by the Supervisor and collected by the City Clerk on the 12th and 27th of each month.

Payroll Schedule and Hours

Payroll deposits will be issued for the 15th and 30th of each month. When a payday falls on Saturday or Sunday checks will be issued on the prior Friday. A work week is Sunday 12:01am through Saturday 12:00pm.

- Hours worked the 27th through the 11th will be paid on the 15th of each month.
- Hours worked the 12th through the 26th will be paid on the 30th of each month.
- February's second payroll will be through the 26th of the month and paid on the 28th.

Employees will only be paid for "scheduled" hours that are worked by the Employee. All adjustments, unless approved, will not be considered part of scheduled hours and will not be paid by the City.

Paycheck Distribution

City of Crescent Employees receive paychecks by electronic bank deposit (direct deposit). Employees should arrange to have their pay electronically deposited to a checking or savings account through the Payroll Department. This is done by completing an authorization form and submitting it, along with a voided/blank check to the Payroll Department.

Payroll Deductions

Check stubs indicate gross earnings, net earnings, and all deductions. Required payroll deductions include federal income tax, state income tax, Social Security (OASDI) and Medicare taxes. Federal and state income taxes are deducted from your gross pay and sent to the federal and state treasuries to be credited to your annual tax bill. By the 31st of January, employees will receive a W-2 statement from the City indicating total dollars earned and taxes withheld for the previous year. This W-2 statement is for use in filing a tax return with the Internal Revenue service and the state Department of Revenue.

By law, a certain percentage of your earnings may be paid as a Social Security Tax. This too, is automatically deducted from your semi-monthly paycheck. The City matches this contribution equally, which serves as a fund for total contributions deducted from your paychecks for the previous year.

Law Enforcement Pay

Section 7(K) of the FLSA provides that Employees engaged in Law Enforcement may be awarded over-time on a “work period” basis. For the City of Crescent Police Department, the “work period” for Officers will be as follows:

- FLSA, Section 553.230 (b) allows Law Enforcement to work up to 86 hours in a 14 day “work period” before overtime begins. The City of Crescent has adopted a 14 Day “rolling” work period beginning May 29, 2017. Hours worked over 86 will be calculated at time-and-a-half for overtime purposes. Hours worked up to 86 will be paid at normal hourly rate. Law Enforcement personnel will be due over-time if the hours worked exceed the work period maximums stated here, since comp time is not given, and officers will receive overtime pay for over-time work.
- FLSA, Section 13 (b) (20) provides a **complete overtime exemption** for employees engaged in law enforcement or fire protection if the City employs during the “work period” less than 5 employees in these fields.
- FLSA, Section 7 (p) 3 allows employees to substitute for one another for normal scheduled hours of work but these hours cannot be used to calculate overtime, instead, employees are credited as if they had worked their normal time.
- FLSA, Section 553.211 (g) states that “dispatchers” are **not** included as law enforcement personnel although they engage in support activities.

FLSA, Section 7 (o)(2)(A) requires an understanding of payment of over-time prior to work. The City of Crescent agrees to PAY normal hourly wages for normal hours worked by non-Exempt Law Enforcement Officers, and agrees to PAY over-time hourly wages for all hours worked over normal hours, that are approved by the Supervisor.

If there is an accrual of flex-time (Exempt employees only) all time used must be approved by the Supervisor before being taken, and must not cause staffing issues within the Department. Flex-time shall be permitted within a “reasonable period” after the request has been made by the Employee. If flex-time hours have not been used at the time the Employee leaves employment with the City, then flex-time will be paid to the Employee upon departure.

For conformity with other City Employees and Departments, holiday pay will be paid for the observed holiday day, not the actual holiday day. For more information, see “Holidays, Sick Leave, Personal Leave, Vacation, Voting and Jury/Court Leave” elsewhere in this handbook. Only law enforcement employees scheduled to work on the holiday day will receive holiday pay.

Performance Appraisals and Raises

After an Employee is hired and trained, an assessment will be made between the third and sixth month for level of skills, knowledge, and ability. At that time, a pay adjustment will be considered so that hourly wage reflects any subsequent professional accomplishments. From that point forward, all raises in pay for Employees will coincide with July 1, and the start of the fiscal year. However, the City Manager has discretion to give raises in pay to any Employee at any time.

Performance Appraisals shall be required annually, and shall be used in consideration regarding raises and/or rate of pay. These appraisals will be carried out by the City Manager, with the assistance of appropriate personnel, such as

Assistant to the City Manager, City Clerk/Treasurer, or direct Supervisor. The report shall then be added to the Personnel file of the Employee, and a copy of the report given to the Employee also.

Workplace Injuries and Workers' Compensation

Any Employee injured on the job shall report the injury immediately to his Supervisor. Failure to report such injury might result in a denial of benefits available to you under the Oklahoma Workers' Compensation laws.

If an Employee is injured at work and begins receiving Workers' Compensation, at that time their normal pay shall be suspended. It shall be at the discretion of the City Manager whether the City shall pay the optional 30% to accompany the 70% of wages picked up by Workers' Compensation. The City shall continue to pay normal insurance benefits to the Employee until such a time as the Employee returns to work. Upon return to employment, all pay, and benefits shall resume if the Employee's position is still available. If there is not a position available, due to length of time away, or inability to do the prior job, then the City may decide to "layoff" the Employee who then may contact the Employment Commission to request that unemployment benefits begin.

Safety in the Workplace

The ultimate responsibility for safety rests with each Employee. City Employees will be expected to perform their duties in a manner which shall protect themselves, their fellow Employees, citizens, and prevent damage to public or private property. Employees are responsible for reporting unsafe working conditions, equipment or situations to management on a timely basis and for ensuring that their working environment is as safe as possible.

The City of Crescent maintains a Safety Program, as required by the Dept. of Labor, and will appoint a Safety Coordinator to ensure that all requirements are fulfilled by staff and Employees.

City equipment and vehicles will be on a scheduled preventative maintenance program and will be inspected frequently to ensure that they are safe to drive and/or operate. Each Department Head is responsible for following the schedule issued by the City mechanic for periodic maintenance on all vehicles. Policies shall be implemented that ensure weekly inspections are performed on equipment and vehicles.

Any report of unsafe mechanical difficulties will require immediate attention by the driver, the supervisor or appropriate mechanic. It shall be the responsibility of the Department Head to take whatever steps are necessary to prevent the occurrence of repeat or similar accidents.

As soon as practical after the occurrence of an injury, the City Manager or Safety Coordinator or may convene a Safety Committee and investigate to determine the cause of the accident. The committee may interview any witness, examine the site of the accident and any equipment or material involved. A report of these findings shall be made to the Human Resources Director with any recommendations that would indicate whether the accident was preventable or whether there is a question about being job related. The accident may be discussed at the next department safety meeting with the objective of determining how similar accidents may be prevented in the future.

Each Employee who is responsible for driving a City vehicle must possess a valid Oklahoma Driver's License and Class designation as required by state law. If at any time the Employee becomes ineligible to operate a vehicle because of a suspended or revoked Driver's License, the Employee shall notify his Supervisor immediately.

Separations and Re-employment

All separations of employment shall be designated either resignation, layoff, dismissal, disability, death or retirement and this designation shall be reflected on the Personnel Action form.

Return of Property and Equipment:

Employees who leave the service for any reason will be required to return all City property and equipment issued to them prior to receiving their last paycheck. If equipment or property is not returned, the receipt of the final paycheck

may be withheld until the matter is resolved or the final check may be adjusted to cover the value of City property not returned. In the event equipment is not returned, the Employee will be ineligible for re-hire within the City in future and the matter could be disclosed to future Employers seeking job references.

Exit Interviews:

Employees leaving service to the City, may be required to have an exit interview with the City Manager or their designee. The information resulting from such interviews is intended to promote improvement within the organization, and will not reflect against any individual. Also at this time, the Employee will be able to ask questions and receive information on benefits, including insurance and retirement, whether conversion privileges are available, and the termination date of benefits. Exit interviews may be waived by the City Manager, in the event of termination, job abandonment, or other circumstance.

Final Paycheck:

An employee's final paycheck will be distributed by the City Clerk/Treasurer on the next regular pay day. Except in extenuating circumstances, a final paycheck shall not be made by direct deposit. Employees will be paid for unused earned vacation time, accrued vacation time, any banked sick leave (Sick Leave Incentive), and any earned compensatory time, subject to all withholding and other deductions applicable to final pay.

Notice of Resignation:

To terminate employment in good standing, a written resignation should be submitted to the supervisor in a timely manner. Regular full-time Employees are required to give at least ten (10) working days or two weeks' notice, and part-time Employees, at least five (5) working days' notice prior to the effective date of resignation. Accrued vacation does not count as notice. Failure to give adequate notice will be recorded in the employee's personnel file and could be cause for denying reemployment with the City.

Job Abandonment:

If an employee fails to report for work without notification of their Supervisor for a period of two days or more, the Employee shall be considered to have resigned and forfeits all rights to return to his position. Absenteeism or tardiness that is unexcused or excessive in the judgement of the City Manager shall be grounds for disciplinary action, up to and including dismissal of the Employee.

Political Activities (11 O.S. § 22-101.1)

Employees are encouraged to exercise their right to vote and belong to political parties. An Employee may be a candidate for elective or public office, but shall not hold any elective or public office under the United States Government, the State of Oklahoma, or any other state or municipality (notaries public excepted) during the time of their employment with the City of Crescent. If an Employee of the City wishes to run for a City Council position, they must resign their job with the City before filing to run for that office.

No Employee shall participate in political activities during working hours, or while in a City uniform, or vehicle, or while on City premises. Once off duty and not in a City uniform or vehicle, an Employee is free to participate in political activities to the same extent as any citizen.

USE OF CITY TOOLS AND RESOURCES

Use of City Equipment and Computer Systems

The City provides supplies, equipment, desks, printers, files, computers, and other office equipment necessary for you to perform your job. These items are to be used solely for the City's purposes. Employees are expected to exercise care in the use of City equipment and property and use such property only for authorized purposes. Loss, damage or theft of City property should be reported at once.

City equipment, such as computers, telephones, copiers, etc. is intended to be used for business purposes. An Employee may only use this equipment for non-business purposes in an emergency and only with the permission of his/her Supervisor. An Employee may not remove any City equipment from the premises without approval from their Supervisor.

Upon termination of employment, the Employee must return all City property, equipment, work products and documents in his or her possession.

Cellphone and Telephone Usage Policy

Personal telephone calls should be limited to non-work time to the extent possible. Outgoing long distance personal phone calls are not permitted. Cellphone usage for texts and calls should be limited during business hours, and unless an emergency, cellphones should not be used during staff meetings, meetings with the City Manager, Council meetings, or meetings with the public as this can be considered rude and offensive conduct.

Computer Usage Policy

The use of the computer system and software is limited solely to appropriate business use. Employees are not allowed to use the computer systems for their personal benefit. Employees are strictly forbidden from installing software on the system. Further, this policy reaffirms that the City's Employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether Employees have private access or an entry code into the computer system.

The City reserves the right to monitor the use of its computer system and limit e-mail messaging and/or Internet browsing at any time.

E-Mail Policy

Every Employee is responsible for using the electronic mail (e-mail) system properly and in accordance with this policy. The e-mail system is the property of the City. It has been provided for use in conducting City business. All communications and information transmitted by, received from, or stored in this system are City records and property of the City. The e-mail system is to be used for City purposes only.

Employees have no right of personal privacy in any matter created, received, or sent over the City's e-mail system.

The City, in its discretion as owner of the e-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the e-mail system, for any reason and without the permission of any Employee.

Employees should be aware that deletion of any e-mail messages or files may not truly eliminate the messages from the system. All e-mail messages are stored on a central back-up system in the normal course of data management.

The City's policies against sexual or other harassment apply fully to the e-mail system, and any violation of those policies is grounds for corrective action up to and including termination of employment. Therefore, no e-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The e-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

Internet Use Policy

Certain Employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. Use of the Internet, however, must be tempered with common sense and good judgment. If you misuse your right to use the Internet, your access will be taken away from you. In addition, you may be subject to corrective action, up to and including termination of employment, and civil and criminal liability. Your use of the Internet is governed by this policy and the e-mail policy:

- **No expectation of privacy.** The computers and computer accounts given to Employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the City and may only be used for business purposes.
- **Monitoring computer usage.** The City has the right, but not the duty, to monitor all aspects of its computer system, including, but not limited to, monitoring sites visited by Employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users. City Employees are personally responsible for the content they publish online, whether in a blog, social media site or any other form of user-generated media. Employees can face disciplinary action for offenses or can even be terminated from employment with the City.
- **Prohibited activities.** Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristics protected by law), or violating the City's Equal Employment Opportunity (EEO) policy and its policies against sexual or other harassment, may not be downloaded from the Internet or displayed or stored in the City's computers. Employees encountering or receiving this kind of material should immediately report the incident to their Supervisor. The City's EEO policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for corrective action up to and including termination of employment.
- **Games and entertainment software.** Employees may not use the City's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet. Social media activities should never interfere with an Employee's work.

Use of the Internet via the City's computer system constitutes consent by the user to all of the terms and conditions of this policy. No City websites shall be established without approval of the City Manager who will advise the IT Director. No Employee shall speak for the City at any time without permission from the City Manager, but must make it clear that they are posting only their opinion when using Social Media sites.

CITY BENEFITS

Health and Life Insurance

The City provides health, dental, vision, and life insurance for our Employees. Advise the City Clerk if you choose to pay for family coverage, or for questions regarding benefits paid by the City on your behalf.

Any changes in family status must be reported to the City Clerk within 30 days of the event. A delay in filing the proper forms could result in lack of coverage. If you become divorced or widowed, it is a good idea to check whom you have as designated beneficiaries. In the event of your death, your listed beneficiary will receive any life insurance benefits due. Be sure the listed Beneficiary is the person you intend to receive the benefits.

Pension or Retirement Benefits

All Full-time Employees contribute to a retirement paid into the Oklahoma Mutual Retirement Fund (OMRF) or the Oklahoma Police Pension and Retirement System (OPPRS). The City will also contribute to the Employees retirement. The monthly premium is based upon the Employee's gross pay during the pay period. No City Employee can opt-out of this retirement program. The Employee contribution and Employer match for OMRF is 3%/3%. The Employee contribution and Employer match for OPPRS is 8%/13%.

Holidays, Sick Leave, Personal Leave, Vacation, Voting and Jury/Court Leave

There are fifteen (15) approved holidays per year, and are as follows: New Year's Day, MLK Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, and the Employee's Birthday (to be taken during the birthday month).

Whenever a holiday falls on a Saturday, the Friday preceding shall be considered a holiday; whenever a holiday falls on a Sunday, the Monday following shall be considered a holiday.

For the purposes of employees who are normally scheduled to work regardless of holiday days (for example, police officers, paid firefighters and on-call public works employees), holiday pay will only be paid for the observed holiday day, and not on the actual day of the holiday.

The City recognizes that an Employee will, from time to time, desire to create a long weekend for themselves by taking an additional day off work either before or after what would be a holiday weekend (as an example). However, because the City must provide essential services to its citizens, it will not always be possible for the City to accommodate a request by an Employee for vacation or comp time to facilitate such a scenario. The City recognizes that some Employees may therefore report themselves as being "sick" for securing the longer weekend. It is therefore necessary to discourage such action by requiring that any Employee absent without authorized leave on the day preceding and/or the day following a holiday shall not receive regular compensation for the holiday and may be disciplined. Authorized leave is a pre-approved request for vacation or time off. Sick leave may or may not be authorized, depending on the circumstances, including the Employee's prior record of sick leave and with Department Head approval. Employees who call in an absence around or on a holiday shall have no expectation that such absence is considered "authorized leave" and can expect that such absence will receive more scrutiny to insure its validity than at other times.

The Fair Labor Standards Act (FLSA) does not require payment for time not worked, such as vacations or holidays (federal or otherwise). These benefits are a matter of agreement between an Employer and an Employee, however, the City of Crescent elects to reward a Full-time Employee with paid time off for approved holidays.

Any Full-time “Exempt” Employee who is eligible to receive payment for a named holiday, will receive 8 hours of compensation at their regular hourly rate for time not worked. A Full-time “Exempt” Employee who works on the day designated as a holiday will be paid at time-and-a-half for their shift. All Full-time “Non-Exempt” Employees who work on the day designated as a holiday will be paid at time-and-a-half for their shift on that day.

Paid holiday, vacation or sick leave hours do not count in hours “WORKED” for purposes of determining compensatory time off. An employee must actually work 40 hours in a week before he/she is eligible.

The Fair Labor Standards Act (FLSA) does not require Sick Leave, nor payment for time not worked, such as vacations, sick leave, federal or other holidays. These benefits are generally a matter of agreement between an Employer and an Employee.

If an Employee leaves employment before using all their accrued sick leave, the City is not obligated to pay for that time. No Employee will be eligible for Sick Leave until such time that the Employee has one (1) month of service with the City.

***Sick Leave Expended reasons:**

- 1) Personal illness or physical incapacity other than incurred on the job, including medical, dental, or optical diagnosis or treatment and pregnancy;
- 2) Serious illness of a member of the Employee’s immediate family, requiring the Employee’s personal care or attention. Immediate family should include: husband, wife, father or mother of Employee, sister or brother of Employee, children or legally adopted children of husband or wife or both or any other person whose relationship could justify the Employee’s absence, providing special approval by the City Manager is first obtained.
- 3) Exposure to a contagious disease that in the opinion of the attending physician could jeopardize the health of others.

Sick-Leave for Employees is calculated each pay period according to the following schedule:

- Accrue 5 days (40 hours) during Year One of employment—1.667 per pay period
- Accrue 10 days (80 hours) per year for Year One to Year Nine—3.333 per pay period
- Accrue 12 days (96 hours) per year for Year Ten to Year Nineteen—4.0 per pay period
- Accrue 15 days (120 hours) per year from Year Twenty forward—5.0 per pay period

Employees may have no more than 30 days (240 hours) to their credit at any time. Sick Leave hours will begin accruing at the normal rate as sick leave is used thereby reducing the maximum hours to less than 240.

Emergency Leave

Emergency Leave is defined as time off from regularly scheduled work for death or serious injury, requiring the Employee’s presence for any member of the Employee’s first family, i.e.; Mother, Father, spouse, child, brother, sister, Grandfather or Grandmother.

Emergency leave, of up to three (3) work days per calendar year, is available to all Employees upon achieving their one-year anniversary, with pay for the passing or serious injury of immediate family members. Emergency leave is not accruable and is only allowed with the City Manager’s approval.

Maternity/Paternity Leave

The Family and Medical Leave Act (FMLA) provides that companies employing at least fifty (50) Employees provide maternity/paternity leave of up to 12 weeks of unpaid, job-protected leave per year, and requires that their group health benefits be maintained during the leave.

The City of Crescent does not meet this criterion; however, unpaid maternity/paternity leave may be allowed at the discretion of the City Manager, after all accrued vacation and/or sick time has been exhausted by the Employee first. During the leave period, all insurance benefits will be maintained by the City if the Employee has received approval from the City Manager for time away from work.

Once the Employee has returned from Maternity Leave, all reasonable accommodations will be provided so that the nursing mother has a place to either breastfeed or express breast milk as necessary to provide for the health of the baby.

Leave Sharing Program

The purpose of the Leave Sharing program is to permit City Employees to donate annual leave to a fellow City Employee who is suffering from or has a first family member that is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause the Employee to take leave without pay or terminate employment.

Vacation

Vacation time is accrued on a semi-monthly basis throughout the year. Accrual formula is based on employment status and years of service. Vacation accruals begin immediately for all Full-time Employees although it cannot be taken until after working for at least six (6) months.

Vacation leave for Employees is calculated each pay period according to the following schedule:

- Accrue 5 days (40 hours) per year for Year One of employment service-1.667 per pay period
- Accrue 10 days (80 hours) per year from Year One to Fourth Year Anniversary-3.333 per pay period
- Accrue 15 days (120 hours) per year from Fifth to Ninth Year Anniversary-5.0 per pay period
- Accrue 20 days (160 hours) per year after Tenth Year Anniversary of service-6.665 per pay period

Time taken for vacation may be utilized in units of not less than ½ hour. Periods of less than one-half hour will be counted as ½ hour.

Supervisors must review the vacation requests of individual employees to ensure that requests do not create inadequate staffing.

Employees may accrue a maximum of 180 hours of vacation time.

Voting Leave (26 O.S. § 7-101)

An Employee who is a registered voter shall be granted up to two (2) hours to vote during the period when the polls are open. If the voting place is at such a distance that more than two (2) hours are required to vote, then sufficient time will be allowed. No Employee shall be entitled to voting leave unless the voting time is scheduled with the Supervisor before an Election Day. Supervisors shall select the hours which an Employee is granted to vote. The Department may change the work hours to allow voting leave before the beginning of work or after work hours.

Voting leave shall not apply to an Employee whose shift begins three (3) hours or more subsequent to poll opening or ends three (3) hours or more prior to poll closing.

Jury Service/Court Leave (38 O.S. § 34 and 28 O.S. § 84.1)

An Employee required to render jury service in any court of law or called to be present on behalf of the City in court service or called pursuant to a subpoena to be present as a non-party in interest in court service during normal working hours shall receive their regular pay for such period, and the time spent in such service shall be reported as Jury Service or Court Leave. Time off for such service shall be granted only for the actual period of required service and the Supervisor may require proof of the actual hours of service.

An Employee compensated for jury duty or other court service cannot receive both compensation and their regular pay from the City. The Employee must remit the court service payment or jury fee to the City Clerk, or at their option, not be entitled to their regular pay for those hours absent from regular duty. The Employee is not required to remit to the City Clerk that portion of the compensation from the court that was properly documented for expenses.

Employee Handbook Receipt and Acknowledgement

I have received a copy of the City's Employee Handbook and the related benefits document for my state of employment, and understand that it contains important information on the personnel policies for the City of Crescent.

I am also acknowledging that:

- The handbook is not a binding contract, but a set of guidelines. I understand that all benefits, policies and procedures set forth herein are statements of general City policy and shall, in no manner, be construed to imply a contract or a guarantee of continuing employment with the City or employment for any specified length of time.
- The City reserves the right to eliminate, modify and improve any and all of its wages, conditions, including benefits, policies and rules at any time with or without notice. I understand that failure to follow City policies, procedures, and rules can result in corrective action up to and including termination of employment and civil and criminal liability. I further understand I have the right to ask questions about any part of this Handbook that I do not understand.
- **I am employed on an "at-will" basis, and I may resign at any time for any reason or no reason, and the City may terminate my employment at any time for any reason, or no reason.**
- I understand that all representations or oral statements by any public official or other employee of the City cannot contravene or supersede the written terms of this handbook or alter my at-will employment.
- This handbook, and its terms, supersede and nullify all previous personnel policies, manuals, handbooks or practices, whether written or not, of the City.

Print Employee Name

Employee Signature

Date

CODE OF ETHICS AND VALUES

For

City of Crescent Employees

All Employees of the City of Crescent, volunteers, and others who participate in the City’s government are required to subscribe to this Code, understand how it applies to their specific responsibilities, and practice its values in their work.

As a Representative of the City of Crescent, I will be ethical.

I will be trustworthy, acting with the utmost integrity and moral courage.

I will be truthful, do what I say I will do, and will be dependable.

I will show respect for persons, confidences, and information designated as “confidential”.

I will use my title only when conducting official City business, carefully considering whether I am exceeding or appearing to exceed my authority.

I will be professional.

I will apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.

I will approach my job and work-related relationships with a positive attitude.

I will keep my professional knowledge and skills growing.

I will be service oriented.

I will provide friendly, receptive, courteous service to everyone.

I will care about the needs, concerns, and issues of Citizens, Public Officials, and other City Employees.

In my interactions with others, I will follow through in a responsible way, keeping others informed, and responding in a timely manner.

I will be respectful of established City processes and guidelines, especially of the Crescent Municipal Ordinances established by the City Council.

Signature _____ Date _____