

# CITY OF WESTFIELD

## PERSONNEL POLICIES, PROCEDURES, AND BENEFITS MANUAL

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## **1.000 STATEMENT OF PURPOSE**

### **1.010 Mission Statement**

It is the mission of the City of Westfield (also referred to as “the City”) to provide community services in a professional and efficient manner to its citizens. The employees of the City will implement the wishes and desires of the community as expressed through their elected representatives, the City Council.

### **1.020 Personnel Philosophy**

The personnel policies of the City of Westfield, including pay policies and benefit programs, reflect the City’s philosophy that the City shall be a fair and just employer. The purpose of both direct and indirect compensation programs is the recognition of the value that the City places upon its individual employees. The City employees are integral and valuable assets crucial to the completion of the vision of the City.

Seeing that the City’s personnel policies and programs are effectively carried out is one of the major responsibilities of your supervisors. The Chief Administrative Officer assists your direct supervisors in meeting this responsibility.

### **1.030 General Policy & Procedures Considerations**

It is the policy of the City of Westfield to set forth a listing of policies and procedures in order that all City employees and applicants have reasonable assurance that all policies and procedures shall be pursued in a uniform, consistent, and equitable manner. The City Council of Westfield approves these policies and procedures. The policies and procedures described in this manual may in some instances be superseded by more specific policies and procedures within the various departments within the City. However, any instances that are superseded must be brought to the attention of the Chief Administrative Officer of the City for approval prior to implementation.

It shall be the responsibility of the Chief Administrative Officer to interpret these policies and procedures, and to ensure that they are administered in a consistent and impartial manner.

Personnel policies and procedures are subject to modification and revision to meet the changing needs of both management and the work force as new conditions arise during the continuing growth and complexity associated with the City’s future.

Additions, modifications, and deletions to this manual will be **approved** by a resolution of the City Council and issued by the Chief Administrative Officer.

**This is an employment policy guideline and should not be considered a contract of employment. This manual is not a contract, express or implied, guaranteeing employment for any specific duration or limiting the reasons or procedures for termination or modification of the employment relationship. Unless otherwise agreed to in a collective bargaining agreement, a written contract, or by law, the employment of each employee is terminable at will by either the employee or the City at any time, for any reason, with or without cause or notice. Any agreement concerning an employee's employment with the City shall not be enforceable unless it is in a formal written agreement and signed by the employee and the Chief Administrative Officer of the City or the Mayor of the City. The City reserves the right and full discretion to modify this manual and the policies contained within it at any time, with or without notice.**

### **1.030.1 Public Safety Departments Policy & Procedures Considerations**

The policies and procedures described in this manual may in some instances be superseded by more specific policies and procedures defined for the Public Safety Departments. Fire and police professional employees working in these areas should consult with their Fire Chief or Police Chief regarding any differences in policy content or procedures. Additionally, the Chief Administrative Officer of the City must be made aware of instances that supersede this policy manual prior to implementation and for approval.

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## **2.000 RECRUITMENT, SELECTION & HIRING**

### **2.010 Statement of Policy**

It shall be the policy of the City of Westfield to recruit and select qualified persons for the positions in the City's service. The City is committed to recruitment practices that promote from within the current work force as well as appeal to all applicable others. Recruitment, selection, and placement shall be conducted to ensure open and fair competition, provide equal employment opportunity, and to prohibit discrimination because of race, religion, sex, national origin, age, mental or physical disability, or any other protected basis.

Except where otherwise prohibited by contract or collective bargaining agreement, supervision reserves the right to change job responsibilities, transfer job positions, or assign additional job duties at any time. This includes working on special projects and/or assignments to other work divisions as necessary.

### **2.020 Equal Employment Opportunity (EEO) Statement**

The City of Westfield expects its employees to strictly observe the following policies in the workplace itself and in other work-related settings such as business trips and business-related social events. Failure to do so will result in disciplinary action, up to and including termination of employment.

#### **1. Discrimination**

The City of Westfield is an equal opportunity employer. The City believes in the dignity and the worth of every individual. The City will not discriminate against or favor any employee or applicant, or make any decision or take any action, because of race, color, religion, sex, national origin, age, disability, or any other protected category, as provided by law. The City also prohibits any discrimination or demeaning language, characterization or conduct by its employees that may harass, intimidate, insult, ridicule, emphasize, or characterize another person because of his/her race, color, religion, national origin, sex, age, disability, or any other protected category.

While it is impossible to list all types of such harassment, they include:

- verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or group for any of these reasons,
- epithets, slurs, or negative stereotyping related to any of these reasons,
- threatening, intimidating, or hostile verbal or physical acts toward an individual or group that relate to any of these reasons, or

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- written or graphic material that denigrates or shows hostility or aversion toward any individual or group for any of these reasons.

## 2. Sexual Harassment Policy

The City strongly disapproves of sexual harassment of its employees by other employees or non-employees who conduct business with the City. We hold our managers and supervisors responsible for maintaining work environments free from any form of sexual harassment. The City further believes that prevention is the best method of eliminating sexual harassment. Therefore, the City charges managers and supervisors with the responsibility of taking all steps necessary to prevent sexual harassment from occurring. This would include, but not be limited to, affirmatively raising the subject when necessary, expressing strong disapproval of sexual harassment, and informing employees of their rights under this policy. Violations of this policy may be cause for disciplinary action, up to and including termination. While it is impossible to list all types of sexual harassment, they include unwelcome or unwanted:

- sexual advances, sexual flirtations, and requests for sexual favors,
- verbal, visual, or physical conduct of a sexual nature,
- offensive sexual remarks, innuendoes or jokes,
- unwelcome leering, whistling, or obscene gestures,
- display of sexually suggestive objects or pictures,
- sexually degrading words used to describe an individual,
- sexually suggestive or offensive dress,

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when (1) submission to such conduct is explicitly or implicitly a condition of employment, or (2) submission to or rejection of such conduct is used as the basis for employment decisions, or (3) such conduct unreasonably interferes with an individual's job performance, or (4) such conduct creates an unwelcome, intimidating, hostile, abusive, or offensive working environment.

The prohibition on sexual harassment applies to persons of the same or opposite sex, as required by applicable federal, state, or local law.

## 3. Complaint Process

The City supports and encourages reporting of all incidents of discrimination or sexual harassment, regardless of who the offender may be. If you experience unlawful discrimination or harassment, or observe such conduct, you should promptly report the matter to your immediate supervisor. If, however, you believe that it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it to your Department Head, a member of the Human Resources Department, the City's Chief Administrative Officer, or to the

City Council President (in case the report is about the Chief Administrative Officer).

Your complaint will be treated as confidential to the maximum extent possible and will be investigated promptly and thoroughly. The City strongly disapproves of discrimination or harassment and will take appropriate corrective action to end such conduct, including but not limited to discharge of any person who engages in such conduct.

#### **4. No-Retaliation Policy**

It is against City policy to retaliate against any employee for filing a complaint, reporting, cooperating in the investigation, or offering evidence of a violation of this policy. Any person who takes such retaliatory action shall be subject to disciplinary action, up to and including termination.

However, an individual's personal and professional life may be seriously damaged by a complaint of unlawful discrimination or harassment. Therefore, if after thoroughly investigating any complaint of harassment or discrimination, the City determines that an employee has knowingly provided false, exaggerated or embellished information regarding the complaint, disciplinary action may be taken against that individual.

### **2.025 Open-Door Policy**

It is also the City's policy to encourage employees to communicate with their supervisors concerning work-related problems. If an employee has a work-related problem, the employee should bring it to the attention of his/her Department Head, another member of the City's management, or the Human Resources Department. The City will take the appropriate steps, if any, to investigate and resolve the problem.

### **2.030 Responsibility for Recruitment**

Recruitment of candidates for specific departmental openings will be the responsibility of the Department Head of that function. Responsibility for the recruitment hiring of department heads and the Chief Administrative Officer is the sole responsibility of the Mayor.

It will be the responsibility of all department heads to communicate their openings to all department heads in order to ensure that internal candidates will have the opportunity to be considered for all open positions.

## 2.040 Qualification and Selection

The City of Westfield may screen applicants for a position using some or all of the following criteria except where said criteria can not be shown to be job related.

- Prior job related work experience
- [Aptitude for the job](#)
- Knowledge, education, skills, and abilities
- Physical requirements for the job
- Work history
- Special qualifications, licenses, or certifications required for the job
- Personal and work related references

In the development of selection criteria, the Department Head and Chief Administrative Officer may confer with other consultants or other skilled personnel familiar with minimum requirements for specific positions.

## 2.050 Drug Free Workplace

The City of Westfield is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

The City of Westfield will enforce any federal or state laws ensuring that all City employees are not impaired by a controlled substance while performing their duties. Therefore, the unlawful manufacture, distribution, dispensing, possession, or use of controlled substance is prohibited:

- ~~(C)~~1) At any City site or property owned by the City of Westfield;
- ~~(D)~~2) At any assigned workplace, at any time; and
- ~~(E)~~3) While on duty or in the performance of duties of the City of Westfield, whether they be on-site or off-site.

Violation of this prohibition will be grounds for swift and immediate action up to and/or including immediate termination.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of the medication could compromise the safety of the employee, fellow employees, or the public; it is the employee's responsibility to

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use appropriate personnel procedures (e.g., call in sick, or use other leave) to avoid unsafe workplace practices. The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken.

The City may conduct drug and/or alcohol testing under any of the following circumstances:

- **PRE-EMPLOYMENT:** The City will conduct pre-employment drug testing for those employees that will hold a safety-sensitive position or operate heavy equipment. An employment offer will be withdrawn if an applicant fails the drug test.
- **REASONABLE SUSPICION:** The City may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including but not limited to, the following circumstances: evidence of drugs or alcohol, unusual conduct that suggests impairment or influence of drugs or alcohol, negative performance patterns or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury, under circumstances that suggest possible use or influence of drugs or alcohol, will be required to have a post-accident testing. All vehicle accidents will require testing. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

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Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Testing for the presence of alcohol normally will be conducted by analysis of breath and testing for the presence of illegal drugs normally will be conducted by the analysis of urine. The City reserves the right to utilize blood testing when appropriate.

All information received by the City of Westfield through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with the law.

The following actions will be taken by the City if an employee has a confirmed positive test:

1. Discipline up to and including termination
2. Treatment
3. Referral to EAP (Employee Assistance Program)

### **Drug Testing Procedures:**

Any drug test given to an employee will be in accordance with the following procedures:

- The employee will be tested immediately before, during or after a work period.
- The City shall pay costs associated with the test.
- The City will provide transportation for the employee if the test is conducted at a location other than the workplace.
- The time an employee is engaged in a testing procedure shall be considered work time for purposes of compensation and benefits.
- Any test shall be conducted with regard to privacy of the individual and in a manner reasonably calculated to prevent substitution or interference with the collection of a reliable sample.
- Any sample will be labeled in a manner that reasonably prevents the possibility of mistaken identification.

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### **US Department of Transportation (US DOT)**

In 1988 the US Department of Transportation prescribed regulations that require employers to implement comprehensive alcohol and drug testing programs for safety sensitive employees in the road industries. In 1991, the federal government implemented new regulations extending such programs to individuals who drive trucks. As a requirement to operate certain equipment for the City of Westfield, the City requires certain employees to possess a CDL driver's license. The City of Westfield must implement the alcohol and drug testing requirements set forth by the US Department of Transportation and the State of Indiana. Failure to comply with any facets of the program will be grounds for immediate termination.

### **Drug Screening**

To ensure a safe environment for its employees and for the public, the Westfield Town Council passed Resolution 96-1. This resolution provides compliance with the rules of the US Department of Transportation.

Drug screening will be a mandatory part of the initial physical required for employment and random drug tests for certain employees will be a part of the continued requirement for employment with the City of Westfield. Refusal to participate in this program will be grounds for immediate termination.

## **2.060      Employing Relatives**

The City of Westfield does not discourage employment of relatives nor does it actively encourage it. It is in the City's best interest to hire the most capable persons available that meet the job requirements for current openings.

Members of an immediate family (spouse, parent, child, or sibling) may not, however, be employed in situations where one member is in a position of direct supervision or direct reporting to the other.

This policy applies to all full-time, part-time or temporary employees. Any exception to this policy, because of extraordinary circumstances, must be approved by the Chief Administrative Officer on a case-by-case basis.

## **2.070      Security and Background Information**

After an applicant has completed the application process, and in the event the City of Westfield presents a conditional job offer to the applicant, at that point such applicant may be required to undergo an investigation including employment records, medical records, and/or educational records, as permitted by law. Applicants must aid the City of Westfield in obtaining any of the above information as requested. Incomplete information may be grounds for rescission of such offer. All information will be kept confidential.

Notwithstanding the above, certain investigative areas, including but not limited to reference checks, credit checks, and criminal history may be addressed prior to a conditional job offer to the applicant if the position applied for presents a showing of job-relatedness with such areas.

## **2.080      Employment Anniversary Date**

The first day of employment is your **employment anniversary date**. For example, an employee that starts employment on January 3 will celebrate his or her employment anniversary date each year thereafter on January 3. For most employees this date will normally be the day the employee begins his/her training probationary status with the City. This date is used to compute your eligibility for vacation and other benefits related to continuous time employed by the City.

## **2.085      Adjusted Date of Employment**

If any employee voluntarily leaves the employment of the City and is later re-employed, a new **"adjusted" date of employment** will be calculated to include the prior

employment period **if the prior work period was at least one year of continuous service.** This adjusted date of employment will be used to determine eligible benefits that are dependent upon time of service with the City.

## **2.090 Employment Status**

There are four categories of employment status.

**Probationary Full-Time Employee** - Every employee during the first 6 months or 12 months of employment is placed on training probationary status. Firefighters and police officers have a 12-month training probationary period. All other employees have a 6-month training probationary period. The training probationary period may be extended by the Department Head depending on performance during this period.

**Regular Full-Time Employee** - Any employee who is regularly scheduled 30 or more hours a week and has successfully completed his or her probationary training period of employment.

**Regular Part-Time Employee** - Any employee who is regularly scheduled less than 30 hours per week or less than 1000 hours per year and has successfully completed his or her probationary training period of employment. [Regular Part-Time Employees have no benefits except pro-rate sick, vacation, personal and floating holidays.](#)

**Temporary Employee** - Any employee hired for a limited period of time, usually for a specific task or project. This employee may work as few or as many hours per week as needed. These employees may be secured through a temporary employment agency and paid directly by that agency.

## **2.100 Re-employment**

Re-employment (hiring) of an employee who has previously resigned or has been terminated will be determined on an individual case basis depending on the employee's work record, and circumstances of his/her leaving. Any person seeking re-employment must apply and be processed as any other applicant. No preferential treatment or consideration will be given to those applying for re-employment solely on the basis of the applicant having been previously employed by the City.

Once an employee leaves the employment of the City and is subsequently re-hired, the City-provided benefits will begin as defined in this manual. Prior service and benefits relating to time of service will be "bridged" as described in **Section 2.085** of this

manual. After the specific probationary period has been met a new date of employment will be calculated. Sick time eligibility will begin anew and any unused sick time (from the prior employment period) will not be carried forward. Employees in this category should contact the ~~Benefits Coordinator~~Human Resources Manager for details concerning their specific situation.

## 2.110 Employee Personnel Files

An Employee Personnel File is maintained for each employee of the City of Westfield. These personnel files contain confidential documents and are managed and maintained by Human Resources staff. All original documents must be sent to the Human Resources Manager to be maintained in the “original employee personnel file”.

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Typical documents in a personnel file include the employment application, documented disciplinary action history, a resume, employee handbook and at-will employer sign off sheets, current personal information, and job references. Not all personnel files contain the same documents but each personnel file has some documents that are the same.

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An **employee medical file** is also maintained. The contents of the medical file are not available to anyone except Human Resources designated staff and the employee whose records are retained in the file. At the City of Westfield, medical files receive the highest degree of safe storage and confidentiality.

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An employee may view his or her personnel file by contacting a the Human Resources Manager during normal business hours. No employee may alter or remove any document in his or her personnel file which must be viewed in the presence of the Human Resources staff person.

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## **3.000 TRAINING & CAREER DEVELOPMENT**

### **3.005 Responsibilities**

The functions and services offered by the City of Westfield and its employees are best performed by a work force that is properly recruited, selected, and trained on a continuing basis to provide outstanding service to the citizens of our community.

The City encourages its employees to participate in courses, seminars, and programs which offer training and continuing education and are approved by the Department Head and/or Chief Administrative Officer. Your supervisors have an immediate, direct, and continuing responsibility for the development of personnel within their area.

As an employee, you share with your supervisors the responsibility for your continued growth. You build a foundation for your own growth by doing your job to the best of your ability, by improving your present skills and abilities, and by developing new skills through your own self initiatives.

### **3.010 Probationary (Training) Employment Period**

The **training probationary** period is an introductory work period during which a new employee has the opportunity to demonstrate his/her skills and the employer can evaluate their performance within the City's work environment. Discharge and/or transfer may take place at any time during the probationary period, just as it can after the probationary period.

All employees shall be placed in the **training probationary** status immediately upon beginning their work assignment with the City. Depending on where you are working, and the extent of your prior training, the probationary period may be 6 months or 12 months. New employees should ask their Department Head which duration applies to them.

Upon the successful completion of the probationary training period and upon the recommendation of the Department Head, each employee shall be placed on "regular" status and be granted benefits of a regular employee.

### **3.015 Probationary (Disciplinary) Employment Period**

A **disciplinary probationary** employment period may be recommended lasting from 3-6 months at the discretion of the immediate supervisor. A disciplinary probation period is a time period that allows the employee to address specific deficiencies that have

been identified by a supervisor that are impacting the opportunity for continued employment with the City. This personnel action can come at any time during an employee's employment with the City.

This disciplinary probation is the natural progression of progressive discipline that normally would first have utilized verbal and written warnings addressing the specific work performance that needs to be improved.

During the disciplinary probation period, management will provide written feedback to the employee regarding his/her performance at least once during each month of the probationary period. If in the judgment of the City the specific performance is not being corrected adequately, dismissal may occur immediately.

Dismissal for action not specifically being addressed with the disciplinary probation can also take place during this time in accordance with action dictating immediate dismissal as defined elsewhere in this policy manual.

### **3.020 Attending Seminars, Conferences, and Meetings**

Occasionally employees will be asked to attend seminars, conferences, and other job-related meetings that provide continuing education that would enhance that employees' performance. On other occasions, an employee may request of his/her department the approval to attend a job-related seminar. The City ~~requires prior needs to~~ approve for all attendance at any training/educational seminars, conferences, or workshops.

Employees will be entitled only to regular straight time pay (for 8 hours or 7 1/2 hours whichever is the normal work shift) while attending approved seminar, conference or workshop during the normal workday. If evening participation is required for training, your supervisor may approve overtime pay on a case-by-case basis.

There may be specific departmental policies regarding this issue. Confer with your department head to learn of specific departmental rules.

#### **3.020.1 Travel and Expense Reimbursement**

It is the intent of the City of Westfield to reimburse all reasonable out-of-pocket expenses incurred by employees during training, conference, and meeting activities approved by the City through the department head approval process.

The employee must complete an expense reimbursement form within 5 working days upon return from each activity. The reimbursement form must be submitted to the Department Head for an approval signature before forwarding to the Clerk-Treasurer for processing and payment.

Credit card use will be administered by the City Mayor, City Clerk-Treasurer and Chief Administrative Officer. Use of the credit card for purchases has ceased at the Department Director level. This includes but is not limited to travel expenses. Arrangements Payment for City related expenses must be arranged through one of the above mentioned entities. No expenses will be paid without proper documentation. This is an effort to control fines and inappropriate expenses for auditing purposes. All expenses not handled through this process will be documented and approved through the claim process. No expenses will be paid without proper documentation.

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### **3.020.2 Seminar/Meeting/Conference Reimbursement**

#### **Conferences, Seminars, or Meetings Attended Within 50 miles of Westfield**

If the training/educational event is within 50 miles (one way) of Westfield, it is expected that the employee will drive to and from the event the same day. On these occasions the noon meal will not be reimbursable; however, mileage reimbursement may be authorized. Special exceptions to this 50-mile rule can be approved by the Department Head and Chief Administrative Officer based upon individual circumstances.

#### **Conferences, Seminars, or Meetings Attended Beyond 50 miles of Westfield**

For the training/educational event beyond 50 miles (one way) from Westfield, approval may be given for overnight stays. During these situations meal allowances will only be allowed for those meals that are not a part of the conference or training. If overnight status is authorized, meals will be reimbursed up to \$30 per day with accompanying receipts.

Mileage reimbursement for use of personal vehicles used to attend conferences or training sessions will be at the rate allowed for tax purposes by the Federal Government.

Exceptions to any of these reimbursement or travel rules shall be approved by the Department Head **and** Chief Administrative Officer depending on unusual or extraordinary circumstances that may be present during the activity, conference, or meeting.

### **3.030 University & Technical Schools Educational Programs**

The Chief Administrative Officer may consider for approval, on a case-by-case basis, requests for tuition reimbursement for specific university or technical school classes and preparatory courses that are directly work related and recommended and approved by the Department Head. The reimbursement expense for formal education is

[allowed up to \\$5,200 before considered taxable wages. This amount will be reimbursed once the paperwork is available and the education is completed.](#)

### **3.040 Performance Appraisals**

It is the philosophy of the City that your job performance should be discussed with you at regular intervals to provide feedback to continually aid in work improvement. The City's performance appraisal process will review the work contribution of all regular status employees at least once each year.

Probationary employees will receive an appraisal after the completion of their prescribed probationary period. At that review the supervisor may release you from probation, continue the probationary status for a specified time, or terminate the employment relationship.

These appraisal discussions are centered around you, the quality of your work, and your working relationships. Such discussions enable you and your supervisor to talk about how you are progressing toward your personal, departmental, and City goals and assess your performance against your approved job description. Performance Appraisals are confidential discussions between the employee and his/her supervisor.

Formal written reviews normally will be accomplished annually with mid-year follow-up discussions to ensure that improvement plans are being accomplished as mutually planned by employees and their supervisor.

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## 4.000 PERSONNEL BENEFITS

### 4.005 Eligibility

Eligibility for employee benefits is depicted on the following table depending upon the employment status.

<b><u>Benefit Program</u></b>	<b><u>Regular Full-Time</u></b>	<b><u>Regular Part-Time</u></b>	<b><u>Temporary</u></b>
Matching FICA and Medicare	Yes	Yes	Yes
Health, Dental, Vision Accident and Life Ins.	Yes	No	No
125 Plan	Yes	No	No
Regular Vacation	Yes **	Yes **	No
Personal Hours	Yes **	No	No
Fixed Holiday	Yes **	Yes**	No
Floating Holidays	Yes **	No	No
Illness in the Family	Yes **	No	No
Sick Leave	Yes **	Yes**	No
Employee Assistance (EAP)	Yes	No	No
<b><u>Retirement Programs</u></b>			
PERF	Yes	No	No
457 Plan	Yes	No	No
401a Plan	Yes	No	No

\*\* Based on Actual Hours Worked.

An employee working 30 to 37 hours will accrue pro-rated time off based on hours worked. For an example: an employee working 30 hours in a 40 hour per week department will be eligible for 75% of the paid time off benefits (rounded to the nearest

full day). For scheduling, if the fixed holiday is the employee's regular scheduled work day, the employee takes the holiday off with pay (not to exceed the pro-rated amount). The remaining fixed holidays that don't fall on the employee's normal scheduled work day will be utilized as floating holiday(s). When the fixed holiday(s) fall(s) on the employee's regular scheduled work day(s) exceed(s) the pro-rated amount, the employee will be required to take the day off without pay.

#### **4.010 Health, Dental, Vision, Accident, and Life Insurance**

The City Council of the City of Westfield shall establish annually the policy and contribution level for payment of the City's share of the cost of employee health, dental, vision, and life insurance.

Additional coverage for dependents, spouse, and the entire family for medical, dental, and vision coverage is available at the employee's option and expense. A detail of the cost of this additional coverage is available from the City's [Benefits Coordinator](#)~~Human Resources Manager~~. The City Council shall establish annually the amount, or percentage the City will contribute toward this additional coverage for family members.

The Employee Assistance Program is available at no cost to full-time employees and family members residing within the employee's household. Coverage is limited to six sessions per covered issue. Employees should consult with the [Benefits Coordinator](#)~~Human Resources Manager~~ for additional information.

Medical insurance only is available to retired employees of the City under the following conditions:

- The retiree pays 100% of the premium.
- The retiree must have a combination of years of service with the City and age that equals at least 70 years.  
Examples: (50 years of age + 20 years of service, 60 years of age + 10 years of service, 55 years of age + 15 years of service, etc.)
- Employees must have a combination of years of service as described above or be disabled to be eligible for PERF disability if the employee isn't age 65 yet.
- Employees must have completed a minimum of five (5) continuous years of coverage under the City's medical insurance plan immediately prior to retiring.

##### **4.010.1 Effective Date of Insurance Coverage**

Various benefit programs have different effective dates for new employees. Please contact the City's ~~Benefits Coordinator~~[Human Resources Manager](#) to learn of the specifics of each benefit coverage.

#### **4.010.2 Insurance Portability (COBRA)**

Upon termination of employment from the City of Westfield, employees may be eligible to continue their group health coverage for a specified period of time at a premium rate somewhat higher than the group rate the City currently receives. This program is called COBRA and the former employee pays premiums directly to the COBRA administrator. Former employees need to complete an application to secure this extended insurance coverage. The City's ~~Benefits Coordinator~~[Human Resources Manager](#) has this information.

#### **4.015 Elective Additional Insurance**

Additional insurance coverage is available from AFLAC through payroll deductions for those employees choosing to supplement their medical coverage for themselves or their families. Please see the City's ~~Benefits Coordinator~~[Human Resources Manager](#) who will arrange for an appointment with the AFLAC agent. AFLAC is the only additional elective insurance that is available through payroll deduction.

#### **4.017 125 Plan**

The City is a participant in the Federal 125 Plan that allows for pre-tax deductions for medical insurance premiums that provide your family with medical coverage. Elective additional insurance can also be provided through pre-tax deduction by participating in this plan. There is no cost to the employee **but annual election of this plan needs to be made**. Annual employee discussions in November/December will provide you with this opportunity. The City's ~~Benefits Coordinator~~[Human Resources Manager](#) can explain the 125 Plan requirements and can activate your participation.

#### **4.020 Vacation Overview**

Because the City recognizes the importance of vacation time in providing the opportunity for rest, recreation and personal activities, the City grants annual paid vacation days to full-time regular employees as follows:

**PROFESSIONAL POLICE AND FIRE PERSONNEL  
VACATION POLICY**

*Accrual of Vacation.* During the initial partial calendar year of employment, full-time Professional Police and Fire Personnel with the following hire dates shall be eligible for the following number of vacation days to be used during their **first full calendar year of employment** beginning January 1st:

Hire Date	8-Hour Personnel <del>Days of</del> Vacation Eligibility <del>Days</del> <u>Vacation (in</u> <u>Hours)</u>	<u>12-Hour Personnel</u> <u>Vacation Eligibility</u> <u>(in Hours)</u>	24-Hour Personnel Days of Vacation Eligibility
January 1 - August 15	<del>10</del> 80	<u>80</u>	5
August 16 – September 15	<del>6</del> 48	<u>64</u>	4
September 16 – October 15	<del>8</del> 6	<u>48</u>	3
October 16 - November 15	<del>32</del> 432	<u>32</u>	2
November 16 – December 15	<del>16</del> 2	<u>16</u>	1
December 16 – December 31	<del>8</del> 1	<u>8</u>	0

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For an example: John Doe is hired May 10<sup>th</sup> and is an 8-hour employee. He will accrue vacation in his first **partial** year of employment to be taken after January 1<sup>st</sup> of the following year. He would be eligible for 10 vacation days to be taken between January 1<sup>st</sup> and December 31<sup>st</sup> of his first full year of employment.

**Following the initial partial and first full calendar years** of employment, full-time regular employees shall be eligible for the following number of annual vacation days, during each of the following calendar years of employment:

Calendar Year of Employment*	8-Hour Personnel <del>Days of</del> Vacation Eligibility <del>Days</del> <u>(in Hours)</u>	<u>12-Hour Personnel</u> <u>Vacation Eligibility</u> <u>(in Hours)</u>	24-Hour Personnel Days of Vacation Eligibility
2 <sup>nd</sup> through 3 <sup>rd</sup>	<del>80</del> 40	<u>80</u>	6
4 <sup>th</sup> through 7 <sup>th</sup>	<del>120</del> 45	<u>120</u>	9
8 <sup>th</sup> through 14 <sup>th</sup>	<del>160</del> 20	<u>160</u>	12
15 <sup>th</sup> through 21 <sup>st</sup>	<del>200</del> 25	<u>200</u>	15
22 <sup>nd</sup> and beyond	<del>240</del> 30	<u>240</u>	18

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\* Excludes the initial partial calendar year of employment and the first full calendar year. The City reserves the right, in its sole discretion, to credit new employees with years of employment for the purpose of calculating the number of days of vacation to which they are entitled.

Non-exempt full-time regular employees shall receive pay for their regularly scheduled number of hours per workday for each vacation day that is taken. Vacation pay shall be paid at the non-exempt employee's regular straight time hourly wage rate as of the date the vacation is taken. Exempt salaried employees shall receive their regular salary without loss of pay for vacation days taken. Vacation pay shall not be paid in advance.

*Vacation Carryover.* Unused vacation days at the end of the calendar year in which they are eligible may not be carried over into the next calendar year, and no payments will be made in lieu of taking vacation.

*Termination of Employment.* Upon termination of an employee's employment for any reason (voluntary or involuntary), the City will pay out any earned and unused vacation time.

*Vacation Scheduling.* Every effort should be made to provide your supervisor a minimum of three days' notice for any request for single days of vacation. At least two weeks' notice should be given to your supervisor for vacation requests of one week or longer. All requests for vacation are subject to your supervisor's approval. Some departments may require more notice because of the need to schedule employees to fulfill shift requirements. **Professional Police personnel may take vacation hours in one-hour increments.**

~~Professional Police personnel may take vacation hours in on-hour increments.~~

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**ADMINISTRATION AND PUBLIC WORKS PERSONNEL**  
**VACATION POLICY**

*Accrual of Vacation.* During the initial partial calendar year of employment, full-time regular employees with the following hire dates shall be eligible to earn the following number of vacation days to be used during their first full calendar year of employment:

Hire Date	Days Vacation
January 1 - August 15	10
August 16 - September 15	8
September 16 - October 15	6
October 16 - November 15	4
November 16 - December 15	2
December 16 - December 31	1

Following the initial partial and the first full calendar years of employment, full-time regular employees shall be eligible to earn the following number of annual vacation days during each of the following calendar years of employment:

Calendar Years of Employment*	Days Vacation
2 <sup>nd</sup> through 3 <sup>rd</sup>	10
4 <sup>th</sup> through 7 <sup>th</sup>	15
8 <sup>th</sup> through 14 <sup>th</sup>	20
15 <sup>th</sup> through 21 <sup>st</sup>	25
22 <sup>nd</sup> and beyond	30

\* Excludes the initial partial calendar and first full calendar year of employment. The City reserves the right, in its sole discretion, to credit new employees with years of relevant employment for the purpose of calculating the number of days of vacation to which they are entitled.

All vacation, including stipend and carryover days, may be taken in ½ or full day increments.

Non-exempt full-time regular employees shall receive pay for their regularly scheduled number of hours per workday for each vacation day that is taken. Vacation pay shall be paid at the non-exempt employee's regular straight time hourly wage rate as of the date the vacation is taken. Exempt salaried employees shall receive their regular salary without loss of pay for vacation days taken. Vacation pay shall not be paid in advance.

*Vacation Carryover.* An employee may carry over five days of earned and unused vacation at the end of each calendar year but the accumulation from year to year may not exceed 5 days. Any other remaining earned and unused vacation days at the end of a calendar year will be lost and not paid out. In other words, no payments will be made in lieu of taking vacation, except, as described below, for payment of vacation days at the time of termination.

*Termination of Employment.* Upon termination of an employee's employment for any reason (voluntary or involuntary), the employee shall be entitled to vacation pay for any vacation time which is earned but unused at the time of termination. Payment for such vacation time shall be made by the City on or by the employee's next regular payday following termination.

*Vacation Scheduling.* Every effort should be made to provide your supervisor a minimum of three days' notice for any request for single days of vacation. At least two weeks' notice should be given to your supervisor for vacation requests of one week or longer. All requests for vacation are subject to your supervisor's approval. Some

departments may require more notice because of the need to schedule employees to fulfill shift requirements.

#### **4.026 Personal Hours Overview**

Each **full-time regular employee** shall be eligible for paid time off for personal hours as indicated in the following charts. Personal hours are intended to cover time off from work to allow the employee to resolve personal or family legal, medical, or other **personal** situations or problems that can not be accomplished during the normal days off.

These hours need to be pre-approved by your supervisor after describing your personal situational need. It is expected that these eligible hours will be taken in full-hour increments. You must receive your supervisor's approval, and approval will depend upon the needs of the City and availability of other personnel to perform the necessary work of your Department. There is no carry over of personal hours from year to year.

Unused Personal Hours are not paid upon termination of employment, or at the end of any calendar year.

#### **4.026.1 Personal Hours Administrative and Public Works Personnel General Guidelines**

##### **Annual Personal Hours Eligibility** **(Employees are eligible for 3 equivalent days of personal hours)**

7 ½ Hour Day Employees	23 Hours per year
8 Hour Day Employees	24 Hours per year

New employees hired before July 1<sup>st</sup> of each year **will be** eligible for ½ of the annual numbers depicted above to be used during the remainder of that calendar year. This eligibility occurs after the completion of the first 90 days of employment.

New employees hired July 1<sup>st</sup> or after of each year **will not** be eligible for any personal hours for the remainder of that calendar year.

The Personal Hours benefit becomes available for each eligible employee effective January 1<sup>st</sup> of each New Year, subject to applicable first 90 days of probationary period.

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**4.026.2 Personal Hours  
Professional Police and Fire Personnel  
First Year & Every Year Thereafter  
Hours Eligible**

Personal Hours eligibility  
During First Year of Employment after 90 days

Month Of <u>Employment</u>	Police & Fire (8 & 12 Hour Personnel) Hours <u>Eligibility</u>	Fire (24 Hour Personnel) Hours <u>Eligibility</u>
Jan – Apr	24	8
May – Jun	16	6
Jul – Aug	8	4
After Sep 1	None	None

After the first year of employment the Professional Police Officer is eligible for ~~five~~ (5)forty (40)-personal ~~hours~~days (40 hours) beginning January 1<sup>st</sup> of each calendar year.

**4.030 Fixed & Floating Holidays**

A fixed holiday schedule will be approved by the City Council each year and communicated to the employees during December. These fixed holidays will be observed and paid for all full-time and part-time regular and probationary employees as further defined below. Depending on the year, there may be some years where there are only fixed holidays and no floating holidays.

(+)1. To be eligible to receive holiday pay, an employee must work the last scheduled workday before and the next scheduled work day after the holiday unless the Department Head has approved an absence as is provided in the

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benefits programs provided by the City. In the case of family illness a doctor's excuse will be required since these events would be unscheduled.

**(2)2. Fixed and Floating Holidays during Training Probation**

Employees are eligible for **all fixed holidays** (excluding Professional Police and 24-hour Fire Personnel) during their training probation. Employees are eligible for **floating holidays** after the completion of their training probation. Professional Police (8-hour and 12-hour) and 24-hour Fire Personnel are eligible to take floating holidays during their training probation period after 90 days of employment.

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**(3)3. Fixed and Floating Holidays during Disciplinary Probation**

Employees are eligible for **all fixed and floating holidays, including vacation and sick time**, during their disciplinary probationary period.

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**(4)4.** Any employee terminated during either of these probationary periods is not required to "pay back" those fixed or floating holidays they have already used.

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**(5)5. Professional Police Officer Fixed and Floating Holidays.**

Because of different shift requirements, the professional police personnel will be eligible eight (8) hours for each for the same number of fixed and floating holidays approved by the City Council (for an example: if the City Council approved 13 total holidays, then the professional police personal will receive 104 hours. These hours may be used that the employee's choosing and may be used in one-hour increments, except those days will be at the employee's choosing.

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**(6)6. Professional Fire Personnel Fixed and Floating Holidays.**

Because of different shift requirements, the professional fire and EMS personnel will be eligible for four (4) floating holidays approved by the City Council except those days will be at the employee's choosing and must be taken in full day increments. During the first partial year of employment, these days will be pro-rated as follows:

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**Professional Fire Personnel Floating Holiday  
During First Year of Employment after 90 days**

<u>Month</u>	<u>(24 Hour Personnel)</u>
Jan. – Mar.	3
Apr. – Jun.	2
July – Sept.	1
After Oct. 1	0

**(7)7.** If a regular or probationary full-time employee (non-public safety) works on a fixed holiday that is approved by the City Council, the employee will receive

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pay at 1.5 times his or her regular rate of pay for the time worked in addition to the straight time pay for the holiday. There is no special holiday pay for professional fire and police personnel.

8. Floating Holidays are not paid upon termination from employment.

#### 4.031 Floating Holidays

If floating holidays have been granted by the Westfield City Council the following rules apply.

- (1)• The floating holiday needs to be planned in advance with your supervisor's approval as any normal "vacation" might be planned.
- (2)• Floating holidays are not eligible to be carried forward to the next year, and no pay will be provided for unused floating holiday at the end of a calendar year or upon termination of employment, for any reason.
- (3)• Floating holidays must be taken in no less than ½ day increments. This does not apply to Professional Police Personnel.
- (4)• Disciplinary probationary employees are eligible to schedule floating holidays.
- (5)• Training probationary employees are eligible to schedule floating holidays after the Training Probationary Period. Professional Police and Fire employees are eligible during their Training Probationary Period after 90 days of employment.

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#### 4.032 Perfect Attendance Day

Employees are awarded one (1) paid day off from work during the twelve month period following a perfect attendance calendar year. Perfect Attendance is defined as having taken no Sick Leave, Bereavement Leave, or Industrial Injury Leave during the calendar year. ~~or Compensation Time~~ or Flex Time in place of Sick Leave is allowed with approval. ~~during the calendar year.~~ This is not a paid benefit at the time of termination of employment, nor can it be carried over from year to year.

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## **5.000      COMPENSATION AND PAYROLL**

### **5.010      Compensation Programs**

It is the desire of the City of Westfield that its salary and benefit programs will attract and retain people well qualified to achieve high standards of performance in their work. We encourage new employees to build their careers with the City. In keeping with this desire, compensation and benefit programs are reviewed annually and work performance is reviewed to encourage continued growth in your personal contributions toward the goal of providing service to the citizens of our community.

Every job with the City is reviewed and given a salary range for a starting salary. Salary ranges are reviewed annually with other similar positions within other communities throughout the State of Indiana and changes are made when appropriate. This is accomplished annually with the City Council approving a salary ordinance. Salary increases are approved by the City Council and generally are administered annually in January of each year.

[In addition to the compensation and benefits programs, the City of Westfield pays longevity pay. Longevity is paid on a per pay basis beginning January of each year and is calculated based on the Employment Anniversary Date, Policy 2.080. Based upon years of service, years 1-10 is \\$200 per year and years 11-25 is \\$250 per year.](#)

### **5.015      Pay Periods & Check Delivery**

Pay periods will be for a period of two weeks and notices of deposit will be delivered every other Thursday throughout the year.

Any error in your pay should be reported immediately to the Clerk-Treasurer so it can be corrected. Any request for payroll adjustment must be submitted in writing to the Clerk-Treasurer. Should an employee wish to designate a family member or other person to pick up his or her checks or otherwise have access to their payroll information, such designation must be in writing to the Clerk-Treasurer.

### **5.016      Attendance Cards / Forms**

You are responsible for your own time form and it should be submitted to your supervisor at the end of the two-week period. The supervisor will sign and forward the time forms to the Clerk-Treasurer's office for processing.

Employees are covered by the Fair Labor Standards Act, and are responsible for completing a time form each pay period. Your pay is computed from this information.

To ensure maximum accuracy this form should be completed daily. All attendance form information should be legible and in ink, with no erasures. Your signature and that of your supervisor certify the accuracy of all time form information.

## 5.020 Fair Labor Standards Act

The Fair Labor Standards Act is a federal law that, in part, establishes overtime pay requirements for certain categories of work. Individuals who are not exempted from these requirements are referred to as “non exempt” employees. Employees who are exempted from (not covered by) these requirements are classified as “exempt” employees. Your status is explained at the time of your employment.

## 5.030 Overtime Pay / Compensatory Time

It shall be the policy of the City Council to comply with all state and federal laws and regulations regarding compensation of overtime for all employees covered by the provisions of the Fair Labor Standards Act effective April 1986 and as amended.

For some employees, time worked in excess of the regular shift may be compensated with compensatory time off. Compensatory time off rather than paid overtime may be granted on a case-by-case basis at the discretion of an employee’s immediate supervisor. It is recognized that the individual Department Heads must work within the specific workplace needs of their departments, and must have the ultimate decision making responsibility in offering the compensatory time option.

### General Guidelines

- 1. Overtime and compensatory time off shall be earned at the rate of 1.5 hours for each hour worked in excess of the established work period described below.
- 2. Overtime required for continuation of any given assignment beyond the normal workday shall be accumulated to the nearest one-half hour of service performed.
3. All overtime and compensatory time must be pre-authorized by the applicable Department Head.
4. Holidays (fixed and floating), Personal Days, Vacation, industrial injury accidents, and absence for jury and witness duty are considered time worked in fulfilling the requirements for overtime or compensation time eligibility. Sick leave is not included for calculating overtime or compensation time except for 24 hour fire personnel.

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**Public Works Department Personnel**

**For those personnel regularly scheduled for 40 hours per week**

Hourly employees regularly scheduled to work 40 hours per week will receive pay at the rate of time and one-half for hours worked in excess of 40 hours per week. For pay purposes the workweek begins on Sunday and ends on Saturday.

Overtime pay calculation is based upon your average hourly rate times 1.5.

**Administrative Office Personnel**

**For those personnel regularly scheduled for 37.5 hours per week**

Hourly employees regularly scheduled to work 37.5 hours per week will receive pay at the rate of time and one-half for hours worked in excess of 40 hours per week. For pay purposes the workweek begins on Sunday and ends on Saturday. This would mean that the first 2.5 hours worked beyond the standard 37.5 hour work week would be at straight time for these employees.

Overtime pay calculation is based upon your average hourly rate times 1.5

**Public Safety Personnel (Police and Fire)**

For public safety personnel (fire and police), please discuss the rules associated with overtime with your department head.

For 24-hour fire personnel, overtime is paid during the 28-day pay period when work exceeds 212 hours.

For professional police, overtime is paid during the 14-day pay period when work exceeds 85½ hours.

**5.032 Non-Exempt Employees: Compensatory Time Off**

(A) Definitions:

- (1) Civilian Employee shall refer to all City of Westfield employees not employed as Professional Police Employees or Professional Fire Employees.
- (2) Professional Police Employee shall refer to professional police personnel.

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(3) Professional Fire Employee shall refer to professional fire personnel.

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(B) Non-Exempt Civilian Employees: Standard Workweek and Overtime

(1) The standard workweek for full-time Non-Exempt Civilian Employees is either 37½ or 40 hours.

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(2) Any hours worked in excess of the Non-Exempt Civilian Employee's regularly scheduled hours per workweek must have the prior approval of the employee's department head or the department head's designee. Any hours worked by a Non-Exempt Civilian Employee in excess of his or her regularly scheduled hours for the workweek must fall within the department's budgetary limitations, except in the case of an emergency.

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(3) Non-Exempt Civilian Employees are required to report all hours worked on a personal time sheet that is signed by the employee's department head or the department head's designee. Failure to accurately report hours worked shall result in employee discipline.

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(4) Non-Exempt Civilian Employees shall be entitled to compensation at their regular hourly rate for each hour (of portion of an hour) worked in excess of 37½, but less than or equal to 40 hours in any workweek.

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(5) If Non-Exempt Civilian Employees are required to perform work for more than 40 hours in a workweek, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (C) for any hour (or portion of an hour) worked in excess of 40.

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(C) Non-Exempt Civilian Employees: Compensatory Time Off

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(1) As used within this subsection (C), "department head" shall refer to the department head for the applicable Non-Exempt Civilian Employee or the department head's designee.

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(2) When a Non-Exempt Civilian Employee works more than 40 hours in a workweek, the department head, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the department head must have an understanding with the Non-Exempt Civilian Employee that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Civilian Employee's performance of the overtime work.

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(3) Where compensatory time off is substituted for overtime pay, the Non-Exempt Civilian Employee shall be entitled to compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 40 in a workweek.

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(4) Where a Non-Exempt Civilian Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Civilian Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Civilian Employee's compensatory time off balance is reduced below 40 hours.

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(5) Where a Non-Exempt Civilian Employee has accrued a balance of 40 hours of compensatory time off, the employee will be paid overtime for any hours worked in excess of 40 in a workweek until such accrued balance is reduced below 40 hours.

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(6) Non-Exempt Civilian Employees must submit requests to use earned compensatory time off to their department head. Department heads shall allow Non-Exempt Civilian Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the department head's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.

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(7) Under no circumstances may a Non-Exempt Civilian Employee take compensatory time off until the employee has earned compensatory time off.

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(8) In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

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(D) Non-Exempt Professional Police Employees: Standard Work Period and Overtime

(1) The standard work period for full-time Non-Exempt Professional Police Employees is 14 days.

(2) Any hours worked in excess of 85½ hours per work period must have the prior approval of the Police Chief, or the Police Chief’s designee. Any hours worked by a Non-Exempt Professional Police Employee in excess of 85½ must fall within the department’s budgetary limitations, except in the case of an emergency.

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(3) Non-Exempt Professional Police Employees are required to report all hours worked on a personal time sheet that is signed by the Police Chief or the Police Chief’s designee. Failure to accurately report employee hours worked shall result in employee discipline.

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(4) If Non-Exempt Professional Police Employees are required to perform work for more than 85½ hours in a work period, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (E) for any hour (or portion of an hour) worked in excess of 85½.

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(E) Non-Exempt Professional Police Employees: Compensatory Time Off

(1) As used within this subsection (E), “Police Chief” shall refer to the Police Chief for the City or the Police Chief’s designee.

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(2) When a Non-Exempt Professional Police Employee works more than 85½ hours in a given work period, the Police Chief, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the Police Chief must have an understanding with the Non-Exempt Professional Police Employees, or their representative, that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Professional Police Employee’s performance of the overtime work.

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(3) Where compensatory time off is substituted for overtime pay, the Non-Exempt Professional Police Employee shall be entitled to compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 85½ in a work period.

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(4) Where a Non-Exempt Professional Police Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Professional Police Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Professional Police Employee’s compensatory time off balance is reduced below 40 hours.

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(5) Where a Non-Exempt Professional Police Employee has accrued a balance of 40 hours of compensatory time off, the employee will be paid overtime for any hours worked in excess of 85½ in a work period until such accrued balance is reduced below 40 hours.

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(6) Non-Exempt Professional Police Employees must submit requests to use earned compensatory time off to the Police Chief or his/her designee. The Police Chief or designee shall allow Non-Exempt Professional Police Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the Police Chief's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.

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(7) Under no circumstances may a Non-Exempt Professional Police Employee take compensatory time off until the employee has earned compensatory time off.

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(8) In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

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(F) Non-Exempt Professional Fire Employees: Standard Work Period and Overtime

(1) The standard work period for full-time Non-Exempt Professional Fire Employees is 28 days.

- Any hours worked in excess of 212 hours per work period must have the prior approval of the Fire Chief, or the Fire Chief's designee. Any hours worked by a Non-Exempt Professional Fire Employee in excess of 212 must fall within the department's budgetary limitations, except in the case of an emergency.

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- Non-Exempt Professional Fire Employees are required to report all hours worked on a personal time sheet that is signed by the Fire Chief or the Fire Chief's designee. Failure to accurately report employee hours worked shall result in employee discipline.

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- If Non-Exempt Professional Fire Employees are required to perform work for more than 212 hours in a work period, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (G) for any hour (or portion of an hour) worked in excess of 212.

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(G) Non-Exempt Professional Fire Employees: Compensatory Time Off

- (1) As used within this subsection (G), “Fire Chief” shall refer to the Fire Chief for the City or the Fire Chief’s designee.
- (2) When a Non-Exempt Professional Fire Employee works more than 212 hours in a given work period, the Fire Chief, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the Fire Chief must have an understanding with the Non-Exempt Professional Fire Employees, or their representative, that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Professional Fire Employee’s performance of the overtime work.
- (3) Where compensatory time off is substituted for overtime pay, the Non-Exempt Professional Fire Employee shall be entitled to earn compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 212 in a work period.
- (4) Where a Non-Exempt Professional Fire Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Professional Fire Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Professional Fire Employee’s compensatory time off balance is reduced below 40 hours.
- (5) Where a Non-Exempt Professional Fire Employee has accrued a balance of 40 hours of compensatory time off, the employee must be paid overtime for any hours worked in excess of 212 in a work period.
- (6) Non-Exempt Professional Fire Employees must submit requests to use earned compensatory time off to the Fire Chief. The Fire Chief shall allow Non-Exempt Fire Department Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the Fire Chief’s discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.
- (7) Under no circumstances may a Non-Exempt Professional Fire Employee take compensatory time off until the employee has earned compensatory time off.
- (8) In the City’s discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases,

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employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

### 5.033 Exempt Employees: Flex Time Off

#### (A) Exempt Employees: Standard Workweek

- (1) Exempt Employees are required to work the numbers of hours necessary to complete their assigned tasks in any given workweek.
- (2) Exempt Employees are not entitled to overtime pay.
- (3) Exempt Employees, however, shall be entitled to earn "Flex Time Off" as set forth in subsection (B).

#### (B) Exempt Employees: Flex Time Off

- (1) As used within this subsection (B), "department head" shall refer to the applicable department head for the department in which the Exempt Employee is employed. In the case of the Chief Administrative Officer and/or Deputy Mayor, "department head" shall mean the President of the ~~Town~~City Council and/or Mayor.
- (2) When an Exempt Employee works more than 40 hours in a given workweek, the department head, at his or her discretion, may grant the Exempt Employee flex time off.
- (3) Where flex time off is granted, the Exempt Employee shall earn flex time off at the rate of 1 hour of flex time off for each hour worked in excess of 40 in a workweek.
- (4) Where an Exempt Employee earns flex time off, the employee shall be allowed to accrue a flex time off balance up to 24 hours. Once an Exempt Employee has accrued a balance of 24 hours of flex time off, the employee shall not accrue any additional flex time off until the Exempt Employee's flex time off balance is reduced below 24 hours.
- (5) Exempt Employees must submit requests to use accrued flex time off to their department heads. The department heads shall allow Exempt Employees to use accrued flex time off within a reasonable period of time after the employee has made such a request, subject to the department

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head's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.

- (6) Absent extraordinary circumstances, department heads and Exempt Employees are may not allowed ~~Exempt Employees~~ to use more than 8 hours of accrued flex time off in any workweek.
- (7) Under no circumstances shall an Exempt Employee be permitted to take flex time off until the employee has earned flex time off. Exempt Employees are eligible to use for no more than 8 hours flex time in any workweek.
- (8) Accrued flex time off hours will be carried forward from calendar year to calendar year.
- (9) No payments shall be made for accrued flex time off, and no payment shall be made in lieu of taking accrued flex time off. Under no circumstances will accrued but unused flex time off be paid out upon separation from employment.

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#### **5.040 Emergency Call-In Pay**

Regular employees who are paid on an hourly basis (non-exempt) may qualify for emergency call-in pay under certain circumstances. If you are notified away from work that "emergency" call-in work is necessary, you will receive overtime pay for whatever amount of work time is involved with a minimum of three hours at the overtime rate, even though the job may be completed in less time. For such an emergency call-in, time spent in travel to and/or from work will be considered time worked.

For the Police and Fire Department, off-duty manpower called in for emergencies will also be paid a minimum of 3 hours at the overtime rate.

Non-exempt professional police employees required to attend a work-related court hearing outside of their scheduled weekly work hours will be paid a minimum of 3 hours at the overtime rate.

For the Public Works Department, this policy is superseded by the On-Call Policy implemented within the department.

#### **5.050 Worker's Compensation Insurance**

If an employee is injured on the job as a result of an accident or if an employee develops an occupational disease, the City provides, through worker's compensation insurance, payment of weekly income in accordance with worker's compensation and occupational disease laws.

The employee has the responsibility of reporting any accident or injury, which occurs while working, to their immediate supervisor. Failure to report an injury while on duty, that day, or at the end of that shift may result in a denial of benefits.

Management will work with the City's ~~Benefits Coordinator~~ [Human Resources Manager](#) to complete the required documents to comply with the law and meet submission deadlines.

**It is critical that worker's compensation reports be completed on time.**

## **5.060 Payroll Deductions**

Several deductions are made from your pay including federal income tax, state income tax, social security tax, Medicare tax, and county income tax. An employee, by written request [to the Human Resources Manager](#), may have a portion of their wages or salary withheld for additional approved purposes, such as:

- Purchase of group health, dental and vision for family members
- Purchase of supplemental insurance coverage
- One America deferred tax investment program
- Fire Personnel PERF retirement plan
- Union Dues

### **Social Security Tax - Medicare Tax**

You pay for one-half of your social security and Medicare tax commonly known as FICA. The City of Westfield pays the other half for you. The social security tax and Medicare tax you pay is withheld from your paycheck. This tax is a percentage of salary (up to a certain annual maximum earnings figure; and the percentage applied to your salary is also subject to change). There are four kinds of government benefits covered by this tax; disability benefits, retirement benefits, Medicare, and survivor benefits.

## **5.070 Garnishments**

We expect that each employee will be responsible for his or her own financial obligations; however, there are times the City will be required by law to withhold funds from your paycheck because of a court order. By law we reserve the right to charge the maximum administrative fee to the employee for each transaction.

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## **6.000 UNEMPLOYMENT COMPENSATION**

### **6.010 Eligibility and Description**

Eligible City employees are covered by the unemployment compensation program administered through the Employment Security Division of the Indiana Department of Revenue. Generally this compensation is available to those who are terminated from City employment through no fault of their own (layoffs, manpower cut backs,) and are actively seeking employment elsewhere. Eligibility is determined by the Indiana State Employment Security Division on a case-by-case basis. An application must be made by the worker before benefits can be considered by the Employment Security Division Office.

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## 7.000 LEAVES OF ABSENCE

### 7.010 Medical Leave (Sick Leave)

Sick leave is defined as absence from work with pay by any full-time regular employee as a result of any physical injury or illness, psychological condition or disability that incapacitates the **employee** to a degree that performance of the employee's job assignment is impaired. However, sick leave shall not be considered a benefit of employment with the City and upon separation from employment for any reason, voluntary or involuntary; the City shall not pay such employee for any unused and/or accumulated sick leave. Pay for sick time will be based upon your normally scheduled workday (7 ½, 8, [12](#), or 24 hours) in half-hour increments.

#### Employees on Full-Time Probationary Training Employment Status

Paid absence because of injury or illness (not related to work) during the first 90 days of all probationary training employment periods is not covered and time off from work would be **without** pay.

#### Sick Pay During Probation

Department	Probation Months	Eligibility for Sick Hours During First 90 Days of Employment	After 90 Days of Employment
Fire Admin.	6	0	8 Hours for each remaining full month left in the year
Police Admin.	6	0	
Police	12	0	
Utility/Admin.	6	0	
24-Hour Fire	12	0	8 Hours for each remaining full month left in the year

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## **Regular Full-Time Employees**

If a regular full-time employee is absent because of illness or injury, he or she will, with Department Head approval, receive full pay as follows.

Beginning each January 1, all regular full-time employees will be eligible to receive ninety-six (96) paid Sick Hours (or pro-rated hours based on hours worked if any employee works 30 to 37 hours) to be used during the calendar year.

## **Carry Over Sick Hours**

Unused Sick Hours for ~~7-1/2, 8 and 12 1/2~~ 7-1/2, 8 and ~~12 1/2~~ 8-hour shift personnel as of December 31 of each year may be accumulated to a maximum of 320 hours and carried forward to be used in the next calendar year. 8 and 7-1/2-hour shift personnel accumulate no more than 320 Sick Hours in one year including the New Year's sick pay eligibility.

Unused Sick Hours for 24-hour shift fire personnel as of December 31 of each year may be accumulated to a maximum of 480 hours and carried forward to be used in the next calendar year. 24-hour personnel accumulate no more than 480 Sick Hours in one year including the New Year's sick pay eligibility.

## **Other Sick Leave Administrative Issues**

Unless another time period is permitted by law, if illness or injury prevents an employee from reporting for work, he/she must contact his/her immediate supervisor of their absence prior to time he/she is to begin the workday.

When on sick leave, employees must be at home, at a medical facility, or be able to explain their whereabouts when requested. Failure to provide formal documentation as to one of the three requirements will result in severe disciplinary action that may include termination. No employee on sick leave will be permitted to perform any off-duty employment.

A minor illness or injury to ~~an 7 1/2, 8 or 12 hour~~ an employee may cause a temporary sick leave of up to three (3) days to be granted by the supervisor ~~employees~~. No certified medical form is required, but the City of Westfield reserves the right to obtain such a document at any time. Employees off due to illness four (4) days or longer will require medical documentation. 24 Hour Firefighter employees off due to illness for two (2) consecutive assigned workdays will require medical documentation. In addition, the City of Westfield may request further medical review of the employee by a City-designated physician *at the City's expense*. In order to be paid for sick leave, an employee must be sick as defined above (any physical injury or illness, psychological condition or disability that incapacitates the employee to a degree that performance of the employee's job assignment is impaired). Therefore, in some circumstances a physician's opinion may be required in order to draw a sick leave benefit.

## Absenteeism and Abuse of sick leave

The following shall be grounds for discipline up to and including termination:

a. Use of sick leave for reasons other than illness or injury, except as expressly permitted in this manual.

b. Pattern of sick leave abuse. This includes recurring use of sick hours on Fridays or Monday, before or after holidays, or before or after scheduled time off such as vacations, birthdays, personal days, or compensatory days off. This also includes repeated use of sick leave hours at times which the employee reasonably should know to be important to the department because of workload, deadlines, or other causes rendering absences particularly troublesome to the department. Any combination of the above may constitute a pattern of abuse of sick leave and will be dealt with severely through normal disciplinary measures provided for in this manual.

### Sick Hour Bank

In an effort to create an opportunity for a benefit to those employees who may have a major medical issue, the City of Westfield has created a Sick Hour Bank. The Sick Hour Bank shall be administered as follows:

Eligibility:

To be eligible to enroll in the Sick Hour Bank the employee first must have available the maximum allowable number of hours that may be accumulated pursuant to Section 7.010 "Carry over Sick Hours" of this policy and procedure manual.

Enrollment:

1. Employees may elect to participate in the Sick Hour Bank by completing an Enrollment Form and contributing the required number of accumulated Sick Hours to the Sick Hour Bank during the City's Sick Hour Bank open enrollment period.
2. The open Enrollment Period shall begin on December 1<sup>st</sup> and close on December 31<sup>st</sup>.
3. To enroll in the Sick Hour Bank the employee must donate ninety-six (96) of his or her accumulated Sick Hours to the bank.
4. Any employee who fails to complete the Enrollment Form by December 31<sup>st</sup> and/or contribute the required number of accumulated sick hours during the

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open enrollment period shall be ineligible to submit claims against the Sick Hour Bank during the following calendar year.

Continued Participation in the Sick Bank:

1. To remain actively enrolled in the Sick Hour Bank, the employee must donate forty-eight (48) Sick Hours during the enrollment period each subsequent year to remain qualified to submit claims against the Sick Hour Bank the following calendar year.
2. Any employee who fails contribute the required number of accumulated Sick Hours during the Open Enrollment period shall be ineligible to submit claims against the Sick Hour Bank during the following calendar year.

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Administration:

1. An employee must be a member of the Sick Hour Bank for at least sixty (60) days prior to applying for benefits from the Sick Hour Bank.
2. The maximum benefit that any individual employee may claim against the Sick Hour Bank in a given calendar year is *the lesser of* one thousand four hundred and forty (1,440) hours or the balance of Sick Hours contributed by all City employees that remain in the Sick Hour Bank.
3. Any employee petitioning to utilize the Sick Hour Bank must have utilized all of his or her paid time off benefits (Sick Hours, Personal Hours, Vacation Days, etc.) before being able to utilize the Sick Hour Bank.
4. Any employee who desires to make a claim against the Sick Hour Bank must submit his or her request on the City's Sick Hour Bank Request Form accompanied by appropriate documentation from the employee's medical provider explaining the employee's need for and the expected length of the employee's leave.
5. Claims against the Sick Hour Bank may only be made for the employee's own major medical issue. The Sick Hour Bank does not cover extended leave to care for a family member with a major medical issue.
6. An employee may not make a claim against the Sick Hour Bank during any time period during which he or she is receiving Worker's Compensation wage replacement benefits.
7. All claims against the Sick Hour Bank must be approved by the Chief Administrative Officer and/or City Council.

8. Any employee who makes an approved claim against the Sick Hour Bank in a given calendar year will be relieved of the forty-eight (48) sick hour donation requirement for that year.

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9. Any Sick Hours donated to the Sick Bank are non redeemable except for a qualified claim. Hours contributed to the Sick Hour Bank will not be paid out upon termination.

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## 7.020 National Guard and Reserve Duty Leave

The City of Westfield recognizes the importance of military service to our country and our state. The City will fully comply with all provisions set forth in federal and state law governing military leave. Pursuant to these laws, regular full-time and part-time employees are eligible for unpaid military leave. Such leave and the re-employment rights of an employee upon return from such leave shall be determined in accordance with applicable federal and state law and regulations.

Your supervisor may request a copy of any orders to substantiate a requested leave. Such leave shall not be charged against the employee's sick or vacation allowance. (IC 10-2-4-3)

In addition to the unpaid leave provided above, any employee of the City who serves in any reserve or active branch of the military or National Guard shall be granted 120 hours of paid military leave in any calendar year. For these 120 hours, the City will compensate the employee for the difference between his or her salary and/or hourly wages paid by the City and the salary paid by the military, if any. This means that if military pay is less than civilian pay, the City will make up the difference for 120 hours of the employee's military leave. If your military pay is in excess of your civilian pay, no payment from the City will be made. In no case will any employee receive full pay from both the military and the City for the same work period.

Pay beyond 120 hours of active duty each calendar year will not be compensated by the City.

## 7.025 Family Military Leave

In compliance with the Indiana Military Family Leave Act, the City will allow employees 10 days of unpaid leave when a family member is called to active duty in the United States Armed Forces, the Indiana Army National Guard, or the Indiana Air National Guard. The family member must be scheduled for at least 89 days of active military duty in order for the employee to qualify for family military leave. With the City's prior approval, an employee may use his/her earned, unused paid time off days for all or a portion of his/her family military leave. If you believe that you may qualify for

family military leave or have questions about taking a family military leave, please contact the ~~Benefits Coordinator~~[Human Resources Manager](#).

### **7.030 Bereavement Leave**

A paid bereavement leave is authorized per death in the family as specifically described below:

This benefit applies to the death of an employee's wife, husband, son, daughter, step-child (within current marriage), mother, father, step-father, step-mother, step-brother, step-sister, step-grandchild, mother-in-law, father-in-law, grandparents (employee's and spouse's), grandchildren, brother, sister, half-brother, half-sister.

Those employees assigned to 7.5 or 8-hour shifts may be granted three (3) days of Bereavement Leave. [Those assigned to 12-hour shifts may be granted two \(2\) days of Bereavement Leave.](#) Those assigned to 24-hour shifts may be granted one (1) day of Bereavement Leave (i.e., one 24-hour period).

In special circumstances, usually because of travel distances, an extension of absence with pay may be granted on a case-by-case basis and approved by the Department Head **and** Chief Administrative Officer.

Any other absence in connection with funerals of other relatives or friends may be excused **without pay** if personal days are not available. This decision to allow this absence is at the discretion of the Department Heads.

For purposes of this provision a day equals the number of hours the employee would regularly have been scheduled to work on the day taken off.

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### **7.035 Illness in the Family Leave**

If serious illness, as defined by the FMLA Act of 1993 (see Section 7.070) occurs in your immediate family (mother, father, wife, husband, child, within current marriage stepchild) and your presence is required, pay **may** be received for a brief absence if approved by your Department Head. A maximum of 3 days for 8 and 7 1/2-hour shift personnel; [2 days for 12-hour shift personnel](#); and 1 day for 24-hour shift personnel may be granted for each occurrence. No employee shall be able to utilize more than two occurrences within a calendar year. The amount of paid time off depends greatly upon individual circumstances and should be reviewed with and approved by your Department Head upon receipt of a doctor's notification of the situation. This benefit is available for full-time regular employees only.

**7.050      Civic Leave  
                 (Jury Duty, Witness Duty)**

Any regular employee who is summoned to serve on a petit or grand jury or to appear as a witness for the Federal, State or City Government shall immediately inform his or her Department Head or immediate supervisor. This employee shall be excused from work for the days on which he/she serves.

An employee's pay during this service period may be reduced by the amount received from the Court. The employee will present proof of service (subpoena) and of the amount of payment received thereof from the clerk of the court or coroner. Payment by the court to the employee for traveling expenses may be retained by the employee.

If an employee is released from jury duty by the court any time prior to noon, he/she shall report to work as soon as possible but at least within (2) hours of being released by the court.

**7.055      Other Leaves**

Regular full-time employees may also receive leaves of absence for other purposes subject to the approval of the Chief Administrative Officer and City Council. These leaves may be paid or unpaid and will be considered on a case-by-case basis.

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**7.060      Maternity Leave**

An employee who is unable to work because of pregnancy, child delivery, or other pregnancy-related causes, shall be treated for purposes of medical leave, vacation leave, leaves of absence, and other benefits, as any other employee with a medical disability. No maternity leave shall be for a period longer than 90 calendar days including the use of earned sick leave, and vacation time available.

## 7.070 Family and Medical Leave Act of 1993

The City of Westfield complies with all applicable federal and state laws, including the Family and Medical Leave Act (FLMA) of 1993, as amended. Under the FLMA, eligible employees are entitled to certain rights and have certain obligations, with respect to unpaid leave for certain family and medical reasons.

An eligible employee under FMLA is an employee who has been employed by the City of Westfield for at least 12 months and who has worked at least 1,250 hours within the last 12 months. All public sector employees who meet the above requirements are deemed an eligible employee.

An eligible employee may take FMLA leave for up to 12 weeks per leave year, calculated on a rolling 12 month basis period measured backward from the date any leave is used, for any of the four different reasons:

- (A)1) To care for a newborn child, or a child newly placed in the employee's custody through adoption or foster care, for a period of up to one year after such birth or placement;
- (B)2) To care for the employee's spouse, child, or parent who has a serious health condition;
- (C)3) Because of the employee's own serious health condition, if that condition renders the employee unable to perform his or her job functions; or
- (D)4) Due to any non-medical 'qualifying exigency' arising out of the active duty status (or notice of an impending call or order to activity duty) of your spouse, son, daughter or parent in the Armed Forces in support of a contingency operation ("qualifying exigency military leave").

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If you are the spouse, son, daughter, parent, or next of kin of a "covered service member", then you may be entitled to take up to 26 workweeks of service member family leave in a 12-month period to care for the service member. This 26-workweek leave entitlement shall be reduced by any leave taken during the 12-month period for one of the reasons enumerated above. For example, if you took 8 weeks of leave due to your own serious health condition, you would be entitled to 18 weeks of service member family leave.

The term “covered service member” means a “member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

The term “serious injury or illness” means “an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.”

Spouses employed by the City are jointly entitled to a combined total of 26 workweeks of service member family leave.

A serious health condition is defined as any injury, illness, impairment, or physical or mental condition that requires either in-patient care in a medical facility (i.e. overnight hospitalization) or continuing treatment by a health-care provider. Continuing care is defined as care requiring more than three consecutive days’ absence from work, any period of incapacity due to pregnancy or for prenatal care or chronic serious health conditions requiring periodic or occasional absences from work. Common colds, flu, earaches, etc. are not considered serious health conditions. Routine physical, eye or dental examinations are not considered within the scope of continuing treatment.

An eligible employee generally must give the Department Head at least 30 days notice of his or her intent to take leave under FMLA. If the employee is unable to give such notice, then the employee must notify the Department Head as quickly as possible. Also, when requesting qualifying exigency medical leave or service member family leave, you must provide the City with as much notice as is reasonable and practicable.

In cases of leave to be taken to care for a seriously ill family member or due to an employee’s own serious health condition, the employee must provide the Department Head with certification signed by the health care provider including the following information:

- (1) The date on which the serious health condition commenced;
- (2) The probable duration of the condition;
- (3) The treatment regimen prescribed;
- (4) If applicable, a statement that the employee is needed to care for his or her spouse, child, or parent and an estimated duration of such need; and
- (5) If applicable, a statement regarding the medical necessity of intermittent or reduced hours schedule leave.

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An eligible employee on FMLA leave must submit to the Department Head and to the Chief Administrative Officer's office a medical release indicating that the employee is able to return to work. Without such a release the City of Westfield cannot restore the employee to an active status.

The City of Westfield requires that the employees take any available paid leave (e.g. vacation, sick, personal) for which they are eligible while on FMLA leave. Employees shall only be eligible to use their accumulated sick leave while on FMLA leave if the FMLA leave is taken for the employee's own serious health condition. Otherwise, leave is without pay.

The FMLA provides up to either 12 or 26 weeks of job protected leave. Upon return, the employee will be restored to the position he or she held prior to taking FMLA leave or to an equivalent position with respect to pay, position and responsibility.

During FMLA leave the City of Westfield is required to maintain the group health benefits for the employee while on leave. Any employee cost for such insurance is still the responsibility of the employee while on leave. The employee is expected to make arrangements with the Department Head and with the Clerk Treasurer's office for payment of the employee's obligation.

## **7.080      Vacation Leave (Unpaid)**

All regular full-time employees may request an additional ten (10) days of vacation each calendar year **without pay** ([12-hour personnel may request 7 days and 24 hour employees may request 6 days](#)) after eligible leave is used. Eligible leave is defined as earned vacation both carried over from the prior year plus the current year's vacation plus floating holiday and personal business time. It is not a requirement to take this unpaid vacation leave in weekly increments.

The Department Heads of each department **have the sole authority** to grant this additional vacation **without pay** based upon work schedules and requirements in their areas. These days are **not** eligible to be carried forward to the next year if not used and are **not guaranteed** to be granted when requested.

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## 8.000 RETIREMENT

### 8.005 Program Description and Enrollment

All regular full-time employees, including the Clerk-Treasurer, are required to join the Public Employees Retirement Fund (PERF). This plan is an employer **and** employee contributory plan. The City of Westfield currently contributes the employee **and** employer portion of this contributory retirement plan. (Enrollment occurs on the first day of employment with the City.)

Employee contributions (made for the employee by the City) are eligible to be refunded to the employee by PERF upon termination of employment and subsequent application submission.

### 8.010 Public Employee's Retirement Fund (PERF)

All full-time employees, the Clerk Treasurer, and the Mayor of the City of Westfield will be covered by a retirement program established and maintained by the State of Indiana.

The Public Employees' Retirement Fund (PERF) pays benefits to cover employees or their survivor upon retirement, death, and in certain cases of serious illness or injury. An employee becomes eligible for participation in PERF immediately upon being employed. The City of Westfield pays the entire cost of the PERF program for all full-time employees with the exception of the 24-hour professional firefighters and certain Professional Police Officers.

In most municipalities, the employee shares in this retirement cost; however, the City of Westfield has included the employee portion of this cost as an additional benefit to the personnel employed by the City. Therefore, there is **no payroll deduction** for this state retirement program.

Full particulars regarding PERF are contained in a PERF Employee Handbook available on-line at [www.perf.in.gov](http://www.perf.in.gov). Additional questions should be directed to the City's ~~Benefits Coordinator~~ [Human Resources Manager](#).

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## 8.015 Deferred Compensation (Supplemental Retirement Option)

### One America 457 Plan

The program is entirely voluntary and public employees may contribute a portion of their salary **before federal taxes**, if they desire, to a retirement account. The purpose of this tax-deferred program is to help you build your own additional financial security through payroll deductions being contributed to an investment program.

The ~~City's Benefits Coordinator~~ [City's Human Resources Manager](#) can explain the plan requirements, [change your current deduction](#) and ~~also~~ contact our representative from One America to make an appointment with you to explain this program in more detail.

## 8.020 A City of Westfield Matching Investment Plan Administrative and Public Works Employees, 401 (a) Plan

In 1998, the Westfield City Council began this matching program to supplement retirement investment initiatives by all employees. The purpose of this matching program is to strongly encourage personal financial investing to secure your retirement future.

Currently the City is matching \$0.667 in a 401a account for each \$1.00 invested in the 457 Retirement Plan up to 6% of the employee's annual base salary. The City's 4% matching portion is invested in a 401a account and requires vesting ([see vesting schedule below](#)) according to the plan selected. The City's ~~Benefits Coordinator~~ [Human Resources Manager](#) is available to explain other eligibility requirements.

#### [401a Account Vesting Schedule:](#)

<a href="#">Year 1 Vesting</a>	<a href="#">0%</a>
<a href="#">Year 2 Vesting</a>	<a href="#">0%</a>
<a href="#">Year 3 Vesting</a>	<a href="#">20%</a>
<a href="#">Year 4 Vesting</a>	<a href="#">40%</a>
<a href="#">Year 5 Vesting</a>	<a href="#">60%</a>
<a href="#">Year 6 Vesting</a>	<a href="#">80%</a>
<a href="#">Year 7 Vesting</a>	<a href="#">100%</a>

See **example** below of how this program works. This example is referring to an employee with an annual base salary of \$25,000.

Annual Base Salary	<u>457 Retirement Account</u> <u>6% of Annual Base Salary</u>	<u>401a Retirement Account</u> <u>Maximum City Match</u> <u>(\$.667 for each \$1.00 invested</u> <u>in your 457)</u>
\$25,000	\$1,500	\$1000

Therefore if you invest \$1,500 into the 457 deferred compensation account, the City will match that contribution at the rate of \$.667 for each \$1.00 or \$1000. If you contribute less than 6%, say \$800 into the 457 deferred compensation account, the City will match \$.667 for each \$1.00 or \$533.60.

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**8.020.1 A City of Westfield Matching Investment Plan  
Professional Police Officers**

**One America 401 (a)**

This policy shall pertain to all Professional Police Officers that do not elect to enroll in Police and Fire PERF as described below in Section 8.020.2 in preparation for January 1, 2008. To supplement retirement (because this category of Professional Police Personnel are not part of the Police and Fire PERF program), the City will contribute thirteen (13%) percent of the officer's base pay into the 457 plan. This contribution is done in July and January of each year.

**8.020.2 24-Hour Fire Department and Professional Police 77 PERF**

This program is available to all professional fire fighter personnel, and is based on 20 year vesting. This program is available to all existing professional police personnel who enroll in the plan as required by the City in preparation for January 1, 2008 and all new professional police hires who are thirty-six (36) years of age or less on their respective dates of employment post January 1, 2008.

With this program each of the eligible participants has a payroll deduction of 6% of a Sr. Firefighter's salary plus 20 years of longevity pay and placed into the retirement program. The City of Westfield contributes an additional 19% of the Sr. Firefighter or Patrolman 1<sup>st</sup> Class Salary into the same retirement account accordingly.

Full particulars regarding 1977 PERF are contained in a PERF Employee Handbook provided on-line at [www.perf.in.gov](http://www.perf.in.gov). Additional questions should be directed to the City's ~~Benefits Coordinator~~ [Human Resources Manager](#).

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## **9.000 PERSONAL HEALTH AND WELFARE**

### **9.010 On-The-Job Injury**

Non-public safety employees who suffer an on-the-job injury will receive their normal rate of pay for up to five (5) days of their normally scheduled work period provided a physician certifies that the employee is unable to work. Public safety employees who suffer an on-the-job injury, and who are certified by a physician as being unable to work, will receive their normal rate of pay until they begin receiving their disability payments from PERF. However, no employee may receive both their normal rate of pay and workers compensation or PERF disability benefits for the same time period. Therefore, if the employee is paid his/her normal rate of pay and subsequently receives workers comp or PERF benefits for the same time period, he/she must reimburse the City the amount the City paid. If Worker's Compensation pays the employee for these first days off, the employee will reimburse the City. This period shall not be charged against the employee's medical leave account. Employees who are injured or become ill on the job should report the injury or illness immediately to their supervisors.

1. The employee should, at the earliest convenient time, file a report of the incident with the supervisor. The report must include all relevant information about the incident.
2. The supervisor is responsible for ensuring the employee receives proper care as well as for ensuring completion of the incident report.
3. Worker's Compensation Insurance Forms must be completed by the involved employee or, if necessary, by the supervisor within twenty-four (24) hours of the injury. A person assigned by the supervisor will help the employee in the completion of the appropriate medical insurance and/or Worker's Compensation Forms. All of these forms should be routed to the City's ~~Benefits Coordinator~~ [Human Resources Manager](#) for processing.

### **9.020 On-The-Job Safety**

The City of Westfield's employees over the years have given the City an enviable safety record. By following safety rules and instructions that have been developed based on working experience, you will help to continue to make our City a safe place to work. Your supervisor will give you any specific safety instructions based upon your specific work assignments. A serious violation of the safety rules or instructions given to you by your supervisor may result in disciplinary action, including dismissal.

The responsibility for this important part of your working life - your own safety and the safety of others - is shared by your supervisor and by you. In the last analysis, it is individual action that results in a safe or an unsafe environment.

All employees must report to their supervisor any working conditions that they believe to be potentially unsafe or harmful. Failure of the supervisor to address the situation or to convey the matter to the Chief Administrative Officer could result in disciplinary action of the supervisor.

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## **10.000 OPEN DOOR POLICY**

### **10.010 Philosophy and Process**

Satisfactory working relationships depend on communication and understanding among people. Good relationships are easier to achieve when people feel that their problems and opinions can be discussed in a direct, open manner.

An open atmosphere is desirable in all areas of the City. If you have a problem or situation concerning any aspect of your employment, you are encouraged to discuss the problem or situation clearly and openly with your supervisor. It is important to understand the value of working through the “chain of command” in working your issues through upper level supervisors. In most cases, such discussion will lead to a prompt resolution of the problem or situation.

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## **11.000 DISCIPLINE AND DISCHARGE**

### **11.005 Philosophy**

Since circumstances vary in each case involving possible disciplinary action, each situation is handled on an individual basis. Management will work with the employee in attempting to correct the situation. The Chief Administrative Officer may be brought into the dialogue to work with Department Heads to ensure consistent application of disciplinary measures and to, where appropriate, ensure that progressive discipline was followed.

The nature of the disciplinary action taken will depend on the nature of the problem and the circumstances involved and will be consistent across all departmental lines.

### **11.010 Grounds for Disciplinary Action**

Employees who engage in one or any combination of the following infractions may be subject to disciplinary action by their supervisor.

1. Negligence on the job
2. Disobedience of orders
3. Conduct that disregards the public good
4. Repeated tardiness and/or unexcused absence
5. Lack of acceptable work performance

The foregoing list of inappropriate conduct is illustrative and not exhaustive. Any employee who engages in inappropriate conduct shall be subject to disciplinary action, up to and including termination.

### **11.020 Tardiness / Unexcused Absence**

Tardiness for non-supervisory personnel is defined as late arrivals past the stated starting time for the work day and unexcused absence for all personnel shall be defined as failure to personally notify authorized management when said employee is unable to report for work. Two (2) late arrivals or two (2) unexcused absences in a 90-day period shall result in a written notice from the Department Head that will be placed in the personnel record. Two (2) written notices in any six (6)-month period may result in termination of employment.

### **11.030      Extent of Authority**

A Supervisor, Department Head, and/or Chief Administrative Officer may discipline an employee who commits any of the above infractions and may impose any one or more of the following disciplinary actions, depending on the circumstances:

1. Verbal Warning
2. Written Reprimands
3. Suspension from work with or without pay
4. Discharge

### **11.040      Progressive Discipline**

Normally misconduct or unsatisfactory performance by an employee will be subject to a progressive disciplinary system. A progressive system of discipline is designed to allow both the City of Westfield and its employees to address unacceptable work performance or misbehavior through communication and consistent action.

1. Verbal warnings will first be used in all offenses, but may not be the only means of discipline applied, depending upon the severity of the situation as determined by the Supervisor, Department Head, and/or Chief Administrative Officer.

2. Should the offense continue past the occasion upon which the verbal warning was given, the result will then be a written reprimand. Written reprimands will be placed in the employee's personnel file.

3. An additional offense, including but not limited to a repetition of the first offense or incident, within twelve (12) months of the first offense or incident, will result in a written warning and may result in a one (1) to three (3) day suspension with or without pay or a new defined disciplinary probationary period may be established.

4. A third offense or incident, including but not limited to the repetition of previous offense or incidents, within twelve (12) months of the second offense or incident, will result in immediate discharge.

The City reserves the right in its discretion to bypass any of the above steps and utilize a higher level of discipline, including immediate termination, for any given occurrence. The severity of discipline will depend upon the severity of the occurrence, as well as the employee's work history.

## 11.050 Offenses That May Result in Immediate Discharge

The offenses listed below are examples of conduct for which the employee **may** be discharged immediately. This listing is not intended to be all-inclusive but rather to be illustrative in nature.

1. Reporting to work under the influence of alcohol or other drugs not prescribed by a physician
2. Drinking and/or possession of alcoholic beverages or using and/or possessing drugs not prescribed by a physician while on the job
3. Fighting while on the job
4. Threatening employees or other citizens while on the job
5. Theft while on the job
6. Theft from the City of Westfield, which shall include unauthorized use of City property or equipment
7. Intentional or grossly negligent destruction or damaging of City property
8. Representing oneself as a City of Westfield employee in order to aid in committing or attempting to commit a felony or misdemeanor
9. Flagrant insubordination regarding supervisor's directions
10. Possession of dangerous weapons while on the job, except when an employee is specifically authorized to possess dangerous weapons
11. Immoral or indecent conduct or use of abusive language while on the job
- ~~12.~~ 12. Falsification of City records or any records kept by the City of Westfield
- ~~13.~~ 13. Any attempt to commit fraud through insurance, payroll, or other administrative documents
14. Conviction of a felony
15. Unauthorized disclosure of any confidential City information
16. Absence of three days without notice
17. Refusal of drug testing without good reason
18. Violation of the City's Workplace Violence Policy

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## 11.060 Workplace Violence Policy

The City of Westfield is concerned about increased violence in society, which has also filtered into many workplaces throughout the United States. As a result, the City has developed the following policy to prevent incidents of violence from occurring at the City.

1. The City prohibits any acts or threats of violence by any employee on or off City premises at any time. Any employee or former employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures will be subject to disciplinary action, up to and including termination.

2. The City prohibits any acts or threats of violence against any of its employees, or visitors at any time while they are on City premises or engaging in business with or on behalf of the City on or off of City premises. The City will take appropriate action when dealing with employees, former employees, and visitors who engage in such behavior. Such action may include notifying the police or other law enforcement personnel in prosecuting violators of this policy to the maximum extent of the law.
3. Employees, former employees, and visitors are strictly prohibited from bringing firearms or other weapons on City premises.
4. Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the City, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action, up to and including discharge.
5. In furtherance of this policy, employees have a "duty to warn" their supervisors, Department Heads, security personnel, or Human Resources of any suspicious workplace activity, situations or incidents that they observe or that they are aware of that involve other employees, former employees, or visitors that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, and threatening or offensive comments or remarks. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The City will not condone any form of retaliation against any employee for making a report under this policy.

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## **12.000 OTHER RULES AND REGULATIONS**

### **12.005 Purpose**

The purpose of these stated rules and regulations is to help to maintain a high level of conduct on the part of the employees of the City of Westfield. In no way do these directives try to dictate personal manners or lifestyles, but they do seek to promote the effective skills and services that characterize the City's employees. The rules and regulations are to be used as guidelines and should not be seen as applying only to the general ideas listed here; City employees should also incorporate their own view of positive work habits.

### **12.010 Performance on the Job**

Every City employee shall devote his or her full-time and attention to the task at hand while on the job. Supervisors must be able to oversee subordinates at all times and take immediate action if indifferent or improper behavior is seen.

### **12.020 Conduct in the Work Place**

All employees should conduct themselves on the job in a manner appropriate to the workplace. The normal standards of courtesy and consideration for others should be observed in all contacts with City associates as well as with other people who may have business to transact with our City. In particular, all employees must be sensitive to the concerns and values of others.

### **12.030 Theft**

Employees shall not take articles of any kind, regardless of value, from any work site, emergency scene, or property that is public or private with the intent of depriving the legal owner. Violation of this regulation will result in immediate discipline.

### **12.040 Bribery**

Employees shall reject any attempt by an individual, group, or organization to bribe or compensate for services rendered while on the job. Any such attempts must be reported to the Chief Administrative Officer and City Council.

### **12.050 Notice of Absence or Delay**

Employees who realize that they will be unavoidably late or absent from work must notify their immediate supervisor at the earliest possible time. Persistent lateness or absenteeism will not be tolerated.

### **12.060 Uniforms**

Employees required to wear uniforms shall keep, maintain, and wear the uniform as specified by their supervisor. After voluntary or involuntary separation from the employment of the City, the employee must return all uniforms.

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## **12.065 Dress Code**

As in any business or job, you are expected to report to work in a clean and neat manner at all times. We request that you dress appropriately for the job you are performing with safety in mind.

Uniformed employees will be expected to care for the uniforms and comply with procedures for uniform pick-up and cleaning.

Non-uniformed employees are expected to wear casual business attire that is suitable to represent the City in interactions with City residents and all visitors that seek our services.

## **12.070 Commitment to Quality**

Employees will strive to obtain all skills and knowledge necessary to perform their jobs in an outstanding manner and effectively represent the City of Westfield in all interactions. Indifference, insubordination, and improper conduct will not be tolerated.

## **12.080 Political Involvement**

An employee may not perform any election or political campaign related function during the assigned work hours. An employee also may not perform election or political campaign related functions or acts if the said employee is wearing his/her uniform of the City of Westfield. This does not pertain to the act of voting.

## **12.090 Personnel Information Changes**

Employees, who change their address, telephone number, marital or dependent status must report the new information to their supervisor and the ~~City's Benefits Coordinator~~ [City's Human Resources Manager](#) within five (5) calendar days of the change. It is important to provide this new information because it may affect your pay and receipt of other City communications.

Changes in your W-4 federal personal exemption form should be made on forms available in the ~~Clerk Treasurer's Office~~ [City's Human Resources Manager's office](#). If your personal family situation changes you may want to change this form.

Changes in your selection of medical coverage, dental coverage, and beneficiaries for life insurance purposes should be communicated directly to the ~~City's Benefits Coordinator~~ [City's Human Resources Manager](#).

### **12.100 Conflict of Interest**

An employee who knowingly or intentionally has a monetary interest in or derives a profit from a contract or purchase connected with an action by the City has a conflict of interest subject to disclosure. An employee has a monetary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the employee or a dependent of the employee.

If an employee has a conflict of interest he/she shall immediately disclose his or her conflict of interest on the prescribed form in the Clerk-Treasurer's office.

### **12.110 Business / Work Hours**

The City Hall office hours are 8:00am to 4:30pm Monday through Friday. Employees in departments working outside of the City Hall (~~public works~~ [City Services](#), fire, and police) will have different work shifts and schedules that are determined by the department head of those departments.

### **12.120 Lunch Time**

All employees receive a 1-hour lunch break. This **lunch period is unpaid** and will be scheduled by your immediate supervisor or determined within your work group based upon work activity. Employees are not authorized to perform any work during their lunch breaks unless they have received prior authorization from their supervisors. Police and fire personnel should specifically check with their department head to verify lunch arrangements that may be unique to their work groups.

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### **12.130 Resignation**

If an employee should decide to leave the City's employment it is desirable that as much advance notice as possible be given to the City. At least 2 weeks notice is required for a termination in good standing. Even though the 2 week notice is suggested, the City may request the employee terminate immediately for internal reasons.

An employee, who resigns must return all City property, including uniforms, keys, and any other items or materials that are the property of the City and have been entrusted to the employee during their employment.

Exit interviews will be required and must be scheduled with the City's [Benefits Coordinator](#) [Human Resources Manager](#) prior to employee's last day of service to ensure that insurance enrollment and other important changes due to the employee's separation are made in a timely manner.

### **12.140 Gambling**

Gambling on City property is prohibited and shall result in investigation by management and the Chief Administrative Officer and may, depending on the seriousness of the offense, result in immediate dismissal.

### **12.150 Absence From Work**

Good attendance is important to the smooth functioning of a department, so when it is necessary for you to be absent, it is imperative that you let your supervisor know as far in advance as possible – or, in the case of illness, as soon as possible. Your supervisor will be interested in knowing the reason for and the expected length of your absence. The department's work may then be planned accordingly.

Absence is considered unauthorized and unpaid when it is not reported at all, or when it is not reported in advance and is not approved by a supervisor when it is reported.

An absence that is not reported for three days may result in dismissal. It is your obligation to keep your supervisor informed of your continuing absence status.

If you are absent for a prolonged period, normally dictated by a physician, you should keep your supervisor informed of your situation at reasonable intervals.

## **12.160 Ethics**

All City personnel shall adhere to the highest of ethical standards. Any employee associated with the expenditure of public funds shall be held to the highest degree of public trust. No employee shall engage in or permit any illegal or improper purchasing practice. Further, any employee having knowledge of any questionable practices shall immediately report this knowledge to the Chief Administrative Officer. Engaging in or permitting unethical or illegal conduct constitutes grounds for disciplinary action, including possible termination of employment, and/or criminal prosecution.

## **12.170 Use of Computer Equipment**

The City has adopted a comprehensive Acceptable Use Policy in order to protect its data, Information Technology infrastructure and employee information from illegal or damaging actions. Employees who use computer equipment or networks in the course of their duties must be familiar with these policies and procedures which can be found online within the City's Intranet or via the City's ~~Benefits Coordinator~~[Human Resources Manager](#). Negligence or intentional misuse of computer equipment or networks constitutes grounds for disciplinary action up to and including termination of employment, and/or criminal prosecution.

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**ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT**

**READ CAREFULLY**

I acknowledge and agree that:

1. I have received a copy or have access to an electronic version of the City of Westfield's Personnel Policies, Procedures, and Benefits Manual ("the Manual").
2. I will familiarize myself with the provisions of the Manual and read its provisions carefully.
3. Unless otherwise provided for in a collective bargaining agreement, a written employment contract signed by me and the Chief Administrative Officer or Mayor of the City, or by law, I understand that my employment relationship with the City is terminable at will by either party without notice or cause, notwithstanding any other oral or written statements by either party prior to, at, or following the date of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Date of Signature