

SUMMARY OF CITY OF COLUMBUS, INDIANA HUMAN RESOURCES POLICY HANDBOOK FOR PART TIME & SEASONAL EMPLOYEES¹

Welcome

Welcome to City Government! What makes Columbus exceptional isn't our architecture or our world class engineering and manufacturing. Those are indeed worthy of acclaim. But, what makes Columbus stand out are the people who live here and work here. Community participation, whether in neighborhood groups, school activities, not-for-profits, or service on a governmental board is what drives our success.

"Do good." City employees know how to provide the services our City offers, and they do it well. As a group, our employees derive satisfaction in serving the public. I want them to know their efforts are appreciated and they are encouraged to continue to work hard.

"Have fun." A simple directive – enjoy your work, look forward to coming to work, enjoy those you work with. As citizens we want service with a smile. Happy, empowered employees are how we attain that. Collectively, we land airplanes, pick up puppy dogs, put out fires (real ones), push snow, fill potholes and much more. Every day, we touch the lives of almost all our citizens, one way or another." – Mayor James D. Lienhoop

Welcome to City employment!

Chapter 1: Administration

This Chapter deals with general statements and policies on Policy Review; Appeals; Travel & Expenses; Human Resources Files; Employee Assistance; Leaves: Absences from Work, Emergency Paid Leave.

Policy # 1: Preamble

All departments and employees of the City of Columbus, except elected officials and sworn police and fire employees, shall follow all prescribed sections of this Human Resources Policy.

This Human Resources Policy is intended to provide direction to all departments, ordained boards and commissions. The Human Resources Policy Booklet is provided as a resource to help explain how the City's Human Resources policies, methods, and standards affect City employees. The booklet is not an employment agreement or contract. This booklet is a summary. For more information, contact the Office of Human Resources.

¹ Sections of City of Columbus Human Resources Policy Handbook applicable to Part Time and Seasonal Employees are **summarized** herein, as well as the most important relevant federal, state and local laws affecting Part Time and Seasonal employment and relevant policies adopted by the City of Columbus Board of Works and Public Safety. This Policy Handbook **does not** contain every policy affecting city employment as policies are numerous- for questions on various topics or issues- ask your supervisor or call Human Resources at 812.376.2570 or email humanresources@columbus.in.gov. This handbook can be changed at any time, without notice, and employment at the city is always "at will" and not contractual so employment may end at any time for any reason. Updated versions of this Summary can always be requested from humanresources@columbus.in.gov or at <https://www.columbus.in.gov/careers/>.

Your employment with the City of Columbus is at will. You are free to resign at any time. Similarly, the City of Columbus is free to conclude the employment relationship at any time.

The terms and provisions of the City's policies and procedures are subject to change. If there are any questions concerning the information contained in this handbook contact your immediate supervisor or the Human Resources Director.

A copy of the Human Resources Policies shall be retained in the Human Resources Department. The Human Resources Policy of the City of Columbus is a public document and shall be open for inspection by City employees during normal business hours.

The word "he" is used as an editorial convenience only. No specification of gender is intended by this usage.

The Employee Policy Booklet is available upon request in a Word or PDF document that can be enlarged in print on a device and/or read as an audio file on a device. To make such requests for accommodation, contact the City of Columbus Human Resources Department / ADA Coordinator at 812 / 376-2570 (Voice); or 812 / 376-2579 (Fax) and by email at humanresources@columbus.in.gov . Updated versions of Full Time Human Resources Policy Handbooks and Summaries for Part Time and Seasonal can be requested from Human Resources in City Hall with the same contact phone numbers and email, or found: <https://www.columbus.in.gov/human-resources/>

Policy # 2: Application of Policy

EQUAL EMPLOYMENT OPPORTUNITY GENERAL STATEMENT

The City of Columbus will not discriminate against any employee or applicant for employment because of race, color, religion, national origin or ancestry, sex, age, disability or Vietnam Era Veteran status. All matters of employment will be free from discriminatory practices. In Columbus, Indiana, the local Human Rights Ordinance prohibits discrimination based upon sexual orientation and gender identity and the City of Columbus as an employer complies with all federal and state laws and local ordinances. All applicants and employees are valued at the City. Further, the City of Columbus recognizes the need for effective and efficient management in the delivery of municipal services for all of its citizens and Columbus is best managed by a diverse workforce representing our community.

GENERAL STATEMENT ON APPLICABILITY OF POLICY HANDBOOK & PART TIME & SEASONAL STATUS

All employees shall be advised of these Human Resources policies and of the general conditions of their employment including administrative regulations, pay, hours of work, the City's Equal Employment Opportunity policy and the responsibilities of the position during employment processing and orientation. **Each employee will acknowledge his / her awareness of this information by signing the Employee Acknowledgement Form. This form will remain in his / her Human Resources Employee File.**

This Policy Handbook Summary is applicable to Part Time Employees and Seasonal Employees. Part Time Employees and Seasonal Employees shall work a maximum of

1559 hours per year, total, in all positions worked, defined by Payroll Year as a measurement period. There may be additional limits on Seasonal Employee hours, depending on the department and position. These hours will average out to less than 30 hours a week or less than 130 hours a month, within the measurement period of one Payroll Year (these hours are weekly and monthly averages - Part Time and Seasonal employees may work more than 30 and in some cases even more than 40 hours in any given week but total hours for the year shall not exceed 1559). Any employee who believes they are nearing 1559 hours total for the year shall contact their supervisor immediately. Supervisors have a duty to insure that no Part Time or Seasonal employee exceeds 1559 hours in a payroll year.

- Any exceptions must be reviewed and approved in writing by a supervisor, Department Head and Director of Human Resources. Review shall take place and be approved before exceeding 1559 hours.
- If any employee works two (2) or more Part Time or Seasonal positions for the City of Columbus, total hours worked must not exceed 1559 hours, total, for the year.

For Part Time and Seasonal employees, benefits, including but not limited to all forms of paid-time off (except for temporary Emergency Paid Leave (EPL)), health benefits, and retirement benefits (PERF) **do not** apply or accrue to a Part Time position with the City of Columbus.

All Part Time and Seasonal employees shall understand they may apply for any open full time position at any time by filling out an application on the city website and all full time positions at the city are posted:

<https://ess.columbus.in.gov/MSS/employmentopportunities/default.aspx>
or <http://jobs.columbus.in.gov>

The City of Columbus encourages Part Time employees to apply for full time work, if they have an interest in the position or a desire to hold a position with full time benefits.

Policy # 3: Human Resources Review Committee

GENERAL STATEMENT

We value City employees and their ideas about how to make employee policies better. Employee suggestions or comments concerning the Human Resources Policies should be directed to the Director of Human Resources, in writing. Proposed policy changes will be reviewed by the Human Resources Review Committee and if recommended by the Review Committee, considered by the Mayor, the Common Council of the City of Columbus for approval, as well as approval by the Board of Works and Public Safety. This Handbook is a summary of Policies passed by the Common Council of the City of Columbus, or the Board of Works and Public Safety, as appropriate, as well as various local, state and federal laws affecting employment.

Policy #4: Disability Management

GENERAL STATEMENT

The Disability Management Committee provides support in reasonable accommodation of disability issues for City Departments. Members may include:

- Human Resources Director, Chairperson
- Director of Risk
- Assistant Director of Human Resources
- The City Attorney
- Others appointed by the Mayor

POLICY

Many reasonable accommodation requests will be managed at the Supervisor or Department Head level. No employee shall receive any form of performance management without the Disability Management Committee being informed of a disability, if the supervisor has been informed by the employee. The primary responsibility of the Disability Management Committee shall serve as an early resource if issues and requests become complex. This may occur with:

- Assisting with responding to an employee's request for leave, work restrictions, modified duty or reasonable accommodation, a department's request to bring an employee back to work light duty, or to coordinate the interplay of various laws (including worker's compensation, state and federal disability laws, and other state and federal statutes) with other City policies.

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

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

PROCEDURES

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the City. Please contact your supervisor if you need a reasonable accommodation. At any time, you may also contact your Department Head or Human Resources.

All employees are required to comply with the company's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the

workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the City ADA policy.

The HR department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Policy #5: Human Resources Files

GENERAL STATEMENT

Each employee shall have a Human Resources file. All Human Resources files, with the exception of those belonging to employees in the Police, Fire and Utility departments shall be located in the Human Resources Department. The Police, Fire and Utility departments will maintain their own Human Resources files. The Human Resources Director has the right to inspect, review and copy any and all Human Resources records maintained by any department of the City. Notices of all promotions, demotions, transfers, changes in pay or disciplinary actions shall be sent to the Human Resources Department so that a duplicate file of all pertinent employment activity can be maintained.

POLICY

A Human Resources file may contain the following items:

- Application for employment, resume, letters of recommendation and other data relevant to hiring the employee.
- Records of all Human Resources actions from hiring to termination including statement of job title, starting salary and salary increases.
- Performance evaluation records and disciplinary notes.
- Any other forms required or approved by the Human Resources Director.

Except for those exceptions noted in the Public Access to Records Act, (IND. CODE 5-14-3-1 et. seq.) Human Resources files are considered confidential. Employees should understand that the Public Access to Records Act is interpreted by Indiana Courts to require the City to make public if requested employee resignation letters, as well as any "final disciplinary action" of an employee including a "factual basis" for the disciplinary action.² In addition, access to Human Resources files by appropriate supervisory Human Resources will be given upon approval by the respective department head. For example, a supervisor may need access to employees who are direct reports. Employees shall have access to their own files upon written request and by appointment only. If a current or former employee applies for another position at the City, the Department Head of the prospective department may access the Human Resources file of the applicant. Direct release of Human Resources file contents to non-supervisory Human Resources or Human Resources outside the City (with the exception of the Public Access requests described above) will be made only after a written and notarized release form is delivered to the Human Resources Department by the employee whose records have been requested.

It is the responsibility of each employee to immediately advise the Human Resources Department of any change in name, address, telephone number, or marital status to keep their Human Resources file updated. Employees may also update their information in MUNIS/ESS.

Policy #6: Health Information Portability Accountability Act

² [WTHR-TV v. Hamilton Southeastern School District and Rick Wimmer \(in.gov\)](#)

GENERAL STATEMENT

With the passage of the health information accountability act, every employee has a right to the safe keeping of protected health information (PHI). This information includes, but is not limited to, health insurance application forms, medical flexible spending account forms, and completed explanation of benefits

(EOB) insurance forms. Employees are encouraged to review NOTICE OF PRIVACY PRACTICE by contacting the Insurance or Human Resources Department.

POLICY

It is our policy to comply with HIPAA requirements. HIPAA gives employees more control over their health information by establishing safe guards; limiting release; allowing for the correction of incorrect health information; and allowing for complaint process.

The Human Resources Director is designated as the HIPAA Compliance Officer (Resolution #1, 2004) to direct this policy. The Director of Information Services is designated as the HIPAA Security Officer.

Policy #7: Residency

GENERAL STATEMENT

The City of Columbus recognizes the need to have a uniform requirement for residency among all City employees.

POLICY

City employees must have legal residency within Bartholomew County or a contiguous county of Bartholomew County. Upon employment, new employees shall have one hundred-eighty (180) days to meet this requirement.

It remains the responsibility of the employee to notify the Human Resources Department and his / her respective department of the correct residential address and telephone number. They can call the Human Resources Department, stop by, or send an email at humanresources@columbus.in.gov Employees can also update their information in MUNIS/ESS.

Policy #8: Appeals Procedure

GENERAL STATEMENT

It is the policy of the City to treat all employees equally and fairly in matters affecting their employment.

POLICY

Disagreements concerning the supervisor's interpretation or application of the Personnel Policy shall be resolved through the appeals process. This policy does not apply to those cases involving politically appointed employees or employees of department head rank or terminated employees. Part Time and Seasonal Employees may appeal issues relating to terms and conditions of employment but not termination. Termination decisions are made at the department level and final. Only employees directly affected by an adverse decision or interpretation may initiate an appeal. Appeals process shall proceed from Step I to Step IV and is detailed as follows:

STEP I

The employee shall present his complaint in writing to his direct supervisor or in writing to the Human Resources Department. The direct supervisor will have fifteen (15) calendar days to consider the matter and issue a ruling. If the matter is not settled to the employee's satisfaction with his direct supervisor, he shall present the matter within seven (7) calendar days to the next highest supervisory level.

STEP II

In appealing a supervisor's action, the employee shall first present the matter in writing to his department head. An answer shall be given to the employee involved within fifteen (15) calendar days of the day of which the appeal was presented.

STEP III

In the event the matter is not settled to the employee's satisfaction in Step II, the employee will notify the Director of Human Resources within three (3) calendar days of the employee's receipt of the departmental answer. The Director of Human Resources will meet with the employee, his supervisor and department head in an attempt to resolve the complaint. The Director of Human Resources will have fifteen (15) calendar days in order to issue his decision in the matter.

STEP IV

In the event the matter is not settled to the employee's satisfaction in Step III, the matter shall be presented by the affected employee to the appropriate governing board or commission within fifteen (15) calendar days from the date the decision of the Director of Human Resources was received. The departments that do not have a designated board or commission shall have appeals presented to the Board of Public Works and Safety. The Mayor, upon receiving notification of an appeal at this level, shall appoint a three (3) person committee to hear the appeal and make recommendation concerning the matter to the Board of Public Works and Safety for action. The appointed committee shall hear the appeal within thirty (30) calendar days of the notification of the request for appeal.

Policy #:9 Travel and Expenses

GENERAL STATEMENT

All employees of the City will be reimbursed for necessary expenses incurred in the conduct of City business. All employees and Departments shall subscribe to a standard which insists upon utilization of the least costly and reasonable expense alternatives. Some expenses are governed by the Board of Works with maximum allowable amounts. Other allowable expenses are outlined below.

POLICY

Expenses, which are considered necessary to the conduct of City business, include the following when authorized in advance and in direct service of the City:

(i) OVERNIGHT TRAVEL

Includes the cost of rental of motel or hotel accommodations for the individual, charges for meals, tips, business telephone calls charged to the room, taxi, airport bus or limousine, auto park fees and road tolls.

While traveling, occasional and limited calls home can be made to check on personal matters. Travelers are to utilize the least expensive alternative to communicate. Alternatives may include phone cards, hotel/conference phones or cell phones (free nights and weekend minutes). When available email, text messaging and instant messaging may suffice.

(ii) SERVICE AREA TRAVEL

Includes the cost of meals purchased away from Columbus as a result of meetings or return travel, tips, rental cars, auto park fees, and road tolls.

(iii) LOCAL EXPENSE

Includes the cost of meals, tips, and other expenses incurred locally when an employee is required to attend a function.

(iv) USE OF PRIVATE VEHICLE

Employees are encouraged to use pool vehicles and car pool with other employees when traveling on City business. If it becomes necessary to use a private vehicle on City business, employees shall be reimbursed at the allowable rate. The only reimbursement for the use of a private vehicle on City business is mileage.

(v) CONFERENCE FEES

Includes the cost of fee for conferences and instructional meeting attendance and materials, and may include one or more meals when included in the stated fee. Such fees may be paid in advance with authorization of the department head.

(vi) COMMON CARRIER TRAVEL

Includes the cost of travel by air, train or bus. It is required that the employee travel by "coach or tourist" rate, when possible.

Claims must be submitted on a claim form and must include an itemized account of expenses incurred and have receipts attached in a timely manner.

Policy #11: Employee Assistance Program

GENERAL STATEMENT

The City of Columbus recognizes that personal and behavioral-medical problems can affect employees' well-being and impair job performance. Many personal problems can be successfully resolved provided they are identified early and appropriate care is provided. To assist employees and dependent family members, including Part Time and Seasonal employees and their families, the City of Columbus offers an Employee Assistance Program (EAP) for all employees.

POLICY

The EAP provides counseling for marital or family problems, personal stress, mental health or emotional problems, drug and alcohol problems, financial problems or other concerns. Special aspects of The City of Columbus EAP are below:

- Six counseling sessions are provided by the EAP at no charge to employees or family members. If the matter involves multiple family members, sessions may be combined (example: marital counseling would involve twelve sessions for an employee and his/her spouse).
- Any employee or dependent family member may call the EAP office to request services. Dependents include children under 18 or in college full time, and spouses. With self-referrals, all verbal and written communication is confidential. Information is released only with an employee's written consent.
- EAP also includes one free legal consultation a year, and one free financial consultation a year, for every employee.
- In most cases, participation in the EAP is voluntary, however, management may refer employees whose job performance has declined noticeably and usual supervisory procedures have not resolved the job performance problem. The manager who makes a referral can be informed if the employee appeared at the EAP as scheduled, and if further services are recommended. Employees who receive a mandatory referral to EAP must sign the waiver form in order for the City to be informed that sessions have been attended and the employee cooperated with the counselor. A mandatory referral is to help the employee meet performance expectations.

The policy of the Employee Assistance Program complements but does not supersede other administrative policies. The City currently contracts with provider Lifeservices EAP: (800) 822-4847

Policy #15: Absences

GENERAL STATEMENT

City employees are eligible to take time off from their employment for various reasons. Time off shall be scheduled (whenever possible) and approved by the supervisor. Supervisors shall categorize time off as “excused” or “unexcused.” All time off for Part Time and Seasonal employees is unpaid, except for temporary Emergency Paid Leave (EPL) for those who qualify, because of the COVID-19 pandemic. See a summary of EPL below. This paid leave is temporary in nature and will end when the health emergency ends. Emergency absences for other reasons should be communicated as early as possible to the supervisor, in the manner preferred by the supervisor (example: some supervisors want to hear from you by text. Other supervisors prefer a phone call. Others prefer an email or a voicemail to a central phone number). Every employee shall ask their supervisor how to communicate unexpected absence, and shall communicate in the way their supervisor prefers and as early as possible. If a family member calls in your absence because you are sick or there is an emergency, please call your supervisor directly as soon as you are able to do so. No absences will be excused if you do not communicate before your shift and failure to call in your absence can result in discipline, up to and including termination.

ABSENCE DUE TO RELIGIOUS OBSERVANCES

The City will accommodate the religious observances and practices of employees except where such accommodation causes undue hardship on the conduct of the City's business. The extent of the City's obligation is to be determined by considering business necessity, financial costs and expenses and resulting Human Resources problems. It is the responsibility of each employee to report and communicate their intentions and provide all necessary documentation if requested, which supports their time off requests. Absence for religious observance is unpaid. If approved, the absence will be excused.

ABSENCE DUE TO JURY DUTY

All Part Time and Seasonal employees shall receive unpaid leave to serve on a jury in any federal or state court. Employees are expected to report for work when doing so does not conflict with court obligations, but are not required to spend more than eight hours per day in combined work and jury service. Supervisors may ask for a copy of the jury summons at their discretion. If the employee provides adequate notice of absence and documentation if requested the absence will be excused.³

ABSENCE DUE TO ILLNESS

Employees who are unable to report to work due to personal or dependent illness or injury must contact their supervisor as soon as possible and no later than their normal starting time, in the manner of communication the supervisor prefers. If an employee becomes sick during the day, the supervisor must be notified before the employee leaves the work site. Failure to follow these procedures will result in treatment of the day as an unexcused absence and can result in disciplinary action as well. At the discretion of the supervisor, the employee may be asked for a doctor's note or other documentation to excuse the absence. **Most absence due to illness for Part Time and Seasonal Workers will be unpaid.**

³ [I.C. 33-28-5-24.3](#)

TEMPORARY EMERGENCY PAID LEAVE DURING HEALTH EMERGENCY⁴

A temporary exception to unpaid absence is Emergency Paid Leave (EPL), a type of leave adopted due to the COVID-19 Pandemic which will end when the City and/or State no longer has a declared health emergency. Part Time and Seasonal Employees who are not emergency workers (Sworn Police, Sworn Firefighters, Utility, and Department of Public Works Part Time and Seasonal Employees are ineligible as they meet the federal definition of emergency worker in a pandemic and must work, to provide essential emergency services) who have worked for the city **at least 30 days** may be eligible for paid EPL, under certain conditions. Please contact your supervisor and request EPL (subject to supervisor and Human Resources Department approval) if:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health-care provider to self-quarantine because of COVID-19 concerns;
3. The employee is experiencing COVID-19 symptoms (see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) and is seeking a medical diagnosis. COVID-like symptoms include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose (the “sniffles” is a reason to stay home)
 - Nausea or vomiting
 - Diarrhea
4. The employee is caring for an individual who is subject to a federal, state, or local quarantine or isolation order related to COVID-19, or has been advised by a health provider to self-quarantine due to concerns related to COVID-19;
5. The employee is caring for the employee’s child because the child’s school or place of child care has been closed, or because the child’s child care provider is unavailable due to COVID-19 precautions; or

⁴ March 12, 2020 Indiana State Board of Accounts (“ISBA”) Memorandum urging governmental bodies within Indiana to develop policy specific to health emergency, and on March 16, 2020, the ISBA issued a Memorandum providing guidance regarding items to consider when developing actions and policies regarding the COVID-19 outbreak; March 18, 2020, the United States Congress passed the Families First Coronavirus Response Act (“FFCRA”), which was later amended by the Emergency Paid Sick Leave Act (“EPSLA”), and The Emergency Family and Medical Leave Expansion Act (“EFMLEA”) which provide employees the right to certain protected medical leave relating to COVID-19 and which contain emergency paid leave provisions offering relief to employees needing time away from work for reasons related to COVID-19; and December 29, 2020, Omnibus Stimulus Bill became law within which in Section 286, the FFCRA amendments to the Family Medical Leave Act were extended optionally to employers and provides employers with the opportunity to protect the workplace from COVID-19 by providing employees with emergency paid leave who meet certain requirements and also providing employees with paid leave who have school-age children if the local school/daycare center where their child is currently enrolled moves to remote learning or temporarily closes.

6. The employee is experiencing any other substantially similar condition (see symptoms listed above; also, effects of vaccine can be a “similar condition” requiring EPL)

Employees who normally work less than 40 hours per week are entitled to a *pro-rated amount* of EPL based on the average number of hours the employee works during a two-week period, up to a maximum of 80 hours of EPL. (For example, employees who work 40 hours during a normal two-week period, will be eligible for up to 40 hours of EPL. An employee who normally works 12 hours in a two-week period would be entitled to a maximum of 12 hours of EPL.)

For employees whose schedule varies from week to week to such an extent that it is difficult to determine with certainty the number of hours the employee would have worked if the employee had not taken EPL, an average number of hours will be calculated consistent with the provisions of the Resolution.

Conduct During Period of Leave: Any employee on a leave under this policy is expected to comply with all directives of the Center for Disease Control (“CDC”), the Indiana Department of Health (“IDH”), the Bartholomew County Health Department (“BCHD”), and all executive orders of the Governor of the State of Indiana relating to COVID-19. Employees under quarantine are required to comply with their doctor’s instructions and are not permitted to work on any other employment. If the Department of Human Resources determines that an employee has violated quarantine, the employee shall be subject to discipline, up to and including termination.

Termination of EPL: Once the reason for which the employee took EPL has concluded, the employee must return to work on the employee’s next regularly scheduled workday or shift.

Overtime: EPL does not count as “hours worked” for purposes of calculating an employee’s entitlement to overtime.

Documentation: The Department of Human Resources may request that employees provide documentation to support a request for EPL, and will notify employees if documentation is required.

No Need for Replacement Employee: Employees who take EPL are not required to search for or find a replacement employee to cover the hours during which the employee is using EPL.

EPL provided under the Act will not carry over to the following calendar year and is in addition to any paid sick leave currently provided by the City of Columbus.

Reasonable Notice: After the first workday (or portion thereof) that an employee receives EPL under this Policy, the employee may be required to provide notice of the need for additional EPL at reasonable increments in order to continue receiving such EPL. Employees should call in daily to their supervisor or at least before each shift. Supervisors and employees can work out an agreed-upon schedule of call-ins.

Termination: If an employee’s employment should end for any reason, any unused EPL will not be paid out as wages upon termination, and shall be forfeited by the employee.

Calculation of Rate of Pay During EPL: Employees will receive their full pay (not to exceed \$511 per day) during any period of EPL that is taken for a use described in reasons 1, 2, or 3 in this section.

Employees will receive 2/3 of their regular rate of pay (not to exceed \$200 per day) during any period of EPL that is taken for a use described in Reasons 4, 5, or 6 of this section.

Un-Paid Leave to supplement paid EPL: In addition to the paid EPL described above, employees may take an additional 10 weeks of unpaid leave due to any of the six reasons set forth in Section I, if *they qualify for federal* Family Medical Leave Act (FMLA), in that he or she has worked for the city for more than a year and worked 1250 or more hours in 2020. Not all Part Time and Seasonal Employees will qualify for FMLA. Please contact your supervisor or Human Resources to make that determination. Employees who do not qualify for FMLA shall consult their supervisor and the Department of Human Resources regarding requests for unpaid general leave, and/or reasonable accommodation of disabilities if those policies are relevant, consistent with current city policy, state and federal statute.

Coordination with Other Laws: Any Part Time or Seasonal employee who qualifies for FMLA shall take any paid or unpaid time off, including but not limited to EPL for a serious medical condition or a family member's serious medical condition concurrently to the paid or paid time off (FMLA is always concurrent to any other time off granted by the City). Also, the City of Columbus will comply with any and all federal and state laws enacted to address COVID-19, and this policy is drafted to coincide with the Act and the Stimulus Statute which voluntarily extends the Act. In the event of any conflict between this Policy and the Act, or any other paid sick leave laws passed in response to COVID-19, which provide greater benefits than provided herein, then the terms of the applicable state or federal legislation shall apply and this Resolution shall be replaced and supplanted by the state or federal statute.

Effective Date and Expiration: this is a temporary policy for 2021 until and unless the Mayor ends the Health Emergency early.

Policy #16: Family Medical Leave Policy⁵

GENERAL STATEMENT

The City of Columbus complies with all applicable federal and Indiana labor and employment laws, including the Family and Medical Leave Act of 1993 (FMLA). Under the FMLA, eligible employees are entitled to certain rights, and have certain obligations, with respect to unpaid leave for certain family and medical reasons.

All eligible employee leaves for family and medical reasons will be counted toward the employee's twelve (12) weeks of protected leave under the FMLA and not in addition thereto.

POLICY

The City of Columbus makes available to eligible employees FMLA leave. The Human Resources Director will administer the plan. To qualify, employees must assist with determining if the request is applicable. Employees must have worked for at least twelve (12) months and 1,250 hours during the past **calendar** year. Specific requirements of the plan are available from the Department of Human Resources. Any time off paid or not, shall be designated as FMLA if it is taken for a serious health condition of an employee or family member. The City may designate any time off as FMLA, whether or not the Employee makes the request. Any

⁵ FMLA is not applicable to all Part Time and Seasonal Employees. FMLA covers only employees who have worked for the City for a calendar year with no break in service, and worked at least 1250 hours within a calendar year. Any form of time off available to Part Time and Seasonal employees (including EPL) does not count toward those "hours worked."

family medical leave time taken that does not include vacation, sick time, personal time, or use of compensatory time or use of short-term disability time is without pay.

Where the need for FMLA leave is foreseeable, the employee must give at least thirty (30) days' notice, or as soon as practical.

The City of Columbus will use a calendar year (from January 1-December 31) for measuring an employee's FMLA period.

The City may re-certify an FMLA absence every 30 days, and may, consistent with the Statute, seek a second opinion at City expense. Employees on FMLA may not work at secondary employment (another job) without approval from the Department of Human Resources in writing. Employees who return from family medical leave within or on the business day following the expiration of the twelve (12) weeks are entitled to return to their original positions or positions with equivalent pay, benefits, and other terms and conditions.

The City of Columbus will not: (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; or (3) discharge or discriminate against any person for his or her involvement in any proceeding under or relating to the FMLA.

Policy #17: Military Family Leave Policy⁶

GENERAL STATEMENT

The Indiana Military Family Leave Act (Ind. Code 22-2-13), which is akin to the federal Family and Medical Leave Act ("FMLA"), became effective July 1, 2007. The FMLA requires covered employers to provide job-protected leave to eligible employees for certain family and medical circumstances. Indiana's Military Family Leave Act provides benefits beyond those available under the federal Uniform Services Employment and Reemployment Rights Act ("USERRA"), which provides employment benefits and protections to employees called to active military duty.

POLICY

Employers covered under the Indiana law are the state and its political subdivisions and other employers with 50 or more employees for each working day during each of at least 20 calendar workweeks. The FMLA's definition is the same except it includes the modifier "during the current or preceding calendar year."

Eligible Employees

The law makes job-protected leave available to certain family members of individuals on active duty in the United States Armed Forces or the Indiana Army or Air National Guard. "Active duty" is defined as full-time service on active duty orders for a period that exceeds 89 consecutive calendar days.

Employees who are eligible for military family leave:

- Spouse

⁶ Eligibility for Military Family Leave is complicated to calculate under Indiana and federal law. Some Part Time and Seasonal Employees who have worked for the City at least a year and have worked for the City and/or served in their branch of service a minimum of 1250 in the last calendar may qualify for Military Family Leave and some family caregivers may qualify for Military Family leave. Contact the Department of Human Resources for more information to determine if you qualify for Military Family Leave as an employee in the Military and/or a Military Caregiver. https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/FMLA_Military_Guide_ENGLISH.pdf

- Parent (Parent is more narrowly defined than by the FMLA.)
 - Biological or adoptive mother or father
 - Court-appointed guardian or custodian
- Biological Grandparent (not covered under the FMLA)
- Brother or Sister (not covered under the FMLA)
 - By blood
 - By half-blood
 - By adoption

To be eligible for family military leave, an employee: (1) must have been employed by the employer for at least 12 months and (2) must have worked at least 1250 hours during the last calendar year

Leave Entitlement

The Military Family Leave Act permits eligible employees to take up to 10 days off work per year to spend time with a family member called to active duty. (The FMLA provides for up to 12 work weeks per year of job-protected leave related to the serious health condition of an employee or certain employee's family members or for the birth or placement of a child for adoption or foster care.) Unlike the FMLA, Indiana's law does not define "year" for purposes of the 10 day leave entitlement, though employers should define that term for purposes of administration. Pending further guidance from Indiana's legislature or courts, Military Family Leave will follow the FMLA calendar. Military Family Leave can be taken at the following times: the 30 days before active duty orders are in effect; during a leave provided to the one on active duty while the active duty orders are in effect; and the 30 days after the termination of the active duty orders.

Job Protections

Employees who take military family leave are entitled to restoration to the same or an equivalent job at the end of their leave unless the employer can prove that the reason for not restoring the employee is unrelated to the employee's exercising his/her legal rights to leave.

Unpaid Time Off

Part Time employees may take up to a total 10 days unpaid job-protected time off under the Indiana Military Family Leave Act.

Notice to Employer

Employees must give employers written notice, with a copy of active duty orders, if available, before taking military family leave. Employees must provide at least 30 days' notice before the date the requested leave is to begin unless the active duty orders are issued fewer than 30 days prior to the date the requested leave is to start. Employers also may require verification of an employee's eligibility for leave. If an employee does not provide the required verification, the employer may treat the absence as unexcused.

No Retaliation

The City will not interfere with, restrain or deny an employee's exercise or attempted exercise of rights under Indiana Military Family Leave Act (Ind. Code 22-2-13), which is akin to the federal Family and Medical Leave Act ("FMLA").

Chapter 2: Pay and Performance

Policy # 18: Compensation, Scheduling and Attendance Policy

GENERAL STATEMENT

The City of Columbus recognizes the need for consistent, quality delivery of municipal services to its citizens and therefore has established standard employment practices. All employees are expected to maintain a satisfactory level of attendance. Absenteeism and tardiness unfavorably impact productivity and overall quality of customer service provided by the City. It is important that you be available when needed.

Part Time and Seasonal Employees have varying schedules. Attendance is expected on the days and times an employee is scheduled to work. Employees shall be ready to work exactly on time. Please contact your supervisor to determine your schedule. Employees must accurately record their hours worked and no employee should "punch in" for another employee or ask another employee to record their work hours. Accurate timekeeping is required by the State of Indiana for public employees. Failure to accurately record time is considered a major violation of conduct rules as it is falsifying a timecard/timekeeping and/or theft of city property as wages paid out not owed to an employee is considered theft. Also, employees must be working at all times during their shift except for scheduled breaks as not working is also a form of falsifying time/employee theft.

Many Part Time and Seasonal Employees are youth workers, and the City complies with all requirements of Indiana State Labor rules for youth workers. See <https://www.in.gov/dol/childlabor.htm> for more information and contact your supervisor if you have questions about your shifts and schedules.

(iii) BREAKS

The length of the lunch period shall not exceed sixty (60) minutes nor shall it be less than thirty (30) minutes. The lunchtime shall not be considered time worked and will not be compensated. The employee's supervisor shall determine when the lunch break is to be taken so as not to interfere with the efficient operation of the department. Employees should be allowed two (2) fifteen (15) minutes rest breaks during the work day. The employee's supervisor shall determine when the rest break is to be taken so as not to interfere with the efficient operation of the department. The City's break and lunch policy assume a full day of work; supervisors may reduce or eliminate lunches and breaks during shorter shifts.

(iv) TARDINESS AND ABSENTEEISM

An employee unable to report for work at the scheduled starting time of his shift shall notify his immediate supervisor fifteen (15) minutes prior to the start of the work day (earlier than that if possible) and explain the reason for the tardiness and anticipated arrival time unless the department has other previously published and duly approved notification requirements.

An employee who will be absent any part of a work day due to illness or other reasons shall notify his immediate supervisor at least fifteen (15) minutes before the start of his work day explaining the reason for the absence and anticipated day of return unless the department has other previously published and duly approved notification requirements.

Employees who are unable to report to work due to personal or dependent illness or injury must contact their supervisor as soon as possible and no later than their normal starting time. If an employee becomes sick during the day, the supervisor must be notified before the employee leaves the work site. Failure to follow these procedures will result in treatment of the day as an unexcused absence and can result in disciplinary action as well

The City will accommodate the religious observances and practices of employees except where such accommodation causes undue hardship on the conduct of the City's business. The extent of the City's obligation is to be determined by considering business necessity, financial costs

and expenses and resulting Human Resources problems. It is the responsibility of each employee to report and communicate their intentions and provide all necessary documentation, which supports their time off requests.

Failure to report according to this policy or alternate approved and published policies will be considered absence without authorization. Department heads may excuse the absence or the failure to notify using the prescribed procedure as detailed above if the absence or failure to notify is caused by circumstances beyond the employee's control. Other absenteeism or unreported absence shall be unexcused and shall subject the employee to disciplinary action.

Department heads shall keep records of all absences of employees in their department. These records shall include whether the absence was excused or unexcused, the pertinent details concerning the absence, and whether it was reported according to this policy or alternate approved and published policy.

SEVERE WEATHER AND ATTENDANCE/ABSENTEEISM

The City has a severe weather emergency plan, and this is a summary. For a complete policy, please ask your supervisor or the Office of Human Resources. Government workers/public employees are all essential if scheduled to work, at the discretion of the supervisor. If not specifically excused by your supervisor, all essential employees are expected to report for work. If there is severe weather, please contact your supervisor to determine if you are expected for your regular shift. Please answer your phone or text if called by a supervisor or colleague during severe weather. Some departments utilize group text messages or phone tree chains to reach employees at their discretion. Communication is key in an emergency for staffing purposes. Every Department may designate essential and non-essential workers each day, based upon the needs of the department and the work that will be completed by the department during severe weather. The City makes every effort to continue to provide services. Supervisors and the department have the option of allowing employees to work remotely during severe weather, if remote work serves the department's best interests in providing services. Accurately tracking time worked is important while working remotely is important.

The City values employees' safety; any employee who does not feel safe traveling may request time off and an excused absence, at supervisor's discretion. The time off will likely be unpaid.

If City offices/departments/programs close, essential employees (those scheduled to work that day) who were scheduled to work will be given a paid "snow day" or weather emergency day, if they are not required to work and provide services. Most employees work during weather emergencies.

Employees not scheduled to work will not receive pay for the day. If a severe weather emergency is declared, it is possible the city may compensate employees for time/wages lost if the employee is ordered not to work and was scheduled to work that day, which is rare but does occur on occasion. Employees who are asked to work during a weather emergency are expected to work, and will receive regular wages for hours worked. Any emergency pay does not count toward "hours worked" during the work period to trigger overtime or comp time.

"Essential employees" who work during a weather emergency will not be given make-up "snow days" or time, as their job description lists duties which are necessary during an emergency. If a non-essential employee chooses to come into work, they will not be given additional time off.

Fair Labor Standards Act (FLSA) Status: Non-exempt Hourly Employees

Part Time and Seasonal Employees are Non-Exempt employees paid an hourly rate of pay/wage. Some Part Time and Seasonal Employees (particularly those working in Aquatics, but also others) do **not** qualify for over-time or comp time, even if the employee works more than 40 hours in a work period, as there are exceptions in the Fair Labor Standards Act for certain types of seasonal work. Please contact your supervisor with questions about your wages and status, and you may always contact the Human Resources Department.

Most Nonexempt hourly Part Time and Seasonal employees will be compensated for all hours worked over forty (40) hours per period with a supervisor's approval with overtime pay. Overtime is not awarded because an employee works a long shift (e.g., 10 hours in a day). Overtime is only earned by working over 40 hours in a work period, if the position does not qualify for an exception to Overtime. Employees who receive overtime pay will be paid at a rate of one and one-half (1.5) times their regular hourly rate for all work beyond forty (40) hours per period. Employees should contact their supervisor before working more than 40 hours unless there was a previous agreement for the Overtime.

This provision shall not apply to employees who are scheduled to work less than forty (40) hours per work period. Most Part Time and Seasonal employees work much less than forty (40) hours per week, but on occasion, it can occur.

Nonexempt hourly employees who are Part Time or Seasonal who have worked their scheduled shift, have left the premises and are then called back to work (a split shift or filling in for someone or an opportunity to work extra hours) shall be paid at their regular hourly rate for the actual hours worked as they are Part Time or Seasonal, and are paid for the time they spend at work. Sundays are considered a normal day of work for a Part Time or Seasonal employee.

Pursuant to the FLSA as amended, the City has a process to review and resolve employee complaints over pay to:

1. Reimburse the employee(s) for any improper deductions.
2. Protect employees by allowing for a procedure to review employee complaints.

FLSA COMPLAINT PROCESS:

Step 1: Employee complaints are to be received in writing to the Human Resources Office. The complaint should include the time period in which the improper deductions were made; the job classification; job description; and list of employees working for the same manager.

Step 2: The Human Resources Office will review with the City Attorney and Clerk-Treasurer's Office and Department Head. The matter will be reviewed and investigated. The City is committed to following all Federal and State laws and local practices without expanding or creating additional liability for the City.

Chapter 3 Hiring, Development and Separation

This Chapter deals with general statements and policies on Voluntary & Involuntary Separation; Transfers, Demotions & Layoff; Applications; Employment Status; and Job Openings.

Policy #24: Resignation, Discharge and Retirement Policy

GENERAL STATEMENT

Circumstances may arise where an employee will have his employment with the City terminated. Terminations may be initiated by either the employee or the City.

POLICY

(i) RESIGNATION

Employees who decide to resign their employment status with the City should notify their supervisor at least two (2) weeks before the effective date of termination.

A minimum of two weeks advance written notice is required to remain in "good standing." Letters of resignation must be routed through your supervisor to the Human Resources Department and are considered public records consistent with Indiana's Access to Public Records Act. No employee is eligible to be paid for temporary unused accumulated Emergency Pay Leave (EPL) upon resignation.

(ii) DISCHARGE

Part Time and Seasonal employees may be discharged without involvement of the Human Resources Director or City Attorney, at the discretion of the supervisor. Right of appeal of a termination is not applicable to Part Time and Seasonal Employees. No employee is eligible to be paid for unused temporary Emergency Pay Leave (EPL) upon discharge. The City complies with Indiana's Access to Public Records Act inclusive of releasing Final Action regarding employee discipline and discharge and a factual basis for any separation.

(iv) EXIT INTERVIEWS

Exit interviews are requested upon termination of employment. Employees or their supervisor may arrange an appointment with the Human Resources staff for an interview. At this time, comments may be made regarding the department, or the City in general. Comments, based on first-hand experience, can be extremely helpful in helping the City work toward continuous improvement.

Policy #25: Transfer, Demotion and Layoff Policy

GENERAL STATEMENT

Circumstances may arise which will require employees to move from their current positions. These circumstances may be a result of budgetary considerations, organizational changes, employee request for change and other reasons. The following procedures have been developed to handle these situations.

POLICY

(iii) LAYOFFS

Circumstances may arise which could cause a reduction in the work force. Such reductions may be caused by but not limited to budget limitations, seasonal employment, weather conditions or other similar occurrences.

These layoffs will be determined based on the following criteria:

- Performance history.
- Length of service with the department.
- Attendance history (*unexcused absences will be considered; not absences related to FMLA or ADA covered absence*).

Reduction in work force shall be by department only. If other positions are open within the City, the Human Resources Office will notify those department heads of the qualifications of the employees who have lost their jobs due to work force reduction. Employees at risk of lay-off or laid-off are encouraged to apply for all open positions. Most Part Time and Seasonal Positions are posted and employees are encouraged to reach out to individual Department Heads if the

employee is interested in Part Time and Seasonal positions in that department. All full time open positions are posted:

<https://ess.columbus.in.gov/MSS/employmentopportunities/default.aspx>
or <http://jobs.columbus.in.gov>

Insofar as practical, department heads will give at least two (2) weeks advance notice of such layoff. No employee is eligible to be paid for unused accumulated Emergency Pay Leave (EPL) upon lay-off.

Policy #26: Employment Applications Policy

GENERAL STATEMENT

The Human Resources Committee will prescribe uniform employment applications to be used for filling vacancies in existing and new positions.

POLICY

An employment application for civilian positions will remain "active" for ninety (90) days after it is received in the Human Resources Department. After this ninety (90) day period has lapsed, it will be necessary for the applicant to complete a new employment application.

Depending upon the nature of the job, Part Time and Seasonal employees may or may not be required to take a pre-employment physical examination after receiving an offer of employment and prior to beginning the job. For some positions, Physical Agility evaluations are also required, depending on the position and the department. These examinations, if required, are provided at City expense. If applicable, the Part Time and Seasonal job offer may be contingent upon the successful completion of the physical examination, physical agility exam, drug screen and alcohol use screen.

Policy #27: Employee Status Policy

GENERAL STATEMENT

The City has established indicators which reflect the various employment status designations to be utilized by departments.

POLICY

Employees will be classified as either full time, Part Time, Temporary and Seasonal, or student intern employees. Student interns may also meet Part-Time or Seasonal Classifications.

(ii) PART TIME EMPLOYEE

An employee who has a regularly scheduled work week less than 30 hours per week on average or 1559 hours or less per payroll calendar year. Part Time employees are not eligible for any right or benefit prescribed in Human Resources Policies applicable exclusively to full time employees.

(iii) TEMPORARY AND/ OR SEASONAL EMPLOYEE

An individual employed for a non-permanent duration of time (e.g. summer help, vacation replacement or relief work). A temporary employee is not eligible for any right or benefit prescribed in these Human Resources Policies exclusive to full time employees. If a temporary or seasonal employee becomes hired by the City in a full time or job share employee status, without a break in service, the hire date will revert back to the original temporary date of service for the purpose of benefits eligibility consistent with statute.

Policy #28: Job Openings and Recruitment Policy

GENERAL STATEMENT

Department heads may utilize a variety of methods to insure that high quality candidates will be recruited to fill job vacancies. Part Time employees are welcome to apply for all job openings including full time jobs.

POLICY

Full-time Job Vacancies:

Full-time openings are posted on the City's website. When a job vacancy occurs or a new job is created, the department head involved will initiate a Human Resources requisition request to the Human Resources Department for immediate posting in all City departments and the City website. The job posting which shall be approved by the Human Resources Director, will include a brief description of job duties and requirements, pay and hours. Job openings shall be posted for at least seven (7) days. Simultaneously, additional recruitment sources may be utilized, and should be coordinated with the Human Resources Department. No hiring decisions will be made until the seven (7) day posting period is completed.

Current employees who wish to apply for a posted position must apply within the seven (7) day period at <https://ess.columbus.in.gov/MSS/employmentopportunities/default.aspx> or <http://jobs.columbus.in.gov> If the employee needs accommodation or assistance with the application the employee must call Human Resources and make an appointment within the application deadline. The employee's pertinent Human Resources records will be made available to the hiring supervisor for consideration with the application. Employee qualifications will be reviewed as to how well they meet the essential qualifications of the posted position. Interviews will be arranged for candidates that meet the necessary qualifications of the job at the hiring supervisor's discretion. Prior to this interview, the employee's current supervisor will be notified of the pending interview by the Human Resources Department. The City encourages Part Time and Seasonal employees to apply for full time work and the City is a place of opportunity. Employees who demonstrate strong work ethic, commitment to improvement and flexibility are often promoted. Current employees are considered for openings in equal measure to outside candidates.

Part Time and Seasonal Vacancies:

Part Time openings are not always posted; interested employees are encouraged to contact the Department Head or supervisor if interested in Part Time Work or Seasonal work in another department or another division of their department. Some Part Time and Seasonal positions are posted and all employees are encouraged to apply. The City usually posts vacancies for Part Time and Seasonal positions at least twice a year, and fills positions from those applications.

Policy #29: Introductory Work Period Policy

GENERAL STATEMENT

Every person appointed, promoted or transferred to a position within the City shall be subject to an introductory work period of three (3) months duration, except as detailed herein or as modified by the specific job description or job posting.

POLICY

Every person appointed, promoted or transferred to a position within the City shall be subject to an introductory work period. This is a working test period.

The length of the working test period varies, but is generally as follows:

The introductory work period shall be used for the purpose of closely observing an employee's work to assess suitability and qualifications for the position. In addition, it is a time for the employee to determine his own suitability for the position.

At the end of the introductory work period, the supervisor makes the final evaluation and recommends to the department head what the employee's status should be. A supervisor may extend this period by ninety (90) days for additional training or observation if warranted. All extensions must be documented and coordinated with the Department Head and Human Resources Director. Termination and / or transfer action back to previously classification may be taken at any point during the introductory work period.

Table: Introductory Work Periods For Full Or Part Time Employees

Employee Classification	Minimum Working Test Period
Full Time/Part Time/Seasonal Employees	Three (3) Months With A Three (3) Month Extension Possible
Technically Degreed Employees	Six (6) Months With A Three (3) Month Extension Possible

Chapter 4 Safety and Health

This Chapter deals with general statements and policies on Workplace Violence; Motor Vehicle Checks; Smoking; Housekeeping; Evacuation; Universal Precautions; and Safety & Conduct Rules.

Policy #30: Violence Prevention Policy

GENERAL STATEMENT

Nothing is more important to the City than the safety and well-being of its employees. Threats, threatening behavior or acts of violence against employees, visitors, guests or other individuals by anyone on City property will not be tolerated. Violations of this policy will lead to disciplinary action which may include dismissal, arrest, and prosecution.

POLICY

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on City property shall be removed from the premises as quickly as safety permits and shall remain off premises pending the outcome of an investigation. Infractions of this policy are considered major violations of the Safety & Conduct Rules. The City will initiate an appropriate response, including but not limited to suspension, reassignment of duties, termination of employment and / or business relationship, and / or criminal prosecution of the person(s) involved.

No existing policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, violent act from occurring, or a life-threatening situation from developing.

All City Human Resources are responsible for notifying their supervisor or representative(s) designated below of any threats that they have witnessed, received, or have been told that another person has witnessed or received. (Even without an actual threat, Human Resources should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on or at a City site.)

Employees are responsible for making this report regardless of the relationship between the individual initiating the threat or threatening behavior and the person(s) receiving the threat, including domestic problems which they fear may result in violent acts against them or a co-worker.

All individuals who apply for or obtain a protective or restraining order which lists City locations as protected areas must provide a copy of the petition used to obtain the order, as well as a copy of the protective or restraining order which was granted to their immediate supervisor or the designated representative(s) listed below.

The City understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of reporting employee(s). The designated representative(s):

Table: Reporting Process

Reporting Process	Stage
Immediate Supervisor and Department Head	Initial Contacts
Risk Management Manager, City Hall Human Resources Department Manager, City Hall	Primary Contact Backup to Primary Contact

Policy # 31: Weapons Policy

GENERAL STATEMENT

The City strictly prohibits and does not tolerate weapons at the organization’s facilities, on the organization’s property, or at any organization-sponsored event, consistent with Indiana statute.

POLICY

Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects generally considered a weapon that could be used to harass, intimidate, or injure another individual, employee, manager, or supervisor.

Employees who violate this policy may be subject to disciplinary action up to and including termination. Threats to return home or to one’s vehicle to retrieve weapons while at work is reasonably considered a threat involving weapons, and will be considered a violation of this policy.

Procedure for Reporting Violations of the Weapons Policy:

If you know of any employee possessing a weapon while at work or threatening to bring weapons to work, you are encouraged to discuss your questions, problems, complaints, or reports with your immediate supervisor, your Department Head, or the Human Resources Department. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the Department Head or Human Resources Department.

You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. In fact, the City requests that you do not question or confront a person who is the source of a weapons report.

Policy #32: Motor Vehicle Record Check Policy

GENERAL STATEMENT

In the interest of public safety and risk management, the Insurance Department will check driving records of job candidates and employees with the Bureau of Motor Vehicles. The criteria by which driving records are reviewed will be maintained by the Insurance and Risk Management Departments and be in accordance with the coverage and policies of our insurance carriers.

POLICY

The driving record check of job candidates and employees will occur when the possession of a special license is required or the operation of a City owned vehicle is possible and occur regularly as part of Risk management.

Sub-standard driving records of a job candidate will disqualify the individual from employment when the driving or operation of a City owned vehicle is an essential job function.

Employees are required to immediately report serious violations such as drug charges, DUI/OWI, license suspension, reckless driving or other serious violations to their supervisor even if those violations occur while not on duty. Failure to notify the Supervisor of serious traffic/driving violations constitutes a major violation of rules and conduct. The Supervisor shall consult the Department Head, the Director of Risk, and the Department of Human Resources. The Director of Risk will consult the insurance carrier and/or the Insurance Review Committee to determine next steps regarding the employee's ability to drive for the City and the employee's status. When an employee's driving record disqualifies the employee from operating a vehicle, the employee will be removed from any position that requires operating a City vehicle either temporarily as a suspension, a re-assignment to another non-driving position or duties, or separation from employment, depending on the circumstances.

Appeals of this policy must be made in writing to the Director of Risk.

Policy #33: No-Smoking Policy

GENERAL STATEMENT

The City's no-smoking policy prohibits the use of any tobacco products within City offices, facilities, and/or vehicles.

The City's no-smoking policy permits smoking only in designated areas. If you are a smoker, ask your supervisor about the smoking policy for your work area. Make sure you advise any visitors of the smoking policy as well. This is for the health and well-being of our employees and guests.

POLICY

Non-compliance constitutes a minor violation of the Human Resources Policy.

Policy #34: Housekeeping Policy & New COVID-19 Prevention Guidelines

GENERAL STATEMENT

In the interest of safety, personal well-being, and pleasant working atmosphere, employees are expected to keep their work areas clean and neat at all times. The City has also instituted safety, cleaning and hygiene requirements. All employees are trained regarding COVID-19 prevention, safety and hygiene. Employees are expected to maintain compliance with all COVID-19 safety, hygiene, cleaning, quarantining and contact-tracing rules. City policies and procedures for COVID-19 Prevention can be found here:

<https://www.columbus.in.gov/covid-19-employee-guidelines/>

POLICY

Neat working areas prevent waste. All employees are expected to take every reasonable step to avoid waste. Everything we use costs money. The more expenses we save, the more resources we have to improve and offer more services and better paying jobs. Supervisors may assign clean-up duty as is necessary to meet the intent of this policy.

Policy #35: Evacuation Procedure

GENERAL STATEMENT

The City is committed to the safety of its employees and visiting public.

POLICY

In the event of fire or other emergency, employees are to follow specific evacuation procedures. The procedures that exist for your department should be prominently posted.

Your respective Safety Coordinator is available to answer any questions.

Policy #36: Universal Precautions

GENERAL STATEMENT

The City of Columbus requires all employees to utilize universal precautions when contact with blood or other body fluids may occur.

There is no way of knowing if the blood or body fluids of an injured person is infected. You should in all cases use the following universal precautions when coming into contact with blood or other body fluids.

POLICY

Universal precautions is an approach to infection control whereby all human blood and certain body fluids are to be treated as infectious for HIV, HBV, and / or other blood borne pathogens. Practicing Universal Precautions requires the use of engineering controls, personal protective equipment, and good work practices. In order to protect individuals from communicable diseases, these precautions shall be applied to blood and body fluids of all persons.

Violations of the following policy requiring the use of universal precautions may result in disciplinary action up to and including termination.

1. Gloves shall be worn where direct contact with blood or body fluids that are visibly contaminated with blood is likely. The material of the gloves shall be impenetrable to liquids and strong enough to withstand the "rigors of the task to be performed." Gloves must fit snugly so as not to fall off during use.

2. Gloves used for human contact shall be removed and discarded in a properly labeled Biohazard Container after contact with each person, fluid item or surface. Hands shall be washed immediately after gloves are removed. A new set of gloves shall be used for contact with each person.
3. Persons whose tasks include participation in cardiopulmonary resuscitation (CPR) shall use a one-way mask when performing mouth-to-mouth resuscitation. Masks will be provided from the Department of Risk Management for the City and will be readily available wherever the need for CPR may reasonably be expected to occur.
4. Persons should never re-use disposable items (i.e.-masks, gloves, gowns, bandages, one-way masks, etc.) Linen clothing or other materials that are visibly contaminated with blood or other body fluids shall be cleaned, then disinfected. Solutions that are acceptable disinfectants include but are not limited to: Sodium hypochlorite or Isopropyl alcohol.
5. The City shall provide initial and ongoing training and adequate supplies of protection equipment to an employee prior to assumption of duties that require direct contact with blood or other body fluids. The training will include a video or other presentations on the basics of Bloodborne diseases, and a presentation on the specific universal precautions related to the employee's responsibilities.
6. The Department of Risk and Loss Management for the City is responsible for keeping and updating the City's exposure control plan.
7. Relevant to Universal Precautions are the new COVID-19 Guidelines for City Services- masking and social distancing assumes that others, including co-workers and community members may unknowingly be positive, but wearing a mask and maintaining a safe social distance protects the employee. COVID-19 Prevention Guidelines can be found here: <https://www.columbus.in.gov/covid-19-employee-guidelines/>

Policy #37: Safety & Conduct Rules

GENERAL STATEMENT

All offenses which lead to discipline are not of the same degree of seriousness. Violations are either of a major or minor type. Major violations are of such a nature that immediate suspension or discharge is warranted even for a first offense. Minor violations must be repetitious and cumulative before time off or discharge is appropriate.

In order for any group of people to work together efficiently and safely, it is necessary to have a reasonable code of personal conduct and safety. The specific objective of these rules is not to penalize or discharge employees but to correct violations of City rules, working instructions and working habits.

Each department may supplement this code after approval according to the procedure outlined in Employee Standards and Procedures policy.

The following rules and regulations are noted for purposes of guidance only and are not intended to be all inclusive of the required discipline, proper standards of conduct, or obligations of City employees.

POLICY

(i) MAJOR VIOLATIONS

Some, but not all of them, are:

1. Fighting, assaulting or threatening assault on another person.
2. Unauthorized possession of explosives, firearms or other weapons on City premises.
3. Theft of City property or the property of any person engaged in services for the City.

4. Unauthorized copying of computer software and / or otherwise not abiding by software license agreements.
5. Possession, use or consumption of controlled substances or intoxicants during working hours or while operating City equipment.
6. Refusing to take or failing a Drug or Alcohol Test. (A dilute test constitutes a failure.)
7. Intentional damage or destruction of tools, machinery, equipment, products or other property including vending machines owned or leased to the City or to other employees or third parties.
8. Unauthorized use of City vehicle- Taking an assigned vehicle outside Bartholomew County without prior supervisory approval.
9. Insubordination
10. Immoral conduct, indecency, or sexual harassment.
11. Promotion of organized gambling, money lending schemes or loan sharking.
12. Using a position of authority to personally gain or profit from others. This includes, but is not limited to borrowing money and soliciting loans from employees or vendors.
13. Health or safety violations and horseplay, which do or could, cause serious loss or injury.
14. Carelessness or negligence which does or could result in serious loss, damage or personal injury.
15. Falsification of official records including time cards, accident reports, etc.
16. Security and confidentially breaches involving protected health information (PHI).
17. Giving false information in making application for employment or working under an assumed name.
18. Violation of laws which affect the City.
19. Reporting to work in a condition unfit to perform the duties required in an alert, safe and conscientious manner.
20. Failure to report an accident resulting in damage to equipment, vehicle or personal injury.
21. Absence for three (3) consecutive working days without notifying supervisor.
22. Conviction of a felony.
23. Reporting off work under false or deceptive pretenses.
24. Unauthorized use of materials, supplies, etc.
25. Deliberate defacing of City property including but not limited to, bulletin boards or materials thereon.
26. Discrimination or harassment.
27. Unauthorized disclosure of any confidential City information.
28. Unauthorized sleeping during working hours.
29. The performance of unrelated employment while on duty or scheduled for City employment.

(ii) MINOR VIOLATIONS

Most disciplinary problems do not warrant immediate termination of the employment relationship. These are violations for which time off or discharge would not be appropriate on the first offense. The penalty for minor violations shall be progressive and proceed through written reprimand, disciplinary layoff and / or discharge as appropriate.

Some, but not all of them are:

1. Failure to follow work instructions.
2. Carelessness or negligence.
3. Absenteeism, including tardiness, leaving early and extension of lunch time or break time.
4. Engaging in unauthorized activity during working hours that is not related to the employee's regular job, such as; unauthorized solicitations, collections or distribution on City property.
5. Failure to follow established procedures.
6. Violation of safety rules or failure to use required safety equipment as required by O.S.H.A. standards and / or departmental rules and regulations or safety and conduct codes.

7. Gambling.
8. Use of abusive language.
9. Failure to notify the respective department of changes in personal status, such as; address, change in phone number, number of dependents, marital status, etc.

In the application of discipline under these rules, there shall be no distinction between offenses. Discipline shall proceed from one level to the next higher level. The initial discipline will be a written warning with instructions. A second written warning may result in a disciplinary suspension or discharge. Discipline shall proceed from the last disciplinary action taken against the employee.

(iii) TWO YEAR PERIOD

If an employee has not committed any action which requires formal discipline within a two year period, all disciplinary notices previous to this period shall no longer be considered a step in the progressive discipline pattern.

Chapter 5 Personal Conduct

This Chapter deals with general statements and policies on Technology; Recycling & Conservation; Dress & Appearance; Dating and Family Relationships in the Workplace; Customer Service; and Use of Bulletin Boards.

Policy #38: Technical Resource Policy

GENERAL STATEMENT

The City's technical resources, including but not limited to, the telephone, voice mail, computer, e-mail, internet, fax and copy systems, are provided for use in the pursuit of City business and are to be reviewed, monitored, and used only in that pursuit except as provided in this policy. As a result, the technical resources are readily available to numerous persons.

POLICY

If during the course of your employment you transmit or receive messages on City computer systems or other technical resources, those messages may be subject to investigation, search and review in accordance with this policy. In addition, any electronically stored communications that you either send or receive from others may be retrieved and reviewed where such investigation serves the legitimate business interests and obligations of the City.

City employees are otherwise permitted to use the City equipment for occasional, non-City purposes with the permission of their direct supervisors. Nevertheless, the employee has no right of privacy as to information or files maintained in or on City property or transmitted or stored through City computer system, voice mail, e-mail or other technical resources. For purposes of inspecting, investigating, or searching City computerized files, transmissions, voice mail, or e-mail, the City may override any applicable password or codes in accordance with the best interest of the City, its employees, clients, customers, or visitors. All bills and other documentation related to the use of City equipment or property may be reviewed and used for purposes that the City considers appropriate.

The IT Manager is the Technical Security Officer (SO). The SO or designee will collect devices; secure passwords and protect electronic data of (in)voluntary separated employees.

Policy #39: Recycling and Conservation Policy

GENERAL STATEMENT

City employees are encouraged to separate and recycle waste. The recycling of office and shop material is coordinated with each facility's Maintenance Department.

POLICY

(i) RECYCLING

The City will separate and recycle- (a) Brochures; Colored paper; Envelopes (w/o plastic windows); Manila folders; Carbonless paper and forms; Index cards; Pamphlets; Yellow legal pads; Magazines; Phone directories; Certificates; Wrapping paper; and Brown paper. (b) Bond paper, Typing paper; Letterhead; and Copy paper. (c) Newspapers, cardstock boxes motor oil, glass, cans and scrap metal.

Containers are available from your Facility Maintenance Human Resources.

(ii) CONSERVATION

Facility Maintenance Human Resources will direct and plan for the energy savings for each building / plant. This goal is to lower expenses, promote best practices of our operation while continuing to serve the public. All employees shall comply with this directive.

Policy #40: Bulletin Board Policy

GENERAL STATEMENT

Bulletin Boards are centers of information. Aside from the information that is posted by law, the bulletin board may also announce events and activities.

POLICY

All bulletin board postings will pertain to local activities and events; have a "POST UNTIL DATE" and indicate the person or department responsible for the material; and are in good taste.

Policy #41: Customer Service Policy

GENERAL STATEMENT

Our customers are the citizens of Columbus, Indiana, co-workers and all others who do business with or for the City. As customers, they expect and deserve the highest possible quality in the service they receive from each employee.

POLICY

Providing quality customer service must be one of a City employee's top priorities. An employee's ability to willingly provide prompt, courteous and quality service will ensure customer are met.

Policy #42: Parking Policy

GENERAL STATEMENT

All City employees are allowed to park at their place of employment. Employees will be instructed where to park.

POLICY

Primary parking and overflow lots are available to all employees. Parking is granted on the basis of space availability.

It is requested employees keep public and reserved parking spaces nearest to facilities for use by the public.

Policy #43: Dress and Appearance Policy

GENERAL STATEMENT

Appearance and grooming of all City employees is important. It helps convey a positive attitude in the workplace. Attire which is clean and appropriate is required. Clothing must not constitute a safety hazard, nor be provocative. On days of casual dress (Fridays), discretion should be used.

POLICY

All employees are responsible for helping maintain the professional appearance in the work environment.

This includes consideration of:

1. The nature of the work.
2. Safety considerations.
3. The nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work.
4. The prevailing practices of other workers in similar jobs.
5. The preferences of City officials, including considerations for the type of image the City wishes to project.

Generally, tank tops, billboard tee shirts, short-shorts, jogging suits, tennis shoes, sandals and similar apparel is not permitted for business offices.

On days of casual dress (Fridays), discretion should be used. Considerations include planned activities of the work day. Certainly public meetings, interviews, and other more formal occasions/events dictate more formal attire. If uncertain, employees should check with their supervisor or department head if apparel is permitted.

Policy #44: Dating and Family Relationship Policy

GENERAL STATEMENT

The intent of this policy is to promote the uniform treatment of all employees and reduce the likelihood of claims of discrimination or favoritism.

Our goal is to have a pleasant and productive workplace where the employees and public's best interest is being served.

POLICY

1. This policy applies to close relationships between co-workers, whether married or not.
2. Employees who are in a close personal relationship should report the relationship if the employees work together as part of their jobs. Supervisors should treat this information as confidential.
3. Generally, employees in a close personal relationship will be prohibited from working in a supervisor / subordinate role. If a transfer or change in responsibility is not feasible, other supervisors should handle or participate in the performance reviews of the subordinate employee.

4. The subordinate employee has the option of going to the next senior supervisor or Human Resources Director to discuss any workplace issue.
5. Employees in a close personal relationship should refrain from public displays of affection or excessive conversation.

Policy #45: Drug-Free Workplace Policy

GENERAL STATEMENT

The City of Columbus is required by federal law and has a strong commitment to providing a drug-free workplace.

POLICY

It is the policy of the City of Columbus that manufacturing, distributing, dispensing, possessing, or using a controlled substance is prohibited in the workplace, except in cases where prescription drugs have been indicated. Action up to and including termination will be taken against employees who violate this policy on or off the job, and who violate the rules in reference to possession of alcohol on the job.

Employees must report for work in a fit condition to complete their duties and responsibilities. Being under the influence of alcohol or drugs is strictly prohibited (except prescription drugs). Failing or refusing a random drug or alcohol test is sufficient grounds for dismissal. A dilute test shall constitute a failure.

An on-duty or off-duty employee involved in a property or personal injury accident with a city vehicle, is subject to a mandatory post-accident drug and alcohol test. Failing or refusing a post-accident drug or alcohol test is sufficient grounds for dismissal.

Employees who use or distribute drugs on the job are subject to discharge, and any drugs confiscated will be turned over to the City Police Department. If any employee is arrested off the job for drug and alcohol involvement, the City will consider various circumstances surrounding the arrest before taking action.

The City will provide channels of help through the Employee Assistance Program for alcohol and drug abuse, but it is the employee's responsibility to seek that help. If an employee voluntarily seeks help prior to discovery then the case will be handled confidentially. If an employee is referred for medical help because of deteriorating job performance or excessive absenteeism associated with abuse of alcohol or drugs, then disciplinary action may result. If an employee is under treatment with a medication that could alter his or her ability to do the job, the employee could be subject to reassignment.

Policy #46: Sexual Harassment Policy

GENERAL STATEMENT

The City of Columbus believes that sexual or any other type of harassment of an employee is a serious form of misconduct that would affect the City's commitment to providing an environment free of harassment.

Sexual harassment is defined as any unwanted physical or verbal sexual advance, request for sexual favors, or other sexually oriented conduct, which is offensive or objectionable to the recipient, including, but not limited to: derogatory or suggestive comments; slurs or gestures; and offensive posters, cartoons, pictures, or drawings.

This policy not only applies to the workplace during normal business hours, but also to business travel and all work related social functions, even if the activities are held off-site.

A violation of the City's policy to provide an environment free of sexual harassment would occur when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, 2) submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual, or 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

An employee has the legal right at any time to raise the issue of sexual harassment without fear of retaliation.

POLICY

Department heads will provide appropriate, ongoing training opportunities for all supervisors and employees to insure that sexual harassment does not occur or, if it occurs, it is reported and eliminated.

Employees should bring complaints of sexual harassment to the attention of their supervisor or department head. After notification of an employee's complaint, the supervisor or department head will immediately contact the Human Resources Director. If an employee's supervisor is involved in the complaint, an employee may go directly to the next level supervisor or department head, or to the Human Resources Director.

After notification of the employee's complaint, the Director of Human Resources shall immediately initiate an investigation into the facts surrounding the claim.

After the investigation has been completed, the department head involved shall be appraised of the findings and conclusions of the investigation. It shall be the responsibility of the department head to take appropriate corrective action. Corrective actions may, if warranted, include involuntary termination of the employee against whom the complaint was filed.

Policy #47: Anti-Harassment Policy

GENERAL STATEMENT

The City of Columbus believes that race, age, color, religion, national origin, citizenship status, disability or any other type of harassment of an employee is a serious form of misconduct which would affect the City's commitment to providing an environment free of harassment. (The Sexual Harassment Policy is separate from this policy.)

This policy not only applies to the workplace during normal business hours, but also to business travel and all work related social functions, even if the activities are held off-site.

This policy applies to all employees and to all phases of employment including hiring, promotion, demotion, treatment during employment, rates of pay or other forms of compensation, and termination of employment.

The City will not tolerate harassment or any other discriminatory conduct. Such conduct will result in disciplinary action up to and including discharge.

POLICY

Department heads will provide appropriate, ongoing training opportunities for all supervisors and employees to insure that harassment does not occur or, if it occurs, it is reported and eliminated.

Employees have the legal right at any time to raise the issue of harassment without fear of retaliation.

Employees who believe they are being subjected to conduct or comments that violate this policy are encouraged to, and have the responsibility to, immediately report these matters. Such reports will be treated confidentially to the extent possible. All employees are assured that action will be taken to investigate and resolve such conduct from the workplace.

All members of management are held accountable for the effective administration of this policy. Should a manager or supervisor be advised of an infraction of this policy, or have first- or second-hand knowledge of a potential infraction, the manager should immediately report the matter to the Human Resources Director, who will conduct a full investigation. Failure to report conduct or comments that may be deemed an infraction of this policy will subject the manager to disciplinary action up to and including discharge.

Employees should bring complaints of harassment to the attention of their supervisor or department head. After notification of an employee's complaint, the supervisor or department head will immediately contact the Human Resources Director. If an employee's supervisor is involved in the complaint, an employee may go directly to the next level supervisor or department head, or to the Human Resources Director.

After notification of the employee's complaint, the Director of Human Resources shall immediately initiate an investigation into the facts surrounding the claim.

After the investigation has been completed, the department head involved shall be apprised of the findings and conclusions of the investigation. It shall be the responsibility of the department head to take appropriate corrective action. If the allegations concern a department head, the City Attorney shall be notified of the investigation conclusions and shall take appropriate action. Corrective actions may, if warranted, include involuntary termination of the employee against whom the complaint was filed.

Policy #48: Employee Standards and Procedures Policy

GENERAL STATEMENT

The City of Columbus recognizes the need for the consistent delivery of municipal services to its citizens and therefore establishes standards of conduct for all City employees.

POLICY

Violation of any of the following standards of conduct or any generally accepted rule of conduct or safety will subject the employee to discipline or discharge.

(i) NEPOTISM

In no event will any supervisor or department head employ or cause to be employed in his department his father, mother, spouse, child, brother, sister, sister-in-law, son-in-law, daughter-in-law, brother-in-law, mother-in-law, father-in-law, niece, nephew, uncle, aunt, or cousin.

(ii) BONDING

Certain positions in the City may require that an employee be bonded. Failure to meet bonding requirements shall be reason to disqualify an applicant for the position.

(iii) OTHER EMPLOYMENT

If other employment is interfering with the City or adversely affecting performance on the job, the employee shall be asked to resign from one place of employment.

Employees having financial interest in a company, or substantial investment in a corporation that conducts business or is attempting to conduct business with the City, will report such holdings to the Clerk-Treasurer. Such financial interest on the part of an employee in a business may jeopardize future dealings with said business. (IND. CODE 35-44-1-3).

(iv) POLITICAL CAMPAIGNING

No employee will use his position and / or time during normal working hours to assist in the campaign of any political candidate, or issues voted on by public ballot.

(v) GIFT & GRATUITY

All employees must conduct themselves in fair and ethical manner when dealing with the public and suppliers. Consequently, employees shall not accept gifts or gratuities given with the intent to control the performance of an act related to his employment or function as a public servant. Gifts and Gratuities over a nominal value from any individual, company, or corporation that conducts business or is attempting to conduct business with the City shall not be accepted.

(vi) PUBLIC RELATIONS

City employees shall be courteous and act professionally when dealing with members of the public. Part Time and Seasonal Employees are not asked to speak on behalf of a Department in any kind of official capacity and should refer all questions to their supervisor and/or Department Head. Public employees have a right to speak about genuine issues of public concern. Public employees may not speak publicly in a manner that causes disruption to the workplace even when the employee is off-work, whether that is in public or on social media nor may employees share confidential work-related information.

(ix) NON-SOLICITATION

Solicitation by non-employees of the City of Columbus during work time, or on behalf of any individual, organization, club or society is prohibited without prior authorization of the Human Resources Director. The distribution of any non-departmental related literature, pamphlets, or other materials by non-employees on City premises is likewise prohibited.

An employee may not solicit another employee while on "work time". "Work time" is designated as the period when employees are required to perform their job duties, and does not include lunch or other break time. If any occurrences of solicitation are observed, they should be reported to a Department Head or the Human Resources Director immediately.

(ix) RULES AND REGULATIONS

Rules for the proper conduct of employees have been established to provide a safe, orderly and efficient place in which to work.

All City employees will receive a copy of the Conduct and Safety Rules of the City of Columbus, Indiana. These rules may be modified at any time to conform with current practice and legal requirements.

City departments or agencies may suggest additional rules and regulations to supplement those contained in the Conduct and Safety Rules of the City of Columbus for their own department or employees. No supplemental or alternate rule or regulation, safety or conduct rule may be instituted without Human Resources Committee review and approval. Rules governing strictly day to day operational details are exempt from this requirement.

(x) COMMITTING A FELONY OR MISDEMEANOR

Any employee charged with a felony or a misdemeanor during working hours or while off-duty may be subject to temporary suspension from work. This suspension may be either with or without pay depending upon the nature of the alleged criminal conduct. An employee found guilty of a felony shall be discharged if the nature of the offense relates to, or could interfere with, the performance of job duties.

(xi) DISCRIMINATION

All forms of illegal discrimination are strictly forbidden. Employees found to have intentionally and illegally discriminated against any vendor, employee, applicant for employment (with respect to compensation, terms, conditions or privileges of employment) based on race, color, religion, national origin or ancestry, sex, age, disability or veteran status shall be subject to termination. In addition, in Columbus, Indiana, the local Human Rights Ordinance prohibits discrimination based upon sexual orientation and gender identity and the City of Columbus as an employer complies with all federal and state laws and local ordinances. All employees are valued at the City and the City's expectation is that all members of our community will experience City services and programs free of illegal discrimination. The City of Columbus recognizes the need for effective and efficient management in the delivery of municipal services for all.

Part Time/Seasonal Employee Policy Acknowledgement

(Please read carefully and ask questions if there is something you don't understand.)

I acknowledge and understand (initial next to each paragraph):

- I have been informed of the location of the digital version of the **City's Employee Policy Booklet (Seasonal/Part Time Employee Summary)** and I understand that while this is a policy handbook summary, employment at the city is at-will and policies may change at any time. I have also been given the opportunity to read and ask questions regarding the policy booklet. I understand I may always contact the Human Resources office to obtain an up-to-date copy or a more detailed policy handbook, and it is my responsibility to do so, if I have a question about the terms and conditions of my employment. Contact information: City of Columbus Human Resources Department/ADA Coordinator at 812 / 376-2570 (Voice); or 812 / 376-2579 (Fax) and by email at humanresources@columbus.in.gov. Updated versions of Full Time Human Resources Policy Handbooks and Summaries for Part Time and Seasonal Employees may also be found: www.columbus.in.gov/human-resources/
- I have read and understand the complaint process with regard to allegations of **sexual harassment** and any **other form of harassment or hostile work environment**, and the City's **Anti-Discrimination and Equal Opportunity Policy** and I understand that I may raise a complaint with my supervisor, or, alternatively, my Department Head or the Office of Human Resources. I understand the main phone number for Human Resources is 812.376.2570 or humanresources@columbus.in.gov but I may also raise emergency issues on the weekend or evening by calling my supervisor, anyone in the chain of command in my department, or Arlette Cooper-Tinsley, the Director of Human Resources, cell: 812.447.1308.
- I have read and understand the appeals procedure with regard to terms and conditions of employment including but not limited to complaints regarding **COMPENSATION, SCHEDULING AND ATTENDANCE POLICIES, WHICH INCLUDES SECTIONS ON COMP TIME, OVER-TIME, EMPLOYEE STATUS** as outlined in the Summarized Part Time and Seasonal Employee Policy Booklet. I understand that Emergency Pay Leave (EPL) is temporary during the Health Emergency, does not accrue, and is not paid out as wages upon separation from the City.
- I understand that as a Part Time or Seasonal employee I shall work a maximum of 1559 hours per year in a payroll calendar year, total, in all positions worked for the City and I must notify all supervisors at the City if I work at more than one position in the City so that my timekeeping will be correctly tabulated. My hours will average out to less than 30 hours a week or less than 130 hours a month but I may be required to work more than 30 and in some cases even more than 40 hours in any given week but total hours for the year shall not exceed 1559 without written approval from the Office of Human Resources.
- I understand that benefits, including but not limited to all forms of paid-time off (with the temporary exception of Emergency Paid Leave (EPL) during a Health Emergency), health insurance benefits, and retirement benefits (PERF) do **not** apply or accrue to a Part Time or Seasonal position with the City of Columbus. I understand that if at any time I wish to work full-time for the City of Columbus, I may apply for any open position at <https://ess.columbus.in.gov/MSS/employmentopportunities/default.aspx> or <http://jobs.columbus.in.gov>
- I understand that the City of Columbus encourages Part Time and Seasonal employees to apply for full time work, if I have an interest in a certain position or a full time position with healthcare benefits. I understand that if I want healthcare benefits while working Part Time or Seasonally for the City, I may visit the Healthcare Marketplace: <https://www.healthcare.gov/> or call a free local resource: the Healthcare Navigator at WellConnect (812) 376-5136 and purchase Healthcare insurance during an annual open

enrollment. I understand that is a federal and state program- not a City benefit and it is available to everyone. This acknowledgement serves as a Notice of Marketplace required by the Affordable Care Act. I also understand I may be eligible for premium tax credit or a cost-sharing reduction depending on my income. If I have questions or concerns I may contact Human Resources, 812.376.2570. By providing my signature below, I accept receipt of the Notice of Marketplace for Healthcare coverage and I acknowledge awareness of the existence of the Marketplace as an alternative option for health care coverage.

- I have read and understand the **FAMILY MILITARY LEAVE ACT** as outlined in the Employee Policy Booklet.
- I have read and understand **FAMILY MEDICAL LEAVE ACT** as outlined in the Employee Policy Booklet.
- I certify that I received training on safety and blood borne pathogens. Training was offered to me on _____(date)
- I certify that I received training concerning **internal standards and procedures** (at least a 30 minute training on internal controls approved by the Indiana State Board of Accounts) as required by Ind. Code § 5-11-1-27 (g)(2). If my signature on this form is electronic, I must provide the last 4 digits of my Social Security Number (required for Internal Controls Training) _____*Note: if you do not yet have a Social Security Number but have been hired, write "applied for" and provide to the Human Resources Office as soon as the number is sent to you.* Training was offered to me on _____(date).
- I agree to follow all practices and procedures for COVID-19 Prevention in the workplace, including wearing a mask as directed by my supervisor; social distancing of at least six feet whenever possible; self-checking for symptoms at least 30 minutes before my shift; not coming to work if I have any symptoms and contacting my supervisor to inform them I have symptoms; using good hygiene including handwashing, and hand sanitizer; and cleaning work areas regularly. I will follow all safety rules addressed in training. The City provides COVID-19 Prevention and OSHA guidance at: <https://www.columbus.in.gov/covid-19-employee-guidelines/>
- I have been given an opportunity to read these policies and ask questions about these policies.

Employee Signature

Employee Name (Printed)

Department

Date: _____

Supervisor Signature

Date: _____

cc: Department Head
Human Resources Department, City Hall