



Employee Personnel Booklet

Personnel Policies

City of Columbus
2025

Welcome! You may be an applicant for a position reviewing our policies, a newly hired employee of the City, or a current member of the City of Columbus team, looking for answers to policy questions! This handbook is updated regularly, based upon changes to federal statutes and regulations affecting employees, state statutes and regulations, and local ordinances, policies and regulations. Our most updated handbook is always available online on the City website: [Human Resources – City of Columbus, Indiana](http://humanresources-cityofcolumbus.org) or in the Personnel Office. While we try to make sure this is comprehensive, there may be additional policies or past practices that could help answer your questions. This personnel booklet is focused on policies applicable to civilian (non-sworn) full time city employees. There are other policies that apply to public safety and part time employees, although sometimes there is overlap. If you ever have any questions, be sure to reach out:

**Office of Human Resources,
City of Columbus, Indiana,
812.376.2570**

Or email us at:

humanresources@columbus.in.gov

Chapter 1: Administration

This Chapter deals with general statements and policies on Policy Review; Appeals; Travel & Expenses; Personnel Files; Employee Assistance; Vacation & Holidays; Bereavement; and Other Leaves.

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 Personnel Policy. The power to amend, extend, change, supplement, expand or otherwise alter the parts of this Handbook controlled by local ordinance is vested in the Common Council of the City of Columbus. Some aspects of this handbook are controlled by federal and state statutes, regulations, and local Board of Works and Public Safety resolutions.

All departments who maintain internal personnel rules and regulations shall submit them to the appropriate governing board or commission for approval after review and approval by the Personnel Committee. No rule or regulation may in any way contravene, change or alter the policies set forth in the Personnel Policy, state or federal statute, or local ordinance.

The Personnel Committee shall issue official interpretations of the Personnel Policy with assistance from Corporation Counsel or Counsel for Columbus City Counsel, as necessary.

This Personnel Policy is intended to provide direction to all departments, ordained boards and commissions. The Personnel Policy Booklet is provided as a resource to help explain how the City's personnel policies, methods, and standards affect City employees. The booklet is not an employment agreement or contract.

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 adopted by ordinance are subject to change at the sole discretion of the City Council. If there are any questions concerning the information contained in this handbook contact your immediate supervisor or the Personnel Director.

A copy of the Personnel Policies shall be retained in the Personnel Department. The Personnel 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 can be provided as an accommodation in any available format necessary for review (large print, audio, etc.) If you require an accommodation, contact the City of Columbus Personnel Department / ADA Coordinator at 812 / 376-2570 (Voice); or 812 / 376-2579 (Fax).

Policy #2: Application of Policy

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, sexual orientation or gender identity, age, disability or Vietnam Era Veteran status, consistent with state statutes, federal statutes, and local Human Rights Ordinance. All matters of employment will be free from discriminatory practices.

Further, the City of Columbus recognizes the need for effective and efficient management in the delivery of municipal services for all of its citizens.

POLICY

To accomplish the stated objective, the City of Columbus hereby adopts the Personnel Policies contained in this document. The Personnel Policies shall be followed and practiced by all departments and offices of the City of Columbus, except those specifically exempted herein. Any change, alteration, extension or modification of any of the policies or practices outlined in this document that are ordinance-based must be approved by amending any relevant ordinances passed by the Common Council of the City of Columbus. Other sections of this policy booklet are summaries of state or federal statutes, regulations, or local resolutions.

All employees shall be advised of these personnel policies and of the general conditions of their employment including administrative regulations, pay, hours of work, insurance benefits, retirement benefits, 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 Personnel Employee File. Employees have an affirmative duty to regularly review updates to this policy manual, which may change at any time but is a public record.

Policy #3: Personnel Review Committee

GENERAL STATEMENT

There shall be an ongoing Personnel Review Committee. The Personnel Review Committee shall consist of the following members:

- Mayoral Appointment (To be appointed annually by the Mayor)
- Personnel Director, Ex Officio
- City Attorney
- Common Council Representative (To be appointed annually by the Mayor)

The Mayor may appoint additional members to the Personnel Review Committee. Members of the Personnel Review Committee will receive no additional remuneration for their services.

POLICY

The primary responsibilities of this committee will be to evaluate the effectiveness of these Personnel Policies and suggest additions, deletions and modifications as changes become necessary.

Employee suggestions or comments concerning the Personnel Policies should be directed to the Director of Personnel, in writing.

Proposed policy changes which are ordinance-based will be posted in each department after receiving initial approval by the Personnel Review Committee. The Personnel Review Committee will review any employee comments concerning policy changes before the proposed policy changes are presented to the Common Council of the City of Columbus for approval. Other changes to this policy booklet occur because of changes to state or federal statute.

The establishment of this committee is in no way intended to restrict or diminish the responsibilities of the Mayor, Boards, and, or Commissions to administer the Personnel Policies.

Policy #4: Disability Management Committee

GENERAL STATEMENT

There shall be an ongoing Disability Management Committee. The Disability Management Committee works as a sub-committee of the Personnel Committee. Most ADA related accommodations are managed at the supervisor level, with assistance from the Department of Personnel, consistent with federal Americans with Disabilities Act (ADA) and the federal Pregnant Workers' Fairness Act of 2023 (PWFA). Some matters may be appealed or need review internally within the City, offering employees reasonable due process.

The Disability Management Committee, with counsel from the City's Corporation Counsel, shall consist of the following members:

- Personnel Director, Chairperson
- Director of Security and Risk
- Relevant Department Head regarding the matter under consideration

The Mayor may appoint additional members to the Disability Management Committee. Members of the Disability Management Committee will receive no additional remuneration for their services.

POLICY

The primary responsibility of the Disability Management Committee shall serve as a resource if issues and requests become complex, or need further internal administrative appeal. This may occur with:

- Assisting with responding to an individual's request for leave, work accommodations, work restrictions, or modified duty and 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.
- Reviewing leave policies and disability benefits to assure that they are integrated and consistent.

Policy #5: Personnel Files Policy

GENERAL STATEMENT

Each employee shall have a personnel file. All personnel files, with the exception of those belonging to employees in the Police, Fire and Utility departments shall be located in the Personnel Department. The Police, Fire and Utility departments will maintain their own personnel files. The Personnel Director has the right to inspect, review and copy any and all personnel 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 Personnel Department so that a duplicate file of all pertinent employment activity can be maintained.

POLICY

A personnel file may contain the following items:

- Application for employment, resume, letters of recommendation and other data relevant to hiring the employee.
- Records of all personnel 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 Personnel Director.

Except for those exceptions noted in the Public Access to Records Act, (IND. CODE 5-14-3-1 et. seg.) personnel files are considered confidential. Access to these files by appropriate supervisory personnel will be given upon approval by the respective department head. Employees shall have access to their own files upon written request and by appointment only. Direct release of personnel file contents to non-supervisory personnel will be made only after a written and notarized release form is delivered to the Personnel Department by the employee whose records have been requested.

It is the responsibility of each employee to immediately advise the Personnel Department of any change in name, address, telephone number, or marital status.

Policy #6: Health Information Portability Accountability Act

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 Personnel 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 Personnel 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 Policy

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 Personnel Department and his / her respective department of the correct residential address and telephone number.

Policy #8: Appeals Procedure Policy

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. (See Discharge Policy) 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 on forms provided by the Personnel 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 Personnel Director within three (3) calendar days of the employee's receipt of the departmental answer. The Personnel Director will meet with the employee, his supervisor and department head in an attempt to resolve the complaint. The Personnel Director 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 Personnel Director 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 Expense Policy

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 #10: Credit Card Use

GENERAL STATEMENT

Credit card charges are the responsibility of the individual (City of Columbus) employee whose name appears on the credit card.

POLICY

Charges – All charges should be in support of department needs such as travel, purchase of significant volumes of goods and services for the use by the department, and frequent business expenses of a kind appropriately paid by credit card. Meals are allowed if city business necessitates. This involves prior approval of the department head and separate itemization on the City employee expense form.

The credit card can not be used to obtain cash advances, bank checks, traveler's checks or electronic cash transfers, alcoholic beverages, meals for anyone other than city officials or staff, gifts of any kind or personal expense.

Misuse of the card will result in cancellation of the card and withdrawal of credit card privileges. If the card is used for personal expenses, the City of Columbus reserves the right to recover these monies from the card holder. Cardholder will be required to sign a declaration authorizing the City of Columbus to recover from their salary, any amount incorrectly claimed.

Receipts – All credit card charges must be accompanied by a receipt. Receipts not immediately available MUST be turned in to the Clerk-Treasurer's office within two (2) weeks of the date the charge is submitted for reimbursement.

Payment – Payment of credit card charges is processed through the claims/voucher system and schedule as prepared by the Clerk-Treasurer's office. If receipts are not turned in to Clerk-Treasurer's office within two (2) weeks of the date the charge is submitted for payment, a finance charge will be assessed by the company issuing the credit card and the person whose name is on the credit card will be personally responsible to pay the finance charge.

Finance Charges – Finance charges on a credit card in instances where a receipt has not been provided to the Clerk-Treasurer's office within two (2) weeks of the date of the claim/voucher being processed is the personal responsibility of the employee whose name appears on the card.

Lost or stolen cards must be reported immediately to the Clerk-Treasurer's office.

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, the City of Columbus offers an Employee Assistance Program (EAP) for all employees, both full time, part time and seasonal.

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:

A limited number of counseling sessions are provided by the EAP at no charge to employees or family members.

Any employee or dependent family member may call the EAP office to request services. With self-referrals, all verbal and written communication is confidential. Information is released only with an employee's written consent.

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.

The policy of the Employee Assistance Program complements but does not supersede other administrative policies.

#12: Vacation Schedule Policy*

GENERAL STATEMENT

It is the intention of the City to offer vacation time as part of total compensation to valued full time City employees in order to attract and retain skilled and committed public servants. The City intends to offer vacation time with flexibility while at the same time, consistently documenting vacation time amounts for qualified employees and approvals, to comply with all state statutes and internal controls requirements.

Full time City employees are entitled to a predetermined number of vacation days for the first calendar year they are employees. See Vacation Table for New Hires (i).

Exceptions to Vacation Schedule for New Hires:

- a) Written approval for limited use of vacation time during introductory work period, for vacations and other commitments scheduled prior to being hired, at department's discretion;
- b) Written approval for enhanced vacation schedule for newly hired employees with previous work experience (at least two years);

POLICY

City employees are eligible for vacation as follows:

(i) VACATION SCHEDULE FOR NEW HIRES

Employees will earn but not use vacation during the first three (3) months of employment (the introductory work period) consistent with the schedule. If an applicant has a pre-scheduled vacation/trip/absence planned, a department has the discretion, in writing, to offer either vacation time that is normally not in use during an introductory work period or unpaid leave, as part of a recruitment negotiation. This must be put in writing and approved by Human Resources. The paid vacation time used by a newly hired employee because of a pre-scheduled need for an absence cannot be more than has been earned and often new hires must use unpaid time off or earned compensatory time, if available, for this purpose, as vacation time is minimal at the beginning of employment.

In departments where an introductory work period of twelve months is required, employees may still earn vacation time and begin to use vacation time after the first three months. (with approval). Vacation time is available for use after the end of the introductory work period. Employees may request use of earned vacation time after the introductory work period is complete. The department shall approve vacation time consistent with the business/staffing needs of the office, and seniority.

If an introductory work period is extended for a new employee by a supervisor, as the employee is still learning responsibilities, the employee may begin to use vacation time, with supervisor approval.

Enhanced Vacation for New Hires with necessary approvals is an exception to the Vacation Schedule for New Hires (see additional information in (ii) for regular vacation schedule with potential enhanced vacation). The vacation schedule for new hires is below.

Table: Vacation Schedule For New Hires

Employee Date of Hire	No. Of Vacation Days In First Calendar Year after Introductory Work Period	No. Days Available Beginning of Next Calendar Year*
Dec. 16 - Jan. 15	6	10
Jan. 16 - Feb. 15	5	10
Feb. 16 - Mar. 15	4	10
Mar. 16 - Apr. 15	3	10
Apr. 16 - May 15	2	10
May 16 - Jun. 15	1	10
Jun. 16 - Jul. 15	0	10
Jul. 16 - Aug. 15	0	10
Aug. 16 - Sep. 15	0	10
Sep. 16 - Oct. 15	0	9
Oct. 16 - Nov. 15	0	8
Nov. 16 - Dec. 15	0	7

**Vacation days only available for use after introductory work period- a minimum of three months, unless use is negotiated in writing prior to hire for a pre-planned vacation/time off. Employees who leave prior to the completion of their introductory work period are not paid out vacation.*

(ii) **REGULAR VACATION SCHEDULE (With Enhanced Vacation for New Hires with Experience, with Approvals in Place Prior to Hire)**

On January 1st of the calendar year following the completion of the new employee vacation schedule, or, for new hires offered enhanced vacation available immediately after the introductory work period, employees will be eligible for paid vacation leave as follows:

Table: Regular Vacation Schedule

Years of Employment	Paid Vacation Leave*
Years 2-4 **	Two (2) Weeks
Years 5-9 ***	Three (3) Weeks
Years 10-19	Four (4) Weeks
Years 20+	Five (5) Weeks

**Vacation days only available for use after introductory work period- a minimum of three months, unless use is negotiated in writing prior to hire for a pre-planned vacation/time off. Employees who leave prior to the completion of their introductory work period are not paid out vacation.*

****Enhanced 2 or more years' work experience employees may with written approval start at Year 2**

*****Enhanced 5 or more years' work experience employees may with written approval start at Year 5**

If an employee is offered approved enhanced vacation, the employee will be considered, for purposes of this schedule:

- a Year 2 employee for purposes of this schedule immediately after the completion of the introductory work period, or
- a Year 5 employee for the purposes of this schedule immediately after the completion of the introductory work period.

Note the enhanced vacation does not impact seniority in the department, or vesting for PERF or CCU retirement benefits, which are tied to the first date of full time employment.

(iii) IMPLEMENTATION OF VACATION SCHEDULES

The City of Columbus encourages all employees to take their vacation leave each year as earned for the purpose of rest and relaxation; however, if business circumstances prohibit employees from using their vacation time, carry-over will be permitted up to a maximum of two (2) weeks. Vacation time over two (2) weeks expires at the end of the year. Employees are encouraged to keep one to two weeks' paid time off (vacation, sick, personal time, compensation time if possible to accrue) in reserve, for emergencies, especially as the City's employer-provided short-term disability plan does not begin until day eight (8) of an absence, and when employees qualify for Family Medical Leave (FML) after a year of employment, for immediate family caregiving in emergencies, they do not qualify for paid time off other than personal days, vacation days, sick days, and compensation time, if compensation time accrues for the employee. The City encourages employees to plan ahead for paid compensation during family emergencies with our generous leave policies.

Vacation pay will be computed on the basis of an employee's regular wage salary for a comparable work period. Terminating employees who comply with the advance notice requirements when resigning (two weeks' notice at a minimum) will be paid for vacation leave they have earned but not used unless they are in their introductory work period. Vacation time earned during each calendar year is not accrued or accessible or available for payout until January 1st of each calendar year has passed and the employee remains an active employee on that date. Holiday time and/or pay is available based upon the policies of the department and this handbook.

Vacation days may be taken as accrued or collectively. All vacation requests are subject to supervisory approval prior to the scheduled start of the leave. Supervisors will try to comply with employee requests as long as the City staffing needs are met. In the event that two employees request the same time period, vacation leave will be granted by seniority within the department.

Employees with approved enhanced vacation after two years' prior experience in the workplace or with the City will start with two weeks' vacation available, and proceed through the regular vacation schedule as if they are at Year 2 (See Regular Vacation Schedule).

Employees with approved enhanced vacation after five years' prior experience in the workplace or with the City will start with three weeks' vacation, and proceed through the regular vacation schedule as if they are at Year 5 (See Regular Vacation Schedule).

An offer of additional enhanced vacation is not automatic, and is entirely at the discretion of the Department Head to initiate, but requires the written approval of Human Resources and must be documented, in writing, when an employee is hired. No offer of enhanced vacation time may be made retroactively after employment begins as the offer of enhanced vacation is a recruitment tool.

Employment with the City is varied, and some departments may choose not to offer enhanced vacation, because of their particular department's staffing needs. Enhanced vacation based upon workplace experience is intended to provide departments the flexibility to recruit the best employees, as part of total compensation but at the same time documentation and approvals are required to meet internal controls requirements for the Indiana State Board of Accounts.

Additional enhanced vacation may be offered to the applicant/new hire only after written approval is provided from the Department from Human Resources to the Department. Once the newly hired employee accepts the job offer, the enhanced vacation schedule must be communicated in writing to Human Resources and the Payroll division for the City.

It is the intent of the City to treat vacation time as part of negotiated total compensation, with written approvals and written documentation of a starting vacation schedule if it meets exceptions to the schedule for new hires in (i), in order to comply with internal controls requirements for the Indiana State Board of Accounts and to avoid ghost employment for both the supervisor who approves paid time off and the employee by properly documenting paid time off amounts and use. It is the intent of the City of Columbus to use vacation time for rest and renewal for employees who have completed their introductory work period, as time off with approval- not compensation. If an employee leaves without completing the introductory work period (a minimum of three months but can be longer, based upon an extension or because of the position) the employee shall not be paid out accrued vacation time. *Includes 2022 Ordinance

Policy #13: Holiday Policy*

GENERAL STATEMENT

The City recognizes several holidays each year. All full time employees will receive their regular compensation for each holiday.

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. If an employee desires an accommodation of religious belief, the employee shall speak to their supervisor, to discuss their alternative schedule and use of paid time off (compensation time if earned, vacation time, personal days). Use of Paid Time Off (PTO) is preferred as a form of accommodation. The extent of the City's obligation is to be determined by considering business necessity, financial costs and expenses and resulting personnel challenges. If possible, paid holidays may be flexed and/or floated to a different schedule for an employee requesting an accommodation, but that is only possible in circumstances where there is work for the employee during the usual schedule of some or all holidays, and not all positions may be accommodated with a floating schedule of holidays as it is dependent on the staffing needs of the department on those days. The supervisor shall consult the Department Head and Human Resources to assess religious accommodation possibilities which allow essential business functions to continue. If an employee is granted a religious accommodation and alternative time off at a different day for a different holiday, then specific holidays shall be designated regular work days and the employee shall not earn any form of compensation time other than 1.0 (alternative time off).

POLICY

The following holidays are recognized holidays for the City of Columbus:

Holiday Schedule

Recognized City Holidays

New Year's Day
Martin Luther King's Birthday
Good Friday (1/2 Day)
Election Days*
Memorial Day
Juneteenth
Independence Day
Labor Day

Veteran's Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve (1/2 Day)
Christmas Day

**Other Holidays Designated by the Mayor, Inclusive of Extending
Half Days to Full Days

* During an election year, two additional holidays are observed:
Primary Election in May and the General Election in November.

When any of these holidays occur on Sunday, the Monday succeeding shall be designated as the legal holiday. When any holiday occurs on Saturday, the Friday preceding shall be designated as the legal holiday.

Employees must work their regularly scheduled shift the day before and the day after the holiday to receive holiday pay. Vacation, jury duty, funeral and bereavement, compensatory time off, personal days, and military leaves shall be considered time worked for purposes of this section but are not always considered "time worked" for Fair Labor Standards Act or Family Medical Leave Act purposes, where time worked has a statutory definition. Other absences, whether compensated or not, shall not be considered hours worked for purposes of this section. Exceptions regarding pay for a holiday may be made at the discretion of the department head under extenuating circumstances which may be verified and the department head shall approve exceptions in writing for the Office of Payroll and Human Resources.

Holiday pay for all full time hourly employees shall equal that pay earned on a usual workday. Full time hourly employees required to work on any of the holidays listed in this section, which is not their regular work day, shall be paid at a rate equal to one and one half (1-1/2) times their regular rate in addition to holiday pay. Full time hourly employees required to work on a holiday or granted a religious accommodation and working on a holiday, making the holiday their regular work day, which is their regular working day may be given a compensatory day off at a future date. However, if an employee is sick on the holiday he is scheduled to work, he will be paid only sick day pay if eligible.

Holiday pay for all full time salaried employees shall equal that pay earned on a usual workday. Full time salaried employees required to work on any of the holidays listed in this section shall be paid at a rate of one and one half (1-1/2) hour compensatory time off for each hour worked during the holiday. Full time employees salaried employees requesting religious accommodation shall be offered compensation time at a future rate at 1 hour per hour worked.

For non-sworn civilian full time employees working in departments with Sworn employees (Police and Fire), as these departments are open 24/7, 365 days a year, all holiday hours shall "float" consistent with the schedule of holidays for sworn employees, and employees may apply for time off after the holiday occurs. The purpose of this policy is to encourage sufficient administrative staff support when sworn police and fire employees are working. Employees in those departments shall be encouraged to take their holidays, with only 80 hours rolling over from one year to the next, but in special circumstances, Chiefs may approve additional roll-over with prior written approval from Human Resources and with proper notification to the Payroll Department and Human Resources. Because vacation time accrued is a cost to the department and affects pay-out and when a new employee can be hired, because of government salary ordinances and budgeting processes, roll-over should be kept to a minimum and for emergencies only. **Includes 2022 Ordinance*

Policy #14: Bereavement and Funeral Policy

GENERAL STATEMENT

City employees are eligible to take leave from their employment for bereavement and funerals. As it applies to this policy, the City will accommodate associated 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 personnel problems.

POLICY

City employees are eligible for bereavement and funeral absences in the following manner:

(i) BEREAVEMENT AND FUNERAL ABSENCES

City employees are eligible for leave with pay for attending the funeral of a relative on a regularly scheduled workday. Time off should not exceed allowable days off and must be in conjunction with the date of the death or funeral. Such leave may be granted upon the death of:

1. Five (5) paid workdays- For the death of a spouse, child or person living in the same household with employee, or the employee's father or mother.
2. Three (3) paid work days- For the death of a brother, sister, grandparent, grandchild, or the spouse of any of these. Also three (3) days for the death of spouse members mentioned in #1 or #2.
3. One (1) paid work day- For the death of an aunt, uncle, niece or nephew.

The department head has discretion to grant three (3) calendar days maximum leave to be charged against earned or sick time for the death of someone other than those listed above or to extend the leave for those relatives listed above to accommodate unusual circumstances.

As outlined above, pay during the bereavement and funeral absence of an employee shall be considered time worked.

Requests for additional time off without pay may be granted at the discretion of the department head.

Policy #15: Leave and Absence Policy

GENERAL STATEMENT

City employees are eligible to take leave from their employment for various reasons.

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 personnel problems. It is the responsibility of each employee to report and communicate their intentions and provide all necessary documentation, which supports their leave and / or leave requests.

POLICY

All requests for general leave will be evaluated to determine whether the absence qualifies to be counted toward the employee's family medical leave requirement. If your request qualifies for F.M.L.A. designation, all F.M.L.A. time off must be utilized prior to using a discretionary general leave.

City employees are eligible for leaves for the following purposes:

(i) PERSONAL LEAVE DAYS

In addition to the scheduled holidays identified, full time employees may take two (2) personal days with pay for any reason after January 1st of each year. Personal days must be approved in advance by the employee's immediate supervisor. Employees who start their employment prior to July 1st will receive one personal day during the remainder of the calendar year in which they start. This personal leave may be broken into segments with a maximum of sixteen (16) hours.

(ii) JURY LEAVE

All employees shall receive leave to serve on a jury in any federal or state court without loss of pay. Employees will be paid his regular salary less jury pay while serving on a jury upon delivery of jury pay voucher to the Clerk-Treasurer's office.

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.

(iii) GENERAL LEAVE

Any full time employee, upon application in writing and with the approval of the department head, may be granted an authorized leave of absence without pay for a period not to exceed six (6) months. Leaves require

the approval of the Supervisor, Department Head and Personnel Director. If a leave of absence is granted, the employee shall be re-employed in the position from which the leave was taken with the department granting said leave.

When such a leave is requested, all accumulated vacation leave will be exhausted before the start of the leave of absence. During this leave of absence, the employee will not be eligible for any pay or fringe benefits but the leave will be considered as time worked for the purpose of seniority. Health and life insurance benefits can be continued, but only at the expense of the employee and if the employee pays the premiums due in full and on time during the leave period.

An employee failing to report on the day specified in the leave request, shall be terminated from employment unless an extension is requested in writing and granted. An extension may be granted, in limited circumstances, with the approval of the City of Columbus Personnel Director, who will seek input from other members of the Disability Management Committee (see Policy #4), when appropriate.

(iv) MILITARY LEAVE

Any employee who is a member of a Reserve Unit of the Indiana National Guard or any of the Armed Forces of the United States shall be entitled to a leave of absence from their respective duties. This leave shall be limited to fifteen (15) days annually and will not be granted until the employee brings notification of the leave, active service or training to his supervisor. The employee shall receive his regular pay for the period(s) of military leave. The employee shall be required to submit a military pay voucher to verify attendance. Failure to submit the employee's military pay voucher to the department head will result in disciplinary action. An extension of military leave without pay due to emergency circumstances must be authorized by the department head.

If the employee enters into active military service, the employee will be granted a leave of absence. Such a leave will be without pay. If the employee desires to return to the City after active military service, the employee will be granted those re-employment rights, privileges and benefits to which the employee is entitled by reason of active military service under existing laws.

(v) SICK LEAVE

In order to minimize the economic hardships that may result from an unexpected short-term personal or family illness or injury, the City provides regular full time employees sick benefits. Each full time employee is eligible for 48 hours' sick leave during the calendar year. Temporary and part time employees are not eligible for sick leave benefits. During the first year of employment, new employees accrue one-half day per month. During the first three (3) month introductory work period, days are accrued but may not be taken.

A notification from a doctor that an employee is able to return to work may be required for any absences of longer than three days. Supervisors may request a doctor's certification for any absence.

Sick pay is available only in the case of actual illness or injury of an employee or the employee's family member. Sick pay benefits are available beginning with the first hour away from the job due to illness or injury. No sick leave benefits are paid upon termination of employment for any reason or retirement, nor can sick leave benefits be applied as extra vacation.

All employee absences will be evaluated to determine whether the absence qualifies to be counted toward the employee's family medical leave entitlement. (See Family Medical Leave Policy)

Unused sick leave benefits may accumulate from year to year to be used in the event of a long term illness. However, employees are not paid for unused sick leave benefits.

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.

Employees who become temporarily or totally disabled due to illness, accident or injury, may be eligible for income protection insurance coverage, through the accident and sickness policy. This is commonly known as short-term disability insurance. Coverage is subject to the policies and provisions of the current accident and sickness coverage. This provides up to thirteen (13) weeks coverage at a percentage of salary. This includes, but is not limited to pregnancy, childbirth, and related medical conditions. When an employee is absent due to injury while on the job, the employee shall be entitled to the prescribed wages as per the state worker's compensation law.

(vi) COMMUNITY SERVICE LEAVE

City employees have a tradition of voluntarily performing services for governmental entities and tax exempt organizations. The City's Community Service Leave Policy was updated and broadened in 2024 through a Board of Works resolution, consistent with state statute and State of Indiana personnel policy benchmarks.

City employees, after one year of work for the City, are eligible to request Paid Time Off (PTO) for community service, at the discretion of the supervisor and Department Head, with Personnel Office approval. (See Community Service PTO request form enclosed with this Policy Handbook, as an Appendix).

Requests must be made with as much advance notice as possible and in writing and submitted to their supervisor and Human Resources for review and approval. The supervisor shall review and approve consistent with City Personnel office procedures. Documentation is required to stay in compliance with Indiana state ghost employment restrictions.

Supervisors have discretion to approve or not approve community service PTO based upon the scheduling/coverage needs of the department and compliance with City policy (because of state law restrictions, volunteer work must be limited to tax exempt non-profit organizations or other government organizations and not be for the purpose of promoting religion or promoting changes to legislation. A signature confirming volunteer work was performed is required from the tax-exempt entity after the service is provided).

Full-time employees are eligible for up to 16 hours (17 hours for sworn Police officers) of community service paid leave per calendar year, and part-time employees who worked 1250 hours in the previous calendar year are eligible for up to 8 hours paid community service leave.

Departments have discretion to organize community service days of volunteer work that are department wide, with Personnel office approval. Participation is voluntary.

The civilian employees in the Columbus Fire Department are eligible for paid community service leave. Sworn Firefighters should reach out to their supervisor for written approval to volunteer as their schedule requires different kinds of approval. On occasion, the City has a collaborative relationship with a tax exempt entity that supports the work of the City, and specific employees may be approved for additional community service work, with a written Memorandum of Understanding (MOU) on file. The City has discretion to withdraw the use of their employees at the discretion of office of Personnel at any time.

Policy #16: Family Medical Leave Policy

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 (F.M.L.A.). Under the F.M.L.A., 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 F.M.L.A. and not in addition thereto.

POLICY

The City of Columbus makes available to eligible employees the availability of F.M.L.A. leave. The Personnel Director will administer the plan. To qualify, employees must assist with determining if the request is applicable. Employees must have worked for twelve (12) months and 1,250 hours during the prior twelve (12) months. Specific requirements of the plan are available from the Personnel Department. Any time off paid or not, may be designated as F.M.L.A. Any 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 F.M.L.A. leave is foreseeable, the employee must give at least thirty (30) days notice, or as soon as practical.

During F.M.L.A. leave, the City of Columbus will continue to pay its portion of the health insurance premium. Failure of the employee to pay his share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the City of Columbus for payment of the health insurance premium payments.

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

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.

A general outline of the plan includes:

1. *Determining F.M.L.A. leave eligibility which includes determining of reasons for F.M.L.A. leave and employee leave year.*
2. *Reason for leave*
 - To care for a newborn child, or a child newly placed in the employee's custody through adoption or foster care, for a period for up to one year after such birth or placement;
 - To care for the employee's spouse, child, or parent who has a serious health condition; or
 - Because of the employee's own serious health condition, if that condition renders the employee unable to perform his or her job functions.

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

Policy #17: Military Family Leave Policy

GENERAL STATEMENT

The 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
- 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 1,500 hours during the 12-month period immediately preceding the date that the leave is to begin. (The FMLA has a 1250-hour requirement.)

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. Employees also are entitled to continuation of their group health benefits while on leave. Though the law allows employers to require employees to bear the full cost of benefit continuation, imposing such a requirement may be impractical or at least lower employee morale given the relatively brief period of the leave.

Paid Time Off

Similar to the FMLA, the Indiana Military Family Leave Act allows an employer to require employees to use earned paid vacation, personal leave, or other paid leave for any part of the 10 days of otherwise unpaid leave. If the employer does not require the employee to use such paid leave, the employee, nonetheless, may elect to do so. If the employer requires or the employee elects to use earned paid leave, those days count toward the 10-day total. The employee is not entitled to an additional 10 unpaid days of leave. Rather, the employee is entitled to up to 10 days of job-protected leave, whether those days are paid, unpaid, or a combination. This permissive "substitution" principle mirrors the FMLA's concept. However, it runs counter to USERRA's prohibition against compelling use of paid time off benefits during active duty, so this may cause employers confusion. Employers cannot require nor may employees request to use paid sick or medical leave for military family leave.

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.

Employee Notice

Although the new law does not require employers to post notices or issue written policies regarding military family leave, employers should consider revising their employee handbooks and to be prepared to answer questions about this new law. As with the FMLA, employers must accurately track the amount of military family leave taken by employees.

No Retaliation

Employers are prohibited from interfering with, restraining or denying an employee's exercise or attempted exercise of rights under this law. Employees may sue in circuit court for an injunction directing the employer to honor the request for leave or for other forms of equitable relief.

Chapter 2 Pay and Performance

This Chapter deals with general statements and policies on Compensation, Scheduling & Attendance; PERF; and Health, Life & Disability Insurance.

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.

POLICY

(i) WORK SCHEDULE

The normal work week is forty (40) hours for all employees covered under this section of the Personnel Policy. Work schedules shall be approved by the appropriate department head. Due to the nature of the work in some departments, for public safety or for efficient City operations, exceptions to the normal work week schedule may be appropriate. All exceptions shall be approved by the Personnel Review Committee.

A copy of all schedules shall be maintained for all employees for a period of not less than five calendar years.

Employees should, when possible, be notified at least one week in advance of a permanent change in normal scheduled work hours.

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 personnel problems.

(ii) OVERTIME

Occasionally, the City may require overtime for nonexempt employees on short notice. Although situations may arise that prevent employees from working overtime, we do expect all of our nonexempt employees to be available to work overtime when it is necessary.

Nonexempt Hourly and Nonexempt Salaried Employees

Nonexempt hourly and nonexempt salaried employees will be compensated for all hours worked over forty (40) hours per period with a supervisors approval of either overtime pay or compensatory time off (refer to the compensatory time section below). Employees who choose to 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. Overtime

hours shall be tracked by employees and supervisors in thirty (30) minute increments. This provision shall not apply to employees who are scheduled to work less than forty (40) hours per work period.

Holiday, vacation, personal days, compensatory time off, jury duty, bereavement, and military leaves will be considered hours worked for the computation of overtime pay. Paid hours not actually worked or other nonworked time (e.g., absences—with the use of sick time, etc.) shall not be considered hours worked for the computation of overtime pay.

Nonexempt hourly and nonexempt salaried employees who have worked their scheduled shift, have left the premises and are then called back to work shall be paid either one and one half (1.5) times their regular hourly rate for the actual hours worked or three (3) hours at the applicable straight time regular rate, whichever is greater. This provision shall not apply to employees who are scheduled to work less than forty (40) hours per work period.

Work performed on a Sunday shall be compensated at a rate of one and one-half (1.5) times the regular hourly rate unless Sunday is an employee's regularly scheduled work day. All overtime must be approved in advance by the employee's supervisor.

Additionally, department heads may opt to utilize a qualified half-time overtime pay plan according to Ordinance #49, 1985.

Exempt Salaried Employees

Exempt salaried employees are not eligible to receive overtime pay; however, they are eligible to receive compensatory time off for approved work performed over forty (40) hours per period (refer to the compensatory time off section below).

Compensatory Time Off

Compensatory time off is time away from work awarded to nonexempt employees in lieu of approved overtime pay or to exempt employees for any approved work performed over forty (40) hours per period. It will be tracked in thirty (30)-minute increments. Employees may not receive overtime pay and compensatory time off for the same hours worked. Compensatory time is earned according to the table below:

Employee Type	Nonexempt Hourly	For Each Hour Worked Over 40 the Employee Earns: *	1.5 hours of compensatory time off	Maximum Number of Hours to be Earned	240
	Nonexempt Salaried		1.5 hours of compensatory time off		
	Exempt Salaried		1 hour of compensatory time off		

** Reported on Timesheet in thirty (30) minute increments.*

Employees may never accumulate more than a maximum of 240 compensatory (comp) hours at any given time. Exempt employees who have the maximum number of compensatory hours banked will not earn any additional time off for work performed over forty (40) hours per period. However, nonexempt employees who have reached their maximum amount of compensatory time off will receive overtime pay for work performed over forty (40) hours per period.

Upon separation of employment (voluntary or involuntary), nonexempt employees will receive payment for any earned compensatory time off. Exempt employees will not receive payment for accumulated hours.

Fair Labor Standards Act (FLSA) COMPLAINT PROCESS:

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 Personnel 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 Personnel Office will utilize the Personnel Review Committee (PRC). This is established in Policy #3 of this Handbook. The PRC will investigate all allegations. Operationally, the PRC will follow Federal and State laws and local practices without expanding or creating additional liability for the City.

(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. Break policies may be modified as part of a reasonable accommodation of disability, consistent with the ADA, with appropriate documentation.

The City's breaks policy accommodates employees who are pregnant and nursing mothers. As part of our family-friendly policies and benefits, the City of Columbus supports pregnant employees and breastfeeding employees by accommodating an employee who needs additional break time because of pregnancy or to express breast milk during the workday. Any employee who is breastfeeding will be provided reasonable break times to express breast milk. The City of Columbus designates rooms as needed in a variety of locations, because the City has many locations. Any designated room shall not include a restroom.

Employees must reserve a room by contacting their supervisor. We encourage employees to give departments as much notice as possible, and arrangements can be made for ongoing space. A private area will be provided with a chair, a table or desk, and an electrical outlet. Most locations have a refrigerator. If a refrigerator is not available, the employee may bring their own portable cold storage device for keeping milk that has been expressed until the end of the employee's work day. Any breast milk stored in a shared refrigerator must be labeled with the name of the employee and the date. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

Break times for pregnant employees or nursing mothers are paid and considered "hours worked." The number of breaks vary by mother will be accommodated. Both employees and supervisors with questions may contact the Office of Human Resources for the City. The City's breaks policy shall be interpreted consistent with **IC 22-2-14-2 and the Federal PUMP Act of 2023, the federal ADA, and the Pregnant Workers' Fairness Act of 2023.**

(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 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.

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.

Employees absent without authorization or tardy shall receive a letter of warning from their supervisor. A copy of this written warning shall be placed in the employee's personnel file. Further tardiness or absence without authorization may result in suspension or dismissal.

(v) PAYDAYS

The Clerk-Treasurer and Board of Works will determine pay schedules for salaried and hourly employees.

(vi) PAYROLL DEDUCTION

Upon written directive of the employee, the Clerk-Treasurer may make deductions from the employee's paycheck.

(vii) TIME CLOCKS

Employees may not clock in more than ten (10) minutes prior to the start of their shift or no later than ten minutes after the end of their scheduled shift.

(viii) VOLUNTEERISM

The City does not wish to impede volunteer activities undertaken for civic, charitable, or humanitarian purposes, but wishes to prevent manipulation or abuse of minimum wage or overtime requirements through coercion. If an employee volunteers for a City sponsored charitable activity, it should be in a different capacity than which they are employed by the City.

(ix) FULL TIME EMPLOYEES AND PART TIME EMPLOYMENT

City employees with additional Part time positions with any other City Agency must report their employment to the City Personnel Director. Second jobs with the City or any City Agency are discouraged and require the payment of overtime for hours worked over the normal work period. Exceptions are narrowly defined. All must be reviewed on a case-by-case basis for compliance with the Fair Labor Standards Act.

Policy #19: Indiana Deferred Compensation Plan

GENERAL STATEMENT

Deferred compensation in a voluntary IRS Section 457 plan offers all eligible employees an effective way to reduce current taxes and to supplement other retirement benefits. Available through payroll deduction, the plan permits participants to save and to choose among a wide range of competitive investment options.

POLICY

Participants pay no federal, state, or local income taxes on their contributions to the deferred compensation plan until the actual withdrawal of funds from the account. Details of the plan, benefits, and enrollment process are available from the Clerk / Treasurer's Office.

Policy #20: Public Employees Retirement Fund

GENERAL STATEMENT

Full time City employees become fund members of P.E.R.F. on the first day of employment. Some City employees, Columbus Police, Columbus Fire, and City Utility employees are governed by separate rules.

POLICY

P.E.R.F. is a State sponsored plan. The City contributes as a benefit to the employee.

Generally, the pension amount is determined by the employee's- Age at retirement; Years of creditable service; Average salary (based on the 'highest 20 calendar quarters'); and Retirement option selected on the Application for Benefit.

For details of the P.E.R.F. retirement, disability, and survivor benefits, contact P.E.R.F. at:

Public Employees' Retirement Fund
Harrison Building, Suite 800
143 West Market Street
Indianapolis, IN 46204-2899

Policy #21: Health, Life, and Disability Insurance

GENERAL STATEMENT

The City will offer employees and their families the opportunity to participate in a group insurance policy that will provide comprehensive, medical, health and life insurance. All employees are eligible for this coverage on their first day of employment.

POLICY

The City offers the following insurance coverage:

(i) HEALTH & MEDICAL

Comprehensive coverage for an employee and dependents is offered to full time City employees. The Board of Works of the City of Columbus will determine the amount of contribution to be made by an employee for participation of the employee and his dependents in this plan.

(ii) LIFE INSURANCE

Term life insurance will be provided. The Board of Works of the City of Columbus will determine the amount and cost to the employee, if any, for this coverage.

(iii) DISABILITY INCOME

Short-Term Disability benefits may be provided by the City of Columbus. The cost of participation in this plan will be determined by the Board of Public Works and Safety of the City of Columbus for Weekly Indemnity compensation. An employee must use sick time, personal time, and comp time, until the employee has seven (7) days total of some combination of sick time, personal time, and comp time left in reserve for the calendar year, before short term disabilities may be utilized. If an employee is planning a disability leave for specific period of time with a specific return date (e.g. maternity/pregnancy leave lasting 12 weeks or less) the employee, by communicating with his/her supervisor, may make specific arrangements for disability benefits to begin on the eighth (8) day of the qualified absences, and then use a combination of available time to cover

the rest of the leave after being released to return to work. It is the employee's duty to apply for short term disability with the Insurance Department or Personnel Department.

Long-Term Disability Insurance is purchased on behalf of full time employees as a benefit to employees. Long-term Disability Insurance is coordinated with eligibility for social security and therefore there are age restrictions on Long-Term Disability Insurance availability. Details of the Employee Benefit Plan are available from the Plan Administrator, Risk Management and Personnel Department.

(iv) QUALIFIED RETIRED EMPLOYEE HEALTH INSURANCE

Each qualified retired City employee shall be eligible to participate in this program. The cost of participation in this plan will be determined by the Board of Works of the City of Columbus. Retiree insurance is coordinated with Medicare eligibility. Rules concerning participation in this plan may be found in Ordinance 57, 1986, as amended by Ordinance #42-1995.

(v) CONTINUING HEALTH CARE BENEFITS

Each City employee, spouse, or dependent of a City employee shall be eligible for extended health care benefits as provided by applicable federal and state law. The Board of Works of the City of Columbus shall establish the rate schedule for participation by such individuals.

Policy #22: Faithful Service Pay Policy*

GENERAL STATEMENT

City employees who faithfully serve the City of Columbus for designated periods will receive an additional payment for such service in the form of "Faithful Service Pay."

POLICY

(i) FAITHFUL SERVICE PAY

Those who qualify in the years listed below will receive a one-time payment in the pay period which includes the employees applicable work anniversary date, to reward the employee for their faithful service. In order for the employee to be eligible for the one-time payment(s) they must have served the City as a full time civilian employee without interruption in service.

"Faithful Service Pay" will be allotted in the following manner:

Table: Faithful Service Pay

Years of Service	Faithful Service Pay
Five (5) years	\$500.00
Ten (10) years	\$1000.00
Fifteen (15) years	\$1500.00
Twenty (20) years	\$2000.00
Twenty-five (25) years	\$2500.00

(ii) ADDITIONAL FAITHFUL SERVICE PAY

Those who have served the City as paid full time civilian (non-Sworn) employee without an interruption in service for thirty-two (32) years shall be paid an annual "additional faithful service pay" of \$1200. This pay shall be paid in the pay period of the anniversary date of the employee in the year in which the employee qualified and in each year thereafter. The City appreciates the faithful service of public servants to the Columbus community.

*Includes 2022 Ordinance

Policy #23: Health Promotion Policy & Employee Health & Wellness Clinic

GENERAL STATEMENT

The City of Columbus will provide various programs aimed at improving the overall health of City employees, their spouses and their dependents as defined by the City Health Insurance Plan. One of many programs is the Employee Health Clinic: Employee Health Partners (EHP) at NexusPark.

POLICY

The City will provide a variety of health promotion classes, activities and programs for full time City employees, their spouses and dependents in order to promote and support a healthy and productive lifestyle.

Classes, activities and programs will be offered, when possible, at a reduced cost as an incentive to utilize such services.

Employer Health Partners (EHP) at NexusPark is dedicated employee healthcare solution to serve our employees and family members on City Health Insurance. EHP at NexusPark is available for use by any employee or dependent covered under City of Columbus Health Insurance as well as retirees and their dependents on City Insurance. You receive healthcare services in the clinic with no co-pay, and the city saves on healthcare costs through this dedicated, lower-cost service.

There is NO CO-PAY for visits. Some labs and medications in stock may be covered at no cost as well; others will be billed through insurance. Please check with your medical provider at the Clinic regarding no cost or insurance-billed coverage and the cost. Some services in the clinic are paid for by the City of Columbus at a discounted cost, allowing both you and the City to save money on healthcare costs. The first appointment for any City employee, dependent or spouse should be scheduled by calling 812-376-5450. After the first appointment, the Columbus Regional Health (CRH) MyChart app may be used to schedule, or you can call for an appointment.

Services available at the EHP Clinic at NexusPark:

- **Primary Care:** Primary level care to treat and manage acute and chronic health conditions.
- **Wellness:** Health consultation to address any health related concerns or questions.
- **Labs:** Some lab services to collect blood and other specimens for analysis and diagnostic needs.
- **Medications:** While medications may be available in the clinic; prescriptions will be written to meet medical needs and referred to the lowest cost vendor.
- **Preventive:** Wellness services include routine annual screenings and physical exams, PAP (well-women) visit, nutrition counseling, health education, and more.
- **Education:** Disease education and routine monitoring of chronic health conditions

For more information about EHP Partners at NexusPark, please visit: <https://www.crh.org/physician-practices/employer-health-partners-city-of-columbus>

EHP Clinic at NexusPark:

2100 25th Street, Ste I
Columbus, IN 47201
Phone:
812-376-5450
Fax:
812-376-5451

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 Personnel Department. No employee is eligible to be paid for unused accumulated sick leave.

(ii) DISCHARGE

Procedure

The Personnel Director shall be notified prior to the termination of any employee. The Personnel Director, upon receiving notification of the intent to discharge a full time City employee, shall arrange a meeting with the affected employee, his supervisor and department head. After consideration of the facts, the Personnel Director in conjunction with the department head shall make a determination concerning the advisability of the discharge. In cases where the Personnel Director and the department head involved cannot agree the City Attorney shall review the discharge with the department head and Personnel Director. At that this point, the City Attorney, Personnel Director and Department Head will make a final determination.

Appeal

In the event the matter is not settled to the employee's satisfaction, 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 Personnel Director 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 recommendations concerning the matter to the Board of Public Works and Safety for action.

The appeal shall be heard by the appointed committee within thirty (30) calendar days of the notification of the request for appeal.

This policy does not apply to those cases involving the termination of politically appointed employees or employees of department head rank.

No employee shall be paid for any unused sick leave.

(iii) RETIREMENT

Employees shall, whenever possible, give at least two (2) weeks advance notice of their intent to retire from the employ of the City of Columbus.

(iv) EXIT INTERVIEWS

Exit interviews are requested upon termination of employment. Employees or their supervisor may arrange an appointment with the Personnel Director 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.

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

(i) TRANSFER

Full time employees of the City of Columbus shall receive notice of all job openings, which will be posted in all City departments for a period of seven (7) days. Employees who desire to transfer to a posted position shall complete a transfer application in the Personnel Department. Employment with the City does not guarantee a job transfer.

Transfer requests are only accepted from City employees. With all other instances, a completed application must be submitted for consideration of a position.

The Personnel Department will send the transfer materials to the department having the opening and interviews will be arranged if the employee meets the minimum qualifications for the job.

When transferring, seniority, vacation, personal days, compensatory time and sick leave will transfer with the employee to the new full time position.

Rehiring a former City employee does not convey transfer rights. A break in service to the City may be of any length and as a result of resignation, layoff or realignment of work to non-City employment. These instances are considered terminal in that they reset (i.e.- "zero out") seniority, vacation, personal days, compensatory time and sick leave if rehired.

(ii) DEMOTION

Employee demotion shall constitute a reassignment to a lower classified and paying position and may or may not reflect disciplinary proceedings.

There are situations when an employee is unable to perform job duties as assigned. If a suitable opening is available, the employee may be reassigned or demoted if it can be expected that the employee will be able to perform the duties incumbent to the new position.

Organizational change may also make assignment and / or demotion necessary. If any employee's position has been abolished and / or reclassified, every attempt will be made to reassign or transfer this employee to a similar classification at comparable pay.

(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.

Reduction in work force shall be by department only. If other positions are open within the City, the Personnel Office will notify those department heads of the qualifications of the employees who have lost their jobs due to work force reduction.

Insofar as practical, department heads will give at least two (2) weeks advance notice of such layoff. Employees are entitled to previously earned vacation pay.

Policy #26: Employment Applications Policy

GENERAL STATEMENT

The Personnel Committee will prescribe a uniform employment application 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 Personnel Department. After this ninety (90) day period has lapsed, it will be necessary for the applicant to complete a new employment application.

Each employee is required to take a pre-employment physical examination after receiving an offer of employment and prior to beginning the job. This examination is provided at City expense. Every offer of employment is contingent upon an employee's successful completion of the physical examination.

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, job share, or student employees.

(i) FULL TIME EMPLOYEE

An employee who is hired as a full time employee and is subsequently scheduled all normal City hours or department hours (not less than 30 hours in any week) and all hours as requested by his individual department. This employee is entitled to all applicable rights and benefits provided by the City.

(ii) PART TIME EMPLOYEE

An employee whose regularly scheduled work week is less than 30 hours per week. Part time employees are not eligible for any right or benefit prescribed in these Personnel Policies. Time off shall be scheduled and approved by the supervisor.

(iii) TEMPORARY AND 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 Personnel Policies. 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.

(iv) JOB SHARE EMPLOYEE

At the discretion of the department head involved, a full time position may be split between two or more part time employees provided that the pay as set forth in the applicable salary ordinance for the position shared is not exceeded. Job share employees shall be entitled to a prorated portion (actual hours worked / 2080) of a full time employees vacation and sick pay allowance. Job share employees shall not be eligible for any other benefits prescribed in these Personnel Policies.

(v) OTHER SPECIAL EMPLOYEE

Includes employees who occupy job positions which may from time to time be created as a result of grants or supplemental assistance, grants-in-aid, or other outside funding sources. An employee in this classification is not eligible for any right or benefit prescribed in these Personnel Policies.

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.

POLICY

When a job vacancy occurs or a new job is created, the department head involved will initiate a personnel requisition form to be completed and forwarded to the Personnel Department for immediate posting in all City departments. This form, which shall be approved by the Personnel Director, will include a brief description of job duties and requirements, pay and hours. Job openings shall be posted for seven (7) days. Simultaneously, additional

recruitment sources may be utilized, and should be coordinated with the Personnel 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 notify the Personnel Department within the seven (7) day period. The employee's pertinent personnel records will then be copied and forwarded to the hiring supervisor for consideration. 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. Prior to this interview, the employee's current supervisor will be notified of the pending interview by the Personnel Department.

All position postings shall include the words-

**Equal Employment Opportunity
M / F / H / V**

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 Personnel 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 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 personnel 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, personnel 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
Director of Security and Risk, City Hall	Primary Contact
Personnel Department Manager, City Hall	Backup to Primary Contact

Policy #31: Weapons Policy

GENERAL STATEMENT

Consistent with Indiana statutes, the City strictly prohibits and does not tolerate weapons carried by civilian non-sworn employees on their person or in city vehicles. City civilian non-sworn employees shall not store a weapon in or on any City property, including a City vehicle.

An employee who has legal possession of a firearm will not be prohibited from keeping such firearm locked in the trunk of his or her personal vehicle, or in the glove compartment or otherwise out of sight in his or her locked personal vehicle while on City property. All guns must be kept out of sight in a locked personal vehicle at all times while on City property. Any employee who feels the need to carry a gun or any other weapon should speak with his or her supervisor regarding the dangers of the position in question and alternate methods of ensuring safety.

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. Pepper spray that is lawfully sold in Indiana is not considered a weapon and is a personal safety device, which any employee may carry at their own risk and at their own expense and shall be used for defensive purposes only. Just as any altercation should be reported to Human Resources, use of pepper spray while at work should be immediately reported to your supervisor or Human Resources.

Employees who violate this policy may be subject to disciplinary action up to and including termination.

Procedure for Reporting Violations of the Weapons Policy:

If you know of any civilian non-sworn employee possessing a weapon on their person or in a city vehicle, you are encouraged to discuss your questions, problems, complaints, or reports with your immediate supervisor or Personnel 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 supervisor's supervisor or Personnel 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.

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.

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. Likewise, 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.

Employees are required to immediately report serious violations such as drug charges, DUI, license suspension, reckless driving or other serious violations to their supervisor. A written notice is to be sent to the Insurance Committee. Failure to notify the Supervisor of serious traffic violations constitutes a major violation of rules and conduct.

Appeals of this policy must be made in writing to the Insurance Department. Exceptions will only be made with the Insurance Review Board completely satisfied that the circumstances creating the problem are non-continuing (future license checks); action is being taken to prevent re-occurrence (driving school, chemical dependency program, attendance at AA meetings); and other criteria.

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 Personnel Policy.

Policy #34: Housekeeping Policy

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.

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 Policy

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.

The Director of Security and Risk is available to answer any questions.

Policy #36: Universal Precaution Policy

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 Security and Risk for the City is responsible for keeping and updating the City's exposure control plan.

Policy #37: Safety & Conduct Rules Policy

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 personnel.

(ii) CONSERVATION

Facility Maintenance personnel 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 Personnel 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 Personnel 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 Personnel Director.

After notification of the employee's complaint, the Director of Personnel 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. 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 Personnel 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 Personnel

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 Personnel Director.

After notification of the employee's complaint, the Director of Personnel 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. 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

Under the State of Indiana's Anti-Nepotism Statute IC: § 36-1-20.2, et seq and the City of Columbus' anti-nepotism resolution, relatives (defined as spouse, parent, step-parent, child, step-child, adopted child, daughter-in-law, son-in-law, brother, step-brother, half-brother, sister, step-sister, half-sister, aunt, uncle) may not be employed in positions where they will report, directly or indirectly, to each other. Department Heads and Supervisors are responsible for ensuring that employees in their units do not control the scheduling, assignment of duties, timekeeping, vacation scheduling, performance evaluations, disciplinary actions, or other employment and payroll functions for their relatives. Anyone who was employed on July 1, 2012 by the City of Columbus is grandfathered in by statute but any of their relatives hired thereafter are not covered by the grandfather protection according to statute. The City of Columbus, Indiana requires an anti-nepotism form to be prepared prior to the hiring of all employees so that alternative lines of supervision are documented as necessary. For a copy of the Anti-Nepotism form, please contact the Department of Personnel.

(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. See section xii, Code of Ethical Conduct, for definitions passed by City Council.

(vi) PUBLIC RELATIONS

City employees shall be courteous and act professionally when dealing with members of the public.

(vii) MEDIA RELATIONS

Department Heads along with their governing boards or commissions are responsible for the professionalism of their respective announcements and releases. All announcements should be timely, clear, and concise and indicate a contact for additional inquiries. As courtesy, the Mayor's office should be copied on all releases prior to distribution to the media.

(iix) 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 Personnel 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 Personnel 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. No supplemental or alternate rule or regulation, safety or conduct rule may be instituted without Personnel 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, sexual orientation or gender identity, age, disability or veteran status shall be subject to termination. (See also local City of Columbus Human Rights Ordinance).

(xii) CODE OF ETHICAL CONDUCT

The City of Columbus has a Code of Ethical Conduct, passed as City Council Resolution 15-2013. This policy booklet contains a basic summary of this Resolution. For a copy of the full Ethics Resolution, please contact the Personnel Office or the Clerk's Office. For public servants who have questions regarding conduct, they may seek an advisory opinion from the Corporation Counsel for the City of Columbus or the Director of Personnel and if they follow the advisory opinion, they are considered in compliance with the Resolution. To contact the Personnel Department, please email humanresources@columbus.in.gov or call 812.376.2570.

The goal of this resolution is to preserve the public's confidence and trust in its local government, protect fairness, insure government action through impartial channels and aid employee decision-making. The resolution is applicable to City Officials, Councilors, Employees, and Appointees.

General Rule: Public servants shall uphold the highest standards of conduct, *integrity, respect, and honesty*. Public servants shall be *fair* and *impartial*, comments and mannerisms should be *respectful* and *professional* and reflect the *dignity* of your position. Public servants should refrain from using profane or indecent comments with one another and with citizens. Public servants should act with the spirit of *cooperation* and *resolution in the best interest of the community*. Public servants or their immediate family members shall not ask for, accept, or receive a gift from a person who has a business relation with the City or from a person who is seeking to influence action. What a gift may be: cash, property, forgiveness of debt, waiver of fees, special financing terms, tickets to an event c) What is **not** a gift: customary gift in the normal course of business, award in recognition of service, use of public property for public purpose, honorary membership in a service or fraternal organization, expenses related to an honorarium event (travel, lodging), property accepted as a gift to the City, customary and reasonable holiday gifts. *De minimus* (minimal) exceptions to the definition of a gift: \$50 or less on one occasion, \$250 or less yearly.

Employment Restrictions Rule: Shall not have outside employment *if* responsibilities are incompatible with City position or *if* recusal prevents performance of central or critical official duties; Shall not accept outside employment that requires the disclosure of confidential information gained in the course of City employment. See also (i) Nepotism in this same section.

Conflicts of Interest Rule: A conflict of interest occurs when you have a private interest that may benefit from your actions, or when a private interest could interfere with official duties or a financial interest in the outcome of discussion, decision, or voting. Public servants shall not participate in a decision or vote at a public meeting¹ and shall not participate in any discussion, decision if that *individual*, the individual's immediate *family member*, a *business organization* in which the individual serves as officer, partner, director, employee, or that individual's prospective employer has a financial interest² in the outcome of the decision or vote. If *potential* conflict of interest exists, you shall recuse yourself and not participate in discussions or decisions concerning the matter.

¹ IC 5-14-1.5

² Financial Interest: an interest that would result in an ascertainable increase or decrease in income of the individual or his immediate family member

**REQUEST FOR LEAVE AND VERIFICATION OF SERVICES PROVIDED
FOR FULL TIME CITY EMPLOYEE COMMUNITY SERVICE LEAVE
PROGRAM**

STEP 1 – REQUEST <i>(To be filled out by Employee and submitted as early as possible for schedule planning and approval purposes)</i>	
<p>I, (print name) _____, request _____ hours of leave in accordance with Board of Public Works and Safety Resolution No.5-2024 and IC 35-44.1-1-3 to participate in the following:</p>	
<p>Explain activity</p>	<p>Identify organization / entity</p>
<p>On (date) _____ (start time) _____ to (stop time) _____.</p>	
<p>I certify the activity or event for which I provided voluntary service using Community Service Leave did not promote religion or attempt to influence legislation, governmental policy, or elections to public office.</p>	
<p>Signature of Employee*</p>	<p>Date</p>
<p><i>*My signature certifies I have not utilized more 16 hours (17 hours for sworn police officers) of CSL during this calendar year, including the hours in this request. If additional time is being requested, documentation regarding the special event or circumstance and amount of time is attached.</i></p>	
STEP 2 – DEPARTMENT APPROVAL <i>(To be filled out by the Employee's Supervisor)</i>	
<p>(a) Employee has used _____ hours of Community Service Leave in the current calendar year.</p> <p>(b) Operational needs _____ do / _____ do not allow for this absence. City operational reason:</p>	
<p>Signature of Supervisor</p>	<p>Date</p>
<p>Printed Name & Title of Supervisor</p>	

<i>To be filled out by City Department Head or Designee</i>	
<p>The above requested leave is _____ approved _____ disapproved</p> <p>If disapproved, list reason:</p>	
<p>Signature of Human Resources or Executive Director of Administration</p>	<p>Date</p>

STEP 3 – VERIFICATION OF VOLUNTARY SERVICE*(To be filled out by the authorized representative of a Governmental Entity or charitable §501(c)(3) organization after service)*

I am an authorized representative of (organization name)

which is *(check appropriate description)*

- ☐ a Governmental Entity,
☐ a public school or charter school established pursuant to IC 20-24, or
☐ a charitable organization exempt from federal income tax under §501(c)(3) of the Internal Revenue Code.

I verify (employee's name) _____ performed _____ hours of voluntary service

on behalf of the organization on (date) _____.

Add additional date(s) and hour(s) if applicable:

Signature of Authorized Representative

Printed name

Title

Telephone number or e-mail address

**Separate forms must be completed by each Governmental Entity or §501(c)(3) organization verifying service.*