



**City of Carlyle  
PART-TIME PERSONNEL  
POLICY MANUAL**

*Last Revision 10-19-2017*

**City of Carlyle  
PERSONNEL POLICY**

This Personnel Policy is the property of the City of Carlyle.

When an employee's employment ends for any reason, the employee is required to return the Policy Manual to their Department Head.

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## Introduction

Policies are defined as the basic rules which guide administrative action in accomplishing an organization's objectives. Comprehensive and clearly defined policies, which are consistently and fairly administered, are essential to the success of any organization. This manual contains those policies set forth for employees of the City of Carlyle. All personnel charged with the responsibility of administering policies must be thoroughly familiar with the contents of this manual. Furthermore, it is essential that these policies be administered in a systematic, fair, and impartial manner.

It is the responsibility of each City employee to familiarize himself/herself with the policies contained in this manual and to comply with their administration. Employees should address questions of policy interpretation to their department head or other designated personnel pursuant to the **City Operational Chain of Command** (Exhibit A). All employees will receive a copy of the manual for their personal use. However, the manuals are the property of the City and must be returned by the employee whenever his/her employment is terminated, either voluntarily or involuntarily. Employees will also be required to sign a statement acknowledging receipt of the manual and their responsibility to familiarize themselves with the policies contained in the manual and their obligation to return of the manual at the end of their employment (Form #4).

As conditions change within the City, it may be necessary to add, delete, or revise specific policies which have been affected by such change. Amended or supplementary policies as well as an updated amendment log documenting the amendment will be issued to all employees. These policy changes will also be posted at each department site.

The rules expressed in this personnel policy shall apply to part time positions.

The policies outlined in this manual are presented as a matter of information only, and may be changed at any time by the City. This manual is not an expressed or implied employment contract. No representative of the City has the authority to enter into an agreement with any employee that is contrary to the foregoing.

The City Administrator serves as the City's Personnel Officer and under the general supervision of the Mayor and City Council shall be charged with the overall responsibility for the administration of the rules set forth herein.

The City Deputy Clerk's Office shall maintain the official personnel records for all employees of the City. All City records relating to personnel information, absences, commendations, corrective actions, evaluations, education, training, sickness, injury, payroll information, records of deductions, application forms, records pertaining to hiring, promotions, demotions, transfers, layoffs, and terminations must be maintained with accuracy. These files contain the complete

## Introduction

history of each employee during his/her employment with the City. Falsification of such records will result in corrective action, up to and including immediate termination. Records must not be removed from the City Deputy Clerk's Office without authorization, nor may they be used for purposes other than designed by the City and approved by the City Administrator.

Due to the sensitive nature of employee personnel records, these records shall be kept in a secure location at all times. Access to these records shall be limited to the employee's department head, the City Deputy Clerk, the City Administrator, Mayor, and members of the City Council. Access shall only be allowed for official purposes only.

Employees are required to notify their supervisor and the City Deputy Clerk's Office of any change in their address, telephone number, marital status, number of dependents, citizenship, selective service classification, and/or any association with any government military organization.

Employees, or their authorized agent, may review their personnel record during any regular business day in the City Deputy Clerk's office. Employees are not entitled to remove or add any document(s) to or from said file, without the expressed permission of the City Administrator.

Personnel records are not available for public inspection, except as required by law.

This personnel policy shall not be construed as limiting in any way the power and authority of any department director to make operating departmental rules and regulations governing the conduct and performance of employees. Departmental rules and regulations shall not conflict with the provisions of this policy manual. Departmental rules and regulations shall be published and a copy furnished to the City Administrator and each employee to whom they apply. Such rules and regulations shall have the force and effect of rules of the specific department and corrective action may be based upon a violation of any such rules and regulations. Departmental rules and regulations be more stringent than the City Personnel Policy, but not more lax. Conflicts between the City Personnel Policy and departmental rules and regulations shall be resolved in favor of the City Personnel Policy.

## **DRIVER'S LICENSE**

Any employee whose work requires that he/she drive a City vehicle must hold a valid Illinois Driver's License.

Department Heads or their designee shall make yearly checks on or before January 15 of an employee's drivers' license status. Any employee who does not hold a valid driver's license will not be allowed to operate City vehicles until such time as he/she obtains a valid license and may be discharged, depending upon all of the relevant circumstances.

Any employee performing work which requires the operation of a City vehicle must notify their Department Head in those cases where his/her license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the Secretary of State on the next business day following the employee's receipt of notification. If an employee fails to report such an instance, he/she is subject to corrective action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to his/her supervisor and continues to operate a City vehicle shall be subject to termination.

## **MINIMUM EMPLOYMENT AGE**

The minimum age for employment shall be eighteen (18) years of age, except for Commissioned Police Officers, who shall be twenty-one (21) years of age. The minimum age for employment of seasonal employees shall be fifteen (15) years of age with a valid work permit.

## **PERFORMANCE EVALUATION**

A written performance evaluation provides the Employer with an effective mechanism to measure and communicate levels of job performance to employees. It provides the employee with documented, constructive feedback concerning his/her current job performance. Documented performance evaluation serves as a basis for management decisions regarding training needs, job assignments, promotion, and retention of employees. The work performance of employees shall be evaluated in accordance with established procedures.

Some City employees shall be evaluated annually. Special evaluations may be conducted if deemed appropriate by the City Administrator. Probationary employees shall be evaluated both at the midpoint of their probationary period and immediately prior to its completion if still employed at these time points.

Each department head or their designee who reviews or conducts an evaluation shall be responsible for its quality, consistency, equity, and timeliness.

Each employee shall be provided a copy of his/her performance evaluation. The supervisor shall discuss the evaluation with the employee and shall counsel the employee regarding any improvement in performance which appears desirable or necessary.

No public disclosure of an employee's performance evaluation record shall be made without the permission of the employee, the department head, and the City Administrator.



## **MEDICAL EXAMINATIONS**

Employees must report to work in fit physical condition, ready to perform their assigned tasks.

A medical (physical or psychological) examination may be required by department heads to ensure that current employees are physically and mentally able to perform the essential functions of their job when job-related and consistent with business necessity. The City may select the licensed practitioner and shall pay the cost of the examination.

Incumbents of specified positions may be legally required to submit to regularly scheduled medical exams during their period of employment with the City. The City shall pay the cost of such examinations.

Failure to participate in a required medical examination shall result in corrective action up to and including termination.

## **EQUAL PAY**

The City of Carlyle does not discriminate between the sexes with regard to pay. The City pays the same wage rate to all individuals whether they are male or female, for comparable work requiring comparable skills and comparable responsibilities under comparable circumstances.

## **PAY DATE**

All employees will be paid on Friday, following the close of the bi-weekly pay period. When a payday falls on a holiday, payday shall be on the preceding business day.

Department heads shall review, approve, and submit their departmental payroll requests to the Office Clerk by 9 a.m. on the Wednesday preceding the scheduled pay day. If the Wednesday preceding the scheduled pay day is a City observed legal holiday, department heads shall submit their departmental payroll requests to the Office Clerk by 2 p.m. on the Tuesday preceding the scheduled pay day.

Department heads are to receive any questions regarding an employee's pay and provide the explanations or make the inquiries necessary to resolve the matter.

If an employee loses his/her paycheck or has a problem that cannot be handled on the department level, the employee should contact the Office Clerk in order to resolve the matter.

## PAYROLL DEDUCTIONS

Certain deductions are made from an employee's paycheck as required by law, in accordance with employee benefit plans, or as requested by the employee. These deductions are itemized on the employee's pay statement which accompanies the bi-weekly check. Deductions include:

- A. Income Taxes: The federal and state governments require that taxes be withheld from each wage/salary payment. The amount of tax to be withheld is determined from tables furnished to the Deputy City Deputy Clerk, and varies according to the amount of salary and number of exemptions the employee claims. Employees are required to complete withholding tax statements upon initial employment, and must inform the Deputy City Deputy Clerk of any tax withholding and/or dependency changes whenever such occur.
- B. Miscellaneous Deductions: Examples include child support payments, garnishments, supplemental insurance premiums, health insurance premium contributions, flexible spending account premiums, life insurance premiums, and other legally required or employer approved deductions. The employer may refuse to make deductions below certain prescribed minimum amounts, or which are not on a regularly scheduled basis, or for other causes which the employer deems not in the best interest of the City.
- C. Monies Due/Payable to City: If an employee is delinquent in a bill or fine owed to the City of Carlyle for lawful services rendered, the City reserves the right to deduct said delinquent amount and any applicable penalties from the employee's paycheck. The City Deputy Clerk will provide a thirty day written notice to employee, prior to deducting said delinquent bill or fine.

## **PENSION**

Certain City employees are eligible to participate in the Illinois Municipal Retirement Fund (IMRF), on the terms and conditions established by those pension funds. The City shall make contributions to these pension funds on behalf of the employees as established by and in accordance with the pension fund's terms.

All employees expected to work over one thousand (1,000) hours in a year must participate in IMRF.

All employees full-time and part-time, are required to contribute to and participate in the Federal Social Security System.

## **WORKERS' COMPENSATION**

Any injury, however minor, may become serious. Each employee who suffers an injury during the course of their employment must report the incident promptly to their supervisor. The supervisor will arrange first aid or medical treatment as required. The supervisor shall have the employee complete a first report of injury form. The supervisor shall also investigate the incident and complete a supervisor's report documenting his/her findings.

Employees of the City are eligible for Workers' Compensation for an injury or illness arising out of or in the course of their employment. This money does not come out of the employee's check, but is paid for by the City for each employee of the City. The worker's compensation benefits are determined by law and are available for your use provided the following conditions are met:

- A. The First Report of Injury Form (FROI) was completed within forty-five (45) days following an injury, as soon as practical after becoming aware of an illness, or within twenty-five (25) years following exposure to asbestos or radiation.
- B. The department head or his/her designees will conduct a supervisor's investigation of the injury and complete a supervisor's report documenting their findings.
- C. The disability resulted from an injury or illness sustained directly in the performance of an employee's work, as provided by the Illinois Worker's Compensation and Worker's Occupational Disease Act.
- D. The employee received treatment from a City-approved hospital or physician, family physician, or physician and/or hospital of the employee's choice.
- E. If the employee is incapacitated for his regular assignment, the employee may be assigned other duties, subject to the approval by the physician, during the period of recuperation. Failure of an employee to accept a light duty or transitional duty assignment will make the employee ineligible for Total Temporary Disability (TTD) payments and may result in termination.
- F. The physician shall determine the physical ability of the employee to continue or return to work. A certification signed by the physician shall be filed with the City Deputy Clerk.
- G. The department head must be advised and continually updated if an employee continues to be absent due to a work-related injury.
- H. Employees are responsible for providing their department head with their expected date of return. Department heads are expected to remain in frequent contact with the employee.

## **WORKERS' COMPENSATION**

1. Employees who are injured in the line of work and must leave work before completing their work period shall be paid at their regular rate, for the balance of time left in their scheduled workday.

When submitting information to the City's designated worker's compensation provider, the City should include:

1. The First Report of Injury Form
2. The supervisor's report.
3. Copies of the employee's job description which specifies the essential functions of the position;
4. Any related medical documents/records; and
5. Any offer of reasonable accommodation.

The City should provide the same information to any examining physician or other appropriate, licensed practitioner involved in the case.

## **DIRECT DEPOSIT**

All employees are strongly encouraged to participate in direct deposit.

On pay day, participating employees will receive an earnings statement showing gross salary, taxes, other deductions, and net pay. The employee's money will already have been deposited in the employee's checking or savings account (employee's choice). The amount of the deposit will appear on your bank statement.

To enroll in the direct deposit program, the employee is required to bring a voided personal check or a copy of a deposit slip for the preferred bank account and a completed Direct Deposit Employee Authorization Form (Form #7) to the City Deputy Clerk. The employee is responsible for verifying that the account information is correct. Employees are responsible for any errors in the information they submit



## ATTENDANCE

The Employer shall establish daily work schedules and maintain daily employee attendance. An employee is expected to report to work when scheduled, remain at work during scheduled hours and not leave work until the end of the scheduled workday, unless approved by his/her immediate supervisor. Absences may only be excused as set forth in this manual. Employees are expected to report on time in regular and emergency situations. Absences without proper authorization and approval shall result in corrective action.

- a. Notification Required: If an employee is going to arrive to work late or will be unable to report to work as scheduled, the employee is required to contact his/her department head prior to the beginning of their scheduled duty day. The employee is required to report the reason for the tardiness or absence and the employee's best estimate of when the employee will return to work. An unreported, untimely, or unauthorized absence of two (2) consecutive working days or more may be considered a resignation from employment with the City. Calling in does not automatically mean the absence is authorized.
- b. Falsification of Attendance: It shall be a violation of the attendance policy for an employee to document on their work cards or time sheets that he/she worked a scheduled or non-scheduled duty day or a portion of a duty day, when the employee was absent from work. Such violation shall result in corrective action up to and including termination from employment with the City.

## **USE OF CITY PROPERTY, TOOLS**

When tools, supplies, and equipment needed to perform job duties are provided by the City, it is the responsibility of each employee to properly use and maintain the provided tools and equipment. It is the responsibility of each department head to ensure that tools and equipment are properly used, maintained, inspected, and inventoried.

Employees are prohibited from intentionally consuming or using any City property, tools, supplies, or equipment for personal or private purposes. City property may only be used for authorized City business. City property, tools, supplies, or equipment shall be disposed of in accordance with the City Purchase Policy, as amended.

Employees are prohibited from intentionally removing from the City premises any property, tools, or equipment belonging to the City, or property, tools, supplies, or equipment belonging to any person without department head approval.

Misuse, neglect, theft, and abuse of City property, tools, supplies, or equipment are prohibited. Accidents involving misuse, neglect, and abuse of City property, tools, supplies, or equipment may result in corrective action, up to and including termination from employment. Loss of tools, supplies, or equipment may require payment, by the employee, for the tools, supplies, or equipment lost.

Reckless or destructive operation of City equipment may result in corrective action, up to and including termination.

The prohibitions set forth above do not apply to the occasional non-recurring use of small items owned by the City (i.e. pencils, paper clips, pens, paper, etc.) for personal use of a minor nature.

## **ATTITUDE, DRESS AND APPEARANCE**

- A. Attitude: City employees should maintain a friendly and courteous attitude toward the public they are hired to serve and their co-workers.
- B. Dress and Appearance: All employees are required to maintain a neat and clean professional personal appearance. Each employee shall be subject to specific departmental regulations concerning proper clothing, personal hygiene, and grooming. Employees shall also keep their place of work as neat as possible.

The City reserves the right to prescribe appropriate dress and appearance standards which are in the best interest of City service. The City's general policy merely requires that clothing and overall appearance of our employees is in good taste and presents a professional appearance. Employees who work around machinery and equipment must observe sound safety regulations, including the use of appropriate articles of clothing (i.e., shoes, goggles, hard hats, and so forth.)

## HARASSMENT

The City of Carlyle does not tolerate harassment of our job applicant's or employees. Any form of harassment related to an employee's race, color, sex, gender, religion, national origin, age, citizenship status, disability, handicap, sexual orientation, or genetic information is a violation of this policy and will be investigated and if founded result in a corrective action up to and including termination.

For the purposes of this policy, the term harassment includes, but is not limited to slurs, jokes, other verbal, graphic, or physical conduct relating to an individual's race, color, sex, gender, religion, national origin, age, citizenship status, disability, handicap, sexual orientation, or genetic information. A violation of this harassment policy shall result in a corrective action, up to and including termination.

A. Sexual Harassment: Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship. Examples of conditions which constitute harassment on the basis of sex include:

- a) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b) Submission to or rejection of such conduct by an individual is used as the basis for any employment related decisions affecting the individual; or
- c) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Such conduct is illegal.

All such acts are prohibited and will result in corrective action up to and including termination. An employee who feels he/she has been the victim of sexual harassment by another employee should notify their department head, or the City Administrator, as quickly as possible. If the complaint involves the employee's department head, the employee should notify the next level of the chain of command. The matter will be investigated, and where appropriate, corrective action will be taken. If the employee is not satisfied with the way his or her report has been handled, he or she should arrange for a conference with the City Administrator to discuss his or her complaint. Do not assume the City is aware of the harassment. It is the employee's responsibility to report incidents he or she knows about.

B. Resources: Employees who believe they are being harassed may contact the Illinois Department of Human Rights at (217)-785-5100 or the Illinois Human Rights Commission at (217)-785-4350. Remedies available through the Human Rights Department and Human Rights Commission in case of a valid substantial complaint.

# HARASSMENT

**C. Acknowledgement of receipt and understanding of policy against discrimination, harassment and sexual misconduct.**

Effective January 8, 2018 the City of Carlyle implemented a Policy against Discrimination, Harassment and Sexual Misconduct.

Remember: It is your responsibility to read, understand, and abide by this policy and procedure, if you have any questions or concerns please speak to your supervisor, the Ethics Officer, or the City Attorney. Please sign and date this memo to acknowledge that you have received and understand the policy.

Please respond to the following questions, circle appropriate answer and initial:

Have you read, and do you understand this policy? Yes No Initials: \_\_\_\_\_

Do you have any questions about this policy? Yes No Initials: \_\_\_\_\_

Do you know how to file a complaint should you ever have a problem with discrimination, harassment, sexual misconduct, retaliation or if you see inappropriate behaviors at work? Yes No Initials: \_\_\_\_\_

If you ever have a problem or concern regarding discrimination, harassment, sexual misconduct, or retaliation in the workplace, please list three individuals within our organization who you can address your concerns with:

1) \_\_\_\_\_; 2) \_\_\_\_\_; 3) \_\_\_\_\_ Initials: \_\_\_\_\_

Are you aware of any behaviors going on either in our workplace or outside the workplace that may impact the workplace and that are inconsistent with this policy? Yes No Initials: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your name

I certify that the above person has received Exhibit B the Policy against Discrimination, Harassment and Sexual Misconduct and that I have reviewed this checklist with him/her.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

## **HEALTH AND SAFETY**

It is the goal of the City of Carlyle to provide all employees with a safe and healthful work environment. City officials believe that safety must always be foremost in the minds of City employees. City officials do not believe that health and safety practices should be sacrificed in order to get a task completed faster or less expensively. It is the City's policy to promote the safest possible conditions for employees and a safe environment for the public that utilizes our facilities and services.

### City Administrator Responsibility

The responsibility of the City Administrator is to support the administrative staff and department heads in their efforts to provide a safe and healthful workplace, and to provide the administrative staff and department heads with the resources necessary to reach this objective. The City Administrator will also take corrective measures, or support the corrective measures taken by department heads, when an employee violates health and safety rules.

### Administrative Staff and Department Head Responsibility

The responsibility of the administrative staff and each Department Head is to provide a safe and healthful workplace, establish and maintain a departmental health and safety program, ensure employees are properly trained, report accidents, provide medical and first aid equipment, ensure that personal protective equipment is available and utilized, provide employees with health and safety information, support lower level supervisors in their health and safety activities, and to evaluate the health and safety performance of lower level supervisors. Department heads will take corrective measures, when an employee violates health and safety rules.

### Supervisory Responsibility\*

The responsibility of supervisors is to properly instruct employees, enforce health and safety regulations, correct unsafe acts and conditions, ensure that only authorized and adequately trained personnel operate equipment, report and investigate accidents/incidents, inspect areas of responsibility for hazards, ensure equipment is properly maintained, and instill safety awareness in employees.

### Employee Responsibility

The responsibility of all City employees is to follow safe work procedures, know and comply with applicable regulations, report an injury or illness immediately, report unsafe acts and conditions, and participate in any City sponsored health and safety meetings, programs or committees. Any employee questions

regarding health and safety should be directed to the employee's immediate supervisor or to the City Deputy Clerk.

\*Some City department heads will have both department head and supervisory responsibilities.

a. Personnel Protective Equipment (PPE): The city shall provide employee personnel protective equipment for all City employees, when appropriate pursuant to the employee's job description with the City. This equipment will be provided at the City's expense. The PPE may include, but is not limited to, safety glasses, hard hats, gloves, fire retardant clothing, goggles, respirators, fall protection devices, high visibility clothing, and reflective vests.

b. Smoking Prohibited Area: Employees are not authorized to smoke in public buildings or within City Vehicles.

**c. Seatbelts Required: Employees are required to wear seat belts in City Vehicles so equipped.**

d. Horseplay Prohibited: Employees are prohibited from engaging in horseplay, wrestling, hazing of co-workers and any other unsafe practice under penalty of corrective action up to and including termination.

e. Corrective Action: Violations of this policy may result in corrective action up to and including termination.

## Mobile Phones

### Personal mobile phones

**Excessive personal calls and/or text messaging during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others.** The City encourages a reasonable standard of limiting personal calls and/or text messaging during work time to no more than once per day as needed. Employees are therefore asked to make any other personal calls and/or text messages on non-work time where possible and to ensure that friends and family members are aware of the City's policy. Flexibility will be provided in circumstances demanding immediate attention in the case of an emergency.

Employees are permitted to utilize their personal mobile phones for **work-related communications**.

The City will not be liable for the loss or damage to personal mobile phones brought into the workplace.



## **WORKPLACE VIOLENCE**

The City of Carlyle does not tolerate acts of workplace violence committed by or against employees. The City strictly prohibits employees from making threats or engaging in violent acts.

NOTE: This is a zero-tolerance policy, meaning that the City will correct and/or terminate every employee found or believed in good faith to have violated this policy.

### **1. *Prohibited Conduct:***

Prohibited conduct includes, but is not limited to:

- Injuring or attempting to injure another person physically;
- Engaging in behavior that creates a reasonable fear of injury in another person;
- Possessing, brandishing, or using a weapon while on a CITY premises or engaged in CITY business (excluding police);
- Damaging property intentionally;
- Threatening to injure an individual or damage property; and
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

### **2. *Enforcement***

All employees who commit violent acts or who otherwise violate this policy are subject to corrective action, up to and including termination of employment. The City will seek the prosecution of all of those who engage in violence on its premises or against its employees while they are engaged in employer business.

## **NOTIFICATION OF POTENTIAL CHARGES REQUIRED**

City personnel are required to notify their department head or the City Administrator, if an employee or City official is involved in any incident in which they may be charged or bring discredit upon the City of Carlyle as soon as possible, but not to exceed 8 hours after the incident.

Any employee charged with, but not limited to, a D.U.I. (driving under the influence), D.W.I. (driving while intoxicated), M.I.P. (minor in possession), or possession of a controlled substance must notify their immediate supervisor on the next available business day and he/she will not be allowed to drive any City equipment until the matter is resolved.

## MOTOR VEHICLE

### I. Vehicle Use

- A. Valid Driver's License Required: All employees operating a City owned motor vehicle must have a valid Illinois Driver's License with the required endorsements and the acceptable level of training.
- B. Legal Compliance: All employees operating a City owned motor vehicle shall adhere to all applicable local, state, and federal traffic laws.
- C. Suspended; Expired; Revoked License: An employee with a suspended, expired, or revoked driver's license is prohibited from operating a City owned motor vehicle.
- D. **Suspended; Revoked Reporting Required: Any employee that has had his/her driver's license suspended or revoked for any reason or has reasonable knowledge to believe that his/her driver's license will be suspended or revoked is required to report the suspension or revocation to his/her immediate supervisor as soon as possible. Said employee shall not knowingly operate a City owned motor vehicle.**
- E. Authorization: Only City employees authorized by their Department Head shall be allowed to operate a City owned motor vehicle. For the purposes of this policy, said employees shall be at least eighteen (18) years of age.
- F. Official Business: City owned motor vehicles are only to be used for official City business and not for personal business, unless it is incidental to the performance of official business. The use of City owned motor vehicles as a personal conveyance to and from authorized breaks or in an emergency during official business is permitted.
- G. Operation Standards: Employees authorized to use City owned motor vehicles shall use the vehicle properly, safely, and in the manner for which it was designed.
- H. Smoking Prohibited: Smoking is prohibited in all City owned motor vehicles.
- I. City Owned Motor Vehicle Use Outside of City Limits: No City owned motor vehicle may be taken outside City limits unless it is being used for official City business. Employees who need to travel outside City limits shall receive permission from their Department Head or his/her designee prior to leaving City limits, or as soon as possible in the case of an emergency.
- J. Department Head Response to Emergency Service Calls: In order to allow emergency service department directors efficient response capability to emergency calls, the Chief of Police is authorized to use the City owned

## MOTOR VEHICLE

motor vehicle assigned to them for personal use within a forty (40) mile radius of City limits.

**K. Seatbelts Required: Employees are required to wear seat belts in City Vehicles so equipped.**

L. Passengers Restricted: Passengers who are not City employees are allowed to occupy City vehicles only with the authorization of the respective Department Head. Said occupant shall comply with the requirements as set forth within this policy.

### **II. Vehicle Maintenance, Breakdowns, Cleanliness**

A. Inspection and Reporting: Drivers of City owned motor vehicles should continually observe the condition of the motor vehicle at all times. Drivers should note and report any problems or potential problems before, after, and during the use of said vehicle. Employees are expected to promptly notify their Department Head or his/her designee of any damage, defect, or necessary repairs.

B. Mechanical Problems: If a mechanical problem is observed, it should be reported to the Department Head or his/her designee immediately.

C. Breakdowns: If a breakdown occurs, drivers should report this immediately to their Department Head or his/her designee immediately.

D. Cleanliness: Employees are responsible for maintaining the cleanliness of the interior and exterior of the City owned motor vehicle.

E. Routine Maintenance: Employees are responsible to insure routine maintenance (i.e., oil changes every 3,000 miles) of their assigned vehicle is completed per the manufacturer's recommendations

## **PERSONNEL CONDUCT**

The City recognizes that employees have private lives and the employee's behavior on his or her own time is of his or her own concern. However, by the same token, the City asks all employees to recognize that whether on or off duty, the public will often judge the City by their conduct.

Public confidence and favor is extremely important. Thus the City expects all employees to conduct themselves so as to not discredit other employees, the employee themselves, or the City. Off-duty conduct which adversely affects the City's reputation or the employee's relationship to the City or his or her fellow co-workers may result in corrective action up to and including termination.

## **Bullying**

The City of Carlyle considers workplace bullying unacceptable and will not tolerate it under any circumstances. The City of Carlyle believes that all employees should be able to work in an environment free of bullying. Department Heads and immediate supervisors shall ensure employees are not bullied.

NOTE: This is a zero-tolerance policy, meaning that the City will correct and/or terminate every employee found or believed in good faith to have violated this policy.

- A. Definition. Workplace bullying is repeated, unreasonable actions of individuals or a group directed toward an employee or a group of employees that harms, intimidates, offends, degrades, undermines, or humiliates an employee, possibly in front of other employees or the general public. Workplace bullying may cause the loss of trained and talented employees, reduce productivity, impact morale, and create legal risks.
- B. Reporting Procedures. If an employee believes he or she is a victim of workplace bullying they shall report the suspected repeated or on-going activity to their immediate supervisor or their department head, as soon as possible. Any reports of workplace bullying will be treated seriously and promptly investigated.
- C. Witness Reporting Requirements. Any employee who witnesses bullying in the workplace should promptly report it to their immediate supervisor or department head.
- D. Investigation. These reports will be investigated confidentially and impartially. The Department Head shall report the claim to the City Administrator as soon as possible. Once received, the City Administrator or his/her designee shall conduct a thorough investigation.
- E. Retaliation Prohibited. It shall be a violation of this policy for an employee to retaliate against another employee for reporting a claim of workplace bullying. The immediate supervisor, department head, and City Administrator shall ensure employees who make complaints and/or witnesses are not victimized.

## **Drug and Alcohol-Free Workplace**

### **PURPOSE**

The City is committed to reducing the problems created by drugs and alcohol in the workplace. For that reason, the City requires that employees be free of alcohol and illegal drugs at all times while on duty. Use of illegal drugs, medical cannabis, and/or alcohol can result in:

1. Harm to the employee's health;
2. Serious safety hazards for the employee, co-workers, and the citizens we serve.
3. Reduced productivity and costly mistakes.

The City is fully committed to our drug free workplace policy, which establishes clear guidelines for acceptable and unacceptable employee behavior for everyone in the workplace. The City will not tolerate substance use that violates this policy and the City intends to hold every employee responsible for supporting this policy.

- a. Objectives: The City has an obligation to its employees to take reasonable steps to assure a drug and alcohol free workplace. The City also has an obligation to its citizens and public at large to provide quality services through a policy and program prohibiting alcohol, illegal drugs, medical cannabis, and controlled substances in the workplace.
- b. Policy Statement: The City, in its attempt to achieve the objectives stated above, prohibits the unlawful manufacture and distribution dispensing, possession, or use of alcohol/intoxicants, drugs, medical cannabis, and controlled substances in the workplace. Any employee who violates this policy will be subject to corrective action, which may include termination.

The City of Carlyle has the right to expect its employees to report for work fit and able for duty. The City of Carlyle will take reasonable measures to maintain a work environment which is free of alcohol and substance abuse, to provide a safe and secure workplace for its employees and the community in which the City operates.

This first portion of this policy applies only to testing for drivers of commercial motor vehicles and employees required to have a commercial driver's license (CDL). The second part of the policy discusses testing for non-CDL drivers.

The City recognizes that alcohol and drug abuse is considered by many to be an illness and encourages its full-time employees to voluntarily utilize drug and alcohol assistance programs before such abuse affects such employee's job

## **Drug and Alcohol-Free Workplace**

performance. No employee shall be disciplined or the subject of adverse employment action for the first instance where such employee notifies the department head that he/she has a problem with drug or alcohol use, and voluntarily seeks assistance prior to initiation of an investigation of suspected drug or alcohol abuse by such employee.

The purpose of this policy is to provide a drug and alcohol policy for all employees.

### **DEFINITIONS**

For the purpose of this policy, the words and terms defined in this Section shall have the meaning therein given, unless the context otherwise clearly requires.

“Driver” means any person who operates a commercial motor vehicle as defined in 49 CFR Part 382.107. This includes, but is not limited to: full-time, regularly employed drivers; causal, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer.

“Employee” means any person employed by the City of Carlyle, including but not limited to those persons in a special assignment, part-time, or full-time status, and all levels of management.

“Safety-sensitive function” means any of those on-duty functions set forth in 49 CFR Part 395.2, paragraphs (1) through (7), as well as the following: Confined Space, Trenching, Motorized Equipment, Flagging, and Street Right of Way operations.

### **PROHIBITIONS**

The unlawful manufacture, distribution, dispensation, disposal, possession, or use of a controlled substance, medical cannabis, or alcohol is prohibited on all municipal premises, in any City owned or leased motor vehicle, or other location at which the employee is to perform work. The City of Carlyle will not hire or retain any employee who possesses any illegal drug, in any amount. The following will be strictly enforced:

1. The City of Carlyle will maintain a pre-employment screening program designed to prevent hiring anyone who uses any illegal drugs.
2. No employee will consume any amphetamines/methamphetamines, marijuana, opiates, cocaine, barbiturates, benzodiazepines, methadone, methaqualone, propoxyphene, or phencyclidines (PCP) while on or off duty.



## **Drug and Alcohol-Free Workplace**

3. No Department of Public Health registered qualifying patient will use or be under the influence of legally prescribed medical cannabis while on duty.
4. No driver or other employee shall report for work or drive in the course of his employment while impaired by any drug, controlled substance, or with an alcohol concentration of .02 or greater.
5. An employee may use a substance administered by or under direction of a physician who has advised the employee that the substance will not affect the employee's ability to safely operate a motor vehicle or perform his/her job with the exception of any illegal drug.
6. No driver whose motor senses, sight, hearing, balance, reaction, reflexes or judgment are presumed to be affected or who has consumed any alcohol within four (4) hours, may operate any motor vehicle. No employee, other than a driver, whose motor senses, sight, hearing, balance, reaction, reflexes or judgment are presumed to be affected or who has consumed any alcohol within two (2) hours, may perform his or her job.
7. Any employee who sells or otherwise dispenses illegal drugs, medical cannabis, or alcohol to others on municipal premises, in or from a City owned or leased motor vehicle, is subject to immediate termination.
8. An employee may not use a substance administered by or under the direction of a physician not specifically prescribed for him/her.

### **DRUG & ALCOHOL TESTING (DRIVERS)**

#### ***DRUG TESTING***

The City of Carlyle will require drug testing in accordance with Federal Motor Carrier Safety Requirements as set forth in Part 40 and as described in this policy. All urine samples shall be split-samples. The "primary sample" shall be at least 30 ml. of urine; the "split sample" shall be at least 15 ml. Failure of the driver to provide that quantity even after a two (2) hour second opportunity following drinking up to 24 oz. of water, will cause the driver to be immediately referred to the City Administrator (CITY ADMINISTRATOR) for a medical evaluation to develop pertinent information concerning whether the driver's inability to provide a specimen is genuine or constitutes a refusal to test. The CITY ADMINISTRATOR will make a conclusion in writing to the employer. While this process is being accomplished, the driver shall be placed off duty without pay. If the medical conclusion vindicates the employee, the employee shall be compensated in full for the period of leave without pay.

## **Drug and Alcohol-Free Workplace**

### ***ALCOHOL TESTING***

The City of Carlyle will require alcohol testing in accordance with Federal Motor Carrier Safety requirements as set forth in Part 40 and as described in this policy. Any result less than .02 alcohol concentration is considered a “negative test”. If the alcohol concentration is .02 or greater, a second or “confirmation test” must be conducted after a twenty (20) minute wait. Any test .02 or greater but less than .04 shall cause the driver to immediately be removed from driving or any other safety-sensitive function for at least twenty-four (24) hours. Both tests shall be by a Urine Alcohol Test. The alcohol test must be conducted by a Technician who is trained to conduct an urine alcohol test and is proficient in all urine alcohol testing procedures.

Failure of the driver to provide an adequate amount of urine will cause the driver to be immediately referred to the CITY ADMINISTRATOR for a medical evaluation to develop pertinent information concerning whether the driver’s inability to provide the adequate amount of urine is genuine or constitutes a refusal to test. The CITY ADMINISTRATOR will make a conclusion in writing to the employer. While this process is being accomplished, the driver shall be placed off duty without pay. If the medical conclusion vindicates the employee, the employee shall be compensated in full for the period of leave without pay.

All drivers will be required to take and successfully pass urine drug testing as stated in this policy. Refusal to submit to such screenings is considered a positive test. The City will adhere to the following:

1. Pre-employment: Applicants will be required to take and successfully pass urine drug tests before they can be hired. Refusal to submit to such screenings is considered a positive test. The following information must be obtained on any new driver from previous employers for the past two (2) years: any positive drug test or alcohol test of .04 or greater, including any refusals to be tested. Potential new drivers shall provide the City of Carlyle a written release which authorizes the City of Carlyle to obtain the driver’s past drug and alcohol test results. No driver shall start work while these test results are being secured. Any driver found to have a positive test result in these two (2) years shall cause the employer to further obtain information on the subsequent Substance Abuse Professional’s (SAP) evaluation and/or determination under Section 382.605 and determine if there was compliance with Sections 382.309 and 382.311. If not, the applicant cannot be hired until in full compliance.

2. Reasonable Suspicion: Any driver suspected of drug or alcohol use as a result of reasonable evidence upon reporting to work, during the work day, or upon completion of his day’s work activity may be subjected to a reasonable suspicion urine drug or alcohol test. Refusal to submit to such screening will be considered a positive test. A reasonable suspicion observation form

## **Drug and Alcohol-Free Workplace**

(Form 17) must be completed and signed by at least one qualified supervisor within twenty-four (24) hours of the observation that led to a reasonable suspicion test.

### **Random Testing**

1. All drivers covered by this policy will be included in the random selection pool. The selection will be by computerized random selection generated four (4) times per calendar year. The pool will select fifty percent (50%) each year for drug testing and ten percent (10%) each year for breath alcohol testing per the requirements of Section 382.305 and 49 CFR Part 40. Drug and alcohol draws will be separate.
2. Notification to the City of Carlyle will be by confidential letter to the City Administrator. Drivers to be tested will be notified just prior to the actual test being performed.
3. Failure of the City of Carlyle to accomplish the above requirements in the time allotted will cause them to be out of compliance with the random testing requirements of 49 CFR Part 40.

### **Post-Accident Testing**

1. The City of Carlyle will require post-accident urine drug and alcohol testing of all drivers covered by this policy as required by Section 382.303 and 49 CFR Part 40. In addition, any accident in any vehicle or use of any equipment which results in property damage, or bodily injury, or an injury that could result in a worker's compensation claim, may be subject to urine drug and alcohol testing at the discretion of the City Administrator or the employee's supervisor. All accidents must be reported immediately to the driver's supervisor. The supervisor must notify the City Administrator immediately and the City Deputy Clerk by the next business day. Failure to report an accident shall result in a corrective action.
2. The post-accident urine drug test shall be conducted as soon as possible, but not later than thirty two (32) hours after the reportable or fatal accident. If the test is not administered, the employer shall prepare and maintain on file a record stating the reasons the test was not promptly completed. If a alcohol test is not conducted within two (2) hours, a record shall be prepared and retained stating why. If in eight (8) hours, a alcohol test is still not conducted, all attempts shall cease and a complete record made of why it was not accomplished. In addition, the driver shall not consume any alcohol for at least eight (8) hours following an accident or until a alcohol test has been accomplished.
3. As a condition of employment, all drivers shall provide the necessary authorization for obtaining medical records and reports that would indicate if a controlled substance or alcohol was in the employee's system and the level

## **Drug and Alcohol-Free Workplace**

present. Such authorization is to be used when a driver is seriously injured and cannot provide a urine specimen or alcohol test at the time of the accident.

4. The City of Carlyle shall provide the employee with sufficient procedures so that the employee can meet the requirements of this policy and comply with all provisions of 49 CFR Part 40.

5. Failure of the driver to be readily available for a urine drug or alcohol test or refusal to give a urine or sample when the driver has been involved in an accident, except for a driver who meets the conditions of this policy shall be considered a refusal to take a test and a positive test result.

6. A driver who has complied with all the recommendations of the Substance Abuse Professional after a positive alcohol or urine drug test, must successfully pass a urine drug or alcohol test prior to returning-to-duty as stated in 382.309.

7. The CITY ADMINISTRATOR will subject a driver to at least six (6) unannounced urine drug or alcohol test in the first twelve (12) months after return-to-duty per 382.311.

## **Drug and Alcohol-Free Workplace**

### **DRUG & ALCOHOL TESTING (EMPLOYEES OTHER THAN DRIVERS)**

#### ***DRUG TESTING***

The City of Carlyle will require drug testing as described in this policy. The drugs prohibited are the same as for drivers as set forth above, with the exception of legally prescribed medical cannabis as indicated below. All urine samples shall be split-samples. The “primary sample” shall be at least 30 ml. of urine; the “split-sample” shall be at least 15 ml. Failure of the employee to provide that quantity even after a two (2) hour second opportunity following drinking up to 24 oz. of water, will cause the employee to be immediately referred to the City Administrator (CITY ADMINISTRATOR) for a medical evaluation to develop pertinent information concerning whether the employee’s inability to provide a specimen is genuine or constitutes a refusal to test. The CITY ADMINISTRATOR will make a conclusion in writing to the employer. While this process is being accomplished, the employee shall be placed off duty without pay. If the medical conclusion vindicates the employee, the employee shall be compensated in full for the period of leave without pay.

#### ***ALCOHOL TESTING***

The City of Carlyle will require alcohol testing through a blood or urine alcohol test.

All employees will be required to take and successfully pass urine drug testing and alcohol testing as stated in this policy, with the exception of legally prescribed medical cannabis as indicated below. Refusal to submit to such screening is considered a positive test. The City will adhere to the following:

1. Pre-employment: Applicants applying for part-time or full-time status may be required to take and successfully pass urine drug tests for the presence of illegal drugs before they can be hired. An applicant who is a verified qualified patient with the Department of Public Health shall be considered for employment upon receipt of a valid Registry Identification Card. No applicant shall start work while these test results are being obtained.
2. Reasonable Suspicion: Any employee suspected of drug, medical cannabis, or alcohol use as a result of reasonable evidence upon reporting to work, during the work day, or upon completion of his day’s work activity may be subjected to a reasonable suspicion urine drug or alcohol test. Refusal to submit to such a screening will be considered a positive test. A reasonable suspicion observation form (Form #14) must be completed and signed by at least one qualified supervisor within twenty-four (24) hours of the observation that led to a reasonable suspicion test.

## **Drug and Alcohol-Free Workplace**

3. Random Testing: All employees (excluding umpires and referees) covered by this policy will be included in the random selection pool. The selection will be by computerized random selection generated four (4) times per calendar year. The pool will select fifty percent (50%) each year for drug testing and ten percent (10%) each year for breath alcohol testing per year. Drug and alcohol draws will be separate.

2. Notification to the City of Carlyle will be by confidential letter to the City Administrator. Drivers to be tested will be notified just prior to the actual test being performed.

### **Post-Accident Testing**

1. The City of Carlyle may require post-accident urine drug and alcohol testing of all employees covered by this policy at the discretion of the supervisor and the City Administrator, except when an accident results in significant property damage or bodily injury requiring medical treatment, the City will require such testing.

2. All accidents involving property damage, bodily injury, or injury that could result in a worker's compensation claim must be reported immediately to the employee's supervisor. The supervisor must notify the City Administrator immediately after the accident, and the City Deputy Clerk by the next business day. A post-accident urine drug test should be conducted as soon as possible. If the test is not administered, the employer shall prepare and maintain on file a record stating the reasons the test was not promptly completed. If a urine alcohol test is not conducted within two (2) hours, a record shall be prepared and retained stating why. If in eight (8) hours, a urine alcohol test is still not conducted, all attempts shall cease and a complete record made of why it was not accomplished. In addition, the employee shall not consume any alcohol for at least eight (8) hours following an accident or until a urine alcohol test has been accomplished. Failure to report an accident shall result in a corrective action.

3. As a condition of employment, all employees shall provide the necessary authorization for obtaining medical records and reports that would indicate if a controlled substance or alcohol was in the employee's system and the level present. Such authorization is to be used for an employee seriously injured and cannot provide a urine specimen test at the time of the accident.

4. The City of Carlyle shall provide the employee with sufficient procedures so that the employee can meet the requirements of this policy.

5. Failure of the employee to be readily available for a urine drug or alcohol test or refusal to give a urine sample when the employee has been involved in an

## **Drug and Alcohol-Free Workplace**

accident, except for an employee who meets the conditions of this policy, shall be considered a refusal to take a test or a positive test result.

### **Return-to-Duty Testing**

An employee who has complied with all the recommendations of the Substance Abuse Professional must successfully pass a urine drug or alcohol test prior to return-to-duty.

### **Follow-up Testing**

The CITY ADMINISTRATOR may subject an employee to at least six (6) unannounced urine drug or alcohol tests in the first twelve (12) months after return-to-duty.

## **TEST RESULTS**

### ***DRUG TEST RESULTS***

Test results will be reviewed to determine whether there is any indication of controlled substance use.

1. The test results will be released to and reviewed by the City Administrator. If there is any evidence of a positive result, the CITY ADMINISTRATOR will give the person tested an opportunity to discuss the results and provide documentation of legally prescribed medication.
2. The City Administrator will then release the results to the City of Carlyle's City Administrator and City Deputy Clerk, who will maintain them in a secure location with controlled access.

### ***ALCOHOL TEST RESULTS***

1. The test results for drivers shall be provided on forms established by Subpart C 40.59 Appendix A. Copy 1 will be retained by the Urine Alcohol Technician, copy 2 shall go to the driver, and copy 3 shall be transmitted to the City Administrator. Test results for employees, other than drivers, covered under this policy shall be provided on a form supplied by the institution performing the Urine Alcohol Test. Copy 1 will be retained by the Technician, copy 2 shall go to the employee, and copy 3 shall be transmitted to the City Administrator.

## **Drug and Alcohol-Free Workplace**

### **GENERAL**

1. The test results from all drug and alcohol tests will become a part of the employee's file which shall be in a secured location with controlled access and retained as specified in this policy.
2. The results will not be released to any unauthorized party without written consent of the employee, except as described in this policy. Every driver, upon termination, is required in writing to permit the release of their urine drug and alcohol test results for the last two (2) years to any future employer. Every employer is required, upon the receipt of a written request of a driver, to provide copies of all his/her urine drug and alcohol test results promptly to any other possible employer at no charge.
3. This policy may require more than that required by 49 CFR Part 40, Part 382, and Part 395 and supersedes requirements of 49 CFR Part 40, Part 382, and Part 395 where applicable.

### **EMPLOYEE TRAINING PROGRAM**

Training will be offered by the City of Carlyle to provide educational information concerning the effects and consequences of drug and alcohol use on personal health, safety and work environment as provided in Section 382.601.

1. All full-time employees will be required to take at least one (1) hour of training each year on substance abuse and alcohol use, which includes the City's policies and procedures, and sign a form certifying their attendance.
2. Written notice will be given when training is available.

### **LAWS & REGULATIONS**

1. The City of Carlyle will comply with all federal, state and local laws and regulations concerning any violations of criminal drug, medical cannabis, and alcohol use in the workplace.
2. All records will be retained at a minimum as listed in this policy.
3. An employee is entitled, upon written request, to obtain copies of any records pertaining to his use of drugs or alcohol, and test results. Access shall not be contingent upon payment for records other than those requested.



## **Drug and Alcohol-Free Workplace**

4. Records shall be made available to a prospective or subsequent employer upon receipt of a written request from all employees or former employees.

5. The City of Carlyle may disclose information required to be maintained under this policy on an employee to the decision maker in a lawsuit, grievance, or other proceedings initiated by or on behalf of that employee and arising from the results of an alcohol or controlled substance test required by this policy, or from the employer's determination that the employee engaged in conduct prohibited by this policy. (Including but not limited to worker's compensation, unemployment compensation, or other proceeding related to benefits sought by the employee.)

### **CORRECTIVE ACTION**

1. An employee who violates this policy will be advised by the City Administrator or his/her designee of resources available to the employee in evaluating and resolving problems associated with the use of drugs or alcohol.

2. Any employee who tests positive for illegal drugs on a random test will be allowed one opportunity to undergo rehabilitation at a facility/program approved by the City and shall authorize the provider to release information to the City about the employee's compliance/progress. No employee will be allowed more than three (3) months off work (without pay) as necessary to complete whatever treatment is recommended by the provider. Failure to comply with all program requirements and/or after-care requirements will result in discharge. A second positive test, random or otherwise, during an employee's employment, will result in discharge.

3. Any employee who tests positive for any amount of illegal drugs or alcohol at a level of .02% or greater in connection with a reasonable suspicion or post-accident/post-injury test will be terminated.

4. Prior to being eligible for a return-to-duty and the associated return to duty testing after a positive random test, an employee must be evaluated by a Substance Abuse Professional, who shall set up any assistance needed. When the employee has complied with all the recommendations of the Substance Abuse Professional, the employee must request the results of the evaluation and notification of release be given in writing to the City Administrator.

5. The City Administrator shall then require such employee to undergo at least six (6) unannounced urine drug tests or alcohol tests in the first twelve (12) months after return to duty. Follow-up testing shall not extend beyond sixty (60) months.

## **Drug and Alcohol-Free Workplace**

6. An investigation will be done by the City Administrator or his/her designee concerning failure to report an accident as described in this policy. After an investigation has been conducted, if it is determined that an employee or his supervisor was negligent in reporting an accident, corrective action shall be taken.

7. An employee who is unable to return to duty within three (3) months may be subject to termination.

## **RETURN OF CITY PROPERTY**

All employees separated from employment with the City for any reason shall return all City-owned property and equipment issued to the employee within three (3) days of employment termination.

Those who do not return their keys are subject to a \$15 administrative fee per key, which will be deducted from the final paycheck.

# DISCIPLINARY POLICY

## *Employees' Disciplinary Procedures*

### **First Incident**

The supervisor will give a verbal reprimand to the employee, followed by a written letter.

### **Second Incident**

A written reprimand sent from the supervisor to the employee and a copy given to the department head.

### **Third Incident**

A written reprimand sent from the supervisor to the employee, a copy given to the department head, and a copy to the Park Board. **This third reprimand will also be cause for dismissal.**

Note: An employee may be terminated on the first offense, if the situation warrants termination due to gross negligence, disobedience, and/or other forms of misconduct.

## **PART TIME PERSONNEL FORMS**

Part Time Form #1	Drug Free Workplace Notice
Part Time Form #2	Drug Free Workplace Statement and Receipt
Part Time Form #3	Record of Corrective Action
Part Time Form #4	Personnel Policy Manual Acknowledgement
Part Time Form #5	Employment Statement
Part Time Form #6	Authorization for Release of Information
Part Time Form #7	Direct Deposit Employee Authorization
Part Time Form #8	Social Media Consent
Part Time Form #9	Employee Initialization
Part Time Form #10	Acknowledgment of Receipt Against Harassment
Exhibit A	Government Structure
Exhibit B	Ordinance #1600 Sexual Misconduct

**DRUG FREE WORKPLACE NOTICE**  
**PART TIME FORM #1**

The City of Carlyle supports the Drug Free Workplace Act of 1988. Consequently, any unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on these premises by employees is strictly prohibited and violators will be subject to corrective action and criminal prosecution.

This policy is to be regarded as a condition of employment, and any employee convicted of a work related drug offense must notify their department head no later than five (5) calendar days after conviction.

**DRUG FREE WORKPLACE STATEMENT AND RECEIPT  
PART TIME FORM #2**

**CITY of Carlyle**

**ACKNOWLEDGEMENT OF RECEIPT**

**OF**

**DRUG-FREE WORKPLACE POLICY**

Signing this form acknowledges that the employee has received a copy of the City's Drug-free Workplace Policy, has had the opportunity to discuss the Policy and have questions answered, and understands all of the provisions in the Policy. Although it reflects the City's current Policy regarding substance abuse, it may be necessary to make changes from time to time to best serve the needs of our organization. However, any changes deemed necessary will be made in writing, and the modified Policy will be shared with every employee.

By my signature below, I acknowledge that I have received a copy of the Drug-free Workplace Policy of the City. I understand that it is my obligation to read, understand and comply with the procedures and provisions contained within the Policy.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Printed Name of Employee

**RECORD OF CORRECTIVE ACTION  
PART TIME FORM #3**

Employee's Name \_\_\_\_\_

Employee's Classification \_\_\_\_\_

Number of Previous Corrective Actions Imposed \_\_\_\_\_

Date Violation Occurred \_\_\_\_\_

Location where violation occurred \_\_\_\_\_

Description of Violation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(attach additional sheet(s) if necessary)

Corrective Action Imposed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This action is issued as a corrective measure in an effort to improve your conduct. Additional misconduct may result in more severe corrective action up to and including termination of employment.

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Title

I hereby acknowledge that I have received a copy of the corrective action that has been imposed on me this day.

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

\_\_\_\_\_  
Date

cc: Employee, City Administrator, Mayor  
**Employee Personnel File**



**PERSONNEL POLICY ACKNOWLEDGEMENT  
PART TIME FORM #4**

This is to acknowledge that I have received a copy of the Carlyle Personnel Policy Manual. I understand it is my responsibility to familiarize myself with the policies contained in the manual. I further understand it is my responsibility to ask my department head for clarification if I do not fully understand one of the policies addressed in the manual.

Finally, since these policies are subject to change, I understand that my department head, or other City representative, will notify me of and provide me with a copy of any policy changes. It is my responsibility to insert the amended, modified, or additional policies to this policy manual, when provided.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>EMPLOYMENT STATEMENT PART TIME FORM #5</b>
---

**In accepting employment with the great City of Carlyle, I agree:**

1. I began employment with the great city of Carlyle on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.
2. My beginning wage/salary is \$\_\_\_\_\_ per \_\_\_\_\_.
3. I am **not** eligible for IMRF benefits.
4. I have received the Carlyle Personnel Policy and agree to comply with it and other rules. Neither the handbook, practices, nor any communications create an employment contract or term. I understand that the policies and benefits communicated to me are subject to change, interpretation, and review by the City of Carlyle at any time. \_\_\_\_\_initial.
5. If employed at the pool; I have received a copy of the policies and procedures manual for all pool employees. \_\_\_\_\_initial.

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

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AUTHORIZATION FOR RELEASE OF INFORMATION  
PART TIME FORM #6**

AUTHORIZATION FOR RELEASE OF EMPLOYMENT INFORMATION

I am a current or former employee of the City of Carlyle. I hereby authorize the City of Carlyle to release any and all information and documents regarding my employment and job performance ("Employment Information") with the City to other prospective, future employers of mine requesting such "Employment Information."

I understand that I am not required to execute this authorization and that I am doing so voluntarily and of my own accord.

In consideration for release of my Employment Information by the City, I hereby release and hold harmless the City of Carlyle, its agents, employees and representatives from any and all claims, liabilities or causes of action related in any way to this authorization or the release of my Employment Information.

A faxed copy of this release will have the same effect as the signed original.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**DIRECT DEPOSIT EMPLOYEE AUTHORIZATION  
PART TIME FORM #7**

1. *Select the preferred type of Account either Checking or Savings.*
2. *Fill in your name, the name of your preferred financial institution, and the location of your financial institution.*
3. *Enter the date.*
4. *Attach a voided check or deposit slip for all verification of all financial institution information.*
5. *Sign this form and return it to the City Deputy Clerk. Please keep a copy of this form for your records.*

-----  
I authorize the City of Carlyle to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my preferred account each pay day. Preferred Account Type:

Checking Account

Savings Account

I acknowledged that the origin of the ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing and submitted the same to the City Deputy Clerk.

Employee Name: \_\_\_\_\_  
Financial Institution Name: \_\_\_\_\_  
Financial Institution Address: \_\_\_\_\_  
Account Number at Financial Institution: \_\_\_\_\_  
Financial Institution Routing/Transit Number: \_\_\_\_\_  
Date of Request: \_\_\_\_\_

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

STAPLE VOIDED CHECK OR DEPOSIT SPLIP HERE

**SOCIAL MEDIA CONSENT  
PART TIME FORM #8**

I \_\_\_\_\_ hereby authorize the City of Carlyle to use my name and/or photograph(s) of myself on the job or at City sponsored function(s) on any type of social media. I understand that by signing the form below I agree to allow the City of Carlyle to use my name and/or photograph(s) on the City website, Facebook account, Twitter account, or any other publication that the City of Carlyle finds to be beneficial to our City.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date Approved

-----

By signing below, I do not give consent for the City of Carlyle to use my name and/or photograph(s) on any type of social media.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date Approved

<b>EMPLOYEE INITIALIZATION PART TIME FORM #9</b>
--

Part A: (To be completed in full by the employee)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_  
Mobile Phone Number: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Part B: (To be completed by the City)

Employee Number: \_\_\_\_\_  
Employee Title: \_\_\_\_\_  
Beginning Hourly Pay Rate or Salary: \_\_\_\_\_  
Beginning Date of Employment: \_\_\_\_\_

Notice to Department Head:

After completion of Parts A and B, send this form along with the new employee to the City Deputy Clerk. Make sure they have their Driver's License and Social Security Card and/or Birth Certificate or Passport.

This form must be completed, signed, and authorized before any hours can be turned into the City Deputy Clerk for payroll payment.

There can be no exceptions.

Initiated by: \_\_\_\_\_  
Department Head Date

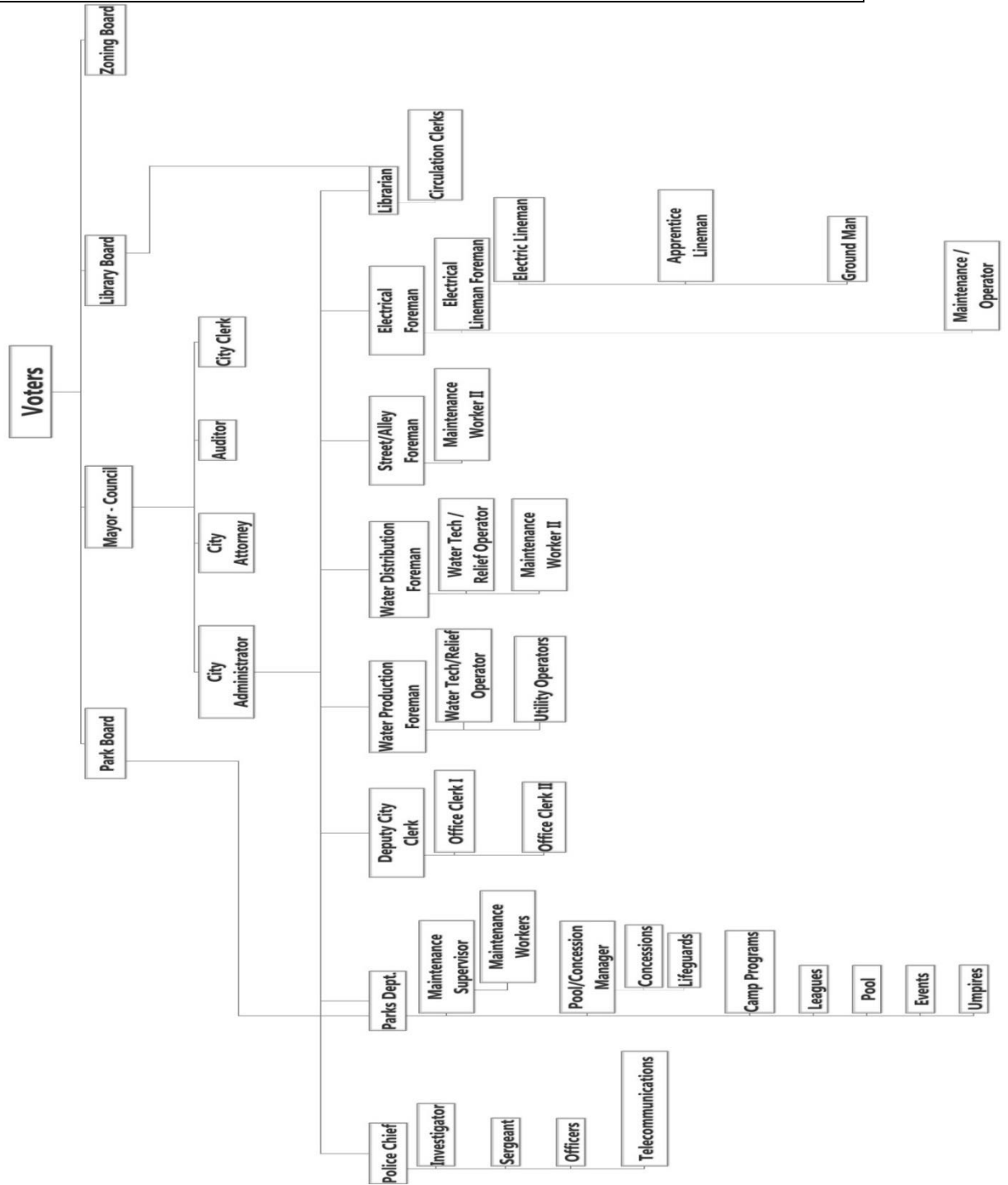
Authorized by: \_\_\_\_\_  
City Administrator Date

Received by: \_\_\_\_\_  
City Deputy Clerk Date



# Exhibit A

## Exhibit A - City Operational Chain of Command





**Exhibit B**