

PERSONNEL POLICY HANDBOOK

FOR THE CITY OF DIAMOND CITY, ARKANSAS



**REVISION ADOPTED:
JUNE 29, 2021
ORDINANCE # 08-2021**

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INTRODUCTION

The information in this handbook applies to all employees of the city; however, the Police follow a more extensively prepared handbook. This handbook is presented as a matter of information only and its contents should not be interpreted as a contract between the City of Diamond City and any of its employees. Circumstances may require the policies and practices described in the handbook to change from time to time. The City of Diamond City reserves the rights to revise, modify, rescind, delete, or add to the provisions of this handbook at any time with absolute discretion. Such modifications will be in writing. The city will attempt to provide employees with notification of such changes when they occur. All previously issued handbooks and any inconsistent policy hereby replaced.

This Personnel Policy Handbook outlines the rules, regulations, obligations and expectations as well as the benefits to which an employee of the City of Diamond City is subject to.

Each employee has the responsibility of becoming familiar with the contents of this handbook, and use it as a guide. An employee should be ever mindful that their duty is to the citizens of Diamond City and all effort should be dedicated to the health, safety, and well-being of our entire population.

This handbook is the property of the City of Diamond City and may not be circulated or given to anyone outside this organization.

Disclaimer: All City employees should understand that this Handbook is not intended to create any contractual or other legal rights. It does not alter the City's "at-will" employment policy nor does it create an employment contract for any period of time.

Strategic Priorities for the City of Diamond City, Arkansas

1. Be ethical in all we do in City Government.
2. Commitment to an economically, stronger, safer and financially healthier community that inspires people.
3. Promote effective communication with one voice to the community.
4. Promote citizen involvement and assure the community that no concerns will fall on deaf ears.
5. Require City workforce to pursue excellence at all levels adding value for citizens.
6. Promote neighborhood revitalization, cleanup, code enforcement, and crime control to stimulate community pride one block at a time.
7. Be proactive and competitive in pursuing economic growth and development in the city.
8. Invest in infrastructure repairs and improvements to stimulate private investments in the community.
9. Promote and foster regional partnerships with all public sector agencies to create a growing Diamond City, Arkansas, that will improve the quality of life for our citizens.
10. Promote Community Center and park improvements and develop programs for all ages.
11. Committing to learn and change at all levels within the organization, in order to pursue excellence, through continuous improvement, innovation, and creativity, in delivering services to the community.

CHAPTER 1 GENERAL POLICIES

1.1 PURPOSE

This Personnel Handbook contains policies, practices and procedures that are necessary to implement and administer the City's personnel system. By adopting this Handbook, the City of Diamond City endeavors to achieve consistent treatment for all employees through the establishment of uniform guidelines and systematic procedures.

This Handbook does not represent an employment contract or any aspect of an employment contract and should not be construed as such.

1.2 SCOPE

All employees of the City of Diamond City are subject to the application of the personnel policies and procedures described in this Handbook.

1.3 EMPLOYEE DEFINITIONS

An individual who is compensated by and provides a service to the City regardless of the number of hours of work performed during any given time period or the length of the term of employment. The term "employee" shall not include any elected official, any voluntary, appointed member of any board, commission or authority, or any person performing services for the City on the basis of a service contract, retainer, or prescribed fee.

EXEMPT EMPLOYEE

An employee who is not eligible for overtime compensation as defined by the Fair Labor Standards Act.

NON-EXEMPT EMPLOYEE

An employee who is eligible for overtime compensation as defined by the Fair Labor Standards Act.

FULL-TIME EMPLOYEE

Employee who is regularly scheduled to work in a position which has daily, weekly and monthly hours as established by the City Council for full-time work. Except for police employees, work hours shall be forty (40) hours per week. A full-time employee accrues vacation and personal leave, and is eligible for retirement benefits. Health, dental and vision insurance is offered to full-time employees.

PART-TIME EMPLOYEE

Defined as any employee who is regularly scheduled to work less than 40 hours per week, though at no set guaranteed number of hours. Benefits of any kind are not offered for any part-time employees.

TEMPORARY/SEASONAL EMPLOYEE

Employee hired for an intermittent or specified period of time, for a season, for a job of limited duration or for a non-recurring work project.

CITY OPERATIONS MANAGER

An exempt employee who has been designated to oversee all operations of the city, Department Heads, and employees. To assist The Mayor making sure City Operations run as they should, as hired by The Mayor.

DEPARTMENT HEAD

An exempt employee who has been designated to oversee supervisors/other employees in their department (Police, Public Works, Finance, Parks and Recreation, and City Hall) as hired by The Mayor.

SUPERVISOR

An employee who has been designated to oversee other employees in the department, under the Department Head.

OVERTIME

Hours worked in excess of 40 hours during a regular work week. No overtime shall be paid on holiday, personal leave or vacation hour days.

WORK WEEK

5-day period beginning on Monday and concluding on Friday, except for Police Officers and any other employees specifically excluded from this provision by the terms of this Handbook.

RETIREMENT

The period of time when the employee is eligible for retirement, has applied for and receives retirement benefits.

1.4 AMENDMENTS AND REVISIONS

This manual may be amended and revised periodically as necessary at the direction of the City Council.

Since personnel practices and procedures are in a constant state of change, the City of Diamond City will continuously review this Handbook for amendments or revisions which might better serve the needs of the city and its employees. As such, this Handbook has been designed to be routinely updated and amended as the need arises.

The City of Diamond City shall have the exclusive right to change, alter, delete, add or modify any provision of these personnel policies at any time, with or without notice. Final approval of all changes to the personnel policies shall be approved by resolution of the City Council. Changes made to these policies shall be communicated through standard communication channels and/or through revisions to this manual, however advance notice may not always be possible.

This policy manual supersedes all previous manuals, letters, memoranda, resolutions, and understandings unless otherwise noted.

1.5 DISTRIBUTION LIST

A copy of this manual and all subsequent revisions or amendments shall be distributed to all employees and elected or appointed City officials.

CHAPTER 2 EQUAL EMPLOYMENT OPPORTUNITY

2.1 EQUAL OPPORTUNITY EMPLOYER

The City of Diamond City is committed to providing equal employment opportunity without regard to race, color, religion, national origin, sex, age, handicap, disability, or veteran status as required by all federal and state laws. The City's commitment in this regard extends to all employment-related decisions and terms and conditions of employment, including job opportunities, promotions, pay and benefits.

2.2 AMERICAN WITH DISABILITIES ACT

The City of Diamond City abides by the requirements of the Americans with Disabilities Act of 1990, the ADA Amendments Act, and state laws governing employment of the individuals with disabilities. Qualified individuals with disabilities may be entitled to an accommodation in the application process and/or in the workplace. Any qualified individual with a disability who requires reasonable accommodation in the employment process and/or in the workplace shall notify the City Operations Manager/Department Head. It shall be the responsibility of a qualified individual with a disability to respect reasonable accommodation in the hiring process or in the workplace. If the change in job or work environment creates an undue hardship for The City of Diamond City, then the accommodation may not be made.

2.3 UNLAWFUL DISCRIMINATION AND HARASSMENT

2.3.1 POLICY

The City of Diamond City expressly prohibits its officials or employee from engaging in any form of unlawful harassment or discrimination, whether due to race, religion, creed, color, national origin, sex, marital status, age genetics, status as a veteran or the presence of any physical, mental or sensory handicap. Harassment or discrimination of any employee is a serious violation of City policy and will not be tolerated.

2.3.2 PROHIBITED CONDUCT DEFINED

Discrimination is any annoying, persistent act or actions that single out an employee, over that employee's objection to his or her detriment, because of a person's protected status, i.e., race, religion, creed, color, national origin, sex, marital status, age, genetics, status as a veteran or special disabled veteran or the presence of any physical, mental or sensory handicap.

Discrimination or harassment can take many forms and can include slurs, comments, jokes, innuendoes, unwelcome complaints, pictures, cartoons, pranks or other verbal or physical conduct, including but not limited to the following actions:

- *Verbal abuse, ridicule, or derogatory comments, i.e., jokes, threats, whistling;
- *Interference with an employee's work;
- *Displaying or distributing sexually offensive, racist or other derogatory materials, i.e., posters, emails, calendars, magazines;
- *Discrimination against any employee in the work assignments or job-related training because of one of the above-referenced bases;
- *Intentional physical contact with either gender specific portions of a person's body, i.e., pinching, gestures, unwelcome touching;
- *Making offensive sexual, racial or other derogatory hints or impressions;
- *Requesting favors (sexual or otherwise), explicitly, as a condition of employment, promotion, transfer or any other term or condition of employment;
- *Overtly using one's title or position to sexually or otherwise harass employees.

Discrimination or harassment based upon a person's protected status is prohibited by federal and state anti-discrimination laws and violates City policy where it:

- *Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- *Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- *Otherwise unreasonably affects an individual employment opportunity.

Sexual harassment occurs when the verbal and physical conduct described above is sexual in nature or is gender-based, that is, directed at a person because of their gender. Sexual harassment does not refer to casual conversation or occasional compliments of a socially acceptable nature.

Sexual harassment violates federal and state law and is prohibited under the City of Diamond City's harassment policy when:

- *Submission to the conduct is either explicitly or implicitly a term or condition of employment;
- *Submission to or rejection of the conduct is used as a basis for an employment decision affecting such individual;
- *The conduct unreasonably interferes with the individual's job performance or creates a work environment that is intimidating, hostile or offensive.

Sexual harassment includes but not limited to:

- *Unwelcomed verbal behavior such as comments, suggestions, jokes, or derogatory remarks based on sex;
- *Physical behavior such as pats, squeezes, repeatedly brushing against someone's body, or impeding or blocking normal work or movement;
- *Posting of sexually suggestive or derogatory pictures, cartoons, or drawings, even at one's work station;
- *Unwanted sexual advances, requests or pressure for sexual favors and/or basing employment decisions (such as an employee's performance evaluation, work assignments, advancement) upon the employee's acquiescence to sexually harassing behavior in the workplace.

Any employee found to have engaged in such conduct will be subject to immediate discipline, up to and including termination. We, at the City of Diamond City, do encourage healthy friendships among its employees; however, employees, especially management and supervisory employees, must be sensitive to acts of conduct that may be considered offensive by fellow employees and must refrain from engaging in such conduct.

It is also, expressly prohibited for an employee who bring sexual harassment charges or assist in investigating charges. Retaliation is a violation of this policy and will be subject to immediate discipline, up to and including termination. No employee will be discriminated against, or discharged, because of bringing up or assisting in the investigation of a complaint of sexual harassment.

2.4 COMPLAINT REPORTING AND INVESTIGATION

The City is committed to diligently enforcing its harassment policy by promptly and impartially investigating all complaints. When harassment is discovered, the City shall take appropriate disciplinary action, up to and including termination. The complaint procedure is designed to deal with complaints in a fair, discreet and timely manner to:

- *Determine if the conduct alleged in the complaint took place and constitutes harassment which violates federal and/or state law and City policy or constitutes harassment in the form of inappropriate or offensive behavior which violates City policy.
- *Stop the offending behavior.
- *Restore the complainant's working environment. *Take steps to prevent retaliation and repetition of the harassment.
- *Educate, sanction, or discipline the harasser consistent with the seriousness of the offense.

It is every employee's and official's responsibility to ensure that his/her conduct does not include or imply harassment in any form. If, however, harassment or suspected harassment has or is taking place:

1. An employee must immediately report the harassment or suspected harassment, in writing/verbally, to the City Operations Manager/Department Head. If the City Operations Manager/Department Head is the source of the alleged harassment, or is so closely associated with the source of the harassment that the employee does not feel comfortable reporting to that person, employee may report the complaint to The Mayor. Employees should not wait to report the

harassment or discrimination until the acts become so pervasive or offensive that they create a hostile working environment.

2. Any City Operations Manager/Department Head who learns of or receives a complaint of harassment is obligated to report it to The Mayor, immediately.

3. Each complaint shall be fully investigated and a determination of the facts and an appropriate response will be made on a case-by-case basis.

If it is determined that harassment has occurred, the City shall take appropriate corrective disciplinary action, which may include but not be limited to, verbal and/or written warnings, probation, suspension, demotion and/or termination.

No employee shall be subject to any form of retaliation or discipline for pursuing a harassment complaint, and no witnesses shall suffer retaliation as a result of their involvement in the investigation. The City of Diamond City will not tolerate harassment or any form of retaliation against an employee who has either instigated or cooperated in the investigation of alleged harassment. Disciplinary action will be taken against those who are found to have violated the City's policy against such retaliation.

If the investigation does not find that harassment occurred or that the alleged incident(s) did not constitute harassment, the matter shall be referred back to the City Operations Manager/Department Head for further appropriate action. For example, if workplace misconduct may have occurred but not harassment, the City Operations Manager/Department Head shall determine the manner in which to act upon the findings set forth in the investigation report.

An employee found to have reported harassment in bad faith or intentionally or willfully falsely reported harassment shall be subject to disciplinary action.

CHAPTER 3 GENERAL EMPLOYMENT POLICIES

3.1 AT-WILL EMPLOYER

The City of Diamond City is an at-will employer as defined Arkansas law. This means that the City of Diamond City or any of its employees as defined may terminate the employment relationship at any time for any reason with the understanding that neither has an obligation to base that decision on anything but his or her intent to discontinue the employment relationship. No policies, comments, or writings made herein or during the employment process shall be construed in any way to waive this provision.

This Handbook is not intended to create any contractual or other legal rights. It does not alter the City of Diamond City's at-will employment policy nor does it create an employment contract for any period of time.

3.2 AUTHORITY TO HIRE AND FIRE

The authority to hire and fire employees of the City of Diamond City is responsibility of the City Operations Manager/Department Head and/or Mayor.

3.3 JOB POSTING AND ADVERTISING

An application for employment will be accepted from anyone who wishes to apply for employment on forms provided by the City of Diamond City. Application forms are available in City Hall. All information provided on the application must be true and correct with the provision of false information being grounds for elimination of considering for hiring and/or dismissal from City employment.

In the event of a job opening, copies of the job announcement(s) shall be distributed to the City departments, and posted internally for each department for the City of Diamond City employees. If position is not filled internally, the City shall make it public on the City of Diamond City's website, Facebook Page, City Hall and/other sources that might recruit applicants, at least 10 days prior to the dead-line for receiving applications.

Applications for full-time City employment will not be accepted from anyone under 18 years of age. (Police applications have a different age restrictions) Except as otherwise provided by Arkansas law, the City Operations Manager/ Department Head, with notification to The Mayor, shall make the final decision with respect to hiring new employees and promoting existing employees.

A job description of each vacant position may be provided upon request.

3.4 EMPLOYMENT APPLICATIONS AND RESUMES

The City of Diamond City relies upon accuracy of information contained in the employment applications and resumes submitted by prospective employees, as well as other information provided throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, in termination or other disciplinary measures.

Applications for full-time City employment will not be accepted from anyone less than 18 years of age. (Police applications have different age restrictions.) Except as otherwise provided by Arkansas law, the City Operations Manager/Department Head, with notification to The Mayor, shall make the final decision with respect to hiring/firing employees and promoting existing employees.

3.5 PROBATION

All employees hired shall be considered on probationary status for the duration of not less than 6 months. While on probation, employees do not have the right to appeal any disciplinary action up to and including termination from the City of Diamond City.

3.6 DRUG AND ALCOHOL TESTING

The City of Diamond City has a responsibility to ensure safe-working conditions for its employees and a productive City workforce unimpaired by chemical substance abuse. To satisfy these responsibilities, the City of Diamond City is committed to maintaining a work place that is free from the effects of drugs, alcohol, or other performance-impairing substances. All employees are expected to obey all laws regarding the use of illegal drugs or the abuse of alcohol or prescription drugs while on City premises during work hours. Any employee violating this policy will be subject to appropriate discipline, including termination.

Any City employee who violates this substance abuse policy, or who is convicted of an alcohol or drug violation, will be subject to disciplinary action, up to, and including termination.

3.6.1 FITNESS FOR DUTY

Current abuse of drugs or alcohol is not a protected disability under the Americans Disabilities Act (ADA) of 1990. The City of Diamond City will not hire anyone who is known to currently abuse drugs or alcohol. Furthermore, all employees are expected to report to work in a fit condition to perform their duties. Employees on official business or representing the city on or off the work place prohibited from purchasing, transferring, using or possessing illegal drugs or from abusing alcohol or prescription drugs in any way that is illegal.

An employee reporting or returning to work whose behavior reflects the abuse of alcoholic beverages or drugs may be referred for medical evaluation to determine fitness for work. Failure to report for an evaluation or follow the recommendations of the City of Diamond City will result in appropriate disciplinary action, including termination.

3.6.2 NOTIFICATION

As condition of employment with the City of Diamond City, employees must abide by the terms of this drug and alcohol policy and report any conviction under a criminal drug and alcohol statute including DWI convictions for violations occurring on or off City premises while conducting City business, or in use of a company or personal vehicle. A report of a conviction shall be made within 5 days after the conviction. Failure to report a conviction within the 5-day period may result in disciplinary action, including immediate termination.

3.7 REHIRES

A former employee who has separated from the City's employment in good standing will be considered for rehire pursuant to this policy.

3.8 NEPOTISM

It is policy of the City that no individual may function as Supervisor over members of his/her immediate family. For this policy, immediate family is described as: mother, father, brother, sister, child, grandparents, mother in-law, father in-law, son in-law, daughter in-law, spouse, or those relatives who live in the employee's household, including "step" relatives. Specific guidelines and procedures shall be established to ensure that family members shall not be placed in situations which would violate the intent of this policy.

CHAPTER 4 COMPENSATION AND MATTERS AFFECTING EMPLOYMENT STATUS

4.1 ATTENDANCE

Employees shall be in attendance at their work stations in accordance with the rules and regulations established by the City Operations Manager/Department Head. (See also Section 6.4 ABSENTEEISM/TARDINESS)

4.2 WORK HOURS

Except for police officers the standard work week shall consist of 40 hours per week, unless otherwise arranged by the City Operations Manager/Department Head to meet specific departmental needs. While you are generally expected to work the number of hours in any given day or week (or to be paid for such hours if you do not work that many hours.) Work hours for police employees shall be in accordance with state statues and departmental regulations.

Employees are expected to be at their workstation on time and to work the number of hours scheduled. The standard workday shall begin and end at the times established by the City Operations Manager/Department Head by necessity. The standard work week is Monday through Friday. There will be no grace period for clock in/out, be on time.

Flexible work arrangements are dependent on departmental requirements and are left to the discretion of the City Operations Manager/Department Head. Flexible work arrangements allow the City Operations Manager/Department Head to schedule the work week of 40 hours to meet specific departmental situations.

The City of Diamond City reserves the right to adjust and change hours of work, days of work and schedules to fulfill its responsibility to the citizens of the City of Diamond City. In emergency, previously scheduled hours of work, days of work and arrangements may be altered at the discretion of the City Operations Manager/Department Head. Changes in work schedules will be announced as far in advance as practicable.

Salaried employees generally work the same hours, but may be required to work more hours as the work dictates. Department Heads should be at work at least 30 minutes before his/her staff is scheduled. This gives the City Operations Manager/Department Heads time to prepare for the daily work load and be available to employees.

Whenever possible, all employees daily work schedules shall provide a 15- minute break during each four-hour work shift. A 30- minute meal time must be taken daily and will be unpaid, if employees worked more than 4 hours. When an employee works 4 hours or less daily, the meal period is optional. But must be approved by City Operations Manager/Department Head.

All time off must be requested in advance and submitted in writing on the appropriate form and submitted to Department Head, by the employee requesting time off. It must be approved and signed by Department Head/Mayor to be taken.

Overtime work is only performed when necessary and approved in advance by City Operations Manager/Department Head. You are expected to work necessary overtime when requested to do so. Hourly employees will receive time and one-half pay for time earned exceeding 40 hours in any given work week. Holiday, Personal and Vacation paid days do not count as part of those 40 hours in the work week. Full time employees will be paid double time hours worked on a company holiday, if they are not scheduled to work on that holiday and it is approved by City Operations Manager/Department Head. Part time employees will be paid the regular rate of pay for working on a company holiday. Salaried employees are not entitled to overtime pay.

City of Diamond City views attendance as an important facet of your job performance review. All unapproved absences will be noted in the employee's personnel file. Excessive absences, tardiness, including abuse of Personal Leave, will result in disciplinary action, up to and including termination.

4.3 UNAUTHORIZED WORK TIME

Because of FLSA regulations, non-exempt employees are not to commence work prior to the scheduled starting time, work during their meal break, or work past scheduled end of their shift without prior approval of their City Operations Manager/Department Head. FLSA non-exempt employees who work unauthorized overtime hours will be subject to disciplinary action including but not limited to suspension without pay.

4.4 COMPENSATION

4.4.1 REPORTING AND VERIFYING HOURS WORKED

Compensation for employment with the City of Diamond City may be subject to Fair Labor Standards Act. It is each employee's responsibility to monitor, record, clock in/out an accurate status of hours he/she works per payroll period to ensure that he/she is properly paid for time worked.

All employees shall report their own hours worked every day, on the time clock provided by the City. All employees must fill out their own daily work chart, every day provided by the City Operations Manager. All employees are responsible for accurate reporting of all time and chart, and must not falsify either one. Any employee found to have engaged in such conduct will be subject to immediate discipline, up to and including termination.

4.4.2 PAYROLL RECORDS

The City Operations Manager shall keep and maintain a record of work attendance, vacation and personal leave, used and accrued; and any other leave, whether with or without pay. These records shall be available to individual employees and they will be able to view their own records during normal business hours, with a 2 working days advance notice.

4.4.3 PAYROLL PROCEDURES AND PAYDAY

Employees are paid every other Wednesday. Direct Deposit may not be available until 8:00 a.m. on this day. When a holiday falls on a regular payday, employees will be paid on the last working day prior to the holiday.

Each employee is responsible to get the proper documentation to the City Treasurer for direct debit before their first pay period is over, or they will have to wait until the next pay period for payroll payment.

Each employee is responsible for monitoring the accuracy of each paycheck received. Any employee who believes that his/her paycheck does not properly compensate him/her for all hours worked in a given pay period should immediately report their concerns to their City Operations Manager or City Treasurer.

4.5 SALARY BASIS POLICY*

The Fair Labor Standards Act (FLSA) of 1938 is a federal law which requires that most employees in the United States be paid at least the federal minimum wages for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours, not including holiday pay, personal leave or vacation time in a work week.

4.5.1 SALARY BASIS REQUIREMENT

To qualify for exemption, employees generally must be paid at no less than \$455 per week on a salary basis. Being paid "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a bi-weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below in [Section \(4.5.2\)](#), an exempt employee must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked.

4.5.2 CIRCUMSTANCES IN WHICH THE CITY MAY MAKE DEDUCTIONS FROM PAY

The City of Diamond City is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for unpaid write-ups and/or suspensions, for policy infractions.

4.5.3 CITY POLICY

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit anyone employed or elected from making any improper deductions from the salaries of exempt employees. We want our employees to be aware of this policy and that the City does not allow deductions that violate the FLSA.

4.5.4 WHAT TO DO IF AN IMPROPER DEDUCTION OCCURS

If you believe that an improper deduction has been made to your salary, you should immediately report this information, in writing and/or verbally, to your City Operations Manager or City Treasurer.

Reports of improper deductions will be investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed within 5 business days, for any improper deduction made.

4.6 OVERTIME

4.6.1 OVERTIME

The City will pay overtime in accordance with the Fair Labor Standards Act at one-half times the bases rate or hourly rate for all hours worked in excess of the hours per week set forth in Section 4.2 WORK HOURS of this Handbook.

Overtime will be permitted only with prior approval of the City Operations Manager/Department Head prior to the commencement of such work or when absolutely necessary due to emergency conditions. Failure to obtain prior approval before working overtime will result in disciplinary action, including but not limited to suspension without pay.

4.6.2 NON-EXEMPT AND EXEMPT EMPLOYEES

Non-exempt employees are subject to the Fair Labor Standards Act (FLSA) over time requirements and therefore are subject to the overtime policies set forth in this Handbook.

Exempt employees are not subject to the Fair Labor Standards Act (FLSA) OVERTIME REQUIREMENTS. Certain employees are classified as exempt based upon the nature of the work, conditions of employment and by the criteria set forth in the rules and regulations of the Fair Labor Standards Act. Exempt employees shall not be eligible for overtime hours worked in excess of the regular work week.

4.7 EMERGENCY SITUATIONS

It is the policy of the City of Diamond City to maintain hours, of operation, which make the best use of employees and resources in serving the needs of the public. Emergency situations may from time to time necessitate the closure of City offices. Such situations shall be determined by The Mayor/City Operations Manager after consideration of all facts. Essential personnel required to be at work under emergency situations shall receive their normal rate of pay.

At times it may become necessary to close individual offices due to limited staffing levels, special departmental meetings, etc. Such closure may be done at The Mayor/City Operations Managers discretion.

4.8 VACANCIES AND PROMOTIONS

It is the intent of the City of Diamond City to hire and promote the most qualified applicant for all vacant positions. The City of Diamond City will strive to fill vacancies by promotion of persons already employed by the City of Diamond City. To give the employees of Diamond City an opportunity to apply for job vacancies, The Mayor/City Recorder/City Operations Manager will post such announcements of job openings where employees can view.

The final decision regarding promotions shall be made by The Mayor/City Operations Manager/Department Head after careful review.

4.9 TRAINING

The City of Diamond City is committed to continuing training for all employees. If an employee feels that additional training is needed, he/she is responsible for notifying, in writing and/or verbally, to his/her City Operations Manager/Department Head. Expenses incurred in on-the-job training should be assumed by the City of Diamond City. The Mayor/City Operations Manager/Department Head must approve, in writing/verbally, all employee's requests prior to enrolling.

4.10 PERFORMANCE EVALUATIONS

All employees will participate in a performance review session, at least annually, with their City Operations Manager/Department Head. New employees will be reviewed after 6 months of employment and then at least annually thereafter. This review is intended to provide support for an individual; to improve the performance of the individual by providing meaningful, constructive feedback on the adequacy of performance; and to assist in the development and fulfillment of professional growth goals and job responsibilities.

Formal and documented reviews, as well as casual and undocumented discussions with your City Operations Manager/Department Head, will be a part of your performance evaluation. To the extent practicable, evaluations will be based on the direct observations of each employee's performance, the quality and quantity of each employee's performance, the employee's conduct, demeanor and record of attendance along with tardiness, and any additional efforts undertaken by the employee. In addition to regular performance evaluations described above, special written performance evaluations may be conducted by the employee's City Operations Manager/Department Head at any time to advise the employee of his/her current level of performance and where appropriate, the existence of performance of disciplinary problems and solutions.

Employee's signature on formal review forms will serve as notice that the review has taken place and not whether they agree or disagree with the contents. Completed formal evaluation forms will be placed in the employee's personnel file. Please note that a performance evaluation does not necessarily mean a salary adjustment.

4.11 JOB SAFETY

The City of Diamond City strives to provide a healthy and safe working environment. Safety is largely the use of good judgement and careful work habits. If an employee is unsure of how to perform a task safely, they should ask their Department Head/Mayor for the correct method. The following safety rules should always be observed:

- Unsafe conduct constitutes misconduct.
- Follow all departmental safety rules.
- Use all mechanical safeguards on or for employee equipment.
- Immediately cease using and report any faulty or potentially faulty equipment to the City Operations Manager/Department Head.
- Immediately report any unsafe or potentially unsafe working condition or equipment.
- Immediately report any and every accident to the Department Head/Mayor.
- Keep all work areas, offices and buildings organized, clean and clear of clutter.
- Keeps all work sites up to city standards during and after a job.
- Wear safety boots every day and/or other safety items on job sites or projects.

Violence or threats of violence are strictly prohibited and, if confirmed, may be grounds for immediate termination. Examples of such conduct include harassing or threatening phone calls, email or written communication directed towards an employee or his/her- friends/family members; stalking; and the destruction of personal and/or City of Diamond City property.

Any un-authorized weapons or dangerous items of any nature such as weapons, explosives, or firearms will not be permitted on the City of Diamond City property, or in an employee's possession while conducting City business offsite. Of course, theft of any kind will not be tolerated.

4.12 REFUSAL TO WORK

A city employee's commitment is to public service. Any work stoppage, slowdown, strike or other intentional interruption of the operations of the city shall cause the employee to forfeit his/her employment and result in the termination of the employee from the City of Diamond City.

4.13 RESIGNATION/TERMINATION

Employees who wish to voluntarily terminate their employment with the City of Diamond City are urged to notify the city at least 2 weeks in advance of their intended voluntarily termination. Such notice should preferably be given in writing and or verbally to the employee's City Operations Manager/Department Head. Although not required, proper notice generally allows the City sufficient time to calculate all final accrued monies due the employee for his/her final paycheck. Without adequate notice however, the employee may have to wait until after the end of the next normal pay period to receive such payments.

Employees who plan to retire are urged to provide the city with a minimum of 2 months written/verbal notice. This will allow ample time for the processing of appropriate pension forms to ensure that retirement benefits to which an employee may be entitled commence in a timely manner.

All employment relationships with the City of Diamond City are on an "at-will" basis. Thus, although the City of Diamond City hopes that the relationship with employees is rewarding, the City reserves the right to terminate the employment relationship of any employee at any time with no explanation given.

Disclaimer: This handbook is not a contract. Policies can be changed at any time, and all employment is "at-will". This means that the company's relationship with employees is not a guarantee of employment, and can be terminated at any time.

4.14 EXIT INTERVIEWS

Employees whose employment has terminated may be requested to participate in an exit interview and sign an exit interview form at the time of termination. During the interview, matters final pay and benefits will be discussed. And the employee will be required to return any City of Diamond City property in his/her possession or which was entrusted to him/her and gather their personal belongings upon exiting.

4.15 JOB DESCRIPTIONS

It shall be the responsibility of the City Operations Manager/City Recorder to maintain on file for each position in all departments and provide an update copy of their job description. The job description should include scope of responsibility, whom they report to, typical duties, minimum and preferred qualifications, knowledge, skills and abilities, physical demands and expectations.

CHAPTER 5 BENEFITS

5.1 VACATION

- **1 YEAR UP TO 4 YEAR ANNIVERSARY = 10 WORKING DAYS**
- **4 YEARS UP TO 10 YEAR ANNIVERSARY = 15 WORKING DAYS**
- **10 YEARS UP TO 15 YEAR ANNIVERSARY = 25 WORKING DAYS**
- **15 YEARS UP TO 20 YEAR ANNIVERSARY = 30 WORKING DAYS**

Unused vacation time may not be carried over from one year to another. There is no cash payment in lieu of vacation time.

5.1.2 SCHEDULING VACATIONS

Each full-time employee may take accrued vacation with full pay at such time as is mutually agreed upon between the employee and City Operations Manager/Department Head. All vacation leave must have the advance approval of the employee's City Operations Manager/Department Head, so that the leave fits in to overall scheduling of the department. Employees should notify their City Operations Manager/Department Head at least 2 weeks in advance of being absent for vacation time. The permissible number of employees taking vacation any one time will be governed determined by the Department Head/Mayor based upon departmental workloads. The City of Diamond City reserves the right to alter vacation schedules. Maximum vacation leave to be taken at any one time is 5 working days paid unless advance written approval is granted.

If a city observed holiday occurs during the calendar week in which a vacation period is scheduled for an employee, the employee's vacation should be extended for 1 additional work day, or the number of days equal to the holiday(s).

5.2 HOLIDAYS AND HOLIDAY PAY

The appropriation made for salaries shall include additional pay for holidays for all employees of the city, including but not limited to, uniformed employees, as provided by the laws of the State of Arkansas.

HOLIDAY	DAY/DATE
New Year's Day	January 1 st
Martin Luther King Jr. Day	Third Monday in January
Good Friday	Friday prior to Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Veterans' Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
The Day After Thanksgiving	Fourth Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th

When any of the above, mentioned holidays fall on Saturday employees will get the prior Friday off and if the holiday falls on a Sunday employees will get the following Monday off paid.

In order to qualify for holiday pay, you must work the last scheduled work day immediately before and after the holiday, or be in a paid leave or vacation status for such work days.

5.3 PERSONAL LEAVE

All full-time employees will get 6 Personal Days per year. (Including employees first year of employment) No days may be carried over to the next year and must be taken in HALF or FULL days, not by hours. Personal Leave can be used for any reason with notice and approved. Personal Leave is a privilege and can be taken away from employees by City Operations Manager/Department Head for any disciplinary reason.

An employee who is unable to report for work due to illness has to report by phone call only and actually talk to their Department Head/City Operations Manager, no less than 2 hours from the time the employee is expected to report to work. But try to give as much advanced notice as possible. Personal Leave with pay may not be allowed unless such report has been made as aforementioned.

Employees who are absent more than 3 consecutive days due to unconfirmed illness or injury will be required to submit a physician's statement. Employees absent from employment due to illness or injury and under a physician's care will be requested to present a document of release to the Department Head/City Operations Manager before returning to work.

Absence for part of a day that is chargeable to Personal Leave in accordance with these provisions shall be deducted from accrued leave in the amounts of no less 4 hours increments. An employee not reporting to work and who uses all of his/her accrued Personal Leave days shall thereafter be placed on an inactive, without pay status.

5.4 FUNERAL OR BEREAVEMENT LEAVE

Funeral Leave with pay up to a maximum of 3 working days will be granted to all City employees in cases of death or in circumstances of death in his/her family. 3 additional travel days may be granted upon prior written/verbal approval to the City Operations Manager/Department Head where time of more than 8 hours is necessary. Additional days unpaid may be granted if approved.

Family shall include: Spouse, Mother, Father, Brother, Sister, Child, Grandchildren, Grandparents, Aunts, Uncles, Cousins and the comparable "In-Law" and "Step" relationships or those relatives who live in the employee's household.

The City Operations Manager/Department Head may grant Funeral Leave of not more than 1 day for an employee, unpaid if all vacation and personal time has exhausted, for an employee to be a pallbearer or attend a funeral of someone not listed above.

Bereavement pay will not be compensated as time worked for overtime purposes.

5.5 MATERNITY LEAVE

Employees affected by pregnancy, childbirth and related medical conditions. An employee accrued Personal Leave and Vacation time will be granted for maternity use, after which leave without pay must be used.

5.6 UNIFORMED SERVICES

Certain rights to re-employment after service in the uniformed services, as well as provisions relating to pension and health benefits are established in the Uniformed Services Employment and Re-employment Rights Act of 1994, 38 USC 4301 et seq., and in Ark. Code Ann. State Code 21-4-102. It is the City's policy to honor and comply with the provisions of those statutes.

The Uniformed Services Employment and Reemployment Rights Act (USERRA), prohibits discrimination against persons because of their service in the military. USERRA prohibits an employer from denying any benefit of employment on the basis of an individual's membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services. USERRA Also protects the right of veterans, reservists, National Guard members, and certain other members of the uniformed services to reclaim their civilian employment after being absent due to military service, deployment, or training.

A summary of rights afforded by the Uniformed Services Employment and Reemployment Rights Act (USERRA) is contained in a poster developed by the U.S. Department of Labor and displayed in the lobby of City Hall, and in employee areas.

As an employer, the City shall provide to persons entitled to rights and benefits under USERRA a notice of the rights, benefits, and obligations of such persons and such employers under USERRA.

In addition, under Ark. Code Ann. State Code 21-4-102 (Act 673 of 1991), employees who are members of a military service organization or National Guard unit shall be entitled to a military leave of all official duty days with pay plus necessary travel time for annual training requirements or other duties performed in official duty status. This shall not affect personal or vacation time. All employees in the military reserve-training program should provide a copy of their report orders to their Department Head/Mayor as immediately as possible. As mentioned below, the FLSA provides further rights to family members of military personnel.

5.7 FAMILY MEDICAL LEAVE

5.7.1 Types of Leave Covered

Eligible city employees may take up to twelve (12) weeks of unpaid leave for the following reasons;

- 1) The birth and care of the employee's child, or incapacity due to pregnancy or prenatal reasons;
- 2) The placement of a child into an employee's family by adoption or by foster care arrangement and to care for the newly placed child;
- 3) The care of an immediate family member (spouse, child, parent, or parent "in-law") that has a serious health condition;
- 4) The inability of a city employee to work because of a serious health condition that renders the employee unable to perform the essential functions of their job;
- 5) An employee whose spouse, son, daughter, or parent either has been notified of an impending call to order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave;
- 6) Military Caregiver Leave to care for an ill or injured service member.

Leave entitlements for medical reasons are predicated upon the existence of a serious health condition suffered by you or an immediate family member. A serious health condition is defined as a condition that requires:

- Inpatient care in a hospital, hospice, or residential medical care facility;
- Continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated, would likely result in a period of incapacity of more than three (3) days, and for prenatal care.

Including and period of incapacity of any subsequent treatment in connection with such inpatient care of a condition that requires continuing care by a licensed health care provider.

The city will require written certification of the qualifying exigency for military family leave. The employee must respond in writing to such a request within 15 days of the request or provide a reasonable explanation in writing for the delay.

The city will require written certification from medical authorities for the serious injury or illness or illness of the service member. The employee must respond in writing to such a request within 15 days of the request or provide a reasonable explanation for the delay.

5.8 LEAVE FOR WITNESS OR JURY DUTY

Employees will be granted paid leave for witness or jury duty. Employees are also permitted to retain the allowance for services from the court for such service. To qualify for jury or witness duty leave, employees must submit to the City Operations Manager/Treasurer for Payroll purposes, a copy of the summons or other relevant court related documents as early as possible upon receipt thereof. In addition, proof of services must be submitted to the employee's City Operations Manager/Department Head when the employee's period of jury or witness duty is completed.

5.9 MISCELLANEOUS LEAVE

The attendance of employees at seminars and training programs/classes are considered part of continual professional development. Attendance of such seminars and training programs must be preapproved in writing/verbal by Department Head/Mayor. If employees are required to attend these meetings at a location requiring an overnight stay or travel time in excess of the employee's normal work day, overtime will not be paid.

The City will pay all reasonable out-of-pocket expenses for lodging, travel costs, meals, etc., pursuant to its regular expense policy. However, no such expenses will be reimbursed without receipts documenting payments of such expenses to the City Treasurer.

The misrepresentation or altering of claims for reimbursement may result in the filing of criminal complaints, as well as disciplinary action up to and including termination.

5.10 HEALTH BENEFITS

The City of Diamond City provides a group health plan for all its full-time employees after 30 days of employment with the option to make changes to their plan during the open enrollment period in January of each year. The city pays a portion of the benefits plan premiums. Detailed information on the policy and coverage will be given to employees when they are hired. Additional information may be obtained from the City Treasurer.

5.11 OCCUPATIONAL INJURIES

All employees of the City of Diamond City are covered under the Arkansas State Workers' Compensation laws. Any employee incurring an "on-the-job" injury should immediately notify his/her City Operations Manager/Department Head who will arrange for appropriate medical treatment and prepare the necessary reports required for the employee to be compensated. Rules and regulations concerning Workers' Compensation have been posted in designated employee locations.

5.12 ACCIDENTAL INJURY

If any full-time employee is involved in an accident which is not job-related and the injury sustained in such accident necessitates that the employee be absent from work, the employee shall be entitled to receive pay at a regular salary for the number of days of accumulated leave credited to that employee at the time the accident occurred.

CHAPTER 6 STANDARDS OF CONDUCT

6.1 COMMUNICATING WITH PUBLIC

Employees of the city of Diamond City shall at all times be civil, orderly and courteous in their conduct and demeanor towards the public. Each employee should treat members of the public with respect and efficiently provide responses to their inquiries or requests. This attitude or approach to public service cannot be overemphasized.

When an employee is uncertain of the correct response of an inquiry or request from the public, he/she should refer the inquiry or request to the individual or the department which can provide the most satisfactory response to the inquiry. It is better to admit lack of knowledge than to provide erroneous information.

6.2 UNIFORMS AND PERSONAL APPEARANCE

Uniforms or uniform allowance will be provided to personnel of certain departments as authorized by the Mayor/City Operations Manager. Employees who are provided uniforms or uniform allowance shall wear uniforms at all times while on duty. Uniforms shall be kept as neat and presentable as working conditions permit. To comply with IRS regulations, uniforms shall not be worn off duty, such as doing household chores or on weekends. It is permissible, however, for an employee to wear the uniform prior to work and/or after work to complete errands.

Employees not required to wear uniforms should dress in appropriate professional departmental attire. It is expected for the employee to present a clean and professional appearance. If an employee is unsure what constitutes appropriate attire, then the employee should check with his/her City Operations Manager/Department Head. Should an employee's attire be deemed as inappropriate by the City Operations Manager/Department Head, the employee may be asked to change and return back to work with appropriate work attire.

6.3 GUIDELINES FOR APPROPRIATE CONDUCT

The city of Diamond City expects its employees to accept certain responsibilities, adhere to acceptable principles in matters of personal conduct and exhibit a high degree of personal integrity at all times. This not only involves a sincere respect for the rights and feelings of others, but also demands that both while at work and in their personal lives, employees refrain from behavior that might be harmful to the employees, co-workers, the citizens and/or the City.

Whether an employee is on-duty or off-duty, his/her conduct reflects on the city. An employee should observe the highest standards of professionalism at all times. It is just as essential that as a City employee, he/she acts in a professional manner and extend the highest courtesy to co-workers, citizens, visitors, customers, vendors and clients. A cheerful and positive attitude is essential to our commitment to the public.

Types of behavior and conduct that the city considers inappropriate include, but are not limited to the following:

- *Falsifying employment or other City records;
- *Violating any City nondiscrimination and/or harassment policy;
- *Soliciting or accepting gratuities from citizens;
- *Excessive absenteeism or tardiness;
- *Unsatisfactory work performance;
- *Excessive, unnecessary or unauthorized use of City property;
- *Reporting to work intoxicated or under the influence of non-prescribed drugs or participation in the illegal manufacture, possession, use, sale, distribution or transportation of drugs;
- *Buying or using alcoholic beverages while on City property or using alcoholic beverages while engaged in City business, except where authorized;
- *Fighting or using obscene, abusive or threatening language or gestures;
- *Theft of property from co-workers, citizens or the City;

- *Unauthorized possession of firearms, transfer, sale, or use of a deadly weapon while on duty, on City premises or while on City business; except as required as a part of assigned duties;
- *Disregarding safety or security regulations;
- *Insubordination;
- *Breach of confidence or security;
- *Neglect or carelessness resulting in damage to City property or equipment

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory and in violation of either of the above-referenced items or any other city policies, rules or regulations, an employee will be subject to disciplinary action up to and including termination.

6.4 ABSENTEEISM AND TARDINESS

Regular attendance is essential to the effective business operations, and the City of Diamond City expects all of its employees to report to work on time and on a regular basis. Unnecessary absences and tardiness are expensive, disruptive and place an unnecessary burden on fellow employees, Mayor, City Operations Manager, Department Heads, City government as a whole and the taxpayers who receive City services. Should an employee be unable to report to work on time for any reason, he/she should give "proper notice" to his/her City Operations Manager/Department Head prior to the time that they are to report to work. Proper notice is defined as verbal communication.

An employee shall have abandoned his/her job when the employee has failed to call in and notify his/her City Operations Manager/Department Head of the reason for absence from work. Job abandonment will also occur when an employee fails to return to work or notify the City Operations Manager/Department Head of the reason for absence after any approved leave of absence, disciplinary suspension or recall from layoff status. When an employee has abandoned his/he job, that employee shall be immediately terminated from the City of Diamond City. Any employee who fails to report to work without notification will be considered a voluntary termination.

Excessive absences or tardiness, unexcused absences and tardiness, falsification of reasons for any absence or tardiness, absences/tardiness which form unacceptable patterns or failing to provide proper medical documentation to support absences/tardiness may result in disciplinary action up to and including termination.

An absence of an employee from duty, including any absence of one (1) day or part thereof, (other than an absence authorized by this personnel handbook or by law) that is not authorized in writing in advance by the City Operations Manager/Department Head will be deemed absence without leave. Such absence shall be without pay and subject to disciplinary action, up to and including termination.

6.5 OUTSIDE EMPLOYMENT

If an employee is considering additional employment, he or she should discuss the additional employment with his or her City Operations Manager/Department Head for approval.

6.6 OUTSIDE COMPENSTION

No reward, gift or other form of remuneration in addition to regular compensation shall be received from any source by employees of the City of Diamond City for the performance of their duties as employees of the City.

6.7 USE OF NARCOTICS, ALCOHOL AND TABACCO

The consumption of alcohol or other intoxicants is prohibited while an employee is on duty. Employees of the City shall not use habit-forming drugs, narcotics, or controlled substances unless such drugs are properly prescribed by a physician. Employees involved in any unauthorized use, possession, transfer, sale, manufacture, distribution, purchase or presence of drugs, alcohol or drug paraphernalia on City property or reporting to work with detectable levels of illegal drugs or alcohol will be subject to disciplinary action including termination. In addition, employees are expected to notify their City Operations Manager/Department Head if they are convicted of violating any criminal drug law, either

within or outside the work place, or if they are convicted of violating any alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace. Violation of policies related to these matters can result in serious disciplinary action, including termination.

Because of the nature of the work, some positions require drug testing before a final employment offer is made. Some positions may also require on-going random drug testing and/or as needed or upon reasonable suspicion drug or alcohol testing. A positive result will conclude termination of employment. Refusal to submit to testing, failing to report to the collection site, attempting to alter or fail to deliver the documents may be subject to disciplinary action up to and including termination. The City Operations Manager/Department Head may establish smoking rules or guidelines for his/her departmental employees. However, smoking is prohibited inside the buildings of City Hall and other building owned or leased by the city.

6.8 DRUG-FREE WORKPLACE

It is the policy of the City of Diamond City to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988 and its amendments. The use of controlled substances is inconsistent with the conduct expected of employees, subjects all employees and visitors to city facilities to unacceptable safety risks and undermines the City's ability to operate effectively and efficiently. Therefore, the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance in the workplace or while engaged in City business for the city or in the City's premises is strictly prohibited. Such conduct is also prohibited during non-working hours to the extent that, in the opinion of the city, it impairs an employee's ability to perform on the job or threatens the reputation and integrity of the city.

6.9 USE OF CITY ASSETS AND RESOURCES

6.9.1 POLICY FOR COMPUTER USE

Purpose

This policy serves to protect the security of the City's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources. All employees are responsible for reading and following information that may be distributed from time to time about appropriate precautions to protect city systems.

An employee who violates any aspect of this policy may be subject to disciplinary action including revocation of certain system privileges or termination.

Waiver of privacy

Employees waive their right of privacy in anything created, stored, sent or received on the city's computer or telecommunication system. The City reserves the right to inspect any data, e-mails, social media content, files, settings or any other aspect of access made by a city-owned computer or related system and will do so on an as-needed basis as determined by the Mayor, City Operations Manager/Department Head. Employees understand that any information created, stored, sent or received on the city's computer or telecommunications system is subject to the provisions of the Arkansas Freedom of Information Act. Therefore, any such information may be accessed and/or inspected at any time by any member of the public unless it is otherwise exempt from disclosure.

Personal use

The city recognizes that some personal use of the city owned computers and related equipment has occurred and will occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

- Only city employees may use City owned equipment. Family members or friends of employees are not allowed to use City equipment or technology resources.
- Personal use must take place during non-working hours (breaks, lunch break, before or after work). Personal use should never preempt work use.

- Reasonable use of City e-mail systems for personal correspondence is allowable, provided it does not interfere with an employee's normal work and is consistent with all provisions in this policy. Employees should treat this privilege as they would the ability to make personal phone calls during work hours. Employees have no expectation of privacy in such information, which is subject to review and inspection by the city.
- Reasonable use of the city's access to the internet for personal reasons is allowable, provided it doesn't interfere with normal work and is consistent with all provisions in this policy and all applicable laws.
- If an employee wants to use or connect their own peripheral tools or equipment to city-owned systems (such as digital cameras, PDAs, disks, cell phones, mp3 players or flash drives), they must have prior approval from the Mayor, City Operations Manager/Department Head, and must follow provided directions for protecting the City's computer network.
- Files from appropriate personal use of the City's equipment may be stored on your computer's local hard drive, providing the size of all personal files does not exceed 50 MB. Memory space for business information shall take precedence over any personal requirements. At no time may personal files that contain copyrighted material, such as mp3 files or photos, be stored on City computer systems. The city may inspect any data or information stored on its equipment or network, even if the information is personal to the employee.
- Use of City equipment or technology for personal business interests, for-profit ventures, political activities, religious caused, harassing or disruptive activities or other uses deemed by City policies to be inconsistent with City activities is not allowed. If there is any question whether a use is appropriate it should be forwarded to the Mayor, City Operations Manager/Department Head for a determination.
- Modifications to hardware or city supplied applications that prevent or alter the use of City information is strictly prohibited.

Software, hardware, games and screen savers

In general, all software and hardware required for an employee to perform his/her job functions will be provided by the city. Requests for new or different equipment or software should be made to your Mayor, City Operations Manager/Department Head.

The following is approved software that may be downloaded by employees without prior approval:

- Microsoft updates as provided in automatic updates to the user.
- Anti-virus updates as provided in automatic updates to the user.
- Microsoft clipart and photo files.

Unapproved software or downloads (free or purchased), hardware, games, screen savers, toolbars, clipart, movie clips, or other equipment, software or downloads that have not been specifically approved by the Mayor, City Operations Manager/Department Head or as recommended by an Information Technology professional may compromise the integrity of the City's computer system and are prohibited.

The City purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the city prohibits the illegal duplication of software and its related documentation.

The Mayor, City Operations Manager/Department Head without notice, may remove all unauthorized programs or software, equipment, downloads, or other recourses if they could harm systems or technology performance.

If there is any question about whether software or hardware downloads, etc. are appropriate, it should be forwarded to the Mayor, City Operations Manager/Department Head for a determination.

Electronic mail

The city provides employees with an e-mail address for work related use. Some personal use of the city e-mail system is allowed, provided it does not interfere with an employee's normal work and is consistent with all city policies.

The city allows employees to access personal e-mail accounts via the internet provided such access occurs during non-work hours, including established break or meal times, and fully complies with this computer use policy.

An employee's personal e-mail (and other personal documents) accessed via a city computer could be considered "public" data and may not be protected by privacy laws. Personal e-mail and computer use may be monitored as directed by the Mayor, City Operations Manager/Department Head and without notice to the employee. Employees should not expect privacy in any activity conducted on a city-owned computer.

Employees should be aware that all e-mail accessed on City-owned computers, cell phones, or other equipment, whether personal or work related, are subject to the Freedom of Information Act, and thus may be accessible by the general public and the media. Further, even if an e-mail has been deleted, it may be retrieved at any time by the city to ensure compliance with this section and/or by the public pursuant to the Freedom of Information Act.

The following policies relate to both business and personal e-mail content sent from a city computer, cell phone, or other equipment:

- Use common sense and focus primarily on using e-mail for City business. Never transmit an e-mail that you would not want your boss or other employees to read, or that you'd be embarrassed to see in the newspaper.
- Do not send confidential communications (e.g. letters of reprimand correspondence with attorneys, medical information) by e-mail.
- Do not open e-mail attachments or links from an unknown sender. Delete junk or "spam" e-mails without opening it, if possible, do not respond to unknown senders.
- Do not gossip or include personal information about yourself or others in e-mail.
- No e-mail must ever contain information that violates law and/or City policy pertaining to discrimination and harassment.
- Do not use curse or use swear words in an e-mail.

The electronic mail system shall not be used to solicit or proselytize for commercial venture, religious or political causes, outside organization, or other non-job-related solicitation; to create any unwelcome, offensive, or otherwise disruptive messages including sexual innuendo, profanity, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability; or to send or receive copyrighted materials, trade secrets, proprietary or financial information, or similar materials without prior written authorization from the owner of the material.

Instant messaging (IM)

Instant messaging may be allowed to communicate when conducting City business if needed. As such, the ephemeral nature of IM heightens the need for users to be aware that they may be creating public records using this application. Public records are subject to the Freedom of Information Act, Ark. Code Ann. 25-19-101, et seq., and thus may be subject to inspection and copying by any citizen of the state of Arkansas.

Social Media

When using social media to support official City business in accordance with job duties, individuals should clearly identify themselves as connected to the City. Personal use of social media by the staff- whether about the city or not, and whether positive or negative- will reflect on the city as a whole. Personal use of social media should not violate any City policies already in existence, such as those on harassment prevention. Employees must comply with the City's communications and social media policy.

Storing and transferring documents

Electronic documents, including e-mails, electronic communication and other business-related materials created on an employee's home or personal computer, should be stored on the City's network in accordance with city records retention policies and applicable state and federal laws, including the Arkansas Freedom of Information Act. The following are some general guidelines that may be useful to consider:

- Electronic communication that constitutes an official record of City business or is otherwise required to be kept by law must be kept in accordance with all record retention requirements and should be copied to appropriate network files for storage.
- City-related documents that an employee creates on his or her home computer or any other computer system should be copied to the City's network files.
- Documents or electronic communications that may be classified as protected or private information under state and federal law, such as the Americans with Disabilities Act, should be stored separately from other materials.

If you are unsure whether an electronic communication or other document is a government record for purposes of records retention laws, or is considered protected or private by law, check with the Mayor, the City Recorder, City Operations Manager/Department Head. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the Mayor, City operations Manager/Department Head.

Transferring data and documents between computer systems requires information to be stored on a CD-ROM, flash or USB drive, or other storage media. These items can also be used to transmit computer viruses or other items harmful to the City's computer network.

The city has installed anti-virus software in each computer to protect against these threats by automatically scanning storage media for viruses and similar concerns.

All employees should follow directions for updating anti-virus software as prompted. If you have any questions about how to update your anti-virus software or check your storage media before you use it, check with the City Operations Manager/Department Head.

Internet

The city provides internet access to employees for work in City business. Employees may use this access for work-related matters in a professional manner.

Occasional personal use of the internet is acceptable within the bounds of all City policies. The following considerations apply to all uses for the internet whether business related or personal:

- All information found in the internet should be considered suspect until confirmed by another source.
- Internet use during work hours must be limited to subjects directly related to job duties.
- Personal use of internet during non-work hours (breaks, lunch break, before or after work) is permitted. However, employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material that otherwise violates City policies related to respectful workplace and harassment prevention. This prohibition includes information on any social media sites. If you are unsure whether a site may include inappropriate information, you should not visit it.
- No software or files may be downloaded from the internet unless approved in advance by the Mayor, City Operations Manager/Department Head. This includes but not limited to free software or downloads, maps, weather information, toolbars, music or photo files, clipart, screensavers and games.
- Employees may not participate in an internet chat room- an online meeting place to discuss a particular topic, sometimes in semi-privacy- unless the topic is related to city business.
- The city may monitor any employee's use of the internet for any purpose without prior notice, as deemed appropriate by the Mayor, City Operations Manager/Department Head.

Passwords and physical security of equipment

Employees are responsible for maintaining computer passwords and following these guidelines:

- It is recommended that passwords be at least eight (8) characters long and include both lower and upper case characters, at least one number and at least one non-alpha-numeric character (e.g., *, &, %, etc.) an example might be Po1lci3S.
- Your passwords should not be shared or told to anyone. If it is necessary to access an employee's computer when he or she is absent, contact the City Operations Manager/Department Head.
- Passwords should not be stored in any location on or near the computer. If necessary, store your password in a document or hard copy file that is locked when you are absent from your desk. Do not store it electronically in a palm pilot or cell phone system.
- The computer system may prompt employees to update passwords every three months. Employees must change passwords when prompted or compromised.

Use caution if you leave equipment unattended because it is generally small and portable. Do not leave City computer or other equipment in an unlocked vehicle or unattended at any off-site facility (airport, restaurant, etc.) If your office or desk area is in a high-traffic public area, check with the City Operations Manager/Department Head about appropriate security measures.

Remote access

For security purposes, no employee is allowed to access our system remotely. Any questions regarding this matter must be directed to The Mayor.

Notice of computer problems

Employees are responsible for notifying the City Operations Manager/Department Head about computer problems or odd computer behavior. Employees should err on the side of caution when reporting issues because small problems may indicate a more serious network or computer system issues.

6.10 COMMUNICATIONS AND SOCIAL MEDIA

Purpose

The City of Diamond City strives to provide the public accurate and timely information, communicated in a professional manner, and in accordance with laws regarding public information.

This policy provides guidelines for all external communications from the city using various mediums including:

Printed materials such as newsletters, articles, and brochures.

- Electronic materials such as email, postings to websites or social media sites.
- Media relations such as requests for interviews, news releases, and media inquiries.

The city also recognizes that employees may sometimes comment on City matters outside of their official role as an employee. Therefore, this policy also provides guidelines for employees when communicating as a private citizen on matters pertaining to City business.

Waiver of privacy

Employees waive their right of privacy in anything created, stored, sent or received on the City's computer or telecommunications system. The City reserves the right to inspect any data, e-mails, social media content, files, settings or any other aspect of access made by a city owned computer or related system and will do so on an as needed basis determined by the Mayor, City Operations Manager/Department Head. Employees understand that any information created, stored, sent, or received on the City's computer or telecommunications system may be subject to the provisions of the Freedom of Information Act, regardless of whether the information is business related or personal to the employee.

Therefore, any such information may be accessed and/or inspected at any time by any member of the public unless it is exempted by law from disclosure.

General guidelines for all communications

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Any employee who identifies a mistake in reporting should bring the error to The Mayor or City Operations Manager, regardless of whether the communication is in the employee's official role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc. Employees must also follow all City policies that may apply.

- **Technology and computer use policy.** City employees may use City technology for personal reasons on a limited basis provided it doesn't interfere with normal work. The City reserves the right to inspect any electronic data made by a city owned computer or related system. This includes, but not limited to emails, phone calls, instant messaging, and text messages, etc.
- **Respectful workplace policy.** Employees cannot publish information that violates law and/or City policies pertaining to discrimination and harassment.
- **FOIA policy.** Employees cannot disclose private or confidential information and must route FOIA requests to the responsible authority.
- **Political activity policy.** Employees cannot use City resources or participate in personal political activity while on City time or while discharging city responsibilities. No employee may represent in words or conduct that the City takes a position on any political or social issue unless the City council has in fact voted in favor of taking such a position. Additionally, all public officials, public employees, and public appointees are subject to Ark. Code Ann.7-1-103, which makes the devotion of time and labor during usual office hours to the campaign of any other candidate for office or the action of circulating a petition for an initiative or referendum a misdemeanor offense. Finally, certain officials and employees should be aware that the Federal Hatch Act, 5 U.S.C. 1501 through 1508, may apply to them.

Additional Guidelines for Official City Communications

Handling general requests:

All staff is responsible for communicating basic and routine information to the public in relation to their specific job duties. Requests for private data or information outside the scope of an individual's job duties should be routed to the City Recorder. *According to A.C.A 25-19-103 (a) and (b), "Custodian" with respect to any public record, means the person having administrative control of that record. "Custodian" does not mean a person who holds public records solely for the purpose of storage, safekeeping, or data processing for others.*

Handling medial requests:

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through The Mayor or appropriate staff. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda) provide the information and notify The Mayor's office of the requests.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if you are unsure if it is a "routine" question, immediately forward the request to The Mayor, or in the case of a records request, to the City Recorder. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person who will get back to you as soon as he/she can."
3. Ask the media representative's name, questions, deadline, and contact information.

Handling requests for information pursuant to FOIA:

Any citizen of the state of Arkansas may request to inspect, copy, or receive copies of public records pursuant to the Freedom of Information Act. Any requests must immediately be forwarded to the City Recorder. If the employee receiving the request is not the custodian, the employee must notify the requester of this fact and identify the custodian.

Communicating on behalf of the city:

The Mayor is authorized to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications. Other employees may represent the city if approved by The Mayor to communicate on a specific topic. When speaking on behalf of the city or while carrying out your official duties:

- Employees must identify themselves as representing the city. Account names on social media sites must clearly be connected to the city and approved by The Mayor.
- All information must be respectful, professional and truthful. Corrections must be issued when needed.
- Employees need to notify the City Operations Manager/Department Head if they will be using their personal technology for City business. Employees should be aware that the data transmitted or stored may be subject to the Freedom of Information Act.

Additional guidelines for personal communications

It is important for employees to remember that the personal communications of employees may reflect on the city, especially if employees are commenting on city business. The following guidelines apply to personal communications including various forms such as social media, letters to the editor of newspapers, and personal endorsements.

- Remember that what you write is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper.
- If you publish something related to city business, identify yourself and use a disclaimer such as, "I am an employee of the City of Diamond City. However, these are my own opinions and do not represent those of the City of Diamond City."
- City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. For example, a building inspector could not use the city's logo, email, or working time to promote his/her side business as a plumber.
- It is the policy of the City of Diamond City to respect the rights of its employees and officers to freedom of expression and other rights granted by the first amendment to the United States Constitution and by the Arkansas Constitution. Nothing in this policy shall be construed to abridge any of those rights.
- The city may from time to time, consistently with constitutional protections, enact and enforce other reasonable regulations and policies concerning communications by its employees, who will be expected to abide by such regulations.

6.10.1 TELEPHONES

Telephones are to be used to conduct City business. Although occasional, limited personal phone calls are permitted, they should be kept to a minimum in time and frequency and should not interfere with work performance of the employee or his/her colleagues.

City issued cell phones should be used for City business purposes only. The City reserves the right to monitor the billing and use of all City issued cell phones and has the authority to withhold any unauthorized amounts from the employee's wages.

By accepting the use of City issued cell phones, employees agree to promptly reimburse the City for all personal calls made which are deemed by the City to be excessive in frequency or duration.

Any employee who violates the conditions of these policies relating to cell phone usage is subject to having the use of his/her city issued cell phone terminated.

6.10.2 COMPUTERS AND OTHER TECHNOLOGICAL RESOURCES

To help maximize its employees' efficiency in carrying out their respective job duties, the City of Diamond City provides various information and technology resources such as e-mail, computers, software/computer applications, networks, internet, fax machines, cell phones, and other wireless communication devices and voicemail systems. Please remember that these tools are City property and must be used in a manner that reflects positively on the city and all who work here. Occasional, limited personal use of these resources is permitted, but should not interfere with your work performance, or the work performance of your colleagues. Employees will be held accountable for all usage of their systems and shall keep their keywords and passwords confidential to protect their assigned equipment and their files from misuse. Employees shall not access or copy software or data belonging to others or to the City. Reading another employee's files is prohibited unless authorized by the Mayor, City Operations Manager/Department Head. Employees shall not transport software or data provided by the City to another computer site without prior authorization from the department responsible for the data.

The City will not tolerate inappropriate or illegal use of these assets and reserves the right to take appropriate disciplinary actions, as needed, up to and including termination of employment. Such inappropriate use of these resources can include, but not limited to, the following:

- Hacking
- Pirating software or audio/video files
- Soliciting
- Distributing literature for outside entities
- Sending inappropriate e-mails
- Accessing, viewing, or downloading inappropriate websites, i.e., sites advocating hate, violence, sexually explicit material, or promoting illegal activities
- Distributing confidential information to persons/entities who are not entitled to such information
- Storing or placing unlawful information on a computer or the network
- Copying system files without proper authorization
- Copying copyrighted materials without proper authorization
- Use of abusive or otherwise objectionable language in either public or private messages
- Sending "chain-letters", jokes or lists or any other types of use that would cause congestion or disrupt the operation of the networks or otherwise interfere with the work of others
- Decryption of system or user passwords
- Gambling

Only software which has been purchased or approved by the city may be loaded or used on its computers. All software, programs, applications, templates, data and data files stored in, residing on, or developed with City computers, networks, or storage media are property of the city and shall not be removed from the workplace without proper authorization. The City's software and software manuals should not be duplicated or reproduced in any manner which would violate the license agreements which pertain to usage of the software.

Employees should exercise proper email maintenance and hard drive computer storage to avoid exceeding mailbox and hard drive storage limits. Employees should also exercise proper attention in opening and sending attachments and executable files to limit exposure to computer viruses.

Computer equipment, including software, should not be removed from the City's premises without prior written approval from the Mayor, Operations Manager/Department Head.

The City reserves the right to monitor and inspect, without notice, the use of its information and technology resources.

6.10.3 INTERNET ACCESS

Internet access is provided to employees to conduct City business. Employees accessing the internet are to do so for business-related purposes only. The City reserves the right to monitor internet use to assure the internet use is for legitimate business purposes and that access to the internet is not abused by any one employee.

Downloading files without the consent of the City Operations Manager/Department Head is prohibited. Files downloaded from the internet, or any other outside service, may contain a computer virus and must be scanned by a virus checking software prior to being used on a city computer. Uploading to the internet is prohibited unless authorized by the City Operations Manager/Department Head to avoid interception and unauthorized access to information.

6.10.4 ELECTRONIC MAIL AND CONFIDENTIALITY

The electronic mail system shall not be used to solicit or proselytize for commercial venture, religious or political causes, outside organizations, or other non-job related solicitation, to create any unwelcome, offensive, or otherwise disruptive messages including sexual innuendo, profanity, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability or to send or receive copyrighted materials, trade secrets, proprietary or financial information, or similar materials without written authorization from the owner of the material.

Employees are not authorized to retrieve or read e-mail messages that are not sent to them.

6.10.5 REMOVAL OF CITY PROPERTY

No City owned, leased, or licensed equipment or documents may be removed from city premises without prior written approval from the City Operations Manager/Department Head.

6.10.6 CITY VEHICLES

On occasion, the city may permit certain employees to use its vehicles to conduct City business. A valid and current driver's license must be in possession of the operator and maintained at all times. When using a City vehicle, employees shall exhibit due care at all times and shall comply with all federal, state, and local laws pertaining to the operation of the vehicle. City vehicles are not to be taken home after hours or on weekends even if the employee is on call.

The use of City vehicles is restricted to City business purposes only. Employees using City vehicles shall not pick up or transport any private parties not directly involved with the work of the City.

Employees using City vehicles are individually responsible for all fines or penalties assessed to the employee as a result of speeding tickets or other traffic offenses for which the employee is cited while using a city vehicle.

Thefts or accidents involving city vehicles must be reported immediately to the police and City Operations Manager/Department Head. The improper, careless, negligent, destructive, reckless, or unsafe use of city equipment or vehicles may result in disciplinary action.

6.11 DISCIPLINARY ACTION

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory including, but not limited to, violations listed in this handbook, or any other City policy, rule or regulation, directive or ideal, the employee may be subject to disciplinary action up to and including termination.

Disciplinary action may include, but not limited to:

WARNING OR REPRIMAND. A warning or reprimand is action used to alert the employee that his or her performance is not satisfactory or to call attention to the employee's violation of employment rules or regulations. City employees may

be officially reprimanded in writing and such reprimand will be entered in the employee's personnel file. The document will be signed and dated by the employee and the City Operations Manager/Department Head.

SUSPENSION. Suspension involves the removal of an employee from his or her job. An employees may be suspended without pay. A suspension will be in writing and will list the period of time for the suspension, and the date the suspension is to begin and end. Documentation will be filed in the employee's personnel file.

DEMOTION. A demotion is an action that places the employee in a position of less responsibly and less pay. A demotion will be in writing to list such offenses or ground along with the date of effective change. Documentation will be filed in the employee's personnel file.

TERMINATION. This type of disciplinary action is a removal of an employee from City employment. Arkansas is an "at-will" work state. Termination can be done without a given reason.

CHAPTER 7 MISCELLANEOUS INFORMATION

7.1 POLICY STATEMENT

The City of Diamond City possesses the sole right to operate and manage the affairs of the City.

7.2 CONFLICTS

The policies in this handbook will be followed unless they are found to conflict federal, state, or local laws, which shall take precedence.

7.3 SEVERABILITY

Should any of the provisions contained in this handbook be found contrary to federal, state, or local law, the remaining provisions in this handbook shall remain in full force and effect.

7.4 POLICY CHANGES

The City of Diamond City reserves the right to suspend, revoke, add, delete, or revise any of the policies contained in this handbook at any time.

7.5 CHANGE OF ADDRESS INFORMATION

It is important that the personnel records of the City of Diamond City be accurate at all times. Employees changing their home address, phone number, marital status, name, number of dependents or any other pertinent information must notify their City Operations Manager or City Treasurer in writing of this change. This is important in case the city must mail the employee any information or documents, such as tax statements.

FORMS:

Appendix A: Receipt of Diamond City Personnel Handbook (for Handbook)

Appendix B: Receipt of Diamond City Personnel Handbook (for Personnel File)

**RECEIPT OF DIAMOND CITY
PERSONNEL HANDBOOK
(To Remain in Handbook for Employee's Reference)**

I, _____, acknowledge receipt of the Diamond City Personnel Handbook.

The Diamond City Personnel Handbook has been prepared for my information, and it is my responsibility to read and to perform my job duties in accordance with the policies outlines in the Personnel Handbook, and any additional rules, regulations, policies or procedures which may be imposed by the city, or department in which I work, whether or not I read this Handbook. Failure to read this Handbook, does not excuse me from being covered by or complying with its provisions. I understand this handbook is not intended to cover every situation, which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of the City of Diamond City, as well as my responsibilities as an employee. If I have any questions about the provisions contained on this Handbook, I should direct them to my City Operations Manager/Department Head.

I understand that this Handbook is not a contract or a guarantee of employment for a definite or indefinite term, and should not be deemed as such. I understand that my employment will be "at will" employment and that, at any time, I, or the City of Diamond City may, with or without cause, terminate such employment.

The City of Diamond City retains the right at any time, in its own discretion, to delete, add to, alter, and amend any and all information, statements, employee benefits, or terms and conditions of employment contained herein with or without advance notice to me.

By signing below, I hereby state, that I have received and will familiarize myself with the Personnel Policy Handbook from the City of Diamond City. I understand this policy is the property of the City of Diamond City, and I am to keep this policy manual for review for the time of my employment with the City of Diamond City.

Employee Signature _____ Date _____

**RECEIPT OF DIAMOND CITY
PERSONNEL HANDBOOK
(To Be Placed in Employee's Personnel File)**

I, _____, acknowledge receipt of the Diamond City Personnel Handbook.

The Diamond City Personnel Handbook has been prepared for my information, and it is my responsibility to read and to perform my job duties in accordance with the policies outlines in the Personnel Handbook, and any additional rules, regulations, policies or procedures which may be imposed by the city, or department in which I work, whether or not I read this Handbook. Failure to read this Handbook, does not excuse me from being covered by or complying with its provisions. I understand this handbook is not intended to cover every situation, which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of the City of Diamond City, as well as my responsibilities as an employee. If I have any questions about the provisions contained on this Handbook, I should direct them to my City Operations Manager/Department Head.

I understand that this Handbook is not a contract or a guarantee of employment for a definite or indefinite term, and should not be deemed as such. I understand that my employment will be "at will" employment and that, at any time, I, or the City of Diamond City may, with or without cause, terminate such employment.

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Employee Signature _____ Date _____