

EMPLOYEE HANDBOOK

MUNICIPAL OFFICIALS

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This personnel manual was adopted by the mayor and board of aldermen. It contains general information regarding town policies and procedures, including employee benefits, disciplinary actions and general conduct, and should not be interpreted as including the fine details of each policy or procedure. The town council may make changes to the personnel manual from time to time and reserves the right to do so. Neither this manual as a whole, or any part thereof, is intended to create a contract of employment or any contractual obligation of any kind. It is the responsibility of each employee to read and comply with the policies contained in this personnel manual and any revisions made to the manual. Department heads should refer to the personnel manual or any department-specific policies whenever questions of policy interpretation or implementation arise.



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WELCOME

A most cordial welcome is extended to you, the newest member of our village family. One of the best ways to start a pleasant association is to be properly introduced. This manual has been prepared to familiarize you with the Village of Harrisonburg's way of doing things, our personnel benefits, and the important role you will play as an employee of the village.

Remember, you will be looked upon by the public – the people whom we serve – as a representative of the village and the village must be judged by our attitude and application to your job. We want our community to feel that this village has a group of employees who take pride in being a friendly group of competent people who care for the town and its upkeep, a village all can be proud of.

It is important that you understand what to expect from your employment here and in turn, that you understand what the town expects from you. Confident, happy employees are the greatest asset any employer can have and it is our aim that our village family should fit this description. Remember that the village is made up of all its citizens. Actually, we work for them. We ask that you take pride in being a part of this family.

All employees are served by administrative and department-specific rules and the State of Louisiana. For all practical purposes, this manual applies to all employees.

RESPONSIBILITIES AND AUTHORITY

The village is a government organization, authorized by the State, to provide comprehensive service to its citizens.

Within the limits of the authority delegated to the Mayor, Alderman and Department Heads; each have responsibility to exercise the customary managerial function including, but not limited to: the responsibility to select, hire, promote, suspend, dismiss, assign, supervise, and discipline employees; to determine and change starting times, quitting times, and shifts; to transfer employees within departments or into other departments or into other classifications; to determine and change the size of composition of and qualifications of the work force; to establish change and abolish its policies, practices, rules, and regulations; to adopt new policies, rules, and regulations; to determine and modify job descriptions, job evaluations, and job classifications; to determine and change methods and means by which its operations are to be carried on; to assign duties to employees in accordance with the needs and requirements of the good municipal management, and to carry out all managerial functions.

ASSIGNMENT OF DUTY

The responsibility for assigning duties to employees, within the limits of the job description, rests with the department heads. Employees will be expected to carry out these assignments to the best to their ability with a cooperative and helpful attitude. Assignments may not be changed without the knowledge and permission of the department head responsible. Suggestions for changes or improvements in the procedures or methods of work are welcome and should be made to the immediate department head.



GUIDELINES

COMPLAINTS: A daily record of all complaints consisting of date, time, and action taken should be kept on file. Each complaint should be initialed when received.

ORDERING SUPPLIES: All departments are responsible for ordering their own supplies. You must obtain a signed purchase order from your department head before charging any items to the town. Charges to the town must be for the town. Any charges found to be made to the town for personal use will be cause for immediate dismissal.

VEHICLES: Other than having to leave town on official business. The town vehicles will remain in the town limits and used for town business only. If you are not on the clock, town vehicles should be parked and left in town.

FUELMAN CARDS: Fuelman Cards are designated to each vehicle. Each employee will receive their own pin number. Do not share your pin with anyone. These cards are used to track fuel expenses by driver and by vehicle, along with the number of miles the vehicle has traveled. Employees must include odometer reading each time fuel is charged. Fuel for tractors, mowers, generators etc. should be charged to The Station with a description on the receipt stating the department name and equipment using the fuel.

TELEPHONE: Personal calls should be limited to short periods. No long-distance calls should be charged to the town.

CELLPHONES: Cell phones are to be used for town business only. Use of the town's data plan for personal business is not allowed. Employees are responsible for ensuring the town phone is maintained in a safe and secure manner. Employees that lose or damage cell phones beyond repair due to negligence, will be responsible for the cost of replacing or repairing the phone.

COMMUNICATIONS: In case of an emergency, all departments will keep in constant and open communications with the main office.

ON CALL: The department heads will determine who is on call. There will be someone on call 24 hours a day, 7 days a week. Designated on-call workers will be assigned one full on call week. If you are on call, you must be within 10 minutes of the town and in constant contact with the sheriff's office.

The on-call worker shall receive a minimum of four overtime hours for being on-call during his assigned week. (For Example: If an employee is called out to work and work time is less than 4 hours, he will be paid for 4 hours. If an employee is called out and it takes him 4 & ½ hours to make the repair he will be paid for the 4 & ½ hours, not 8 & ½ hours.)

HIRING: The mayor appoints, promotes and removes employees, other than employees of the police department, clerk, attorney or any department head, which is subject to approval by the board of aldermen.

TRAINING: The town requires annual certification certificates from the State of Louisiana from council members and employees attesting to completion of the ethics and harassment prevention online training. Copies of these certificates need to be turned in to the town clerk for your personnel file prior to certificate expiration. Training links are listed under Human Resources on the town website.



GENERAL RULES

1. Your department head must approve absence for personal or business reasons: only emergencies will be accepted without prior approval.
2. All employees are expected to report to work on time, well rested and ready to work. Tardiness will not be tolerated.
3. Worker's Compensation Insurance covers every employee. Any person injured on the job must immediately notify his department head. The department head will determine if medical aid is necessary.
4. A doctor's excuse is needed for any employee unable to work because of injury.
5. You are asked to report to work each day on-time, clean and well groomed. Appropriate clothing should be worn. No cut offs or tank tops.
6. Any employee drinking alcoholic beverage or taking drugs not prescribed by a doctor during working hours will be dismissed.
7. Smoking is not allowed in any vehicles or building's owned by the town.
8. Horseplay, throwing things and practical jokes will not be tolerated, as they can be deadly.
9. Correct or report to your department head any unsafe act or condition you observe.
10. Always obey warning signs.
11. You are expected to learn the right way to do your job. This should be the safe way.
12. Work at a speed consistent with safety. Foolish hurry is dangerous.
13. Do not jump from elevated positions. Climb down slowly and carefully.
14. All employees are urged to make suggestions, which will assist, in safe performance of work.
15. Keep your mind on your job and your temper under control.
16. Give your wholehearted support to safety activities. Preventing accidents depends mostly on you.
17. Profanity will not be tolerated in the workplace.
18. No firearms or explosives are allowed in town vehicles or buildings with the exception of certified law enforcement officers.



EMPLOYMENT INFORMATION

EQUAL OPPORTUNITY

The village will make no discrimination because of race, creed, national origin, sex or age. The village is an equal opportunity employer and operates to the best of its ability to ensure compliance of all laws and regulations governing civil and individual rights.

AGE LIMITS

Candidates for regular full-time employment must have reached their 18th birthday. Exceptions to this will be only in the cases of approved training programs.

APPLICATION FOR EMPLOYMENT

All applications for employment are to be made at the village personnel office. No applicant may be considered for employment until all of the pre-employment procedures have been completed and approved by the mayor.

PRE-EMPLOYMENT INTERVIEW

All applications for employment at this village will be given a pre-employment or “screening” interview by the department head. If a vacancy exists, those found to meet the village’s minimum requirements for employment would be referred to the mayor.

REFERENCE INVESTIGATIONS

All applicants for employment will be subject to employment investigations into their work, background and personal references. Only fully qualified applicants will be considered for employment. Applicants who are found to have falsified information by misrepresentation or omission of essential facts on their application, or whose references are not satisfactory will not be considered for employment, or is employed, will be immediately separated from the village.

HEALTH INVESTIGATION

Glowing good health is vital requirement for municipal employment. All applications being considered for employment will be required to pass a physical examination administered by a physician selected or approved by the town officials. These examinations will be given without cost to the applicants, but any follow-up work or further investigation that is required will be at the applicant’s own expense. An applicant for employment that does not pass this physical examination will not be employed. Periodic physical re-examinations may be required without cost to the employee, and an employee who does not pass such examination may not continue as an employee of the town. All necessary follow-up medical care treatments will be at the employee’s own expense.

PROBATIONARY PERIOD

All employees are employed on a probationary status for a period of 90 days. After the 90-day probationary period an employee will receive paid sick leave. This probationary period is provided in order that the employee will have an opportunity to become familiar with his job and give his department head an opportunity to evaluate his job performance. During this period of time the employee may terminate his position without further obligation. At the end of this period, if retained, the employee will be placed on permanent status retroactive to the original date of employment. When an individual is retained as permanent full-time employee, the initial date of employment shall be considered his anniversary date for the purposes of calculating vacations, etc.



CATEGORIES OF EMPLOYEES

Employees are classified in one of the following categories:

1. Permanent full-time employees
2. Permanent part-time employees
3. Temporary part-time employees

Permanent full-time employees must have satisfactorily completed the probationary period of 90 days and be assigned to a position regularly scheduled to work an average of 35 to 40 hours a week. Permanent full-time employees are granted all the benefits provided by the town such as vacation, holiday pay, paid sick leave, Insurance, etc.

Permanent part-time employees who have completed the probationary period of 90 days and have been assigned to a position scheduled to work less than 40 hours a week are paid on an hourly or daily basis and are not eligible for vacations. Part-time employees will not be eligible for vacation, holiday pay, paid sick leave, Insurance, etc.

The Mayor and Alderman employ temporary employees for a specified time as approved. These employees are NOT eligible for benefits such as vacation, holiday pay, paid sick leave, Insurance, etc.

REINSTATEMENT

An employee returning to his job from an approved leave of absence will be reinstated without loss of service credit or wage status earned before the leave. Reinstatement will be made without loss of any past-accrued fringe benefits. No benefits will be accrued, however, to such an employee for the period of the leave of absence.



TIME CLOCK

There will be no exceptions for punching your time, you must punch in and out and keep up with your own overtime sheet. Any employee clocking another employee in or out will be grounds for dismissal. Employees must clock out when leaving the office or on personal time.

HOURS OF WORK

The standard hours of work are 8 hours a day, 5 days a week, for a total of 40 hours a week. This does not necessarily mean that the employee will work Monday through Friday and be off on the weekend. The department head, based on the staffing requirements of the department, will determine work schedules. The department head will inform the employees as to hours of work, days off, lunchtime, etc.

Time worked over 8 hours per day and/or 40 hours during a work week will be overtime, except in those departments set up on different hourly week. Prior authorization for all overtime worked will be secured before the overtime work is started. Department heads are charged with the responsibility of approving or disapproving all overtime requests in the above procedure. Overtime will be at time and a half.

- | | |
|---|---------------------------------------|
| 1. Office Hours – 8:00 to 4:00 | 30-minute lunch / Clock out for lunch |
| 2. Utility Hours – 7:00 to 3:30 | 30-minute lunch / Clock out for lunch |
| 3. Part Time – Clock in and out at given time | 30-minute lunch / Clock out for lunch |

ATTENDANCE

Regardless of the position an employee fills, or the duties he performs, he is needed in order for the department to function properly and efficiently. Employees must be sure to check with their department head when they report late for work or find it necessary to leave early. Frequent lateness will be regarded as a sufficient cause for dismissal. All employees must report for duty on time as scheduled.

Your department head or mayor must approve absence for personal or business reasons: only emergencies will be accepted without approval. If an employee is absent three consecutive workdays without proper notice or explanation to his department head, he is subject to immediate dismissal.

OVERTIME

If it shall prove necessary to work beyond the hours established for the standard work day, the department head may authorize overtime work.

Department heads must have their overtime sheets initialed by the mayor. All employees, are to be paid at the rate of one- and one-half times the regular pay for all physical hours worked in any work week in excess of 40 hours work.



EMPLOYEE RECORDS

Employees will keep up-to-date certain information about themselves. To help the personnel office do this, please report the following promptly.

1. Change of home address or telephone number
2. Change of status of married, etc.
3. Legal change of name
4. Change of insurance beneficiary
5. Name of person to be called in emergency
6. Change of number of income tax deductions.
7. Valid Driver's License

The permanent record of each employee's work history is the property of the town and will be maintained in the personnel office. These are confidential. The personnel record will contain the application blank, interview notes, references, test scores, physical examinations, and health records, statistical records of illness, vacation, accidents, eligibility for fringe benefits and other such data. Notice of disciplinary action will be made a part of the permanent record. These records will be kept current with the assistance of the department heads and employees.

ANNIVERSARY DATE

All employees establish an anniversary date on the date of their employment (or re-employment). This will be the basis from which the "Service Date" will be computed.

SERVICE DATE

This date will be identical to the anniversary date, when a worker is first employed. It will be moved forward on a day-for-day basis each time an employee is on a leave of absence. It is the service date that is used in determining an employee's eligibility for wage increase and fringe benefits, which are related to length of service.

RETIREMENT

Normal retirement age will be 70. Continued employment after age 70 may be considered on a temporary year-to-year basis, subject to annual physical examination and approval by the town officials. The administration reserves the right to cause an employee to be mandatory retired due to health or other reasons.



TERMINATION

Since employee is based on mutual consent, either the employee or the employer is privileged to terminate employment. It is important for the employee's record that termination is brought about properly. It is also important for the town that it has adequate advance knowledge of any employee's desire to terminate. Whenever either the employee or the employer requests a termination of employment, the final paycheck will be obtained from the personnel office. No pay will be mailed or given to anyone other than the employee involved, unless arrangements have been made by the employee with the personnel office.

There are several types of termination procedure:

1. **Resignation:** Employees who find it necessary to terminate their services with the village should give at least two weeks written notice to their department head. In this way, the department heads will have an opportunity to secure a replacement.
2. **Quitting:** This is the term applied when an employee leaves without notice. An employee who is absent more than three consecutive workdays, without the permission of this department head or the personnel officer or without a satisfactory explanation shall be deemed to have voluntarily quit. This is a very poor practice, which causes the employee's record to carry a bad termination report. Employees who quit without proper notice forfeits their claim to terminal benefits.
3. **Lay-Off:** This term refers to the terminations of employment by the village because of lack of work. It is the policy of the village to provide steady employment with job security, however, if due to circumstances beyond the control of the village, or in the interest of efficient operation, lay-offs become necessary, they shall be made on the basis of the needs of the village, the individual's qualifications and service credit. Persons with good work records will be eligible for recall.
4. **Dismissal:** This is an immediate termination for serious reasons imposed by the authority of a department head. Employees terminated under these conditions are not entitled to receive terminal benefits. There are two general conditions that can subject an employee to suspension and /or dismissal. The first is failure to carry out the reasonable directions of department head (insubordination). The second includes (but is not limited to) serious misconduct, intoxication, theft, fighting, profanity, excessive absence, unexcused absence, unkindness, discourtesy, etc.
5. **Termination during entry probationary period:** Either the employee or the village may initiate this at any time during the period of entry probation.



BENEFITS TO THE EMPLOYEE

YOUR JOB

Each employee will be given verbal or written description of his job, its duties, and responsibilities. The employee is expected to perform the job to the best of his ability. Changes in the tasks, procedures, or methods in performing his work may not be made by the employee without the approval of the department head. It must be understood that cooperation should exist within the scope of the job description and beyond.

TIME RECORDS

All personnel are required to keep a record of their time worked as scheduled for them by their department head or mayor. Employees will be responsible for recording their own time only, NOT that of anyone else. Failure to respect this regulation may subject an employee to documents supporting an employee's claim for wages, it is important that they be prepared neatly and accurately. Questions with regard to the time recording system should be directed to department heads or department heads.

Employees will be responsible for seeing that their time record is completed each working day and turned in to the payroll clerk on-time. Officers can leave their authorized timesheets in the town clerk's box.

WAGE AND SALARY PROGRAM

A formal program of wage administration has been developed and is used by this village to maintain just and fair relationship among the wages paid for the many types of work performed within the village. It is this village's policy to maintain wage levels for its employees that are competitive with those paid for similar work by other village employers, in this area.

The wage program is reviewed periodically. Merit increases are dependent on satisfactory job performance. Employees are paid on bi-weekly basis.

PAYDAYS – PAY PERIODS

Village employees are paid bi-weekly, and will usually get their checks on Friday following the end of the prior workweeks.

ADVANCES IN PAY

The village does not issue paychecks to employees in advance of the regularly scheduled paydays.

QUESTIONS ABOUT PAYROLL CALCULATIONS

If you have any questions about the way in which your hours or pay has been calculated, refer them first to your immediate department head. Depending on the nature of your problem, your department head may refer you to the personnel department. If the village has made an error, a correction will be made on the next paycheck.

PAYCHECK

Employees should not endorse their paychecks until they are ready to cash them. A check endorsed and lost is equivalent to losing cash, and the bank or village cannot be responsible. It will be helpful for the town's accounting system if employees will cash checks promptly.



PAYROLL DEDUCTIONS

Only deductions required by law or authorized in writing by employees will be withheld from pay.

1. Federal Social Security Tax (the village matches the employee's payment with both payments credited to the employees account with the Social Security Admin.).
2. Federal Income Taxes
3. State Income Taxes
4. Medicare
5. Insurance

Questions about these deductions should be directed to the personnel office.

ABSENCES PAID

All requests for paid absences must be made through and approved by department heads and are subject to review by the mayor.

Requests for various types of paid absences will be considered for full-time employees as follows:

1. Emergency leave: Up to three days paid absence may be authorized for a full-time employee following a death in the immediate family (husband, wife, father, mother, son, and daughter, brother, sister and for grandparents and in-laws of immediate family). Time off without pay may be arranged with the department head or department head for an employee who wishes to attend the funeral of a close friend.
2. Civic Responsibility: The village wishes to recognize the responsibility of employees as citizens. Any full-time employee who loses working time because of being called or actually serving as a juror in a Federal or State Court, and who gives prior proper notice to his department head, shall be paid by the village for such time. The presentation of duly authorized court papers must be made to the personnel department before authorization for payment can be given.
3. Other: Paid absences may be authorized on an individual basis for employees selected to participate in workshops or other meetings related to their town employment. Employees subpoenaed to appear in court in behalf of the village will be paid their regular wages for all such time required by the court.



SICK LEAVE WITH PAY

The sick leave policy for the village is as follows:

Sick leave is an insurance protecting full time employees against financial loss resulting from illness. Sick leave **MUST NOT** be considered as time off duty with pay for any reason other than personal illness. Accrued Sick leave will not be paid to the employee after termination or resignation.

Full time employees will receive 96 hours per year for paid sick leave. A full-time employee may accrue up to 240 hours of **emergency sick leave**.

The amount of time missed from work due to illness will be calculated in whole hours. No fractions of hours will be used. A fraction of an hour will count as a whole hour.

In case of illness, you must notify your department head at least two hours before time to report for duty.

If you fail to return to work within five work days after expiration of your accrued sick leave, you will be required to request a leave of absence for extended illness as explained in the policy on leaves of absence. Failure to apply for a leave within this time period will result in automatic termination.

Sick leave: Absence for non-work-related sickness, non-work-related accidental injury, or serious illness or death within the employee's immediate family.

Emergency Sick leave: Absence for non-work-related long-term illness such as a stroke, heart attack or major illness.

Immediate Family: An employee's father, mother, son, daughter, brother, sister, husband, wife, father-in-law, and mother-in-law.



VACATION POLICY

The vacation policy of the Village of Harrisonburg is designed as a reward or recognition to full-time employees for a period of continuous service to the village where by every employee can obtain sufficient rest and relaxation to enter a new year refreshed both mentally and physically.

The length of full-time continuous employment determines the amount of vacation time granted to an employee. Vacations are not earned on an accrual basis. Any unused vacation time shall be paid at the end of each year at a maximum of 40 hours.

Vacation time is calculated on the first day of January. If you are a new full-time employee and have completed 12 months of continuous full-time employment prior to year ending of your anniversary date, you will be entitled to a vacation of 1 week prior to year ending.

The vacation policy for the village is as follows:

- 0 Less than 1 year
- 2 weeks after first year completed
- 3 weeks after 3 years completed
- 4 weeks after 5 years completed

In computing vacation time allowed, leave of absence without pay shall be deducted from the base time on which the vacation is figured.

While every effort will be made to give employees the vacation of their preference, vacations must be authorized with the employee's department head and scheduled for a time which will least interfere with the work schedule and the efficient service of the department. Conflicts in scheduling of vacations will be resolved on the basis of service credit at the time vacations are scheduled.

The village will seek to accommodate each employee's choice, but must reserve the right to schedule vacations in such a way so as to assure proper and adequate work schedule. Employees wishing to change their vacation schedule must make their requests known at least two weeks prior to the scheduled vacation.

Employees who are called in to work during vacation time will be granted another day vacation rather than being paid overtime on one day.

It is not the policy of the town to pay vacation time in advance. Paychecks which fall due while you are on vacation may be mailed to you if you so request, otherwise, your check will be held until you return to work.

If you, as a full-time employee, choose to leave the employment of the village and have completed the necessary time of service entitling you to a vacation, you may receive the vacation pay at the next pay period after your termination.

Employees who resign and are later re-employed, will lose vacation service credit and vacations will be granted upon a new employee basis.



HOLIDAYS

MAINTENANCE AND OFFICE WORKERS

1. New Year's Eve, New Year's Day
2. Martin Luther King's Birthday
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day & Day After Thanksgiving
10. Christmas Eve, Christmas Day, & Day After Christmas

- **Office workers and maintenance department Only:** *(Does not apply to police department.)*
 - If a major holiday falls on Saturday the Friday becomes the holiday.
 - If a holiday falls on Sunday, then the following Monday becomes the holiday.
- **Maintenance Department Only:** Since the Village must be staffed every day and night of the year in some departments, some employees will be required to work on the above listed holidays. In the event an employee is required to work during the listed holidays above, he or she will be paid regular hours worked in addition to the 8 hours of holiday pay.

To be entitled to a holiday, an employee must be a fulltime permanent employee during the week in which the holiday occurs.

You are not entitled to holiday pay if the holiday occurs while you are on a leave of absence. Part-time and temporary employees are not eligible for paid holidays. "Holidays do not accrue".

Election Day: In the event that Election Day falls on a normal workday, the town hall will be closed as it is used for a polling place. The Maintenance department will remain open on this day.



LEAVE OF ABSENCE

A leave of absence without pay may be granted to a fulltime employee after 12 months of continuous service.

Written requests must be submitted showing justifiable, legitimate reasons for absence. The department head and the mayor must approve such written request.

Leaves of absence created vacancies in the crews, resulting in lower efficiency and greater cost to the village. Therefore, leaves of absence should be discouraged by the department heads and should be kept as brief as possible.

1. Extended illness: Qualified employees will be considered for a leave of absence without pay due to illness of up to three (3) months.
2. Maternity: A leave of absence for pregnancy may be granted to qualified employees provided such leave is requested, and is accompanied by a doctor's certificate indicating your expected date of confinement and an opinion as to how long you may continue work in your present position. This leave shall not exceed 60 days after the birth of the child, unless the physician extends this period. Before you return to employment, you should submit to the personnel office a written release from your attending physician, which states that you are able to return to work.
3. Military: A leave of absence without pay will be approved for employees who are required to serve a tour of duty in the military service. The Village may provide re-employment without loss of accrued benefits in accordance with regulations provided by the Department of Labor.
4. Special Leave: The Mayor reserves the right to approve leaves of absence for special reasons on an individual basis in the best interests of the town and the employees.

Each request for a leave of absence will be decided on its own merits and must be approved by the department head and accrued service record. The privilege of returning to work, however, is to be subject to employment conditions prevailing at the time of return.

The village will attempt to, but will not be required to, return employees to their former jobs after a leave of absence. The village will restore service credit and other benefits accrued at time of leave. An employee may not take other employment during a leave of absence. Employees will be terminated with forfeiture of all accrued benefits for failure to return to employment at the expiration of a leave of absence, or for falsification of reasons to justify the request for leave of absence.



INSURANCE

Full time permanent employees of the Village of Harrisonburg are eligible to participate in the group health plan. The plan includes coverage for the employee and if you choose, their legal dependents. The employee is required to enroll in the plan within 30 days of employment if they choose to be covered. One half of the employee's portion will be paid by the Village of Harrisonburg and the other half by the employee. The dependent coverage will be paid by the employee. Payments will be taken out of the first two paychecks of each month.

The Village of Harrisonburg also participates in a tax deferred cafeteria plan for payment of insurance premiums in which the insurance premiums are deducted from an employee's paycheck before taxes. Each employee is responsible to notify the clerk within 30 days of changes regarding any of the following events:

- Address changes
- Marriage
- Divorce
- Birth
- Adoption
- Covered dependent reaching age 21
- Covered dependent student status
- Death of covered dependent
- Change in beneficiary

For additional information see the Town Clerk.

SOLICITATION PROTECTION

In order to protect employees, from any form of solicitation, raffle, charity drive, etc., it is strictly prohibited for anyone to solicit employees on any matter while on village premises without written approval. Violation of this policy will subject employees to disciplinary action. Employees who discover persons making unauthorized solicitations should report this to their department head immediately. Administrative authority for solicitation will always be made know in advance and in writing.

SUGGESTIONS

Employees are in the best position to know and understand the details of their work. Occasionally employees may discover new or improved ways of performing their work or they will have suggestions with regard to working relationships provide in the village. Employees are privileged and urged to make suggestions to their department head or department head. All employees are encouraged to assist in improving the way in which our various services are performed.

PROCEDURE FOR RESOLVING DISSATISFACITONS

Employees are encouraged to consult with his department head or department head matters concerning their work. Complete cooperation on an amicable basis is required of all employees. There is a way to solve all problems if handled in the right manner. The Golden Rule is a good one to follow.



RESPONSIBLTY OF EMPLOYEES

The village has many responsibilities to its citizens, to its employees, to the community, and to itself as a legal corporation. Employees, likewise, are expected to recognize their responsibilities for the faithful execution of the tasks, which they have been assigned, and to promote the best interests of the village's citizens through loyal and faithful cooperation with the village authorities. Employees are especially expected to study and to know in detail the contents of this policy booklet, which has been especially prepared to meet their needs for information and direction. In addition to the preceding policies relating to employment, wages, benefits, and working conditions, knowledge about the following information is also vitally important.

ACCIDENTS TO EMPLOYEES

If you are hurt or become ill while on the job, report immediately to your department head or to the department head of the department where the accident or illness occurred.

In order to qualify for sick leave benefits (for accidents) it is most important that your department head report your disability immediately to the personnel office. The office personnel must submit accident reports to the Insurance Agency.

COMMUNICATIONS

Good communications are vital for efficient and effective village operations. Employees will be expected to accept the responsibility for all information relating to their work for all memos posted on bulletin board, or other means of notification. Employees are asked also to be quick to communicate to their immediate department head or department head any significant information relating to their job, or any noticeable needed maintenance services, or any other matter that requires attention by someone in authority.

Employees are expected to be sensitive in communication activities with other employees and with other departments. Or goal is a communication system within the village that works freely and effectively in all directions.

As a village employee you have a high standard to maintain. You are urged to be alert and courteous in all things in connection with the village operations and service to its citizens.

DEPARTMENT RULES

All departments are authorized to establish rules and procedures appropriate for their areas of responsibility—subject to administrative review. Employees are expected to know and observe the rules and procedures developed for the department in which they work. Employees also are expected to respect and observe the rules of other departments, which are brought to their supervision. Suggestions for improvement will be appreciated.

DISCIPLINE

Rules and regulations are necessary in every society. The best working conditions prevail where employees conduct themselves with respect and consideration for themselves, their fellow employees, and their employer. Rules and regulations that are needed to provide for the safety, happiness, and productivity of employees must be enforced to be effective. Violations will be carefully evaluated by each of the authorities concerned before appropriate action is taken.



WORKING EQUIPEMENT- T H I N K

You are cautioned to exercise special care in the use of electrical and all other equipment. Extreme caution is to be observed while using electrical and other tools and machinery. Under no circumstances are employees to tamper with or attempt to adjust or correct electrical wiring or equipment unless authorized. Immediately report all unsafe situations to your department head. Use caution in whatever are you may be working. Use better efforts to avoid accidents. T H I N K!!! A N D B E S A F E!!!

ETHICS

All persons who work for this village share in the responsibility of observing a code of ethics, which requires, in general, that good is to be done and evil is to be avoided. This code of ethics requires truthfulness, honesty, and personal integrity in all human activities.

INTOXICATION

Unauthorized possession or consumption of intoxicating beverages while on duty will be subject to disciplinary action, including dismissal. Employees are asked to report incidences of apparent intoxication, either among employees or others to their department head immediately.

LANGUAGE REQUIRED

Boisterous or coarse language is always out of place anywhere. Employees will be expected to use good taste in their topics of conversation.

INSUBORDINATION

Employees will be expected to always carry out the reasonable directions of their department head. Failure to carry out assignments as given or neglect to complete assignments properly will be regarded as a serious disciplinary problem and may result in dismissal.

MAINTENACE OF BUILDING AND EQUIPMENT

All employees will be expected to take an active interest in preserving and protecting village equipment and physical facilities. Employees will also be expected to report promptly to their department head whenever they detect the need for maintenance services anywhere in the village. Those who go about the village should be alert to anything that needs attention, such as, signs, water leaks, holes in streets, or any dangerous situation so that same can be corrected as soon as possible. **CARE FOR EQUIPMENT IS A MUST.** Tools must not be left on jobsite. Employees using tools must see that they are replaced at the end of the day's work.

POLITICAL ACTIVITIES

Although the village encourages all of its employees to take an active interest and participate, when possible, in political affairs, such as political activities must not be conducted on town premises or during working hours. Neither must employees identify themselves as representatives of the town in any political activity or involvement nor in any letter to a newspaper or magazine.

SAFETY PROGRAM

Employees are asked to cooperate in helping prevent injury to themselves, other employees, and citizens observing safety precautions. T H I N K!!!



EMPLOYEE ACKNOWLEDGMENT:

I acknowledge that I have received the personnel manual and a copy of the policies and procedures, and have read, understood and agree with the terms of each.

Employee signature

Employee name (print)

Date

Witness

We're happy to welcome you to the Village of Harrisonburg.

