



# Employee Handbook on Personnel Policies (EHOPP)

March 24, 2021  
Revision Dec 1 2023

[THIS PAGE IS LEFT INTENTIONALLY BLANK]

# Table of Contents

---

- PURPOSE ..... 4
- SECTION 1 – GOVERNING PRINCIPLES OF EMPLOYMENT ..... 5
  - 1.1 At-Will Disclaimer..... 5
  - 1.2 Equal Employment Opportunity Policy..... 5
  - 1.3 Non-Discrimination and Non-Harassment Policy ..... 6
  - 1.4 Sexual Harassment Policy ..... 6
  - 1.5 Reporting Discrimination or Harassment ..... 6
  - 1.6 Violations of the Discrimination, Harassment, or Sexual Harassment Policy ..... 7
  - 1.7 False Claims..... 7
  - 1.8 Drug-Free and Alcohol-Free Workplace Policy..... 8
  - 1.9 Workplace Violence Policy..... 17
  - 1.10 Emergency Response Requirements ..... 20
  - 1.11 Probationary Period..... 20
- Section 2 - OPERATIONAL POLICIES ..... 21
  - 2.1 Employee Categories ..... 21
  - 2.2 Your Employment Records ..... 21
  - 2.3 Working Hours and Schedule..... 22
  - 2.4 Timekeeping Procedures ..... 22
  - 2.5 Absence Requests and Reports ..... 22
  - 2.6 Light or Restricted Work Assignment ..... 23
  - 2.7 Overtime Policy for Non-Exempt Full Time Staff Members ..... 25
  - 2.8 Travel Time for Non-Exempt Employees ..... 26
  - 2.9 Safe Harbor Policy for Exempt Employees ..... 26
  - 2.10 Direct Deposit ..... 27
  - 2.11 Your Paycheck..... 27
  - 2.12 Salary Advances ..... 27
  - 2.13 Performance Review Policy ..... 27
  - 2.14 Record Retention ..... 28
  - 2.15 Job Postings..... 28
  - 2.16 Inclement Weather ..... 28
- Section 3 - BENEFITS.....28
  - 3.1 Benefits Overview/Disclaimer ..... 29

3.2 Paid Holidays.....	29
3.3 Paid Vacations.....	30
3.4 Sick Days.....	31
3.5 Lactation Breaks.....	32
3.6 Workers' Compensation .....	33
3.7 Salary Continuation.....	33
3.8 Jury Duty .....	33
3.9 Bereavement Leave .....	33
3.10 Insurance Programs .....	34
3.11 Optical Reimbursement .....	34
3.12 Employee Assistance Program.....	34
3.13 Retirement Plan .....	35
3.14 Life and Accidental Death and Dismemberment Insurance .....	35
3.15 Compensatory Time for Non-Exempt Employees .....	35
Section 4 - LEAVES OF ABSENCE .....	35
4.1 Personal Leave .....	35
4.2 Military Leave.....	36
4.3 Family and Medical Leave.....	36
Section 5 - GENERAL STANDARDS OF CONDUCT.....	42
5.1 Workplace Conduct.....	42
5.2 Punctuality and Attendance .....	43
5.3 Use of Communications and Computer Systems .....	44
5.4 Use of Social Media.....	48
5.5 Personal and City-Provided Portable Communication Devices.....	49
5.6 Inspections .....	50
5.7 Tobacco use and E-Cigarettes.....	50
5.8 Personal Visits and Telephone Calls.....	50
5.9 Solicitation and Distribution .....	51
5.10 Bulletin Boards.....	51
5.11 Confidential Information .....	51
5.12 Conflict of Interest and Business Ethics .....	51
5.13 Use of Facilities, Equipment and Property, Including Intellectual Property .....	52
5.14 Health and Safety.....	52
5.15 Hiring Relatives/Employee Relationships .....	53

5.16 Employee Dress and Personal Appearance ..... 53

5.17 Publicity/Statements to the Media..... 53

5.18 Operation of Vehicles ..... 54

5.19 Business Expense Reimbursement ..... 54

5.20 References ..... 54

5.21 If You Must Leave Us..... 54

5.22 Exit Interviews..... 55

5.23 A Few Closing Words ..... 55

General Handbook Acknowledgment..... 56

Receipt of Sexual Harassment Policy..... 57

Receipt of Non-Harassment Policy ..... 60

For employees who are beginning employment with the City of Perrysburg ("The City of Perrysburg" or the "City"), on behalf of the City of Perrysburg, let me extend a warm and sincere welcome. For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at the City of Perrysburg. We understand that it is our employees who provide the services that our citizens rely upon, and who will enable us to create new opportunities in the years to come.

Tom Mackin, Mayor

## PURPOSE

The purpose of this Handbook is to provide a guide to general employment-related questions for all employees of the City of Perrysburg. Please take the necessary time to read the Handbook. As an employee of the City of Perrysburg, you are responsible for reading and understanding the guidance and policies included within the handbook.

An employee Handbook cannot reasonably anticipate every circumstance or question involving policy. Supervisors and the Office of Human Resources also serve as a source of information for employees. The City of Perrysburg may have additional administrative or collectively bargained policies and procedures which supplement policies in this Handbook. The examples included within this Handbook are intended for illustrative purposes and to aid an employee in understanding specific policies.

Except as otherwise indicated in this Handbook, the Handbook applies to all classified and unclassified employees under the authority of the City of Perrysburg.

Many matters covered by this Handbook, such as benefit plan descriptions, are also described in separate City documents. These City documents are always controlling over any statement made in this handbook or by any member of management.

The policies and procedures set forth and adopted in this Handbook are structured to comply with applicable local, state and federal laws, rules, regulations and administrative policy. If there is a conflict between this Handbook and any applicable law, rule, regulation or labor agreement, the applicable laws, rules, regulations or labor agreements are always controlling.

This Handbook states only general City guidelines. The City reserves the right to review, amend, modify, withdraw, or interpret the policies, benefits or terms and conditions of employment included herein. Rules governing the safety, health, and conduct of the employees of the City of Perrysburg will be posted for fourteen (14) calendar days prior to implementation. The City reserves the right to publish and disseminate the Handbook and all changes electronically. Employees are responsible for reading and understanding the Handbook and any changes.

This Handbook does not create a contract for employment between the City and the employee. Rights of employees governed by local, state or federal law or collective bargaining agreements, where applicable, will supersede the ideas expressed herein.

This Handbook supersedes all prior Handbooks.

## SECTION 1 – GOVERNING PRINCIPLES OF EMPLOYMENT

### 1.1 At-Will Disclaimer

This Handbook, or any other verbal or written communication by a management representative is not, and should not be considered to be an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. This Handbook does not confer a contract of employment between the employee and the City of Perrysburg.

Section VIII-1.0 of the Charter of the City of Perrysburg outlines the positions identified as classified and unclassified service. The terms of the Charter and the Codified Ordinances relating to employment with the City establish the employment at will (“unclassified” status which permits the City or the employee to end the employment relationship at any time, for any reason, with or without cause or notice).

In certain circumstances, as noted herein, the Mayor may provide special arrangements concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

### 1.2 Equal Employment Opportunity Policy

The City of Perrysburg is an equal opportunity employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, whistleblower status, or any other characteristic protected by applicable federal, state or local laws. The City is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and all other terms, conditions, benefits, and privileges of employment.

The City will make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would cause significant difficulty or expense for the City. A reasonable accommodation is any change in the workplace (or in the ways things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment. If an employee needs assistance to perform their job duties because of a physical or mental condition, notify the Human Resources Office.

The City will accommodate the sincere religious beliefs of its employees to the extent such accommodation would not cause difficulty or expense for the City. If you wish to request such an accommodation, please contact to the Human Resources Office.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resources Office. Retaliation against individuals who raise issues of equal employment opportunity is strictly prohibited. If an employee feels they have been subjected to any such retaliation, they should bring the matter to the attention of the Human Resources Office. To ensure our workplace is free of artificial barriers, violation of this policy, including any improper retaliatory conduct, will lead to discipline, up to and including termination. All employees must cooperate with all

investigations. A failure to cooperate with an investigation pursuant to this section is a separate event for the purpose of discipline.

### 1.3 Non-Discrimination and Non-Harassment Policy

The City of Perrysburg prohibits discrimination or harassment of any individual by another person on the basis of a protected characteristic including race, creed, color, religion, or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, whistleblower status, or any other characteristic protected by applicable federal, state or local law.

The purpose of this policy is to ensure that in the workplace, no one discriminates against or harasses another individual. This policy is intended to prohibit discrimination or harassment of an employee by any fellow employee, supervisor, or other individual otherwise affiliated with the City or a member of the public, including vendors or contract consultants. Discriminatory conduct or harassment in any form occurring off duty and off premises may be subject to this policy. All forms of prohibited discrimination and harassment are governed by the policy and must be reported and addressed in accordance with this policy.

### 1.4 Sexual Harassment Policy

The City of Perrysburg prohibits harassment of any employee by any fellow employee, supervisor, or other individual otherwise affiliated with the City or a member of the public, including vendors or contract consultants, on the basis of sex or gender. The purpose of this policy is to provide a work environment that is safe and free from sexual harassment.

Sexual harassment does not have to be of a sexual nature. Sexual harassment can include offensive remarks about a person's sex. Sexual harassment can occur regardless of the offender or victim's gender. Examples of prohibited behavior include, but are not limited to unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

### 1.5 Reporting Discrimination or Harassment

If an employee feels that he or she has been subjected to conduct which violates the policies against Discrimination, Harassment or Sexual Harassment, by a fellow employee, supervisor or other individual otherwise affiliated with the City or member of the public including vendors or contract consultants, the employee shall immediately report the matter to the employee's Supervisor, Director of the employee's Division or Department, or the Human Resources Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee shall contact the Law Director.

In the instance where the employee has reported the complaint to the Supervisor or Director of the employee's Division or Department, the Supervisor or Director of the employee's Division or Department must immediately report such complaint to the Human Resources Manager.



An employee's complaint should be submitted in writing. In the event the employee refuses to provide information in writing, the party receiving the complaint shall dictate the verbal complaint.

The Human Resources Manager will work to coordinate a prompt and thorough investigation of the matter. The employee will be apprised of the progress of the investigation.

Every report of perceived harassment or discrimination will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed and the City will comply with applicable public records law. The identity of the complainant is often revealed to the parties involved during investigations, e.g., witnesses, alleged harasser, Union representation, etc.

Reports of harassment or discrimination should be made as soon as possible following the alleged incident. While there exists no time limit for reporting conduct in violation of these policies, delays in reporting can affect the ability to thoroughly investigate the conduct; and, may limit the recourse the City has available to it in correcting the behavior. Investigations are aided by expedient reporting while recollections of the events are fresh and easily recalled.

Retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy is strictly prohibited. If an employee feels they have been subjected to any such retaliation, they should report it in the same manner in which the employee would report a claim of perceived harassment or discrimination under this policy.

#### 1.6 Violations of the Discrimination, Harassment, or Sexual Harassment Policy

Violations of these Policies including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations. A failure to cooperate with an investigation pursuant to this section is a separate event for the purpose of discipline.

#### 1.7 False Claims

All complaints of sexual or other harassment will be taken seriously and investigated thoroughly. It is recognized that not all incidents of sexual or other harassment can be supported by other witnesses or other evidence. However, employees are nonetheless encouraged to report all incidents of sexual or other harassment. If, after a thorough investigation, it is determined that an employee has intentionally fabricated allegations of sexual or other harassment or pursued a false complaint of sexual or other harassment, then that employee will be disciplined accordingly.

#### 1.8 Drug-Free and Alcohol-Free Workplace Policy (REV 12-2023)

The purpose of this policy is to establish a Drug-Free Workplace Program that balances our respect for individuals with the need to maintain an alcohol and drug-free work environment. The City is committed to protecting the safety and health of all employees and other individuals, such as the general public. The use and/or effects of drugs and/or alcohol at work interferes with that goal. Employees abusing drugs and alcohol jeopardize the health and safety of themselves, their coworkers, citizens, and others. Substance abuse is

responsible for tremendous losses in terms of absenteeism, diminished productivity, employee crime, accidents, increased medical benefits expenditures, and reduced employee morale.

This Policy applies to all employees and sets the foundation for having a Drug-Free Workplace. The City intends to create a safe, drug and alcohol-free work environment and ensure compliance with applicable federal and state regulations as well as any and all collective bargaining agreements. Drug testing laws safeguard employees' rights while recognizing the benefits of drug testing in the workplace.

Management is committed to safety and views it as a core value. Employees must take personal responsibility for their own safety. A comprehensive approach to safety management includes but is not limited to: analyzing and minimizing risk factors within the workplace; ensuring the safety of all equipment; training employees to perform their jobs safely; developing and enforcing work rules that support safety; accountability for supervisors to address safety issues; analysis of accidents and incidents to determine what safety processes need improvement; and encouraging and rewarding employees for bringing forward safety issues. All employees need to understand how important safety is in the workplace and that the City considers safety to be everyone's responsibility. All employees are responsible for reporting suspected drug or alcohol use by other employees that would violate this Policy.

Definitions

Term	Definition
Alcohol	any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.
Marijuana	all parts of a plant of the genus cannabis, whether growing or not; the seeds of a plant of that type; the resin extracted from a part of a plant of that type; and every compound, manufacture, salt, derivative, mixture, or preparation of a plant of that type or of its seeds or resin. "Marijuana" does not include the mature stalks of the plant, fiber produced from the stalks, oils or cake made from the seeds of the plant, or any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, except the resin extracted from the mature stalks, fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination. "Marijuana" does not include "hemp" or a "hemp product" as those terms are defined in section 928.01 of the Revised Code.
Controlled Substance	a drug, compound, mixture, preparation, or substance included in schedule I, II, III, IV, or V as defined in Ohio Revised Code Section 3719.01(C)

Conviction	a finding of guilt (including a plea of nolo contendere), an imposition of sentence, or both, by a judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes
Criminal drug statute	a criminal statute or ordinance (local, state or federal) involving manufacture, distribution, dispensation, use, or possession of a controlled substance
Employee	any person; management, supervisory or non-supervisory who is paid in whole or in part by the City
Negative Test Result	the test specimen must contain either none of the targeted drug (or its metabolites) or a concentration level that is less than the minimum threshold amount for that drug
Positive Test Result	any test result which (1) exceeds the federal guidelines or those levels specified in a collective bargaining agreement that differ from federal guidelines; or (2) results from any refusal to test or failure to cooperate by an employee; or (3) a sample which is adulterated in any way, as determined by the DHHS certified laboratory.
Safety Sensitive Position	a job where the employee holding this position has the responsibility for their safety and other people's safety.

The City supports the Drug Free Workplace Act of 1988 (PL-100-690). Through the implementation of the Drug Free Workplace Program, the City shows a commitment to safety. Management and non-management employees play an active role in the safety processes and will take personal responsibility for their safety as well as the safety of others.

Consequently, any unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on City premises by employees is strictly prohibited, and violators will be subject to discipline and criminal prosecution.

Prohibited conduct under this policy includes, but is not limited to:

- Possession or consumption of alcoholic beverages in City vehicles, while in City uniform or while on City property, whether on duty or off duty. This includes time on paid breaks or unpaid lunch breaks.

- Possession or consumption of Marijuana or any Marijuana derivative, whether on duty or off duty, in City vehicles, while in City uniform or while on City property. This includes time on paid breaks or unpaid lunch breaks.
- Being under the influence of intoxicants or illicit/illegal drug while conducting work for or on behalf of the City. This shall include, but is not limited to, while in City vehicles, while in City uniform, while on City premises; and/or while off duty and off of City premises. This includes time on paid breaks or unpaid lunch breaks.
- The illegal use, possession, manufacture, sale, dispensing, and transporting of drugs, narcotics and controlled substances while conducting work for or on behalf of the City. This shall include, but is not limited to, while in City vehicles, while in City uniform, while on City premises; and/or while off duty and off of City premises. This includes time on paid breaks or unpaid lunch breaks.
- The presence of any detectable amount of Marijuana Metabolites or any illegal drug or illegal controlled substance in an employee's body system, while performing City business or while in a City facility, is prohibited. This includes time on paid breaks or unpaid lunch breaks.
- The illegal or improper use of prescription drugs, as it is in violation of this Policy to intentionally misuse and/or abuse prescription drugs.
- The possession of drug paraphernalia in City vehicles, while in City uniform or while on City property, whether on duty or off duty. This includes time on paid breaks or unpaid lunch breaks.
- The use of prescription drugs to the extent that employee's ability to make decisions, exercise good judgment and/or operate equipment is compromised. This is to protect the safety of the individual who is taking this medication as well as other employees and the general public they may be working with or near. Employees should inform their Supervisor of such prescription use and arrangements will be made, to the extent possible, for duty reassignment. If that is not possible, employees may have to take a temporary medical leave of absence until they can be released by a physician as fit for duty. Failure to properly report such prescription use may result in discipline.
- Aiding or assisting a fellow employee in the alteration, substitution, and/or similar adulteration of a sample required for testing in an effort to secure a negative drug or alcohol screen.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol.

### Prescription Drugs

The City does not prohibit employees from the lawful use of therapeutic prescription or over-the-counter drugs when used in compliance with the instructions from the prescribing physician, the pharmacist, and/or the packaging instructions. Failure to follow such instructions could indicate the misuse or abuse of the medication. The City does not prohibit employees from the lawful use of therapeutic prescription or over-the-counter drugs when such use does not affect the employee's job performance or conduct, threaten the safety, productivity, public image or property of the city or its employees, or result in criminal behavior.

Employees must consult with their doctors about their medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose to the City underlying medical conditions unless directed to do so.

No employee is to perform any function or duty on behalf of the City if the drugs being taken under this provision adversely affect his or her ability to perform any such function or duty safely and satisfactorily. In such situations, the employee should notify his or her supervisor to discuss the situation. Among other possible adjustments that may be reasonably made, if any, the City may, in its sole discretion re-assign the employee to another available job duty or function for which the employee is qualified.

#### Drug Related Convictions

Any employees convicted of a drug related offense occurring either in the workplace or out of the workplace must notify the City in writing within five (5) calendar days of the conviction. The City will take appropriate action, which may include discipline up to and including termination.

The City may also require an employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for those purposes by a Federal, State, or local health, law enforcement, or another appropriate agency.

Any employee convicted of a workplace-related drug offense, who fails to report the conviction as required above will be:

1. Terminated from employment;
2. Forever barred from future employment; and

Held civilly liable for any loss of federal funds resulting from the failure to report the conviction.

#### Substance Abuse Awareness

Illegal drug use and alcohol misuse have many serious adverse health and safety consequences. Information about those consequences and sources of help for drug or alcohol problems is available from the City, which can make referrals and assist employees with drug or alcohol problems.

#### Employee Assistance

The City will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline or termination under this or other City policies. The Employee Assistance Program (EAP) is a short-term counseling, consultation, coaching and referral linkage service provided to all City employees. Services are confidential, as protected by federal and state HIPAA law, as well as by the independent licensure of the EAP counselors. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Voluntary entry into EAP is not grounds for disciplinary action outside of this policy.

If the initial and confirmation drug tests produce a positive result, or if the alcohol test determines that the employee is under the influence of alcohol, the employee may, in lieu of disciplinary action, be permitted to participate in a rehabilitation or detoxification program. Any discipline called for as a result of the test conclusions will be deferred pending successful rehabilitation of the employee.

An employee who participates in a rehabilitation or detoxification program will be placed on leave for the period of the rehabilitation or detoxification program. The employee will be required to use accrued sick or vacation leave for the period of the rehabilitation or detoxification program. Upon exhaustion of the employee's accrued sick or vacation leave, the employee may utilize compensatory time, if available, if not, the employee will be granted leave without pay for the period of the rehabilitation or detoxification program in accordance with the guidelines in the Codified Ordinances.

Employees will be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been scheduled, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and may face possible discipline, up to and including discharge.

### Inspections

The City reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

### Marijuana

Marijuana (recreational and/or medical) is a restricted substance for purposes of this Policy. Employees are prohibited from dispensing, distributing, possessing, or using Marijuana. The City may refuse to hire, discharge, discipline, or otherwise take adverse employment action against any person in violation of this Policy.

### Drug and Alcohol Testing

Alcohol and/or drug testing will be conducted under the following circumstances and in accordance with the respective collective bargaining agreements. The City administers the following tests:

- Pre-employment testing
- Federal DOT testing (CDL holders)
- Random selection
- Reasonable Suspicion
- Post-Accident
- Return to Duty
- Follow-up

### Testing Guidelines

The City will contract with a third-party vendor or vendors to provide collection services, laboratory testing, and medical review of the test results. The vendor or vendors will utilize only laboratories that are federally certified to do drug testing. Personnel employed by the lab shall be certified as required by federal certification requirements. The facility testing breath samples and collecting specimens shall hold all legally necessary licenses and shall be conducted in a manner that is consistent with federal guidelines. The City and vendor(s) will follow the rules and regulations set forth by the Substance Abuse and Mental Health Services Administration (SAMHSA), a federal department of Health and Human Services (HHS), to conduct alcohol and drug testing. The drug testing cut-off levels will be consistent with standards set by federal guidelines, unless otherwise specified by a collective bargaining agreement.

The results of any drug or alcohol test will constitute medical information and will remain confidential except for its use in official safety investigations or any action necessary to defend the discharge or other discipline of the employee.

The employee will be provided with a copy of the test results.

#### Union Representation

The employee may consult with a union representative, if available. The unavailability of a union representative will not delay the testing. Refusal or failure to submit to alcohol/drug testing after being properly ordered to do so will result in a positive test and may result in disciplinary action for insubordination.

The cost of drug and alcohol testing shall be borne by the City, except any test initiated at the request of the employee will be at the employee's expense.

#### Alcohol Testing Protocols

Alcohol tests performed under this Policy will be conducted with an evidential breath-testing device (EBT), approved for alcohol testing by the National Highway Traffic Safety Administration (NHTSA).

The EBT will be utilized first when an employee is to be tested for both alcohol and drugs, and a urine collection will normally follow the collection of breath.

If the screening test result is at or above the initial BAC cutoff level, the employee will be required to take a confirmation test. Confirmation BAC test results are the final outcome of the test.

#### Alcohol Testing Limits

<u>Initial BAC cutoff</u>	<u>Confirmation BAC</u>	<u>Result</u>
.040	.000-.039	<ul style="list-style-type: none"><li>• The result is not considered positive, however, the employee may be presumed to be impaired based on the employee's pattern of behaviors, and may face disciplinary action</li><li>• Employee relieved of duty for the remainder of shift</li><li>• May use vacation or compensatory time to cover the absence</li></ul>
	.040 or higher	Positive

#### Shy Lung

Any employee who does not provide a sufficient amount of breath to permit a valid breath test will be instructed to attempt again to provide a sufficient sample. If the employee refuses to attempt, then the test will discontinue and will be considered a refusal to test.

#### Drug Testing Protocols

The following drugs and drug classes to be tested, as set by federal DOT regulations, the respective collective bargaining agreements, and/or City policy, may include:

- Amphetamines
- Barbiturates

- Benzodiazepines
- Cocaine Metabolites
- Marijuana Metabolites
- Methadone
- Methaqualone
- Opiates
- Phencyclidine (PCP)
- Propoxyphene

All drug screening tests shall be conducted by medical laboratories certified by the Department of Health and Human Services (DHHS) or certified by a DHHS recognized certification program. Testing shall be conducted in a manner to ensure that an employee's legal drug use does not affect the drug test results. The procedures utilized by the Employer and testing laboratory shall include an evidentiary chain of custody control. All samples collected shall be collected utilizing the split sample method of collection, following prescribed testing procedures.

Sample collection is to be accomplished in a manner compatible with the employee's dignity, employees shall not be witnessed while submitting a urine sample. Test results shall be treated with the same confidentiality as other employee medical records. If the Employee is taking prescription or over-the-counter substances that might affect the results of the screen, the City must be advised prior to the screen being administered.

If a drug confirmation test is positive, the employee may, upon written request and at the Employee's expense, have the split sample retested by a DHHS certified laboratory. This request shall be presented within seventy-two (72) hours upon being notified of a positive result.

In the event the split sample test confirms the results of the first test, the Employer may proceed with the sanctions as set forth in this Policy, or the Employee's Collective Bargaining Agreement if applicable.

In the event that the split sample test contradicts the result of the first test, the split sample result is determined to be the final result. The results of this test, if positive, shall allow the Employer to proceed with the sanctions as set forth in this Policy, or the Employee's Collective Bargaining Agreement if applicable. If the results are negative, the Employee shall be given the benefit of the doubt and no sanctions shall be imposed, and the Employee will be reimbursed for the cost of the split sample test.

All samples which test positive on a screening test shall be confirmed by gas chromatography-mass spectrophotometry, and no records or unconfirmed positive tests shall be released or retained by the laboratory.

DRUG	SCREENING TEST	CONFIRMATION
Amphetamines	1000 ng/ml	500 ng/ml GC-MS
Barbiturates	300 ng/ml	200 ng/ml GC-MS
Benzodiazepines	300 ng/ml	500 ng/ml
Cocaine Metabolites	300 ng/ml	150 ng/ml
Marijuana Metabolites	50 ng/ml	15 ng/ml



Methadone	300 ng/ml	200 ng/ml
Methaqualone	300 ng/ml	200 ng/ml
Opiates	2000 ng/ml	2000 ng/ml
Phencyclidine PCP	25 ng/ml	25 ng/ml
Propoxyphene	300 ng/ml	200 ng/ml

Shy Bladder

When an employee does not supply a sufficient amount of urine, the collector will instruct the employee to drink up to forty (40) ounces of fluid in a period not to exceed three (3) hours. During this period of time, the employee will be observed to prevent the employee taking any action that compromises the collection practice. Any employee who does not provide a sufficient specimen within three (3) hours of the first unsuccessful attempt will be instructed to discontinue the collection and the testing will be recorded as a refusal.

Pre-Employment Post-Offer Testing

Pre-employment post-offer drug testing is required for all positions. The City will decline a final offer of employment if the candidate fails pre-employment drug testing. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before starting work.

Federal DOT Testing (CDL holders)

An employee in a position that requires the employee to obtain and maintain a commercial driver’s license (CDL) shall be subject to the policies and procedures for drug and alcohol testing, including random as well as reasonable suspicion testing. All federal and state laws and regulations for CDL holders will apply. Employees will be responsible for understanding and complying with these laws and regulations. Questions should be directed to the Office of Human Resources.

Random Selection

When an employee is notified of a random test, they must cease work as soon as practicable, proceed immediately to the collection site, and arrive for testing within a reasonable period. Collection sites may be fixed or mobile, located either at the work site or at a remote location. All employees must comply with an order to test.

Reasonable Suspicion Testing

In order to maintain a safe and healthful work environment, the City reserves the right to require drug or alcohol testing of an employee on the basis of “reasonable suspicion.”

Reasonable suspicion that an employee is under the influence of or has used or is using a controlled substance or alcohol in an unlawful or abusive manner may be based upon, but is not limited to, any of the following:

1. Observable behavior, such as the direct observation of drug or alcohol use or possession, and/or the physical symptoms of being under the influence of a drug or alcohol;
2. A pattern of abnormal conduct or erratic behavior, including abnormal leave patterns;

3. Arrest or conviction for a drug or alcohol related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug or alcohol possession, use, or trafficking;
4. Information provided either by reliable and credible sources or independently corroborated;
5. Evidence that an employee tampered with a previous drug or alcohol test; and
6. Facts or circumstances developed in the course of an authorized investigation of an accident or unsafe working practice.

Drug or alcohol testing of an employee, under this Policy, will be conducted for administrative purposes, and the results will not be used to criminally prosecute the employee.

#### Post-Accident

Post-accident drug and alcohol testing shall be required of the employee in any of the following circumstances:

- An employee is the operator of a motor vehicle involved in an on-the-job driving accident that results in injury or death.
- An on-the-job driving accident that results in a citation to the employee under state or local law for a moving traffic violation arising from the accident
- An employee is the operator of a motor vehicle involved in an on-the-job driving accident and the vehicle requires towing from the accident scene.
- An employee is the operator of a motor vehicle involved in an on-the job driving accident and any involved person requires treatment away from the accident scene.
- When an employee requires medical treatment from a medical provider due to an injury sustained on the job.
- When an employee causes substantial property damage

#### Return to Duty

Before returning to work after a positive test result, an employee must take a return to duty test and have a negative result. The Return to Duty test will be scheduled upon written confirmation of the employee's satisfactory completion of the rehabilitation or detoxification program and will be subject to direct observation at the collection site. Upon receipt of a negative Return to Duty test, the employee will be returned to his former or a similar job classification.

#### Follow up testing

Employees having successfully satisfied a Return to Duty test may be subject to random periodic retesting upon the employee's return to work for a period of 1 year from the date of return.

#### Notice of Rebuttable Presumption

Pursuant to ORC § 4123.54, when an employee who suffers a work-related injury tests positive for alcohol or drugs or refuses to be tested, the positive test or refusal to test creates a rebuttable presumption that the presence of alcohol/drugs in an employee's system is the proximate cause of a work-related injury. The burden of proof then shifts to the employee to prove that the presence of the alcohol or drug was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.

### 1.9 Workplace Violence Policy

The City of Perrysburg’s Policy is to promote a safe environment for our employees and the visiting public, and to work with employees to create a professional work environment that fosters respect and dignity of all employees while maintaining an environment free from intimidation and violence. The City forbids all conduct that disrupts or interferes with an employee's work performance or that creates an intimidating, offensive, or hostile work environment. All employees are responsible for abiding by this Policy. The City will not tolerate behaviors prohibited by this policy whether engaged in by supervisors, managers, or employees, and the City will also attempt to protect employees from such behaviors in the workplace by non-employees.

#### Definitions

Term	Definition
Bullying	Bullying is repeated, unwanted, abusive, intimidating, demeaning, or other malicious action directed towards an employee or group that is unrelated to the City’s legitimate business interests.
Harassment	Harassment is any behavior or communication that is designed to induce fear and is based on a legally protected class.
Protection Order	Any civil, temporary, or stalking protection order issued by any court of competent jurisdiction whether in or out of state. City employees who have been granted or who are subject to a protection order are encouraged to provide a copy of the order to the Office of Human Resources. The information contained in the protection order will be kept confidential to the extent allowed by law and disclosed only on a need-to-know basis. Information may be necessary to share with the employee’s Division Head or Supervisor.
Threatening Behavior	Conduct which causes another person to believe that their physical safety or the security of City property is endangered.
Violent Behavior	The use of physical force, violence, or other actions that have the capacity to inflict harm or to endanger the physical safety of another person or the property of the City.
Workplace	Any location, either permanent or temporary, where an employee performs any work-related duty. This includes but is not limited to, City

	owned buildings and surrounding perimeters including parking lots, field locations, and traveling to and from work assignments. A field location includes any location where an employee is performing their duties regardless of whether the location is owned by the City.
Workplace Violence	Threatening behavior and/or violent behavior that causes a disruption to the work environment and leads a reasonable person to fear for their physical safety; physical conduct that results in harm to people or property; possession of deadly weapons on City property; and/or use of City property or resources to engage in threatening or violent behavior.

City employees found to be in violation of this Policy will be subject to disciplinary action up to and including termination and may also be personally subject to other civil and criminal penalties. All forms of violence, threats or intimidation directed at City employees by persons outside the City will be met with an immediate response, which may include civil and/or criminal action designed to protect the employee and prevent further instances of workplace violence.

The City does not expect employees to physically subdue a threatening or violent individual. The City specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, the City expects and encourages employees to exercise reasonable judgment in identifying potentially dangerous situations.

#### Prohibited Behaviors

Examples of prohibited behaviors under this Policy include, but are not limited to:

- Hitting or shoving an individual.
- Threatening to harm an individual or their family, friends, associates, or their property.
- The intentional destruction or threat of destruction of property owned, operated, or controlled by the City.
- Making harassing or threatening telephone calls, or sending harassing or threatening letters or other forms of written or electronic communications.
- Intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule that would affect the business interests of the City.
- The willful, malicious and repeated following of another person, also known as “stalking”, and making of a credible threat with intent to place the other person in reasonable fear for his or her safety.
- Making a suggestion or otherwise intimating that an act to injure persons or property is “appropriate,” without regard to the location where such suggestion or intimation occurs.

- Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on state property.

In addition, employees sometimes experience personal situations that may adversely impact the workplace. These situations should also be reported directly to the employee's immediate supervisor or to the Office of Human Resources. Examples of personal situations of concern are:

- The employee is subject to threats or domestic violence where there is a possibility that the party committing the abuse will seek out the employee at the workplace.
- The employee has obtained a civil protection order that names the workplace as a restricted area.
- The employee is receiving threatening or harassing telephone calls, text messages, instant messages and/or emails in the workplace.
- The employee is the target of unwanted pursuit by another who has been seen in or near the workplace.

### Recognizing Early Warning Signs

Early signs for potential workplace violence include but are not limited to bullying, inappropriate reactions to situations or employees, or other actions. Early signs of a potential victim of workplace violence include attendance issues, depression, poor work quality, apathy, withdrawal, or other significant changes in behavior. Any situations where you see any of these potential signs should be reported to the employee's supervisor or human resources.

The City prohibits the possession of firearms by employees of the City or visitors in all City offices and facilities or on City owned premises. This does not pertain to sworn officers of the Perrysburg Police Division or other public law enforcement officers. An employee who observes a person other than a law enforcement officer on City property with a firearm should promptly report that information to the City of Perrysburg Police Division.

### Procedures for Reporting a Threat

In a life-threatening situation involving violence in progress, immediately call 911 and report the situation directly to the Police.

If the situation involves an injury that requires immediate medical attention, immediately call 911 and report the situation to the appropriate medical professionals.

Reports of violations of this policy should be made as soon as possible following the alleged incident. While there exists no time limit for reporting conduct in violation of these Policies, delays in reporting can affect the ability to thoroughly investigate the conduct and may limit the recourse the City has available to it in correcting the behavior. Investigations are aided by expedient reporting while recollections of the events are fresh and easily recalled.

Retaliation against individuals who report conduct in violation of this Policy to management or who cooperate in the investigations of such reports in accordance with this Policy is strictly prohibited. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of conduct in violation of this policy.

All potentially dangerous situations, including threats by co-workers, must be reported immediately to the employee's Supervisor, Director of the employee's Division or Department, or the Human Resources Manager.

In the instance where the employee has reported the complaint to the Supervisor or Director of the employee's Division or Department, the Supervisor or Director of the employee's Division or Department must immediately report such complaint to the Human Resources Manager.

An employee's complaint should be submitted in writing. In the event the employee refuses to provide information in writing, the party receiving the complaint shall dictate the verbal complaint.

The Human Resources Manager will work to coordinate a prompt and thorough investigation of the matter. The employee will be apprised of the progress of the investigation.

Every report of perceived harassment or discrimination will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed and the City will comply with applicable public records law.

Violations of this Policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations. A failure to cooperate with an investigation pursuant to this section is a separate event for the purpose of discipline.

#### 1.10 Emergency Response Requirements

In order to ensure the orderly and effective delivery of City services during incidents of emergency or disaster, the City includes as an essential condition of employment for all full-time, non-bargaining personnel, the necessity to respond when called upon by the Mayor or Administrator.

For purposes of this section, an emergency or disaster may include event(s) requiring continuous operations of City services, coordination with local, state and federal officials, and the provision of sufficient personnel necessary to fill positions for short-term and long-term activations and shall include the initiation of the Emergency Powers contained within Chapter 268 of the Administrative Code.

#### 1.11 Probationary Period

All employees below the Executive or Senior Administrative Staff level covered by this Employee Handbook that are not covered by a collective bargaining agreement shall be considered probationary staff members during the first year of their most recent employment with the City. The probationary period may be extended an additional one (1) ninety (90) calendar day period by the City upon written notice to the staff member before the end of the initial probationary period.

Employees that are in the Executive or Senior Administrative Staff, shall be considered probationary staff members for the first year of their most recent employment with the City with an evaluation being given at or near the end of the first six months. During probation, staff members may be separated from employment or disciplined without recourse to the dispute settlement procedure for any reason and will receive no benefits other than health insurance benefits except as may be statutorily required. Upon successful completion of the probationary period a staff member will receive length of service credit retroactive to the staff members' most recent date of hire.

## Section 2 - Operational Policies

### 2.1 Employee Categories

For purposes of this handbook, all employees fall within one of the categories below.

**Regular Full-Time Employees** - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

**Regular Part-Time Employees** - Employees who are regularly scheduled to work fewer than 30 hours per week and are not Short-Term or Seasonal Employees. Regular part time employees in this category are generally not eligible for City benefits except as required by law.

**Short-Term or Seasonal Employees** - Employees who are hired for a specific short-term project, or on a short-term or temporary basis. Short-Term Employees generally are not eligible for City benefits, but are eligible to receive statutory benefits.

In addition to the above categories, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees categorized as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these categorizations upon hire and informed of any subsequent changes to the categorizations.

### 2.2 Your Employment Records

The City maintains personnel files for its employees including, but not limited to: individual employee data, application materials, records pertaining to hiring, promotion, demotion, discipline, transfer, lay off, termination, compensation, hours and training. Employee records are the property of the City and are maintained by the Human Resources Office.

Employees are encouraged to review their personnel files from time to time to verify the accuracy of the information. Employees should keep their personnel files up-to-date by informing the Human Resources Office of any changes. Employees should also inform the Human Resources Office of any specialized training or skills they may acquire in the future, as well as any changes to any required Visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk or other significant problem.

All employees who are required to be professionally licensed, registered or certified must submit such license, registration, and/or other license renewals to their Department or Division Head for verification. A copy of the license and/or certification will be maintained in the City's records. Employees are responsible for monitoring and maintaining their licenses and certifications. Failure to provide or maintain required licenses, registrations and/or certifications may result in the employee not being permitted to work in their employment category or classification. An employee may be discharged from their position if a required licensure, registration or certification expires and/or is not renewed or continued.

### 2.3 Working Hours and Schedule

Office hours vary depending on location. Each employee will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the City's citizens, at some point the City may need to change individual work schedules on either a short-term or long-term basis.

### 2.4 Timekeeping Procedures

Pay periods for all employees shall be biweekly. Pay days shall be every other Friday unless the selected Friday falls on a holiday on which City Administrative Offices are closed. In such event, pay day shall be on the first regular workday preceding such holiday.

For the purpose of establishing consistency in the payroll operations, the City has established a uniform payroll system that all employees are required to follow. Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by the City.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Employees are required to record periods of absence from work for reasons such as vacation, sick leave or leaves of absence without pay on forms as prescribed by the City.

Non-exempt employees may not start work until their scheduled starting time.

It is each employee's responsibility to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a Supervisor, who will attempt to correct legitimate errors.

### 2.5 Absence Requests and Reports

Absence Request and Report forms in the time keeping and attendance software shall be used by all employees in connection with all absences. A form shall be completed by the employee and submitted to their Supervisor at the Division Head level or above. The Supervisor shall indicate approval or disapproval of the absence.

In the event of an unforeseen emergency, where submission pre-approval is not possible, employees may request such time immediately following their return to work.

If the absence is due to the employee's need to care for an immediate family member, as outlined in the Collective Bargaining Agreement or this handbook, the form must indicate which member of the family is in need of care.

If the leave also qualifies under the Family and Medical Leave Act as a serious health condition affecting the employee, or the parent or child of an employee, additional documentation may be required.

An employee may be required to furnish written documentation satisfactory to the City to justify the use of sick leave. Falsification of any required justification for use of sick leave may be grounds for discharge.



Employees may not request time off without pay unless all other forms of paid time off have been exhausted or the employee is otherwise unable to utilize paid time off (i.e. contract language prevents the use of compensatory or vacation time). Requests for time off without pay must be approved in advance by the employee's Department or Division Head before submission to the Mayor or the Mayor's designee for final approval.

Employees taking more time off than is available to them may be subject to discipline for being absent without leave unless the absence is for a qualified reason under FMLA or ADA (requires a physician's certification). Requests for leave may be denied if an employee has no remaining leave available.

When an employee becomes ill or injured prior to the start of a scheduled vacation time, a request to rescind previously approved vacation time and to use sick leave must be made and approved and must be accompanied by written documentation satisfactory to the City to justify the use of sick leave. Approval of such requests is at the sole discretion of the Department/Division head and the approval of the Human Resources Manager.

## 2.6 Light or Restricted Work Assignment

Requests made by City employees to work in a light or restricted temporary duty assignment, due to a duty related injury or a non-duty related injury or illness, will be evaluated by the City and approved or disapproved on a case-by-case basis in accordance with the following provisions.

### Considerations in Approving Light or Restricted Temporary Duty

The City will not create a work assignment that satisfies the work limitations or restrictions experienced by an employee due to a duty related or non-duty related injury or illness. The Department/Division Head shall decide on a case-by-case basis if there are work assignments available that satisfy the limitations or restrictions that the employee has been placed under by their physician. The approval or disapproval of a request to work a temporary light duty assignment is solely at the discretion of the Mayor or City Administrator, within the management rights of the City. If and when there is no work, as determined by the City, which meets the restrictions set forth by the physician, the work assignment will be denied and/or terminated.

Requests for light duty assignments, resulting from a duty related injury or illness, shall receive preferential review over a request for a light duty assignment due to a non-duty related injury or illness. If an employee is working in a light duty assignment due to a non-duty related injury or illness, that employee may, at the City's discretion, be displaced from that light duty assignment if the City determines a need to place another employee, who has experienced a duty related injury or illness into a light duty assignment.

When an employee becomes physically incapable of performing the essential functions of their position, as determined by the appropriate medical authority, due to a non-duty related injury or illness, the employee must first use accumulated and unused sick leave or other forms of accrued leave time unless otherwise authorized by the City. In accordance with the "Family Medical Leave Act," any leave taken under these circumstances shall be counted towards an eligible employee's annual entitlement to twelve weeks of Family Medical Leave.

If, due to a non-duty related injury or illness, an employee is unable to perform their normal duties, as determined by the appropriate medical authority, the employee may, at the sole discretion of the City, be permitted to work a temporary light or restricted duty assignment.

An approved light duty assignment may be granted for a period of time not to exceed 45 calendar days and may be terminated at any time, or allowed intermittently, depending on the availability of suitable work as determined by the City. Working hours for the light or restricted duty assignment shall be determined by the City. Based on a review of each individual situation, the Mayor or City Administrator may approve or disapprove an extension of a light duty assignment for a period of time not to exceed an additional 10 calendar days. It is the injured employee's responsibility to submit a request in writing to the City, through the Human Resources Manager, for approval to work in a light or restricted temporary duty assignment. The City may also require the applicant to submit to an examination by a medical provider of the City's choosing.

Consideration of a request for a light duty temporary assignment will require that the employee sign a medical release, so that the City may contact the employee's medical provider and ascertain the type of work that the employee may be able to perform. Prior to an employee being permitted a light duty temporary assignment after a non-duty injury or illness, the employee will be required to provide the City with a release signed by their medical provider. In addition, the employee shall sign a release form that is provided by the City. The provider's release must indicate that the light duty temporary assignment will be appropriate to the physical limitations or restrictions placed on the employee by the medical provider. The release must include a specific listing of the restrictions under which the employee is released to work. The purpose of the medical provider's release is to help determine whether or not the employee would be capable of performing the duties required during the light duty temporary assignment. The City may also require the applicant to submit to a physical examination by a medical provider of the City's choosing.

If the light duty temporary assignment is approved, the employee must provide, every two weeks, an updated release from their physician, detailing the current limitations or restrictions under which the employee is released to work. If it is determined by the City that there are no suitable light duty assignments available, the employee shall remain off from work pending a release from the employee's physician indicating that the employee is capable to return to work without limitations or restrictions. During this period of time the employee will be required to use accrued sick leave or other accrued leave time to remain in a paid status. At the conclusion of an approved light duty temporary assignment and/or upon exhausting all accrued leave time and/or Family Medical Leave, if the employee is still unable to perform the required duties of their employment position, an extension of the temporary light duty assignment will not be granted and the employee may be disability-separated.

#### Review of Request For Temporary Light or Restricted Duty

The review and consideration of a request by an employee to be permitted to work a light duty temporary assignment shall be conducted by a panel comprised of the City Administrator, the Human Resources Manager, and Department and Division administrators of the City as assigned by the City Administrator.

The panel shall review the request with consideration for the following issues:

1. The physician's instructions for physical restrictions and limitations on the employee.
2. The availability of work and the type of work the employee would be assigned to perform.
3. The suitability of the employee to the available work, and whether training is required.

4. The possibility of further injury and transference from a non-duty related injury to a worker's compensation claim.
5. Consideration for an on-duty injury versus an off-duty injury.
6. The work history and personnel file review of the employee.
7. Review of the employee's accrued leave time (sick, vacation, compensatory).
8. Review of the employee's past use of sick leave time.
9. The number of employees currently on a temporary light duty assignment.
10. Any other information that the employee's supervisor considers beneficial to the review.

The final decision approving or disapproving a request for a light duty temporary assignment shall be made by the Mayor or their designee. The requesting employee will be notified in writing by the Human Resources Manager of the approval or disapproval of the request for a light duty temporary assignment.

#### Overtime Considerations

An employee in a light duty temporary assignment shall not normally be permitted to work overtime. An employee in a light duty temporary assignment may at the discretion of the Department/Division Head be permitted to work overtime, if the overtime work falls within the limitations or restrictions of the employee's permissible light duties, and all other non-restricted employees have been given the opportunity to work the overtime assignment and have declined. An employee in a light duty temporary assignment may, at the discretion of the Department/Division Head be permitted to work overtime, notwithstanding the availability of the other non-restricted employees, based on a specific need of the City, a specialized skill, or due to the nature of the work assignment's requirements or schedules.

#### 2.7 Overtime Policy for Non-Exempt Full Time Staff Members

For purposes of this Policy, the following definitions will apply:

Term	Definition
Exempt Staff	Staff exempt from overtime pay or compensatory time off according to federal and state law.
Hours Worked	Shall include hours actually worked and unworked paid time off as holidays, vacation and compensatory time
Non-Exempt Staff	Staff eligible for overtime pay or compensatory time off according to federal and state law.
Overtime Compensation	

The purpose of this Policy is to ensure compliance with the Fair Labor Standards Act. The scheduling of work must be arranged to ensure consistent operations of City services and to effectively deliver customer service. This Policy is applicable to all non-exempt staff who are not subject to a collective bargaining agreement that separately addresses the handling of overtime compensation.

Non-exempt staff who work overtime will be compensated at the rate of one and one-half times (1 1/2) the employee's "regular rate" of pay for actual hours worked in excess of forty (40) hours each work week in accordance with the Fair Labor Standards Act.

Unworked time shall not be considered as hours worked for the purposes of this Policy. Work actually performed on Saturdays or Sundays which are outside the employee's normal work week, or on holidays which are not normally scheduled workdays shall be paid one and one-half (1 1/2) times their normal hourly wage.

The workweek for overtime calculation purposes shall be defined as 12:00 a.m. Monday through 11:59 p.m. on Sunday.

No overtime eligible employee shall begin work prior to his or her scheduled work hours or continue to work after their scheduled work hours or during a scheduled lunch period, without prior approval of the administrative supervisor. An overtime eligible, flexible hour employee is not entitled to compensation for overtime work unless his or her administrative supervisor requires them to be in an active pay status for more than 40 hours in a calendar week, regardless of the number of hours worked on any day in the same calendar week.

Employees may work overtime only with prior management authorization. Any employee who works overtime without authorization will be compensated at the overtime rate of pay for all overtime hours worked, but the employee will be subject to disciplinary action for failure to follow the approval process outlined in this Policy. Employees who deem it necessary to work overtime when prior approval is not possible are subject to disciplinary action for abuse of discretion if it is determined that the situation was not an emergency or the employee exercised poor judgment.

## 2.8 Travel Time for Non-Exempt Employees

### Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be performed only with prior management authorization.

Out-of-Town Trips for One Day Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time.

## 2.9 Safe Harbor Policy for Exempt Employees

It is the City's policy and practice to accurately compensate employees and to do so in compliance with all applicable local, state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for The City of Perrysburg. This salary will be established at the time of hire or classification as an exempt employee.

Certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to Ohio Deferred Compensation, court ordered child support, garnishments or pension plan contributions will reflect a reduction in net pay.

If the employee believes he or she has been subject to any improper deductions, the employee should immediately report the matter to the City Finance Department. If the employee does not believe they have received a prompt and/or fully acceptable reply, the employee should report their concerns to the Office of Human Resources.

### 2.10 Direct Deposit

The City of Perrysburg requires full time, regular part time, and seasonal employees to use direct deposit. Authorization forms are available from the Finance Department or the Human Resources Office.

### 2.11 Your Paycheck

Each employee will be paid bi-weekly for all the time worked during the past pay period. Electronic payroll stubs will be sent to the email address on file for the employee.

Payroll stubs itemize deductions made from gross earnings. By law, the City is required to make deductions for the employee's respective pension system (Ohio Police and Fire, Ohio Public Employee Retirement System or Social Security), federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of Finance Department immediately so the City can resolve the matter quickly and amicably. In the event the employee's pay is incorrectly calculated to be more than what it is supposed to be, the employee shall report the error to the Finance Department to allow for a correction of the amount which may include a reduction in the subsequent pay. If an employee's check is incorrectly reduced by more than \$100 due to an error on the City's part, a manual check will be cut upon notification of the error when requested by the employee.

### 2.12 Salary Advances

The City of Perrysburg does not permit advances on paychecks or against accrued paid time off.

### 2.13 Performance Review Policy

The City acknowledges that all employees benefit from on-going communication with their supervisors on goals, expectations, skills and performance. To that end, the City's goal is to provide annual employee performance reviews. The annual review is intended to provide feedback on their progress on goals and objectives; to reinforce positive work habits; and to provide employees with information for professional development.

All employees in probationary status should receive regular feedback from their immediate supervisor.

#### 2.14 Record Retention

It is the policy of the City of Perrysburg to strictly adhere to Ohio's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code.

The City of Perrysburg defines records to include the following: Any document, paper electronic (including but not limited to, email) or other format, that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations or other activities of the office. All records of the City of Perrysburg are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

For detailed information on the City's Public Records Policy please refer to the Administrative Policy on this matter. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the City and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the Law Director to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving the City that may have an impact on record retention protocols.

#### 2.15 Job Postings

The City of Perrysburg is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the online job posting program which is in place for all employees. The requirements an employee must meet to apply for an open position include, but are not limited to, the following:

- The employee has been in their current position for at least six months
- The employee should not be on a conduct/performance-related probation or warning;
- The employee must meet the job qualifications listed on the job posting.

If an employee finds a position of interest on the City's job posting website and meet the eligibility requirements, an on-line job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted unless otherwise required by a collective bargaining agreement. The City reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Human Resources Office.

#### 2.16 Inclement Weather

The City of Perrysburg will make every effort to remain open during inclement weather. Employees are expected to make every effort to report to work. Employees that are defined as Non-Critical or Not Required (Addendum #1) (as determined by the Mayor or their designee) would not be required to report to work if the Wood County Sheriff declares that there is a "Level 3 Snow Emergency" in Wood County. The employee will be given Paid Administrative Leave. If the employee can work remotely, they are expected to coordinate with their supervisor. If a "Level 3 Snow Emergency" is declared in the county (not Wood County) in which the employee resides and the employee is Non-Critical or Not Required, the employee may call their supervisor and request time off on

vacation or compensatory time. If vacation or compensatory time is not available, the employee may request leave without pay. Employees that are able to complete their job duties remotely, may request do so with permission from their supervisor. The City may determine that certain key individuals may be brought to work using City equipment if necessary.

## Section 3 - Benefits

### 3.1 Benefits Overview/Disclaimer

In addition to good working conditions and competitive pay, it is the City of Perrysburg's policy to provide a combination of supplemental benefits to all eligible employees. These benefits include time-off benefits, such as vacations and holidays, longevity pay, insurance and other plan benefits. The City is constantly reviewing and evaluating its benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs the City provides employees and their families. The information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits in this handbook highlight certain aspects of the applicable plans for general information. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Human Resources Manager or the City's website. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, the City of Perrysburg (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

A Citywide Health Insurance Committee consisting of equal representation of labor and management will meet as needed to make recommendations for coverage and coverage changes and other health insurance benefit design modification.

Longevity pay is determined by City of Perrysburg Codified Ordinances Section 266.11.3.

If employees have any questions regarding benefits, they should contact the Human Resources Manager.

### 3.2 Paid Holidays

Full-time, eligible part-time employees will be paid for the following holidays:

New Year's Day (The first day of January)

Martin Luther King, Jr. Day (The third Monday in January)

President's Day (The third Monday in February)

Memorial Day (The last Monday in May)

Independence Day (The fourth day of July)  
Labor Day (The first Monday in September)  
Veterans' Day (The eleventh day in November)  
Thanksgiving Day (The fourth Thursday in November)  
Day after Thanksgiving (The Friday following the fourth Thursday in November)  
Christmas Eve (The twenty-fourth day of December)  
Christmas Day (The twenty-fifth day of December)

To qualify for holiday pay, an employee must have (a) worked at least one (1) of the last seven (7) work days immediately preceding the holiday, and the next full scheduled workday following the holiday (whether or not either qualifying day is the same workweek as the holiday), unless the employee's failure to work either or both qualifying days is due to the employee being on paid time off work approved in advance by the City. For employees on paid sick leave only, approval in advance shall mean that the employee notifies their supervisor of that absence within thirty (30) minutes before the scheduled start of the employee's work day.

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of one and one-half (1 1/2) times their regular rate of pay for the actual time they work that day.

When any of the holidays specified falls on a Sunday, it shall be celebrated on the following Monday. When such holiday falls on a Saturday, it shall be celebrated on the preceding Friday.

Eligible part-time employees will be paid for the hours they would normally be scheduled to work on that particular day. For example, if the eligible part-time employee is normally scheduled for 6 hours a day, they will be paid for 6 hours of holiday pay.

### 3.3 Paid Vacations

Vacation leave is an important respite from work for rest and relaxation. The City encourages employees to get this respite by using their vacation time. Full-time employees accrue paid vacation time as follows: (Collective bargaining unit employee's vacation accruals may differ.):

- A) At the end of one (1) year of employment through the end of five (5) years of employment, an employee will be entitled to ten (10) working days per year;
- B) At the beginning of six (6) years of employment through the end of eleven (11) years of employment an employee will be entitled to fifteen (15) working days per year;
- C) At the beginning of twelve (12) years of employment through the end of nineteen (19) years of employment an employee will be entitled to twenty (20) working days per year.;
- D) At the beginning of twenty (20) years through the end of twenty-six (26) years of employment an employee will be entitled to twenty-five (25) working days per year;



E) At the beginning of twenty-seven (27) years of employment an employee will be entitled to thirty (30) working days per year.

Vacations must be taken during the anniversary year following the year in which the days are earned, unless otherwise required by law. Unless specified otherwise, no unused vacation will be carried over into a subsequent anniversary year.

Every effort will be made to grant the employee's vacation preference, consistent with our operating schedule and the needs of the City. Vacation requests must be submitted to and approved by the employee's manager in advance of their requested vacation dates.

Vacation may be used in increments of one hour. Non bargaining unit employees may cash out up to five days of unused vacation time at the end of their anniversary year. Eligible part-time employees will be paid vacation time for the hours they are normally scheduled. For example, if the eligible employee normally works 30 hours per week and takes a week of vacation, and they have 30 hours of accrued, unused vacation time banked, the employee will be paid for 30 hours of vacation time.

Accrued, unused vacation is paid out upon separation at the employee's current rate of pay.

To be eligible for any paid vacation an employee must have completed one year of employment with the City (measured from the most recent date of hire). An employee must work 2080 hours during their anniversary year to be eligible for a full paid vacation. An employee who worked at least 1040 hours but less than 2080 hours during their anniversary year will be eligible for a pro-rated paid vacation based upon a pro-ration formula of actual hours worked versus 2080 hours. For purposes of computing hours worked under this section, overtime or premium hours count as one hour worked, paid time off work on vacation and holidays shall be considered as hours worked, and paid time off work on either sick leave or a leave of absence up to a maximum of 120 lost work hours shall be considered as hours worked.

The Mayor may waive the one-year of employment eligibility requirement for newly hired non-bargaining unit employees. The Mayor may place a non-bargaining unit employee at Step B, C or D based on years of experience substantially similar to the duties and responsibilities set forth in the employee's position description.

### 3.4 Sick Days

Full-time employees and eligible part time employees shall accumulate sick leave at the rate of .0577 hours for each hour worked, not to exceed 120 hours in an employee's anniversary year. For the purposes of this section, paid time off work for vacation, holidays, bereavement, jury duty, annual temporary active military status and non-workers compensable sickness, accident, disability and pregnancy leave up to thirty (30) days per calendar year shall be counted as time worked for purposes of calculating accrued sick leave. Except where sick leave accrued from previous employment is credited to an employee as required by law, newly hired employees shall be advanced 48 hours of sick leave and will earn no further sick leave until the initial advancement has been accumulated in accordance with the formula set forth in this section.

If an employee will be out of work due to illness, they must call in and notify their Supervisor as early as possible, but at least by the start of the workday. An employee may be required to furnish written documentation

satisfactory to the City to justify the use of sick leave. Falsification of any required documentation for use of sick leave may be grounds for separation from employment.

Use of sick leave shall be calculated based upon the number of work hours an employee was absent during the employee's normal work day. Sick time may be used in half hour increments.

While sick leave is intended to cover only an employee's own illnesses, if required by applicable state or local law, sick leave may be used to care for a family member's illness or for any other reason required by applicable state or local law.

Paid sick leave cannot be used for any period of time for which any other paid absence was requested or denied. Sick pay will not be used for the purpose of attending worker's compensation hearings or appeals. Sick pay may not be used for an absence due to an injury or illness arising out of or in the course of employment with another employer where such injury or illness is compensated by workers compensation.

Up to seven (7) work days, per calendar year, of accumulated, unused sick pay may be used by an employee to provide care for an immediate family member who has experienced a non-FMLA qualifying illness or injury. The City may extend this use in its sole discretion. For non-FMLA purposes, immediate family shall mean spouse, child, parent, brother or sister, or an individual whose relationship the employee is equivalent to one of these categories. Up to fifteen (15) days of accumulated, unused sick pay may be used as parental leave by an employee following the delivery of the employee's child or following the day of adoption of a child by such employee. Said use of sick pay shall be charged against eligibility of family medical leave.

Employees may continue to accumulate unused sick pay without limit. Upon normal retirement, under the appropriate State of Ohio retirement system, after ten (10) years of credited service (except for disability retirements which will not require credited service minimum) or upon death, or upon termination of employment other than for disciplinary reasons, after fifteen (15) years of service with the City an employee will be paid for accumulated, unused sick pay as follows:

An employee will be paid for one-fourth (1/4) of the first 1000 hours of sick pay accrued and unused; one-half (1/2) of the next 1250 hours of accrued and unused sick pay and all of the next 125 hours of accrued and unused sick pay for an aggregate total not to exceed 1000 hours.

### 3.5 Lactation Breaks

The City will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The break time should run concurrently with meal periods already provided to the employee, if possible. If the break time cannot run concurrently with the meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

The City will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall for the employee to express milk in private. This location may be the employee's private office, if applicable. The City may not be able to provide additional break time if doing so would seriously disrupt the City's operations, subject to applicable law. Please consult the Human Resources Office if you have questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

### 3.6 Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost. If an employee is injured on the job, no matter how slightly, they should report the incident immediately to their Supervisor. Failure to follow City procedures may affect the ability of the employee to receive Workers' Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Leaves of absence under this section will be charged against eligibility for Family Medical Leave.

### 3.7 Salary Continuation

Employees who have been injured while at work for the City through no fault of their own and not in violation of City safety rules, who is unable to perform their regular job duties will receive their regular base pay for up to one (1) year. The City will require proof of continuing disability from a medical provider. The City may, at its option, require employees to be assigned to other duties during the period they are disabled, provided they are capable of performing those duties, in the opinion of a physician. These types of temporary assignments shall not be for more than one (1) year. In the event that the disability is determined to be permanent, in the opinion of a physician, the employee shall avail themselves of the disability benefits provided by the State Worker's Compensation Law and appropriate retirement system.

### 3.8 Jury Duty

The City of Perrysburg realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees called for Jury Duty must notify their supervisor the next workday following such notification. The City will pay the employee full pay while the employee is on jury duty provided the employee endorses any jury duty pay, they receive over to the City. It is the City's intent to pay the difference between an eligible employee's straight time wage rate and what the employee received as a juror or witness for work time lost due to jury duty or witness duty during the employee's regular work day in their official capacity with the City.

### 3.9 Bereavement Leave

As an employer, the City understands that when there is a death of a family member employees wish to be with their families. If the employee is a full-time or eligible part-time employee and loses a close relative, they will be allowed paid time off of up to 3 days to assist in attending to their obligations and commitments. For the purposes of this policy, a close relative includes a spouse, child, step-child, parent, sibling, grandparent, any other relative residing in the household of the employee, or any other relation required by applicable law. Paid leave days may only be taken on regularly scheduled, consecutive workdays following the day of death.

Employees must inform their Supervisors prior to commencing bereavement leave. In administering this policy, the City may require verification of death.

In the case of death of a mother-in-law, father-in-law) daughter-in-law, son-in-law, stepmother, stepfather, stepchild or grandchild, the employee will be granted a leave of absence from the date of death until and including the day after the funeral not to exceed two (2) working days. Full time employees will receive eight (8) hours of pay at the applicable straight time rate for each day of funeral leave, provided that the second day of such leave shall be charged as paid sick leave.

In the case of death of an aunt or uncle the employee will be granted one day of leave of absence as described above.

If a holiday occurs while an employee is on bereavement leave, the employee will be paid for the bereavement leave or the holiday, but not both.

Should a funeral require travel beyond the time allotted full-time employees may request additional time from the City Administration.

### 3.10 Insurance Programs

Full-time and eligible part-time employees may participate in the City's insurance programs. Under these plans, eligible employees will receive comprehensive health, dental and prescription plan coverage for themselves and their families. Full time employees will pay 10% of the premiums. Eligible part-time employees will pay 25% of the premiums.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to Human Resources if you have any further questions.

Additionally, all full-time employees will receive term life insurance benefits per the City of Perrysburg Codified Ordinances.

### 3.11 Optical Reimbursement

The City will reimburse an employee an amount not to exceed \$375 per year per employee household to cover eye exams, frames, corrective lenses, prescription sunglasses, or contacts for employees, spouses and dependents living in the household under the age of eighteen. Original itemized receipts must be submitted with a voucher to the employee's Supervisor for reimbursement. For the purposes of this section, the benefit year runs from July 1 to June 30.

### 3.12 Employee Assistance Program

The City of Perrysburg provides an Employee Assistance Program (EAP) for employees. This program offers qualified counselors to help employees cope with personal problems they may be facing. Further details can be obtained through the Human Resources Office.

### 3.13 Retirement Plan

City employees participate in the Ohio Public Employee Retirement System, Ohio Police and Fire Pension or in the case of part time and volunteer firefighters, Social Security.

City employees may also participate in the Ohio Deferred Compensation Program, Programs based on codified ordinance 266.09-5.

### 3.14 Life and Accidental Death and Dismemberment Insurance

The City will provide term life insurance as well as accidental death and dismemberment insurance to full time employees who are active on the pay roll pursuant to codified ordinance 266.09-1 C & D.

### 3.15 Compensatory Time for Non-Exempt Employees

Non-exempt employees may elect to accrue up to 80 hours of compensatory time in lieu of pay for overtime hours worked in a calendar year. When an employee is at the maximum accumulation limit for compensatory time, all overtime worked shall be paid as overtime. This election shall be in writing and must be made before the end of the work week in which the overtime is worked. Each overtime hour worked shall be equal to one and one-half (1 1/2) hours of compensatory time. Employees may use no more than 80 hours of compensatory time per calendar year. Employees will be permitted to take compensatory time off within a reasonable time after requesting it so long as it does not unduly disrupt the operations of the City. Employees will be permitted to cash in up to forty (40) hours of accumulated compensatory time two (2) times in a calendar year. Requests shall be submitted in writing at least two (2) pay periods in advance and shall be paid with normal payroll. Pay for accrued compensatory time shall be at the regular rate of the employee's pay at the time payment is made except in the case of termination of employment where pay shall be at the average regular rate of pay of the employee during the employee's last three (3) years of employment or the regular rate of pay at the time of payment, whichever is higher.

## Section 4 - Leaves of Absence

### 4.1 Personal Leave

If employees are ineligible for any other City leave of absence, the Mayor or the Mayor's designee, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to the Mayor at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. During the leave, employees will not earn vacation or sick days. The City will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the City in a timely manner, subject to the terms of the plan documents.

When the employee anticipates returning to work, they should notify management of the expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of the personal leave of absence, the City will attempt to return employees to their original job or a similar position, subject to the employee's qualifications, the availability of work, and the operating needs of the City. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the City will be considered a voluntary resignation of employment.

#### 4.2 Military Leave

The City will comply with all State and Federal Laws applicable to Military Leave.

#### 4.3 Family and Medical Leave

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact the Human Resources Manager.

##### **I. Eligibility**

FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must: 1) have been employed by the City for at least 12 months (which need not be consecutive); 2) have been employed by the City for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

If the employee and the employee's spouse work for the City, both of them together are entitled to a combined twelve weeks of FMLA leave in a twelve-month period to care for a newly arrived child or seriously ill parent. Leave to care for a newly arrived child must be taken within twelve months of the birth, adoption or placement of the child.

##### **II. Entitlements**

As described below, the FMLA provides eligible employees with a right to leave, continuation of health insurance benefits and, with some limited exceptions, job restoration. The City of Perrysburg reserves the right to run any or all FMLA leave concurrent with any other leave available to the employee.

A. Basic FMLA Leave Entitlement The FMLA provides eligible employees up to 12 work weeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period, measured backward from the date an employee uses their FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;

- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that an employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Qualifying exigencies** may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

#### B. Additional Military Family Leave Entitlement (Injured Service member Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered service member** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A "**covered service member**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered service members** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered service member. Qualifying exigency leave also may be taken on an intermittent basis.

D. No Work While on Leave

An employee working another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to continue their group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the City substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The City will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

G. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the City telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) City's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The City may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the City's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the City and employee can mutually agree that leave be retroactively designated as FMLA leave.

**III. Employee FMLA Leave Obligations**

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the City of their need for FMLA leave. The following describes the content and timing of such employee notices.

*1. Content of Employee Notice*

Employees must inform their Supervisor of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or



explaining the reasons for leave so as to allow the City to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active-duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered service member with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the City's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the City has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

## *2. Timing of Employee Notice*

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the City notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations may have FMLA leave delayed or denied.

### B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the City and make a reasonable effort to schedule treatment so as not to unduly disrupt the City's operations. Employees must consult with the City prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the City and the employees. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the City may require employees to attempt to make such arrangements. The City recognizes that the scheduling of treatment also depends on the availability and the medical recommendations of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered service member, the City may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the City of the reason why such leave is medically necessary. In such instances, the City and employee shall attempt to work out a leave schedule that meets the

employee's needs without unduly disrupting the City's operations, subject to the approval of the employee's health care provider.

#### C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the City with timely, complete and sufficient medical certifications. Whenever the City requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the City's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The City will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The City will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the City (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the City with authorization allowing it to clarify or authenticate certifications with health care providers, the City may deny FMLA leave if the certifications are unclear.

Whenever the City deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

#### D. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the City has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the City's expense. If the opinions of the initial and second health care providers differ, the City may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the City and the employee.

#### E. Medical Recertification

Depending on the circumstances and duration of FMLA leave, the City may require employees to provide recertification of medical conditions giving rise to the need for leave. The City will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

#### F. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the City with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The City may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

#### G. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the City may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active-duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active-duty status of the same or a different military member.

When leave is taken to care for a covered service member with a serious injury or illness, the City may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, the City may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

#### H. Substitute Paid Leave for Unpaid FMLA Leave

Employees must use any accrued sick and/or vacation paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the City will allow employees to use accrued paid time to supplement any paid disability benefits.

#### I. Payment of Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the City notifies employees of other arrangements, whenever employees are receiving pay from the City during FMLA leave, the City will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, the City will pay the employee's share of premiums for the first 60 days of unpaid leave. After that, employees must pay their portion of the group health premium through a "pay-as-you-go" method.

The City's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the City will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the City for the cost of the premiums the City paid for maintaining coverage during their unpaid FMLA leave.

#### IV. Exemption for Highly Compensated Employees

The City may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the City. (This fact-specific determination will be made by the City on a case-by-case basis.) The City will notify employees if they qualify as "highly compensated," if the City intends to deny reinstatement, and of an employee's rights in such instances.

#### V. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact the Human Resources Manager. The City is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Human Resources Manager immediately. The City will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

#### VI. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state, or local law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the City's other leave policies in this handbook or contact the Human Resources Manager.

## Section 5 - General Standards of Conduct

### 5.1 Workplace Conduct

The City of Perrysburg endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, and common sense.

Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the City's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment based on false or misleading information.

2. Stealing, removing, or defacing City of Perrysburg property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of the City of Perrysburg's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or other violations of the City of Perrysburg's Workplace Violence Policy.
7. Disrupting the work of others.
8. Failure to follow lawful instructions of a supervisor.
9. Failure to perform assigned job duties.
10. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences.
11. Gambling on City property.
12. Willful or careless destruction or damage to City assets or to the equipment or possessions of another employee.
13. Wasting work materials.
14. Performing work of a personal nature during working time.
15. Violation of the Solicitation and Distribution Policy.
16. Violation of the City of Perrysburg's Harassment or Equal Employment Opportunity Policies.
17. Violation of the Communication and Computer Systems Policy.
18. Unsatisfactory job performance.
19. Any other violation of City policy.

Obviously, not every type of misconduct can be listed. The City of Perrysburg reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The City will deal with each situation individually and nothing in this Handbook should be construed as a promise of specific treatment in a given situation. However, the City may utilize progressive discipline in its sole discretion, but reserves the right in its sole discretion to terminate an employee at any time to the extent permitted by law.

The observance of these rules will help to ensure that the City remains a safe and desirable place to work.

## 5.2 Punctuality and Attendance

Employees are hired to perform important functions at the City of Perrysburg. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call their supervisors, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the City.

## 5.3 Use of Communications and Computer Systems

### Introduction

The following Cyber Security Policy contains the rules and guidelines for those individuals who access the City's technology and information assets.

The main purpose of the Cyber Security Policy is to inform users of their requirements for protecting the information assets of the City.

The Cyber Security Policy also describes the responsibilities and privileges of the user, such as acceptable use, internet access, etc. The policy will also address user limitations and potential penalties for violation of the policy. The Cyber Security Policy also details processes and procedures for addressing cyber security incidents.

### What is Protected

It is the responsibility of all computer system users to protect the technology and information assets from theft, unauthorized access, and destruction. Throughout this Policy, City Systems are referenced. City systems include the technology of the City consisting of the following:

Hardware – computers, tablets, cell phones, storage devices, application servers.

Software – custom written applications, commercial off the shelf software, operating systems, and backup/restore software.

Networking – routers, switches, firewalls, networking software and tools.

Information Assets – client information, accounting information, personnel information, etc.

### Security Threats

Security threats can come from both internal and external sources. Internal sources include employees, contractors and anyone that has access to the computer system. External sources of security threats include amateur and criminal hackers, vandals, and other types of attackers.

### Employees

Employees are the biggest threat to an organization's cyber security. They can cause damage either purposefully or through unintentional acts. Layers of security must be implemented to compensate for this. Steps to protect against these issues include the following:

- Limit user access to only authorized systems.
- Never share login credentials with coworkers or others.
- Limit user access to employees that are disciplined or reassigned.
- Physically secure technology and information assets so that only authorized individuals have access.
- Authorized users of systems shall ensure the information contained within the City's computer system is protected from modification or destruction of records in violation of Ohio Public Records laws.

### External Attackers

External attackers are mostly amateurs looking for crimes of opportunity. These amateurs scan the internet looking for known security vulnerabilities that have not been patched. Web servers and email are perfect targets. If they do not find an obvious weakness, they will move on.

Criminal hacking is less probable but could increase depending on the amount of confidential information stored on the systems. These criminal hackers are normally better trained and use the most current hacking tools. These attacks are well planned and will target a weakness in the system to gain access.

The third type of external attackers is the vandal whose sole purpose is to disrupt and cyber vandalize an organization. Usually, these attacks are easily fixed and do not cause much lasting damage.

### User Responsibility

This area establishes usage policy for computers, networks, and information assets of the City. This applies to all employees, contractors and third parties who use the computer resources of the City.

### Acceptable Use

City computer systems are to be used by authorized users only for business of the City, not personal activities. Unauthorized use of the City computer system could violate this policy, may result in disciplinary action being taken against the employee up to and including discharge and may constitute a violation of law.

Users are personally responsible for protecting the information assets of the City. This includes security credentials such as user ID and password for the City's computer systems as well as authorized secure programs used in the operations of the City requiring a user ID and password. Users are prohibited from making unauthorized copies of confidential information and/or distributing this information to unauthorized individuals either outside or inside the City.

System users shall not use any computer system to intentionally harass or defame others, degrade the performance of the system, utilize resources for personal use, or gain access to systems for which they are not authorized. Violations of this policy may subject the employee to disciplinary action up to and including discharge.

Users shall not attach unauthorized devices to their computers unless they have received prior authorization to do so.

Computer users shall not download unauthorized software from the internet or other sources on to their computers.

Users should immediately report any incidents of misuse of the City computer systems or violations of this policy to the IT (Information Technology) manager.

### Internet Usage

The City will provide internet access to employees and contractors who need this access for business purposes.

The internet is a tool for organizational business and is intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties.

Personal use is acceptable when the use complies with the whole of this Policy. Personal use does not include solicitation, online gambling, harassment, and distribution of chain letters, jokes or gossip.

The internet may not be used for retrieving or storing any harassing, discriminatory, obscene or pornographic materials, gambling or any purpose which is illegal or for personal gain.

#### Monitoring Computer System Use

The City has the right and capabilities to monitor computer and internet usage. It is not City policy or intent to continuously monitor all computer usage by employees. However, computer users should be aware the City may monitor computer and internet usage. Monitoring could include patterns of usage (sites visited, length of time online and time of day access), employee's files and communications to the extent necessary to ensure compliance with organizational policies and existing laws.

#### Access Control

Controlling access to critical information is required to protect assets from unauthorized disclosure or modification. Access control is the permission assigned to users of the system that are authorized to access specific resources. Access control is implemented by utilizing user ID and passwords.

#### User and Network Access

Users are required to have unique credentials (user ID and password) for system access. Credentials should be confidential and should not be shared with management, supervisors, other employees or anyone outside the City. Users must comply with the following rules for creating and maintaining passwords.

- Passwords should not be posted near computers nor written down where they are easily accessible.
- Passwords should not contain words that are found in dictionaries. These are easily cracked by hackers.
- User accounts will be frozen after 5 failed login attempts.
- User IDs and passwords for system access must be different than User IDs and passwords for the employee's personal accounts.

Users are not allowed to access password files on the network. Password files are monitored for unauthorized use. Reading, copying, changing or removing, any password file is prohibited.

Users will not be allowed to log in as system administrators. Users who require this level of access must request a special access account.

User credentials will be deactivated if an employee is terminated, suspended, placed on leave or otherwise leaves the City.



Supervisors shall immediately and directly contact the IT Manager to report any change in employee status that requires terminating or modifying user access privileges.

Users who forget their password must call the IT Office to get a new password assigned to their account.

Users will be responsible for all activities occurring during their log in session using their credentials. Users shall not log in to a computer and then allow another individual to use the computer or share access to computer systems.

#### Special Access

Special access accounts are provided to people requiring temporary elevated privileges to perform their job. These accounts require special permission and will be monitored. Special accounts will expire upon completion of the task and will not be automatically renewed without permission.

#### Connecting to Third-Party Systems

Connecting to third-party systems requires a secure connection to allow for the safe exchange of information.

Third-party refers to vendors, consultants and business partners that need to exchange digital information with the City. Third-party system connections are to be used only for business purposes of the City by authorized third-party employees. Third-party connections will be reviewed annually to determine if they are still valid connections.

This policy applies to all new third-party connection requests and any existing third-party connections. Any existing third-party system connections that do not meet the requirements will need to be redesigned.

Any third-party connection requests must be submitted in writing and approved by the organization management.

#### Connecting Devices

Only authorized devices may be connected to the City's network. Authorized devices include computers, laptops, cell phones, and tablets owned by the City that are configured within the guidelines of the City.

Users shall not attach any non-City computers to the network without specific prior permission.

Users are not authorized to attach any devices that could affect the network (switches, hubs, etc.) or any unauthorized storage devices (flash drives, writable CDs, etc.).

#### Remote Access

Users must be authorized to remotely access the City's network. Remote access is given to employees, contractors, and business partners of the City that have an authorized business purpose to access computers, programs, copy files or exchange information. All remote connections must be authorized and secure by standards established by the IT Manager. Only city issued devices will be permitted to connect to City VPN and internal applications and servers. Users are permitted to connect to cloud services on other devices.

#### Unauthorized Remote Access

Attaching any devices to users' computers is not permitted. Users may not install remote control software on their computers. This type of remote access bypasses City security methods and poses a threat to the entire network. Unauthorized remote access to the City computer system could violate this policy, may result in disciplinary action being taken against the employee up to and including discharge and may constitute a violation of law.

#### Penalty for Security Violation

The City takes information security seriously. Anyone who uses the technology and information resources of the City must be aware they can be disciplined if they violate this policy. An employee of the City may be subject to discipline up to and including discharge for violations of this policy. The exact discipline imposed will be determined based on the nature and severity of the violation of the cyber security policy. Other considerations may be prior violations of the cyber security policy committed by the user, state and federal laws and other relevant information. Discipline will be administered in accordance with the Perrysburg Codified Ordinances, collective bargaining agreements where applicable, Administrative Orders, and the City Employee Handbook.

In the event the person is not an employee of the City, the situation shall be submitted to the IT Manager. The IT Manager may refer the situation to law enforcement agencies and/or prosecutors to determine if criminal charges should be filed against the alleged violator.

#### Security Incident Handling Procedures

This area provides guidelines and procedures for handling cyber security incidents. The term cyber security incident is defined as any events or activities that threaten the security, integrity, and/or availability of the City's network or information resources. Examples of cyber security incidents are:

- A spam email or damage to a computer system by illegal access, releasing a virus or other harmful program into the system.
- Illegal access of the City's computer system by a hacker, stealing files or loading unauthorized software.
- Attack against a company webserver in the form of a denial-of-service attack which will crash the web server and block the website access.

Users who believe their computer may have been exposed to a cyber security incident or unauthorized access must immediately report the situation to the IT Manager. Users should not delete files or turn off the computer. This will aid the organization in identifying the issue and determining the solution to the problem.

#### 5.4 Use of Social Media

The City of Perrysburg respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including, but not limited, to Facebook and LinkedIn. However, to protect City interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on personal blogs or web pages or participate on personal social networking platforms, such as Twitter or similar site, during work time or at any time with City equipment or property.

All rules regarding confidential information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the City and also expresses either a political opinion or an opinion regarding the City's actions that could pose an actual or potential conflict of interest with the City, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is their personal opinion and not the City's position. This is necessary to preserve the City's good will in the community in which we serve.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. City policies apply equally to employee social media usage.

The City of Perrysburg encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

#### 5.5 Personal and City-Provided Portable Communication Devices (REV 10-2023)

City-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for City purposes. These employees should work with the IT department to configure their PCD for City use. Communications sent via a personal PCD also may subject to monitoring if sent through the City's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a City-provided or personal device, employees must comply with applicable City guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Use of a City-issued PCD to send or receive personal text messages should be done only on a limited basis.

If an employee who uses a personal PCD for City use resigns or is discharged, the employee will be required to submit the device to the IT department for resetting on or before his or her last day of work. When appropriate, the IT department will reset and remove all information from the device, including but not limited to, City information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for City business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of City information. This is the only way currently possible to ensure that all City information is removed from the device at the time of termination. The removal of City information is crucial to ensure compliance with the City's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a City-issued device, the City's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

#### Portable Communication Device Use While Driving

Employees who drive on City business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. Texting and e-mailing while driving is prohibited in all circumstances. Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

#### 5.6 Inspections

The City of Perrysburg reserves the right to require employees while on City property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on City or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the City or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

#### 5.7 Tobacco use and E-Cigarettes

Use of all tobacco products, and the use of e-cigarettes, is prohibited on City premises and in all City vehicles.

#### 5.8 Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, the City expects that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in City facilities other than areas that are normally accessible by the public.

## 5.9 Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time an employee is engaged, or should be engaged, in performing their tasks for the City of Perrysburg. Solicitation of any kind by non-employees on City premises is prohibited at all times.

Distribution of advertising materials, handbills, printed or written literature of any kind in working areas of the City is prohibited at all times. Distribution of literature by non-employees on City premises is prohibited at all times.

## 5.10 Bulletin Boards

Important notices and items of general interest are continually posted on bulletin boards in common work areas throughout City buildings. Employees should make it a practice to review them frequently. This will assist employees in keeping up with what is current at the City of Perrysburg. To avoid confusion, employees should not post or remove any material from the bulletin board without prior approval from the Administration.

## 5.11 Confidential Information

During the course of work, an employee may become aware of confidential information about the City of Perrysburg's business. It is extremely important that all such information remain confidential. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the City may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

## 5.12 Conflict of Interest and Business Ethics

It is the City of Perrysburg's policy that all employees avoid any conflict between their personal interests and those of the City. The purpose of this policy is to ensure that the City's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the City.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the City, by any employee who is in a position to directly or indirectly influence either the City's decision to do business, or the terms upon which business would be done with such organization;
2. Holding any interest in an organization that competes with the City;
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the City or which competes with the City; and/or
4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization doing business with or seeking to do business with the City;

5. Have an interest in the profits or benefits of a public contract entered into by the City.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals (valued at \$25 or less) or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the City.

#### 5.13 Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Employees also are prohibited from any unauthorized use of the City's intellectual property, such as audio and video tapes, print materials and software.

Further, the City is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

#### 5.14 Health and Safety

The health and safety of employees and others on City property are of critical concern to the City of Perrysburg. The City intends to comply with all applicable health and safety laws. To this end, the City must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the City's premises, or in a product, facility, piece of equipment, process or business practice for which the City is responsible should be brought to the attention of management immediately.

Periodically, the City may issue rules and guidelines governing workplace safety and health. The City may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

#### 5.15 Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, the City of Perrysburg may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the City.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The City generally will attempt to identify other available positions, but if no alternate position is available, the City retains the right to decide which employee will remain with the City.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

#### 5.16 Employee Dress and Personal Appearance

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work appropriately groomed and wearing the proper attire.

#### 5.17 Publicity/Statements to the Media

All media inquiries regarding the position of the City as to any issues must be referred to the City's Public Information Officer (PIO) or City Administrator. Only the Mayor, the City Administrator, or the PIO are authorized to make or approve public statements on behalf of the City. No employees, unless specifically designated by the Mayor or the City Administrator, are authorized to make those statements on behalf of City. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the City must first obtain approval from the Mayor or the City Administrator.

### 5.18 Operation of Vehicles

All employees authorized to drive City-owned or leased vehicles or personal vehicles in conducting City business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

If a job function of an employee is to operate a City-owned or leased vehicle, the employee must be insurable under the City's motor vehicle liability policy.

An employee must have a valid driver's license in their possession while operating a vehicle off or on City property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times. No City employee shall operate a city-owned or personal vehicle while on city business while under the influence of any substance prohibited by law.

City-owned or leased vehicles may be used only as authorized by management.

### 5.19 Business Expense Reimbursement

Employees authorized or directed by the Mayor or City Administrator to attend a conference, convention, school, seminar, workshop or other training or educational function relating to the employee's duty assignment or other function of municipal concern will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the employee's supervisor along with the original itemized receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Reimbursement for meals and gratuities for meals will be as adopted by the current Federal Travel Regulations of General Services Administration current meal rates by location. The per meal allowance may be aggregated so long as the total does not exceed the sum of the total allowed per diem. There will be no reimbursement for alcoholic beverages. Reimbursement for gratuities will not exceed 20% of the allowable meal expenses. Employees should contact their supervisor in advance if they have any questions about whether an expense will be reimbursed.

### 5.20 References

The City of Perrysburg will respond to reference requests through the Human Resources Office. The City will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Personnel files are considered public record (with some limitations) and will be made available if requested. Please refer all requests for references to the Human Resources Office.

### 5.21 If You Must Leave Us

Should an employee decide to leave their employment with the City, the City asks that they provide a supervisor with at least two (2) weeks advance notice of departure. All City property including, but not limited to, keys, security cards, laptop computers, phones, fax machines, uniforms, etc., must be returned at separation.



## 5.22 Exit Interviews

Employees who resign are requested to participate in an exit interview with the Human Resources Office, if possible.

## 5.23 A Few Closing Words

This Handbook is intended to give employees a broad summary of topics they should know about the City of Perrysburg. The information in this Handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While the City intends to continue the policies, rules and benefits described in this Handbook, the City of Perrysburg, in its sole discretion, may always amend, add to, delete from, or modify the provisions of this Handbook and/or change its interpretation of any provision set forth in this Handbook. Employees should not hesitate to speak to management if they have any questions about the City or its personnel policies and practices.

### General Handbook Acknowledgment

This Employee Handbook is an important document intended to help you become acquainted with the City of Perrysburg. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the City's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee handbook.

**I have received and read a copy of The City of Perrysburg's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the City at any time.**

**I further understand that my employment is terminable at will, either by myself or the City, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind. I also understand that my Collective Bargaining Agreement and/or my department or division policies may supersede portions of this Personnel Handbook.**

**I understand that no representative of the City of Perrysburg other than the Mayor may alter "at will" status and any such modification must be in a signed writing.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the City of Perrysburg Employee Handbook.**

Employee's Printed Name: \_\_\_\_\_

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

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management. It will be filed in your personnel file.

## Receipt of Sexual Harassment Policy

The City of Perrysburg prohibits harassment of any employee by any fellow employee, supervisor, or other individual otherwise affiliated with the Employer or a member of the public, including vendors, on the basis of sex or gender. The purpose of this policy is to provide a work environment that is safe and free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include (but are not limited to) unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If an employee feels that they have been subject to conduct which violates this policy by a fellow employee, supervisor, or other individual otherwise affiliated with the Employer or a member of the public, including vendors, the employee shall immediately report the matter to the employee's Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee shall contact the Human Resources Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee shall contact the Law Director or any higher-level Manager in the employee's reporting hierarchy. Every report of perceived harassment will be promptly and fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible but confidentiality cannot be guaranteed and the City will comply with applicable public records laws. In addition, the City will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigation of such reports in accordance with this policy. If an employee feels they have been subject to any such retaliation, they should report it in the same manner in which the employee would report a claim of perceived discrimination or harassment under this policy.

Violations of the policy including any improper retaliatory conduct will result in disciplinary action up to and including discharge. All employees must cooperate with all investigations. If, after investigating any complaint of harassment, the City determines the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who made the complaint or who gave the false information.

**I have read and I understand the City of Perrysburg Sexual Harassment Policy.**

Employee's Printed Name: \_\_\_\_\_

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

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management. It will be filed in your personnel file.

[THIS PAGE IS LEFT INTENTIONALLY BLANK]

### Receipt of Non-Harassment Policy

The City of Perrysburg prohibits inappropriate and unlawful discrimination or harassment of any individual by another person on the basis of any protected characteristic including, but not limited to, race, creed, color, religion, or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record or any other characteristic protected by applicable federal, state or local law. The purpose of this policy is to ensure that in the workplace, no one discriminates against or harasses another individual. Conduct that occurs off duty and off premises may be subject to this policy. All forms of unlawful discrimination and harassment are governed by the policy and must be reported and addressed in accordance with this policy.

If an employee feels that they have been subjected to conduct which violates this Personnel Handbook, by a fellow employee, supervisor or other individual otherwise affiliated with the Employer or member of the public including vendors, the employee shall immediately report the matter to the employee's supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be conduct that violates this Personnel Handbook the employee shall contact the Human Resources Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee shall contact the Law Director or any higher-level Supervisor in the employee's reporting hierarchy. Every report of perceived harassment or discrimination will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed and the City will comply with applicable public records law. In addition, the City will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this Personnel Handbook. If an employee feels they have been subjected to any such retaliation, they should report it in the same manner in which the employee would report a claim of perceived harassment or discrimination under this Personnel Handbook. Violation of this Personnel Handbook including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations. If, after investigating any complaint of harassment or unlawful discrimination, the City determines the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who made the complaint or who gave the false information.

**I have read and I understand the City of Perrysburg Non-Harassment Policy.**

Employee's Printed Name: \_\_\_\_\_

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

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management. It will be filed in your personnel file.