



**EMPLOYMENT REGULATIONS**  
**CITY OF PORT HURON**  
**MICHIGAN**

Revised 07-01-2022

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## **VISION STATEMENT**

The City of Port Huron employees are dedicated to providing the finest quality of community services available and we strive to maintain that goal as we believe in our obligation to the well-being of the community we serve.

## **MISSION STATEMENT**

Our employees will always be our most valuable asset; a direct link to the community, and as such, an integral part in the success of the City's endeavors. As employees of the City we believe that "excellence" is the standard which is set for all we do, and that such a high standard is achieved by encouraging:

- Respect for Individuals
- Positive communication among employees and the community
- Encouragement for employees' creative, innovative solutions to unique challenges
- Facilitating the growth and development of the employee, both professionally and personally
- Recognition for a job well done
- Awareness and education concerning special needs of individuals, their families, and their environment

As employees of the City we believe that the quality of life through the development of a clean, healthy, safe, and progressive city depends upon our success and contributions as members of this society.

## **STANDARD OF CONDUCT**

The City of Port Huron insists on the highest standard of conduct from its employees. Employees act as official representatives of the City of Port Huron and are expected to maintain the integrity and reputation of the City of Port Huron. Employees are expected to use discretion in their private and professional life so that their conduct as it relates to City business is of the highest professional and moral standards. Employees are expected to perform all duties impartially and treat all citizens/co-workers equally with courtesy, consideration and dignity. Employees will never allow personal feelings, animosity or friendship to influence official conduct. All citizens and coworkers are to be treated fairly and equally and regardless of race, color, religion, sex, national origin, gender, age, height, weight, marital or veteran status, handicap, sexual preference, orientation and/or identity, or any other legally protected status.

## **FOREWORD**

This manual is intended to serve as a working guide for officials and employees of the City of Port Huron in the operation of the system of personnel administration.

The manual affords the City Manager a means for presenting Department Heads and employees with a precise statement of the personnel policies and procedures that are to be followed by the administration.

## **CHAPTER I – PERSONNEL REGULATIONS**

This manual contains the rules and regulations for operating the complete personnel program and presents the personnel policies and procedures of the Administrative Branch of the Municipal Government.

The policies and procedures so established apply to all employees under the jurisdiction of the City Manager of the City of Port Huron (“City”) except as noted or as otherwise agreed by the City in writing. They are intended to provide a sound and equitable plan for handling personnel matters without limiting the responsible administrative officers in securing efficient service.

The Human Resources Director shall be responsible for the operation of the plan established by this manual. The Human Resources Director will confer with the City Manager on all matters relating to the administrative policies and procedures established by this manual. All Department and Division Heads shall follow the procedures outlined in this manual.

Where the provisions of this Manual are in conflict with, and/or inconsistent with, the provisions of an agreement between the City of Port Huron and a specific local bargaining unit (or the standard operating procedures established by the Department), then the provisions of those agreements, as it applies to the particular bargaining unit, shall prevail.

### **Employer’s Rights**

The City, as an employer and on behalf of the electors of the City of Port Huron, hereby retains and reserves unto itself all powers, authority, duties and responsibilities conferred upon and vested in it by law and the Constitution of the State of Michigan and of the United States, the Port Huron City Charter and City Code, and any modifications made thereto.

Further, all rights which ordinarily vest in and are exercised by employers are reserved to and remain vested in the City, including but not limited to the following rights:

- Manage the affairs of the City efficiently and economically, including the determinations of quantity and quality of services to be rendered;
- Introduce new equipment, methods, and machinery, or change and/or eliminate existing equipment and institute technological change, decide on materials, supplies, services, equipment and tools to be purchased;
- Determine the size of the work force and increase or decrease its size;
- Hire, assign and permanently or temporarily lay off employees;
- Direct the work force, assign work, determine classifications, and prescribe and assign job duties, content and classification;
- Establish, change, combine or discontinue job classifications and prescribe and assign job duties, content and classification;
- Discipline and discharge employees;



- Adopt reasonable work rules; and
- Select employees for promotion or transfer and determine the qualifications and competency of employees to perform available work.

## **CHAPTER II – LEGAL RIGHTS**

### **Equal Employment Opportunity Policy**

It is the policy of the City of Port Huron to create a favorable work environment in which all employees, regardless of race, color, religion, sex, national origin, gender, age, height, weight, marital or veteran status, handicap, sexual preference, orientation and/or identity, or any other legally protected status, can enjoy equal opportunities in their employment relationship with the City. In an effort to maintain equal employment opportunities, the City has recognized the need to periodically evaluate its hiring and promotional practices to insure equal opportunities are available to everyone.

Any employee who believes that he or she has been subjected to discrimination by employees, officers, or agents of the City is required to report the incident or complaint directly to his or her immediate supervisor, Department Head, or the Human Resources Director. Any job applicant who believes that he or she has been subjected to discrimination by employees, officers or agents of the City is requested to report the incident or complaint to the Human Resources Director or the City Manager. The matter will be promptly and thoroughly investigated without fear of reprisal or retaliation. Do not be afraid to speak up. Without your help, the City of Port Huron may have no other way of discovering and addressing your particular complaint.

Employees working non-business hours (i.e. nights, weekends) who are unable to contact their immediate supervisor, Department Head or the Human Resources Director, and where immediate attention is necessary, may contact the Port Huron Police Department on-duty supervisor through the Central Dispatch Center and file their complaint. The caller should clearly state that they are a City employee and they have a harassment complaint. The dispatcher will immediately contact the PHPD on-duty supervisor to respond to the caller. The phone number is (810) 985-8115.

### **Sexual Harassment Policy**

The City of Port Huron will not tolerate sexual harassment and is firmly committed to its prevention and elimination. No employee of the City will be expected to submit to, put up with, or otherwise be exposed to sexual conduct that causes or reasonably could be considered to cause an intimidating or hostile work environment. This policy also prohibits harassment by non-employees including citizens, vendors, etc. All employees are responsible and must conduct themselves so as to ensure that the City's policies of equal employment opportunity are being observed. Abusing the dignity of anyone through sexist slurs, jokes, sexist paraphernalia or other derogatory or objectionable conduct will subject the abuser to disciplinary action, up to and including discharge.

Sexual harassment is a form of sex discrimination which is illegal and will not be tolerated. The law states, in relevant part, that:

Discrimination because of sex includes sexual harassment which means unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct or any other communication of a sexual nature including e-mail and Internet usage when:

- Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment;
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment;
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, and/or creating an intimidating, hostile, or offensive employment.

Due to the fact that the computer system is owned by the City of Port Huron, it can be monitored by the City at any time for content that may be in violation of this policy.

If you believe you have been the victim of sexual harassment, or know someone who you believe has been the victim of sexual harassment, you have an obligation to report what you know to your immediate supervisor, Department Head, the Human Resources Director or the City Manager. The matter will be promptly and thoroughly investigated without fear of reprisal or retaliation. Do not be afraid to speak up. Without your help, the City of Port Huron may have no other way of discovering and addressing your particular complaint.

Employees working non-business hours (i.e. nights, weekends) who are unable to contact their immediate supervisor, Department Head or the Human Resources Director, and where immediate attention is necessary, may contact the Port Huron Police Department on-duty supervisor through the Central Dispatch Center and file their complaint. The caller should clearly state that they are a City employee and they have a harassment complaint. The dispatcher will immediately contact the PHPD on-duty supervisor to respond to the caller. The phone number is (810) 985-8115.

### **Anti-Harassment Policy**

The City of Port Huron does not tolerate harassment of any kind and is firmly committed to its prevention and elimination. This includes harassment due to race, color, religion, sex, national origin, gender, age, height, weight, marital or veteran status, handicap, sexual preference, orientation and/or identity, or any other legally protected status. This policy also prohibits offensive use of e-mail and Internet. Due to the fact that the computer system is owned by the City of Port Huron, it can be monitored by the City at any time. Employees who feel intimidated or harassed are requested to report the incident directly to his or her immediate supervisor, Department Head, the Human Resources Director or the City Manager.

The matter will be promptly and thoroughly investigated without fear of reprisal or retaliation. Do not be afraid to speak up. Without your help, the City of Port Huron may have no other way of discovering and addressing your particular complaint.

Employees working non-business hours (i.e. nights, weekends) who are unable to contact their immediate supervisor, Department Head or the Human Resources Director, and where immediate attention is necessary, may contact the Port Huron Police Department on-duty supervisor through the Central Dispatch Center and file their complaint. The caller should clearly state that they are a City employee and they have a harassment complaint. The dispatcher will immediately contact the PHPD on-duty supervisor to respond to the caller. The phone number is (810) 985-8115.

### **Workplace Violence Policy**

The City of Port Huron recognizes the need to provide for the safety and security of all employees, contractors, customers and visitors. In doing so, the City is complying with Section 5(a), the Federal Occupational Safety and Health Act of 1970 (OSHA). Therefore, the City will not tolerate threats, threatening behavior, or acts of violence (or any other intimidating or disruptive behavior) against employees, visitors, guests, or other individuals by anyone on the City's property. This includes physical attacks (striking, beating, stabbing, shooting, sexual assault), verbal or physical threats or gestures, destruction of property, sexual harassment, intimidation, stalking, abusive language or yelling.

The City supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy and providing a reporting procedure to report incidents of violence without fear of reprisal.

It is a violation of this policy to engage in any act of workplace violence, except for law enforcement personnel as authorized by the law and within the confines of the Law Enforcement agency policies.

No employee or third party, excluding law enforcement personnel, is permitted to bring weapons or firearms into the workplace, or onto the City's property, or within City vehicles.

Any person who, in the opinion of the immediate supervisor, poses a threat to himself or others shall be removed from the premises and shall remain off the City's premises pending the outcome of a prompt and thorough investigation. Violent employees are subject to disciplinary action, arrest and/or criminal prosecution.

In the workplace, an employee witnessing violence directed against another or him/herself shall contact their immediate supervisor, Department Head or Human Resources Director, or dial 9-1-1, depending on the situation. The employee should also observe the situation and attempt to get information such as the name and description of the perpetrator, but only if it can be done without endangering the employee or others.

Employees working non-business hours (i.e. nights, weekends) who are unable to contact their immediate supervisor, Department Head or the Human Resources Director, and where immediate attention is necessary, may contact the Port Huron Police Department on-duty supervisor through the Central Dispatch Center, or dial 9-1-1, depending on the situation. The caller should clearly state that they are a City employee and they have a workplace violence situation to report. The dispatcher will immediately contact the PHPD on-duty supervisor to respond to the caller. The phone number is (810) 985-8115.

Any employee having knowledge of workplace violence involving any other employee (as victim or perpetrator) must report such an act to their immediate supervisor, Department Head or Human Resources Director immediately. Disciplinary action may result if the employee having knowledge of a suspected violent act fails to report the episode.

### **Drug-Free Workplace Policy**

The City of Port Huron is dedicated to the well-being and safety of our employees and the community we serve. We are also committed to the successful operation of our City. We are committed to improve employee productivity and to service the needs and demands of our employees and residents.

We acknowledge and agree that alcohol and drug abuse in the workplace reflects a national problem. This policy is important in addressing this problem. As a result, we acknowledge and certify that we abide by the Federal Drug Free Workplace Act of 1988 (Section 4804 of the Anti-drug Abuse Act of 1988).

We must also comply with the regulations of the Federal Highway Administration, Department of Transportation (DOT) Qualification of Drivers and Procedures for Transportation Workers Drug Testing Programs (49 CFR, Parts 40 and 382). Finally, we must comply with Michigan's Motor Carrier Safety Act No. 339 of 1990 (M.C.L. 480.11) and all revisions to that act, specifically, Public Act No. 265 of 1995.

The City of Port Huron has a strong commitment to its employees to provide an alcohol and drug-free working environment. Likewise, the City of Port Huron is committed to its citizens, customers, administration, local businesses, and the public to operate its business safely and prudently. Consistent with this commitment, the City of Port Huron has developed this policy regarding the use of alcohol and drugs by our employees.

The purpose of this policy is to:

- Establish and maintain a healthy and safe working environment for all our employees;
- Assure the reputation of the City of Port Huron and its employees as good responsible citizens;
- Reduce accidental injury to persons and property;
- Reduce absenteeism, tardiness, and indifferent or declining job performance;
- Deter the use of illegally used controlled substances and alcohol abuses;
- Detect the use and abuse of both alcohol and controlled substances by those employees who may persist in the use of these substances in spite of our policy; and
- Provide assistance in rehabilitation for any employee by the City of Port Huron's *Employee Assistance Program*.

It is the City of Port Huron's intention to comply fully with all Federal and State regulations. In the event regulations are amended, this Policy and the applicable terms, conditions, and/or requirements shall be deemed to have been amended automatically.

The City of Port Huron Human Resources Department will comply with the above-mentioned Laws and is implementing the following provisions:

- A. Employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. Employees violating this policy will be subject to discipline up to and including discharge.
- B. A drug and alcohol-free awareness program has been established to inform employees about the following:
  - a. The dangers of drug and alcohol abuse in the workplace;
  - b. The City's policy of maintaining a drug and alcohol-free workplace;
  - c. The available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that will be imposed upon employees for drug and alcohol abuse violations occurring in the workplace.
- C. City employees are notified of the requirements in Paragraph A, that, as a condition of employment with the City, the employees will do the following:
  - a. Abide by the terms of the statement; and
  - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- D. The City will take one of the following actions within thirty (30) days of receiving notice under Subparagraph C (a) with respect to an employee who is so convicted:
  - a. Take appropriate personnel action against such an employee, up to and including termination; or
  - b. Require such employee to participate satisfactorily in a drug and/or alcohol abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.
- E. The City will make a good faith effort to continue to maintain a drug and alcohol-free workplace through implementation of this policy.

## **Health Insurance Portability and Accountability Act (HIPAA)**

The City of Port Huron complies with the provisions of the Federal regulations under the Health Insurance Portability and Accountability Act.

“Protected health information” is health information created or received that contains information that may be used to identify you, such as your name or address. It includes written or verbal health information that relates to your past, present or future physical or mental health; the provision of health care to you; and your past, present or future payment for health care.

Your protected health information may be used and disclosed by the Plan in the course of providing payment for treatment and conducting health care operations. Any disclosures may be made in writing, electronically, by facsimile, or orally. The Plan may also use or disclose your protected health information in other circumstances if you authorize the use or disclosure, or if state law or the HIPAA privacy regulations authorize the use or disclosure.

The Plan is required by law to ensure the privacy of your protected health information and to provide you with this notice of your rights and the Plan’s legal duties and privacy practices. Every employee has received a copy of the “Notice Regarding Privacy of Protected Health Information” policy. Employees who would like another copy may contact the Human Resources Department.

If you believe that your privacy rights have been violated, you have the right to relate complaints to the Plan and to the Secretary of the Department of Health and Human Services. You may provide complaints to the Plan verbally or in writing. These complaints should be directed to the Privacy Officer. The Plan encourages you to relate any concerns you may have regarding the privacy of your information and you will not be retaliated against in any way for filing a complaint.

The Plan’s contact person regarding the Plan’s duties and your rights under the HIPAA privacy regulations is the Privacy Officer. The Privacy Officer can provide information regarding issues related to this notice by request. Complaints to the Plan should be directed to the Privacy Officer at the following address:

Human Resources Director/Privacy Officer  
City of Port Huron  
100 McMorran Boulevard  
Port Huron, MI 48060  
Phone: (810) 984-9723

## **Americans with Disabilities Act (ADA) – Disability Discrimination and Compliance with Laws Concerning Disabilities**

The City of Port Huron complies with State and Federal laws, including the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability.

The City is dedicated to the principle of open and fair employment opportunities for everyone. Individuals with disabilities will not be discriminated against under any of the City’s policies and procedures.

The City recognizes the right to certain accommodations in the workplace so that employees with disabilities may still continue to perform their jobs. The City will make reasonable accommodations when necessary and appropriate under the circumstances.

Any employee who believes he or she may qualify for assistance under these laws are encouraged to put the request in writing and contact the Human Resources Director for assistance.

### **Non-Smoking and Smoke-Free Workplace Policy**

The City of Port Huron is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of its employees. As part of the “Michigan Clean Indoor Air Act” and “Michigan’s Smoke Free Air Law,” and also motivated by our desire to provide a healthy work environment for our employees, the following Non-Smoking and Smoke-Free Workplace Policy has been adopted and shall apply to all employees of the City of Port Huron.

It is the policy of the City of Port Huron to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. Full-time employees (hired on or after October 1, 1993) are required to be non-smokers and are required to sign an agreement stating that they are non-smokers. This non-smoking requirement applies to smoking on and off the premises, at any time of the day or night, while on City or personal time. The law defines smoking as the “act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind.”

#### **The Non-Smoking and Smoke-Free Workplace Policy applies to:**

- All City of Port Huron owned facilities occupied by employees.
- All City of Port Huron sponsored off-site conferences and meetings.
- All vehicles owned or leased by the City of Port Huron.
- All visitors (customers and vendors) to City of Port Huron premises.
- All contractors and consultants and/or their employees working on City of Port Huron premises.
- All part-time/seasonal/temporary employees.
- All interns.

To accommodate grandfathered employees, customers and vendors, a designated area for smoking will be clearly marked at each City of Port Huron Facility.

Employees who violate any part of this Non-Smoking and Smoke-Free Workplace Policy will be subject to disciplinary action up to and including discharge.

### **Personnel Files - Employee Access (Bullard-Plawecki Right to Know Act)**

An employee, upon written request to the Human Resources Department, may periodically review, at reasonable intervals, generally not more than two (2) times per year, his or her personnel record. The review shall take place in the Human Resources Department during normal office hours, unless inconvenient to the employee due to an unusual shift or job site. If that occurs, a mutually convenient time and place shall be arranged.

An employee may obtain a copy of information contained in his or her personnel file. If there is a disagreement with information contained in the personnel file, an employee may submit a written statement explaining his or her position which shall then be made part of the personnel file, with a copy provided to the supervisor.

Employees will be responsible for all costs (i.e. photocopying and labor) associated with the copying of their personnel files. The Human Resources Department can supply an employee with an estimate of the cost for such service, upon request. Employees may be required to pay the Human Resources Department in advance should they wish to obtain a copy of their file.

### **Public Security**

City employees may not engage in strikes, sit-downs, stay-ins, stoppages of work, or the interruption of services provided by the City, including strikes or other types of unlawful or prohibited job actions taken in sympathy for the actions of other employee groups.

Any City employees engaging in, instigating or leading any activity herein prescribed shall immediately be subject to disciplinary action up to and including discharge.

### **Procedures and Guidelines to Comply with Fair Labor Standards Act**

This regulation provides general information concerning the application of the Fair Labor Standards Act (FLSA). The FLSA contains minimum wage, overtime pay and record keeping requirements, and restricts child labor.

- A work week for all employees (excluding Police and Fire personnel, and shift workers) shall be the seven calendar days beginning at 12:00 a.m. Saturday and ending 12:00 a.m. the following Sunday. For the purpose of calculating a 40 hour work week, where applicable, the beginning of the employees pay period shall be the first hour of the first scheduled day of work occurring after 12:00 a.m. Saturday.
- A work day (excluding employees working shift or platoon schedules) shall begin at 8:00 a.m. and end at 4:30 p.m.
- Police Officers may work up to 171 hours in a 28-day period at straight time.
- Fire Fighters may work up to 212 hours in a 28-day period at straight time.
- Employees will be allowed to be at their work sites prior to starting time and after departure time but shall not be permitted to work without the permission of their immediate supervisor. Assignment of work to be done at home is prohibited unless authorized by the employee's immediate supervisor.
- If compensatory time off in lieu of paid overtime is authorized by the Department Head, the following guidelines will be followed:
  - Compensatory time shall be earned at the rate of time and one half actual number of hours required to complete the job.



- Compensatory time off shall be scheduled at the discretion of the Department Head or his authorized representative.
- Employees leaving City employment, for any reason, shall use accumulated compensatory time prior to separation, if possible. In the event that accumulated compensation time is not used prior to separation, payment for same will be made at the final rate received by the employee.
- Compensatory time earned or taken each week shall be recorded on COMPENSATORY TIME REPORT cards and submitted to the Human Resources Department. Cards for reporting compensatory time are available from the Human Resources Department.
- All compensatory time taken shall be indicated on payroll attendance sheet with symbol "C."
- Department Heads and Division Heads are exempted from earning compensatory time off as outlined above.
- Training programs (including school classes) and lectures involving employee's attendance and/or travel outside employee's regular working hours must be approved by Department Head and Human Resources Director before attendance is authorized.

### **Social Security Number Privacy Act**

The City of Port Huron is required by Michigan's Social Security Number Privacy Act ("the Act") to control how it obtains, uses, disseminates and disposes of records which contain Social Security numbers. The Act also requires the City of Port Huron to establish, publish and enforce a policy regarding the use, disclosure and disposal of records which it creates or obtains in the course of its business and which contain Social Security numbers. This Policy and Procedure sets forth the City of Port Huron's standards and practices for how much information is gathered, stored, disclosed and ultimately disposed of.

It is the policy of the City of Port Huron that Social Security numbers obtained from employees, vendors, contractors, customers or others are confidential information. Social Security numbers will be obtained, retained, used and disposed of only for legitimate business reasons and in accordance with the law and this Policy and Procedure. This law does not prohibit the City of Port Huron from using Social Security numbers.

Every employee has received a copy of the "Social Security Number Privacy Act" policy. Employees with questions concerning this act or who would like another copy may contact the Human Resources Department.

## **CHAPTER III – RECRUITMENT**

### **Background and Reference Checks**

To ensure that individuals who join the City of Port Huron are well qualified and to ensure that the City of Port Huron maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the City of Port Huron. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the City of Port Huron to deny employment, a copy of the report may be provided to the applicant. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

The City of Port Huron also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

### **Physical Examinations**

As a condition of employment, applicants may be required to satisfactorily complete a post offer of employment physical examination from a physician designated by the Human Resources Director and at the City's expense, which shall include screening for controlled substances.

Any employee may be required to undergo periodic physical and/or psychological examinations as deemed necessary for the health and safety of the individual or to protect the health and safety of other employees and citizens. The City shall pay the cost of all medical examinations required under this section when such examinations are ordered by the Human Resources Director.

The City may, at its discretion, require employees to take physical examinations including screening for controlled substances.

### **Pre-employment/Promotional Examinations**

The relative fitness of applicants for appointment or promotion to job positions, will be determined by competitive or qualifying examinations, which may consist of an evaluation of the applicant's education and experience, written tests, performance tests, personal interviews and such other techniques as deemed appropriate by the Human Resources Director and are designed to determine the qualifications of applicants to perform the work satisfactorily. Applicants may be

required to submit proof of educational achievement and related matters as requested by the Human Resources Director.

### **Residence Requirements**

The City will encourage employees to have a residency location that is within the City limits but, will not be required as a condition of employment.

Any employee who moves his/her place of residency shall report such a move within seventy-two (72) hours to his/her Department Head and to the Human Resources Department.

### **Immigration Law and the Immigration Reform and Control Act of 1986 (IRCA)**

U.S. Immigration Laws and the Immigration Reform and Control Act of 1986 (IRCA) requires that any employee who is hired or recruited for a fee after November 6, 1986, be subject to a document inspection process. The requirement applies to U.S. citizens as well as to non-citizens. The verification process must take place within three business days of hiring.

Essentially, you will be testifying that you are:

- A citizen or national of the United States, or
- An alien lawfully admitted for permanent residence, or
- An alien authorized to work in the United States.

You must present documents to prove your identity and employment eligibility and the City must physically examine this evidence. These regulations and the proofs required will be discussed during the hiring process.

### **Orientation**

The City believes that a smooth and thorough orientation of new employees results in a positive integration into the City's operations, and will lead to a more productive and satisfying employment relationship. For this reason, new employees are to be scheduled for a thorough orientation promptly following their date of hire where they will receive information about the City's employment benefits and complete related documents. The employee's supervisor is to provide each new employee with such information as: background about the City, its personnel policies, each department's organization and functions, the employee's role in helping to achieve City goals, the employee's job content and performance evaluation standards, job safety, promotional opportunities, and any other information deemed pertinent to establish employee comfort.

New employees should also be introduced to their co-workers and other supervisors and managers with whom they will be working.

The topics covered by a supervisor in a new employee orientation shall be documented on a form prescribed by Human Resources, who will receive completed orientation forms, including the employee's signature, for placement in the employee's personnel file.

Following initial orientation, supervisors and managers should regularly check with employees concerning questions they may have, their working conditions, any problems or difficulties they may have encountered, and feedback concerning their performance or job progress.

## **CHAPTER IV – IN-SERVICE ACTIVITIES**

### **Accident Reporting Policy**

Any on-the-job injury, no matter how slight, must be reported by the employee to the immediate supervisor at the time of the injury. If the injury does not require professional medical care and is only a matter of applying first aid, then the supervisor need only make a notation of this injury in the unit log.

If, at the request of the employee or in the opinion of the immediate supervisor, medical attention is needed, the supervisor should refer to the guidelines spelled out in Administrative Regulation 9-2.

Employees will be given a copy of Administrative Regulation 9-2 “Accident Reporting Policy” when they are hired. Current employees may request a copy of the regulation from the Human Resources Department.

### **Seat Belts and Occupant Restraint Systems**

Michigan State Law requires that each driver and front seat passenger of a motor vehicle operated on a street or highway in Michigan shall wear a properly adjusted and fastened seat belt.

All employees shall use all safety devices and restraint systems provided by the vehicle manufacturer when operating or riding in a City vehicle or any other vehicle used to conduct City business. This means that the seat belt, shoulder harness, and any other safety devices provided will be used in accordance with the intended use and design of the manufacturer.

### **Eye Protectors (Safety Glasses) and Face Protection**

Employees shall wear proper eye and face protection when performing tasks which may subject the employee to flying objects or particles, liquid chemicals, harmful contacts, exposures, molten metal, acids or caustic liquids, chemical gases or vapors, and electrical flash. Care must be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards must be used by employees. Eye protection may be required by an employee’s job and/or location in a facility.

### **Sick Leave/Benefits (Seasonal and Part-time Employees)**

Seasonal and part-time employees shall not be entitled to earn sick leave or benefits.

### **Physician’s Certificate**

A certificate from a reputable physician may be required, at the option of the employer, as evidence of illness before compensation for the period of illness is allowed. It shall be optional with the Human Resources Director whether the physical examination in such instance shall be administered by the City physician.

## **Bereavement Leave**

Employees are permitted bereavement leave based on contractually negotiated language. Employees with questions concerning this policy should refer to their union contract or discuss the policy with their Supervisor or Department Head.

## **Attendance**

Employees are expected and required to be in attendance, prepared to commence work activities, at designated work locations, at assigned hours. Employees are also expected to remain at work for the entire work period excluding rest and meal periods. Late arrival, early departure, and other personal absences are disruptive and should be avoided. Where employees are found to abuse absence time from scheduled work, the City may find it necessary to attempt correction of the situation by counseling, disciplinary measures, or termination. Any employee on an unauthorized absence for more than three (3) scheduled work days (days/shifts) without acceptable notification to the City will be deemed to have abandoned the position, and will be automatically terminated.

## **Leave of Absence Without Pay**

A written leave of absence without pay request for an extended period may, at the discretion of the City Manager, be granted for a period not to exceed one (1) year. Upon expiration of the leave, the employee will be reinstated to the position held before the leave was granted. Failure of the employee to report promptly at the expiration of the leave may result in dismissal. Such leave shall be granted when it will not result in undue prejudice to the interests of the City as an employer beyond any benefits to be realized. Applications for leaves of absence for travel or study calculated to equip the employee to render more efficient service to the City may be deemed justification for granting such leave. No leave shall be granted primarily in the interests of the employee, except in the case of one who has shown by the employee's record of service or by other evidence to be of more than average value to the City whose service it is desirable to retain even at some sacrifice.

## **Family and Medical Leave Act (FMLA)**

The FMLA was enacted in 1993 for the purpose of allowing employees to balance their family life and their work by letting them take reasonable unpaid leave for certain family events and medical reasons.

The FMLA provides that certain employers (those who employ 50 or more employees) must allow an employee who has worked at least 12 months, and 1,250 hours over the previous 12 months, to take up to 12 weeks of unpaid leave due to one of the following events:

- To care for a newborn, newly adopted, or newly placed foster child;
- To care for a child's, parent's or spouse's serious medical condition; or
- To care for their own serious medical condition.

Leave taken under the FMLA is job-protected, which means that employees cannot be fired while on leave or retaliated against for requesting leave and further, must be given the same job or a similar job when they return. Also, the employer must provide group health insurance benefits

during the employee's leave on the same terms that it provided them when the employee was working.

For purposes of computing the 12-week leave, the employer uses a forward-measured 12-month period. Employees are entitled to 12 weeks of leave in the 12-month period that follows the first date they take FMLA leave. Once this 12-month period has passed, the employee will be entitled to 12 weeks of leave starting on the first day they take FMLA leave again. FMLA leave will run concurrent with any other paid time used such as: sick, vacation, personal, compensatory, disability income or workers' compensation.

Employees must provide 30 days advance notice when such leave is foreseeable. The employee shall submit medical certification to support a request for such leave because of a serious health condition. While on FMLA leave, employees shall retain all employment benefits which had accrued prior to the commencement of the leave requested. The minimum requirements and the terms and definitions as provided and as subsequently amended under the FMLA, 29 USC & 2601 et. seq. and any regulations promulgated there under, shall control the granting of unpaid leave under this subsection. Employees with specific questions about the Family Medical Leave Act should contact the Human Resources Department.

### **Military Leave and Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)**

Following the Gulf War, Congress enacted USERRA to provide protection for members of the Armed Forces who leave employment to perform military service, including Reserve duty. The Act prohibits employment discrimination against an employee who takes leave for military service and protects the employee's job status. Significantly, the Act requires that returning service personnel must be reemployed in the same or similar position that they would have attained if they had not been absent for military service. Employers also are obligated to maintain certain benefits or offer their continuation. Employees may request a copy of Administrative Regulation 9-10 "Military Leave" from the Human Resources Department. See the Human Resources Department if you need clarification.

### **Jury Duty and Court Appearance**

All employees who, during the course of their working hours, must serve on jury duty, or who, by reason of their employment with the City of Port Huron, appear as witnesses in court, give depositions out of court, or for any matter similar thereto, must immediately report the necessity of such appearances to their Department Head and the Human Resources Director. Failure to advise the Department Head and Human Resources Director could result in employee's loss of pay for that day.

Employees will be allowed suitable time to get from their work site to clean up and report to court and likewise will be given suitable time to report from court back to their work site. However, failure on the part of the employee to report to work prior to and following court appearance will result in employee's loss of pay for time not worked (e.g. Employee in court from 10:00 a.m. to 3:00 p.m. If the employee fails to report to work at 8:00 a.m. and 3:00 p.m., the employee would suffer loss of pay from 8:00 a.m. to 10:00 a.m., and from 3:00 p.m. to 4:30 p.m.).

Employees must turn over any fees received for such purposes to his or her supervisor or Department Head. The supervisor or Department Head will turn the above fees over to the Human Resources Department as soon as they are received.

### **Employee Absence Reporting**

When an employee is not able to report for work because of sickness, illness or injury, the employee or some member of the household shall notify the supervisor or department office by telephone as soon as possible. Unless the employee's supervisor or department office is so notified, no leave will be approved, except in unusual cases and then only after approval of the Human Resources Director. Each department shall notify the Human Resources Department no later than the Monday following the pay period ending detailing their department absentees for the entire pay period. For clarification, please contact the Human Resources Department.

### **Legal Holidays**

Employees should review their union contract or contact their supervisor or Department Head for clarification of this benefit.

### **Hours of Work**

The City Manager shall prepare and install regulations governing hours of work.

### **Rest/Lunch Periods**

Employees are permitted rest periods and lunch based on department policy and contractual obligations. Employees with questions concerning this policy should contact their supervisor, Department Head, or refer to their union contract.

## **CHAPTER V – PENALTIES AND TERMINATIONS**

### **Employee Conduct**

When it is necessary to apply corrective action to modify employee conduct, the City will generally apply the basic principles of progressive discipline. In accordance with these principles, severe disciplinary action and/or discharge will normally occur only after previous corrective actions have failed, although some infractions may be so serious as to require immediate discharge or other severe disciplinary action. The City retains the right to determine which level of discipline is appropriate and if it will use progressive discipline or not.

Generally, progressive discipline generally involves an oral warning, written warning, suspension without pay, and termination; however, the appropriate actions are determined by considering such factors as the nature and severity of an offense and the past work record of an employee. All disciplinary actions which result in a written warning and/or a suspension from work become a part of an employee's personnel record with a copy of the record going to the employee.

The following is a list of unacceptable conduct within the work setting. This list is not intended to be all inclusive; rather, it is a list of examples of conduct that may result in discipline. Certain departments may develop additional work rules which are specific to those departments' needs and the type of department.

#### Attendance and Attention to Work:

- Failure to adhere to appropriate leave time provisions when taking time off;
- Arriving for work after the designated starting time for your work day;
- Leaving from work prior to the designated ending time for your work day;
- Taking more rest periods than are permitted or extending the rest period beyond the agreed upon time limits;
- Conducting excessive personal business on the job via conversation, telephone or mobile device, texting, internet, email, etc.;
- Failure to carry out one's basic duties and responsibilities;
- Sleeping, loafing or loitering on the job;
- Incompetence in the performance of job duties causing excessive or repeat errors on work assignments;
- Disturbing co-workers by visiting during work hours.

#### Health and Safety:

- Not adhering to prescribed safety procedures;
- Not using, when necessary, prescribed safety devices and clothing;
- Not complying with or falsifying accident and injury reporting procedures as described in Administrative Regulation 9-2;
- Endangering the safety of self or others through horseplay or carelessness.

#### Personal Conduct:

- Any act or conduct which tends to bring the City into disrepute or reflects discredit upon the individual as an employee or the City in general;
- Refusal or failure to follow the direction of a duly designated member of management from whom an employee receives direct supervision or failure to comply with an established procedure without good cause;
- Uncooperative, discourteous or abusive behavior toward citizens or co-workers including disrespectful, profane, abusive, degrading, insulting, racist or sexist language;
- Dishonesty, falsification of any report or document including falsifying employment applications, work records, time sheets and payroll records, lying or stealing;



- Gossiping about a member of the City concerning their personal character or conduct;
- Misuse, abuse or damage resulting from the misuse of City property;
- Unauthorized use of City property;
- Removal of City owned property such as, tools, equipment, material, etc. from City property or work sites without authorization, which shall be deemed as theft;
- Use or possession of alcohol or drugs while on City time or being impaired or under the influence while working due to the use of drugs or alcohol;
- Not adhering to the City's smoking policy;
- Sexual harassment, anti-harassment and workplace violence as outlined in the City's policy statements;
- Behavior of a sexual nature, even if welcomed, such as: touching, kissing, etc.
- Off-duty misconduct such as conviction of a crime;
- Gambling – the playing of a game of chance for stakes while on duty;
- The employee is careless or negligent with any City property.

#### Political Activity:

- Unauthorized soliciting or political campaigning on city time or property.

#### Security:

- Possession of firearms/dangerous weapons on City property;
- Misusing City identification;
- Disclosing information which is confidential, such as individual wage and benefit information, social security information or other protected information;
- Accepting or offering bribes, gifts or favors.

### **Layoffs**

When it is necessary to reduce the number of employees on the City payroll because of lack of work or funds, the City Manager may request the Human Resources Director to make a thorough investigation of the problem. The analysis of proposed layoffs will consider first the types of activities to be curtailed and the classes of positions thereby affected, and will then proceed to the selection of individual employees to be released. Employees who are separated from the service through no fault of their own will be placed on a reemployment register.

Employee's previous service will be a factor in determining the order in which the employee should be released.

All other things being equal, consideration will be given to the employee's length of service with the City in determining layoffs. The final decision as to layoff shall rest with the City Manager.

### **Resignations**

An employee resigning his or her position should, whenever possible, give sufficient advance notice of their intention to enable the City to make proper provisions for the filling of his or her position. All resignations must be in writing and submitted in duplicate to the Department Head. The Department Head shall forward one copy to the Human Resources Director.

## **CHAPTER VI – SUGGESTIONS AND COMPLAINTS**

### **Suggestions**

The Human Resources Director will welcome suggestions from Department Heads and employees for improving the personnel system. Such suggestions may be presented to the Human Resources Director by letter, memorandum, e-mail or in person. If it becomes apparent that changes in any part of the personnel system are necessary, or desirable, such changes will be made.

## **CHAPTER VII – BENEFITS**

### **New Hire – Benefits**

The following will apply to full-time employees hired after January 1, 1995:

During the first ninety (90) calendar days of employment, the employee shall not receive health, dental, life insurance or optical plan coverage. Upon successful completion of ninety (90) calendar days, the employee shall commence to receive the fringe benefits noted above.

### **Healthcare Coverage**

The City shall provide healthcare coverage for each full-time employee. Employees should review their union contract or contact their supervisor or the Human Resources Department for clarification of this benefit program.

### **Waiver of Healthcare Coverage**

Employees electing not to participate in the healthcare coverage provided by the City will be eligible to participate in the Medical Incentive Program. Employees with questions concerning this benefit should review their union contract or contact their supervisor or the Human Resources Department.

## **Dental Coverage**

The City shall supply dental coverage for each full-time employee. Employees should review their union contract or contact their supervisor or the Human Resources Department for clarification of this benefit program.

## **Life Insurance**

The City shall pay the cost of life insurance for each full-time employee. Employees should review their union contract or contact their supervisor or the Human Resources Department for clarification of this benefit program.

## **Optical Program**

The City shall provide an optical program for each full-time employee. Employees should review their union contract or contact their supervisor or the Human Resources Department for clarification of this benefit program.

## **Payroll Deductions**

Payroll is prepared bi-weekly. Various deductions from paychecks including the following: deferred compensation, automatic deposits to participating financial institutions, union dues and insurance premiums may be authorized by contacting payroll.

## **Deferred Compensation**

Deferred compensation is a tax-shelter plan which allows the deferring of a specified amount of your current compensation for retirement years. Taxes are due and payable at time of withdrawal and use of funds. The details of the plan and restrictions are established per IRS Guidelines. For further information, contact Finance.

## **Educational Reimbursement**

The City recognizes the value of training and educational programs in improving employee performance. In order to encourage such training, the City will permit within budget limitations, partial reimbursement for training and educational programs which are deemed to be related to the employee's classification and work assignments. Training courses and/or Educational Degree Programs must be approved by the Department Head, Human Resources Director and Finance Director prior to beginning the training course or degree program by completing a Travel and Training request form. Proper documentation supporting the training or degree program must be submitted along with the request form.

Requests for reimbursement at the end of the training course and/or classes that are part of the degree program must include proof of successful completion with a grade "B" or better, as well as, receipts for tuition and books. Reimbursement will not be permitted for travel expenses or for employee time.

The City will require the employee that is receiving educational reimbursement at the City's expense, under the above stipulations, to sign an educational agreement stipulating that they will

remain in City employment for a minimum specified time period after completion of the training/degree program.

If the Department Head requests that an employee attend a training program, full reimbursement for travel and lodging (when appropriate) shall be permitted.

## **CHAPTER VIII – RETIREMENT**

### **Retirement – Municipal Employees’ Retirement System**

All employee groups are enrolled in the Municipal Employees’ Retirement System (MERS). A retirement plan booklet is reviewed and given to all new hires. Also, each full-time permanent employee receives a copy of the most recent MERS booklet. Employees with questions about their retirement program should refer to the booklet entitled “Municipal Employees Retirement System” or contact the Human Resources Department for discussion and review of their particular benefits under this program.

## **CHAPTER IX – CITY POLICIES AND PROGRAMS**

### **Employee Status Change Policy**

Each employee is responsible to let Human Resources know about the following status changes within seventy-two (72) hours after the event of:

- Change of address
- Marriage
- Birth or adoption of dependent children
- Change in spouse or dependent status (i.e. divorce, marriage, death)

Please contact Human Resources. This will assure that your benefits remain uninterrupted.

### **Outside Employment Policy**

Outside employment or business activities of full-time City employees shall be prohibited unless specific approval is obtained from the City. The City will consider the following elements of policy before approval shall be given to any employee applying for permission to engage in outside employment or business activities:

- Impairment of Efficiency
- Workers’ Compensation and Disability Claims
- Conflict of Interest
- Public Relations
- Public Safety

Employees on a leave of absence under the provisions of FMLA, Workers’ Compensation, the Disability Income plan or the sick leave program are prohibited from working outside employment for another employer without permission from their Department Head or the Human Resources Director while on said leave.

Employees will be given a copy of Administrative Regulation 9-1 “Outside Employment” when they are hired. Current employees may request a copy of the regulation from the Human Resources Department.

### **Conflict of Interest Policy**

No employee shall engage in any business or transaction or shall have a financial or other personal benefitting interest which is incompatible with the proper discharge of his or her official duties or would tend to impair his or her independence of judgment or action in the performance of his or her duties.

Examples of conflicts are enumerated below for guidance. When an employee has doubt as to the possible conflict of a particular situation, he or she shall consult the supervisor beforehand.

- Accepting or soliciting gifts and favors;
- Use of privileged information for personal or financial gain;
- Any use of official position for personal or financial gain;
- Participation in transactions as a City representative with a business entity in which he or she has a direct or indirect financial or other personal interest;
- Conspiring with or influencing a fellow employee to engage in conflict of interest acts;
- Use of City property for personal benefit.

Employees with questions concerning this policy should contact the Human Resources Department and request a copy of Administrative Regulation 2-1.

### **City Dress Code Policy**

A professional appearance is important to the public we serve, to the image of the City of Port Huron and to each of us. Because all clothing is not suitable for work, these guidelines will help you determine what is appropriate to wear.

This is a general overview of appropriate attire, as well as, inappropriate attire. Neither list is all-inclusive and both are open to change. No dress code policy can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable attire, please ask your supervisor or a member of the Human Resources staff in advance. When in doubt, please do not wear it.

#### **Acceptable business casual attire that can be worn includes:**

- Khaki pants or dockers (no denim or cargo pants)
- Capri pants that are below the knee (no denim)
- Long or short sleeve dress shirts, jackets, sweaters, cardigans, blouses (that cover the waist) and golf-type shirts
- Clothing that has the City of Port Huron logo is encouraged
- City of Port Huron uniform clothing
- Closed or open toed dress shoes or sandals, or loafers that fit properly to the foot and do not create a slapping noise while walking (no flip flops)

**If you are attending a formal business meeting, a meeting with clients, conducting employee interviews, etc., please consider wearing:**

- Suit
- Tie
- Sport jacket
- Tailored dress pants
- Dress or skirt that is split at or below the knee
- Sleeveless dress or shirt that fit closely around the arm, not saggy or low
- Dress socks or nylons

**Acceptable casual attire that may be worn on Friday or Special Casual Days only includes:**

- Denim jeans
- T-shirts, sweatshirts, sports team or university apparel and fashion brand name clothing
- Tennis shoes or sneakers (on Friday or Special Casual Days only; unless you are permanently assigned to the I.T. Department or the Recreation Department during the designated summer Recreation season)

*Casual attire is somewhat less formal but, should still represent professionalism.*

**Unacceptable attire includes:**

- Clothing that is low cut, sheer or exposes excessive amounts of skin, including bare midriffs, bare backs or cleavage
- Undergarments should not be visible
- Halter style tops, spaghetti straps and tank tops
- Beach dresses or spaghetti strap dresses
- Sweatpants, exercise pants, cargo pants, bib overalls, mini-shirts, skorts, leggings,—or spandex, (or any other tight-fitting clothing)
- Shorts (unless you are permanently assigned to the Recreation Department during the designated summer Recreation season and the shorts must be of appropriate length)
- Flip flops or slippers
- Hats or bandanas
- Ripped, torn, dirty, tattered or frayed clothing (including footwear)
- Any clothing containing words, terms or pictures that may be offensive

While body piercing and tattoos are a matter of personal choice, management has made the decision that the following will not be permitted while working:

- Displaying of inappropriate or excessive body art, such as piercings and tattoos
  - Ear lobe gauges will not be permitted
  - Visible body piercings of any kind will not be permitted (i.e. lip, nose, eyebrow, cheek, tongue, etc.)
  - Tattoos shall be covered while working, if possible

If clothing fails to meet these standards, as determined by the Human Resources staff, the employee will be asked not to wear the inappropriate item to work again. If the problem persists,

the employee may be sent home to change clothes without pay and may receive a verbal warning and progressive disciplinary action if violations continue.

Let's strive to maintain the City's image in the eyes of our Citizens!

### **Possession of Firearms/Dangerous Weapons on City Property Policy**

#### **Purpose:**

The purpose of this policy is to promote safety and security within City of Port Huron facilities and on City of Port Huron property by prohibiting the possession of firearms and all dangerous weapons in and around such facilities by City employees in the course of their employment with the City, regardless of any license or permit that an individual may have which would otherwise authorize that individual to carry firearms or dangerous weapons of any kind.

#### **Prohibited Conduct:**

1. The possession of any permitted and non-permitted firearms or any other dangerous weapon by City employees in the course of their employment is prohibited. This includes any time while working at any City of Port Huron facility or City owned property, e.g., buildings, cemetery, parks, beaches, job site and/or sponsored event. This prohibition includes items contained in your office, locker, desk, tool box, clothing, meal containers, baggage, etc. Employees are also prohibited from possession of a firearm or dangerous weapon in a City owned parking lot, or in your personal vehicle, where an employee is required to use a vehicle in the course of their employment.

A firearm is defined as: Any deadly weapon capable of projecting or propelling one or more projectiles by the action of any explosive or combustible propellant or compressed gas, and includes unloaded firearms and firearms which are inoperable but which can readily be rendered operable.

A dangerous weapon is defined as: Any weapon, device, instrument, bomb, destructive or debilitating device, material or substance (animate or inanimate) that is use for, intended to use for or is readily capable of, causing death or serious bodily injury, including but not limited to:

- Daggers, dirks, stilettos, iron bars, clubs, or brass knuckles.
- Fixed blade knives.
- Any fake or simulated weapon when possessed or used with the intent that it is perceived as, or under such circumstances that a reasonable person would perceive it to be a "dangerous weapon."
- Any harmful or debilitating chemical, gas, biological, radioactive, substance ejecting devices (such as pepper spray or mace) or other dangerous substance or compound.
- Any other object or item that can be used or construed as a dangerous weapon.

The possession of a valid permit to carry a concealed weapon does not make that person exempt from this policy.

**Exemption:** Police Officers are exempt from this policy. Other employees required to carry weapons for their official job duties are authorized to carry knives, only.

**Discipline:**

Violations of any portion of this policy will subject the employee to disciplinary action, up to and including immediate termination of employment.

**Nepotism Policy**

It is the policy of the City that a permanent employee shall be deemed ineligible to hire into, promote into, demote into, transfer into, or in any other manner move into, the same City department in which an immediate relative is employed, if said employee would thus directly supervise, or be directly supervised by, the immediate relative. For the purpose of this policy, the term "immediate relative" shall include: spouse, parent, child, brother, sister, grandparent, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, or any step-relatives in any of the foregoing categories.

In the event that a relationship listed above is created between employees within the same department, one of the said employees shall, within ninety (90) calendar days, move to a position outside of said department. Failure of the employee to obtain a position outside of the department will result in termination.

The City Manager shall have the authority to waive this policy if deemed necessary for the good of the City. Questions should be referred to the Human Resources Department.

**Internet/Electronic Mail Policy**

The purpose of the Internet/electronic mail (e-mail) system is to assist the City of Port Huron's day-to-day conduct of business activities. This document sets forth the policies regarding the use of the Internet and e-mail system. The City of Port Huron reserves the right to change these policies at any time.

The Internet/e-mail system is the property of the City of Port Huron. All data and other electronic messages whether sent from or received within this system are the property of the City of Port Huron. Internet/e-mail messages either composed or received in this system may be considered City Records, depending on their content, and therefore may be subject to Freedom of Information Act requests and other legal disclosure.

The City of Port Huron reserves the right to monitor all Internet sites accessed and e-mail messages either sent from or received in the e-mail system. It is possible that e-mail sent from the City of Port Huron's system can be intercepted on the system and on the Internet; therefore the user should not expect any degree of privacy regarding Internet use or e-mail messages. Internet sites and e-mail messages deleted by the user may be retrievable from the hard drive, backup tapes or the receiving or sending e-mail system.

Employees will be given a copy of Administrative Regulation 9-9 "Internet/Electronic Mail Policy" when they are hired. Current employees may request a copy of the regulation from the Human Resources Department.



## **Political/Campaign Activity of Employees Policy**

“Political/campaign” activity means working to promote any position or candidate seeking office subject to general election at the local, state or national level. This includes contribution of funds, time or anything of value, solicitation of such contribution from others, attempting to influence voter decision and/or public opinion, displaying signs or insignia on one’s person or property, and public endorsement.

The following defines inappropriate activity based on your rights and responsibilities as citizens and City employees based on law.

- City employees may not engage in political/campaign activity while on duty. This includes paid breaks, paid lunch and paid dinner.
- City employees may not use City property, equipment or materials for political/campaign activity. This includes telephones, e-mail, fax machines, copiers, computers, etc., as well as, activity at City owned and/or operated places of business.
- City employees may not use their positions to influence individual or public opinion, or represent their personal opinion as that of the City’s for political/campaign activity purposes.
- City employees may not engage in political/campaign activity while wearing City uniforms or City insignia of any kind.
- City employees may not solicit or attempt to influence other City employees for political/campaign purposes.

Every employee has received a copy of the “Political/Campaign Activity of Employees” policy. This list is not all-inclusive, for clarification of the policy or employees who would like another copy may contact the Human Resources Department.

## **City Vehicles and Distracted Driving Policy**

Employees are expected and required to be alert and attentive to their duties at all times, including periods of on-duty driving and equipment operation. Distracted driving can be caused by many factors, including but not limited to, such activities as: phone manipulation and use; eating or drinking; attention to a radio communication, pager, or mobile data terminal; adjusting a radio/cassette/CD; attention to distractions outside of the vehicle, such as an accident, unusual event, or searching for an address; adjusting vehicle/climate controls; being startled by or attention to a moving object within the vehicle; or conversations with passengers. Some of these distractions are controllable by the driver.

The City of Port Huron recognizes that potential distractions may arise when cell phones are in use while operating a car, van, or truck, i.e., “moving vehicle.” In fact, research indicates that talking on a cellular phone while driving quadruples the risk of an accident.

In keeping with our obligation to maintain a safe and healthful workplace, and to control potential risk to our employees, passengers, and the general public, employees driving City vehicles are asked to use extreme caution when driving and utilizing two-way radios or cellular phones.

Preferably, when possible, employees should proceed to a safe location, park the car and complete the conversation. Please “hang up and drive.”

### **Storm/Emergency Policy**

Occasionally, the City of Port Huron must close its offices due to inclement weather or for other unforeseen circumstances. Should this occur, the City will announce its intention to close on local radio stations (WHLS, WPHM) and, if possible, on local television Channel 6.

The announcement will include the reason for the closure. Whether an employee is expected to report to work will depend on their normal duties as well as skills as they relate to the emergency.

Employees concerned whether to report to work because of an announced closing should contact their immediate supervisor or, if necessary, their Department Head. Employees should not automatically assume their job is “non-essential” to the emergency or unforeseen circumstance requiring the closure. Failure to report to work could result in being absent for the day without pay, as well as, possible discipline for not reporting to work.

### **City Bulletin Boards – Employee Updates**

Bulletin boards have been placed at all locations as a means to update employees on pertinent employee data, such as birthday, anniversaries, weddings, funeral announcements, policy changes, wellness programs, employee events, etc.

Employees are prohibited from using the boards for personal solicitation. The boards are maintained by employees selected in each department and supervisors.

### **Employee Assistance Program**

Life does not always go smoothly. All of us experience times when a personal problem or crisis situation affects the way we function at work and home. The Employee Assistance Program is a problem-solving resource that is available to you and members of your family (i.e. spouse, child) living in the same household. The employee assistance professionals will assist you in assessing your situation, finding options, making choices or locating further help. It’s confidential and free!

The City covers the cost of initial assessment, problem-solving sessions, and referral services. If there is a need for long-term counseling or treatment, the EAP professional will help you explore the various resources and/or payment options that are available.

Some common concerns include:

- Stress or burnout
- Financial and legal concerns
- Marriage and family problems
- Alcohol or chemical dependency
- Work-related problems
- Parenting
- Emotional problems
- Grief and loss
- Abuse issues

### **Solicitation on City Premises**

Solicitation of employees on the premises is strictly prohibited with the exception of solicitations for non-profit fundraising and for gifts for special events for employees (resignations, retirements, weddings, births, etc.). This prohibition applies both to employees on working time and to outsiders. The Human Resources Department should be contacted when this policy is violated.

### **Open Door Policy**

Employees are encouraged to take complaints directly to their supervisors. If the employee is not satisfied with the response of the supervisor, or is not comfortable in discussing the concern with the supervisor, he or she may go directly to the appropriate Department Head or the Human Resources Director. Employees are encouraged to discuss their concerns openly. All complaints will be treated confidentially and employees will not be criticized or coerced for utilizing the Open Door Policy.

### **Health and Safety Program**

Supervisors will analyze all of their jobs step-by-step to assure they can be handled safely. All appropriate OSHA and MIOSHA guidelines will be adhered to, including the use of SDS sheets. New hires, as well as current employees, will receive applicable training which may include but is not limited to confined spaces, hazardous materials, back safety, etc.

Employees are responsible to report any concerns they have concerning Health and Safety issues to their supervisors or Human Resources.

### **Wellness Programs**

The City is dedicated to creating a healthy work environment and to offer programs for employees that will lead to healthy life styles. Programs included are walking clubs, wellness appraisals, and various wellness seminars or publications.

### **Suggestion Program**

Employees who have ideas or suggestions that will improve the City's operations or enhance safety may submit a suggestion to the Human Resources Department by letter, memorandum or e-mail.

### **Employee Recognition Program**

Employees deserving of recognition can be nominated by fellow employees, citizens, and supervisors. To be nominated for this program, an employee should do something beyond that which is expected during the course of his or her normal job duties. This could be anything from assisting a citizen or fellow employee to saving a life. Nominations can be submitted to the Human Resources Department by letter, memorandum or e-mail.

## **Medical Services and First Aid**

In the past, the City of Port Huron has provided training through the American Red Cross and other certifying agencies for a number of employees to enable them to administer First Aid and CPR to a person in need. This training was provided as a demonstration of our concern for the well being of our fellow citizens and not as an occupational obligation on the part of any of our employees.

The City has made available, and will continue to do so, well supplied First Aid kits. These kits are supplied for the purpose of allowing an employee to treat a minor injury to his or her own person. No person in the employment of the City of Port Huron, except Public Safety personnel, is under any obligation to render First Aid treatment to another employee as part of their occupational obligations.

If an employee chooses to render First Aid and/or CPR, then that employee would be acting as a "Good Samaritan."

Any employee transporting an injured worker to a medical facility from their work location in a privately owned or City owned vehicle does so at his or her own choice. The employee who chooses to assist an injured person is under no contractual obligation to the City of Port Huron to perform such an act and would be acting as a "Good Samaritan." If needed, an ambulance will be summoned to perform this service.