



City of Globe

Personnel Rules & Regulations

2010

Table of Contents

SECTION I - Scope and Administration of Rules	8
1.1 Scope.....	8
1.2 Equal Employment Opportunity.....	8
1.3 Administration of These Rules.....	8
1.4 Administrative Procedures and Regulations.....	9
SECTION II - Requirements for Recruitment and Original Employment	9
2.1 Americans with Disabilities Act.....	9
2.2 Fingerprinting;	9
2.3 Recruitment.....	9
2.4 Applications.....	10
2.5 Selection	10
2.6 Loyalty Oath.....	10
2.7 Nepotism.....	10
2.8 Relationship Between Supervisors and Subordinates	10
2.9 Residency	11
SECTION III - Probationary Period	11
3.1 Probation - General.....	11
3.2 Probation - Law Enforcement Officers	11
SECTION IV - Performance Evaluations	11
4.1 Performance Evaluations.....	11
SECTION V - Conditions of Employment	12
5.1 Working Hours	12
5.2 Rest Periods and Lunch Periods	12
5.3 Overtime	12

5.4 Fire Department Overtime.....	13
5.5 Compensatory Time.....	13
5.6 Outside Employment.....	14
5.7 Use of City Property.....	14
5.8 Conflict of Interest	14
5.9 Conduct and Appearance	14
5.10 Improper Political Activity.....	15
SECTION VI - Harassment and Discrimination.....	15
6.1 Equal Employment Opportunity	15
6.2 Anti-Harassment Policy.....	15
6.3 Complaint Procedure	16
SECTION VII - Health Benefits.....	17
7.1 Full-time Employees.....	17
7.2 Part-time Employees.....	17
7.3 Retired Employees.....	17
7.4 COBRA (Consolidated Omnibus Budget Reconciliation Act).....	17
7.5 Long-term Disability	17
SECTION VIII - Retirement Benefits	18
8.1 ASRS (Arizona State Retirement System).....	18
8.2 PSRS (Public Safety Retirement System)	18
8.3 Elected Officials Retirement System.....	18
SECTION IX - Leave Benefits.....	18
9.1 Paid Holidays	18
9.2 Vacation Accrual and Use.....	19
SECTION X - Sick Leave.....	20

10.1 Sick Leave Accrual and Use	20
10.2 Family Medical Leave Act (FMLA)	22
10.3 Americans with Disabilities Act (ADA)	24
SECTION XI - Other Leave	24
11.1 Worker’s Compensation in Relation to Sick Leave	24
11.2 Military Leave.....	24
11.3 Court Leave	24
11.4 Funeral Leave	24
11.5 Leave Without Pay.....	25
11.6 Administrative Leave.....	26
11.7 Voting Leave	26
SECTION XII - Workplace Threats and Violence	26
12.1 Threats and Violence in the Workplace	26
SECTION XIII - Substance Abuse Policy	27
13.1 Purpose of Policy	27
13.2 Scope of Policy	27
13.3 Dissemination of Policy.....	28
13.4 Definitions	28
13.5 Work Rules	28
13.6 Criminal Drug Convictions	30
13.7 Inspection of Property, Equipment, And Vehicles.....	30
13.8 Drug and Alcohol Testing.....	30
13.9 Specimen Collection and Testing Procedures	33
13.10 Confidentiality of Test Results	35
13.11 Consequences of Refusal.....	35
13.12 Right to Explain Test Results.....	35

13.13 Consequences of Confirmed Positive Test Results.....	35
13.14 Enforcement.....	35
13.15 Training.....	36
13.16 Employee Assistance Program/Substance Abuse Treatment.....	36
SECTION XIV – Administrative Policy on Acceptable Computer and Internet Use	37
14.1 Overview.....	37
14.2 Purpose.....	37
14.3 Scope.....	37
14.4 General Use and Ownership.....	37
14.5 Security and Proprietary Information.....	38
14.6 Unacceptable Use.....	38
14.7 Unacceptable Bandwidth and Internet Usage Activities.....	40
14.8 Enforcement.....	41
14.9 Definitions.....	41
SECTION XIV – Text Messaging in Vehicle Policy.....	42
15.1 Text Messaging in Vehicle Policy.....	42
SECTION XVI - Disciplinary Actions	42
16.1 Grounds for Disciplinary Action.....	42
16.2 Types of Disciplinary Actions	44
16.3 Due Process Procedures	45
Section XVII - Method of Separation	46
17.1 Resignation	46
17.2 Layoff	46
17.3 Termination	46
17.4 Job Abandonment	46

SECTION XVIII - Grievance Procedure	47
18.1 Purpose and Scope of Grievance Procedure.....	47
18.2 Grievance Procedure First Step (Informal/Verbal).....	47
18.3 Grievance Procedure Second Step (Written Grievance)	47
18.4 Grievance Procedure Third Step (City Manager Review).....	48
SECTION XIX - Appeals Procedures	48
19.1 Scope of Appeals.....	48
19.2 Format of Appeals.....	48
19.3 City Manager’s Role.....	48
19.4 Appeal Hearing Process	48
19.5 Decision of the City Manager.....	49
Section XX - Personnel Records	49
20.1 Access to Personnel Files.....	49
20.2 Confidential Information	50
CITY OF GLOBE APPEALS FORM	52
CITY OF GLOBE GRIEVANCE FORM.....	53
ACKNOWLEDGEMENT AND RECEIPT.....	54

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SECTION I

Scope and Administration of Rules

1.1 Scope

These personnel rules and regulations apply to all employees (normally scheduled to work 30 hours or more per week) in the service of the City of Globe, unless excluded from the policy as discussed herein. Elected officials, members of boards and commissions, as well as contract positions are not considered employees within the scope of the personnel rules and regulations, except as specifically referenced herein (See, for example, § 2.6).

In addition, certain employees of the City serve on an at-will basis, at the discretion of either the City Council or the City Manager and, as such, are not subject to the grievance procedures set forth in Section XVI nor do they have access to or rights of appeal as set forth in Section XVII. Employees who serve at the discretion of either the City Council or the City Manager may be terminated at any time, without notice or cause, at the pleasure or will of the City Council or the City Manager, as the case may be, because their employment is on an at-will basis. Employees that serve at the discretion of either the City Council or the City Manager are, however, eligible for the generally applicable health and leave benefits accorded to all regular full-time employees.

All part-time employees (those employees normally scheduled to work less than 30 hours per week) and temporary employees serve at the discretion of the City Manager, and are at-will and exempt from the due process provisions of these rules. Employees who are in their probationary period with the City of Globe will be considered temporary employees and exempt from the due process provisions of these rules until such time as they have satisfactorily completed their probationary period.

These Personnel Rules and Regulations are applicable to all City employees whether or not their receipt and acknowledgement is signed. Failure to sign the receipt and acknowledgment at the end of these Personnel Rules and Regulations may be grounds for discipline up to and including immediate termination.

1.2 Equal Employment Opportunity

The personnel rules and regulations of the City of Globe shall be administered in a manner consistent with federal and state laws and rules and regulations concerning equal employment opportunity. No employee within the City of Globe's service shall be appointed or promoted to, demoted or terminated from, any position, or in any way discriminated against with respect to employment because of his or her race, color, sex, age, religion, disability, national origin or any other legally protected status.

An eligible applicant or employee shall be considered solely on the basis of his or her qualifications as required by the position he or she seeks or holds.

1.3 Administration of These Rules

The ongoing administration of these personnel rules and regulations shall be the responsibility of the City Manager, who shall perform the administrative duties under these rules unless

federal or state laws or the rules provide otherwise. The City Manager may delegate certain powers and duties conferred upon him/her to any other officer or employee of the City.

1.4 Administrative Procedures and Regulations

The City Manager, at any time he/she deems necessary or proper for the purpose of enforcement or implementation, may authorize (either him/herself or through a designee), adopt, amend or rescind written administrative procedures or regulations consistent with these rules. Such procedures or regulations shall be effective on the dates specified by the City Manager and shall be placed on record in the office of the Personnel Director, together with these rules, to be open to public inspection during normal working hours. These Personnel Rules and Regulations may only be amended by the City Council.

SECTION II

Requirements for Recruitment and Original Employment

2.1 Americans with Disabilities Act

Applicants for employment with the City of Globe shall be able to perform the essential functions for the position they seek, with or without a reasonable accommodation to a qualified disability, consistent with the Americans with Disabilities Act. A qualified, disabled individual who, with or without reasonable accommodation, is capable of performing the essential functions for the particular job in question and meets the other requirements of the job and performance requirements, will be given equal consideration in all aspects of employment, including hiring, promotion, and salary.

The City is committed to providing reasonable accommodations to allow disabled employees to perform their essential job functions. If you have a disability and require an accommodation in order to perform your job's essential functions, please alert the Personnel Director.

2.2 Fingerprinting

Each applicant for City employment who has been given a conditional offer of employment shall provide a full set of fingerprints to the City of Globe Police Department. Additionally, each community volunteer who has unsupervised contact with any minor or elderly person shall be required to provide a full set of fingerprints to the Globe Police Department. The Police Department shall forward those fingerprints, accompanied by the appropriate fees, to the Arizona Department of Public Safety for the purpose of obtaining a state and federal criminal history records check. The Arizona Department of Public Safety is authorized to exchange this fingerprint data with the Federal Bureau of Investigation.

2.3 Recruitment

Vacancies for positions may be publicized by first posting announcements among existing employees of the City of Globe. However, internal posting is not required, and the City may recruit directly from outside sources. As deemed necessary by the Personnel Director, the vacancy may be publicized or advertised in the local newspaper and through such media as appropriate to attract any and all qualified applicants.

2.4 Applications

Applicants for employment with the City of Globe may be required to file applications on forms provided by the City of Globe. False information by omission or commission on an application shall be grounds for discipline up to and including termination of employment.

2.5 Selection

It is the responsibility of the City Council, or as the case may be, the City Manager, or his/her designee, to select the best-qualified applicant for each position.

2.6 Loyalty Oath

Every officer and employee of the City of Globe shall take and subscribe the oath of affirmation as prescribed by state law, including those listed as being otherwise exempt from these rules and regulations under Subsection 1.1.

2.7 Nepotism

The City of Globe forbids relatives from working in the same department or reporting to one another, either directly or indirectly. Exceptions may be made at the discretion of the City Manager. If the situation involves a relative of the City Manager, exceptions require the approval of the City Council. Under no circumstance is a City of Globe employee permitted to make a hiring decision (or attempt to influence anyone else making a hiring decision) about the employee's relative.

Relatives for the purpose of this sub-section shall mean: Spouse, child, parent, sibling, grandparent, grandchild, one-half as well as whole blood of the foregoing, mother or father in-law, son or daughter in-law, brother or sister in-law.

2.8 Relationship Between Supervisors and Subordinates

The operation of the City of Globe depends on effective working relationships and good morale between workers. For that reason, the City requires all employees to observe the following guidelines on personal relationships with coworkers.

City employees may pursue amorous relationships as long as the person is not someone to whom the employee gives work directions, disciplinary actions, is in the chain of command or is otherwise in a reporting relationship. Relationships between City employees, who report to each other, either directly or indirectly, must be kept strictly professional. This will help avoid the appearance of favoritism, protect morale, maintain employee productivity, and avoid claims of sexual harassment.

Personal relationships with other employees must not interfere with work. In all cases, the City reserves the right to transfer one or the other employee, or both, to another department, or if not feasible, to terminate the employment relationship of one or the other employee, or both.

2.9 Residency

The following positions are required to maintain their residence within the City limits of Globe within six (6) months of employment: City Manager; City Attorney, City Clerk, Fire Chief, and the Police Chief. All Department Heads of the City are required to maintain their residence within the City limits of the Globe within six (6) months of employment and any other position which the City Manager deems necessary. The City Manager may grant an exception to this requirement at his or her discretion, on a case-by-case basis.

SECTION III

Probationary Period

3.1 Probation - General

Probationary employees (for coverage, see Section 1.1) shall work satisfactorily for a period of probation equal to twelve (12) continuous months of full-time service in each position to which he or she has been hired, demoted, promoted or transferred in order to satisfy the requirements for regular employment in that position. The probationary term may be adjusted at the discretion of the City Manager.

A probationary employee will be awarded regular status in the position at the end of the probationary period only upon written notification of satisfactory job performance by the supervisor and with approval of the City Manager.

PROBATIONARY EMPLOYEES ARE "AT-WILL" AND MAY OTHERWISE BE RELEASED AT ANY TIME IN THE PROBATIONARY PERIOD WITHOUT CAUSE, AND WITHOUT NOTICE.

3.2 Probation - Law Enforcement Officers and Fire Personnel

The probationary employment of law enforcement officers and fire personnel shall be the same as other probationary employees of the City of Globe. Time spent attending and completing the prescribed course of training at a certified law enforcement training academy, and field training, shall not be treated as service in the probationary period.

SECTION IV

Performance Evaluations

4.1 Performance Evaluations

In addition to a written performance evaluation by the supervisor at the conclusion of the probationary period, a written employee evaluative summary should be completed on each employee at three and six month intervals of their initial employment period for each position in which they serve. Forms should be used to foster communication and feedback with the employee part way through the probationary period, and be based upon the job duties, responsibilities and objectives of the employee's position.

At the conclusion of the twelve month probationary period, and at least annually thereafter, employees shall receive a performance evaluation to summarize and document their

performance and ascertain whether professional development goals have been met. Evaluations will be based upon the job duties, responsibilities and objectives of the employee's position as well as specific directions, goals or projects, as may be applicable. All evaluations must be discussed with the employee and the employee must sign the rating form to indicate the evaluation was discussed. The employee's signature does not necessarily mean the employee agrees with the evaluation. Failure or refusal to sign acknowledgement of the evaluation may result in disciplinary action.

Any employee who receives an overall rating that is unsatisfactory, or where remedial training is necessary, will generally be placed on a six month probationary period, and enter into a performance improvement plan, unless the employee's performance is such that termination is the appropriate course. Employees that do not receive a satisfactory performance evaluation or above shall not be eligible for any wage increase.

Evaluations that do not result in any disciplinary action are not grievable or appealable through the formal process of these rules and regulations. However, a written statement may be attached to the final document as part of the employee's personnel record.

SECTION V

Conditions of Employment

5.1 Working Hours

Unless otherwise authorized, the normal workweek for full-time Globe employees is 40 hours, exclusive of lunch breaks or other similar interruptions of work. (Full-time law enforcement officers, at the rank of Sergeant and below, and dispatchers count lunch breaks as duty time.) The City Manager, or his/her designee, shall determine the schedules of the various shifts of the City. A City supervisor may require changes in an individual's schedule from time to time as a working situation or assignment may require.

5.2 Rest Periods and Lunch Periods

Employee work schedules will generally provide fifteen (15) minute break periods for the personal relaxation of each employee during each four (4) hour period of continuous work; although such breaks are not a mandatory benefit of employment. Unused break periods may not be accumulated. Full-time employees will be granted an unpaid lunch period of one (1) hour during each work shift. The normal lunch period should be scheduled near the middle of each work shift. Exceptions to this provision may be made by the City Manager for the sake of efficiency of operations.

5.3 Overtime

The City will pay overtime to all non-exempt employees who work more than 40 hours in any workweek, consistent with the Fair Labor Standards Act. However, no employee is authorized to work overtime without prior written authorization from his or her manager, as authorized by the City Manager. Overtime may be authorized only by the City Manager, or his/her designee(s), and only when necessary for the protection of property or human life, or when it is clearly in the best interest of the City.

- a. Overtime compensation shall be computed on base pay and in accordance with the Fair Labor Standards Act (1.5 times the employee's hourly rate for any hours worked in excess of 40 hours per work week). If overtime is to be paid, it must be recorded and paid on the payroll immediately following the conclusion of the pay period in which the overtime was worked. If overtime is to be applied to compensatory time, it must be recorded at time and one half.
- b. The decision to pay overtime or record it as compensatory time shall be at the discretion of the City Manager or his/her designee.
- c. For this purpose employees excluded from overtime compensation include all exempt employees as defined in the Fair Labor Standards Act. Working schedules of all exempt employees shall be reviewed by the City Manager. Exempt employees are expected to know and understand their schedule and work the required hours to accomplish their job duties. They shall be responsible for planning and accomplishing work assigned to them regardless of the time required.
- d. In the event of a disaster, which requires the total evacuation of the City, all essential personnel required to remain in the City to defend, protect, and support the City shall be paid for all hours worked (during the evacuation) at double time on a day for day basis.

5.4 Fire Department Overtime

The Fire Department has opted for a twenty-one (21) day work schedule under Section 207(k) of the Fair Labor Standards Act.

- a. Work Period – The work period for uniformed Fire Department employees assigned to 24-hour shifts is twenty-one (21) consecutive calendar days (159 hours). The Fire Chief specifies the work duty cycle for these employees. The normal work schedule for 24-hour Fire employees is not more than 159 hours per work period and overtime pay or equivalent compensatory time for any hours over the 159. These employees receive the regular rate of pay for 159 hours per work period and overtime pay or equivalent compensatory time for any hours over the 159.
- b. Overtime – Fire employees who work twenty-four (24) hour shifts receive overtime pay for hours worked in excess of 159 in the twenty-one (21) day work period, excluding excess hours accumulated as a result of an authorized shift trade.
- c. While assigned to a Wild Land fire or other approved emergency, exempt employees shall continue to receive their regular salary and the exempt employees shall receive one (1) hour of additional pay for each one (1) hour worked on the approved Wild Land Fire or emergency.

5.5 Compensatory Time

- a. Compensatory time may not be accrued beyond the maximum allowable amount, 480 Hours for an employee who works in a public safety or an emergency response activity and 240 hours for an employee who works in any other activity. When the maximum balance is reached the City shall compensate the employee by overtime pay for the excess hours worked. The City Manager is authorized and directed to work with

Department Heads to achieve this goal and is further authorized to make exceptions when necessary in the public interest. ¹

- b. For this purpose employees excluded from compensatory benefits include all exempt employees (as defined by the Fair Labor Standards Act) who are paid on a salaried basis for all hours worked.
- c. The time in which an employee will take compensatory time off shall be determined and scheduled at the sole discretion of the employee's supervisor or the City Manager, with due regard for the wishes of the employee and the needs of the City.

5.6 Outside Employment

Outside employment of any employee shall not be permitted except with written permission of the City Manager, upon recommendation of the Department Head. Such permission will not be given, and may be revoked at any time if it is determined that such outside employment is likely to:

- a. Hamper the employee's ability to do the job required by the City of Globe; or
- b. Reflects unfavorably on the City's service or the employees; or
- c. Could conflict with the employee's duties as a City employee; or
- d. Violate these Personnel Rules and Regulations.

5.7 Use of City Property

Property, equipment, vehicles, office supplies, and City-owned materials are not to be used for private gain, use, or convenience. Such property is restricted for the use of employees in the performance of official City duties connected with official City functions. The City Manager must approve all special circumstances and exceptions to this rule. Use of City property in violation of this rule may be grounds for disciplinary action up to and including termination.

5.8 Conflict of Interest

Under Arizona Revised Statute Section 38-503, public officers or employees are precluded from participating in any manner as an officer or employee with respect to matters that constitute a conflict of interest with the interest of the City.

5.9 Conduct and Appearance

The City's professional atmosphere is maintained, in part, by the image City employees present to the public and fellow employees. All employees are therefore expected to conduct themselves in a manner which reflects favorably upon the City and which demonstrates tact, courtesy and good judgment. Dress and personal grooming should be appropriate for the position held and employees are expected to devote their energies to the service of the City, and not to their personal affairs, during working hours. This includes excessive, unauthorized, or prohibited personal calls, cell phone usage, texting, personal e-mail or internet usage.

¹ Amended at Council Mtg. 12/16/2014

5.10 Improper Political Activity

- a. Every officer, employee, council appointee, elected person or persons seeking office to any appointed or elected position or office shall comply with the provisions of the City Code as regards to improper political activities.
- b. No employee shall use, threaten to use, or attempt to use political influence for any person in securing employment benefits or advantages.
- c. Political activities during on-duty time are prohibited and are subject to disciplinary action and/or termination of employment.

SECTION VI

Harassment and Discrimination

6.1 Equal Employment Opportunity

The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected status in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training. If an employee believes that he or she has been discriminated against in violation of this policy, the employee should immediately report the complaint pursuant to the Complaint Procedure outlined below.

6.2 Anti-Harassment Policy

The City strictly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, or status in any group protected by federal, state, or local law. Improper interference with the ability of our employees to perform their expected job duties will not be tolerated.

With respect to sexual harassment, the City specifically prohibits the following, but does not limit prohibited behaviors to the following list:

- a. Unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual or other offensive nature, especially, but not only, where:
 - submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment;
 - such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

- b. Offensive comments, jokes, innuendoes, and other sexually-oriented statements. Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:
- touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair or brushing against another's body;
 - sexually suggestive touching;
 - grabbing, groping, kissing, fondling;
 - violating someone's "personal space";
 - lewd, off-color, or sexually-oriented comments or jokes;
 - foul or obscene language;
 - leering, staring, or stalking;
 - suggestive or sexually-explicit posters, calendars, photographs, graffiti, or cartoons;
 - sexually-oriented or explicit remarks, including comments about someone's dress or body;
 - questions about one's sex life or experience;
 - repeated requests for dates.

Other harassing conduct may also be unlawful and will not be tolerated by the City. Such conduct includes actions, words, jokes, or comments based on race, color, religion, sex, national origin, age, disability, or other legally protected characteristics.

6.3 Complaint Procedure

All employees are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, all employees are responsible for respecting the rights of their co-workers.

If you believe you have experienced any job-related discrimination or harassment based on your race, color, religion, sex, national origin, age, or disability, or any other protected factor, or otherwise believe that you have been treated in an unlawful, discriminatory manner, promptly report the incident to the Personnel Director or your Department Head in writing. Your complaint will be kept confidential to the maximum extent practically possible or legally permissible.

Complaints of discrimination or harassment will be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to participate in any investigation. We will strive to reach a timely resolution of each complaint.

If the City determines that an employee has discriminated against or harassed another individual in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

We prohibit any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If an employee believes that he or she has been retaliated against for filing a complaint or assisting in an investigation, the employee should immediately report the situation in writing pursuant to the above procedure. Retaliation complaints will be investigated pursuant to this procedure. If the City determines that an employee has retaliated against another individual in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

SECTION VII

Health Benefits

7.1 Full-time Employees

The City provides health, dental, vision, life and disability benefits to employees and their dependants. The benefits and coverage will vary from time to time. The Personnel Director will inform employees of the exact nature and extent of such benefits on a periodic basis. All health insurance benefits are effective the first of the month following 30 days of hire.

7.2 Part-time Employees

The City does not provide health insurance for part-time, seasonal, temporary, contract employees or to persons working less than 30 hours per week.

7.3 Retired Employees

Health insurance elections for eligible retired employees are provided according to the provisions of Resolution 1499 and are hereby incorporated by reference.

7.4 COBRA (Consolidated Omnibus Budget Reconciliation Act)

The City of Globe provides COBRA benefits as prescribed by Federal Law, which allows qualified employees and qualified beneficiaries the opportunity to continue to participate in the City's group health insurance plan after coverage would otherwise end. The City will provide COBRA notification to eligible employees to the extent required by law. To the extent consistent with COBRA, it is the employee and/or the qualified beneficiaries' responsibility to contact the employer/plan administrator upon planned termination of coverage, to determine eligibility.

7.5 Long-term Disability

City of Globe employees receive long-term disability coverage in accordance with their respective plan through the Arizona State Retirement or Public Safety Retirement.

SECTION VIII

Retirement Benefits

8.1 ASRS (Arizona State Retirement System)

The City is a member employer of the Arizona State Retirement System and provides matching benefits in accordance with the same. For further information and eligibility requirements refer to the ASRS web-site at www.asrs.state.az.us, as this program is legislated by the State Legislature and is subject to change.

8.2 PSRS (Public Safety Retirement System)

The City is a member employer of the Public Safety Retirement System and provides matching benefits in accordance with the same. For further information and eligibility requirements refer to the PSRS web-site at www.psprs.com, as this program is legislated by the State Legislature and is subject to change.

8.3 Elected Officials Retirement System

The City is a member employer of the Elected Officials Retirement System and provides matching benefits in accordance with the same.

SECTION IX

Leave Benefits

9.1 Paid Holidays

- a. All regular and probationary full-time employees in an active pay status receive these days off with pay except for employees who must work to provide critical services to the community.

New Year's Day
Martin Luther King's Birthday
Presidents' Day (third Monday in February)
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving (in exchange for Columbus Day)
Christmas Day
Floating Holiday / Birthday (1 Day Per Year)

- b. Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday.
- c. Employees on paid leave when a holiday occurs receive no additional pay and will not be charged with vacation or sick leave time. An employee who is on unpaid leave at the time of a holiday does not receive holiday pay.

- d. Employees whose first day of work follows a holiday do not receive pay for the holiday.
- e. Terminating employees whose last day worked is the day before a holiday will not receive pay for the holiday.
- f. Employees retiring from the City do not need to work the day following a holiday in order to receive pay for that holiday.

9.2 Vacation Accrual and Use

- a. Regular, full-time employees (normally scheduled to work 30 hours or more per week) who are normally scheduled to work 52 weeks per year, shall be granted vacation leave on an accrued and graduated basis, as follows, and unless otherwise negotiated upon employment and approval of the Council or City Manager, as applicable:

1 through 5 Years	10 Working Days
6 through 14 Years	10 Working Days, plus one (1) day for each year of service over five (5) years
15 through 19 Years	20 Working Days
20 through 24 Years	20 Working Days, plus one (1) day for each year of service over 20 years
25 Years	25 Working Days

- b. Maximum Accrual – City employee shall forfeit annual vacation leave in excess of 240 hours as of the last day of the last pay period that begins in a calendar year. Upon termination or separation from employment with the City, employees shall not be paid more than two hundred forty (240) hours vacation leave.²
- c. Employees may use accrued vacation leave after working 6 months of their initial one-year probationary period.
- d. Probationary employees who quit or are released during the initial probationary period do not get paid for any accrued but unused vacation leave.
- e. Upon termination after completion of the probationary period, regular employees are paid for unused vacation leave if the proper notice is given pursuant to Section XV.
- f. Vacation leave continues to accrue during any leave with pay. Vacation does not accrue during unpaid leave lasting longer than five (5) days.
- g. Written request for vacation on approved forms must be submitted in advance of the beginning date of vacation requested. All vacations are scheduled and taken in accordance with the best interests of the City. The City reserves the right to postpone or cancel vacations in the event of any emergency or otherwise in the best interests of the City. This includes the right to recall an employee from vacation. Employee expenses resulting from cancellation or recall from vacation leave may be reimbursed by the City.

² Amended at Council Mtg. 12/16/2014

- h. Vacation leave shall run concurrent with any of the employee's eligible time under the Family Medical Leave Act (See Section 10.2) after all available paid sick leave (Section 10.1) and compensatory time is exchanged.
- i. Maximum vacation leave is 30 consecutive days. Exemption to this maximum may be approved by the City Manager or his/her designee.
- j. Employees who are retiring are allowed to exhaust their total excess vacation leave.
- k. FAILURE OF AN EMPLOYEE TO PROVIDE NOTICE OF RESIGNATION AS SET FORTH IN SECTION 15 WILL RESULT IN FORFEITURE OF ANY ACCRUED UNUSED VACATION LEAVE.

SECTION X

Sick Leave

10.1 Sick Leave Accrual and Use

- a. Accrual Schedule – Regular full-time and probationary employees on active pay status accrue sick leave at the rate of eight (8) hours per month.
- b. Maximum Accrual – The number of sick leave hours that can be carried forward at any one time is 960 hours for a regular full-time employee.
- c. Eligibility – Sick leave with pay shall begin to accrue for all regular and probationary full-time employees of the City after completing thirty (30) days of employment. Paid sick leave may not be taken before it accrues and can be used only for qualified medical reasons as follows:
- d. Authorized Use
 - i. Sick leave is only to be taken when the employee is too ill or injured to be able to work safely; for examinations by a licensed physician or dentist; for medical treatments prescribed by a licensed physician, dentist, or licensed clinical psychologist when it is not possible to arrange an appointment with a licensed physician, dentist or licensed clinical psychologist on off-duty hours; or for any emergency occurring due to illness of a member in the employee's immediate family (i.e. parents, in-law and step; spouse; child, including step), with the duration of emergency leave limited to the emergency situation and not exceeding five (5) working days, except with the express permission of the City Manager and in accordance with the Family Medical Leave Act (FMLA) Section 10.2.
 - ii. All pregnancy or childbirth-related examinations, hospitalizations, surgeries, illnesses, and recovery. It should be noted that an employee will be expected to work before delivery until she cannot adequately perform the duties of her job, or it is no longer safe for her to do so, as certified by her attending physician.

- iii Enforced quarantine of the employee or an immediate family member in accordance with community health regulations.
- e. Priority of Leave Use – Employees who are eligible for medical leave due to physical or mental problems may use sick leave before using vacation or comp-time leave. Vacation leave may be used for sick leave if all sick leave is exhausted.
- f. Employee Responsibility – To be eligible for paid sick leave, employees must:
 - i. Notify the appropriate supervisor daily prior to the beginning of his/her work shift, explaining the circumstances of his/her absence. In cases of surgery or extended illness, when it is known that an employee will require sick leave usage for an extended period of time, an alternate reporting schedule may be arranged with the supervisor/department head. In advance of any anticipated illness, or immediately upon return to work, the employee shall submit a request for sick leave in writing and signed by the employee, stating the reasons for the leave. The supervisor and Personnel Director or City Manager must approve such requests. The supervisor, Personnel Director or City Manager may require a certificate of illness from the employee's licensed physician for an absence of three (3) days or more. Such certificate may be required for absences of less than three (3) days at the supervisor's discretion.
 - ii. The employee must keep the supervisor informed of his/her condition and location; and, upon reasonable request, be available for evaluation during normally assigned hours.
 - iii. Upon request, permit the City to authorize any necessary medical examinations to determine fitness for duty and/or the need for continued leave.
 - iv. Upon reasonable request, submit a written statement from a qualified physician, dentist or licensed psychologist confirming the illness requiring absence from work together with any restrictions on the employee.
 - v. Upon reasonable request, provide a written release to return to work from a qualified physician.
 - vi. Employees who are unable to return to work due to illness or other health related reasons that constitute the appropriate use of sick leave will be granted leave in the following order: (1) all accrued sick leave shall first be taken; (2) any compensatory time earned shall then be credited; (3) accrued vacation shall then be utilized; and (4) the provisions of Section VIII, 10.2 (FMLA) shall apply if the employee is eligible.
 - vii. If an employee has used all accrued leave, compensatory time, and (FMLA) allowances, he/she may be granted leave without pay at the discretion of the City Manager. If, at his/her sole discretion, the City Manager approves such leave, all provisions of the leave without pay policy (Section XI, 11.5) shall apply.
- g. To encourage employees to accrue sick leave for the full term of employment, the City will purchase or "buy back" sick leave upon retirement at a ratio of one day's pay for each four (4) days of sick leave the employee has accrued at the time of retirement.

10.2 Family Medical Leave Act (FMLA)

Under the FMLA, the City allows eligible employees to take up to twelve workweeks of leave per year for certain family and medical reasons. The leave may be taken intermittently if medically necessary. The FMLA does not require the leave to be paid, but we require employees to use earned and accrued paid leave, such as sick or personal leave and vacation, to the extent permissible under the FMLA, as part of the twelve workweeks of leave.

During FMLA leave, employees may remain on payroll status as long as they have accumulated sick leave and/or vacation to use. We will also maintain employees' group health insurance during leave, but employees must continue to pay their applicable premium contribution to maintain coverage. In some cases, we may recover premiums paid for maintaining an employee's health coverage if an employee fails to return to work.

Upon returning from leave, unless a job elimination has occurred which would have terminated an employee's job or placed him or her into a different job, an employee will be restored to his or her original position or to an equivalent one in terms of pay, benefits, and other terms and conditions of employment.

The City uses the rolling twelve-month method to measure the yearly period for leave entitlement. This means that, in determining how much FMLA leave an otherwise eligible employee may take at any given time, we will look to the previous twelve months to determine whether that employee has already used some of his or her twelve workweeks of FMLA leave.

Eligible Employees

Eligible employees are those who have worked for the City for a total of one year (which does not need to be continuous employment), for 1250 hours over the previous twelve months, and at a worksite with at least fifty employees or within seventy-five miles of fifty or more employees. Leave will be granted to eligible employees for the following reasons:

For a serious health condition that makes the employee unable to perform his or her job;

To care for the employee's spouse, son or daughter, or parent who has a serious health condition;

To care for the employee's child after birth, or placement for adoption or foster care. A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves:

- Any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical-care facility; or
- Any period of incapacity requiring absence of more than three consecutive calendar days from work, school, or other regular daily activities that also involves continuing treatment by, or under the supervision of, a health care provider; or
- Continuing treatment by, or under the supervision of, a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not

treated, would likely result in a period of incapacity of more than three calendar days, and for prenatal care.

- Military family leave benefits authorized by federal statute or regulation are hereby incorporated within by reference.

"Health care provider" means:

Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices; or

Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or

Nurse practitioners and nurse mid-wives authorized to practice, and performing within the scope of their practice, as defined by state law; or

Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.

Medical Certifications

The City may require medical certification to verify a serious health condition. The City, at its own expense, may also obtain an additional medical opinion. Should a conflict develop, a third medical opinion may be sought.

When leave is taken for an employee's own serious health condition, upon returning to work the employee may be required to provide a written statement from a physician or similarly qualified medical practitioner indicating that the employee is able to resume work.

Notice Requirements

An employee needing leave must provide the City with notice of the need for the leave. The employee should provide as much advance notice as possible so we can make appropriate arrangements to cover any work that needs to be performed during the absence. Failure to provide timely notice may result in a delay in the leave and/or cause the absence to be considered as unexcused. The minimum required notice under the FMLA is as follows:

When the need for leave is foreseeable, the employee must provide thirty days' advance notice;

If thirty days' notice is not practicable, notice must be given as soon as practicable, usually within one or two business days of when the need for leave becomes known to the employee;

If the approximate timing for leave is not foreseeable, an employee still should give notice of the need for leave as soon as practicable.

In addition, employees on FMLA leave must provide periodic reports to the Personnel Director regarding their status and intent to return to work.

Employees should contact Personnel Director for appropriate forms and further information about FMLA leave.

10.3 Americans with Disabilities Act (ADA)

The City is committed to providing reasonable accommodations to allow disabled employees to perform their essential job functions. If you have a disability and require an accommodation in order to perform your job, please alert the Personnel Director. Consistent with the ADA, the City will engage in an interactive process to determine whether you have a qualified disability, and whether a reasonable accommodation would allow you to perform your essential job functions. Reasonable accommodations are evaluated on a case-by-case basis, but can include modifications to the work environment, unpaid leave, or a variety of other accommodations.

SECTION XI

Other Leave

11.1 Worker's Compensation in Relation to Sick Leave

All employees of the City of Globe, including exempt employees, are covered by the City under the Arizona State Compensation Act for injuries occurring in the course of City employment. The law provides for payment of medical expenses and, under certain circumstances, compensation for loss of income. To establish entitlement, it is mandatory that every job-related injury or illness, regardless of severity, be immediately reported to the supervisor and a written report prepared and submitted to the City Manager.

During those periods when Workers' Compensation is not provided by the State, any income, must be charged to the employee's accrued sick leave, compensatory time off, and/or vacation leave (if all sick leave has been exhausted) until such credits are exhausted. Thereafter, an employee may be granted additional leave in accordance with the provisions relating to special leave without pay (Section XI, 11.5) and the Family Medical Leave Act (Section , 10.2). Normal deductions will be made from this equivalent gross pay. It should be noted that any Workers' Compensation injury that requires an absence may constitute an FMLA absence also.

Employees may not collect workers compensation and City payroll at the same time. Employees may buy back sick time used for a workers compensation injury by reimbursing the City the amount paid by workers compensation.

11.2 Military Leave

Military leave shall be granted in accordance with the provisions of state and federal law. Employees shall notify their supervisor or the City Manager in writing immediately upon receiving orders for military duty. Return to work following military leave shall be governed by state statute.

Military family leave benefits authorized by federal statute or regulation are hereby incorporated within by reference.

11.3 Court Leave

Unless approved otherwise by the City Manager, employees of the City will be paid the difference between their regular pay and jury or witness fees while serving on court ordered jury duty or while appearing as a witness on behalf of the City in court proceedings for a maximum of five (5) working days per year. All jury and witness fees will either be returned to the City, or the amount of time away will be deducted from the employee's vacation leave bank.

Generally, any personal civil or criminal case must be taken care of on the employee's personal time off, or through the usage of his/her vacation leave bank and/or compensatory time bank.

However, the City will grant employees time off for court proceedings pursuant to the Arizona Victim Leave Act. Pursuant to this law, the City will allow an employee who has been the victim of a crime (including an offense committed by a juvenile), or an employee who is the immediate family member of a crime victim who is killed or incapacitated, to take time off to attend proceedings related to the prosecution of the criminal. Employees with accrued paid sick or vacation time may use such time for the absence; otherwise for hourly non-exempt employees the time is unpaid. To request such leave, the employee should provide a copy of the form they receive from the applicable law enforcement agency, pursuant to A.R.S. § 8-386. The employee also should provide a copy of the notice for each scheduled proceeding that he or she attends. The City will keep records related to such leave in a separate, confidential file.

11.4 Funeral Leave

For death occurring among the members of the regular status employee's immediate family (spouse, child, parent, grandparent, grandchild, brother, sister, one-half as well as whole blood and step of the foregoing, uncle, aunt, niece, nephew, mother or father-in-law, son or daughter-in-law, brother or sister-in-law) up to three (3) days paid funeral leave may be granted. On a case-by-case basis, additional administrative leave (with pay) may be granted at the discretion of the City Manager or Personnel Director.

11.5 Leave Without Pay

In certain cases and upon written request, a special leave of absence without pay may be granted to an employee. Typically, such leave will be granted for a period of up to six (6) months, but requests for leave will be evaluated on a case by case basis and more leave may be granted if required pursuant to federal or state law, such as the Americans with Disabilities Act. Such leave must be approved in advance by the City Manager and the employee's written request shall state the reasons why the request should be granted, the date upon which he/she desires the leave to begin and the date of his/her return.

Special leave without pay may be granted at the sole discretion of the City Manager generally for the following reasons:

- a. To enable a disabled employee to recover his/her health in order to perform the essential functions of his/her job;
- b. Other equally good reasons considered valid by the City Manager (i.e. a sabbatical for professional research, education, or personal endeavors).

Upon termination of special leave without pay, an employee will be returned to his/her former position. To the extent consistent with federal or state law, the employee may alternatively be transferred to another open position.

During a period of special leave without pay, an employee will not accrue seniority, vacation, sick or leave benefits, and the employee will be required to make appropriate arrangements for payment of his or her health insurance premiums in the interim (unless the leave is in accordance with another state or federal mandate).

11.6 Administrative Leave

Employees may be granted administrative leave with pay with the approval of the City Manager when the employee is participating in meetings or other activities related to his/her work. Administrative leave may also be granted for other matters as deemed appropriate by the City Manager. Department Heads may recommend such Administrative Leave to the City Manager.

11.7 Voting Leave

Any employee who is legally registered to vote at general elections held within Arizona may, on the day of the election, absent himself/herself for the purpose of voting for such length of time at the beginning or end of his/her work shift so that, when added to the time difference between work shift hours and poll opening or closing hours, a total of two (2) consecutive hours are available to vote. Coordination for such absence shall be made with the supervisor prior to the day of the election, and the City may specify the hours during which the employee may be absent for voting. Time off for voting will be paid if it would otherwise be work time.

SECTION XII

Workplace Threats and Violence

12.1 Threats and Violence in the Workplace

Nothing is more important to the City of Globe than the safety and security of its employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Globe City property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include termination, arrest, and prosecution.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Globe City property shall be removed from the premises as quickly as safety permits, and shall remain off City property pending the outcome of an investigation. The City of Globe will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of employment, and/or criminal prosecution of the person or persons involved. No existing Globe policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All Globe personnel are responsible for notifying the administration of any threats, they have witnessed, received or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on

a City controlled site or is connected to City employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the employee's supervisor is not available, or if there is a conflict, personnel should report the threat to another member of the City's management team or the Personnel Director.

All individuals who apply for or obtain a protective or restraining order which lists City locations as being protected areas must provide their Department Head or Personnel Director a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. Due to the sensitivity of the information requested, information is to be kept confidential and the privacy of reporting employees is to be respected.

City Employees are prohibited from carrying or concealing weapons on City property or within City vehicles except for active duty police officers.

SECTION XIII

Substance Abuse Policy

13.1 Purpose of Policy

The City of Globe believes that it is important to promote a drug-free community; to maintain safe, healthy, and efficient operations; and to protect the safety and security of the employees, facilities, and property of the City. Drugs or alcohol may pose serious risks to the user and all those who work with the user. In addition, the use, possession, sale, transfer, manufacture, distribution, and dispensation of alcohol or illegal drugs in the workplace pose unacceptable risks to the maintenance of a safe and healthy workplace and to the security of City employees, facilities, and property. Substance abuse, while at work or otherwise, seriously endangers the safety of employees, as well as the general public, and creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased health care and benefit costs, increased theft, decreased morale, decreased productivity, and a decline in the quality of products and services provided by the City. For all of those reasons, the City of Globe has established this Substance Abuse Policy.

13.2 Scope of Policy

This Policy applies to all City employees, including management, administration, and temporary employees, and to all applicants who have received conditional offers of employment with the City. This Policy also applies to all employees of City contractors who are performing services on City property, or who are operating City equipment, machinery, or vehicles. Such employees of contractors are considered "employees" within the meaning of this Policy.

Depending upon their specific job duties, certain employees may be subject to additional requirements under client requirements or state or federal regulations, including additional restrictions on drug or alcohol use, and additional provisions for drug and/or alcohol testing.

13.3 Dissemination of Policy

- a. All employees will receive a copy of this Policy, and will be required to sign an appropriate acknowledgment and receipt.
- b. All applicants who have received conditional offers of employment with the City will be required to read this Policy before undergoing testing, and will be required to sign an appropriate acknowledgment and receipt.

13.4 Definitions

- a. Illegal Drugs. “Illegal drugs” means any controlled substance listed in schedules I through V of the federal Controlled Substances Act (21 U.S.C. § 812), medication, or other chemical substance that (1) is not legally obtainable; or (2) is legally obtainable, but is not legally obtained, is not being used legally, or is not being used for the purpose(s) for which it was prescribed or intended by the manufacturer. Thus, “illegal drugs” may include even over-the-counter medications, if they are not being used for the purpose(s) for which they were intended by the manufacturer.
- b. Legal Drugs. “Legal Drugs” means prescribed or over-the-counter drugs that are legally obtained by the employee and used as prescribed for the purpose(s) for which they were intended by the manufacturer.
- c. City Property. “City property” and “City equipment, machinery, and vehicles” means all property, equipment, machinery, and vehicles owned, leased, rented, or used by the City.
- d. On Duty. “On duty” means all working hours, as well as meal periods and break periods, regardless of whether on City property, and all hours when an employee represents the City in any capacity.

13.5 Work Rules

- a. Substance Abuse by Employees
 - i. Alcohol

Employees may not use, possess, sell, or transfer alcohol while working, while on City property, or while operating City equipment, machinery, or vehicles unless authorized by the City Manager.

Employees may not work or report to work under the influence of alcohol at any level.

Employees who violate these rules will be subject to discipline, up to and including immediate termination.

- ii. Illegal Drugs

Employees may not possess illegal drugs or engage in the illegal use of drugs while on duty, while working, while on City property, or while operating City equipment, machinery, or vehicles.

Employees may not work or report to work under the influence of illegal drugs or with detectable levels of illegal drugs or the metabolites of illegal drugs in their systems.

Employees may not manufacture, distribute, dispense, transfer, or sell illegal drugs.

Employees who violate any of these rules will be subject to discipline, up to and including immediate termination.

iii. Legal Drugs/Medication

Any employee who has reason to believe that the legal use of drugs, such as a prescribed medication, may pose a safety risk to any person or impair the employee's performance of his or her job must report such legal drug use to his or her supervisor. The City of Globe shall then determine whether any work restriction or limitation is indicated. The procedures specified in subsection b hereof may be required. Failure to report the legal use of a drug or controlled substance that may result in impairment or may pose a safety risk may result in disciplinary action up to and including termination of employment. Repetitive or inappropriate use of a legal drug or any controlled substance that impairs performance or poses a safety risk may result in termination of employment

b. Police and Fire Personnel

- i. A Police or Fire Department member shall, when drugs are prescribed by a physician or other health practitioner, inquire of the prescribing person whether the drug prescribed has any side effect which may interfere with the performance of police or fire duties. If the answer from the prescribing practitioner is "yes", the member shall report to his supervisor prior to going on duty that they are using a prescribed drug and the side effects which may interfere with the performance of police or fire duties.
- ii. The supervisor or member informed that a member is using prescribed drugs shall make further inquiry to determine whether the member can safely perform their duties, or if there is some reasonable accommodation possible that would allow the member to safely perform his or her duties. If not, and there is no other appropriate police duty available, the member shall be placed on sick leave.
- iii. Any member using legal over-the-counter non-prescribed drugs and feels in any way impaired is responsible for bringing that fact to his/her supervisor's attention.
- iv. A member shall not possess or use any substance as defined in the Arizona Criminal Code as a controlled substance at any time, whether on or off duty, unless prescribed by a physician.
- v. A member shall not be under the influence of any drugs while on duty unless they have complied with Sections b-i and b-ii.
- vi. Members failing to report use of prescribed drugs or over-the-counter drugs that may impair performance per this order are subject to disciplinary action.

13.6 Criminal Drug Convictions

Any employee who is convicted of violating any criminal drug statute while in the workplace shall be subject to discipline up to and including immediate termination. Any employee convicted of violating any criminal drug statute while off duty may also be subject to discipline up to and including termination dependent upon the nature of the circumstances as determined by the City Manager. Employees are required to report any criminal drug statute conviction to his/her immediate supervisor within five days.

13.7 Inspection of Property, Equipment, and Vehicles

All employees on City property or who are performing services on a City project, and all property, equipment, and vehicles on City property or being used in connection with the performance of work on a City project (including without limitation all vehicles, containers, desks, and file cabinets), are subject to unannounced inspection by the City of Globe. You should not expect that any property or items that you bring to work with you or that you use at work are private. If you do not want any property or items inspected, do not bring them to work.

Employees who refuse to permit inspections under this Policy or who fail to cooperate with inspections under this Policy may be subject to discipline, up to and including immediate termination.

13.8 Drug and Alcohol Testing

The City of Globe may require that employees and applicants provide urine, blood, breath, and/or other samples for drug and/or alcohol testing under any of the following circumstances:

- a. Pre-Employment Testing. All applicants who have received conditional offers of employment with the City of Globe may be required to undergo drug testing as a condition of employment to the extent lawful under applicable case or statutory law. The City will revoke a job offer to any applicant who tests positive or refuses testing.
- b. Reasonable Suspicion Testing. The City of Globe shall require any employee to undergo drug and alcohol testing if management has a reasonable suspicion that the employee:
 - i. Has violated the City of Globe's written work rules prohibiting the use, possession, sale, or transfer of alcohol and/or illegal drugs while on duty, while working, while on City property, or while operating City equipment, machinery, or vehicles;
 - ii. Is under the influence of alcohol, any controlled substance, and/or illegal drugs while on duty, while working, while on City property, or while operating City equipment, machinery, or vehicles;
 - iii. Is impaired by alcohol, illegal drugs and/or legal drugs or any controlled substance.
 - iv. May be affected by the use of alcohol, illegal drugs or legal drugs and that the use may adversely affect job performance or the work environment;

- v. Employee's behavior is out of character, or an employee exhibits some or all behaviors per profile of reasonable suspicion of being under the influence of alcohol or drugs;
 - vi. An employee receives an injury;
 - vii. An employee has been working with or around another worker who receives an injury;
 - viii. An employee has been working in the vicinity of a non-injury/property accident;
 - ix. An employee has been involved in a vehicular accident on City time in any vehicle regardless of ownership;
 - x. An employee is arrested for DUI while on City time or while performing City business regardless of ownership of the vehicle used;
 - xi. The City will test when a City official or supervisor reasonably suspects that a driver is using a controlled substance or alcohol, either while performing a safety sensitive function in a CMV (Commercial Motor Vehicle), or immediately before or after performing a safety sensitive function on a CMV; or
 - xii. The City also may require employees to undergo drug and alcohol testing when, in the judgment of management, such testing is appropriate for the maintenance of safety for employees, customers, clients, or the public at large, or for the maintenance of productivity, quality, or security of property or information.
- c. Post-Accident Testing. The City will require any employee to undergo drug and alcohol testing as soon as practicable after a work-related accident.

The City will conduct tests after a motor vehicle accident in which the driver of a CMV received a traffic citation and there was (a) a loss of life, (b) injury requiring medical treatment away from the scene of the accident, or (c) damage to any motor vehicle in excess of \$300 damage to the CMV. Any driver who performed a safety-sensitive function on the CMV involved in the accident will be tested.

After an accident, drivers who are subject to testing under this provision may not use alcohol for eight (8) hours after the accident or until they are tested, whichever comes first.

- d. Post-Injury Testing. The City will require any employee who has sustained a work-related injury requiring medical attention to undergo drug and alcohol testing within 24 hours of the injury.
- e. Random Testing. The City may test at random sworn police and fire officers and police and fire department employees or volunteers responsible for responding to emergency calls to the extent lawful under applicable case or statutory law.
- f. Commercial Motor Vehicle Testing. State and Federal law requires employees who drive or work on a commercial motor vehicle (CMV) to submit to testing for alcohol and drugs under the following circumstances:

- i. Upon employment, or in the case of current employees, before performing tasks requiring a commercial driver's license for the first time. A CMV Operator will not be allowed to perform any safety-sensitive function until satisfactorily completing one or more of the above-mentioned tests.
- ii. After a motor vehicle accident in which the CMV driver received a moving traffic citation and there was loss of life, injury requiring medical treatment away from the scene of the accident, or disabling damage to a motor vehicle. Any employee who performed a safety-sensitive function on the vehicle involved in the incident may be tested. (After an accident a CMV driver may not use alcohol for eight hours after the accident or until being tested, whichever occurs first).
- iii. On a random basis for up to five (5) years after a CMV driver returns to duty after failing a drug or alcohol test or refuses to take a test.
- iv. When the City reasonably suspects the CMV driver is using a controlled substance or alcohol.
- v. From time to time, on a random basis, so that at least 50% of the City's CMV drivers are tested each calendar year for drugs, and at least 25% of the City's CMV drivers are tested each calendar year for alcohol.
- g. Return to Duty Testing. After a driver tests positive for drug or alcohol abuse or refuses to take a test, the City will test that driver before he/she is allowed to perform any safety-sensitive function on a CMV. A blood alcohol concentration of less than 0.02 is required to return to work on a CMV. Refusal to submit to appropriate testing shall be grounds for discipline up to and including termination of employment.
- h. Follow-Up Testing. The City will test a driver on a random basis for up to five (5) years if that driver's substance abuse counselor recommends random testing as part of a rehabilitation program.
- i. Department of Transportation Testing. In addition to the general substance abuse policy described above, Federal law requires the City to test certain groups of employees for drugs and alcohol.

i. Applicability.

This section applies to all employees who perform safety sensitive functions on a commercial motor vehicle for the City.

1. A "commercial motor vehicle" (CMV) includes any vehicle that requires a commercial driver's license to operate.
2. A "safety-sensitive function" includes driving a CMV, waiting to drive a CMV, loading or unloading a CMV; inspecting, servicing, repairing or conditioning a CMV; attending a CMV that is being loaded, unloaded, inspected, serviced, repaired or conditioned; and all other time spent in or on a CMV.

3. A driver is performing a safety-sensitive function anytime he/she is actually performing, ready to perform, or immediately available to perform any safety-sensitive function. The City will advise employees when they first become subject to the testing requirements of this section.

ii. Prohibitions

Federal law prohibits the following:

1. Possessing any alcohol products (including medicine and food) on a CMV that is not cargo or performing any safety-sensitive function on a CMV (a) within four (4) hours of consuming alcohol, or (b) with a blood alcohol concentration of 0.04 or greater.
2. Performing any safety-sensitive function on a CMV when the driver has used a controlled substance, except when such use is pursuant to the instructions of a physician and does not affect the driver's ability to safely operate a CMV.
3. Refusing to submit to a drug or alcohol test required under this section.
4. Using alcohol within eight (8) hours after an accident or until undergoing a post-accident alcohol test (whichever occurs first) when required to submit to post-accident testing under this section. Drivers who violate any of these provisions will not be allowed to perform any safety-sensitive function on a CMV and, furthermore, are subject to discipline, up to and including termination, even for a first offense.

13.9 Specimen Collection and Testing Procedures

a. Specimen Collection Procedures

- i. Test Subject Privacy. Appropriate professional personnel will supervise the collection of urine and blood specimens for testing. In the absence of a reasonable suspicion that the test subject may alter or substitute a urine specimen, the collection personnel will not directly observe the collection of the urine specimen. Where there is reasonable suspicion that a test subject may alter or substitute a urine specimen, the collection may be observed by an appropriate observer to preserve chain of custody.
- ii. Chain of Custody Procedures. The City will take steps to preserve the chain of custody of specimens, in order to ensure testing accuracy.
- iii. Testing Procedures. Testing under this section will comply with the procedures set forth in 49 C.F.R. Parts 40 and 49. This includes having only certified laboratories conduct testing, requiring chain of custody procedures to safeguard the integrity of the testing process, and having a medical review officer review test results.

b. Specimen Testing Procedures

The City will determine the type and manner of drug or alcohol testing. The City is entitled to rely on the results of its drug or alcohol testing to determine if any employee has violated this policy and is subject to discipline.

Specimens will be confirmatory tested only by laboratories that are properly approved to conduct drug and alcohol testing by the U.S. Department of Health and Human Services SAMHSA, (formerly NIDA), the College of American Pathologists, or the Arizona Department of Health Services.

Specimens will be tested only for the presence of alcohol, illegal drugs, prescribed drugs and their metabolites.

Positive initial screening test results for employees will also be confirmed by gas chromatography/mass spectrometry or other appropriate methods of confirmatory analysis ("confirmatory test").

Drug and alcohol testing will be performed by a certified laboratory and will comply with scientifically accepted analytical procedures, including the following:

- i. Test samples will be collected in a reasonable and sanitary area and will be labeled and handled in a way reasonably designed to preclude sample contamination, adulteration or misidentification.
- ii. At the time of testing, a person will be given the chance to provide any information that may be relevant to the test, including whether the person is taking prescription medication or undergoing any medical treatment that may affect the result of the test.
- iii. Testing will typically occur during, or immediately before or after, the employee's regular work period, and the testing time for employees will be treated as time worked. If the testing is offsite, employees will not be permitted to drive but will be provided transportation or be reimbursed for their reasonable transportation costs.
- iv. Employees may request a written copy of their drug and/or alcohol test results. These results are confidential and will be released only to the tested employee, persons designated by the tested employee in writing, persons designated by the City to receive and evaluate test results or hear any explanation regarding a positive test result and other persons authorized by law.

c. Cost of Testing

The City will pay for any drug and alcohol test that it requests or requires.

d. Test Result Reports

The City will promptly communicate test results to test subjects. Any test subject may request a copy of his or her test result report.

13.10 Confidentiality of Test Results

The City will not disclose test results except as authorized by the test subject or as authorized, permitted, or required by applicable law.

13.11 Consequences of Refusal

Employees and applicants may refuse to undergo drug and alcohol testing. However, employees who refuse to undergo testing or who fail to cooperate with the testing procedures will be subject to discipline, up to and including immediate termination. Employees who refuse to undergo testing or who fail to cooperate with the testing procedures also may be disqualified from receiving unemployment compensation benefits and/or workers' compensation benefits. Applicants who refuse to undergo testing or who fail to cooperate with the testing procedures will not be hired.

The appropriate level of discipline will be determined on a case by case basis at the City's sole discretion, and may include a requirement that the employee participate in a treatment or rehabilitation program under terms acceptable to the City.

13.12 Right to Explain Test Results

Any test subject who tests positive on a confirmatory test on any drug and alcohol test required by the City may submit additional information to the City, in a confidential setting, to try to explain the confirmed positive test result.

13.13 Consequences of Confirmed Positive Test Results

- a. Applicants. Any applicant who tests positive on a confirmatory test on any drug test required by the City and who does not timely and successfully explain the test results will not be hired.
- b. Employees. Any employee who tests positive on a confirmatory test on any drug and alcohol test required by the City and does not timely and successfully explain the test results will be subject to appropriate disciplinary action, at the sole discretion of the City, up to and including immediate termination.
- c. It is a violation of these rules to use, possess, be impaired by, or be under the influence of marijuana on the premises of the place of employment or during working hours.

13.14 Enforcement

- a. Notice of Drug Arrest or Conviction. Employees accused, arrested, or convicted of a drug-related offense, DUI or DWI, including pleas of no contest, must inform the Personnel Director within five (5) days of such arrest, conviction or plea.
- b. Discipline. An employee who tests positive, refuses to submit to drug or alcohol testing, refuses to sign all appropriate consent forms, or otherwise fails to comply with this policy to the City's complete satisfaction may be subject to discipline up to and including immediate termination. The appropriate level of discipline will be determined on a case-by-case basis at the City's discretion and may include treatment or rehabilitation under terms established by the City.

The City is entitled to rely on the results of its drug or alcohol test to determine whether the policy prohibiting drug or alcohol abuse has been violated by an employee.

- c. Other Laws. This policy shall be construed in accordance with Federal, State, and local laws, including the Americans with Disabilities Act and the Family Medical Leave Act.

13.15 Training

- a. Supervisors. Supervisors will receive training with respect to the detection of controlled substance and use and alcohol abuse.
- b. Drug-Free Awareness Program. To educate employees about the dangers of substance abuse, the City has established a drug-free awareness program. The City will provide its employees with information concerning the dangers of drug and alcohol abuse, the availability of counseling, and the City's policy regarding substance abuse.

The City has also established a training program for all CMV operators and supervisory employees which includes information on the effects and consequences of controlled substances and training to detect controlled substance use.

The City will conduct drug-free awareness programs periodically. These programs will inform employees about the dangers of drug and alcohol abuse in the workplace, the City's policy of maintaining a drug and alcohol-free workplace, available drug and alcohol counseling, rehabilitation, and employee assistance programs, and the sanctions that may be imposed for drug and alcohol abuse violations.

13.16 Employee Assistance Program/Substance Abuse Treatment

The City encourages employees with substance abuse problems to avail themselves of any available treatment or rehabilitative services available under the City's group health plan. Information regarding these services can be obtained from the Personnel Director.

- a. The City regards its employees as its most valuable asset. Accordingly, the City maintains an Employee Assistance Program that provides help to employees who suffer from substance abuse and/or other mental health problems, through its group health plan.
- b. No employee will be subject to discipline for voluntarily seeking EAP assistance or substance abuse treatment. An employee may not, however, avoid discipline for violating the Substance Abuse Policy by seeking this assistance. In addition, an employee's participation in an EAP or referred substance abuse treatment program will not excuse the employee from being required to meet all of the same standards and qualifications for the job that apply to other employees, including performance, attendance, and other measures.
- c. Employees are encouraged to approach their supervisor at any time with any questions they have about the City's Substance Abuse Policy.

SECTION XIV

Administrative Policy on Acceptable Computer and Internet Use

14.1 Overview

This policy applies to all City employees who use the city's network system, computer, or City facilitated information systems. The City's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to the City's established culture of openness, trust and integrity. We are committed to protecting the City's employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, World Wide Web (WWW) browsing, and File Transfer Protocol (FTP), are the property of the City. These systems are to be used only for City business purposes in serving the interests, mission, vision and goals of the City of Globe.

Effective security is a team effort involving the participation and support of every City employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

14.2 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at the City of Globe. These rules are in place to protect the employee and the City. Inappropriate use exposes the City to risks including virus attacks, compromise of network systems and services, and legal issues.

14.3 Scope

This policy applies to all temporary and regular employees. This policy applies to all equipment that is owned or leased by the City and personal equipment used by City employees to conduct City business.

14.4 General Use and Ownership

1. While the City desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of the City. Because of the need to protect the City's network, management cannot guarantee the confidentiality of information stored on any network device belonging to the City.
2. Without conflicting with the City's policies, individual departments are responsible for creating additional guidelines concerning the personal use of Internet/Intranet/Extranet systems that govern employee personal usage beyond the guidelines provided by the City's policies and procedures. If there is any uncertainty about the acceptability of an activity, employees should consult their supervisor or manager for clarification of these departmental policies.

3. Employees are responsible for exercising good judgment regarding the reasonableness of personal use when it falls outside the established City and individual departmental policies and procedures.
4. The City recommends that any information that users consider sensitive or vulnerable be protected by some additional security measures such as additional passwords or encryption.
5. For security and network maintenance purposes, authorized individuals within the City may monitor equipment, systems and network traffic at any time.
6. The City reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
7. Any employee who chooses to use a personal computer for City business must be aware that their personal computer will be subject to the same periodic auditing procedures as City owned computers.

14.5 Security and Proprietary Information

1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly; user level passwords should be changed every six months.
2. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off when the computer will be unattended.
3. Because information contained on portable computers is especially vulnerable, special care should be exercised when traveling with this equipment.
4. City employees should not use a City email address to post to newsgroups.
5. computers used by the employee that are connected to the City's Internet/Intranet/Extranet, whether owned by the employee or the City, shall be continually executing approved virus-scanning software with a current virus database, unless overridden by departmental or group policy.
6. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse codes.

14.6 Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of the City authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the City-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities falling into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the City of Globe.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the City of Globe or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using a City computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any the City account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Port scanning or security scanning is expressly prohibited unless the City is given prior notification.
11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.

12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within the City's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the City or connected via the City's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

14.7 Unacceptable Bandwidth and Internet Usage Activities

Though employees may feel these to be the most intrusive there is a valid business reason why these activities are not considered acceptable usage of bandwidth. Exceptions can and will be made for these activities based on special situations and business needs.

1. Streaming media such as streaming audio, movies and radio.
2. Online chat/instant messaging such as AOL Instant Messenger, ICQ, Yahoo Chat and other chat/instant messaging applications.
3. Downloading of and installation of any freeware or shareware applications, without prior approval from the department head. These include screensavers and desktop applications, toolbars, utilities, etc.
4. Installation of any non-business-related software that periodically uses Internet bandwidth to update itself, such as stock, weather, news or sports tickers and toolbars.
5. Online gaming sites such as Yahoo Games or MSN Games.

6. Viewing and downloading of any pornographic or sexually explicit sites or material from the Internet.
7. Use of any Internet file sharing or swapping applications such as Napster or Kazaa.

14.8 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

14.9 Definitions

Term	Definition
<i>Host</i>	Any computer connected to the corporate network.
<i>Internet</i>	The Internet, sometimes called simply "the Net," is a worldwide system of computer networks - a network of networks in which users at any one computer can, if they have permission, get information from any other computer (and sometimes talk directly to users at other computers).
<i>Intranet</i>	An intranet is a private network that is contained within an enterprise. It may consist of many interlinked local area networks and also use leased lines in the wide area network.
<i>Extranet</i>	An extranet is a private network that uses Internet technology and the public telecommunication system to securely share part of a business's information or operations with suppliers, vendors, partners, customers, or other businesses.
<i>World Wide Web (WWW)</i>	all the resources and users on the Internet that are using the Hypertext Transfer Protocol (HTTP).
<i>File Transfer Protocol (FTP)</i>	a standard Internet protocol, is the simplest way to exchange files between computers on the Internet
<i>virus</i>	a program or programming code that replicates by being copied or initiating its copying to another program, computer boot sector or document. Viruses can be transmitted as attachments to an e-mail note or in a downloaded file, or be present on a diskette or CD.
<i>worm</i>	a self-replicating virus that does not alter files but resides in active memory and duplicates itself.
<i>trojan horse</i>	a program in which malicious or harmful code is contained inside apparently harmless programming or data in such a way that it can get control and do its chosen form of damage, such as ruining the file allocation table on your hard disk.
<i>e-mail bombs</i>	a denial-of-service attack that saturates the victim's e-mail capability. Simple e-mail bombing involves sending hundreds or thousands of messages to a person's e-mail address.
<i>spam</i>	Unauthorized and/or unsolicited electronic mass mailings
<i>network sniffing</i>	illegitimate capture of data being transmitted on a network.
<i>pinged floods</i>	ping program is used to send a flood of packets to a server to test its ability to handle a high amount of traffic or, maliciously, to make the server inoperable.
<i>spoofing</i>	forgery of an network information so that it appears to have originated from someone or somewhere other than the actual source.
<i>denial of service</i>	an incident in which a user or organization is deprived of the services of a resource they would normally expect to have. Typically, the loss of service is the inability of a particular network service, such as e-mail, to be available or the temporary loss of all network connectivity and

	services.
<i>port scanning</i>	a series of messages sent by someone attempting to break into a computer to learn which computer network services, each associated with a "well-known" port number, the computer provides.

SECTION XV

Text Messaging In Vehicle Policy

15.1 Text Messaging In Vehicle Policy

This Cell Phone Usage and/or Electronic Device Usage For Text Messaging in a Vehicle policy applies to any cell phone or electronic device that sends text messages, *whether the device is company-supplied or personally owned.*

The definition of "Text Messaging" in this policy means reading from or entering data into any handheld or other electronic device, including for the purpose of text messaging, emailing, instant messaging, surfing the Internet, input of navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

The definition of "Driving" in this policy means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not including operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

An employee who uses a *City-supplied vehicle* is prohibited from engaging in any of the defined text messaging activities while operating the vehicle. To safely use your cell phone or similar device, you are required to stop your vehicle in a safe location.

In addition, the City of Globe prohibits employee use of personal cellular phones or similar devices for the defined text messaging activities *in a personal vehicle, for business purposes related in any way to our City, while driving.* To safely use your cell phone or similar device, you are required to stop your vehicle in a safe location.

Law Enforcement or Emergency Response vehicles are exempt from this policy to the extent required by their official duties.

Employees who violate this policy will be subject to disciplinary actions, up to and including termination of employment.

SECTION XVI

Disciplinary Actions

16.1 Grounds for Disciplinary Action

Continued employment of any employee subject to these Rules (as defined in Section 1.1) shall be based upon acceptable conduct and satisfactory job performance. Failure to meet the

standards of conduct and work performance shall be considered sufficient grounds for disciplinary action, up to and including termination of employment.

For the reference and convenience of employee's supervisors, department heads and the City Manager, the following list of grounds for possible disciplinary action has been developed as a guideline. This list is not intended to be a fully exhaustive list of all possible grounds for disciplinary action. Employees may be disciplined, up to and including termination of employment, for any reason deemed to constitute good cause by the City.

- a. Failure to respond to oath (where applicable), violation of or failure to comply with the constitution or statutes, City ordinance, City or department rules and regulations, and these personnel rules and regulations;
- b. Failure or refusal to comply with a lawful order or to accept a reasonable and proper assignment from an authorized supervisor;
- c. Inefficiency, incompetence, inability, negligence, or brutality in the performance of duties;
- d. Testing positive for a controlled substance, unless the controlled substance is by specific medical authorization;
- e. Possession, use or testing positive for illegal or legal drugs;
- f. Possession, use or testing positive for alcohol on the job or attempting to work under the influence of alcohol, even if consumed before working hours;
- g. Carelessness, negligence or improper use of City property, equipment, or funds;
- h. Use of influence to gain or attempt to gain promotion, leave, favorable assignment or other individual benefit or advantage;
- i. Failure to obtain and maintain a current motor vehicle driver's license or certificate as a condition of employment as required by law;
- j. Conduct unbecoming a City employee, such as, but not limited to arrests of moral turpitude, where the proof is evident that the employee is guilty of the offense, for misdemeanors or felonies, or any off duty conduct that reflects poorly on the City or on the employee's ability to carry out his or her duties as a City employee;
- k. Chronic unexcused absenteeism or tardiness in reporting to work;
- l. Failure to report to work as scheduled without prior approval or failure to report after a leave of absence has expired;
- m. Harassment in violation of the City's policies, sexual or otherwise;
- n. Poor job performance;
- o. Abuse of sick leave;
- p. Theft or destruction of City property or another employee's property;

- q. Any unauthorized absence from work;
- r. Malingering;
- s. Insubordination;
- t. Prohibited Political Activities;
- u. Failure to follow chain of command;
- v. Any other action or misconduct deemed grounds for disciplinary action or termination by the supervisor, department head, Personnel Director or City Manager.

REMINDER: This is not an exclusive list. If you have any question as to whether your conduct might subject you to disciplinary action, consult with your supervisor, department head, Personnel Director and/or the City Manager.

16.2 Types of Disciplinary Actions

- a. Suspension with Pay. Suspensions with full pay and benefits are not considered disciplinary actions. Suspensions with pay are usually imposed when an investigation must take place or when accusations against the employee have been made which would make it difficult for the employee to continue working effectively. Suspensions with pay may be ordered on an emergency basis by any department head for up to a 48-hour period; the City Manager must approve any suspension with pay that is expected to last for a longer period of time. Suspensions with pay can neither be grieved nor appealed.
- b. Suspension Without Pay. Suspensions without pay are considered disciplinary. Before a suspension without pay is imposed, the employee will be given a pre-disciplinary hearing, as set forth in section 14.3. An employee ordered to serve a suspension without pay is not permitted to use unpaid vacation time, sick time, or any other pay continuation benefit during the suspension without pay. At the discretion of the City Manager, the City will continue the employee's health care benefits during the suspension. A suspension without pay will not ordinarily be longer than one (1) month in duration because any cause for discipline which would require a longer suspension without pay may be appealed according to the Appeals procedure set forth in Section XVII.
- c. Involuntary Demotion. Involuntary demotions may take place due to either reorganization, reduction in force or due to performance or disciplinary problems with the employee. The decision to demote is made by the department head with the approval of the City Manager. Before any involuntary demotion is imposed, the employee will be given a pre-disciplinary hearing, as set forth in Section 14.3. Any employee who falls within the scope of these Rules (See Section 1.1) and is subject to involuntary demotion may appeal the demotion according to the Appeals procedure set forth in Section XVII.
- d. Involuntary Termination. Involuntary terminations may take place due to reorganization, reduction in force or due to performance or disciplinary problems with the employee. Before an involuntary termination is imposed, the employee will be given a Pre-disciplinary hearing, as set forth in Section 14.3. An involuntary termination would

include situations where the employee felt forced to resign (“forced resignation” or “constructive discharge”). Any employee who falls within the Scope of these Rules (See Section 1.1) and is subject to involuntary termination may appeal the termination according to the Appeals procedure set forth in section XVII.

- e. Other Disciplinary Action. Any disciplinary action, which is less severe than a suspension without pay, involuntary demotion, or involuntary termination, may be imposed by the supervisor, department head, or City Manager without advance notice to the employee. In the event the employee disagrees with the imposition of any such lesser discipline, or believes the decision was wrongful or in error, the employee must use the Grievance Procedure described in Section XVI of these rules.

16.3 Due Process Procedures

- a. Purpose of Discipline. Disciplinary action is generally taken in an attempt to correct or improve an employee’s job performance or to penalize an employee for violations of the City’s Rules and Regulations.
- b. Pre-Disciplinary Action Hearings. An employee who is being considered for suspension without pay, involuntary demotion or involuntary termination will first be given written “Notice of Intent To Impose Disciplinary Action”, in which he or she will be informed of a time and place to appear for a pre-disciplinary action hearing. At the hearing, or in the written Notice of Intent, the employee will be provided with a summary of the factual basis for the intended disciplinary action. At the hearing, the employee will be permitted to explain his or her side of the story or explain why the planned disciplinary action should not be imposed or should be of a lesser degree. The decision maker will then, based on the matters presented, make a decision as to whether the planned disciplinary action or some lesser form of disciplinary action shall be imposed. If applicable, the employee will then be notified in writing of the “Imposition of Disciplinary Action,” which will include any relevant dates of suspension or the effective date of termination. Notice may be provided to the last known address provided by the Employee to the City.

In the event that the employee disagrees with the decision to impose a suspension without pay, involuntary demotion or involuntary termination or believes the decision was in error or wrongful, the employee must use the Appeals procedures set for the in Section XVII of these Rules.

Note: This section does not apply to demotions, leaves without pay or terminations, which are caused solely by economic forces (i.e. position elimination, reduction in force or the closure of programs or department due solely to financial reasons). The City is not required to give pre-disciplinary hearing to employees who are subject to demotion, suspension without pay or termination for economic reasons. However, those employees may nevertheless use the Appeals procedure set forth in Section XVII of these Rules, and must do so if they believe their selection for suspension without pay, demotion or termination due to economic reasons was in error or wrongful.

Section XVII

Method of Separation

17.1 Resignation

An employee who wishes to voluntarily resign from his/her position with the City is expected to provide a written resignation to his/her supervisor two (2) weeks, or ten (10) working days, in advance of the anticipated resignation date. Professional and supervisory staff may be required to provide twenty (20) working days notice. (Any sick leave taken thereafter will require a physician's statement for any time missed). The letter of resignation shall remain part of the employee's permanent personnel file. Failure by an employee to provide sufficient notice of resignation as set forth above will result in the forfeiture or payment of any accrued but unused vacation leave. The City reserves the right to immediately accept the employee's resignation.

17.2 Layoff

If it becomes necessary to lay off City employees due to lack of funds, lack of work, or reorganization, the City Manager shall render the final decision as to the selection of employees to be laid off. In administering a layoff action, the total length of service with the City and the performance of the employee is only one factor among many to be taken into consideration. Other considerations will necessarily include:

- a. The needs of the City;
- b. Performance of the employee;
- c. Special abilities the employee may possess; and
- d. Total seniority time of affected employees.

A regular status employee who is to be laid off shall receive written notice at least ten (10) working days prior to the effective layoff date. Employees who are on layoff will be considered for recall for up to one (1) year after the effective day of their layoff.

17.3 Termination

Probationary employees may be terminated at any time with or without cause and with or without notice during their probationary period, because their employment is on an at-will basis. Other employees covered by these rules and regulations may be terminated in accordance with the termination procedures set forth in Section XIV. Part time and probationary employees may be terminated at the discretion of the City Manager.

17.4 Job Abandonment

Employees who are not at work and who have exhausted all of their leave benefits, including allowable leaves without pay, will have their employment terminated and their files closed for job abandonment.

SECTION XVIII

Grievance Procedure

18.1 Purpose and Scope of Grievance Procedure

The City of Globe has developed the following Grievance Procedure to help maintain satisfactory working conditions for its employees. The procedure set forth below will provide the exclusive means to ensure fair handling of employee complaints and grievances that involve tangible employment actions that are not covered by the appeal procedure in Section IXX. Tangible employment actions covered by this grievance procedure include only performance reviews not resulting in disciplinary action, pay issues, and other similar non-disciplinary actions. For any dispute involving involuntary disciplinary matters including involuntary demotions, suspensions without pay and terminations, the employee must use the Appeals procedures set forth in Section IXX.

The Grievance procedure is only available for those employees who fall within the Scope of the Rules, as defined in Section 1.1 of these Personnel Rules and Regulations.

The Grievance Procedure is not intended to cover situations involving harassment or discrimination. For complaints involving harassment or discrimination, employees should follow the reporting procedure outlined in Section VI.

The Grievance Procedure provides multiple levels of review to ensure fairness and impartiality in the decision process. With respect to all issues, which are covered by the Grievance Procedure, the decision of the City Manager shall be final and binding, and therefore not appealable to any office or other body of the City, or to any other forum, administrative or judicial.

18.2 Grievance Procedure First Step (Informal/Verbal)

An employee who has a grievance should first attempt to resolve the matter by discussing the problem with his/her direct supervisor. This must be done within five (5) working days of the occurrence of (or knowledge of) the facts that give rise to the grievance.

18.3 Grievance Procedure Second Step (Written Grievance)

An employee who is not satisfied with the verbal resolution of his or her grievance, or who reasonably believes that any informal verbal attempt at resolution would be futile, may file a written grievance within ten (10) working days of the occurrence of (or knowledge of) the facts that give rise to the grievance. The written grievance shall be directed to the direct supervisor, the department head or the Personnel Director (or person designated by City Manager in the absence of the Personnel Director), in that order. If the employee is not satisfied with the resolution of the written grievance proposed by either the supervisor or department head, the employee must file the same grievance with the Personnel Director. An employee must use the "City of Globe Grievance Form" to file the written grievance. The grievance must include the employee's requested corrective action or the grievance will be automatically denied.

If the written grievance is filed with the Personnel Director, he/she will meet with the employee within ten (10) working days of receipt of the written grievance. The Personnel Director may conduct any investigation that he/she deems necessary to resolve the grievance. The Personnel

Director will render a decision on the grievance in writing to the employee, generally within thirty (30) days of receipt of the grievance unless additional time is needed for further investigation.

18.4 Grievance Procedure Third Step (City Manager Review)

An employee who is not satisfied with the decision of the Personnel Director may appeal the decision to the City Manager or his/her designee. The City Manager, or his/her designee, may review the record of the grievance and issue a decision, or may, within his/her discretion, conduct an investigation or a fact-finding hearing. The City Manager's, or his/her designee's decision on the grievance is final and binding for all purposes.

An employee must bring any grievance within the time limits set forth in the Grievance Procedure of any claim, or complaint will be deemed abandoned by the employee. The City Manager, or his/her designee, may waive the time limits on a particular case for good cause shown.

SECTION IX

Appeals Procedures

19.1 Scope of Appeals

Any employee who falls within the Scope of these Rules (as defined in Section 1.1 of these Rules and Regulations) may appeal a suspension without pay, involuntary demotion or involuntary termination (including a "forced resignation" or "constructive discharge") in writing to the City Manager within ten (10) days of the notice of suspension, demotion or termination. Failure to request an appeal within the time limit specified will be considered the employee's abandonment of the right to appeal. The City Manager, or his/her designee, may waive the time limits in a particular case for good cause shown.

19.2 Format of Appeals

An appeal must set forth the reason for the Appeal, including whether the employee was subjected to an involuntary termination, suspension without pay or involuntary demotion, and the reason(s) why the employee believes the employment decision was wrongful or in error.

19.3 City Manager's Role

Within Fifteen (15) calendar days of receipt of an appeal, the City Manager (or his/her designee) will arrange to personally conduct a hearing on the appeal.

19.4 Appeal Hearing Process

At the Appeal hearing, the employee will be permitted to be represented by counsel at his or her expense and may present and cross-examine witnesses upon any issues relevant to the employment decision, either through counsel or personally.

The employee may also be assisted by or represented by a non-lawyer not affiliated with the City at the hearing, contingent on the approval of the City Manager or his/her designee. The conduct of the hearing, including decisions of the admissibility of evidence, will be determined by the City Manager or his/her designee. The formal rules of evidence need not be followed.

The City will also be permitted to present evidence and witnesses as appropriate and may cross-examine any witness, including the employee. The burden of proof will be on the employee to demonstrate that the employment decision was wrongful or in error.

19.5 Decision of the City Manager

The City Manager or his/her designee shall render a decision within ten (10) calendar days of the conclusion of the Appeal hearing. The City Manager's, or his/her designee's, decision will be based on the evidence presented at the hearing. The decision will be final and binding for all purposes, and therefore not appealable to any office or other body of the City or to any other forum, administrative or judicial. This Appeal procedure is the exclusive remedy for any employee claiming his or her suspension without pay, involuntary demotion or involuntary termination was wrongful or in error, including claims of discriminatory treatment, harassment or constructive discharge. In the event the City Manager, or his/her designee, decides to reverse or lessen a decision imposing involuntary termination, suspension without pay or involuntary demotion, the remedies granted by the City Manager, or his/her designee, will be designed to make the employee "whole", but will not bestow a windfall on the employee. Such remedies may include, but are not limited to, reinstatement, back pay, transfer, and reimbursement of the employee's actual attorney fees.

Any decision as to which "make whole" remedies may be appropriate in a given case will be made by the City Manager after consultation with the City Attorney or other legal counsel, as applicable. Any decision to award an employee monetary remedies other than full back pay may be subject to an allocation of funds and approved by the City Council. In no event may the employee be awarded punitive damages as a remedy.

The City Manager or his/her designee shall sign the final action, which shall be binding on all parties.

Section XX

Personnel Records

20.1 Access to Personnel Files

Access to an employee's personnel file shall be limited to:

- a. The employee or any individual who has written authorization from the employee to review the personnel file;
- b. The Personnel Director, or designee, and the City Manager, or designee;
- c. The employee's supervisor and department manager;
- d. Personnel staff members in the performance of their official duties, including responding to court orders or subpoenas; and
- e. Employees or agents of companies providing employee benefits, when necessary to determine eligibility or otherwise administer benefits to the employee.

In addition to the provisions of the above, the following information from an employee's personnel file will be provided to any person making a request for it as a public record, pursuant to the provisions of Title 39 of the Arizona Revised Statutes:

- i. Name of employee;
- ii. Present and previous job titles held with the city and the dates for each;
- iii. Starting employment date;
- iv. Salary range for the position held by the employee and present salary of unclassified employees, if requested;
- v. Name of the employee's supervisor;
- vi. Written information evidencing commendations or disciplinary actions, which may be the subject of an appeal to the City Manager.

20.2 Confidential Information

Access to the following information, if contained in an employee's personnel file, shall be considered private, confidential; or both, as applicable, and shall not be disclosed to a person making a public records request, pursuant to the provisions of Title 39 of the Arizona Revised Statutes, except as otherwise provided in this section:

- a. The residence address and phone number of the employee or any dependents or relatives of the employee;
- b. Any written reviews or evaluations relating to the employee's performance of their job;
- c. Any letters of counseling, memoranda or other writings, used in connection with the supervision, management or guidance of the employee, which do not constitute disciplinary actions within the meaning of this chapter;
- d. Any information relating to charges or allegations, which have been brought against the employee and which, after investigation, have been dismissed or determined to be unfounded;
- e. Any medical documents or reports relating to the employee;
- f. Any documents where the disclosure of which is specifically prohibited by federal or state law;
- g. Any documents relating to any benefits relating to the employee, or the employees dependents, provided through programs established by the City;
- h. Any documents designated to be "confidential".

Access to the materials described in the above section, shall be limited to the employee, the Personnel Director, any person to whom the City Manager delegates his or her authority, persons designated by any delegate, supervisors and managers, who directly supervise the employee and have an official need to know the information. Attorneys employed by the City may also have access to such documents when necessary to assess the City's legal position or to provide legal advice to the City Manager, Personnel Director, City Attorney, or City Council.

In the event that a person making a public records request pursuant to Title 39 of the Arizona Revised Statutes is denied access to the material, the aggrieved person may request that the denial of access be reviewed by the Personnel Director, or designee. The Personnel Director, or designee with the assistance of the City Attorney, shall review the request and respond to it. The decision of the Personnel Director, or designee, shall be based upon an assessment of the prevailing law, the nature of the public's right to access to the record or material and any potential harm to the employee, the public or the City in granting access.



CITY OF GLOBE APPEALS FORM

Employee Name: _____

(Note: You must be an "employee" within the Scope of the Personnel Rules to be eligible to appeal, See Section 1.1)

Today's Date: _____

Reason for Appeal: (Check one) _____ Involuntary Termination

_____ Suspension Without Pay

_____ Involuntary Demotion

(Note: These are the only bases upon which you may file an appeal. If other issues are involved, consider using the grievance procedure.)

Date of Above Disciplinary Action: _____

(Note: Appeals must be filed with the City Manager within ten (10) days.)

REASON FOR APPEAL FROM ABOVE DISCIPLINARY ACTION:

(State why you believe the decision was wrongful or in error):

Signature of Employee: _____ Date: _____



CITY OF GLOBE GRIEVANCE FORM

Employee Name: _____

(Note: You must be an "employee" within the Scope of the Personnel Rules to be eligible to file a grievance, See Section 1.1).

Today's Date: _____

Date of Occurrence of Facts Subject to Grievance: _____

(Note: Written grievances must be filed within five (5) days of the occurrence or five (5) days after you have knowledge of the facts, and must involve a tangible employment action, such as a pay issue, discipline, or other such action).

BASIS FOR GRIEVANCE:

REQUESTED CORRECTIVE ACTION:

(Note: You must include a requested corrective action or your grievance will be denied.)

Signature of Employee: _____ Date: _____



ACKNOWLEDGEMENT AND RECEIPT of the City of Globe Personnel Rules and Regulations
I have received and read a copy of the City of Globe's Personnel Rules and Regulations.

I understand that the Personnel Rules and Regulations apply to me. I understand that if I fail to comply with any aspect of the Personnel Rules and Regulations, I will be subject to discipline, up to and including immediate termination of my employment with the City of Globe. I understand that the Personnel Rules and Regulations supersede and revoke all previous practices, procedures, policies, and other statements of the City of Globe, whether written or oral, that modify, supplement, or conflict with these Personnel Rules and Regulations. I also understand that the Personnel Rules and Regulations may be amended at any time.

These Personnel Rules and Regulations and acknowledgment are not intended to and do not constitute a contract of employment with the City of Globe. No supervisor or manager has any authority to make any statements or representations to you that change or conflict with any of the provisions of these Personnel Rules and Regulations. These Rules and Regulations supersede and revoke all previous practices, procedures, policies, and other statements of the City of Globe, whether written or oral, that modify, supplement, or conflict with these Rules and Regulations. **These Rules and Regulations may be amended at any time.** I understand that these Personnel Rules and Regulations apply to me whether I acknowledge their receipt below or not. (See Section 1.1). Refusal to acknowledge the receipt of these Personnel Rules and Regulations shall be grounds for discipline up to and including termination of employment.

Acknowledgement of Receipt:

EMPLOYEE SIGNATURE

DATE

EMPLOYEE NAME (PRINTED)

WITNESS



Amendment to the City of Globe Employee Handbook

Section X: SICK LEAVE

10.4 Sick Leave Donations (Volunteer Sick Leave Bank)

An employee of the City of Globe may find there self in a position where due to long term medical issues their accrued sick time has been depleted. This medical issue are not limited to the employee themselves, but also includes medical issues with family members. It may be requested by the employee that other employees donate sick time to a sick leave bank to help with the financial hardship associated with being off work. To be eligible to receive donations of sick leave from the Volunteer Sick Leave Bank, all other paid leave must also be exhausted, such as vacation and compensatory leave, and the requesting employee has not had a documented history of abusing accrued sick leave policy.

The employee requesting the donation of sick time from the Volunteer Sick Leave Bank must fill out an application available in the Personnel Department and must be approved by Volunteer Sick Leave Board "Board". The amount of donated sick time that an employee can receive from the Volunteer Sick Leave Bank will be decided by the Board as the Board sees appropriate for the situation. The amount of time the Board see reasonable to disperse for each request for sick time is subject to availability of hours donated. All decisions by the Board will be made available to the requested recipient. The maximum amount of leave any employee may receive is 80 hours for one event. An employee may apply for sick leave bank hours up to two times in a calendar year

Employees wanting to donate sick time to the Volunteer Sick Leave Bank must fill out a donation slips available in the Personnel Department; employees may not donate more than twenty percent (20%) of their accrued sick time.

Any unused sick time received by the requesting employee must be returned to the Volunteer Sick Leave Bank.

The Volunteer Sick Leave Bank shall be administered by a Volunteer Sick Leave Board. The makeup of the Board will be; The City Manager, Personnel Director and the Department Head of the requesting employee's Department. In the event that the employee is in a recognized union by the City of Globe, a union representative may also temporarily sit on the Board.

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: December 1, 2013
BOOT REIMBURSEMENT POLICY		

Overview/Policy Statement

The City of Globe will reimburse employees of the Public Works Department and other departments at the discretion of the City Manager up to one hundred dollars for one pair of boots per year.

Rationale

The City of Globe along with State and Federal regulations, require employees in the Public Works Department to have steel toed safety boots. Each employee is required to supply his own boots when that person starts work for the City and each year afterwards on the employee’s anniversary date, the employee can show proof of purchase of a new pair of steel toed safety boots in the form of a receipt from the store where purchased, the City will reimburse the cost of the boots. With this receipt, for boots costing less than one hundred dollars, the employee will receive the cost for the boots; any boots costing over one hundred dollars the employee will receive one hundred dollars.

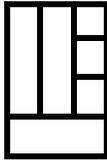
Policy Approved By:

Paul Jepson
City Manager

Date

Made a part of the City’s Administrative Regulations and distributed to all City staff

DATE



 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: August 29, 2014
PUBLIC WORKS CALL OUT POLICY		

All non-exempt and exempt employees who work in the Public Works Department for the City of Globe will be expected to serve in an emergency call out capacity from time to time.

Emergency Call Out will be in levels as follows:

- **Level 1 – 1st responders**
 - Employee will be called out to evaluate emergencies related to the Public Works Department.
 - Employee must be available to be called to work from Friday @ 3PM till Monday @ 6AM.
 - Employees will be provided with transportation and communications by the City of Globe.
 - Employees will train other employees to serve in this role.
 - Employees will be provided with any equipment needed to evaluate and call in necessary resources to resolve any reported issues.

- **Level 2 – Repair Crews**
 - Level 1 responders will call out repair crews as needed.
 - Employees may be called out to serve on repair crews after hours, weekdays, weekends, and holidays.
 - Employees will be provided with any equipment needed to complete repairs in a safe and efficient manner.

Compensation

Non -Exempt employees will be compensated per the Fair Labor Standards Act (FLSA) regulations. FLSA requires 1.5 times regular compensation for hours worked over 40. Compensatory time earned (subject to Public Works Director approval) will be used within the current pay period. Only the Public Works Director may approve overtime pay for employees.

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: August 29, 2014</p>
<p align="center">PUBLIC WORKS CALL OUT POLICY</p>		

Exempt employees: Due to the FSLA Executive Exemption, employees who are classified as exempt employees do not qualify for additional compensation.

Scheduling

Employees will be placed on the call out list on a rotating basis. As scheduling conflicts arise, employees may trade call out duties with prior approval of their division manager. This duty exchange must be posted as soon as possible to avoid confusion. Cross training will continue until the division managers determine training to be sufficient.

References

The Fair Labor Standards Act Of 1938(Department of Labor)

Opinion Letter FLSA 2009-17

City of Globe – Personnel Rules and Regulations 2010

Policy Approved By:

Brent D. Billingsley
City Manager

Date

Made a part of the City’s Administrative Regulations and distributed to all City staff

DATE

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: August 29, 2014
PUBLIC WORKS CALL OUT POLICY		

Employee Acknowledgment Required: X
 Yes No

If no, signature is not required.

If yes, employees must sign and return this page to Personnel for inclusion in the employee's personnel file.

I acknowledge my Supervisor has read this Call Out Policy to me. I have been provided a copy (if requested), and I understand and abide by this policy.

 Printed Name

 Signature

 Date

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: August 28, 2014
Cell Phone Issuance		

Purpose

The purpose of this policy is to establish a process for cellular phones for those classifications being provided an allowance or utilizing a city issued cellular phone.

Scope

This policy covers all City of Globe employees. City employees who have Memorandums of Understanding (MOU) with the City of Globe are also governed by the terms and conditions of their respective MOU.

Purpose of Policy

The City of Globe recognizes that the job responsibilities of many positions require that the employee be available for contact while away from the office and outside of normal business hours. Because of the varying extent of cellular phone use for City purposes by position, and the difficulty in clarifying the exact nature of all outgoing and incoming calls, the following provisions shall apply to all cellular phone use by City employees. The City strongly encourages employees to utilize the City's land-line telephone system whenever possible for business related telephone conversations.

Procedure

The City of Globe recognizes the productivity value of providing employees with the ability to maintain mobile contact. The City Manager shall determine staff eligibility for cellular phone allowance or issuance. The City Manager may use one or more of the following criteria to make such a determination:

- Employees who are frequently in a vehicle, if the individual must conduct City business by telephone while in the field, and it can be demonstrated that customer service efficiency may be realized through the use of such devices.
- Employees who have a critical need to maintain accessibility with city staff, public officials, or the public in order to ensure uninterrupted customer services and/or the integrity of the organization (this includes classifications, who by virtue of the execution of their duties, frequently are away from the office for meetings, require prompt notification, etc.) If issues a city cell phone, employee must answer after hours if needed.
- Department Directors and designated classifications involved in the City's emergency response plan.
- Employees who have responsibility for responding to public safety incidents in the field.

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: August 28, 2014</p>
<p>Cell Phone Issuance</p>		

Employees determined by the City Manager to satisfy one of the above criteria and therefore qualify for a cellular phone service allowance or issuance must, upon agreement to accept allowance or issuance, maintain accessibility in the following manner:

- The cellular phone number as provided (in full or in part) must be treated as a business phone number. This requires that the number be distributed to all City Staff and printed on the employee's business card.
- City employees, once releasing a cellular phone number as a business contact number, are expected to conduct themselves as a representative of the City when answering any and all phone calls received on the phone, and act in a professional and appropriate manner at all times.

Employee Responsibilities (Allowance Plan) (If approved in budget)

The City of Globe recognizes that some positions, while satisfying one or more of the above Eligibility criteria, may require less airtime minutes on average to ensure the level of performance required.

Cellular phone plans are generally minute-usage based. Therefore, two allowance tiers have been created and eligibility will be determined by the City Manager:

- Classifications determined by the City Manager, upon acceptance, will receive an allowance of \$40 per month.
- Classifications determined by the City manager who use their cell phone on an occasional basis, upon acceptance, will receive an allowance of \$15 per month.
- Allowance rates will be reviewed on an annual basis and will be based upon the cost of providing service to a City issued cell phone.

This policy provides for an allowance given to classifications for the purpose of maintaining cellular phone contact as a function of work activity, The employee shall choose the service provider, service plan, and equipment. Because of this choice, the employee has the following responsibilities for cellular services:

- Employees are responsible for the contract agreement between themselves and the cellular service provider. If the employee incurs overage charges, contract cancellation penalties, or any other additional charges, they shall be solely responsible for payment of these penalties.

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: August 28, 2014
Cell Phone Issuance		

- Employees are responsible for all cellular equipment and accessories. If any equipment is damaged, lost, or stolen, the employee is solely responsible for any replacement costs.

If at any time, after allowance is initiated, the cellular phone service is cancelled for any reason, the allowance will be temporarily or permanently cancelled. Employees receiving a cell phone allowance and who cancel cellular phone service must notify Human Resources immediately.

Employee Responsibilities (City Issued. Cellular Phones)

The City may contract with one or more cellular service providers to supply phones and service For use by City employees, In the case where an employee has been issued a City cellular phone for the purpose of conducting City business, the employee will be responsible for the following:

- All cellular equipment and accessories issued to them by the City. If any equipment is damaged, lost, or stolen, the employee shall report the incident to the Department Head IMMEDIATELY. If it is deemed that the equipment was damaged, lost, or stolen due to the carelessness or fault of the employee, that employee may be held liable for the cost of replacing said equipment.
- Incidental personal calls should not last more than 5 minutes, and are considered permissible. However, personal self-discipline should be exercised to ensure that this privilege is not abused.

Unacceptable Use

Examples of unacceptable use include, but are not limited to, the following when done knowingly or intentionally:

- This Cell Phone Usage and/or Electronic Device Usage For Text Messaging in a Vehicle policy applies to any cell phone or electronic device that sends text messages, *whether the device is company-supplied or personally owned.*



Cell Phone Issuance

- The definition of “Text Messaging” in this policy means reading from or entering data into any handheld or other electronic device, including for the purpose of text messaging, emailing, instant messaging, surfing the Internet, input of navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.
- The definition of “Driving” in this policy means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not including operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.
- An employee who uses a *City-supplied vehicle* is prohibited from engaging in any of the defined text messaging activities while operating the vehicle. To safely use your cell phone or similar device, you are required to stop your vehicle in a safe location.
- In addition, the City of Globe prohibits employee use of personal cellular phones or similar devices for the defined text messaging activities *in a personal vehicle, for business purposes related in any way to our City, while driving*. To safely use your cell phone or similar device, you are required to stop your vehicle in a safe location.
- Law Enforcement or Emergency Response vehicles are exempt from this policy to the extent required by their official duties.

Employees who violate this policy will be subject to disciplinary actions, up to and including termination of employment.

Violations

Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

Responsibilities

Supervisors, managers and department directors shall be responsible for informing their employees of this policy and ensuring that the policy is adhered to at all times.

Policy Approved By:

_____ **Date**

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: August 28, 1014
Cell Phone Issuance		

Employee Acknowledgment Required:
Yes No

If no, signature is not required.

If yes, employees must sign and return this page to Personnel for inclusion in the employee's personnel file.

I acknowledge receipt of this policy and understand my responsibility to read, understand and abide by this policy.

Printed Name

Signature

Date

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: February 15, 2015
Employee Clothing and Uniform		

Purpose

The purpose of this policy is to provide direction and guidance to departments citywide regarding required uniforms and clothing provided to City employees.

Scope

This policy covers all City of Globe employees.

Policy

Each department that has a valid operational need for required employee uniforms or clothing shall establish written policies that specify at a minimum: the uniform type(s) color(s); number of uniforms required; seasonal uniform variants; and affected employee classes. Required uniforms or clothing shall defined as the clothing that affected department employees are required to wear when on duty or as part of a special event or ceremony.

Procedure

1. Each department having a uniform requirement shall submit a copy of the department policy to the City Manager for approval prior to the issuance of any required uniform or clothing to any employee.
2. Uniform and clothing policies may be amended as needed with the City Manager's approval.
3. Each department having a uniform policy shall ensure that all affected employees have received a copy of said policy prior to the issuance of any required uniform or clothing.
4. The approved uniform and clothing policy shall be adhered to by all department employees covered by the policy.
5. Each department having a uniform or clothing policy shall be responsible for budgeting for approved uniforms and clothing within their annual operating budget.
6. Funding for employee uniform and clothing in the annual budget is subject to the approval of the City Council.

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: February 15, 2014</p>
<p>Employee Clothing and Uniform</p>		

7. Required uniforms or clothing shall be required to be worn at all times while on duty. An affected employee reporting for duty without the required uniform or clothing may be subject to disciplinary action.
8. Required uniforms of clothing shall be of a type, form, fit and/or function which lend to the ready identification of the person wearing the uniform or clothing as an on duty employee of the City.
9. Required uniforms or clothing shall be of type, form, fit, or function which does not lend to ready adaptability as clothing to be worn outside the employees' work place.
10. All departmental uniform or clothing policy shall require the employee to clean and maintain the uniform or clothing using due care and to ensure that all required uniforms or clothing worn in the workplace are neat and orderly.
11. Employees shall be financially responsible for the replacement cost of any uniform damaged as a result of the failure of the employee to exercise due care in the use or maintenance of the uniform.
12. Each department's uniform or clothing policy shall prohibit the use of required uniforms or clothing in public or non-public places while off duty, except for usage incidental to travel to or from the workplace.
13. All employee uniforms or clothing purchased by the City, or provided on a pre-tax basis to the employee, within the last fiscal year shall be returned to the department upon the employee's separation from service with the City.
14. An employee who fails to return any or all of the uniform(s) required by their department's uniform or clothing policy upon separation from service with the department or the City shall be liable for the current replacement cost of the unreturned items which shall be withheld from their final paycheck.
15. The City shall conform with all federal and state income tax regulations related to employee uniform or clothing purchases.

Responsibilities

Supervisors, managers and department directors shall be responsible for informing their employees of this policy and ensuring that the policy is adhered to at all times.

Violations (N/A)

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: February 15, 2015
Employee Clothing and Uniform		

Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

Policy Approved By:

Date

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: October 11, 2013
USE AND DISPOSAL OF CITY EQUIPMENT POLICY		

I. OBJECTIVE

The objective of this Administrative Policy is to establish policy for the use of City-owned equipment for unofficial purposes and to address proper disposal of City property. It is the policy of the City of Globe that City-owned equipment is not to be used for private purposes. This Regulation shall assist the City in avoiding the dispensing of any special privilege to City employees or others by virtue of their employment with the City or relationship with City employees, assuring that City equipment is properly maintained and available for its intended public purposes, and protecting the City from potential liability arising from the improper use of City equipment.

II. PROCEDURES

1. No employee or volunteer shall use City equipment or supplies to conduct any activity other than approved public projects, maintenance of City-owned facilities, for providing services contracted, or for services lent to another public agency as approved by the City Manager.
2. Requests for City services from other agencies are to be directed to the City Manager or appropriate Department Director.
3. Requests for personal use of City equipment by City employees and relatives shall not be approved.
4. Incidental use of City equipment during break periods, such as typewriters, personal computers, or small tools may be approved, on a limited basis, by Department Directors.

Employees shall be responsible for reimbursement to the City for the cost of breakage repair, loss, or resupply.

III. RESPONSIBILITY

1. City employees and volunteers shall:
 - a) Refer all requests for use of City equipment for work other than on City projects to their respective Department Director.
 - b) Report immediately any use of City equipment which is in conflict with this policy to their respective Department Director.

 <p>CITY OF GLOBE</p>	<p align="center">City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: October 11, 2013</p>
<p align="center">USE AND DISPOSAL OF CITY EQUIPMENT POLICY</p>		

c) Comply with this regulation to the fullest.

2. Department Directors shall:

- a) Forward or refer all requests from other agencies or private individuals for use of City equipment, services and/or personnel to the City Manager's Office.
- b) Exercise disciplinary action for violation of this regulation.
- c) Establish departmental rules and procedures dealing with the use of City equipment and supplies.

3. The City Manager shall:

- a) Review and act upon all requests for City services outside of the normal scope of services.
- b) Submit requests, if applicable, to the City Council at his/her discretion.
- c) Investigate and act upon all complaints alleging misuse of City equipment, supplies and/or services.

IV. DISPOSAL OF PERSONAL PROPERTY

Disposition of City property is Article 3-7 of the Globe City Code. It is the intent of the article to supplement State Law, however if state law provides more strict provisions regarding any proposed transaction then those provisions shall apply.

1. Capitalized personal property may qualify for disposition if:

- a) It is designated as surplus,
- b) Found to no longer function or is no longer in use,
- c) Can be traded for a newer or more functional item,
- d) Is determined to be in a state of disrepair and not reasonably repairable,
- e) Is discovered missing during a physical inventory, or
- f) Is reported as lost or stolen.

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: October 11, 2013
USE AND DISPOSAL OF CITY EQUIPMENT POLICY		

2. Upon proper authorization from the City Manager’s Office or City Council action, disposition shall be permitted per City Code Section 3-7-5 Disposition of Personal Property.

V. DEFINITIONS

1. “City Employee” includes employees at all levels, and City volunteers.
2. “City Equipment” shall mean any equipment and supplies owned or rented by the City or otherwise contracted for utilizing City funds.
3. “City Services” shall mean any service provided by the City or through a contractor on behalf of the City.

Policy Approved By:

_____ **Date** _____

Made a part of the City’s Administrative Regulations and distributed to all City staff

_____ DATE

CITY OF GLOBE

USE AND DISPOSAL OF CITY EQUIPMENT POLICY

October 11, 2013

I. OBJECTIVE

The objective of this Administrative Policy is to establish policy for the use of City-owned equipment for unofficial purposes and to address proper disposal of City property. It is the policy of the City of Globe that City-owned equipment is not to be used for private purposes. This Regulation shall assist the City in avoiding the dispensing of any special privilege to City employees or others by virtue of their employment with the City or relationship with City employees, assuring that City equipment is properly maintained and available for its intended public purposes, and protecting the City from potential liability arising from the improper use of City equipment.

II. PROCEDURES

1. No employee or volunteer shall use City equipment or supplies to conduct any activity other than approved public projects, maintenance of City-owned facilities, for providing services contracted, or for services lent to another public agency as approved by the City Manager.
2. Requests for City services from other agencies are to be directed to the City Manager or appropriate Department Director.
3. Requests for personal use of City equipment by City employees and relatives shall not be approved.
4. Incidental use of City equipment during break periods, such as typewriters, personal computers, or small tools may be approved, on a limited basis, by Department Directors.

Employees shall be responsible for reimbursement to the City for the cost of breakage repair, loss, or resupply.

III. RESPONSIBILITY

1. City employees and volunteers shall:
 - a) Refer all requests for use of City equipment for work other than on City projects to their respective Department Director.
 - b) Report immediately any use of City equipment which is in conflict with this policy to their respective Department Director.
 - c) Comply with this regulation to the fullest.
2. Department Directors shall:

- a) Forward or refer all requests from other agencies or private individuals for use of City equipment, services and/or personnel to the City Manager's Office.
- b) Exercise disciplinary action for violation of this regulation.
- c) Establish departmental rules and procedures dealing with the use of City equipment and supplies.

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- a) Review and act upon all requests for City services outside of the normal scope of services.
- b) Submit requests, if applicable, to the City Council at his/her discretion.
- c) Investigate and act upon all complaints alleging misuse of City equipment, supplies and/or services.

IV. DISPOSAL OF PERSONAL PROPERTY

Disposition of City property is Article 3-7 of the Globe City Code. It is the intent of the article to supplement State Law, however if state law provides more strict provisions regarding any proposed transaction then those provisions shall apply.

1. Capitalized personal property may qualify for disposition if:

- a) It is designated as surplus,
- b) Found to no longer function or is no longer in use,
- c) Can be traded for a newer or more functional item,
- d) Is determined to be in a state of disrepair and not reasonably repairable,
- e) Is discovered missing during a physical inventory, or
- f) Is reported as lost or stolen.

2. Upon proper authorization from the City Manager's Office or City Council action, disposition shall be permitted per City Code Section 3-7-5 Disposition of Personal Property.

V. DEFINITIONS

- 1. "City Employee" includes employees at all levels, and City volunteers.
- 2. "City Equipment" shall mean any equipment and supplies owned or rented by the City or otherwise contracted for utilizing City funds.
- 3. "City Services" shall mean any service provided by the City or through a contractor on behalf of the City.

Approved by City Manager

(Signature) (Date)

Made a part of the City's Administrative Regulations and distributed to all City staff

(Date)

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 13, 2013
Ethical Standards of Conduct		

Purpose

The purpose of this policy is to provide guidelines for ethical standards of conduct for all City of Globe employees so that they may fulfill their commitment to the community. This policy is intended to supplement any existing professional ethical standards and requirements that employees would be expected to comply with based on the position they hold. Please refer to the City of Globe Gifts and Gratuity policy for detailed information regarding acceptance of gifts.

Scope

This policy covers all City of Globe employees. City employees who have Memorandums of Understanding (MOU) with the City of Globe are also governed by the terms and conditions of their respective MOU.

Policy

The City of Globe is engaged in an active partnership with its employees and the citizens of the community. Through this partnership, all employees remain committed to protecting the values held by the community as they respond to the challenges and opportunities of its future.

In order to provide quality service to the citizens of the community, the City is entrusted with the responsibility to ensure that employee behavior is a positive and direct reflection of the City. The City recognized the need to uphold, promote, and demand the highest ethical standards of conduct from all of its employees to assure quality service as the City continues to grow.

Employees often have access to important non-public information regarding the property, operations, policies or affairs of the City. This information may concern real estate transactions, expansion of public facilities or other City projects. The leading of this information may benefit a few at the expense of a possible monetary loss to the City and a deterioration of public confidence. An employee who possesses privileged and confidential information cannot disclose that information to any private citizen and should disclose it to other public employees only if appropriate.

Employees should be mindful that they could receive offers of future employment by private parties in exchange for favors of information obtained through the employee’s position. While it is not unlawful to consider or accept outside employment, it is unlawful to accept outside employment based on disclosure of confidential information gained in the employee’s current position without appropriate authorization.

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: March 13, 2013</p>
<p>Ethical Standards of Conduct</p>		

A conflict of interest occurs when you or a member of your family can benefit directly or indirectly from a relationship with a vendor, a supplier, a customer or a competitor or other person or company who deals with the City. This may include special treatment because you know someone.

A conflict of interest would exist if you went to extraordinary lengths for someone that you knew and wanted to help and would not also go to such lengths for other customers whom you did not know. Manage your business affairs to avoid conflicts and the appearance of conflicts of interest. An employee should not be involved in any activity, which might appear to be conflicting with the employee’s responsibilities with the City. The citizens have a right to expect employees to act with independence and fairness toward all and not favor a few or themselves. Immediately tell your supervisor if you become involved in a situation which may cause a conflict or the appearance of a conflict.

The powers of public employment are held in trust by public employees to be used only to advance public interests. Any use of public employment to attain a private gain for the employee or any other person or entity is unethical and in some circumstances, may be illegal. *See Appendix A “Arizona Revised Statutes Article 8-Conflict of Interest of Officers and Employees” for more information on conflicts of interests.*

Ethical Principles

The following ethical principles of responsibility shall apply to all City employees’ duties:

1. Public Interest – Public employment is a trust to be used only to advance public interest, not personal gain.
2. Objective Judgment – Decisions are to be made on the merits, free of partiality or prejudice and unimpeded by conflicts of interest.
3. Accountability – Government is to be conducted openly, efficiently, equitably and honorably so the public can make informed judgments and hold public officials accountable.
4. Democracy – Honor and respect democratic principles, observe the letter and spirit of the laws.
5. Respectability – Safeguard public confidence in the integrity of government by avoiding appearances of impropriety and conduct unbecoming a public employee.

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: March 13, 2013</p>
<p>Ethical Standards of Conduct</p>		

Ethical Character Traits

Enduring values are fundamental to the way in which the City conducts business and upholds the City's mission. The ethical character traits listed below are core ethical values that transcend race, religion, gender, age, and politics, and employees are expected to deal honestly, responsibly, and fairly with each other and with everyone with whom they do business.

1. Trustworthiness – Honesty in communication (truthfulness, sincerity, and openness); honest in conduct (not cheating, stealing, or lying); integrity, reliability (keeping promises); and loyalty.
2. Respect – Civility, courtesy, decency, and tolerance.
3. Responsibility – Accountability, pursuit of excellence, diligence and perseverance.
4. Fairness – Impartiality, equity and equality.
5. Citizenship – Volunteering, doing your share, caring for the environment, and abiding by the law.

Procedure

1. Employees are expected to conduct themselves at all times in a manner that brings credit to the City.
2. Employees are to uphold all applicable laws and are not to engage in any unlawful activities.
3. Any illegal activities engaged in by an employee while off duty will be examined on a case-by-case basis and may result in disciplinary action, up to and including termination. Activities in violation of any laws constitute an unacceptable level of behavior.
4. Employees may exercise their rights to be active members of the community at large and engage in political activities in such a manner that is lawful.
5. Employees will use City purchasing authority/credit cards for City business only.
6. Employees will not exert pressure to borrow money from other City employees, supervisors or subordinates.
7. It is improper for supervisors to use staff for personal benefit.

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: March 13, 2013</p>
<p>Ethical Standards of Conduct</p>		

8. Equipment purchased by the City for City business is not available for personal/private use by employees with the exception of approved use of computer and communication devices. Taking City property for private use is not a fringe benefit; it is theft.
9. All outside employment must be approved in writing by the City Manager in accordance with the City's Outside Employment Policy.
10. Bringing credit to the City entails: providing a full days' work for a full day's pay and performing those duties to the employee's best efforts; valuing diversity and not discriminating in any way on the basis of race, color, religion, gender, age, national origin, veteran status, disability, marital status, sexual orientation, or any other bias prohibited by federal state and local law.
11. Employees are never to use or disclose any confidential information acquired in the performance of governmental duties as a means for personal/professional gain.
12. A conflict of interest occurs when an employee is no longer able to remain impartial or objective in choosing between the interest of the City and the interest of oneself.
13. An employee's involvement in the community shall be positive and reflect well on the City.
14. Employees shall not engage in any political activity while on duty, while on City premises (this means in an area or vehicle under the control of the City intended for occupancy by employees during the course of employment) or while in an official uniform of the City.
15. Employees within the scope of their job duties will engage in financial behavior that reflects upon them as honest and upstanding citizens of the greater community.

THE ETHICS TEST

When employees face a situation that causes them to question their ethical conduct, they should ask themselves the following questions:

1. How does this situation make me feel about myself?
2. How would my family react to knowing about this and my role/decision?
3. Would it pass the "headline test"?
4. How would the community react?
5. How does this decision and my proposed action align with the City's mission and values?
6. Will it violate a law or City policy?
7. Is my action or potential outcome/solution balanced? Will it be fair to all concerned?
8. How will this affect other decisions I may be called upon to make in the future?

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 13, 2013
Ethical Standards of Conduct		

When you observe a situation or the actions of others that causes you to question their conduct, ask yourself these questions:

1. Have I understood the ethical question/problem accurately?
2. How would I consider it if I stood on the other side of the fence or if I placed myself in the other's situation?
3. Can I discuss this with the affected parties before I bring it to the attention of my supervisor?
4. What is my intent in making the decision to alert my supervisor?
5. What result or outcome do I expect to achieve to resolve the problem?
6. How do these results compare with my intent in bringing this to the attention of my supervisor?
7. Could my decision or action unfairly injure someone or something?

How to Get More Information

Employees who are unsure about the application of a policy or action regarding themselves or another employee shall follow the usual reporting procedure including discussion with their immediate Supervisor or Department Head. If there is reason to believe this is not the best interest of the public, the employee may consult the Personnel Director, Assistant to the City Manager, or the City Manager.

How to Declare a Possible Conflict of Interest

Employees who believe they may have a possible conflict of interest should declare the fact as soon as possible. Declaration shall include the reason for the conflict and shall be made to the employee's immediate Supervisor or Department Head. If there is reason to believe this is not in the best interest of the public, the employee may consult the Personnel Director, Assistant to the City Manager, or the City Manager.

Reporting Non-Compliant Actions

1. Public officers and City employees have a duty to prevent any improper governmental actions. Employees shall follow the usual reporting procedure including their immediate Supervisor or Department Head in reporting improper actions. If there is a reason to think this is not in the employee's or the public's best interest, the employee may consult with the Personnel Director, Assistant to the City Manager, or the City Manager.
2. Employees should not attempt to use their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any individual with the intent of interfering with that person's duty to disclose such improper activity.

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 13, 2013
Ethical Standards of Conduct		

3. Employees who observe unlawful or improper actions by any representative of the City are expected to discuss the actions with their immediate Supervisor or Department Head. If there is reason to believe this is not in the best interest of the public, the employee may consult the Personnel Director, Assistant to the City Manager, or the City Manager.

4. If you find someone has paid something for you that you didn't expect, you should send a notice to your supervisor and Personnel to indicate you've returned or repaid the gift. Example: You're at a conference and a vendor picks up the tab for your entire table without you knowing he was doing it.

Responsibilities

Supervisors, managers and department directors shall be responsible for informing their employees of this policy and ensuring that the policy is adhered to at all times.

Violations

Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

Policy Approved By:

_____ **Date**

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 13, 2013
Ethical Standards of Conduct		

Employee Acknowledgment Required:
Yes No

If no, disregard the remainder of this policy.

If yes, employees must sign and return this page to Personnel for inclusion in the employee's personnel file.

I acknowledge receipt of this policy and understand my responsibility to read, understand and abide by this policy.

Printed Name

Signature

Date

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 13, 2013
Ethical Standards of Conduct		

APPENDIX A

Arizona Revised Statute

Article 8 – Conflict of Interest of Officers and Employees

38-501. Application of article

A. This article shall apply to all public officers and employees of incorporated cities or towns, of political subdivisions and of the state and any of its departments, commissions, agencies, bodies or boards.

B. Notwithstanding the provisions of any other law, or the provisions of any charter or ordinance of any incorporated city or town to the contrary, the provisions of this article shall be exclusively applicable to all officers and employees of every incorporated city or town or political subdivision or the state and any of its departments, commissions, agencies, bodies or boards and shall supersede the provisions of any other such law, charter provision or ordinance.

C. Other prohibitions in the state statutes against any specific conflict of interests shall be in addition to this article if consistent with the intent and provisions of this article.

38-502. Definitions

In this article, unless the context otherwise requires:

1. "Compensation" means money, a tangible thing of value or a financial benefit.
2. "Employee" means all persons who are not public officers and who are employed on a full-time, part-time or contract basis by an incorporated city or town, a political subdivision or the state or any of its departments, commissions, agencies, bodies or boards for remuneration.
3. "Make known" means the filing of a paper which is signed by a public officer or employee and which fully discloses a substantial interest or the filing of a copy of the official minutes of a public agency which fully discloses a substantial interest. The filing shall be in the special file established pursuant to section 38-509.
4. "Official records" means the minutes or papers, records and documents maintained by a public agency for the specific purpose of receiving disclosures of substantial interests required to be made known by this article.
5. "Political subdivision" means all political subdivisions of the state and county, including all school districts.
6. "Public agency" means:
 - (a) All courts.
 - (b) Any department, agency, board, commission, institution, instrumentality or legislative or administrative body of the state, a county, an incorporated town or city and any other political subdivision.

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 13, 2013
Ethical Standards of Conduct		

(c) The state, county and incorporated cities or towns and any other political subdivisions.

7. "Public competitive bidding" means the method of purchasing defined in title 41, chapter 4, article 3, or procedures substantially equivalent to such method of purchasing, or as provided by local charter or ordinance.

8. "Public officer" means all elected and appointed officers of a public agency established by charter, ordinance, resolution, state constitution or statute.

9. "Relative" means the spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse.

10. "Remote interest" means:

(a) That of a nonsalaried officer of a nonprofit corporation.

(b) That of a landlord or tenant of the contracting party.

(c) That of an attorney of a contracting party.

(d) That of a member of a nonprofit cooperative marketing association.

(e) The ownership of less than three per cent of the shares of a corporation for profit, provided the total annual income from dividends, including the value of stock dividends, from the corporation does not exceed five per cent of the total annual income of such officer or employee and any other payments made to him by the corporation do not exceed five per cent of his total annual income.

(f) That of a public officer or employee in being reimbursed for his actual and necessary expenses incurred in the performance of official duty.

(g) That of a recipient of public services generally provided by the incorporated city or town, political subdivision or state department, commission, agency, body or board of which he is a public officer or employee, on the same terms and conditions as if he were not an officer or employee.

(h) That of a public school board member when the relative involved is not a dependent, as defined in section 43-1001, or a spouse.

(i) That of a public officer or employee, or that of a relative of a public officer or employee, unless the contract or decision involved would confer a direct economic benefit or detriment upon the officer, employee or his relative, of any of the following:

(i) Another political subdivision.

(ii) A public agency of another political subdivision.

(iii) A public agency except if it is the same governmental entity.

(j) That of a member of a trade, business, occupation, profession or class of persons consisting of at least ten members which is no greater than the interest of the other members of that trade, business, occupation, profession or class of persons.

11. "Substantial interest" means any pecuniary or proprietary interest, either direct or indirect, other than a remote interest.

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: March 13, 2013</p>
<p>Ethical Standards of Conduct</p>		

38-503. Conflict of interest; exemption; employment prohibition

A. Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale or purchase.

B. Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.

C. Notwithstanding the provisions of subsections A and B of this section, no public officer or employee of a public agency shall supply to such public agency any equipment, material, supplies or services, unless pursuant to an award or contract let after public competitive bidding, except that:

1. A school district governing board may purchase, as provided in sections 15-213 and 15-323, supplies, materials and equipment from a school board member.

2. Political subdivisions other than school districts may purchase through their governing bodies, without using public competitive bidding procedures, supplies, materials and equipment not exceeding three hundred dollars in cost in any single transaction, not to exceed a total of one thousand dollars annually, from a member of the governing body if the policy for such purchases is approved annually.

D. Notwithstanding subsections A and B of this section and as provided in sections 15-421 and 15-1441, the governing board of a school district or a community college district may not employ a person who is a member of the governing board or who is the spouse of a member of the governing board.

Program Notice:

- The City of Globe will reimburse employees up to \$20.00 for Fitness Center membership fees. This is for employees only, and does not include dependents.
- If membership is less than \$20.00, the employee will be reimbursed the cost of membership. If membership is more than \$20.00, the employee will receive \$20.00.
- Submission does not guarantee reimbursement. The Reimbursement Program is available as long as funds are available. The City reserves the right to cancel the program at any time.
- Receipt must be attached to this form (copies are acceptable).
- Reimbursement will be paid within 4 weeks of submission.
- Receipts older than 45 days will not be reimbursed.

Employee Name:	Date of Request:
Month/Year Requested For:	Amount of Request:

Employee Signature

Date

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: March 13, 2013</p>
<p>Appropriate Use of Restricted Highway User Revenue and County Transportation Excise Tax Funds</p>		

Purpose

This purpose of this policy is to ensure the Highway User Revenue Funds (HURF) and County Transportation Excise Tax funds are properly used within the legal guidelines of the Arizona Revised Statutes and the Arizona State Constitution.

Scope

This policy covers City of Globe employees who initiate or approve expenditure transactions of either HURF or County Transportation Excise Tax funds.

Policy

The City of Globe will ensure the appropriate use of restricted HURF and County Transportation Excise Tax funds through proper accounting and record keeping. The City established separate funds to track the receipt and use of these restricted monies. The City’s accounting system records the use of personnel (if applicable), material, equipment and other associated costs.

Procedure

Highway User Revenue Fund (HURF)

1. Article IX section 14 of the Arizona state Constitution restricts the use of HURF expenditures for highway and street purposes only.
2. Highway and street purposes include costs of rights of way acquisitions and related expenses, construction, reconstruction, maintenance, repair, roadside development of City roads, streets, bridges and payment of principal and interest on highway and street bonds.
3. The Arizona Attorney’s General Opinion no. 105-003, date May 23, 2005, expands upon this definition by indicating the funds may be used for public outreach and community relations; regional and environmental planning; and certain legislative monitoring expenses as long as they directly relate to street and highway purposes.
4. Revenue may be used for Geographic Information System programming and analysis as long as it directly relates to designing and maintaining public roadways.

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: March 13, 2013</p>
<p>Appropriate Use of Restricted Highway User Revenue and County Transportation Excise Tax Funds</p>		

5. Traffic and safety studies conducted to determine the effect of specific construction projects or road closures on the flow of traffic or driver safety may also be funded with HURF revenues.
6. Revenue may also be used toward personnel costs for employees directly working on highway and street projects..
7. The City of Globe will ensure these restricted funds are used only for approved expenditures based on the above guidelines.
8. The City will provide the policies and procedures, as well as any training required, to all Development Services staff, Finance staff and any others who are responsible for initiating or approving expenditures of restricted road funds

County Transportation Excise Tax

1. Per Arizona Revised Statute 28-6329, the use of county transportation excise tax expenditures is restricted to street and highway purposes or for transportation projects included in the regional transportation plan prepared by the County regional planning agency.
2. The funds can be used for highway and street purposes including costs of rights of way acquisitions and related expenses, construction, reconstruction, maintenance, repair, roadside development of the City roads, streets, bridges and payment of principal and interest on highway and street bonds.
3. Consistent with the use of Highway User Revenue Funds, funds may be used for public outreach and community relations; regional and environmental planning; and certain legislative monitoring expenses as long as they directly relate to street and highway purposes.
4. Revenue may be used for Geographic Information System programming and analysis as long as it directly relates to designing and maintaining public roadways
5. Traffic and safety studies conducted to determine the effect of specific construction projects or road closures on the flow of traffic or driver safety may also be funded with County Transportation Excise Tax Revenues.
6. County Transportation Excise Tax revenues are NOT used toward personnel costs for employees directly working on highway and street projects.

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 13, 2013
Appropriate Use of Restricted Highway User Revenue and County Transportation Excise Tax Funds		

Staff Awareness

1. The City of Globe will ensure these restricted funds are used only for approved expenditures based on the above guidelines.
2. The City will provide the policies and procedures, as well as any training required, to all Development Services staff, Finance staff and any others who are responsible for initiating or approving expenditures of restricted road funds.

Responsibilities

Supervisors, managers and department directors shall be responsible for informing their employees of this policy and ensuring that the policy is adhered to at all times.

Violations

Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

Policy Approved By:

Brent D. Billingsley
City Manager

Date

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: August 20, 2014
Outside Employment		

Purpose

The purpose of this policy is to clearly define the City of Globe's policy regarding outside employment. This policy is a Supplement to Section V, 5.6 - Outside Employment of the City of Globe Personnel Rules and Regulations.

Scope

This policy covers all City of Globe employees.

Policy

Outside employment, employees working for others or for themselves during non-work time is not prohibited. Outside employment is, however, regulated by the provisions set forth herein. Employees of the City of Globe may have outside employment if there is no conflict with normal working hours, the employees' efficiency in their work is not affected, and there is no conflict with the interest of the City. The City Manager will make a final determination as to whether any specific outside employment is prohibited.

Definitions

Volunteer

1. City employees may not engage in outside employment in any way during working hours, while at City facilities or using City supplies, equipment, materials or personnel. This restriction includes, but is not limited to, computer hardware and software, e-mail, Internet, copiers, faxes, typewriters, word processors, calculators, office equipment and supplies, telephones, pagers, vehicles, heavy equipment, furniture, buildings and facilities.
2. Outside employment must not have a conflict of interest or cause deterioration in satisfactory performance of duties while in the City's employ. City employees must obtain prior approval from their department director and the City Manager to engage in outside employment.
3. If outside employment is cause for deterioration in satisfactory performance of duties while in the City's employ, disciplinary action may be taken.

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: August 20, 2014</p>
<p>Outside Employment</p>		

4. Outside employment must not be inconsistent or incompatible with the employee's City duties and responsibilities, working hours, assignments, or emergency assignments.
5. An approval form shall be completed by the employee, department director and City Manager and sent to the Human Resources Department for placement in the employee's personnel file.
6. Employees must be aware that any outside employment which might be considered to be joint employment under the provisions of the Fair Labor Standards Act will require close consideration and conformance with the requirements of that law.
7. Employees who have accepted approved outside employment are not eligible to receive compensation during an absence from work which is the result of an injury incurred while engaged in the outside employment, except through vacation leave.
8. City of Globe employees shall not solicit, market, or make recommendations about their outside employment activities to his or her City position-related external customers, City employees, or contacts. Doing so could a conflict of interest.
9. Employees are encouraged to engage in volunteer activities, especially activities to improve community life in the City of Globe. Employees should evaluate their volunteer activities to identify any potential conflict with the employee's City employment and discuss these potential conflicts with their supervisor on an individual basis. Employees should declare volunteer activities only if the employee believes there is some reason for concern consistent with the spirit of this policy, or the City's policy regarding conflicts of interest.
10. Accommodation of any physical limitations which may arise from an injury occurring during outside employment shall be made in accordance with the requirements of the Americans with Disabilities Act.
11. If an employee terminates their outside employment, they must notify their Department Head and complete an outside employment update form and submit it to Human Resources for inclusion in their personnel file.
12. An employee may have numerous outside employment ventures so long as they do not violate this policy and/or adversely affect their City employment.
13. An employee's position with the City of Globe shall be considered their primary job so all outside employment is secondary and subject to City approval.

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: August 20, 2014
Outside Employment		

14. Activities considered to be in conflict or incompatible with City employment shall include, but not be limited to, the following:

- a. Any employment, activity, or enterprise which involves the use, for private gain, of the City's time, facilities, equipment, or supplies, or the prestige or influence of the City office or equipment.
- b. Any activity which involves receipt or acceptance by an employee of any money or other consideration from anyone other than the City for performance of an act which the employee should be required or be expected to render in the regular course of his/her city employment or his/her duty as an employee.
- c. Any activity which involves a performance of an act other than in the capacity of a City employee which may later be subject to the control, inspection, review, or enforcement by the employee or the department by which he/she is employed.
- d. Any activity which involves so much of the employee's time that it impairs his/her attendance or efficiency in the performance of his/her City duties or responsibilities.

Responsibilities

Supervisors, managers and department directors shall be responsible for informing their employees of this policy and ensuring that the policy is adhered to at all times.

Violations

Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

Policy Approved By:

Date



CITY OF GLOBE

**City of Globe
ADMINISTRATIVE POLICY**

Effective Date: August 20, 2014

Outside Employment

Employee Acknowledgment Required: X
 Yes No

If no, signature is not required.

If yes, employees must sign and return this page to Personnel for inclusion in the employee's personnel file.

I acknowledge receipt of this policy and understand my responsibility to read, understand and abide by this policy.

Printed Name

Signature

Date

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: August 20, 2014
Outside Employment		

Outside Employment Request/Disclosure

You must submit requests for outside employment 30 business days prior accepting other employment.

EMPLOYMENT INFORMATION

Employee Name: _____

Employee Department: _____

Manager's Name:

Type of Outside: _____

Employment Requested: Part Time Full Time Municipal Public Private Agency
 Military Temporary Public Safety Other

Date Employment to commence: _____

Work Hours: _____

Outside Employer Name: _____

Describe your potential duties: _____

Is this employer affiliated in any way with the City of Globe? Yes No

Does your potential outside employment conflict in any way with the City of Globe Personnel Policy for Conflict of Interest or Administrative policies for Ethics and Outside Employment?

Yes No

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: August 20, 2014
Outside Employment		

Approved Rejected

Supervisor Signature: _____

Date: _____

City Manager Signature: _____

Date: _____

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: September 6, 2017
“Positive Workforce Communication”		

City of Globe employees are dedicated hardworking professionals whose integrity and senses of team make them one of the most productive municipalities in Arizona. In Globe, by necessity, staff continues to “do more with less”. With the goal to maintain and enhance our current levels of productivity and to improve our workforce environment, I would like to share with you an additional level of performance expectations that I believe are, for the most part, being practiced by staff, but need to be defined and stated clearly as part of the City of Globes Personnel Rules and Regulations:

I. Performance Expectations - Positive Workforce Communication

- A. **Employees** contribute to a productive work environment by maintaining a positive and professional attitude, and by communicating in ways that are supportive of a positive environment.
- B. **Employees may** discuss work decisions, conditions, responsibilities, tasks, and assignments to the extent that these items need to be discussed in the performance of their duties.
- C. **Employees need to** avoid initiating or participating in conversations or communications, not related to the work at hand, that are negative, hurtful, and disruptive to other employees and a positive work environment.
- D. **Employees should** strive to be positive and supportive of all co-workers and mindful that what you say and how you say it could have a positive or negative impact on others.
- E. **Employees need to ask themselves** if it is truly necessary to share negative information not related to the work at hand because it will drag others down.
- F. **Employees should never** undercut the work environment by spreading rumors, ask others to choose sides, or seek to recruit others to participate in negative disruptive behavior.

II. Employee Communication Guidelines: Employee Expectations:

- A. **Be positive** and supportive of other employees in your communication.
- B. **Do not make needless comments**, or have needless discussions that spread negativity, disrupt other employees, or upsets the work environment and hurt productivity.
- C. **Filter yourself**, as part of your job, you will have to have negative conversations, but make sure they are relevant and limit what you must say to what you need to get the job done.
- D. **Do not share** or repeat gossip or hurtful stories.
- E. **Do not share** conversations about discipline, performance or personnel matters with co-workers.
- F. **Talk to your supervisor** before you “confront” someone, or if you would just like to “vent”.
- G. **If need be** Talk to your supervisors supervisor, HR Director or City Manager.
- H. **Do not incite** or pressure others to take sides.

- I. **Do not let others** drag you down and ruin your day with their negativity.

As my mother would always say to me, “If you don’t have anything nice to say, don’t say anything at all”. In closing, be tolerant and supportive of each other and try to remind others to do the same, as we work together to maintain a positive work environment through positive co-worker communication.

III. Possible disciplinary Action:

Based on section 16.1 of the City of Globe Personal Rules and Regulation, in certain circumstance, employees in violation of the above employee communication guidelines and performance expectations could be subject to disciplinary action if the communication is disruptive to the working environment.

Made a part of the City’s Administrative Regulations and distributed to all City staff

DATE

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 1, 2018
Supplemental Insurance Policy		

Purpose

The purpose of this policy is to give employees the opportunity to receive additional supplementary insurance while not interrupting work production.

Scope

This policy covers all full-time City of Globe employees.

Policy

With the recent demand from supplementary insurance providers wanting to provide supplementary insurance to City employees, the City will provide contact information, with the employees' consent, to these providers of all new City employees in order for the provider to contact the employee during non-work hours. Each provider has a little different pre and post-tax plans for numerous events. Because of these different plans, each employee will have the opportunity to choose the supplemental insurance plan from the company that works best for them.

Procedure

1. During the orientation process for new employees, a form will be provided asking the new employees their permission to provide their contact information to the current list of supplemental insurance providers.
2. If the release of information form is signed, the Payroll Clerk will email the information to the supplementary insurance providers.
3. Supplementary insurance providers will be required to provide the City of Globe with the company's contact information including the email address to send the employee information.
4. After employee selection of coverage, supplementary insurance providers will be required to provide the Payroll Clerk with an employee signed and approved payroll deduction authorization form specifying the deduction details including the amount and whether pre-tax or post-tax status for each deduction.

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: March 1, 2018</p>
<p align="center">Supplemental Insurance Policy</p>		

Responsibilities

Supervisors, managers and department directors shall not allow supplemental insurance providers access to employees during work hours. Employees are not allowed to talk to supplemental insurance providers during work hours.

Violations (N/A)

Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

Policy Approved By:

Date

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: December 1, 2013
UNAUTHORIZED RECORDING POLICY		

Overview/Policy Statement

The City of Globe prohibits the unauthorized recording of any oral or electronic communication occurring within or emanating from any facility of the City of Globe.

“Unauthorized” means any purpose not approved by City Management.

“Recording” means the use of any device to capture images or voices, regardless of whether in person, by telephone or by other means, such as videoconferencing, screen shots, click-to-chat or in writing.

Rationale

The purpose of this policy is to eliminate a chilling effect to the expression of views that may exist when one person is concerned that his or her conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed. In addition, the City of Globe recognizes the need to protect communications that may involve confidential, proprietary information from unauthorized disclosure.

Eligibility/Scope

This policy applies to all employees and contractors of The City of Globe.

Applying the Policy

- *Consent Required for Audio Taping.* While some states permit audio recording by one party to a conversation, this policy prohibits such recordings without the consent of all parties to the conversation, regardless of the location of each party. If a participant at a meeting or conference speaks directly into or at a recording device (such as a microphone or video camera), then the City of Globe considers that participant had notice of the recording and consented to it.
- *Recorded Lines.* In certain business environments, a recorded line device may be used to monitor or record telephone calls. The purpose is to ensure

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: December 1, 2013
UNAUTHORIZED RECORDING POLICY		

employees interact with customers in a manner that supports business goals. Under these circumstances, the City must notify employees and callers in advance that this type of monitoring may occur, either by use of an audible

beep at periodic intervals during the telephone call or advance audio or written notice.

- *Cameras.* The use of all video recording devices in any City of Globe facilities is prohibited, without prior written authorization from City Management.
- More restrictive practices may be imposed by City Council action.

Made a part of the City's Administrative Regulations and distributed to all City staff

DATE



CITY OF GLOBE

City of Globe
ADMINISTRATIVE POLICY

Effective Date: October 11, 2013

UNAUTHORIZED RECORDING POLICY

Employee Acknowledgment Required:
Yes No

If no, disregard the remainder of this policy.

If yes, employees must sign and return this page to Personnel for inclusion in the employee's personnel file.

I acknowledge my Supervisor has read this policy to me. I have been provided a copy (if requested), and I understand and abide by this policy.

Printed Name

Signature

Date

2018 Uniform dollar amount limits per employee

<i>Department</i>	<i>Annual Amount</i>
Fire	\$600
Police	1 st yr. \$1400 all others \$900
Public Works	Rentals through Unisource Boots \$100/annually
Code Enforcement	\$

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 13, 2013
Use of Technology		

Purpose

The purpose of this policy is to establish guidelines for the use of the City's internet, email, iPads, laptops, computers, telephones and cellular phones and thus minimizing risks involved in their use. The City of Globe recognizes that technology can greatly enhance productivity of staff. The internet provides ways to access the most current and extensive sources of information, while the use of phones (especially cellular phones) allow us to remain accessible at any location.

Scope

This policy covers all City of Globe employees. City employees who have Memorandums of Understanding (MOU) with the City of Globe are also governed by the terms and conditions of their respective MOU.

Policy

The City of Globe considers the internet, email, iPads, laptops, computers, telephones and cellular phones an important means of communication and recognizes the importance of proper content and use in conveying a professional image and delivering good customer service. Because of the potential of misuse and the fact that taxpayer money fund the City's internet and email use, the following policy and guidelines apply to those employees being provided internet or email service.

The City encourages staff to use the internet and all other technology as a resource to gain various types of information. The use of the City's technology such as the internet, telephone equipment, land based or cellular, laptops, email, etc. is restricted to official City business unless otherwise noted in this policy. Because of the potential of misuse and the fact that taxpayer money funds the City's internet and email use, these policies and guidelines apply to those employees being provided internet or email service.

The Internet, email contents, and any other documents generated or received on the City of Globe Computer System are not confidential and may be subject to audit and review at any time and may be subject to disclosure pursuant to the public records law.

All data stored or printed as a document is subject to audit and review at any time without advance warning.

Procedure

Email Use

1. Email assigned to an employee's computer is solely for the purpose of conducting City

 <p>CITY OF GLOBE</p>	<p align="center">City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: March 13, 2013</p>
<p align="center">Use of Technology</p>		

business.

2. All email accounts maintained on the City's email systems are property of the City.
3. Passwords should not be given to other people, with the exception of IT staff.
4. The City owns any communication sent via email or that is stored on City equipment.
5. Management and other authorized staff have the right to access any material in an employee's email or on an employee's computer at any time.
6. An employee's electronic communication, storage or access is not private if it is created or stored at work.
7. City confidential information must not be shared outside of the City, without authorization, at anytime.
8. Do not forward non-business emails to associates, family or friends from City emails systems.
9. Non-business related emails waste City time and attention.
10. Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to the City's sexual harassment and discipline policy.
11. Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner.
12. Avoid sending confidential information via email. If an employee must send confidential information via email, they must secure the information by including it in a Microsoft Word or Excel file and protecting it with a password and provide the recipient with the password by means of other communication such as telephone.
13. Employees have no expectation of privacy in anything they create, store, send or receive on the City's computer system including emails.
14. Employee emails can be monitored without prior notification if the City deems this necessary.
15. If there is evidence that an employee is not adhering to the guidelines set out in this policy, the City reserves the right to take disciplinary action, including termination.

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: March 13, 2013</p>
<p>Use of Technology</p>		

Email Legal Risks

1. If an employee sends emails with any libelous, defamatory, offensive, racist or obscene remarks, the employee and the City of Globe may be held liable.
2. If an employee forwards emails with any libelous, defamatory, offensive, racist or obscene remarks, the employee and the City of Globe may be held liable.
3. If an employee unlawfully forwards confidential information, the employee and the City of Globe may be held liable.
4. If an employee unlawfully forwards or copies messages without permission, the employee and the City of Globe may be held liable for copyright infringement.
5. If an employee sends an attachment that contains a virus, the employee and the City of Globe may be held liable.
6. If any employee disregards the rules set out in this policy, the employee may be fully liable.
7. It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If an employee receives an email of this nature, they must promptly notify their supervisor.
8. Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment and discipline policy.
9. Sending or forwarding non-business emails will result in disciplinary action that may lead to termination.
10. Do not send unsolicited email messages.
11. Do not forge or attempt to forge email messages.
12. Do not send email messages using another person's email account without their expressed permission.
13. Do not forward or copy a message or attachment belonging to another user without permission of the originator.
14. Employees cannot disguise or attempt to disguise their identity when sending mail.
15. Signatures must include the employee's name, job title and City contact information.

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 13, 2013
Use of Technology		

16. Only send emails of which the content could be displayed as a public record. If the content cannot be displayed publicly in its current state, consider rephrasing the email or using other means of communication.

17. Emails should be promptly answered.

18. Subscription to a newsletter or news group must be business-related.

Email Retention

In accordance with the Arizona public records laws, all City records, regardless of format, must be maintained according to the City's adopted retention schedule. City records include everything created or received by a government agency or employee that relates to public business or in the course of business. City records include emails, even if created and/or stored on a personal computer.

These records, including emails, belong to the City and the citizens thereof and are not the property of any employee.

The contents of all correspondence are the property of the City and may constitute a public record and shall be retained in accordance with the City's records program.

Internet, email contents, and any other documents generated or received on the City of Globe computer system are not confidential and may be subject to audit and review at any time and may be subject to disclosure pursuant to the public records law.

According to the City's retention schedule, most email and electronic communication records must be retained until the administrative or reference value has been served, until superseded or obsolete, or for the same period as required for other formats of the same records series.

Each department has a records manager that has been trained regarding public records and the retention schedule. If an employee has any questions regarding whether an email, or any record, should be retained, please contact the City Clerk's Office.

It is a felony to steal, destroy, mutilate, deface, alter, falsify, remove or secrete a public record, including an email.

Upon separation from the City, all records, including emails, must be maintained in their current form and access to such records should be given to the employee's supervisor and the City Clerk's office.

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: March 13, 2013</p>
<p>Use of Technology</p>		

Personal use of Email

An employee's email address identifies him/her as a representative of the City of Globe and all email transactions have the potential to be read by those other than the intended recipient, including the media. Therefore, users are expected to conduct themselves accordingly. Email is subject to disclosure pursuant to the public records laws as enacted under A.R.S. § 39-121.

The City permits the reasonable use of email for personal communication with the following guidelines:

1. Personal use of email should not interfere with work.
2. Personal emails must also adhere to the guidelines in this policy.
3. Personal emails are kept in a separate folder, named "personal." Retention of personal emails is discouraged to prevent burden on the City's electronic storage.
4. Forwarding of chain letters, junk mail, jokes and executables is strictly forbidden.
5. Do not send mass mailings.
6. All messages distributed via the City's email system, including personal emails, are the City's property.

Telephones and Cellular Phones

The use of the City's telephone equipment, land based or cellular, is restricted to official City business. Personal use shall never include the following:

1. Accessing any pornographic sites;
2. Using for commercial or financial gain such as operating a business;
3. Soliciting, including charitable campaigns, except as specifically authorized as part of official City sponsored events;
4. Soliciting for political campaigns; and
5. Communicating threatening, slanderous, racially or sexually harassing messages.

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 13, 2013
Use of Technology		

The City recognizes that employees may need to occasionally make personal calls. Employees may use City telephone equipment for limited personal use. Personal calls, incoming or outgoing, should be brief.

The City of Globe recognizes the productivity value of providing employees with the ability to maintain mobile contact.

The City shall determine staff eligibility for cellular phone allowance or issuance by one or more of the following criteria subject to approval by the City Manager:

1. Employees who are frequently in a vehicle, if the individual must conduct City business by telephone while in the field, and it can be demonstrated that customer service efficiency may be realized through the use of such devices;
2. Employees who have a critical need to maintain accessibility with other City management staff, public officials, or the public in order to ensure uninterrupted customer services and/ or the integrity of the organization (this includes employees, who by virtue of the execution of their duties, frequently are away from the office for meetings, require prompt notification, etc.);
3. Department Directors and designated employees involved in the City's emergency response plan; and
4. Employees who have responsibility for responding to public safety incidents in the field.

Personal Use of Internet

The City of Globe recognizes the need for employees to continually develop their knowledge and skills. For this reason, personal use of the internet is allowed under the same standard as the use of City phones as set forth above.

1. Employees may not give security information to other employees and may not use the ID(s) or password(s) that have been granted to another employee with the exception of the IT Department.
2. No other employees, family members, consultants or other individuals may use an employee's internet capabilities without supervision and any such use will be the employee's responsibility and subject to these same guidelines.
5. Downloading of any software (including application, drivers, patches, etc.) from the Internet is NOT permitted without the prior knowledge and consent of the IT Department.
6. Accessing of word processing or text files IS permitted, provided that the user scans these

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: March 13, 2013</p>
<p>Use of Technology</p>		

files for viruses using supplied, virus scanning software.

8. The contents of all correspondence, including electronic documents developed in the course of business, is the property of the City.

9. As with written information, some of the data on the system may constitute a public record under Arizona law and shall be retained in accordance with the City's records management and disposition program.

10. Use of a City credit card to purchase goods over the internet is subject to all previously established procurement rules and guidelines.

11. If an employee has any questions about whether a transaction is secure or not, please contact the IT Department.

Unacceptable Use of City Technology

Examples of unacceptable use include, but are not limited to, the following when done knowingly or intentionally:

1. Using City time and resources for personal gain;
2. Extensive use of City time and internet resources for non job-related reasons, not approved by the employee's supervisor;
3. Engaging in activity that wastes technology resources including bandwidth, file and printers;
4. Sending or posting City confidential materials outside of the City, or posting City confidential materials within the City to unauthorized personnel;
5. Any transmission of commercial ventures, religious or political causes or threatening, obscene (as defined by US and local law) or harassing materials through email or internet access.
6. Anything which could be construed as sexually explicit, scandalous, defamatory, libelous, immoral or discriminatory based on race, national origin, sex, sexual orientation, age, disability or religious or political beliefs;
7. The City of Globe will adhere to AR.S. § 38-448 and A.R.S. § 41-770, of particular importance as these Arizona State Statutes call out causes for discipline and dismissal for improper use of the internet or email resources. All employees are encouraged to review these statutes;

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 13, 2013
Use of Technology		

- 8. Any activity that is in conflict with existing City policies; and
- 9. Any use in such a way as to interfere or disrupt network users, services, or equipment. Such interference or disruption includes, but is not limited to, distribution of unsolicited advertising, transmission of threatening or harassing materials, propagation of computer worms or viruses, or use of any network or telecommunication system to make unauthorized entry to other computational information, or communication devices or resources, unauthorized access to system files, operation systems, menus, and program selections, or any other generally disruptive practice or procedure commonly known as "hacking."

System Monitoring

Use of the City's electronic resources may be monitored by designated City staff to ensure adherence to this Policy.

All internet destinations may be logged by the City's firewall security system. Authorized City staff reserves the right to interrupt activity that interferes with the performance of the City's computer systems or networks, or that conflict with authorized use of City resources or equipment.

Violations

Any employee who violates this policy may be subject to disciplinary action, up to and including termination. Depending on the severity of the violation, a singular incident may be grounds for disciplinary action, up to and including termination.

Responsibilities

Supervisors, managers and Department Directors shall be responsible for informing their employees of this policy and ensuring that the policy is adhered to at all times.

Policy Approved By:

_____ **Date** _____

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 13, 2013
Use of Technology		

Employee Acknowledgment Required:
Yes No

If no, disregard the remainder of this policy.

If yes, employees must sign and return this page to Personnel for inclusion in the employee's personnel file.

I acknowledge receipt of this policy and understand my responsibility to read, understand and abide by this policy.

Printed Name

Signature

Date

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 27, 2013
Vehicle Use		

Purpose

The purpose of this policy is to provide direction and guidance to departments citywide regarding use of City vehicles and the submission of required documentation to payroll to comply with Internal Revenue Service (IRS) taxing regulations. The commuting use of an employer provided vehicle is a taxable employee benefit. This policy is not intended to apply to passengers riding in City vehicles who pay a fare for transportation.

Scope

This policy covers all City of Globe employees. City employees who have Memorandums of Understanding (MOU) with the City of Globe are also governed by the terms and conditions of their respective MOU.

Policy

Access to vehicles owned by the City is a privilege, which imposes certain responsibilities and obligations that are subject to City guidelines as well as applicable local, state, or federal laws. Personnel use City vehicles on a regular basis to conduct City business. It is the intent of this policy to define parameters that will assist operators in using City vehicles in an appropriate manner. The only persons authorized to operate City vehicles are properly licensed City employees, authorized contract employees, authorized volunteers and those authorized pursuant to the provisions of an intergovernmental agreement. Operators' access to a vehicle is at the discretion of the City and is considered a privilege. Misconduct, misuse of assigned vehicle, or any violations of this policy are grounds for disciplinary action, up to and including termination.

Definitions:

Business Use

Use to carry out an authorized City function or purpose. Any employee or Councilmember can use City vehicle for authorized City business use unless specifically restricted in this policy, There are no IRS restrictions or requirements for business use.

Personal Use

Any use not business use, including commuting.

De Minimus Personal Use

Occasional or infrequent personal use, not more than once per month, such as a stop at the

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 27, 2013
Vehicle Use		

grocery or hardware store on the way from home to work.

Commuting Use

The IRS defines commuting use to be trips between home and work and is classified as personal use of a vehicle. According to IRS regulations, employees authorized to take vehicles home (*e.g., employees on call and some supervisors*) are being provided a benefit which is taxable to the employee.

Exempted Vehicles

The IRS allows exemptions from recordkeeping and taxation requirements when employees use the following vehicles for commuting:

1. Clearly marked police, fire and public safety vehicles
2. Unmarked law enforcement vehicles when used for authorized purposes and operated by a full-time law enforcement officer
3. Ambulance or hearse
4. Cargo carrier with over a 14,000 pound capacity
5. Delivery truck." with seating only for the driver or only for the driver plus a folding jump seat
6. School buses and passenger buses with over a 20-person capacity
7. Tractors and other special-purpose farm vehicles
8. Bucket trucks, cement mixers, combines, cranes and derricks, dump trucks (including garbage trucks), flatbed trucks, forklifts, qualified moving vans, qualified specialized utility repair trucks, and refrigerated trucks. (Vans and pickup trucks are taxable unless specially modified so that personal use is unlikely; e.g., a van that has only a front bench for seating, its cargo area filled with permanent shelving and a painted insignia.)

Procedure

1. Personal use of a City vehicle, other than for commuting and de minimus use, is prohibited.
2. City vehicles are to be used for commuting to and from work, performing official duties, or lunch and permitted breaks during the employees' assigned shift. Commuting use is taxable to the employee according to the provisions of this policy. De minimus personal use is not taxable to the employee.

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 27, 2013
Vehicle Use		

3. City vehicles are not to be used to transport anyone other than City employees, people working with or for the City in an official capacity, or guests of the City relating to an authorized purpose or function.
4. Family members and other non-employees are not allowed in City owned vehicles except for circumstances of an emergency basis for those employees who have use of a City vehicle during their assigned shift. A liability waiver must be on file prior to transport.
5. Children of employees are not to be regularly transported by City vehicles and are not allowed at any time to go to construction projects or other hazardous areas.
6. No smoking or tobacco use is allowed in any City vehicle.
7. No alcoholic beverages or narcotics are to be transported or consumed in any City vehicle except as part of an official public safety assignment.
8. City vehicles shall be operated in a responsible, safe manner, as outlined below:
 - a. Operators shall possess a valid Arizona drivers' license.
 - b. All occupants shall wear seat belts at all times.
 - c. City vehicles shall be operated at all times in a safe and prudent manner including compliance with motor vehicle laws.
 - d. Use of cell phones, texting on cell phones or other two-way communication device by operators will be strictly limited to hands-free devices while vehicles are in motion.
 - e. Operators are responsible for keeping vehicles in a **clean** and **useable** condition.
 - f. Operators shall become familiar with policies and procedures relating to the reporting of accidents, and shall promptly report any collisions or vehicle damage to their supervisor as soon as practical but no later than 24 hours after the incident.
 - g. Fuel cards shall remain in City vehicles at all times and should be stored above the driver's side visor or in the glove box.
 - h. Operators are personally responsible for any fines related to citations received while using a City vehicle. Upon receipt of a citation, the operator shall submit a report to the appropriate Department Head within three working days.
 - i. Operators shall notify their supervisor immediately if their license is revoked or suspended.

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 27, 2013
Vehicle Use		

- j. The City reserves the right to periodically obtain and review the driving records of every City employee that regularly operates a City vehicle. The City additionally reserves the right to relieve an employee with a poor driving record from the privilege of operating a City vehicle.
 - k. A poor driving record is defined as three (3) at-fault collisions within a three-year period.
 - l. Employees who are required to operate a vehicle as part of their regular job duties may face disciplinary action, up to and including termination, for the failure to maintain a satisfactory driving record.
 - m. The City's liability insurance may not cover or defend an employee when liability arises out of the personal use of a City vehicle,
 - n. In conjunction with this, the employee's personal auto insurance may also not cover any liability arising out of the use of any vehicle provided for the employee's regular use.
 - o. There is no automobile medical payments coverage on City vehicles.
 - p. Medical coverage for an employee hurt in a vehicle on City business is covered under the City's Worker's Compensation policy; however, if using a City vehicle for personal uses, an employee may not be covered by Worker's Compensation and may have to apply for the coverage under their own personal City-provided medical coverage. Likewise a passenger that is not covered by their own Worker's Compensation policy will have to pay for their own injuries or prove that the City of Globe was legally liable for any injuries.
9. Section 274 of the Internal Revenue Code (IRC) governs the personal use of business vehicles as a taxable fringe benefit for the employee. The City must comply with the following Commuting Rule conditions in order to provide vehicles for commuting use.
- 1. The employee is required as a condition of employment to commute in a City vehicle.
 - 2. The City maintains a written policy prohibiting personal use of the vehicle except for commuting and de minimis personal use.
 - 3. The employee does not use the vehicle for personal purposes other than commuting and de minimis personal use.
 - 4. Under this rule, the value of a vehicle provided to an employee for commuting use is

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 27, 2013
Vehicle Use		

calculated by multiplying each one-way commute (that is, from home to work or from work to home) by \$1.50. This amount, which normally calculates to \$3.00 per day, must be included in the employee's wages or reimbursed by the employee,

- For City vehicles that are not exempt per IRS rules, the Department will submit to Payroll the names of employees that use City vehicles for commuting. The number of days the City vehicle was used for commuting during a pay period will be multiplied by \$3 and the employee will pay tax on that amount. Amounts included in an employee's wages will be included in the employee's W-2 form for the end of the year.

Violations (N I A)

Responsibilities

Supervisors, managers and department directors shall be responsible for informing their employees of this policy and ensuring that the policy is adhered to at all times.

Policy Approved By:

Date

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 27, 2013
Volunteers		

Purpose

This policy establishes uniform procedures for recruitment, placement and evaluation of volunteers within the City to Help provide a consistent means for obtaining and using volunteers.

Scope

This policy covers all City of Globe employees. City employees who have Memorandums of Understanding (MOU) with the City of Globe are also governed by the terms an conditions of their respective MOU.

Policy

The City of Globe encourages the use of volunteers by any department that can provide a positive experience for both the volunteer and the City. Many citizens choose to give back to their community by sharing their time and talents. Each department that has a valid operational need for volunteers shall rely on these guidelines during recruitment, placement and evaluation of volunteers. The City of Globe offers various opportunities for citizens to help make our community an even better place to live. Volunteers are utilized in the libraries, parks, fire department, court and many other areas.

Definitions

Volunteer

1. Department managers or their designee have the authority to approve placement of volunteers for their departmental needs.
2. Department Directors should ensure someone in the department coordinates the activities of the volunteer.
3. Although volunteers are not employees, they must comply with all standards of professional conduct during their service.
4. Volunteers are subject to all City of Globe Personnel Policies and Procedures including Administrative Policies except where they pertain to classified service such as employee compensation and benefits.

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: March 27, 2013</p>
<p>Volunteers</p>		

5. Volunteers must follow all policies of the City of Globe such as branding, purchasing, etc.
6. Applications, volunteer files, use of technology, timesheets, dress code and identification badges must be in accordance with City of Globe policies. Appropriate building access will be determined by the City Manager.
7. Volunteers have no specific rights or privileges out of our Personnel Policies.
8. Non-exempt employees cannot perform service for the City of Globe on a voluntary basis when such service is of a similar nature as that performed by the employee as part of paid work.
9. Before a volunteer is authorized to drive a City vehicle, it must be part of a specific City Manager approved program and the volunteer must undergo training and a background check. This training must be documented in the volunteer's file.
10. Individual volunteers for the City are covered through the City's insurance for workers' compensation and liability purposes.
11. Groups that are volunteering for specific projects may be required to provide their own certificate of insurance.
12. Any questions regarding certificate of insurance requirements for group volunteers should be directed to the City Clerk.
13. If a volunteer is involved in an incident/accident, the same forms used for staff should be used for the volunteer.
14. Departments utilizing the service of Volunteers cannot dictate the hours of the volunteer.
15. Volunteer activities are task orientated and cannot replace job duties of a present or future employee.
16. The City reserves the right to sever the voluntary relationship at any time without cause or notice.

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 27, 2013
Volunteers		

17. Volunteers must sign an acknowledgment form in Personnel that outlines the general terms and conditions of volunteerism.

18. All volunteers must sign the "Volunteer Acknowledgment" form.

Responsibilities

Supervisors, managers and department directors shall be responsible for informing their employees of this policy and ensuring that the policy is adhered to at all times.

Violations

Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

Policy Approved By:

Date _____

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 27, 2013
Volunteers		

VOLUNTEER JOB DESCRIPTION & ACKNOWLEDGMENT

City of Globe

The City of Globe is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Description

Under general direction of the assigned department, performs volunteer duties as necessary. Each department that has a valid operational need for volunteers shall rely on these guidelines during placement of volunteers. Departments utilizing the service of Volunteers cannot dictate the hours of the volunteer. Volunteers are subject to all City of Globe Personnel Policies and Procedures, including Administrative Policies, except where they pertain to classified service such as employee compensation and benefits. Volunteer activities are task orientated and cannot replace job duties of a present or future employee.

Volunteer Characteristics

The City of Globe encourages the use of volunteers by any department that can provide a positive experience for both the volunteer and the City. Many citizens choose to give back to their community by sharing their time and talents.

Volunteers are persons who serve without compensation. Although volunteers are not employees, they shall comply with all standards of professional conduct during their service. Volunteers shall have no specific rights or privileges arising out of Personnel Policies.

The City of Globe offers various opportunities for citizens to help make our community an even better place to live. Volunteers are utilized in the library, parks, fire department, police department, court and many other areas, Department Directors or their designee have the authority to approve placement of volunteers for their departmental needs.

Applications, volunteer files, use of technology, timesheets, breaks, dress code and identification badges will be in accordance with City of Globe policies.

Non-exempt employees shall not perform service for the City of Globe on a voluntary basis when such service is of a similar nature as that performed by the employee as part of paid work.

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: March 27, 2013
Volunteers		

The process for accepting volunteers is the same as indicated in the City of Globe’s policy for Recruitment and Selection.

Before a volunteer is authorized to drive a City vehicle, it must be part of a specific City Manager approved program and the volunteer must undergo training and a background check. This training must be documented in the volunteer’s personnel file.

Individual volunteers for the City are covered through the City’s insurance for workers’ compensation and liability purposes. Groups that are volunteering for specific projects may be required to provide their own certificate of insurance. Any questions regarding certificate of insurance requirements for group volunteers should be directed to the City Clerk.

If a volunteer is involved in an incident/accident, the same forms used for staff should be used for the volunteer.

The City reserves the right to sever the voluntary relationship at any time without cause or notice.

Youth Volunteers (less than 18 years old)

Youth volunteers are a valuable asset; however, there are some additional policies that are for their safety and the City’s liability.

The youth application must be signed by a parent or legal guardian before it can be accepted and processed.

Volunteer Acknowledgment Required:
Yes No

If no, disregard the remainder of this policy.

If yes, volunteers must sign and return this page to Personnel for inclusion in the volunteer’s personnel file.

 <p>CITY OF GLOBE</p>	<p>City of Globe ADMINISTRATIVE POLICY</p>	<p>Effective Date: March 27, 2013</p>
<p>Volunteers</p>		

I acknowledge receipt of this policy and understand my responsibility to read, understand and abide by this policy.

Volunteer's Printed Name

Volunteer's Signature

Date

 CITY OF GLOBE	City of Globe ADMINISTRATIVE POLICY	Effective Date: October 8, 2018
WELLNESS POLICY		

Overview/Policy Statement

The City of Globe wants to encourage healthy employees, and to show the City’s commitment to having healthier employees, the City will reimburse employees, at the discretion of the City Manager, up to twenty dollars per month for membership dues at a health club.

Rationale

The City of Globe will reimburse City employees up to twenty dollars per month for the health clubs. The employee can show proof of payment in the form of a receipt for dues from a health club to the Finance Department. The City will reimburse the employee only cost of monthly membership with this receipt, for membership costing less than twenty dollars per month, the employee will receive the cost for the membership; any membership costing over twenty dollars, the employee will receive twenty dollars. This Wellness Program will continue as long as funding is available.

Due to budget constraints, this program is for employees only and dependents are not eligible.

Policy Approved By:

Paul Jepson
City Manager

Date

Made a part of the City’s Administrative Regulations and distributed to all City staff

DATE

