CITY COUNCIL SPECIAL MEETING

~ AGENDA ~

SPECIAL MEETING

www.ransonwv.gov

June 9, 2025 | 6:00 P.M. | Council Chamber

MEETING REGISTRATION:
https://ransonwv.gov/yourgovernment/agendas-and-minutes/

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

i. CALL TO ORDER

ii. COUNCIL SITTING AS BOARD OF CANVASSERS

1. Canvas of 2025 Ranson Municipal Election

iii. APPROVAL OF MINUTES

1. Minutes May 20, 2025
   City Council Regular Meeting 5202025.docx

iv. CITIZENS PRESENTATIONS/PETITIONS

v. CITY MANAGER/ STAFF REPORT

1. Chief Of Police Status Report
2. City Manager Report

vi. COMMUNICATIONS FROM THE MAYOR

vii. COUNCIL BUSINESS

1. 2025 - 09 Resolution of the Ranson City Council, Adopting the Revised Employee Personnel Manual
   Resolution 2025 -09 Handbook.docx
   Employee Handbook - FINAL DRAFT 2025.docx

viii. ADJOURNMENT

AGENDA ITEM ii.1

City Council Special Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL SITTING AS BOARD OF CANVASSERS**

SUBJECT: Canvas of 2025 Ranson Municipal Election

ATTACHMENTS:

AGENDA ITEM iii.1

City Council Special Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: APPROVAL OF MINUTES

SUBJECT: Minutes May 20, 2025

ATTACHMENTS:

City Council Regular Meeting 5202025.docx

CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

www.ransonwv.gov

May 20, 2025 | 7:00 P.M. | Council Chamber

I. CALL TO ORDER

Mayor, Keith D. Pierson	**Present**
Tommy Custer	**Present**
Ken Suits	**Present**
Amanda Stroud	**Present**
Andy Colandrea	**Present**
Herbie McDaniel	**Present**
Mike Anderson	**Absent**

II. APPROVAL OF MINUTES

Mayor, Keith D. Pierson	**Abstain**
Tommy Custer	**Yes**
Ken Suits	**Yes**
Amanda Stroud	**Yes**
Andy Colandrea	**Yes**
Herbie McDaniel	**Yes**
Mike Anderson	**Absent**

III. CITIZEN'S PRESENTATIONS/PETITIONS

Tina Renner addressed the Mayor and City Council regarding the property located at 403 W. 4th Avenue. During her remarks, she requested that a code enforcement action be initiated concerning a camper currently situated on the property.

Sarah Custer spoke to the Council to raise concerns about overgrown trees and bushes along Fairfax Boulevard, 10th Avenue, and Beltline Avenue. She also inquired about the status and visibility of crosswalk markings on Mildred Street.

Mark Peiffer with Community Market thanked the Mayor and Council for the donations from the City of Ranson

Mayor Pierson distributed the checks allocated in the 2025 budget, which included the following disbursements: $14,000.00 to Citizens Fire Company, $19,000.00 to Independent Fire Company, $5,000.00 to the Old Charles Town Library, $15,000.00 to Eastern Panhandle Transit Authority (Pan Tran), and $4,703.00 to Ranson Elementary School.

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report
   Chief Robbie Roberts reported the Testing will take place Saturday May 24, 2025 as of now there are 9-10 signups to take the test.
2. Community Development Status Report - April
   No Action at this Time
3. Finance Department Status Report - April
   No Action at this Time
4. Public Works Status Report - April
   No Action at this Time
5. Parks and Recreation Status Report - April
   No Action at this time
6. City Manager Report

City Manager Todd Wilt informed the Mayor and Council that early voting will take place from May 21 to May 31, excluding Sundays and holidays. The Mayor of the Day event is scheduled for May 23, 2025. Mini Grant award letters have been sent to recipients and are currently being returned. A CPR class was offered to Ranson employees on May 14, 2025, with several employees in attendance. At the request of our insurance provider, staff are currently participating in harassment awareness and training. Part-time summer staffing for the tennis program is underway. The recent health event was successful, featuring over 40 vendors; however, future health events will be scheduled for early spring. The upcoming Ranson Car Show is set for June 7, 2025.

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

Council Members Tommy Custer, Ken Suits, and Amanda Stroud provided snacks to Ranson Elementary School for fifth-grade testing. Council Member Stroud also attended the Jefferson County Development Authority meeting regarding the potential arrival of a YMCA in the area. She reported that the cost of building the complex remains a challenge.

VII. COUNCIL BUSINESS

1. Resolution 2025-7: FY2025 General Fund Budget Revision #5

Mayor, Keith D. Pierson	**Abstain**
Tommy Custer	**Second**
Ken Suits	**Motion**
Amanda Stroud	**Yes**
Andy Colandrea	**Yes**
Herbie McDaniel	**Yes**
Mike Anderson	**Absent**

2. Resolution 2025-8: FY2025 Capital Fund Budget Revision #4

Mayor, Keith D. Pierson	**Abstain**
Tommy Custer	**Yes**
Ken Suits	**Motion**
Amanda Stroud	**Yes**
Andy Colandrea	**Second**
Herbie McDaniel	**Yes**
Mike Anderson	**Absent**

3. Employee Handbook Project - Council Mark-Up

   The City Manager asks the council to return their comments by Wednesday May 22, 2025, regarding the 2025 Employee Handbook. Mr. Wilt meets on Friday, May 23, 2025 to review comments.

4. Funding for Ranson Elementary School

   Council Member Tommy Custer requested that the Mayor and Council consider including Ranson Elementary School as a line item in the City's budget. The mayor suggested that members take the packet provided home for review and agreed to place the item on an upcoming meeting agenda for further discussion.

5. Retirement Benefit Project Update
   The City Manager spoke to the Mayor and City Council regarding the Retirement Benefit Project and clarified Ranson's current position. The city currently offers 401 and 457 retirement plans but has never participated in PERS or any other West Virginia state retirement systems. Although communication on this topic has taken time, Mr. Wilt provided relevant documentation to the Mayor and Council and highlighted key points. On March 31, retirement officials were contacted to inquire whether the city could join PERS independently before attempting to join MPFRS. It was determined that Ranson is not eligible to join EMPERS. Mr. Wilt informed the Mayor and Council that participation in PERS could potentially have consequences for its fiscal stability. Mr. Wilt questioned whether the current interpretation could be challenged and asked City Attorney Tim Stranko to review the statute referenced in the correspondence. Mr. Stranko concluded that the City of Ranson does not meet the eligibility requirements for MPFRS, as it is not currently enrolled in a legacy municipal retirement plan or in PERS. Therefore, there is no current path for Ranson to join MPFRS.

6. Resolution - Municipal Police Officers and Firefighters Retirement System (MPFRS)

   City of Ranson is not eligible to join Municipal Police Officers and Firefighters Retirement System (MPFRS). Being the City does not currently participate in a legacy municipal pension and Ranson is not a current member of the Public Employee Retirement System (PERS).

7. Resolution - Public Employees Retirement System (PERS)

Mayor, Keith D. Pierson	**Abstain**
Tommy Custer	**Motion**
Ken Suits	**NO**
Amanda Stroud	**NO**
Andy Colandrea	**NO**
Herbie McDaniel	**NO**
Mike Anderson	**Absent**

Special Meeting May 27, 2025 at 7:00 PM to discuss City of Ranson Retirement Plan. Council member Colandrea would like to know if there is a path to retirement without the large price tag.

Mayor, Keith D. Pierson	**Abstain**
Tommy Custer	**Yes**
Ken Suits	**Motion**
Amanda Stroud	**Second**
Andy Colandrea	**Yes**
Herbie McDaniel	**Yes**
Mike Anderson	**Absent**

VIII. ADJOURNMENT

The meeting was adjourned at 8:41 PM. The motion to adjourn was made by Councilmember Amanda Stroud and seconded by Councilmember Herbie McDaniel the next Council meeting is a Special meeting scheduled for May 27, 2025, at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

IX. INFORMATION ONLY

_____
Keith D. Pierson, Mayor

_____
Darla Armstrong, City Clerk

AGENDA ITEM v.1

City Council Special Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: CITY MANAGER/ STAFF REPORT

SUBJECT: Chief Of Police Status Report

ATTACHMENTS:

AGENDA ITEM v.2

City Council Special Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: CITY MANAGER/ STAFF REPORT

SUBJECT: City Manager Report

The City Manager will present a report addressing matters of relevance to the City Council. Council action is not anticipated or requested on these matters.

ATTACHMENTS:

AGENDA ITEM vii.1

City Council Special Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: COUNCIL BUSINESS

SUBJECT: 2025 - 09 Resolution of the Ranson City Council, Adopting the Revised Employee Personnel Manual

Final draft of the Personnel Policy Manual was presented to the City Council for review on May 6, 2025. The Employee Policy Manual attached hereto as Exhibit A is adopted as the City of Ranson personnel policies and shall be applicable to all employees.

ATTACHMENTS:

Resolution 2025 -09 Handbook.docx
Employee Handbook - FINAL DRAFT 2025.docx

Resolution 2025-09

Resolution of the Ranson City Council, Adopting the Revised Ranson Employee Handbook

WHEREAS, the Ranson City Council desires a comprehensive set of general guidelines and policies governing all personnel matters for all Ranson employees, including employee conduct, workplace conditions, drug and alcohol policies, policies that implement state and federal employment laws, and other aspects of employment; and

WHEREAS, the policies contained in the Ranson Employee Handbook apply to all City of Ranson employees; and

WHEREAS, the policies contained in the Ranson Employee Handbook, attached to this Resolution, and incorporated herein by this reference, are general guidelines for the City of Ranson current employment practices and workplace procedures. This manual is not intended to be a contract, expressed or implied, or any type of promise or guarantee of specific treatment upon which employees may rely, nor a guarantee of employment for any specific duration. Certain exceptions to these policies may be needed on a case-by-case basis as the City Manager deems appropriate; and

WHEREAS the final draft of the Ranson Employee Handbook was presented to the City Council for review on June 9, 2025.; and

THEREFORE, BE RESOLVED BY THE RANSON CITY COUNCIL OF THE CITY OF RANSON THAT

NOW THEREFORE Ranson City Council has reviewed the Ranson Employee Handbook, attached hereto and incorporated herein by reference. The handbook, with edits made during the June 9, 2025, council meeting, is hereby adopted as the official personnel policy of the City of Ranson and shall be applicable to all employees.

THEREFORE, this Resolution shall rescind and supersede all other previous resolutions, ordinances and employee manuals/handbooks.

Resolution: 2025-09

BE IT FURTHER RESOLVED This Ranson Employee Handbook shall be effective July 6, 2025 from the adoption of this Resolution and distributed to all current and future Ranson Employees

Signed and approved this 9th day of June

_____
Keith D. Pierson, Mayor

_____
Darla Armstrong, City Clerk

RANSON

City of Ranson, West Virginia
Employee Handbook

Adopted: XXXXXX

Effective: July 1, 2025

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Introduction

Welcome to the City of Ranson!

Whether you are a new hire or a long-standing member of our team, this employee handbook is an essential resource designed to ensure everyone has a clear understanding of the City of Ranson's policies, expectations, and values. We are grateful for your contributions to our community and are excited about the opportunities ahead.

The City of Ranson takes pride in being a leader in municipal government, both locally and throughout the great state of West Virginia. As the "Center of Opportunity," we are committed to fostering a welcoming, vibrant community. Your contributions will help us achieve our shared goals and maintain the high standards that make this an outstanding place to live, work, and grow.

The policies outlined in this handbook apply to all city employees, including those in departments such as police, public works, and parks and recreation. Please review this handbook carefully and sign the acknowledgment form at the end to confirm that you have read, understand, and agree to its contents. This handbook serves as a guide to the basic rules, expectations, and guidelines governing your employment. It replaces any previously issued handbooks or policy statements related to the topics discussed herein. The City of Ranson reserves the right to interpret, revise, or supplement the provisions in this handbook at any time.

While this handbook provides valuable guidance, we recognize that no document can cover every situation or answer every question. If you have questions about any aspect of your employment or our policies, please don't hesitate to reach out to your direct supervisor. Additionally, we welcome and encourage suggestions for how we can continue to improve as an organization. Whether you're new to the team or a long-time employee, your insights and ideas are invaluable in helping us serve the community more effectively.

Thank you for your commitment to the City of Ranson. We are proud to have you as part of our team and look forward to continuing to work together to achieve our shared goals.

All the best,

Todd Wilt
City Manager

The City of Ranson

Ranson, West Virginia, officially incorporated in 1910, has a proud history rooted in innovation, industry, and community development. The city's origins date back to 1890 when the Charles Town Mining, Manufacturing, and Improvement Company purchased 850 acres of farmland from the Ranson family to create a new town adjacent to Charles Town. Guided by the vision of civil engineer D.G. Howell, the land was meticulously planned, setting the foundation for the vibrant community that exists today.

Named in honor of Dr. James Ranson, a local dentist and farmer, the city quickly grew into an industrial hub during the early 20th century. Businesses such as the Goetz Saddlery, Shenandoah Brass and Iron Works, and the Vulcan Road Machine Company attracted workers and residents, while landmarks like the Hotel Powhatan and later St. Hilda's Hall for Girls highlighted the community's blend of progress and tradition.

In 1936, the City of Ranson purchased the former Charles Town Mining, Manufacturing, and Improvement Company building to serve as its town hall—a role it continues to fulfill today. Over the decades, Ranson has grown steadily, with strategic annexations and the development of residential and commercial areas shaping the city into a thriving center of activity.

Today, Ranson proudly stands as "The Center of Opportunity," a welcoming and vibrant community dedicated to providing exceptional services to its residents and businesses. With its deep-rooted history and forward-thinking vision, Ranson continues to be an outstanding place to live, work, and grow.

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About This Handbook

This handbook contains policies and information about employment with the City of Ranson, WV (also referred to as 'the City' throughout this handbook). This handbook, and the policies and procedures contained herein, supersede all prior policies, practices, oral or written representations or statements regarding the terms and conditions of employment with the City.

State and federal statutes and regulations covering civil service Police Department employees and rules issued by the respective Police Civil Service Commission shall take precedence over any conflicting provisions in this Employee Handbook.

- Your employment at the City is on an at-will basis. This means that either the employee or the City may terminate the employment relationship at any time, for any reason, with or without cause or notice.
- Nothing in this employee handbook or any City employment policy or practice creates or is intended to create an employment contract, express or implied.
- No enforceable duty or obligation of the City with respect to employment is created unless made in writing and signed by the City Manager.
- Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA).
- In the event that any provision of this handbook is deemed to be contrary to any law, such provision shall be voided.

Questions regarding the handbook should be addressed to the employee's immediate supervisor or the City Manager.

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Equal Opportunity & Fair Treatment

Americans with Disabilities Act (ADA)

The City of Ranson complies with all federal and state laws concerning the employment of individuals with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). The City does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship.

Guidelines:

- Unless the need for accommodation is obvious, the employee or applicant is responsible for informing the immediate supervisor that accommodation is necessary to perform assigned job functions.
- A request is deemed sufficient if the employee or applicant claims and describes a disability and identifies the disability-related limitation(s) or workplace barrier(s) that need to be accommodated.
- The City will provide the employee with written confirmation of the accommodation request.
- The City may request, and the employee will provide medical documentation that demonstrates evidence of disability, the resulting functional limitations and the need for reasonable accommodation.
- The immediate supervisor and the employee requesting reasonable accommodation shall engage in an interactive process to identify an effective accommodation to allow the employee or applicant to perform the essential functions of the job. All decisions regarding requests for accommodation will be communicated in writing to the requesting employee or applicant.

Contact your immediate supervisor with questions or requests for accommodation.

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Equal Employment Opportunity (EEO)

The City is an equal opportunity employer. It provides equal opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, creed, ancestry, national origin, citizenship, sex (including pregnancy, childbirth, and pregnancy-related conditions), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

EEO and other fair employment notices are posted at City workplaces. These notices summarize the rights of employees to equal opportunity employment and lists the names and contact information of various government agencies that may be contacted if an employee believes they have suffered unlawful discrimination.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Equal & Fair Treatment

The City is committed to creating and maintaining a workplace in which all employees have an opportunity to participate in and contribute to the success of the City and are valued for their skills, experience, and unique perspectives.

As such the City encourages and enforces a work environment that includes:

- Respectful communication and cooperation between all employees and members of the public.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- All employees have a responsibility to treat others with dignity and respect.
- All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other City sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action up to and including termination.

Employees who believe they have been victims of discrimination should contact their immediate supervisor or the City Manager immediately.

Employment Relationship

Background Check

Employment offers may be contingent upon receiving a satisfactory background check. Background checks may include verification of Social Security number, prior employment, personal & professional references, and education requirements.

Some positions may require further background searches including criminal, credit, drug screening, physical, and motor vehicle. Any potential employee / promotion / transfer may be required to complete a background authorization form and work with the City to complete the search promptly.

Guidelines:

- Final review will include the following considerations of any criminal history.
    - The nature of the crime and its relationship to the position.
    - The time since the conviction.
    - The number of convictions.
    - Whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the citizens and employees of the City.
- The City determines the type of background check that is necessary for any final candidate's application.
- All information collected during the background check process, whether public information or not, will be shared on a "need to know" basis only.
- All final decisions are made by the City.

Employment Classifications

The City classifies its employment positions in accordance with all relevant state and federal legal requirements. The classification defines the City's employee benefit plan eligibility.

Fair Labor Standards Act Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

Exempt - Exempt employment positions are typically paid on a salary basis and are not eligible to receive overtime pay.

Nonexempt - Nonexempt employment positions are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Job Classifications

The City has established the following categories for both nonexempt and exempt employees:

Full-Time Employees - A full-time employee is an employee who is regularly scheduled to work 30 or more hours per week. Full-time employees are entitled to all benefits as defined in this Employee Handbook unless otherwise specified.

Part-Time Employees - A part-time employee is an employee who is regularly scheduled to work less than 30 hours. Regular part-time employees are eligible for some of the benefits offered subject to the terms, conditions and limitations of each benefit program as outlined in this Employee Handbook.

Seasonal Employees - Seasonal employees are full- or part-time employees employed for seasonal work. The employee is notified at the time of hire that the employment is seasonal and temporary. Seasonal employees are not entitled to accrue or receive any benefits described in this Employee Handbook.

Employment of Relatives / Partners

Due to potential for perceived or actual conflicts, the City will hire or promote relatives / partners of elected officials or persons currently employed only if candidates will not be working directly for or supervising a relative / partner as outlined in the WV Ethics Act.

If employees who marry or live together do work in a direct supervisory relationship with each other, the City will attempt to reassign one of the employees to another position for which the employee is qualified, if such a position is available.

Employee Privacy

It is the City's goal to respect the individual privacy of its employees and at the same time maintain an orderly, safe and secure workplace. When issues of disorder, safety and / or security arise, employees may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the company and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on company premises, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Under the provisions of the West Virginia Freedom of Information Act (FOIA), every citizen has the right to inspect or copy any public record, unless specifically exempted. Employees should not have any expectation of privacy with respect to any material on company property.

Video Surveillance

As part of its security measures and to help ensure a safe workplace, the City has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as restrooms & locker / dressing rooms.

Workweek

The workweek for purposes of compensatory time and / or overtime pay begins Sunday at 12:00 a.m. and continues through Saturday 11:59pm.

The City operates seven days a week and individual schedules will vary to cover all needs, based on the department. Schedules will be known in advance and all meal and break times will be reasonably designated in accordance with West Virginia law.

Due to the nature of the work of the City, there will be times when employees will be scheduled to work hours outside of their normal scheduled hours, including evenings, weekends, and holidays. All employees are expected to support these events and activities as a vital part of their job responsibilities. Ample notice will be given to plan schedules accordingly, when feasible.

Paycheck

City employees are paid biweekly on Fridays. Paychecks are preferred to be directly deposited into the employee's checking and / or savings account, set up by the employee upon hire.

In the unlikely event of a pay error, promptly bring the discrepancy to the attention of your immediate supervisor so that adjustments can be made promptly. It is the responsibility of every employee to review their pay stub to ensure its accuracy and to resolve errors in a timely manner.

Time Keeping

The City must keep an accurate record of time worked in order to calculate costs, employee pay and benefits. Time worked is all of the time actually spent on the job performing assigned duties.

<u>Guidelines</u>

- All employees must accurately record the time they begin and end their work.
- They must also record the beginning and ending time of any split shift or departure from work for personal reasons.
- Nonexempt employees will not clock in more than 7 minutes before their regular starting time or 7 minutes after their regular ending time unless overtime pay has been approved.
- In the event of an error in reporting time, employees must immediately report the problem to the immediate supervisor.
- Time missed in increments of more than 15 minutes must be submitted to the time keeping system for purposes of accounting.

Altering, falsifying, tampering with any time records may result in disciplinary action, up to and including termination of employment.

Overtime & Compensatory Time

Employees may be required to work overtime as needed to support the City and its residents. In order to maintain high-quality public service, certain job assignments may include the essential responsibility of being available for occasional overtime and after-hours work.

The City will pay time and a half per hour to nonexempt employees with hours actually worked (excluding leave and vacation) exceeding 40 hours of work time in a workweek.

Guidelines:

- All overtime must be approved prior to an employee's working overtime.
- Employees who fail to obtain approval prior to working overtime may be subject to disciplinary action.
- Sick Leave, Compensatory Time Off, Holiday Time Off, and Bereavement Leave do not apply toward work time for purposes of determining overtime pay.
- The work week begins at 12:00 a.m. on Sunday morning and ends at 11:59pm on Saturday night.
- Essential & Civil Service employees that are called back to perform job-related duties outside of the standard working schedule shall be credited with a minimum of three (3) hours of work time. Should the time needed exceed three hours, the employee will be paid for the number of hours they actually work.
- Except in cases of emergency, no non-exempt employee shall be required to work more than sixteen (16) hours, continuous or intermittent, in a twenty-four (24) hour period.
    - A 24-hour period is measured starting at the beginning of the employee's regularly assigned work start time.
    - Emergency situations requiring work in excess of these standards, the employee shall be compensated for the excess work time at a rate of double the employee's normal wage.
    - Hours compensated at double the employee's normal wage shall not qualify for weekly overtime.

Compensatory Time

Instead of pay for overtime worked, the City, at the discretion of the City Manager, may grant compensatory time off to employees. Compensatory time off is granted at the rate of one and a half times the amount of overtime worked.

- Compensatory time may be used as soon as it is earned and can be redeemed in increments of no less than 15min.
- The City encourages the benefits and use of all time off and therefore employees may accrue compensatory time year to year, to a maximum of 80 hours. Compensatory time follows a fiscal year schedule (July 1 – June 30).
- Compensatory time earned beyond the 80-hour cap will immediately be paid out.
- Employees may request a compensatory time drawdown to have accrued compensatory time paid out in their next scheduled paycheck, limited to twice a year, once in June & once in November.
- Compensatory time is computed at the employee's base rate of pay at the time of payout.

- Upon termination of employment, employees will be paid for all earned and accrued compensatory time at the employee's regular rate of pay at the time of termination.

Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the immediate supervisor about job performance and expectations for the coming year.

Merit Increases are based on performance reviews, budgetary approval, and outlined by the city compensation plan. Cost of living adjustments are considered annually and if approved by the governing body will be implemented with the first full pay period of the fiscal year.

Access to Employee File

To the extent allowed by the West Virginia Freedom of Information Act, employee records maintained by the City are considered confidential. As required by law, some records relating to medical issues and internal investigations are maintained in separate files. For purposes of this policy, an employee file includes records related to performance and training as well as other records used for hiring, promotion and disciplinary decisions. The employee file does not include any reference checks, medical records or investigation files.

Employees may request access to their file by submitting a request to the City Manager in writing. Upon receipt of the written request an appointment to view the file during normal office hours will be scheduled. Employees are not permitted to remove any documents from the file but, if desired, may provide a written response to documents in the file. Written responses will be attached to the original document in the employee file. Employees may also submit a written request for copies of documents in their employee file.

Termination of Employment

As an at-will employee, you may resign employment at any time, with or without notice or cause. A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation, including intent to retire, to the employee's immediate supervisor. Voluntary termination of employment also occurs when an employee is absent from work for three consecutive workdays and fails to contact their immediate supervisor, which is considered job abandonment.

<u>Guidelines:</u>

- If possible, written notification of resignation is requested to be submitted at least two weeks before the final day of employment.
- All employees are expected to return any property provided by the City.

- Employees who leave in good standing with proper notice may be considered for rehire and in such a case, will follow the normal application and hiring processes.
- Employees who are involuntarily terminated for cause or who resign in lieu of termination are ineligible for rehire.
- In addition, employees who resign without providing adequate notice or who abandon their job will not be considered for rehire.

As an at-will employee, the City may terminate your employment or reduce work hours at any time, with or without cause.

Final Pay

- An employee who resigns or is discharged will be paid through the last day of work, plus any unused leave as outlined in this handbook, less any outstanding agreements the employee may have with the City, in compliance with West Virginia State law.
- Final paychecks for all employees, regardless of the type of termination, will be paid on the regularly scheduled pay cycle.
- Employees who resign will receive 100% of their annual leave as outlined by this handbook.
- In cases of an employee's death, the final pay due to the employee will be paid to the deceased employee's estate or as otherwise required under West Virginia State law.

Health Insurance

- Medical, dental and vision insurance coverage terminates on the last day of the month in which the employee separates employment or is separated.

Employees will be eligible to continue health insurance benefits through COBRA at their own expense.

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Safety

Commitment to Safety

The City is committed to protecting the health and safety of our employees. The City complies with all current occupational health, safety and environmental laws and shall act promptly to rectify any existing or reported unsafe conditions or safety concerns.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules, safe practices, and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

Guidelines:

- Any workplace injury, accident, or illness must be reported to the employee's immediate supervisor as soon as possible, regardless of the severity of the injury or accident.
- In the event of an emergency, notify the appropriate emergency personnel by dialing 911.
- An incident report must be completed immediately (before the end of the shift or within 24 hours of the event) for each safety and health incident that involves the employee or that the employee witnesses.
- Failure to report such an infraction may result in employee disciplinary action, including termination.
- Employees are expected to conduct themselves and handle equipment and materials in such a manner as to avoid accidents.
- Employees are also responsible for observing all safety rules and to report unsafe working conditions to their supervisors immediately.

Inclement Weather & Liberal Leave

All employees are expected to make reasonable efforts to get to work safely. If this is not possible, please follow the guidelines as listed below.

Guidelines:

- Some employees are designated as Public Safety / Essential Personnel and will be required to work and should contact their immediate supervisor about scheduling.
- Administrative employees must advise their immediate supervisor as soon as possible if they are unable to report to work due to inclement weather. Regardless of whether the City offices are open or closed, it is each employee's decision as to whether it is safe to report to work.
- The closing of administrative offices is decided by the City Manager and can vary depending on safety conditions and the needs of the City.
- Depending on the nature of the work and job description, employees that fall under the Ad Hoc Remote Work Policy may choose to work from home.
    - If an employee who falls under this policy prefers to take the day off, the employee may request approval and use any available accrued leave to cover the day.

- Time absent from work due to inclement weather is not counted as hours worked when computing weekly overtime.
- Emergency Administrative Leave may be announced and granted by the City Manager during inclement weather. Guidelines for this policy are outlined in the Time Off & Leaves section of this handbook.

Liberal Leave

Liberal Leave is announced and granted by the City Manager. It authorizes all employees, except those designated as emergency service/essential personnel, to use their own leave to cover a period of missed work without obtaining prior approval from their supervisor.

- All employees should notify their immediate supervisor to determine the type of leave to be applied.
- Employees may use annual leave, sick leave, compensatory leave, or leave without pay (if no other leave balances are available) during the time liberal leave is in effect.
- Unless otherwise notified, if liberal leave is declared prior to beginning of business, it extends from 6:00 A.M. on the day declared until 12:01 A.M. the following day. If declared later in the day, it is in effect until 12:01 A.M. the following day.
- Emergency service personnel are required to report for work or to secure approval from their supervisors before not reporting to work.

Smoke and Vape Free Workplace

To provide a safe and healthy work environment, the City maintains a smoke and vape-free workplace. Smoking and vaping are strictly prohibited on City property, in City vehicles, at assigned work locations, and during offsite events while representing the City. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

Any employee found violating this policy will be subject to disciplinary action up to and including termination of employment.

Drugs / Alcohol Usage

Alcohol and drug misuse pose a threat to the health and safety of employees and to overall security. For these reasons, the City is committed to the elimination of drug and alcohol use and misuse in the workplace. This policy is intended to satisfy the West Virginia Alcohol and Drug Free Workplace Act and the Federal Drug Free Workplace Act of 1988.

It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance in the workplace. Reporting for work or performing assigned duties impaired by or under the influence of a controlled substance, defined as either testing positive for a detectible level of an illegal drug or alcohol beyond the limit allowed for operating a motor vehicle, is strictly prohibited.

This policy does not prohibit employees from the lawful use and possession of prescribed or over-the-counter medications. Employees must, however, consult with their doctors about the medication's effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their immediate supervisor.

Prescription and Legal Medication Usage Guidelines

Whenever employees are working on City premises or are conducting city-related work offsite, they are prohibited from:

- Taking prescribed drugs contrary to the instructions of the prescribing physician.
- Taking prescribed drugs that adversely affect the employee's ability to perform their duties safely and effectively.
- Taking over the counter (OTC) drugs contrary to usage indications or dosage instructions.
- Taking OTC drugs that adversely affect the employee's ability to perform duties safely and effectively.

Prescribed medication(s) must be carried in a container labeled by a licensed pharmacist and/or the employee must be prepared to produce the container if asked.

Medical Marijuana

West Virginia allows the use of Medical Marijuana, and the City will follow the guidelines prescribed by West Virginia State law, including:

- The City will not discharge, refuse to hire, or otherwise discriminate solely based on an individual's status as a certified medical cannabis patient.
- The City may discipline an employee for being under the influence of medical cannabis when the employee's conduct falls below the standard of care normally accepted for that position.
- The City is not required to take any action that would violate federal law.
- Employees are prohibited from using medical marijuana in the workplace or while on break at work, and paraphernalia related to medical marijuana is also prohibited from being present in the workplace.

In compliance with federal and state regulations, civil service employees are prohibited from participating in any medical marijuana program.

Required Testing

The City may require as a condition of continued employment a fitness for duty evaluation, blood test, urinalysis or other drug/alcohol testing of an employee with reasonable suspicion that the employee may be using or under the influence of drugs or alcohol in violation of this policy.

Required Testing Guidelines:

- The collection of urine, blood, hair or saliva sample and subsequent testing of a collected sample for drugs or alcohol shall be performed at an off-site professional medical facility, with due care provided to ensure the privacy of the employee and the proper and documented chain of custody of the sample. Test results shall be reported to the employee and the City Manager.
- Under no circumstances will the employee referred to testing be allowed to drive themselves to the testing facility. A member of management must transport the employee or arrange transportation.
- An employee required to leave work for a fitness for duty evaluation will remain off work until the results are received.
- Employees with a negative test result will be paid for time lost at their prevailing wage.
- At the sole discretion of the City Manager, random testing for a 12-month period may be required as a condition of continued employment for employees who have been found to have violated this policy or have been charged with DUI, possession or sale of illegal drugs or unlawful possession or sale of legal drugs.

Drug testing requirements may include:

- **Pre-employment** – Some employees must pass a drug test before beginning work or receiving an offer of employment. These applicants will be informed of this requirement during the hiring process. Refusal to submit to testing will result in disqualification of further employment consideration.

- **Reasonable Suspicion -** Employees are subject to testing based on, but not limited to, observations of apparent workplace use. Reasonable suspicion includes, but is not limited to, unusual or unexplainable behavior, slurred speech, difficulty in maintaining balance, odor of alcohol or illegal drug(s) or the informed judgement of the supervisor. The referring supervisor shall provide the City Manager with a description of the facts establishing reasonable suspicion. When reasonable suspicion testing is warranted, the Department Manager and / or City Manager will meet with the employee to explain the observations and the requirement to undergo a drug and / or alcohol test within two hours, within reason. Refusal by an employee will be treated as a positive drug test result and could result in immediate termination of employment.

- **Vehicle Accidents** – An employee operating a city vehicle resulting in an accident-causing death, serious bodily injury or destruction of city property shall be required to submit to a fitness for duty evaluation at the sole discretion of the City Manager.

- **Random –** Civil Service employees may be required to submit to random drug testing as outlined in the Civil Service policies & procedures.

Employee Assistance

Employees are encouraged to voluntarily seek help for drug or alcohol addiction before becoming subject to discipline or termination under these policies. Such employees will be allowed to use accrued leave, may be placed on a leave of absence, may be referred to treatment providers or otherwise accommodated as required by law. While participation in a recovery program may not be a basis for employee discipline, use of a recovery program will not be a defense for violation of this policy.

Inspections

The City reserves the right to inspect all areas of its premises (including vehicles & equipment, whether located on city property or elsewhere) for drugs, alcohol or other contraband. Employees may or may not be asked to cooperate in inspections of their work areas that might conceal a drug, alcohol or other contraband, and a search may be conducted either in or outside the employee's presence. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination of employment.

Disciplinary Actions

- The City reserves the right to take appropriate disciplinary action for drug use, sale or distribution while on or off city premises.
- All employees who are arrested, convicted, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to their immediate supervisor. The City will determine the impact to safety based on the nature of the crime and the nature of the job.
- If there is reasonable suspicion that an employee is under the influence of any drugs or alcohol, under no circumstances will the employee be allowed to drive. Transportation home and / or to a safe location will be arranged for the employee.
- Employees who violate this policy will be subject to discipline, up to and including termination of employment.
- Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

Anti-Harassment & Discrimination

The City strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the City should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Unlawful discrimination or harassment of any kind will not be tolerated.

All employees, regardless of their position, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy and any leader who knowingly allows and / or tolerates such actions.

Prohibited Conduct

Discrimination It is a violation of this policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race (including hairstyle/texture), color, national origin, age, religion, disability status, sex, sexual orientation, genetic information or marital status.

Harassment Any kind of harassment will not be tolerated. Appropriate and immediate action will be taken in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, bully, intimidate or coerce an employee, co-worker, or any person working for or on behalf of the City.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Comments that are offensive or unwelcome regarding a person's protected status, including epithets, slurs and negative stereotyping.
- Distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of a protected status.
- Willful and repeated use of cell phones, computers, and other electronic communication devices to damage, harass or threaten.

Sexual Harassment Sexual harassment occurs when there are unsolicited and unwelcome sexual advances or requests for sexual favors. Verbal or physical conduct of a sexual nature is also sexual harassment if it:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats.
- Requests for any type of sexual favor.
- Verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex.
- Suggestive or insulting sounds, leering, staring, whistling or obscene gestures.
- Content in letters, notes, facsimiles, e-mails, photos, text messages, and Internet postings; or other forms of communication that are sexual in nature and offensive.

- Unwelcome and unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Consensual Romantic or Sexual Relationships

The City strongly discourages romantic or sexual relationships between a supervisory employee and an employee who reports directly or indirectly to that person, because such relationships tend to create compromising conflicts of interest, bias, favoritism, intimidation, coercion or the appearance of such improprieties.

If any employee enters into a consensual relationship that is romantic or sexual in nature with an employee who reports directly or indirectly to that employee, the parties must notify the City Manager immediately. Once the relationship is made known, the situation will be reviewed with discretion and confidentiality, and the next steps will be determined.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and adequate steps will be taken to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files.

Grievance Procedure:

- Step 1: The employee should discuss any grievance with their immediate supervisor as soon as possible after an incident has occurred and an investigation will immediately be conducted.
    - During the investigation all safety concerns will be immediately addressed, appropriate interviews will be conducted, and if it is determined that a violation of this policy has occurred, appropriate disciplinary action will be taken.

- Step 2: If the employee is not satisfied with this decision, then a formal written grievance should be submitted to the City Manager. The grievance must be specific, stating the problem or complaint and steps taken for resolution. The City Manager will select a committee of two Department Directors to review the grievance and find a solution.

- Step 3: Most complaints should be resolved before they reach this stage. However, if an employee continues to be dissatisfied with responses after thoroughly exhausting all avenues available in steps 1 and 2, they may re-submit their complaint to the City Manager who will make a final decision.

- Civil Service employees should consult the Civil Service policies & guidelines for detailed information on the grievance procedure.

- If the grievance is against the City Manager and / or the Chief of Police, the grievance should be filed with the Mayor. The Mayor will work with the City Council as a committee to review the grievance and find a solution.

- If the grievance is against a City Council Member, the Mayor, and / or any other City appointed official, the grievance should be filed with the City Manager. The City Manager will work with the City Council as a committee to review the grievance and find a solution.

Alternative Legal Remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolutions through local, state or federal agencies or courts.

Workplace Violence

The City is committed to providing a safe workplace for all employees. To ensure this and to reduce the risk of violence, the City has adopted a zero-tolerance policy. Workplace violence in any form is not permitted, tolerated or condoned.

The City does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.
- Also refer to the Anti-Harassment & Discrimination Policy.

Reporting Procedures

Any potentially dangerous situation must be immediately reported to either Emergency Services, immediate supervisor, and / or the City Manager. Reports can be made anonymously, and all reported incidents will be documented and investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of the investigation will be discussed with each of the persons involved. The City will actively intervene at any indication of a possibly hostile or violent situation.

Guidelines

Although the City does not expect all employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their immediate supervisor and / or the City Manager if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior may include:

- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility or anger.
- Making threatening remarks.
- Displaying irrational or inappropriate behavior.

Dangerous / Emergency Situations

- Employees who have received extensive training to handle dangerous / emergency situations should refer to those guidelines and the response personnel that are managing the scene.
- Employees who have not received extensive training in dangerous / emergency situations:
    - If confronted or encountered by an armed or dangerous person you should not attempt to challenge or disarm the individual. Remain calm, make constant eye contact, and listen to the individual. If emergency services and / or an immediate supervisor / City Manager can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, employees should cooperate and follow the instructions given.
    - If in the vicinity of an armed or dangerous person (and have not been noticed) you should immediately leave the vicinity if it can safely be accomplished. Once safety has been reached, contact appropriate authorities immediately. If you cannot safely leave the premises, find a place to hide until it is safe to relocate.

Enforcement

Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on City premises will be reported to the proper authorities and fully prosecuted.

Workplace Guidelines

Attendance

Each employee is crucial to the successful completion of the City's daily business, and all employees are important members of the team. The team does its best when employees are present. Absenteeism and tardiness cause a disruption of services to the public and may place an undue burden on co-workers.

Maintaining an acceptable attendance record and being punctual in reporting to work and returning from break is a condition of employment. All time off should be authorized in advance whenever possible. Employees are required to discuss any late arrivals or absence with their immediate supervisor, or designated person, before the employee's shift starts.

When this is not possible (e.g., illness), employees must notify their immediate supervisor prior to the start of their shift each day to explain the absence from work, unless previous arrangements have been made (e.g. extended illness). If this is not done, it may be determined to be an unauthorized absence and grounds for disciplinary action.

When returning to the office, all time-off requests must be submitted into the time-keeping system to account for any hours missed.

Dress & Appearance

An employee's appearance is a direct reflection on the image of the City. It is important to project a professional image to the City's customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and appropriate to the setting. Any apparel provided by the City is to be worn for work purposes only, it is not to be worn for personal use off the clock.

Guidelines:

- Clothing with offensive language, inappropriate content, political in nature, and torn / damaged material is prohibited.
- Consider the workplace setting and the work being performed and wear clothing:
    - With safety in mind (i.e. – outside temperature, physical activity, duration and location).
    - Appropriate to the setting – Administrative employees should wear business casual attire while all other employees should wear clothing assigned to them according to the uniform expectations of the role.
- Practice good hygiene and minimize use of natural / artificial scents.
- An employee may be asked to leave the premises to change their clothing.
- Non-exempt employees will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.
- Upon termination, any apparel provided by the City will be returned.

Any questions about these guidelines should be discussed with the immediate supervisor.

If an employee's dress and / or appearance needs to be addressed – it will be done in private and will point out the specific areas to be corrected. If the problem persists, the normal corrective action process will be followed.

Uniforms

The City provides uniforms for employees that are required to wear them. This allows City employees to be easily identified as such in the community. City provided uniforms are considered City property and are to be returned in the event of termination of employment or anytime on demand.

Upon issue, City uniforms become the responsibility of the employee for maintenance and care. In the event a uniform needs repair or replacement, employees will be required to return the uniform in exchange for a replacement. While normal wear and tears are expected, excessive damage or loss of company uniforms may result in disciplinary action.

Some job positions require specific safety related attire; an example would be steel toe boots. These approved employees shall receive an annual uniform allowance to purchase job-related attire. The allowance amount is determined annually during the budget process. This allowance is classified as a taxable fringe benefit and will be distributed at the start of each fiscal year.

Outside Employment (Moonlighting)

The City generally permits employees to engage in outside employment, provided such employment does not conflict with their duties or obligations to the City. It is the responsibility of each employee to ensure that any outside job or business activity does not interfere with their City responsibilities. Employees with questions about a specific outside role or activity should consult with the City Manager in advance.

Guidelines:

- Outside employment must not compete with, conflict with, or compromise the City's interests, nor adversely affect an employee's performance or ability to fulfill City responsibilities.
- Employees may not solicit or conduct outside business during City work hours.
- City resources, including but not limited to vehicles, uniforms, tools, equipment, or facilities, may not be used for any outside employment unless express prior approval has been granted by the City Manager.
- Outside employment may not be used as an excuse for poor job performance, absenteeism, tardiness, or failure to meet City expectations.
- If outside employment is determined to negatively impact the City in any way, the employee may be asked to terminate such employment.

If any outside work activity causes or contributes to job-related issues or conflicts with City obligations, the employee will be asked to discontinue the outside employment and may be subject to disciplinary action in accordance with City policies.

Solicitation

Solicitation could be considered disruptive to employee productivity and could create an uncomfortable or even harassing situation. Therefore, in general, the City does not permit selling, soliciting and / or the distribution and posting of materials on City property. Any exception to this policy will need to be reviewed and approved by the City Manager.

Computer, Email, & Internet Usage

The use of internet and e-mail is necessary in the workplace, and employees are encouraged to use the Internet and e-mail systems responsibly.

Guidelines:

- In general, use of the City's technology systems and electronic communications should be job-related and not for personal convenience.
- All technology (hardware and software) provided is the property of the City.
- Every employee is responsible for the content of all text, audio, video, or image files that the employee places or sends upon City equipment and / or over the City's internet and e-mail systems.
- All data created on the City system is considered public record and can be requested by any member of the public under the West Virginia Freedom of Information Act (FOIA).
- All internal and external emails, voicemails, text messages, electronic communications, and other data created, transmitted, or stored using city systems are the property of the City. These communications are considered public records and may be subject to inspection, disclosure, or legal discovery in accordance with applicable laws.
- Employees should be aware that such records must be retained or destroyed only in compliance with the City's adopted records retention policies.
- City internet may not be used to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature.
- Disparaging, abusive, profane, or offensive language and any illegal activities are forbidden.
- The City reserves the right to examine, monitor and regulate e-mail, other electronic communications, directories, files and all other content, whether onsite or offsite, without permission or advanced notice.
- Any employee who abuses the organization's provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, further disciplinary action may be taken.
- The City's identity and sender contact information will be attached to all outgoing e-mail communications, which should reflect appropriate workplace language and conduct.

Equipment:

- Equipment supplied by the employee, if deemed appropriate by the City, will be maintained by the employee.
- The City accepts no responsibility for damage or repairs to employee-owned equipment.
- Equipment supplied by the City will be maintained by the City and is to be used for City business purposes only.
- Upon termination of employment, all City property will be returned to the City, unless other arrangements have been made.

Ad-Hoc Remote Work

The role of the City is to be an active resource for the community. To facilitate this, the City expects employees to work in person at their designated facility and / or office. For some positions, the City believes that remote work is a flexible resource that can benefit both the employee and city in ad-hoc arrangements.

Ad-Hoc Arrangements

- Ad-hoc arrangements are made on a case-by-case basis, focusing first on the business needs of the City and must be approved in advance by the City Manager. These approvals are made as needed and with no expectation or commitment for an ongoing arrangement.
- Ad-hoc arrangements may be approved for circumstances such as business need, inclement weather, special projects or City travel.
- Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the City and with the consent of the employee's health care provider, if appropriate.
- Outside of basic office supplies (pens, paper, etc.) as deemed necessary, the City will not supply home office resources.
- Reimbursement for City-related expenses that are reasonably incurred in carrying out the employee's job will be paid by the City and should be approved before purchase.
- Employees will be required to accurately record all hours worked.
- Employees are expected to ensure the protection of proprietary City and customer information accessible from their home office.
- Remote work is not to be viewed or used as a substitute for family care arrangements. The City expects employees to make appropriate family care arrangements such that family care does not interfere with work obligations. These arrangements should be flexible in the event that the employee is called into the office with limited notice.
- Injuries sustained by the employee in a home office location during City time are only covered by the company's workers' compensation policy if they occur within the scope of employment.

Cell Phone Use

Personal Cell Phones

While at work, employees are expected to exercise discretion in using personal cell phones. Excessive personal calls during the workday can interfere with productivity and be distracting to others. Employees are encouraged to make any personal calls during non-work time when possible and to ensure that friends and family members are aware of this policy. The City will not be liable for the loss of personal cellphones brought into the workplace.

Personal cell phones used to conduct City business are subject to all policies, procedures, and laws that govern the work of the City.

City Cell Phone

The City issues individual cell phones to some employees who are required to be in close contact with City management or other employees.

City Cell Phone Guidelines:

- Employees are required to always be professional and conscientious when using City phones.
- Employees are expected to keep personal use of City issued phones to a minimum.
- The City enforces a zero-tolerance policy on improper cell phone use while driving. Employees must use a hands-free system if a call is necessary while operating a vehicle.
- Any charges incurred for personal use are the responsibility of the employee. Failure to pay incurred costs may result in a deduction from the employee's payroll check.
- Misuse of cellular phone privileges is strictly prohibited and may result in disciplinary action up to and including termination of employment.

Purchasing Card

All purchases made in the name of the City must be made in compliance with the purchasing policy established by the State of West Virginia. Under no circumstances should personal purchases be charged to the City. Any purchase(s) made in the name of the City without proper authorization will not be tolerated and the employee may be held personally liable for the payment of the purchase. Under no circumstances should the City's tax exemption number be used for personal purchases. All employees that have been designated as a Purchasing Card (P-Card) holder, are required to follow the guidelines as outlined by the WV State Auditor's Office.

https://www.wvsao.gov/purchasingcard

The P-Card process is managed internally by an approved Agency Coordinator. Within the framework provided by the state guidelines, the Agency Coordinator has final authority and oversight of the program. Including approvals, restrictions, and / or revocations.

City Vehicles, Driver Responsibilities & Safety

Before driving any vehicle on behalf of the City, an employee must:

- Be at least 18 years old.
- Provide a valid driver's license appropriate to the vehicle that is being operated.
- Confirm an acceptable driving record through a Motor Vehicle Report (MVR).
    - Off duty violations will be considered in this policy, especially if the driver is considered 'at-fault.'
    - MVR will be checked at time of hire and annually thereafter.

Copies of these items will be kept on record and employees must provide updated documents as they are renewed and have them in their vehicles while working for the City.

Guidelines:

- In most scenarios, employees should not use City vehicles for personal use.
- If employees are requested / required to use their personal automobile for City business, it will be reimbursed at the current IRS mileage rate at the time of travel.
- Any work-related travel using a personal vehicle must be approved by the City Manager.

Safety Guidelines

- All employees are responsible to exercise care, obey all traffic rules and regulations prescribed by law, ensure that seatbelts are worn, follow all operating instructions and safety standards and guidelines, and use every safety measure possible to prevent accidents.
- The City is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding personal driving habits and are considered the employee's responsibility.
- Employees may only use cell phones in hands-free mode while driving. Destination coordinates must be entered prior to operating the vehicle. As best practice, cell phone use while driving should be avoided whenever possible.
- The City will provide safe and reliable transportation to authorized drivers, and the resources for properly maintaining these vehicles. It is each driver's responsibility to ensure proper vehicle maintenance checks, exercise defensive driving habits, maintain a good driving record, and adhere to the safe driving expectations.
- Employees assigned vehicles are responsible for ensuring regular maintenance checks are completed and any concerns / issues are reported to the immediate supervisor and / or Public Works.
- It is expected that all vehicles will be maintained in safe operating condition.
- Employees whose licenses are revoked or suspended are to notify their immediate supervisor as soon as possible.

Accident Reporting

- Obtain medical attention for any injured person(s) as soon as possible.
- All vehicle accidents that occur in the course of City business must be reported to the immediate supervisor as soon as possible, regardless of fault or extent of injury or property damage.
- Employees are required to immediately report all damage, crashes, altercations and moving violations that occur during work-related activities if they are driving on City business.
- An employee operating a city vehicle resulting in an accident-causing death, serious bodily injury or destruction of city property shall be required to submit to a fitness for duty evaluation at the sole discretion of the City Manager.
- If driving your own vehicle, personal insurance coverage for vehicles is primary. The employee is responsible for liability (bodily injury and property damage to others), as well as any damage that occurs to the personal vehicle including any associated deductible.
- Employee injuries sustained in vehicle accidents while working for the City are covered under Worker's Compensation.

Driver Conduct

Employees driving City vehicles are expected to behave in a way that positively represents the City. Unacceptable behaviors include, but are not limited to:

- Exhibiting “road rage” in the form of aggressive driving.
- Not obeying traffic laws.
- Yelling or cussing at other drivers or pedestrians.
- Throwing trash out the window.
- Playing music with explicit language that could be overheard by others.

Employees are responsible for the safety of the public and their fellow employees. Employees will be subject to immediate termination for the following conduct while conducting City business:

- Failure to report an accident and / or the severity of the accident.
- Driving with a suspended, revoked, or restricted driver’s license.
- Driving without insurance.
- Driving while under the influence of alcohol or illegal substances.
- Failure to maintain an acceptable driving record, confirmed through a Motor Vehicle Report (MVR).

At any time, and without reason, the City may disqualify any employee from operating any motor vehicle within the City’s fleet. Exceptions to this policy can only be made by the City Manager and / or City Police Chief. Failure to comply with this policy could be grounds for disciplinary action, up to and including termination.

Travel

Travel is defined as transportation, lodging, meals and incidental expenses associated with conducting City business or professional development. Employees who travel are considered ambassadors of the City and as such, shall maintain professional behavior. Attendance may be required by the City or requested by individuals.

The City will reimburse employees for pre-approved and authorized travel expenses incurred while on City business and / or related travel when the expense is reasonable and necessary in the performance of City business.

Guidelines:

- Any requested travel must be submitted for approval in writing to the immediate supervisor and include relevant information such as dates, hours, location, cost, expenses, purpose, and justification for attendance.
- Each person traveling at City expense is required to exercise sound and prudent judgment when arranging for, and incurring travel expenditures. All decisions prioritize cost-effectiveness and fiscal responsibility.
- Travel expenditures must not exceed approved spending and should follow IRS per diem guidelines unless otherwise approved.
- Expenses incurred during travel must be incurred by the employee only and outside of meal per diems must be backed by documentation. Examples are receipts, invoices, and mileage reports.
- It is the traveler's responsibility to retain all receipts for travel and hotel expenses and to report these expenses accurately.
- Travel expense reports must be filed in the same fiscal year as the travel occurred and within ten (10) business days of the return from traveling. All receipts must be included with the expense report and submitted for final approval.
- Requests for per diem allowances must be submitted to the Finance Director ten (10) business days before the approved travel.
- The City of Ranson's Insurance Provider covers the employee and the rental vehicle while traveling on City business only.

Per Diems

- Typically, meals and incidental expenses while traveling are provided through per diem rates. P-Cards should not be used in lieu of the per diem allowance.
- No matter the length of travel, meal per-diems are only applicable for approved travel activities as outlined in this policy.
- No receipts are necessary for full or partial day per diem. The amount per diem will be calculated based on the IRS guidelines at time of travel.
- Reimbursement of costs may not be more than the per diem for meals unless otherwise approved.
- Employees may request payment of per diem before or after travel. Regardless of the actual per diem expenses incurred, all employees traveling will receive the IRS per diem rate.
    - Should the travel activity change from the original request, pre-paid per diems must be reimbursed to the City.

Transportation & Lodging

- City vehicles will be used for all travel, whenever possible.
- If an employee uses their personal vehicle, the employee will be reimbursed for mileage only at the IRS rate in effect at that time.
    - The IRS mileage rate includes variable costs such as gas, oil, and general maintenance, as well as the fixed costs such as insurance, registration, and depreciation.
- Mileage reimbursement shall not be paid for travel between City facilities.
- Transportation should be shared by employees traveling together whenever possible and the most economic options should always be considered first.
- All other forms of transportation will be discussed and approved on a case-by-case basis.
- Lodging should be booked in advance and arranged on a single occupancy basis, unless employees agree to share a room. Sharing a room is not required.
- If the event has designated lodging, it should be the primary consideration. Alternative accommodation should be evaluated based on proximity, safety, and overall cost effectiveness.

Personal and Non-Allowable Travel Expenses:

City resources will not be used to process personal and non-allowable travel arrangements and expenditures. Some examples include:

- Alcoholic beverages
- Personal expenses, such as laundry, haircuts, valet service, and in-room services such as movies and video games.
- Expenses for any social or recreational activities, such as golf, tours, movies, etc.
- Commuting between home and the primary work location.
- Any funds or personal belongings lost or stolen.
- Other expenses not directly related to City business travel.

Employees are expected to follow this travel policy to the best of their ability. Failure to adhere to these guidelines or abuse of travel privileges may result in disciplinary action, up to and including termination. If you have any questions or need clarification, please reach out to your immediate supervisor.

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Employee Conduct

Code of Ethics & Business Conduct

Ethics Act

The City expects all employees to conduct business with integrity and to comply with all applicable laws in a manner that excludes considerations of personal advantage or gain. Each employee of the City is considered a 'public servant' under the law and therefore is held to the standards of the West Virginia Ethics Act.

The basic principle underlying the Ethics Act is that those in public service must use their positions for the public's benefit and not for their own private gain or the private gain of another. Some examples of an employee using their position for personal gain include:

- Using City supplies or equipment for personal projects or activities.
- Working on the employee's personal projects or activities during work hours or compelling others to do so on their own time.
- Having a financial interest in any contract, purchase or sale over which the employee's public position gives control; this also applies to the financial interest of a spouse, dependent parents or children, or any business in which the employee has an ownership interest as outlined by the Ethics Act.
- Accepting gifts unless it fits into an exception as outlined in the Ethics Act.

For the full Ethics Act please click HERE - https://code.wvlegislature.gov/6B-1/

Conflict of Interest

The City recognizes and respects each employee's right to privacy and to engage in personal activities outside the scope of their employment. Each employee also has an obligation, however, to refrain from activities that conflict with or interfere with the City's operations. The City reserves the right to determine when an activity conflicts with its interests and to take whatever action is necessary to resolve the conflict, up to and including termination of employment.

No employee of the City, or a member of the employee's immediate family, or any business in which the employee is associated shall have financial interest, direct or indirect, in any contract with the City.

Examples of activities that might cause a conflict of interest include, but are not limited to, the following:

- Accepting gifts, excessive or unusual entertainment, or other favors from interested persons. Some exceptions apply as outlined by the West Virginia Ethics Act.
- Maintaining financial interest in an outside concern from which the City purchases goods or services.
- Accepting personal compensation for job-related speaking engagements, consulting services or other activities.
- Participating in activities unrelated to the City during normal business hours.
- Representing the City in any transaction in which the employee or a member of the employee's family has a substantial interest.

- Acceptance of other employment or contractual relationships that will affect the employee's independence of judgment in exercise of official duties.
- Use of or attempted use of the employee's official position to secure benefits, privileges, exemptions or advantages for themselves or others which are different from those available to the general public.
- The use for private gain or advantage of the City's time, facilities, equipment or supplies, uniform, prestige or influence of City employment.
- Engaging in any activity in the conduct of City business which would violate any local, state or federal law.
- Supervising family members or closely related persons.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict-of-interest question are encouraged to speak to their immediate supervisor before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest. Employees or the City Manager may seek an advisory opinion from the West Virginia Ethics Commission regarding conflict-of-interest concerns before engaging in otherwise suspect transactions.

Business Conduct

Employees are expected to conduct themselves according to the highest standards of ethics, integrity, and behavior at all times. This policy establishes standards of behavior that must be met by all employees. If standards are not met, appropriate disciplinary action will be taken. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police may be notified. These standards include:

- Compliance with all City policies, procedures, rules, regulations, and contracts.
- Devotion of the employee's entire time, attention, and skill during normal working hours to successfully perform the employee's duties.
- Honesty and fairness in all dealings and to treat others with courtesy and respect.
- To work in a safe and compliant manner, and to observe all workplace conduct, health and safety rules and responsibilities.
- Refraining from any discriminatory, bullying, or harassing behavior.
- Immediately disclosing any potential, perceived, or actual conflict of interest.
- To not engage in conduct, whether during or after work hours, that causes damage or potential damage to City property and / or reputation.

Recordkeeping

The City will create, retain, make public records, and dispose of any City records as part of its normal course of business in compliance with all regulatory and legal requirements. All employees are expected to ensure that records are true, accurate and complete. Any manipulation of data to improperly influence, manipulate, or mislead City records will be grounds for progressive discipline, up to and including termination of employment.

Media Inquiries

From time to time, employees may be approached by reporters and other members of the media. In order to ensure that the City speaks with one voice and provides accurate information, all media inquiries should be directed to the City Manager and / or Mayor.

- An employee will make every effort to collect the name(s) and contact information of the individual(s) seeking information and / or comment.
- No employee may release any information or personal opinion about the City or its operations to the media without prior approval.

FOIA Inquiries

The Freedom of Information Act (FOIA) provides the public with the right to request access to records from any government agency. Agencies are required to disclose any information requested under FOIA unless it falls under an exemption which protects interests such as personal privacy, national security, and law enforcement.

- All FOIA requests should be submitted directly to the City Clerk.

Confidentiality

During employment, it is common to come into contact with or receive knowledge or information about citizens, suppliers, contractors, government agency representatives, and / or other employees. Unless this information is publicly known, it is considered to be confidential information. Such information will not be disclosed to any other employee, contractor, supplier or public without a valid business purpose and proper authorization.

Workplace Conduct Standards

To ensure orderly operations and provide the best possible work environment, the City expects employees to follow these rules of conduct while on City premises, attending City functions or otherwise performing work-related activity.

In addition to maintaining and enforcing this policy to protect the interests and safety of all employees and the organization, the City complies with all applicable federal, state and local laws and regulations concerning employer / employee rights and obligations.

Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of behavior that would be considered infractions. Such behavior may result in disciplinary action, up to and including termination. This list is not intended to be exhaustive:

- Theft or inappropriate removal or possession of City property or the property of a fellow employee.
- Willful destruction of City property or the property of a fellow employee, vendor, and / or citizen.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.

- Failure to report personal criminal charges regarding violence, fraud or other misdemeanor or felony charges brought against the employee.
- Fighting or threatening violence in the workplace.
- Inability to work well with others.
- Sexual or other unlawful harassment.
- Using excessively abusive, threatening or obscene language and / or gestures.
- Sabotaging another employee's work.
- Making malicious, false and harmful statements about others.
- Publicly disclosing another employee's private information.
- Unauthorized disclosure of proprietary or confidential information.
- Falsifying city records or reports, including time records.
- Gambling, in all forms, on City premises.
- Unsatisfactory job performance; Failure to perform assigned tasks.

Nothing in this policy is intended to, nor should be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act, including rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.

Open Door

The City encourages an open and honest atmosphere in which employee concerns and complaints receive a timely response. If a situation occurs in which an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, the employee is encouraged to communicate this through the grievance process as outlined in the next policy. The employee may discontinue the process at any time.

Employees are encouraged to follow this sequence to answer any questions they may have and / or to call attention to any conditions that may seem inequitable or concerns. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable manner.

Grievance

Grievance is an oral or written complaint of an employee relating to their employment, including but not necessarily limited to disciplinary actions, application of policies & procedures, harassment, discrimination, and perceived acts of retaliation. The intent of the grievance procedure is to fairly and thoroughly investigate and resolve employee concerns regarding allegedly improper or unfair application of City employment policies.

<u>Grievance Procedure:</u>

- Step 1: The employee should discuss any grievance with their immediate supervisor as soon as possible after an incident has occurred and an investigation will immediately be conducted.
    - During the investigation all safety concerns will be immediately addressed, appropriate interviews will be conducted, and if it is determined that a violation of this policy has occurred, appropriate disciplinary action will be taken.

- Step 2: If the employee is not satisfied with this decision, then a formal written grievance should be submitted to the City Manager. The grievance must be specific, stating the problem or complaint and steps taken for resolution. The City Manager will select a committee of two Department Directors to review the grievance and find a solution.
- Step 3: Most complaints should be resolved before they reach this stage. However, if an employee continues to be dissatisfied with responses after thoroughly exhausting all avenues available in steps 1 and 2, they may re-submit their complaint to the City Manager who will make a final decision.

- Civil Service employees should consult the Civil Service policies & guidelines for detailed information on the grievance procedure.
- If the grievance is against the City Manager and / or the Chief of Police, the grievance should be filed with the Mayor. The Mayor will work with the City Council as a committee to review the grievance and find a solution.
- If the grievance is against a City Council Member, the Mayor, and / or any other City appointed official, the grievance should be filed with the City Manager. The City Manager will work with the City Council as a committee to review the grievance and find a solution.

Civil Service employees should consult the Civil Service policies & guidelines for further detailed information on the grievance procedure.

Progressive Discipline

The progressive discipline policy is designed to provide a structured corrective action process to improve and prevent the recurrence of undesirable employee behavior and performance issues.

The following steps are suggested. Each step should be documented in the employee's file. The City reserves the right to combine and / or skip steps depending on the facts of each situation and the nature of the offense.

Step 1 - Informal Discussion

When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee and the immediate supervisor.

Step 2 – Written Warning

If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the immediate supervisor should meet with the employee and review the problem, permit the employee to present information regarding the problem, advise the employee that the problem must be corrected, inform the employee that failure to correct the problem will result in further disciplinary action that may include discharge, and issue a written notice to the employee.

Step 3 – Final Written Warning

If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the immediate supervisor and / or a department head will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action. Clear consequences will be outlined for continued failure to meet performance or conduct expectations.

Step 4 – Administrative Leave

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. In this case, the City Manager may suspend the employee pending the results of an investigation.

In the event that disciplinary action includes administrative leave without pay, the City will collect from the employee the cost of benefits that would have otherwise been earned during that period.

Step 5 – Termination

While all efforts will be made to support employees, grievous actions or failure to improve performance and / or behavior can result in termination of employment.

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities. Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided with copies of all progressive discipline documentation. The employee will be asked to sign copies of this documentation attesting to the employee's receipt and understanding of the corrective action outlined in the documents. Copies of the documents will be placed in the employee's official file.

Civil Service Appeals

Employees governed by Civil Service laws may appeal a corrective action either under this section or through the appeal procedures outlined in Civil Service laws. However, they may not pursue both options.

Social Media

Social media can be a fun and rewarding way to share your life and opinions with family, friends and coworkers around the world. However, the use of social media also presents certain risks and carries with it certain responsibilities. Because public confidence in City services and clarity regarding City policy is of utmost importance, and to avoid confusion regarding official policy, employees shall not post personal comments regarding City policy, operations or issues upon public media.

Social Media Guidelines:

- Social media includes all means of communicating or posting information or content of any sort on the Internet, as well as any other form of electronic communication.
- Ultimately, the employee is solely responsible for what the employee posts online.
- Before creating online content, the employee should consider some of the risks and rewards that are involved. Conduct that adversely affect the employee's job performance, the performance of fellow employees or otherwise adversely affects the City's legitimate business interests may result in disciplinary action up to and including termination of employment.
- Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying.
- Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the employee to disciplinary action up to and including termination.

Using Social Media at Work

- Refrain from using social media while on work time unless it is work-related.
- Do not use City email addresses to register on social networks, blogs or other online tools utilized for personal use.

Freedom of Speech

The City is committed to the right to freedom of speech as protected by the United States Constitution. Nothing in this policy is intended to:

- Restrict the freedom of employees to engage in their personal involvement in community activities.
- Affect individual employees' rights to express personal opinions on City or non - City actions and policies.
- Restrict employees from commenting on matters of public concern.

When speaking or writing as a citizen, an employee should be accurate, show respect for the opinions of others, and make every effort to indicate that the employee does not speak for the City.

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Prohibited Political Activity

City employees may participate in lawful political activities. Participating in these activities must be conducted on the employees' own time and should in no way suggest City endorsement or support.

The following activities are prohibited from being performed while on-duty:

- Demonstrating.
- Counting or recounting votes.
- Circulating petitions.
- Soliciting votes or contributions at any time in any working area of a City facility or otherwise interrupting the workday with these solicitations.
- Conducting or participating in opinion polls.
- Fundraising.
- Using City equipment or resources for making, copying or distributing political materials or messages.
- Harassment of co-workers, customers or vendors regarding political preferences.
- All other activities not considered part of the employee's normal duties.

Political Candidacy

City employees are prohibited from being a candidate in an election or be appointed by the City Council for a position on the Ranson City Council or any board or committee of the City.
All other political candidacy ambitions should be discussed with the City Manager to ensure there are no issues under the WV Ethics Act or any other laws or rules & regulations governing municipal employment.

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Time Off & Leaves of Absence

Holidays

The City observes the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- West Virginia Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Half-day Christmas Eve
- Christmas Day
- Half-day New Year's Eve

In Addition:

- Any day on which an election (municipal, primary, and general) is held.
- Any days or partial days which may be granted by the Governor of West Virginia, the President of the United States, or the City.

Guidelines:

- Paid holidays are available for both regular full & part-time employees as outlined in this policy.
- When a holiday falls on a Sunday, it will be observed on the following Monday. Whan a holiday falls on a Saturday, it will be observed on the preceding Friday.
- Paid holidays will not be considered as time worked for the purpose of overtime calculations.
- Holidays covered under this policy will be paid at the employees' current base rate of pay and will reflect their regularly scheduled hours (ex. 8-hour shift, 10-hour shift, etc.).
- All regular part-time employees scheduled to work an average of 20 hours or more per week on a continuous basis will receive 4 hours holiday pay for each holiday provided.
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays falling within an approved scheduled vacation will be recorded as a holiday.
- If an employee is called back in to work during the 24-hour period of a holiday covered under this policy they will be paid at a rate of one and one-half times regular pay or given compensatory time as outlined in the Overtime & Compensatory Time Policy.

Premium Holiday Pay

Due to the nature of the work, some employees may be required to work during a holiday. Nonexempt employees scheduled to work on a recognized holiday shall receive an additional premium pay for any hours worked during the defined 24-hour period of a holiday.

- Premium pay is equal to one and one-half times the current base rate of pay and will reflect the employees' regularly scheduled hours (ex. 8-hour shift, 10-hour shift, etc.).
- This is the maximum pay offered and cannot be combined with any other type of pay, including overtime.

On-Call / Emergency Call Back

Due to the nature of the work, some employees may be required to return as representatives of the city outside of normal working hours. While not an exhaustive list, examples include appearing in court or addressing unforeseen and / or emergency situations.

An employee who is called back to work outside the employee's normal work schedule will be paid for the time worked or a minimum of three hours, whichever is greater. Time worked while on call will be calculated at the employee's regular rate of pay. Overtime compensation is applicable only when the total hours worked exceed 40 hours in the workweek.

Emergency call-backs that occur during paid holiday leave will be paid at time and a half as outlined in the Holiday policy.

Annual Leave

The City recognizes the importance of employees having the opportunity to have leisure time and attend to nonwork matters. The City provides annual leave to full-time employees for this purpose, and employees are encouraged to take time off during the year in which this benefit is provided.

Part-time and seasonal employees are not eligible for annual leave.

The City attempts to grant requested annual leave for the period requested by the employee. However, the City must always maintain adequate staffing to meet its operational needs. Therefore, whenever possible, time off must be scheduled in advance and with prior approval of the employee's immediate supervisor.

Annual leave is earned based on employment status and the length of service to the City.

Years of Service	Hours per Pay Period	Hours per Year
0 – 4	4	104
5 – 9	5	130
10 – 14	6.5	169
15+	8.5	221

Annual Leave Guidelines:

- Employees grandfathered into this policy will remain at the higher annual leave accrual bracket that benefits the employee until the current policy offers greater benefits, at which point they will transition to the current policy.
- Annual leave can be requested as soon as it is earned, as outlined in the schedule above.
- Employees may accrue unused annual leave up to a maximum of 240 hours.
- Employees may take annual leave in increments as small 15 minutes.
- Annual leave is computed at the employee's current base rate of pay.
- Annual leave will be included in the calculation of overtime, meaning that any time taken as annual leave will count toward the total hours used to determine eligibility for overtime pay
- Unpaid leave taken beyond the employee's paid allotted annual leave must have prior approval of the City Manager.
- Annual leave shall not accrue if an employee is on unpaid leave, including short-term & long-term disability resulting from a non-work-related injury or illness.
- Employees may request an annual leave drawdown to have accrued annual leave paid out in their next scheduled paycheck, limited to twice a year, once in June & once in November. Requests outside this time frame may be considered and approved by the City Manager.
- Upon termination of employment, employees will be paid for all earned and unused annual leave up to the 240-hour maximum.

Sick Leave

Sick leave is a benefit available for full-time employees and accrues at 4 hours of sick leave per pay period, beginning with the employee's date of hire. Sick leave can be requested as soon as it is earned. The purpose of sick leave is to provide employees with compensation continuance in authorized circumstances.

Guidelines:

- Sick leave may be used for an employee's personal illness, medical quarantine, well-care and medical and dental appointments.
- Sick leave may also be used for the illness, medical quarantine, or preventive care of a member of the employee's immediate family; including the employee's spouse, children, parents, and any individual residing in the same household with whom the employee has a close personal relationship.
- An employee using sick leave shall notify their immediate supervisor of the absence and the qualifying circumstance at the earliest opportunity. Failure to provide timely notice may result in denial of sick leave for the period of unreported absence.
- Sick leave pay is computed at the employee's current base rate of pay.
- An employee may carry forward an unlimited amount of accumulated sick leave.
- If the employee is on leave under the Family and Medical Leave Act (FMLA), sick leave and annual leave must be used initially as part of the FMLA leave.
- An employee who has a sick leave absence of 3 (three) consecutive workdays is expected to turn in a statement from the employee's physician releasing them to return to work.

- If sick leave is unavailable, annual leave may be used in its place.
- Sick leave can be used in increments of 15 minutes.
- Sick leave shall not accrue if an employee is on leave without pay, military leave, or any other authorized absence (exclusive of annual leave), for more than 15 cumulative working days in any one-month, sick leave credit is not earned for that month.
- Employees are not paid for unused sick leave upon termination of employment.

Emergency Administrative Leave

Emergency administrative leave is announced and granted by the City Manager. It is paid leave granted to all employees. This time is not charged to any employee leave balances.

- Unless otherwise notified, if declared prior to beginning of business, administrative emergency leave extends from 6:00 A.M. on the day declared until 12:01 A.M. the following day.
- During emergency administrative leave, emergency service /essential personnel are required to report to work or to secure approval from their supervisors before not reporting to work. If an employee so designated cannot report to work and the supervisor has been appropriately notified, emergency administrative leave shall be granted upon department approval.
- Employees who are not designated as emergency service / essential personnel are not required to report to work during periods of emergency administrative leave.
- Employees already on scheduled leave (including leave without pay) are eligible for emergency administrative leave if declared during the period of scheduled leave.
- If the City opens offices late:
    - Employees who do not report to work at the announced adjusted time are not eligible for emergency administrative leave during the hours the offices are open.
    - Employees who do report to work late may combine annual or compensatory leave and emergency administrative leave to cover the hours missed.

Family & Medical Leave

The Family and Medical Leave Act (FMLA) of 1993 is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. The Act also seeks to accommodate the needs of employers and promote equal employment opportunity for men and women.

Eligible employees may be granted up to 12 weeks of unpaid leave per rolling calendar year under the Family and Medical Leave Act, for one or more of the following reasons:

- The birth and care of a newborn child of an employee.
- Placement with the employee of a child for adoption or foster care.
- To care for an immediate family member (spouse, child or parent) with a serious health condition.
- When the employee is unable to report to work or perform essential job functions because of a serious acute or chronic health condition.

- Any qualifying exigency due to an employee's spouse, child or parent being on covered active duty (or having been notified of an impending call or order to covered active duty) in the armed forces.

FMLA Guidelines:

- Employees are eligible for FMLA leave without pay if they have worked for the City for at least 12 months and worked at least 1,250 hours during the previous 12 months and after they have used all earned / accrued annual leave and sick leave.
- When possible, an employee is expected to give a 30-day notice of the need to take FMLA.
- Employees must provide medical certification that intermittent or temporary leave is medically necessary.
- Any unpaid leave must be approved by the City Manager.
- Employees are expected to provide periodic reports to their immediate supervisor during the FMLA leave regarding the employee's status and intent to return to work.
- Employees requesting FMLA leave for medical appointments must make reasonable efforts to schedule the leave so as not to unduly disrupt City operations.
- A leave of absence to care for a covered service member with a serious illness or injury may be entitled to up to 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave.
- If eligible, FMLA does not have to be taken in a single block and can be used intermittently. Intermittent FMLA means taking leave in blocks of time, or by reducing the normal weekly or daily work schedule.
- Intermittent FMLA leave may be taken whenever *medically necessary* to care for a seriously ill family member or because the employee is seriously ill and unable to work.
- Time taken off work due to pregnancy complications can be counted against the 12 weeks of FMLA leave.
- While on unpaid leave, annual leave and sick leave benefits will not accrue, and holidays will not be paid.

The City will maintain group health insurance coverage (including dental, vision and life insurance coverage) for an eligible employee for the duration of the FMLA leave of absence as if the employee continued in employment.

- The employee will be responsible for paying the employee's portion on any benefits that are not paid by the employer.
- It is the employee's responsibility to make arrangements with the City for payment of the monthly premium while on leave of absence.
- Failure to pay premiums on a timely basis will result in termination of the policy for the employee.
- Employees who do not return to work from FMLA leave will be required to reimburse the City for any premiums it paid to maintain health coverage for the employee during the FMLA leave.

Returning from Leave

- A medical certification of ability to return to work and perform essential job functions will be required.

- Upon return, an employee will be restored to the employee's original job *or* to an equal job with equivalent pay, benefits and other terms and conditions of employment.
    - Key employees (as defined by the Act) may be denied job restoration if such denial is necessary to prevent substantial harm or interference with City operations.
- Employees who fail to return to work by the expiration date of their leave will automatically be separated from employment.
- Should an employee wish to extend a leave of absence, a written request explaining the reasons must be submitted to a director prior to the expiration date of the original leave.

Parental Leave

The City will provide up to 400 hours of paid parental leave to eligible employees for up to 12 months following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted / placed child. This policy will run concurrently with the Family and Medical Leave Act (FMLA) policy, as applicable.

<u>Eligibility</u>

- Employed with the City for at least 12 months (the 12 months do not need to be consecutive).
- Worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time, regular employee.
- In addition, employees must meet one of the following criteria:
    - Have given birth to a child.
    - Be a spouse or committed partner of a woman who has given birth to a child.
    - Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.
- Appropriate documentation (medical certification, adoption records, etc.) will be required to support eligibility.

<u>Guidelines:</u>

- Paid parental leave will be computed at the employee's current base rate of pay.
- When possible, an employee is expected to give 30-day notice of the need to take paid parental leave.
- Paid Parental Leave is available on a continuous, intermittent, or reduced schedule basis. Intermittent or reduced schedule paid parental leave requires supervisory approval.
- Paid parental leave taken under this policy will run concurrently with leave under the Family Medical Leave Act (FMLA). Therefor paid parental leave will be counted toward the 12 weeks of available FMLA leave per a rolling 12-month period.
- In no case will the total amount of leave—paid or unpaid—exceed 12 weeks during the rolling 12-month FMLA period.

- The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 10-week total amount of paid parental leave granted for that event.
- After the paid parental leave is exhausted, the balance of FMLA leave can be compensated through employees' available accrued sick and / or annual leave. Any remaining FMLA leave will be unpaid.
- The City will maintain all benefits for employees during the paid parental leave period. The eligible employee's share of the premium, if any, will be deducted from their pay in accordance with normal practice.
- If a City holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- Upon termination of the individual's employment at the City, they will not be paid for any unused paid parental leave.

Returning from Leave

- If the paid parental leave is due to the employee giving birth, a medical certificate of ability to return to work and perform essential job functions will be required.
- Upon return, an employee will be restored to the employee's original job or to an equal job with equivalent pay, benefits and other terms and conditions of employment.
- Employees who fail to return to work by the expiration date of their leave will automatically be separated from employment.
- Should an employee wish to extend a leave of absence, a written request explaining the reasons must be submitted to an immediate supervisor prior to the expiration date of the original leave. Leave extensions must be approved by the City Manager.

Bereavement Leave

Any employee who wishes to take paid bereavement leave due to a qualifying death should notify the employee's immediate supervisor as soon as possible. If an employee leaves work early on the day they are notified of the death, that day will not count as bereavement leave.

In addition to paid bereavement leave, an employee may request additional time off as necessary. Bereavement pay is calculated based on the base pay rate at the time of absence.

Guidelines:

- Employees are allowed up to three (3) consecutive days off from regularly scheduled work duties in the event of the death of the employee's spouse, child, parents, brother, and sister, grandparents, grandchildren, mother-in-law, father-in-law, or relative living in the same household.
- In circumstances not explicitly covered under the standard bereavement leave policy, the city manager retains the discretion to evaluate and approve additional bereavement leave requests on a case-by-case basis.

Military Leave

The City supports the military obligations of all employees and grants regular, full-time employees leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify their immediate supervisor and provide the City with an official copy of the orders requiring active service at their earliest convenience.

Upon return from military service, return to work will be supported as outlined by the Uniform Services Employment and Reemployment Rights Act (USERRA) and any other applicable federal and state laws. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

Jury Duty / Court Leave

Service on a jury when called is a necessary and important civic responsibility and the City recognizes this by granting paid time off consistent with the law.

Guidelines:

- If summoned for jury duty, the employee should forward a copy of the notice to their immediate supervisor as soon as practical.
- The City will compensate the employee for the time served on a jury, the employee's salary less the amount received as jury duty pay.
- At the end of the jury duty, jurors receive a voucher from the Court advising of the amount paid during jury service. This voucher must be turned in to the immediate supervisor upon return to work.
- When an employee is released from jury service, temporarily or permanently, the employee should contact their immediate supervisor who shall determine whether or not the employee should return to complete the remaining hours of the workday.
- This policy applies to jury duty only and does not apply to other court appearances.

Time Off to Vote

The City recognizes that voting is a right and privilege. In almost all cases, employees are expected to vote either before or after work. If extenuating circumstances make this impossible, arrangements can be made with the immediate supervisor for unpaid time off to vote.

Benefits

Medical & Life Insurance

The City provides medical, dental, vision, and life insurance coverage for regular full-time employees and families. Upon employment, each regular employee is given detailed information about available programs provided by the City's insurance carriers.

- Benefits start on the first day of the month following the hire date and terminate on the last day of the month of termination.
- The sharing of premium costs between the City and the employee is at the discretion of the City Council on an annual review basis.

For full details of all available medical benefit programs visit:

- Medical – PEIA – peia.wv.gov/Pages/default.aspx
- Life Insurance – Lincoln Financial Group – lincolnfinancial.com/public/individuals/products/lifeinsurance
- Dental – MET Life Insurance – metlife.com/insurance/dental-insurance
- Vision – VSP Vision – vsp.com

Employee Sponsored Programs

The city offers a variety of employee-sponsored programs designed to support the diverse needs and interests of our workforce. Participation in these programs is entirely voluntary and funded by the employee. Upon hire, all regular full-time employees receive detailed information about the available programs, allowing them to make informed decisions based on their personal and professional interests.

Each program is managed by its respective plan administrator, as outlined below. Employees interested in taking advantage of these additional benefits must coordinate enrollment with the City payroll department prior to finalizing participation.

- Voluntary Life Insurance; available for both the employee and a dependent – Lincoln Life – lincolnfinancial.com/public/individuals/products/lifeinsurance
- Supplemental Insurance – Aflac – https://www.aflac.com/individuals/products/default.aspx
- Christmas Club – Jefferson Security Bank – https://www.jsb.bank/personal/christmas-club

Short Term Disability

The short-term disability benefit provided by the City is an employer-funded plan providing income replacement for employees unable to work due to non-work-related injury, illness, or other qualifying condition(s) as may be determined by the plan administrator. The City pays the entire premium for this employee benefit.

Eligibility

- An employee may be eligible to receive short-term disability benefits on the first day of disability due to accidental injury and the fifteenth consecutive day of disability due to sickness if the employee has exhausted all sick leave.
- The actual granting of disability insurance benefits is at the discretion of the third-party insurance company. Refer to the insurance carrier's summary plan description for full governing details.
- Employees may use vacation, sick time or compensatory to cover the fifteen (15) day waiting period.
- An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit.
- To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work.

Guidelines:

- The employee must provide medical certification of the disability that includes the start and expected end date of the disability.
- The short-term disability benefit payment is 66.6% percent of the employee's base weekly wages or salary calculated on average earnings in the previous six months.
- The benefit may be paid for a maximum of 26 weeks per calendar year. Payments are made on a regular schedule as determined by the plan administrator. The benefit is taxable income.
- The City will continue to pay health, dental, vision, life, short long-term disability insurance premiums while the employee is on short-term disability for a maximum period of 26 weeks. An employee on short-term disability will still be responsible for their portion of insurance premiums.
- An employee being paid short-term disability benefits is not eligible to accrue annual leave, sick leave, or holiday pay.
- A medical certification of the ability to return to work and perform essential job functions will be required prior to return to work from short term disability.
- Should an employee wish to extend a leave a written request explaining the reasons must be submitted for approval. All extended leaves must be approved by the City Manager.

The plan administrator is Lincoln Financial Group. For full details of the program visit lincolnfinancial.com/public/individuals/products/lifeinsurance

Long Term Disability

The City provides all regular full-time employees with a Long Term Disability Insurance (LTD) policy. The LTD plan is an income replacement benefit which provides financial protection for the employee and their family by paying a portion of their income while they are disabled.

Eligibility:

- All active, regular, full-time employees are eligible for this benefit and subject to the requirements of the plan administrator.
- Coverage eligibility will start on the first day of the month following the employee's start date. Should the employment date be the first of the month, coverage will then begin on the date of employment.

- The actual granting and governing of disability insurance benefits is at the discretion of the third-party insurance company. Refer to the insurance carrier's summary plan description for full details.

Long Term Disability Guidelines:

- Employees will not be entitled to long term disability payments until they have used up all accrued sick leave, annual leave and compensatory time.
- The monthly benefit is 60% of an employee's pre-disability earnings. Some disabilities may not be covered or may have limited coverage under this plan.
- If an employee becomes unable to perform the essential functions of their position, and is receiving long-term disability benefits, the City may terminate the employment relationship in accordance with applicable laws and policies.
- An employee receiving LTD benefits is not eligible to receive or accrue any other City employment benefit.
- While an employee is disabled, the employee may be eligible to receive benefits from other sources. If so, the LTD provider may offset the employee's LTD benefit by the amount the employee is eligible to receive from other sources.
- Some exclusions and limitations to this policy do exist – please refer to the summary plan document for full details.

The plan administrator is **Lincoln Financial Group**. For full details of the program visit lincolnfinancial.com/public/individuals/products/lifeinsurance

Employee Assistance Program (EAP)

The City provides confidential and voluntary assistance through its employee assistance program (EAP) to all employees and an immediate household family member who may be faced with challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, childcare problems, etc. The City pays the entire cost of this employee benefit.

Guidelines

- This program is available 24 hours a day 7 days a week.
- EAP counselors are available to assess short term issues and develop a plan for resolution.
- There is no charge to use the services of the EAP and the counselors will make every effort to coordinate referrals for ongoing treatment with the employee's health insurance coverage as well as within their ability to pay.
- In most cases an EAP visit that is urgent or cannot be scheduled outside of work will be treated similar to other doctor's appointments. Refer to City sick leave and attendance procedures.
- Participation in the EAP is strictly confidential and does not jeopardize job security or promotional opportunities.
- Information given to the EAP counselor may be released to the City only if requested by the employee in writing.

The plan administrator is Lincoln Financial Group. For full details of the Employee Connect program visit:

- GuidanceResources.com - (username: LFGSupport / password: LFGSupport1)

- Download the GuidanceNow℠ mobile app
- Call 888-628-4824

Tuition Reimbursement

The City believes in the importance of continual professional development opportunities that increase employees' skills and enhance their contributions to the organization.

Full-time regular employees are eligible for reimbursement for education programs and associated costs that are approved by the City Manager.

Guidelines:

- It is the employee's responsibility to seek out the courses and other training mediums that will enhance their career development and are in line with the City's mission of public service.
- Tuition reimbursement is an opportunity to help offset the costs of educational courses as part of a degree-seeking program that will assist the employees in performing their essential job functions and increase the employee's contribution to the organization.
- Other certificate and training programs may be considered for partial or and / or full reimbursement with approval from the City Manager.
- Employees must request approval for tuition reimbursement before the start date of the proposed class. The request must include applicable course of study, purpose, job relevance, cost, dates, and the name of the institution / source of training.
- This is a reimbursement program. The participating employee is responsible for timely payment of tuition and fees to the host institution.
- The ultimate approval for tuition reimbursement requests is with the City Manager.

Reimbursement:

- Upon satisfactory completion of the coursework, the employee must provide documentation to support completion and payment to receive reimbursement.
- For degree programs, a grade of C or above will be awarded 50% reimbursement of tuition paid. Any grade less than a "C" is not eligible for reimbursement.
- A pass / fail course is 50% reimbursable if passed successfully.
- The maximum reimbursement amount will be $5,000 per fiscal year.
- The amount does not roll into the next fiscal year and is forfeited if not used.

Payback Requirements:

As a matter of record and fair compensation for public funds expended, employees accepting the terms of this policy will be required to sign a written agreement to remain employed by the City for two years from the date of the educational reimbursement. If the employee initiates a termination from the city within that time frame, they will be required to refund a monthly prorated amount to the organization.

Years of Service

The City values the contributions, knowledge and experience of long-term employees. In appreciation of this dedicated service, the City recognizes employees as they reach milestone anniversaries.

Guidelines:

- All full-time active employees become eligible for the $500 years of service cash supplement in the year in which they complete five years of service.
- An additional $250 will be added to this years of service supplemental payment every five years.
    - Example – At 5 years of service an employee receives $500, at 10 years of service receives $750, and so on.
- This annual supplement is paid at the end of the calendar year.

Workers' Compensation

Any injury sustained by an employee in the performance of work for the City is covered by Worker's Compensation Insurance. The City pays the entire premium for this employee benefit.

This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period.

Guidelines:

- If an accident or injury occurs on the job, if possible, an employee must notify their immediate supervisor within twenty-four (24) hours of the occurrence.
- Any accident, no matter how small or insignificant, must be reported and an injury report completed.
- Along with the injury report, other forms may be required from the Workers' Compensation Insurance and will be completed and returned to the City for immediate submission.
- Employees who are ready to return to work after filing a workers' compensation claim must submit a doctor's medical release certifying the ability of the employee to perform essential job functions.
- The City will return an injured employee to work as soon as possible. Temporary job modifications or alternative positions may be based on the employee's medical condition, including any restrictions from the attending physician. These modifications are intended to support recovery and facilitate a timely return to full duty.

Workers' compensation benefits are not provided for injuries that occur during an employee's voluntary participation in any off-duty recreational or social activity sponsored by the City.

Retirement Benefits

The City is genuinely appreciative of the service given by each and every employee and is committed to ensuring that employees have some financial security during retirement.

401(a) Plan

- All full-time employees of the City are eligible to enroll in a 401(a) plan.
- The City contributes 5% of the current base income to each employee's plan per pay period.

457(b) Plan

- In addition to the 401(a) Plan, all full-time employees of the City are eligible to participate in a 457(b) plan.
- Employees who choose to participate can elect how much of their salary they want to contribute to the Plan and to direct the investment of their professionally managed funds.
- The City will match up to an additional 5% of base income contributed by the employee.
- All employer contributions are tax deferred until withdrawal, as well as the taxes on any investment earnings from these contributions.

Guidelines

- Retirement benefits and contribution rates are subject to change with appropriate City Council action.
- Employee contributions are fully vested, while employer contributions vest at a rate of 20% per year.
- Employees can borrow against their plan(s) balance under certain limited circumstances. This limited borrowing is managed by the company offering the retirement plan options and all details surrounding this option can be found through the plan summary document.
- Plans are subject to federal law and requirements and restrictions of the plan administrator.
- Upon termination:
    - Employees receive the full value of their contributions and earnings, along with the vested portion of employer contributions.
    - Both plans are eligible to be rolled over into an IRA or another qualified, pre-tax plan.

The plan provider is John Hancock Investments. For full details visit https://www.jhekitpdf.com/ (Contract Number 102257 / Access Number 237600). For account enrollment and payroll deferral elections, employees must coordinate with the City payroll department to finalize changes.

Employee Handbook Acknowledgement

I have received a copy of the Employee Handbook of the City of Ranson, West Virginia (City) and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, City practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by the City at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the City to employ me now or hereafter and that my employment may be terminated by me or the City without reason at any time, so long as there is no violation of applicable federal or state law.

_____
Employee's Name in Print

_____
Signature of Employee

_____
Date Signed by Employee

A Signed Copy Will Be Placed in Employee's File

DRAFT