




Section II –General Policies

**City of Springfield
Springfield, SD 57062**


	POLICY PP2.0 General Policies	
Issue Date:	Updated:	Section: Personnel

General Policies

It is the policy of the City to provide a work environment free from discrimination and all forms of harassment. The City complies with all federal and state employment opportunity laws. To maintain this commitment, the City will not tolerate any form of discrimination, harassment or bullying behavior. Employees who have been subject to or witnessed prohibited discrimination, harassment or bullying behavior should immediately report the incident to their department supervisor, finance office or mayor, according to the **Complaint Procedure** as specified in this manual. Employees can report concerns without fear of reprisal.


All supervisors are responsible for reminding employees on a recurring basis of this policy and all are responsible for assuring that ~~this a~~ **the** workplace is free from harassment and discrimination. The City will not tolerate discrimination or harassment of or by any non-employees such as ~~customers~~ **constituents**, visitors or other.

Failure to comply with these provisions may result in disciplinary action up to and including termination of employment.

	<p align="center">POLICY PP2.1 Non-Discrimination/ Equal Employment Opportunity</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Non-Discrimination/ Equal Employment Opportunity


It is the policy of the City to provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including gender identity, sexual orientation, pregnancy, childbirth or related medical condition), national origin, creed, ancestry, age (40 or older), genetic predisposition or carrier status, citizenship status, marital status or disability in employment or the provisions of services or any other basis prohibited by state or federal laws. Employment decisions will be based upon qualifications, related experience, job pertinence and relevant individual differences. Equal opportunity applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absences, compensation and training.

	POLICY PP-2.2 Anti-Harassment	
Issue Date:	Updated:	Section: Personnel

Anti-Harassment

The City's policy is to provide a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the City expects all relationships among employees will be business-like and free of bias, prejudice and harassment. To maintain this commitment, the City will not tolerate any form of harassment. Harassment on the basis of race, color, religion, sex (including gender identity, sexual orientation, pregnancy, childbirth or related medical condition), national origin, creed, ancestry, age (40 or older), genetic predisposition or carrier status, citizenship status, marital status or disability in employment or the provisions of services or any other basis prohibited by state or federal law; and that: (a) has the effect of creating an intimidating, hostile or offensive work environment; (b) has the effect of unreasonably interfering with an individual's work performance; or (c) adversely affects an individual's opportunities.

Employees must avoid any conduct that could be viewed as harassing or offensive even if it does not violate federal or state law. Harassment and offensive behavior may take different forms: verbal, non-verbal or physical in nature. Harassment includes conduct that belittles or shows hostility or hatred toward an individual because of their protected status or of their relatives, friends or associates. Harassing conduct includes, but is not limited to, slurs and negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes and displays or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email).


	POLICY PP2.2.1 Bullying	
Issue Date:	Updated:	Section: Personnel

Bullying

It is the policy of the City to provide a work environment free from bullying. Bullying is defined as “repeated inappropriate behavior either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the City’s Code of Ethics, which states that all employees will be treated with dignity and respect.

The following types of behavior are examples of bullying and are not intended to be an all-inclusive list:

- Verbal bullying - slander; ridiculing or maligning a person or their family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive or offensive remarks.
- Physical bullying - pushing, shoving, kicking, poking, tripping, assault or threats of physical assault; damage to a person’s work area or property.
- Gesture bullying – non-verbal gestures that can convey threatening messages.
- Exclusion – socially or physically excluding or disregarding a person in work-related activities.

	POLICY PP2.2.2 Sexual Harassment	
Issue Date:	Updated:	Section: Personnel


Sexual Harassment

It is the policy of the City to provide a work environment free from sexual harassment. Sexual harassment is unwelcome conduct of a sexual nature that is persistent or offensive and interferes with an employee's job performance or creates an intimidating, hostile or offensive work environment. Sexual harassment is defined by the federal Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (b) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual or (c) such conduct has the purpose of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment can be physical and/or psychological in nature. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Sexual harassment may involve individuals of the same or different genders.

Sexual harassment may include a range of behaviors to include unwanted sexual advances or requests for sexual favors; sexual jokes or innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual ability or deficiencies; whistling or touching; insulting or obscene comments or gestures; displays in the workplace of sexual suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

All employees are expected to avoid any behavior or conduct that could be interpreted as unlawful harassment. All employees should also understand the importance of informing an individual whenever that individual's behavior is unwelcome, offensive, in poor taste or inappropriate.

	POLICY PP2.2.3 Complaint Process	
Issue Date:	Updated:	Section: Personnel

Complaint Process


The City must be aware of incidents of discrimination or harassment to be able to take appropriate corrective measures. Individuals who believe they have been victims of conduct prohibited by this policy or who believe they have witnessed such conduct should promptly report their concerns through the complaint process outlined in this policy. The City encourages prompt reporting of complaints or concerns so rapid and constructive action can be taken before relationships become irreparably strained.

When possible, the City encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and request it to be discontinued. Often this action alone will resolve the problem. The City recognizes individuals may prefer to pursue the matter through the Complaint Procedure.

Any supervisor who becomes aware of any possible discrimination or sexual harassment must immediately advise the finance office. The City will make a thorough and impartial investigation of the complaint by following the steps outlined in the Disciplinary Action and Complaint Procedure policy. All employees are expected to cooperate with any such investigation. The City will take prompt remedial measures to immediately end the offending action.

Discrimination and harassment of any kind in the workplace is prohibited by federal and state law, whether committed by elected officials or supervisory or non-supervisory employees, and will not be tolerated. Retaliation or intimidation directed toward a complaining party is also prohibited by law and will not be tolerated by the City under any circumstance. A legitimate complaint of discrimination or harassment will not have any bearing on the terms and conditions of employment on the complaining party, including but not limited to wages, advancement, evaluations, assigned duties, shift assignments, career development, etc.


A formal complaint of harassment may be initiated in lieu of, during or following the City's Complaint Procedure process as provided by state or federal law.

	<p align="center">POLICY PP2.3</p> <p align="center">Americans with Disabilities Act & The Pregnant Workers Fairness Act</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Americans with Disabilities Act & The Pregnant Workers Fairness Act

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) and the Pregnant Workers Fairness Act (PWFA) provide rights and protections to individuals with disabilities and individuals who are pregnant, have given birth or have a related medical condition in the areas of employment. The City is committed to the fair and equal employment of individuals with disabilities under the ADA, ADAAA and PWFA. It is also the City's policy to provide reasonable accommodation to such qualified individuals with disabilities unless the accommodation imposes an undue hardship on the organization. The employee or employment applicant shall inform the finance office of the need for accommodation, and the City shall engage in an interactive process regarding the request. The City may request documentation of the functional limitations to support the request.

Any individual who believes that they, or a specific class of individuals, has been subjected to unlawful discrimination under the ADAAA and/or PWFA by the City, may file a complaint with the finance office as outlined in the Disciplinary Action and Complaint Procedure policy.

	<p align="center">POLICY PP2.3.1 Procedures for Requesting ADA Accommodations</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Procedures for Requesting ADA Accommodations

It is the employee's ~~obligation~~ **responsibility** to request accommodation. ~~Upon receipt of a request for accommodation, the finance office, the employee's supervisor and the employee will meet to discuss and identify the precise limitations resulting from the disability and any potential accommodations(s) the City might make to help overcome those limitations. Upon receiving a request for accommodation, the Finance Office, the employee's supervisor, and the employee will meet to discuss the specific limitations caused by the disability and to explore potential accommodations the City may provide to address those limitations.~~ This process is referred to as the interactive process and involves a good-faith effort by the employer and the employee to discuss the limitations or performance issues the employee's disability may pose. The purpose of this discussion is to determine what accommodation(s) may be needed. The meeting will ~~also~~ clarify the responsibilities of both the employee and the City. This meeting will include a review of the position description and the essential functions of the position. The employee may be required to provide appropriate documentation from their licensed health care provider regarding the nature of any impairment(s), severity, duration, activities limited by the impairment(s) and the extent to which the impairment(s) limit the employee's ability to perform the essential job functions. In the event the City needs to consult with the employee's health care provider, the City must obtain a written medical release or permission from the employee.


~~The City will determine the feasibility of the requested accommodations considering various factors, including but not limited to, the nature and cost of the accommodations; the availability of funding and overall financial resources for the City; and the impact the accommodations would have on the City's operations, on other employees performing their duties and the ability of the City to conduct business.~~ **The City will determine the feasibility of requested accommodations by considering factors such as the nature and cost of the accommodations, available funding and overall financial resources, and the impact on City operations, other employees' ability to perform their duties, and the City's ability to conduct business.** Once the decision is made, the City will inform the employee in writing of its decision on the accommodations request.

An employee who has questions regarding this policy or believes they have been discriminated against based on a disability should notify the finance office. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Any individual who believes that they, or a specific class of individuals with disabilities, has been subject to unlawful discrimination based on that disability by the City may, by themselves or by any authorized representative, file a complaint using the Complaint Procedure.

For the purpose of this policy regarding employee-related issues, the finance office and supervisor will assist in a formal investigation.

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	<p align="center">POLICY PP2.4 Workplace Violence</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>


Workplace Violence

The City does not tolerate workplace violence or the threat of violence by any of its employees, ~~customers~~ **constituents**, the public or anyone who conducts business with the City. The City acknowledges many of its employees are exposed to violence by the very nature of their jobs. It is the intent of the City to provide a workplace that is free from intimidation, threats or violent acts. This includes, but ~~is not~~ limited to intimidating, threatening or hostile behaviors; verbal abuse; physical abuse, vandalism, arson; sabotage; use of weapons; or any other act that in management's opinion is inappropriate in the workplace.

The City subscribes to the concept of a safe work environment and supports the prevention of workplace violence. ~~Prevention efforts include, but are not limited to, informing employees of this policy; instructing employees regarding the dangers of workplace violence; communicating the sanctions imposed for violating this policy; and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal the City will also conduct training for employees related to dealing with workplace violence.~~ **Prevention efforts include, but are not limited to:**

- **Informing employees of this policy.**
- **Instructing employees on the dangers of workplace violence.**
- **Communicating the sanctions imposed for violating this policy.**
- **Providing a reporting hierarchy that allows employees to report incidents without fear of reprisal.**
- **Conducting training for employees on recognizing, preventing, and responding to workplace violence.**

City employees are not permitted to bring or possess firearms, explosives or other weapons on City property, except those individuals authorized to do so in the course of their duties ~~with the City.~~

	POLICY PP2.4.1 Reporting Threats –Internal & External	
Issue Date:	Updated:	Section: Personnel


Reporting Threats –Internal & External

Any employee who is a victim or a witness to workplace violence, including supervisors, co-workers or visitors are urged to report the threat/ violence. All reports of workplace violence will be taken seriously and will be thoroughly investigated.

Employees may bring their complaint to the ~~city administrator~~, finance office or department supervisor. All employees should communicate with each other to be aware of any unusual activity that may identify the potential or actual occurrence of a violent incident. Any employee who acts in good faith by reporting real or implied violent behavior will not be subjected to any form of retaliation or harassment.

In critical incidents in which serious threat or injury occurs, emergency responders such as police, fire and/or ambulance personnel must be immediately notified. As necessitated by the seriousness of the incident, the mayor, the finance office, department supervisor, city attorney and others, as deemed necessary, will be responsible for establishing the protocol in the event of a threat or violent incident that may include, but is not limited to:


- Evaluating potential ~~violence~~ **violent** problems;
- Assessing an employee's fitness for duty (through ~~mental~~ **licensed** health professionals);
- Selecting intervention techniques;
- Establishing a plan for the protection of co-workers and other potential targets;
- Coordinating with affected parties such as victims, families, employees, media or law enforcement personnel;
- Referring victims to appropriate assistance, counseling or community service programs.

	POLICY PP2.4.2 Prohibited Actions & Sanctions	
Issue Date:	Updated:	Section: Personnel

Prohibited Actions & Sanctions

It is a violation of this policy to engage in any act of workplace violence. Failure to comply with these provisions may result in disciplinary action up to and including termination of employment and depending upon the violent act, may be subject to criminal sanctions.


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	POLICY PP2.5 Safety	
Issue Date:	Updated:	Section: Personnel

Safety

The City desires to conduct all its operations in the safest manner possible. Compliance with the General Safety Rules listed below will assist us in achieving this objective. ~~These rules are minimum and your continued awareness and cooperation in providing a safe place to work is a vital part of your work.~~ **These rules represent the minimum requirements. Your continued awareness and cooperation are essential to maintaining a safe workplace.**


1. Whenever you are involved in any accident that results in personal injury or damage to property, no matter how small, the accident must be reported to the finance officer **immediately**. Get first aid promptly and submit First Report of Injury as soon as possible after the accident.
2. Report immediately any condition or practice you think might cause injury or damage to equipment.
3. Do not operate any equipment ~~which, in your opinion,~~ **that** is not in a safe condition and report the condition of the equipment to your supervisor.
4. All prescribed safety and personal protective equipment ~~should~~ **must** be used as required and maintained in working conditions.
5. When lifting, use the approved lifting technique, IE -bend your knees, grasp the load firmly, then raise the load keeping your back as straight as possible.
6. ~~Do not horseplay; avoid distracting others; be courteous.~~ **Refrain from horseplay, avoid unnecessary distractions, and conduct yourself with courtesy.**
7. Use the right tools and equipment for the job. Use them safely and when authorized.
8. Good housekeeping should always be practiced. Return all tools, equipment, and material to their proper places.
9. The use of drugs and/or intoxicating beverages during employment and/or at the workplace is prohibited.

	POLICY PP2.6 Seat Belts	
Issue Date:	Updated:	Section: Personnel

Seat Belts

All City employees and their passengers are required to use seat belts when driving or riding in any City-owned or -leased vehicle (if equipped with seat belts) or while driving or riding in personal vehicles on official City business. Failure to comply with these provisions may result in disciplinary action up to and including termination of employment.

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	POLICY PP2.7 Smoking	
Issue Date:	Updated:	Section: Personnel

Smoking

It is the policy of the City to prohibit smoking (including all electronic smoking devices and electronic nicotine delivery systems) in City vehicles, equipment, buildings and facilities or while representing the City on official business. Smoking is only permitted outside in designated smoking areas. Failure to comply with these provisions may result in disciplinary action up to and including termination of employment.

Does the policy need to specify the number of smoke breaks allowed?

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	POLICY PP2.8 Code of Ethics	
Issue Date:	Updated:	Section: Personnel

Code of Ethics

Because high ethical standards are critical to the City's credibility, all City employees should:

- Uphold the Constitution, laws and regulations of the United States and the State of South Dakota and never be a party to their evasion;
- Uphold the charter, codes and regulations of the City and never be a party to their evasion;
- Regard service to the public as the mission of all City employees and always place service to public above service to self;
- Treat all members of the public with respect, courtesy, concern and responsiveness and never discriminate by dispensing special favors or privileges to anyone;
- Treat all employees ~~employees~~ **co-workers** with dignity and respect;
- Give a full day's work for a full day's pay and give earnest effort to the performance of assigned duties as efficiently and economically as possible;
- Accept no special favors, privileges, benefits or gifts offered by a member of the public or by persons or business regulated by the City, doing business with the City or seeking to do business with the City;
- Use no City property, funds or time for personal purposes;
- Make no information gained confidentially in the performance of City duties as a means of making private profit;
- Make no private promise of any kind which is binding upon duties performed as an employee;
- Engage in no activity, either directly or indirectly, which is inconsistent with the conscientious performance of City duties;
- Demonstrate the highest standards of personal integrity, honesty and conduct all activities to inspire public confidence and trust in City employees; and
- Expose corruption, misuse of official authority or any action which harms the public interest wherever and whenever discovered.

A violation of any of the provisions of the Code of Ethics may result in disciplinary action up to and including termination.


	POLICY PP2.9 Gratuities	
Issue Date:	Updated:	Section: Personnel

Gratuities

The City prohibits all employees from accepting gifts, gratuities or entertainment from individuals and firms with whom the City does business. It is also a violation to give gifts to individuals or firms with whom the City does business. Excluded from this prohibition is the exchange of normal business courtesies such as luncheons or dinners, when they are proper and consistent with regular business practice. Also excluded is any food, entertainment or beverage for immediate consumption, advertising or promotional materials and holiday or other gifts which are of nominal value (less than \$100). Failure to comply with these provisions may result in disciplinary action up to and including termination of employment.

City of Springfield is an equal opportunity employer and provider.

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	<p align="center">POLICY PP2.10 Performance Evaluations</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Performance Evaluations

Performance evaluation reports are designed to provide the employee with a record of their performance, to encourage professional growth, and to promote communication between the supervisor and employee. The performance evaluation report will be the responsibility of the employee supervisor. Performance evaluation reports are a continuous process. Evaluators should carry out informal, regular discussions with their employees throughout the year and summarize progress more formally in writing in the annual performance report. Performance evaluation reports will be completed before the conclusion of the employee's training period and once each year thereafter prior to the end of December.

If an employee receives a performance report with an overall score of "does not meet standards," the employee will not be eligible for an annual step increase. The employee will be given time to correct their performance and must demonstrate a willingness and ability to meet and maintain the conduct and work requirements specified by the supervisor and the City. The length of time will depend on performance improvement requirements and the department supervisor's recommendation. When the employee is re-evaluated, their performance must be raised and maintained at a rating of "meets standards" or "above standards" to become eligible for a non-retroactive annual pay increase and continued employment.

The performance evaluation reports are to be structured to each employee's position. The purpose of the report is to commend strengths, address weaknesses, suggest ways to improve, and discuss employee goals and objectives. Reports will be conducted in a private meeting between the employee and their supervisor as directed by the department supervisor. Employees will be asked to sign their performance evaluation report and will receive a copy. Signing does not imply agreement with the evaluation, but simply agreement that the contents have been made known or discussed with the employee.


	POLICY PP2.11 Personnel File	
Issue Date:	Updated:	Section: Personnel

Personnel File

The City of Springfield maintains personnel files for each employee. The personnel file may include such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, disciplinary documents, and other employment records.

Personnel files are the property of the City of Springfield and access to the information they contain is restricted. Generally, those with a need to know who has a legitimate reason to review information in a file are allowed to do so, such as a department supervisor. Employees who wish to review their own files should contact the finance office. The file will be made available to the employee's representative only upon express written authorization by the employee and copying costs paid by the employee.


As to written disciplinary actions in the personnel file, the employee may submit a letter of rebuttal to his/her file regarding any information contained in his/her file that is in dispute.

	<p align="center">POLICY PP2.11.1 Personal Data Changes</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Personal Data Changes

It is the responsibility of each employee to notify the finance office of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, life events such as marriages or divorces and other status reports should be accurate and current at all times.


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	<p align="center">POLICY PP2.11.2 Form I-9 Employment Eligibility Verification</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Form I-9 Employment Eligibility Verification

The City must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and non-citizen) hired after November 6, 1986, to work in the United States. Employees must be lawfully entitled to work in the United States to be employed with the City. Form I-9's will be maintained separately from the personnel file but in confidence due to taxpayer identification numbers. All employees will be required to complete the I-9 form on the first day of employment and provide acceptable unexpired forms of identification.

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	POLICY PP2.11.3 Benefits, Medical & Confidential File	
Issue Date:	Updated:	Section: Personnel

Benefits, Medical & Confidential File

The City maintains confidential file(s) on employees. The file may include:

- Benefit forms (retirement, health and life insurance, etc)
- Injury reports and workers' compensation information
- Necessary medical examinations and records
- Harassment/ discrimination investigatory documents


Access to this file is limited to the finance officer and on an absolute need-to-know basis only as deemed appropriate by the finance officer.

	POLICY PP2.11.4 Personnel Record Retention	
Issue Date:	Updated:	Section: Personnel

Personnel Record Retention


Personnel records are maintained in accordance with the records retention and destruction manual for cities published by the State Bureau of Administration.

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	<p align="center">POLICY PP2.12 Employment References</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Employment References


Regarding requests for employment verification, the City's finance office can release the employee's name, hire date, termination date, job title, salary, status (active or inactive and full-time or part-time) and department to which the employee is currently or was last assigned. It is the City's policy that employees should not release information about other current or former employees without proper authorization from the finance office. Information given in response to requests from outside employers or businesses to verify employment is limited, therefore external requests for employment information should be directed to the finance office. Additional information will only be given with a signed Release and Waiver Employment Reference Release from the current/ former employee.

	POLICY PP2.13 Public Relations	
Issue Date:	Updated:	Section: Personnel

Public Relations

All employees are responsible for providing their City service(s) to the public in a courteous, polite manner.


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	POLICY PP2.13.1 Conduct	
Issue Date:	Updated:	Section: Personnel

Conduct

Employees are expected to maintain high standards of conduct and cooperation in their relationships with their fellow employees and City officials.


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	POLICY PP2.13.2 Off-Duty Conduct	
Issue Date:	Updated:	Section: Personnel

Off-Duty Conduct

In accepting a position with the City, an employee also accepts a position of trust and responsibility. Off-duty conduct shall not detract from the public's confidence in the ability of the employee to perform his or her job-related duties well. Any information to which employees may have access because of their position with the City and which may be detrimental to the City, shall be kept in strictest confidence.

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	POLICY PP2.13.3 Appearance	
Issue Date:	Updated:	Section: Personnel


Appearance

Employees are expected to exercise discretion and good taste in the matter of dress. Cleanliness and good grooming are expected.

Departments may require City issued uniform be worn as their standard to ensure consistency and public identification. Shirts shall be short sleeved at a minimum. Clothing items purchased with City funds shall be worn or used during work hours and generally worn by the employee while working. Employees will be required to replace missing work clothing at their own expense if the work clothing is lost, stolen or damaged due to the employee's own negligence. Employees are expected to report to work each day in a clean shirt. When a shirt is considered unwearable, the shirt will be returned to the appropriate supervisor, who will dispose of it first, removing any logos.

The wearing of suggestive attire, soiled clothing or radical departures from conventional dress is not permitted. Tank tops with large baggy, gaping armholes are not permitted.


Supervisors are authorized to develop and implement additional policies and practices which relate to the provisions of this subject which are not inconsistent with the guidelines set forth herein. Employees wearing inappropriate attire will be instructed not to wear the attire again. A second offense will result in the employee being asked to go home and change into appropriate attire. Third and subsequent offenses may result in a written disciplinary action.

	POLICY PP2.14 Confidential Information & Media Inquiries	
Issue Date:	Updated:	Section: Personnel

Confidential Information & Media Inquiries

As an employee, in the course of your employment, you may become aware of certain confidential information that should not be shared with others, including co-workers and non-employees. IE - Employees are prohibited from discussing the circumstances surrounding potential liability incidents or claims, or legal actions involving the City, unless authorized to do so. Employees are required to take reasonable and necessary steps to preserve the confidentiality of such information. Employees who receive media inquiries should refer them to the Mayor or City Attorney.

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	<p align="center">POLICY PP2.15 Outside Employment</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Outside Employment

Employees are permitted to engage in work or to hold other jobs, subject to certain restrictions as outlined. Activities and conduct away from the job must not compete with, conflict with or compromise the City's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers during non-working time that are normally performed by the City and that creates a conflict of interest with the employee's position with the City. The prohibition also extends to the unauthorized use of City tools and equipment. Employees are not to solicit or conduct any outside business during paid work time. Failure to comply with these provisions may result in disciplinary action up to and including termination of employment.

Employees are cautioned to carefully consider the demands additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

Employees who are employed on a full-time basis should request prior written approval of their immediate supervisor. Such approval will not be granted when additional employment will interfere with, conflict with or adversely affect the employee's City duties and responsibilities. The supervisor may rescind prior approval if the additional outside employment begins to interfere with the employee's City duties. The supervisor will provide the employee with notification if the approval is to be rescinded.


	POLICY PP2.16 City Property	
Issue Date:	Updated:	Section: Personnel

City Property

The use of City property for personal use is prohibited. Failure to comply with the provision may result in disciplinary action up to and including termination of employment.

Any use of city property for personal use may result in disciplinary action, except those uses of City vehicles inherent with an approved travel request.


All mail or packages received at City offices may be opened by a supervisor or appropriate person, and there shall be no expectation of privacy in such matters. Employees who separate from employment shall return all City property. Where any outstanding debts for equipment loss or unauthorized charges exist, the City may consider the employee to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

	<p align="center">POLICY PP2.17 Use of Technology</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Use of Technology

The City provides members of its staff access to computers, network, internet, cellular devices, portable computing devices, and email. Every staff member has a responsibility to maintain and enhance the City's public image and to use these systems in a productive business-like manner that complies with City policies and federal, state and local laws and regulations. To ensure this, the City has established the following guidelines for usage of the City's technology systems. These guidelines do not supersede any local, state or federal laws.

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	<p align="center">POLICY PP2.17.1 General Guidelines</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

General Guidelines

The City internet, email systems, servers, network, computers, laptops, mobile devices and other similar systems ("technology systems") are City property. Access to and use of technology systems, except in the limited circumstances listed below, are for official City business only. Under no circumstances are employees permitted to use the technology stems for outside business interests. Brief and occasional personal communications and use of technology systems within the confines of professional judgment may be acceptable under certain circumstances.

Employees should have no expectation of privacy regarding their use of the City's technology systems, whether such is for personal communications or personal use or for work-related use. All uses of the City's technology systems are subject to monitoring, inspection and audit by management or its representatives at any time, with or without notice. By use of these systems, the employee indicates that they understand and consent to the City inspecting, auditing or monitoring the use.

Employees must exercise discretion in using technology. Communications should be professional and appropriate in tone and content. Always spellcheck and proofread electronic communications as they are official City correspondence. Electronic communication can be saved and forwarded to unintended recipients.

Employees may not use another person's assigned account, password or other credentials or lend any of these to any other person to gain access to the employee's or another employee's account.

Employees are prohibited from downloading software or other program files or online services from the internet without prior approval from the mayor or finance office.


Employees may not use the technology systems in a way that results in intentional damage to any City property, including any hardware or software, nor may they knowingly introduce a computer virus or other destructive program or file.

Under local, state or federal law, unauthorized access or interference with computer systems, computer data or other computer users may be a criminal offense. In cases where this is suspected, information may be referred to law enforcement without the employee's knowledge or permission.

Accessing, posting or sharing any racist, sexist, threatening, offensive, obscene or other objectionable material (visual, textual or auditory) via the City's technology systems is strictly prohibited and will be treated as a violation of policy.

Employees may only use license software in accordance with the terms of the City's license agreement. Employees are responsible for being aware of and complying with the licensing and copyright restrictions applicable to the software and data files they access. Copying, modifying or distributing any of these materials without the owner's consent may be a copyright infringement.

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	POLICY PP2.17.2 Mobile Devices	
Issue Date:	Updated:	Section: Personnel


Mobile Devices

Personal mobile devices should be used with discretion while at work so as not to interfere with productivity or distract others. Personal calls should be made during non-working hours. Employees must be professional, respectful of others and not engage in non-emergency mobile device use during meetings, presentations or training. Notifications should be silenced while at work to avoid disturbing others.

The City may issue a City mobile device to an employee for work-related communication. Mobile devices issued by the City are City property. Employees must comply with City requests to make their City-issued mobile devices available for any reason, including upgrade, replacement or inspection. Employees who leave the City for any reason must return their City-issued mobile devices. Employees are expected to reimburse the City for any costs or changes relating to personal use of their mobile device.

Employees may have the opportunity to use their personal mobile device for work-related purposes when authorized in writing, in advance, by the employee and the department supervisor or mayor.


Employees are prohibited from using any City-issued or personal mobile devices for any reason, including calls and texting, while operating any moving vehicle or machinery for work-related purposes. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees must pull off to the side of the road and safely stop the vehicle before using a mobile device. Employees may use hands-free equipment to make or answer calls while driving without violating this policy.

	<p align="center">POLICY PP2.17.3 Monitoring, Violations & Penalties</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Monitoring, Violations & Penalties

Any person who observes or has knowledge of a violation of this policy is encouraged to immediately report such a violation to their immediate supervisor. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action up to and including termination.


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	POLICY PP2.17.4 Social Media	
Issue Date:	Updated:	Section: Personnel

Social Media

To minimize risks, avoid loss of productivity and distraction from employees' job performance and ensure that the resources and technology systems of the City are used appropriately, the City expects its employees to adhere to the following procedures, guidelines and rules regarding the use of social media.


The same principles and guidelines found in this manual apply to employee activities online. Employees are ultimately responsible for what they post online. Before creating online content, employees should consider the potential risks and rewards. Any employee conduct that adversely affects that employee's job performance, the performance of fellow employees or otherwise adversely affects vendors, people who work on behalf of the City or the business interests of the City, may result in disciplinary action up to and including termination. At all times, including off-duty hours, employees are prohibited from using social media to violate any City policies, procedures and practices, including but not limited to: provisions prohibiting discrimination or harassment; the use of technology systems; local, state and federal confidentiality laws, rules and policies; and any other City policy pertaining to employee conduct.

	<p align="center">POLICY PP2.17.4A Official City Social Media</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Official City Social Media

The City will designate employees authorized to represent the City on social media sites. Only authorized employees may represent the City on social media sites.


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	<p align="center">POLICY PP2.17.4B Personal Use of Social Media</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Personal Use of Social Media

Employees should refrain from using social media during work hours or on City-owned equipment unless such use is work-related or authorized by the employee's supervisor and is consistent with the City's policies. Employees should not use their City email address for personal use of social media. Under no circumstances may personal use of social media interfere with job duties or performance.

If an employee does disclose in social media that they are an employee of the City, the employee should include a disclaimer that their views do not represent those of the City.

	<p align="center">POLICY PP2.17.4C Social Media Conduct</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>


Social Media Conduct

Employees should always be fair and courteous to fellow employees, vendors, and individuals who work on behalf of the City. Employees should keep in mind that work-related complaints are most likely to be resolved by speaking directly to their co-workers or other individuals to address misunderstandings or conflicts. Posting work-related complaints to a social media site is less likely to resolve conflicts or concerns.

If an employee decides to post complaints or criticism, they must avoid using statements, photographs and video or audio that could be reasonably viewed as malicious, defamatory, obscene, threatening or intimidating towards employees, vendors or individuals who work on behalf of the City, or that may constitute harassment or bullying. Examples of such conduct may include, but are not limited to, offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, color, religion, sex, national origin, disability, age, genetic information, military or veteran status or any other status protected by applicable law. Discriminatory remarks, harassment and threats of violence or similar conduct will not be tolerated and may subject employees to disciplinary action up to and including termination.

City employees are entrusted with sensitive and confidential information. Employees must refrain from disclosing confidential or legally protected information. Disclosing confidential or legally protected information to parties not entitled to receive that information may subject the employee to disciplinary action up to and including termination.

The City expects the same level of professionalism and honesty in social media as it requires in all business communications. Employees should use good judgment about the content of posts and remember that anything they say can reflect on the City if they include a disclaimer. Employees should always strive to be accurate in every communication about the City and should keep in mind that their statements could result in liability for themselves or the City.

	<p align="center">POLICY PP2.18 Training/ Education</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Training/ Education


The City recognizes the importance of encouraging and supporting employees to pursue training, professional certifications, and educational opportunities related to their employment. The City 's success depends on the professionalism, skills and commitment of its employees.

~~The City will be responsible for assisting an employee in maintaining all certifications needed for their job which are approved by the City or required by the State of South Dakota.~~ **The City will assist employees in maintaining all certifications required for their positions, whether approved by the City or mandated by the State of South Dakota. The City will also assist operators in obtaining the contact hours necessary to maintain their South Dakota operator certifications.**

Conferences, professional associations and training not associated with maintaining certifications may be allowed on a departmental basis if budgets allow. Departments should manage costs associated with training/ education to achieve the desired outcome.

Wage Incentive -February 5, 1986

On February 5, 1986, the Common Council approved a motion granting a \$50 per month pay increase for certification of water and wastewater operators under Administrative Rules of South Dakota 74:21:02:36.

	POLICY PP2.18.1 Training Time	
Issue Date:	Updated:	Section: Personnel


Training Time

Training time will be compensated for according to applicable laws. Employees with questions should visit the finance office. Some basic guidelines to determine the compensability of training time are below.

Generally, the following factors must be met for the activity **not** to be considered working time:

- Attendance occurs outside the employee's regular working hours; and
- Attendance is voluntary; and
- The employee does not perform productive work while attending the training; and
- The training or meeting is not directly related to the employee's job.

The City will pay employees for their regular working hours in situations where the out-of-town training plus travel time is not equal to their regular working hours. Such time needs to be documented on the employee's timesheet as "compensable hours not worked." The employee's department supervisor, prior to the employee completing their timesheet, must approve compensable hours not worked by the employee that are paid.

	POLICY PP2.19 Uniforms	
Issue Date:	Updated:	Section: Personnel


Uniforms

The City agrees that if any regular employee is required to wear any kind of uniform as a condition of employment, such uniform will be purchased by the City free of charge ~~at~~ **to** the standard required by the City. All items furnished will remain **on** the property of the City, will be worn only in connection with duties required by the City and before replacement of any item is made, the employee must return the issued article to the City. Uniforms will be replaced on an as-needed basis with the authorization of the department supervisor. In cases of gross negligence or improper use and care on the part of the employee, employees must replace lost or damaged items at their own expense. All items issued must be returned to the City upon termination of employment prior to settlement of wages or other payments due.

- Employees Required to Wear Safety Boots/ Shoes – For full- and part-time regular positions predetermined to require safety boots/ shoes, the City will provide and allowance of up to \$100.00 to purchase initial/ replacement safety boots/ shoes for employment. Safety boots/ shoes will be replaced as needed, but no more than annually. Supervisors will authorize the replacement purchases of such safety boots/ shoes. Any amount exceeding \$100.00 will be paid by the employee. This policy does not apply to temporary/ seasonal positions.
- Sworn Police Employees – The City will furnish, at no expense to the employee, police equipment required in connection with official duties. Police equipment will be deemed to include, but is not limited to, sidearm, ammunition, leather and clothing, as determined by the City. The City will provide, for sworn personnel of the police department, an allowance of up to \$100.00 to purchase boots. Boots will be replaced as needed, but no more than annually. Supervisors will authorize the replacement purchase of boots. Any amount exceeding \$100.00 will be paid by the employee.

Questions raised


- *Boot purchases made annually?*
 - *I believe it is a small concession towards the employee as well as added insurance towards accidents and liability.*
- *Adding that the City will pay for 3 uniforms upon initial hire and to replace as needed.*
 - *I believe this is covered by the sentence “Police equipment will be deemed to include, but is not limited to, sidearm, ammunition, leather and clothing, as determined by the City.”*

	<p align="center">POLICY PP2.20 Purchases with City Funds</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Purchases with City Funds

All purchases made with City funds must be made strictly based on economic and business merit to promote the best interests of the citizens of Springfield. Employees should refer to the current purchasing policy adopted by the Common Council.

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	POLICY PP2.21 Break Requirements for Nursing Mothers	
Issue Date:	Updated:	Section: Personnel

Break Requirements for Nursing Mothers

The Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act) provides reasonable break-time requirements for nursing mothers to express breast milk for their child.

The provision requires covered employers to allow reasonable break time for one year after the child's birth, each time such employee has need to express breast milk for her nursing child.


The City provides all employees with a compensable 15-minute break for each four (4) hours worked. Additional break times to express milk beyond the allotted break time per shift will be provided but will not be compensable. If more time is needed, flexibility in work schedules will be available. If the employee is interrupted or not completely relieved from work during the time spent pumping, the time will be compensable.

~~The City must provide a place, other than a bathroom, that is shielded from view and free from intrusion in which an employee can pump. A vacant office or storage room with a door that closes and locks and has covered windows may be designated for use by nursing employees. The assigned space must be functional for the employee. Employees must be able to safely store milk while at work, such as in an insulated food container, personal cooler, or refrigerator. The space should provide access to electricity and access to a sink to make it easier for employees to wash their hands and clean pump parts, all of which is part of the reasonable break time provided by the PUMP Act.~~

In compliance with the PUMP Act, the City will provide reasonable space, other than a bathroom, that is shielded from view and free from intrusion, where an employee may pump breast milk.

- Be reasonably close to work area.
- Functional with electricity, seating and place for the pump.
- Be reasonably close to running water.

These accommodations are part of the reasonable break time required by the PUMP Act.

	<p align="center">POLICY PP2.22 Employee Recognition Program</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>


Employee Recognition Program

The Employee Recognition Program is divided into three categories: retirement, length of service, and outstanding performance recognition/ acknowledgement. Periods of legally protected leave will not be deducted from the time of service. The cost of these programs will be paid by the honoree department. Internal Revenue Service (IRS) taxation rules apply to certain types of recognition awards.

- Retirement Recognition – To be eligible for retirement recognition, the employee must have reached the retirement age recognized by the South Dakota Retirement System (SDRS). They must also have been employed by the City for a minimum of ten (10) years for anormal retirement. The cost for this recognition will be \$25 per completed year of service, up to a maximum of \$500.00 per employee. A sworn police officer may receive, in lieu of the monetary recognition, their badge and firearm used during City employment. The employee’s department may spend up to \$250.00 for refreshments for a city sponsored event. City sponsored events will be held during normal business hours and held on City property.
- Length of Service Award – All regular full-time and regular part-time employees of the City with specified years of service will be eligible to receive a length of service award. Eligibility is determined by the length of service computed from the date of the beginning of their last continuous employment. Service awards recognizing five (5) years of service and continuing in five (5) year intervals will be presented to the employee. Awards are as follows, with the monetary award in **reward program points** or equivalent gift card:
 - 5 years of service - \$50.00
 - 10 years of service - \$100.00
 - 15 years of service - \$150.00
 - 20 years of service - \$200.00
 - 25+ years of service - \$250.00
 - The cost of recognition for 25+ years of service gifts will not exceed \$250.00 per award in **reward program points** or equivalent gift card.
- Outstanding Performance Recognition/ Acknowledgement – All employees are eligible for recognition for outstanding performance and contributions. Rewards can range from simple spoken or written thank you notes, Common Council meeting recognition or administrative leave. This award is intended for individual employees or teams who make exceptional contributions, such as providing outstanding service, implementing a new idea that saves significant time and money, completing a significant project, contributing to the success of a team initiative or contributing above and beyond what is

expected. Rewards must be recommended by the department supervisor and approved by the Mayor.


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	<p align="center">POLICY PP2.23 Special Circumstances</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Special Circumstances

In special circumstances, the Mayor or department supervisor may approve the payment of lodging and meals for employees when circumstances exist that are outside of normal policy. In special circumstances, the Common Council may approve the payment of overtime for exempt (salaried) employees.


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	POLICY PP2.24 Meal & Rest Breaks	
Issue Date:	Updated:	Section: Personnel

Meal & Rest Breaks

All employees are permitted a 15-minute paid break for each four (4) hour work period. Breaks are not permitted at either the beginning or the end of the workday to offset arrival and departure times. Employees who voluntarily work through their rest break will not be paid additional compensation.


Departments within the City have different operational requirements; therefore, meal breaks are managed on a departmental basis. All employees who work eight (8) or more hours in a day may take an unpaid meal break of 30 minutes to one (1) hour depending on department operations. Meal breaks are not counted as hours worked. Employees are to be relieved from duty during their meal break.

	<p align="center">POLICY PP2.25 Attendance & Punctuality</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Attendance & Punctuality

Punctual, regular and continued attendance is an essential responsibility of each employee in the City. Employees are expected to report to work as scheduled, on time and prepare to start working at their scheduled time. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

	POLICY PP2.25.1 Absence	
Issue Date:	Updated:	Section: Personnel

Absence

Absence is when an employee is not available for their assigned work schedule regardless of the reason. The two types of absences are defined below:


- Scheduled Absences - Occur when an employee has arranged in advance and has been granted supervisory approval to be absent from work. Examples of scheduled absences **include, but are not limited to,** are vacation, scheduled medical appointments, holiday, leaves of absence and absence due to work-related injury, jury duty, or military duty.
- Unscheduled Absences – Occur when an employee’s absence was not approved in advance (IE – calling in sick, emergency situations, etc). An unscheduled absence may involve consecutive days. ~~However, only the first day will be viewed as unscheduled provided the employee follows the specific department policy regarding calling into inform their supervisor no later than the employee’s scheduled starting time on the same day of the unscheduled absence.~~ **Only the first day will be considered unscheduled if the employee follows department policy by notifying their supervisor no later than their scheduled start time on the day of the absence.** If the employee is unable to call, they must have someone make the call on their behalf.

~~Chronic absenteeism is defined as three (3) or more unscheduled absences in any consecutive rolling three (3) month period (measured backwards).~~ **Chronic absenteeism is defined as three (3) or more unscheduled absences within any rolling three (3)-month period, measured retroactively. This means if an employee misses work without scheduling it ahead of time three or more times in any three-month span, it will be considered chronic absenteeism.**

Chronic absenteeism will be managed by the employee supervisor and may result in counseling or disciplinary action up to and including termination of employment.

~~Employees with three (3) or more consecutive days of absences because of illness or injury may be required to provide the City proof of physician’s care and a fitness for duty release prior to returning to work.~~ **Employees who are absent for three (3) or more consecutive workdays due to illness or injury may be required to provide the City with proof of care under a licensed medical provider and a fitness-for-duty release before returning to work.**

Benefit-eligible employees must use accrued paid leave for absences as provided by City policy.

	<p align="center">POLICY PP2.25.2 Tardiness & Early Departures</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>


Tardiness & Early Departures

Employees are expected to report to work and return from scheduled breaks on time and remain for their entire shift. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. Employees who must leave work before the end of their scheduled shift must notify ~~a~~ **their** supervisor immediately. These notifications do not excuse tardiness or early departure.

Employees are considered tardy when they fail to report to the assigned work areas after 15 minutes of the scheduled time, including reporting late after break or meal periods. ~~Chronic tardiness is defined as three (3) or more late arrivals during a rolling three (3) month period measured backwards.~~ **Chronic tardiness is defined as three (3) or more late arrivals within any rolling three (3)-month period, measured retroactively.** A late arrival of one (1) hour or more will be considered an unscheduled absence. Chronic tardiness will be managed by the employee's supervisor and may result in counseling or disciplinary action up to and including termination of employment.

Employees are considered to have early departures when they leave work prior to the end of their shift. ~~Chronic early departing is defined as three (3) or more early departures during a rolling three (3) month period measured backwards.~~ **Chronic early departure is defined as three (3) or more early departures within any rolling three (3)-month period, measured retroactively.** Chronic early departing will be managed by the employee's supervisor and may result in counseling or disciplinary action up to and including termination of employment.

Instead of using three (3)-month period, suggestion to use 90 days.

	POLICY PP2.26 Political Activity	
Issue Date:	Updated:	Section: Personnel

Political Activity

To serve the best interests of employees, citizens and the City, it is the policy of the City to restrict certain types of political activity while at work, while representing the City during a work-related function or while using City resources. The purpose is to safeguard the employee from political pressure to support any political party, political cause, candidate for office or elected official. Also, this policy will safeguard the interests of the public, which all municipal employees must serve without political bias and without regard to political opinions or affiliations.

The policy has been developed not to restrict an employee's constitutional rights, but to protect the neutrality of public service personnel. The following restrictions apply:

- Employees are prohibited from using their position to sell, solicit or distribute tickets, badges, pamphlets, handbills or any other material not pertaining to City employment during working hours.
- Employees may not introduce, guide or recommend any candidate for public service on City property.
- Employees may not participate in any partisan or non-partisan political activity while on-duty or off-duty in a uniform required by, used by or identified with any department of City government.
- Employees may not use municipal vehicles for any partisan or non-partisan political activities.
- Any employee who intends to give testimony in a legislative process involving issues relevant to the City or the employee's position with the City, must get permission from their supervisor prior to providing the testimony. This does not prohibit the employee from taking leave and testifying for themselves or exercising their rights as citizens.
- Employees should not have direct or indirect conversations with state or federal legislators or their staff involving policies related to the City without knowledge of the appropriate supervisor.

Failure to comply with these provisions may result in disciplinary action up to and including termination of employment.