



City of Udall

Personnel

Rules and Regulations

Handbook

CITY GOVERNMENT

The City of Udall is a city of the third class under the laws of Kansas and is governed by the Mayor/City Council form of government. The Mayor and City Council acting together are the governing body. The governing body adopts all ordinances and resolutions, and determines general goals and policies of the City. In order to carry out its decisions, the Mayor with the approval of the City Council may appoint certain tasks to various department heads to administer the affairs and carry out the day to day activities of the City in accordance with the policies set forth by the City Council.

It is only through working as a team that we may effectively serve the citizens of Udall in providing the best governmental services, at the most economical cost. For the team to function, a mutual cooperation and trust must exist among all levels of the city's governmental structure. For this purpose, a procedure is hereby established for communicating, handling and settling all employee matters, in a fair and equal manner.

This manual will provide each employee with knowledge of the rules, regulations, privileges and responsibilities of his/her position as an employee of the City of Udall. This manual may be changed at any time by decision of the Council and Mayor without prior notice. This manual is a statement of general management policy and is not a grant of specific rights to any employee. The language, policies and procedures in this manual are not intended and should not be construed to create an express or implied contract between the City and any one or all of its employees. The City recognizes that an employee has the right to terminate employment at any time, for any reason. The City possesses the right to terminate employment at its will and in its sole discretion. This City right cannot be waived or lost based upon actions or statements by any department head or any other City employee.

RESPONSIBILITIES OF PUBLIC OFFICE

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the constitution of the United States and the constitution of this State and to impartially carry out the laws of the Nations, State and municipality, and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office, regardless of personal considerations, recognizing that the public interest must be their primary concern. Their conduct in both official and private affairs should be above reproach.

DEDICATED SERVICE

All officials and employees of the municipality should be loyal to the objectives expressed by the electorate and the programs developed to attain those objectives. Appointive officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority. Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees.

CODE OF ETHICS

The requirements set forth herein shall constitute a code of ethics establishing reasonable standards and guidelines for the ethical conduct of public officers and employees of the City of Udall.

FAIR AND EQUAL TREATMENT

No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen, other than those established by Council as employee fringe benefits.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature. This includes conduct of a sexual nature where:

1. Submission to such conduct is made or implied as a condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Any City employee who has sexually harassed another City employee shall be subject to disciplinary action, including loss of pay or termination. Failure to report any incident will result in disciplinary action.

RULES AND REGULATIONS

This manual has been adopted by the governing body, which governs all employee matters, and must be followed by all City employees.

EMPLOYEE MATTER

Any concern, question, idea, suggestion, problem, complaint, etc., that may affect any City employee or group of City employees, whether specifically covered or not in this manual. Where any employee matter is concerned, you are expected and encouraged to discuss this matter with your supervisor – or the Mayor.

EMPLOYEE

Any person employed by the City of Udall on a full-time basis, regardless of title or position. Part-time, temporary, seasonal and reserve employees as well as elected officials are not considered employees and do not qualify for benefits.

DEPARTMENT HEAD

Any person who is authorized and responsible for making decisions for the City and has the authority to recommend or to discipline, direct, assign or suspend an employee, and with whom any employee may discuss employee matters.

APPLICATION INFORMATION

Any person seeking employment with the City of Udall should apply at the office of the City Clerk.

EXAMINATIONS

Applicants may be required to have a physical examination at the expense of the City of Udall to meet requirements of the job for which they applied.

DRUG TESTING

Applicants will be required to have a drug screen, at the expense of the City of Udall, at the time of hire. A condition of employment is that those hired agree to submit to random drug testing as requested. Drug testing will be required for all vehicle accidents and/or injuries to employees. Refusal of a drug test could be grounds for termination.

EQUAL EMPLOYMENT OPPORTUNITY

The governing body of Udall hereby declares it to be the policy of the City of Udall that everyone has an equal opportunity for employment and advancement. Employment practices will be administered without regard to race, color, religion, sex, age, national origin or handicap. This policy of no discrimination will prevail throughout every aspect of employment practices including, but not limited to, the following:

1. Recruit, hire and promote in all jobs without regard to race, color, religion, sex, age, or national origin, except where sex or age is a bona fide occupational qualification.
2. All decisions for hiring or promotions shall be based solely upon each individual's qualifications for the position being filled.
3. All other personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, City sponsored training, educational, social and recreational programs, will be administered without regard to race, color, religion, sex, age, national origin or handicap.
4. It is the intent of the governing body that a violation of this policy shall be grounds for disciplinary action, including demotion or discharge.

NEPOTISM

In order to avoid favoritism or the appearance of favoritism based on family relationships, no one shall be employed in a department where the supervisor or department head is a member of their immediate family.

“Immediate family” is defined to include only an employee’s parents, stepparents, spouse, children, sister, brother, grandparents, grandchildren, mother-in-law, father-in-law, brothers-in-law or sisters-in-law.

In addition to the above, no person shall be employed in a position in any department if that person is a member of the immediate family of another employee within that department. Members of immediate families may be employed within the same department as a part-time employee not to exceed six months in any 12 consecutive month period.

If two employees within the same department marry or otherwise obtain a relationship whereby they become members of each other’s immediate family, one of the employees shall be transferred to another department, if possible, without loss of pay or other benefits.

POSITION CLASSIFICATIONS

Each position in the city government shall, on the basis of the duties, responsibilities, skill, experience, education and training required of the position, be allocated to an appropriate class which may include either a single position or two or more positions.

JOB DESCRIPTIONS

Each class shall have a specification that includes a concise descriptive title, a description of the duties and responsibilities of positions in the class and a statement of the qualifications for filling such positions. Such specifications shall be approved by the governing body and shall be kept on file in the office of the City Clerk and shall be open to inspection by any interested party during regular office hours. Job descriptions can be added to or changed by the Mayor and City Council. Employees will be expected to perform duties outside of their job description when requested by the Mayor.

JOB CLASSIFICATIONS

Each job classification shall be assigned to an appropriate range of a pay plan which has been approved by the governing body.

PROBATION

Each employee, following initial employment, shall satisfactorily complete a three (3) month (90 days) probationary period before granted permanent employee status. Each employee promoted to a classification with greater pay and responsibility shall satisfactorily complete a six-month probationary period before being granted permanent status in his/her new classification. Any employee who fails to satisfactorily complete such probationary period shall be returned to the pay and position he/she held immediately prior to his/her promotion or to a position with equal pay and responsibility, to that of his/her prior position. After the 90 days probation and upon approval by the Mayor and City Council, the employee may receive a raise. After completing any prior-approved educational training, or certifications that the employee needs to perform their job, and upon approval by the Mayor and City Council, the employee may receive an additional raise; refresher courses are not included.

PROMOTIONS

Whenever, in the judgment of the department head, and where necessary to more efficiently conduct the business of the City, a promotion within a City department is indicated, the head of the City department involved shall recommend such promotion to the Mayor, and, upon the concurrence of the Mayor, the Mayor shall seek the advice and consent of a majority of the governing body. Upon the majority of the governing body so voting, the promotion contemplated shall become effective.

FULL-TIME EMPLOYEE

Full-time employees are those who have been appointed to regular City employment on a full-time basis and are eligible for all employee benefits. These are as follows:

- City Clerk (40 hours per week)
- Assistant City Clerk (30 hours per week)
- Police Chief (40 hours per week)
- Maintenance Supervisor (40 hours per week)
- Assistant Maintenance Personnel (40 hours per week)

PART-TIME EMPLOYEE

Is an employee who works less than a normal 40-hour week on a regular and continuing basis and is not listed above as a full-time employee.

TEMPORARY EMPLOYEE

Is an employee who works on an irregular and/or non-permanent basis.

SEASONAL EMPLOYEE

Is an employee who works on a regular and/or recurring basis during a specified “season” or portion of the year.

RESERVE EMPLOYEE

An employee who volunteers a minimum of 12 hours each month, typically assigned to the police department, in a non-paid status.

PUBLIC RELATIONS

You may be the only contact a citizen has with the City. The impression you make will be the one that the citizen remembers.

EMERGENCY PLAN

The purpose of the “emergency plan” is to enable City officials to fulfill their duties and responsibilities to the citizens of Udall, in case of an emergency. The plan may be put into effect by the Mayor or Council president. In the event of an emergency, it shall be the duty and

responsibility of each employee of the City, as soon as possible, to report to his/her respective work areas, ready all equipment and then report to the operations center. The “coordinator” is in complete charge of all operations and will assign all manpower and equipment to any area needed. It is suggested that all communications with the “operation center” be handled by radio, to free phone lines for emergency calls.

PERSONNEL RECORDS

A personnel record for all City employees is maintained in the City Clerk’s office. All pertinent information during your employment with the City will be kept in this file. Any changes in dependents or marital status should be reported to the office of the City Clerk so that your W-4 form may be kept up to date.

DEPARTMENTS

Upon employment, you will be assigned to one of the departments of the City. Your basis assignment is to one department, however, you may be assigned to one of the other departments when needed. As an employee of the City of Udall, your duty is to serve the public, not a specific department.

WORK WEEK

As hours of work vary within different departments, you will be advised of your hours of work by your supervisor. These hours will constitute your regular work period. The normal work-week shall be Monday thru Friday, forty (40) hours per week and thirty (30) hours per week for the assistant City Clerk. Hours worked in excess of 40 hours will be counted as overtime and will be paid in addition to your regular salary. For Police Department work week, reference Police Department Heading.

POLICE DEPARTMENT

The Police Department work week falls under different federal guidelines and are exempt from overtime.

PAY PERIOD

The Clerk’s office, Maintenance Department and the Police Department are paid on a bi-weekly pay schedule. The municipal judge, city attorney, city treasurer, and zoning administrator are paid at the end of each month. Time sheets will be collected by department heads and submitted to the City Clerk on Monday of the week when checks are to be distributed on Friday.

OVERTIME

Overtime consists of hours worked in excess of the normal forty (40) hours per week. All overtime must be authorized and approved by the department head before overtime will be compensated. Compensation for overtime is computed at an hourly rate of one and one-half (1 ½) times the regular rate approved the governing body. Payment of overtime will be paid at the end of each pay period. No person employed in an administrative, executive or professional

position, as defined by the Federal Fair Labor Standards Act, shall be eligible for overtime compensation. The employee salary range shall be on a per hour basis according to time worked. The Governing Body shall, by Resolution, establish a pay schedule for all employees.

NEW EMPLOYEE

New employees will enter employment at a rate of pay designated by the governing body.

MEETING COMPENSATION

The assistant City Clerk, Police Chief, City Clerk and Maintenance Supervisor will be paid \$25.00 per court hearing, council meeting or planning meeting that they must attend outside of their normally scheduled work hours.

DUTY HOURS

Certain City employees will be assigned “duty hours”. These employees will be “on call” for an assigned number of days each week and they will be expected to be able to be contacted by phone or radio, in case of an emergency. Employees required to work “duty hours” on an observed holiday or weekend shall be compensated with overtime pay and employees required to work “on call” on an observed holiday or weekend will be compensated with \$12.50 per day.

Paid members of the Police Department work 8 hours on duty and 1 hour on call. Hours will be set by the Police Chief, or by the Mayor in the Police Chief’s absence.

ADVANCE PAY

Employees will be paid on a bi-weekly pay schedule; no advanced checks will be issued.

PAYROLL DEDUCTIONS

Federal withholding, state withholding and Social Security taxes are withheld as required by law. After working for the City one year, participation in KPERS retirement plan is required (the employee’s portion is withheld). When a payday falls on a holiday, employees will be paid on a preceding work day.

UNIFORMS

The City of Udall will provide funds to purchase uniforms for the Police Department and Public Works Department employees if deemed necessary by the Mayor and City Council, as a condition of employment. The uniforms are not intended to be worn or adaptable to generous usage as ordinary clothing. The uniforms are specifically required as a condition of employment, they help to readily identify personnel as a city employee, and help them to perform their duties in a safer environment.

KANSAS PUBLIC EMPLOYEE RETIREMENT

All employees, who meet the hour and age qualifications, are covered under the Kansas Public Retirement System (KPERs). Participation is mandatory, but cannot be undertaken until after the first year of employment. The employee has four (4) percent deducted from his/her gross salary for this purpose. Upon termination from the City, not followed by employment with another participating employer, the employee may apply for and withdraw all his/her accumulated contributions.

INSURANCE

Medical and Dental Insurance is available to all full-time employees after their 90 day probation period. The City pays a portion of medical and dental coverage at this time for employees and their families. The portion amount is determined by the Council and the Mayor on a yearly basis. Information and forms may be obtained from the City Clerk. No employee shall be entitled to a cash payment of any kind in lieu of medical and dental insurance coverage.

OPTIONAL GROUP LIFE INSURANCE

All full-time employees may apply for optional group life insurance when they become members of the KPERs program (must apply within two weeks of membership). The premium for this policy will be paid by the employee.

ANNUAL PERFORMANCE EVALUATIONS

Each employee will be evaluated at least twice a year and not more than three times a year. The first evaluation will be turned in by February 1, and the second evaluation turned in by August 1. Employee evaluations will be in writing and made by the department head or supervisor. The Mayor will evaluate department heads or supervisors, and the City Council will review and approve these evaluations. All evaluations must be signed by the employee and supervisor, and a copy given to the employee. A probationary employee shall be evaluated upon the completion of his/her probationary period to determine his/her eligibility to be granted permanent status.

SICK LEAVE FOR EMPLOYEES HIRED BEFORE FEB. 1, 2009

All full-time employees shall be entitled to sick leave with pay as defined herein. Each employee shall earn sick leave at the rate of five (5) days per calendar year of service from the date of employment. All sick leave earned shall be credited to each employee's service and benefit record, maintained in the office of the city clerk. The maximum amount of accumulated sick leave for any employee shall be limited to ten (10) working days or eighty (80) hours. At the end of the calendar year, no more than ten (10) sick days may be carried over to the next calendar year, and all remaining sick leave will be paid directly to the employee. No employee shall be allowed to receive any pay for sick leave until having received permanent status and served six (6) months of continuous employment. All visits to a physician or dentist will be charged against sick leave. Illnesses requiring absences of more than three (3) days or instances of reoccurring illness will require a statement from the attending physician. This statement should be turned in to the City Clerk upon returning to work.

NOTIFICATION OF SICK LEAVE USE

To be eligible for paid sick leave, an employee shall notify his/her immediate supervisor of the reason for his/her absence prior to or at the start of the first work day for which sick leave is taken, unless an emergency situation arises. Department heads will notify the clerk's office by 10 a.m. of the same day if the employee is on first shift and 10 a.m. of the following day if the employee is on second or third shift. An employee shall be paid for any unused sick leave upon voluntary termination of his/her employment with the City.

VACATION

After one year of employment, all full-time employees shall be entitled to vacation leave with pay and will be expected to take the full amount earned that calendar year, except the first year of employment. Vacation leave will be credited to each employee's personnel record, maintained on file in the office of the City Clerk. Under no circumstances may an employee take pay in lieu of vacation time.

Vacation is earned in the following manner:

If employed between January 1 & June 30, employees get five (5) days starting on their anniversary date (hire date). If employed between July 1 & December 31, employees get three (3) days on their anniversary date. Then on January 1, employees will get 10 days. If employed between July 1 & December 31; employees get 3 days starting on their anniversary date. Then on January 1, employees get 10 days.

After 1 year:	10 days
After 6-10 years:	10 days, plus one day per year (over 5 years)
After 10 years:	15 days

Temporary or seasonal employees shall not receive vacation credit. Vacation time earned during one calendar year shall be taken during the following calendar year. Vacation schedules shall be established by the department heads. In case of conflict, vacation leave shall be granted on the basis of seniority. Holidays that fall within a vacation leave shall not be counted as regular vacation days. An employee must complete and turn in a vacation request form to his/her supervisor before vacation will be granted. For one day off, the vacation request form needs to be completed two days prior, for more than two days off, the vacation request form needs to be completed two weeks prior. In case of death of the employee, compensation for accumulated unused vacation leave shall be paid to the surviving spouse or to the employee's estate. Employees will be permitted to use vacation leave in hourly increments, subject to approval of their supervisor. No employee shall take more than four (4) weeks of vacation in any one calendar year, with or without pay. Half of the employee's accrued vacation leave may be carried over from one year to the next. Accrued vacation leave is determined by the above-outlined formula.

HOLIDAY

Seven legal holidays are observed by City employees. Employees “on call” shall receive \$12.50 per holiday.

Holidays observed are:

New Years Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the day after
Christmas Day
Plus one personal day

When a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday shall be declared a holiday. Employees required to work an observed holiday shall be granted overtime. Seasonal and temporary employees shall not receive holiday pay. Police Department: If your scheduled day off falls on a holiday, you will be paid 8 hours straight time.

BREAKS

Scheduled breaks for full-time employees, working first shift are from 10:00 to 10:10 a.m. and 3:00 to 3:10 p.m. daily.

FUNERAL LEAVE

In case of the death of a member of the employees immediate family (spouse, son, daughter, mother, step-mother, father, step-father, brother, sister, or grandparents of the employee or employee’s spouse), the employee may be granted funeral leave not to exceed three (3) working days. Funeral leave in excess of three days will be determined for each individual case and must be approved by the governing body. In case of the death of a person other than an employee’s immediate family, an employee may, upon approval of his/her supervisor, be granted up to one-half day funeral leave to serve as a pallbearer. Such leave, when granted, shall be charged against any unused sick leave, unless the employee elects to take vacation or leave without pay.

PARENT LEAVE

An employee who gives birth to or adopts a child or whose spouse gives birth to or adopts a child may be granted maternity/paternity leave without pay. The employee may elect to utilize any accrued sick leave or vacation leave to the extent that such leave is available. All privileges and benefits shall apply in the case of parent leave without pay as with any other employee on sick leave without pay status. An employee normally will be expected to return to work within twelve weeks following birth or adoption. When complications develop, the employee shall be expected to return to work as soon as permitted by a signed release from the employee’s physician.

ABSENT WITHOUT LEAVE

Any employee who is absent without approved leave for three (3) working days will be considered to have abandoned his/her job, and will be terminated.

MILITARY LEAVE

Employees who are enlisted in the Armed Force Reserves or National Guard will be given leave to spend time in camp. The employee will have a choice of using his/her vacation time or take an authorized leave without pay.

LEAVE OF ABSENCE

An employee, upon written request and with the approval of his/her department head, may be granted a leave of absence without pay for a period of up to 90 days, subject to prior approval by the governing body. Employee must be in good standing; have no unexcused absences; and have no incidents that were written up in the previous 12 months.

JURY DUTY

Employees called to jury duty shall receive their regular salary less any money received from the court for the time spent. An employee who is summoned as a witness to appear on behalf of any city, state or federal government shall be granted court leave and receive his/her regular salary less witness fees paid, in addition to mileage reimbursement outside of the city limits.

MEETINGS AND SEMINARS

Any full-time employee may be granted leave with pay to attend meetings, seminars and conventions, or professional and technical organizations when such attendance is authorized in advance, by the Mayor.

RESIGNATION

An employee who terminates his/her employment voluntarily shall be terminated in good standing, providing he/she gives the minimum of two weeks notice to his/her department head, unless a shorter period of notice is presented and approved by the governing body. An employee who voluntarily terminates shall receive pay for all accrued vacation and sick leave credit.

REIMBURSABLE TRAVEL EXPENSES

In order to be reimbursed for authorized travel expenses, an employee must fill out a travel reimbursement form which must be approved by the Mayor and City Council. An employee will be reimbursed for use of his private vehicle on authorized travel at the current Internal Revenue Service mileage rate per mile. Transportation, meals, parking and toll fees, registration fees and lodging are reimbursable. Receipts for transportation, lodging and registration shall be submitted with the travel reimbursement statement if reimbursement is to be made.

WORKERS COMPENSATION

All employees of the City who are unable to work due to a work-related injury shall be entitled to injury leave. An injury-related accident is an injury for which the employee would be entitled to draw compensation under the workman's compensation law of the State of Kansas. An employee with a work-related injury shall be entitled to full pay. No injury leave shall be granted

unless the employee filed an accident report with the City Clerk's office at the time of the injury, or within 24 hours. Failure to report an injury within 48 hours can result in failure to receive workers compensation. Before any employee who has sustained an accidental injury shall be permitted to return to work, such employee shall furnish to the City Clerk's office a certificate of release from the physician attending, stating the date that the employee is able to return to his/her duties. Each day any employee is away from work on an injury leave, not covered by workman's compensation, time shall be deducted from his/her accumulated sick leave. When an employee receives compensation under the workman's compensation act, the pay he/she receives from the City shall be the difference between his/her regular rate of pay and the amount he/she receives from workman's compensation. After any and all injuries and/or accidents, a drug test will be required.

REMOVAL FOR CAUSE AND DISCIPLINARY ACTION

A permanent employee may be removed for cause. Removal for cause is justified for, but not limited to the following reasons:

1. Incompetence or gross neglect of duty
2. Absence without leave
3. Insubordination or serious breach of discipline
4. Use of liquor, narcotic, hypnotic or stimulating drugs, or medications which impair the employee's ability to perform their job during work hours
5. Willful damage or misuse of public property
6. Falsification of employment application
7. Giving or accepting a bribe
8. Conviction of a felony crime
9. Sexual harassment
10. Misuse of public property (i.e. cell phones, computers, vehicles, etc...)
11. Misuse of purchasing authority

AUTHORITY TO DISCIPLINE: Department heads and Mayor shall have authority to discipline personnel.

MEANS OF DISCIPLINE: The following reasons may be, but are not necessarily limited thereby, as grounds for demotion, dismissal or suspension without pay:

1. Employees who violate city personnel rules and/or departmental regulations.
2. Three written reprimands within a twelve month period will result in termination.
3. An employee who repeatedly continues to violate personnel rules and/or department regulations may be terminated.
4. Drinking on the job, appearing for work intoxicated, assault, and willful refusal to obey an order or offenses of like nature shall be reason for immediate dismissal.
5. An employee charged with a criminal offense not related to his job may be suspended without pay pending a full investigation. Following such investigation the employee may be reinstated at the discretion of the governing body.
6. Use of un-prescribed drugs prohibited by law or arriving at work under the influence of said drugs shall be reason for immediate dismissal for cause.
7. Failure to follow the order of superiors and/or the Mayor.
8. Being late, tardy or having an unexcused absence more than 3 times in a 6 month period.
9. Failure to perform the duties of one's position properly.

10. Negligent or willful damage to city property.
11. Inability to get along with fellow employees.
12. Conduct unbecoming a City employee.
13. Asking or accepting any special consideration or benefits for personal gain on the basis of employment.
14. Operating a city vehicle without a valid operator's license.
15. Failure to follow the procedures set forth in this manual for employee matters.

An employee removed for cause shall be entitled to a reason for his/her termination and the opportunity for a hearing before the governing body. The employee, if he/she so desires, may voluntarily waive such a hearing.

PURCHASING AND PROCUREMENT

Purchasing Authority: The ultimate responsibility for all purchases for the City of Udall is held by the City Council, which approves invoices for payment from the City Clerk at their regular meetings. The Council also approves purchase orders for anticipated needs prior to actual purchase. The City Council shall establish the rules for the purchases of all goods and services.

Council Authorization:

The following goods and services must be approved by the City Council prior to purchasing the item(s):

- Services that may be considered complex or technical in nature
- All capital outlay or improvement projects
- Contracts that will represent the City of Udall
- Insurance
- Other items consistent with policy and/or practice of the City Council.
- Non-budgeted items
- Telecommunications, computers and technology
- Items which will be partially or fully charged to a department under the responsibility of another department head

Budget Limitations: Department heads have the responsibility of not overspending annual budget limitations. The City Clerk will update department heads of their budget status on a monthly basis

Emergency Situations: The City Clerk and/or department heads may authorize emergency purchases if necessary. Employees who have an emergency and need to purchase an item should contact the City Clerk, department head or Mayor as soon as possible.

Purchase Orders: Purchase Orders will be obtained from the department head. All items over \$200 require a purchase order to be submitted to the City Council prior to being purchased. Exceptions would include repair parts ordered by electric, water or sewer departments as outlined above. These items would facilitate repair of uninterrupted city services and frequently are more expensive than the \$200 limit.

Timeliness: To avoid finance charges and late fees, paperwork for all purchased items shall be provided on a weekly basis. Falsification, misrepresentation, or withholding of received invoices could constitute grounds for termination.

NOTE: The City Council reserves the right to modify regulations established in these guidelines.

PECUNIARY INTERESTS

No officer or employee of the City shall have any financial interest in or profit from any contract, service or other work performed by the City; nor shall he/she personally profit, directly or indirectly, from any contract, purchase, sale or service between the City and person or company. No officer or employee shall accept any fees or preferred services, benefits or concessions from his municipal employment.

ACCIDENT REPORTS

In the event of an on-the-job injury or accident, employees are required to take the following action:

1. If a City-owned vehicle is involved in any accident whatsoever, notify the Sheriff's Department for an investigation before the vehicle is moved.
2. Report any and all injuries immediately to your department head and the City Clerk.
3. Submit to a drug test.

VEHICLE AND EQUIPMENT OPERATION

1. Authorization for Operation. Only City of Udall personnel qualified to operate City-owned vehicles and equipment shall be authorized to operate the same. City vehicles and equipment shall be operated only in the line of City business. City personnel shall be the only authorized passengers in City vehicles or equipment except for non-city employees who may be assisting with a City project or on other authorized City business.
2. Operation Requirement. It shall be the responsibility of the respective department head to insure that their employees are legally licensed to operate City-owned vehicles and equipment.

RESIDENCY

Employees who do not reside "within a 30 minute traveling distance" area at the time of their employment shall be expected to establish residency within sixty (60) days. Failure to establish and maintain residency within the "within a 30 minutes traveling distance" shall be considered cause for termination.

OUTSIDE EMPLOYMENT

Employees may carry on part-time jobs if:

1. There is no conflict in working hours
2. The employee's efficiency is not reduced
3. There is no conflict of interest that could cause embarrassment to the City or the employee

IMPROVEMENTS

City employees should be alert for defaced traffic signs, faulty lights, street hazards and any problems that might exist with the electric, water or natural gas utilities, or any other items which provide a bad appearance or hazardous condition to the general public. All such defects

should be reported to the employee's department head or City office so the information can be dispatched to the proper department.

GRIEVANCE

It is the desire of the City to adjust grievances informally and both the department head and the employee are expected to make every effort to resolve problems as they arise. The majority of grievances should be resolved at this level. Any employee who is dissatisfied with the decision of his department head may request a meeting with the Mayor. If still dissatisfied, then request a meeting with the department head and the Governing Body. It will then be the responsibility of the Governing Body to make the final decision on the grievance.

SPECIAL FAVORS BY CITY EMPLOYEES

Any work done by City employees for citizens, groups or individuals within the city or surrounding area must be approved by the Mayor. In case of emergency, the Mayor should be contacted; if unable to contact the Mayor or Councilmember in charge of his department, the employee should use his own judgment and then report his action to the City Clerk, Mayor or Councilmember as soon as possible.

TELEPHONE

The City's phones and computers are for the purpose of conducting City business. There is zero tolerance for personal use of city phones and computers. Violation of this policy will result in discipline or be grounds for termination.

Most of us talk with several different people each day. For many of those citizens, this may be their first and only contact with their city government. Here are some "telephone tips" to help maintain a courteous and responsive city operation:

1. Answer the phone promptly. It should never ring more than twice.
2. Answer with a greeting and identify your office.
3. Speak directly into the phone.
4. Speak pleasantly and naturally.
5. Keep calls as brief as possible.

HANDLING COMPLAINTS

1. Complaint is received using a form that may be obtained at the City Clerk's office.
2. Complaint is directed to the appropriate city department for evaluation/corrective action.
3. Once situation is evaluated and corrective action determined, City department communicates back to Clerk's office, the course of action to be followed so complainant can be advised.
4. Clerk's office provides a written response to complainant within 14 days, giving an evaluation of the situation and/or corrective action taken.
5. Record is kept on file for reference and documentation of procedural follow-up.

APPEARANCE AND ATTITUDE

To the public, City employees are the City of Udall. The conduct of City business may be judged on the basis of employee relationship or contact with an individual citizen. Employees shall be courteous at all times. Neatness and cleanliness are essential.

AMENDMENT OF RULES

These rules may be amended from time to time as deemed necessary by the Governing Body.

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