

**CITY OF PHOENIX  
CITY COUNCIL WORKSHOP  
PUBLIC WORKS OFFICE  
1000 S. "B" STREET  
WEDNESDAY APRIL 27, 2016  
6:30 P.M.**

---

**No Executive Session Scheduled.** When necessary, Executive Sessions will start at 6:15 p.m. and close or adjourn at 6:45 p.m.

- 1) Call to order/Roll call**
- 2) Presentation and Discussion of Replacement Personnel Handbook.....P. 1**
- 3) Presentation and discussion of the Salary Survey.....P. 83**
- 4) Presentation and Review of City Job Descriptions.....P. 90**
- 5) Adjournment**

**Future meetings:**

- May 2, City Council Meeting**
- May 4, Budget Committee Meeting**
- May 10, Urban Renewal Board Meeting**
- May 11, Budget Committee Meeting**
- May 16, City Council Meeting**
- May 17, Urban Renewal Budget Meeting**
- May 18, Budget Meeting**
- May 25, Budget Meeting**

## CHANGES IN THE HANDBOOK OF PERSONNEL POLICIES

One of the projects that needed to be addressed when I arrived here as City Manager of Phoenix was to update the Handbook of Personnel Policies. From what I can tell the last up date was approximately five years ago. The personnel handbook should be at least reviewed every two years and updated when laws change. The goal of this update was to include contract language that contradicted what was in the handbook so that the City would have a more uniform policy. Along with that goal, another goal was to update the handbook to include changes in law.

The process this took was to first hire a professional Human Resource contractor to go over the handbook, include the contract text and make suggestions on other changes. After that we sent the handbook to our insurance carrier CIS to insure that it met with their guidelines, then finally our city attorney reviewed the handbook.

Two constant changes in the book that I will note up front. The current handbook uses the phrase City Manager/Recorder. That has been changes to just City Manager. Also, 20 hours a week was all that was required to meet some benefits in the handbook, they have been increased to 25 hours.

The following is an outline of the changes that are being presented:

### Sense of Place

Paragraph 4 Removed Traffic Safety Committee

Paragraph 5 Removed "For example, the Phoenix Chamber of Commerce and the Phoenix Greeters are closely associated with the goals we are pursuing as a City. Those goals are to create an atmosphere that supports the business community and makes Phoenix a great place to live.

### Revisions

Paragraph 3 Took out "mutual expectations" changed it to City expectations"

### Whom to contact with Questions

Paragraph 1 Added and/or City Manager

### Whistleblower Protection

Paragraph 1 Added at the end of the paragraph description of who to talk to when.

#### Immigration Law Compliance

Removed this section-This is an employee handbook, this happens before they are employed.

#### Job Descriptions

Paragraph 3    Removed-Doesn't add to the handbook

#### Application and Verification

Paragraphs 2 and 3    Removed-Doesn't apply to current employees and could be seen as giving rights to people who apply

#### Eligibility

Removed                Doesn't apply to current employees and could be seen as giving rights to people who apply

#### Selection

Paragraph 1            Added "where allowed by law"

#### Physical Examination

Removed-all-ready covered by selection process

#### Driving Record

Paragraph 3            Broken up for clarity

#### Pre-employment Job Related Testing, Pre-employment Interview and Orientation

Paragraph 1            Removed, all happen before the scope of the handbooks authority

If council would like staff can create a hiring policy, but staff does not recommend it.

#### Independent Contractor

Paragraph 1            Added, "or subject to"

Personal Appearance

Paragraph 2 Broken up for clarity

Added, "As a general rule if an employee has to ask about his appearance or clothes is appropriate it probably is not. a general rule, if an employee has to ask if his/her appearance or clothing, including shoes, is appropriate, it probably is not."

Paragraph 3 Added "Offensive body odor and poor personal hygiene is not professionally acceptable."

**Commented [TEJ1]:** I recommend making this a stand-alone paragraph, and fleshing it out a bit. We get calls on this issue on a fairly regular basis.

Employment

Paragraph 1 and 3 Added "General Unit Bargaining Language" to highlight the difference in the union contract

Promoted Employees

Paragraph 1 and 3 Added "General Unit Bargaining Language" to highlight the difference in the union contract.

Residence of Employees

Paragraph 1 Changed wording to clarify

Classifications, Independent Contractors, Job Descriptions

Removed Not needed union contracts, personnel contracts and job descriptions inform how person works for the city

Employment of Former Employees

Paragraph 1 Changed to "will not be" reconsidered for employment, except for those eligible for recall from layoff.

Procedures

Paragraph 4 Rewritten for clarity

Paragraph 5 Added "documentation"

Paragraph 6 Removed, statement of law not needed in manual

Promotions

Paragraph 1 Added "General Bargaining Unit Agreement" to highlight differences

Employment References

Paragraph 2 Rewritten for clarity and added "This includes, without limitation, providing LinkedIn "recommendations.""

Overtime Requirements

Paragraph 3 Added "No overtime may be worked by non-exempt employees unless specifically authorized in writing by a Department Head. Employees who work unauthorized overtime may be subject to discipline up to and including termination."

Moved section into overtime section

Salary Administration

Section Removed, management practice not a policy

Fringe Benefits

Section Removed, not needed it is specified in contracts

Leave Benefit

Paragraph 1 Defined leave in the first sentence

Employee Responsibility

Paragraph 1 Changed "call" to "contact"

Administration Leave

Section Changed to approved language passed by council on October 5, 2015

#### Holiday Leave

Paragraph 1            Added "See General Bargaining Unit Agreement 5.3" to highlight differences

#### Jury Duty

Paragraph 3            Changed wording to "the City as party or City Business"

#### FMLA and OFMLA

Removed                Doesn't apply to the city

#### Crime Victim Leave Policy

Section                 Added, new law

An employee who has worked an average of at least twenty-five (25) hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his or her immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

Immediate family member includes: a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave/PTO during the leave period;
- Provide as much advance notice as is practicable of his/her intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to his/her supervisor as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, the City Manager may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

Domestic Violence Leave and Accommodation Policy

Section Added new law

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his or her minor dependents.

Commented [TEJ2]: The law changed – there is no minimum work time requirement now; employees can get this leave on day one.

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or similar paid time off while on this type of leave. When seeking this type of leave, the employee should provide as much advance notice as is practicable of his or her intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to the City Manager as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The City Manager will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the City Manager notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any other person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on the City. Please contact the City Manager immediately with requests for reasonable safety accommodations

Sick Leave

Paragraph 1 Added "See General Bargaining Unit Agreement"

Abuse

Section Abuse of the sick leave privilege is defined as improper use. A regular pattern of "illness" (for example, every Monday) may be considered as an abuse of the sick leave policy and will result in disciplinary action up to and including termination of employment. Similarly, employees who use sick leave for reasons other than illness or injury may also be subject to discipline or termination of employment.

Vacation Pay

Paragraph 1 Added "General Bargaining Unit"

Paragraph 3 Added "Cash Out

Employees including executive staff may cash out up to 80 hrs of vacation one time per fiscal year providing the employee has 160 hrs or more accrued at the time of request. Employee must have taken 80hrs vac leave during previous 12 months to be eligible for cash out.

Misconduct/Disciplinary Action

Section 3

Paragraph 1 Added ". Employees may not use City tools, equipment or supplies unless the City Manager provides permission to do so in writing."

Paragraph 13 Personal Use of City Equipment

Added the word "written approval"

Paragraph 16 Harassment

Changed to "The harassment of any employee for any reason is cause for disciplinary action up to and including termination of employment."

Paragraph 17 Failure to Obey Orders

Changed to "follow lawful orders"

Paragraph 23 Refusal to Submit to Drug/Alcohol Test

Changed to "Refusal to submit to a drug or alcohol test pursuant to the City's policies on drug/alcohol testing is cause for disciplinary action up to and including termination of employment.

**Commented [TEJ3]:** I recommend telling employees that all forms of harassment are prohibited, not just the forms of harassment that are specifically prohibited by law. We don't want bullies ("equal opportunity offenders") in our workplace, after all.

New Section – Disciplinary Actions

Took out the advice to remind people they have the right not to sign

Written Warning- Added General Bargaining Unit Agreement reference

Appeal of Disciplinary Action

Added “If the employee is a member of the Union they will follow the process laid out in the Collective Bargain Contract. If not represented by a Union the following will apply.”

Harassment

First Paragraph

Took Out- EEOC regulation changed it to Federal and Oregon Law.

Added- Other forms of prohibited harassment may include verbal, written or physical conduct that denigrates or shows hostility towards an individual because of any protected status, and can include:

- jokes, pictures (including drawings), epithets, or slurs;
- negative stereotyping;
- threatening, intimidating, or hostile acts that relate to a protected class;  
or
- written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

Investigation

Paragraph 1

Added- The harassment complaint form is located in the human resource office.

New Paragraph-All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City's need to investigate the complaint and address the situation

#### Reporting Improper Behavior

#### Policy

Added examples- • Discrimination or harassment;

- Fraud;
- Unethical or unprofessional business conduct;
- Noncompliance with City policies/procedures;
- Circumstances of substantial, specific or imminent danger to an employee, manager/supervisor, elected official or the public's health and/or safety;
- Violations of local, Oregon or federal laws and regulations; or
- Other illegal or improper practices or policies.

**Commented [TEJ4]:** It wasn't clear to me what this policy was encouraging employees to report. Is it violations of Oregon ethics laws? What does "improper activity" include? I took a guess here, so you would have some examples, but this can obviously be modified.

#### Unexcused Absence

Paragraph 1 Changed "to call" to "to contact"

Paragraph 2 Changed "will" to "may"

Paragraph 3 Changed "will" to "may"

#### Alcohol and Drugs

Added "**IMPORTANT:** Medical and/or Recreational Marijuana

Even though Oregon has legalized medical and recreational marijuana, it is still considered a controlled substance and illegal under federal law. Under Oregon's Medical Marijuana law, courts have ruled employers do not have to allow marijuana use as an accommodation for a disability. Any applicant for employment or employee testing positive for marijuana, regardless of when they used and regardless of whether they are impaired or under the influence of marijuana, will be considered to have a violation of this policy.

#### City Assistance

New Paragraph 3 "Although the City recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such

problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of City policy is discovered, the employee's willingness to seek City or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

#### Testing

Paragraph 2 added "Other circumstances that can constitute a basis for determining "reasonable grounds" may include, but are not limited to:

- o a pattern of abnormal or erratic behavior;
- o information provided by a reliable and credible source;
- o a work-related accident;
- o direct observation of drug or alcohol use;
- o presence of the physical symptoms of drug or alcohol use (i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
- o unexplained significant deterioration in individual job performance;
- o unexplained or suspicious absenteeism or tardiness;
- o employee admissions regarding drug or alcohol use; and
- o unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity."

Moved to section b "The City of Phoenix reserves the right to search City property, vehicles, employee workspaces, and equipment at any time. Employees do not have a privacy interest in their personal workspaces.

#### Prescription Medication

Paragraph 3 add "The use of marijuana is expressly prohibited under this policy, even if its medical use is authorized under state law. Employees who use medical marijuana in connection with a disability should discuss with their Department Head other means of accommodating the disability in the workplace, as the City will not agree to allow an employee to use medical marijuana as an accommodation.

#### Discipline

##### First Office

Paragraph 1 removed " Any employee who is considered by his or her supervisor and a least one other person to be impaired, will be asked to take a chemical analysis test." Added" If the

employee refuses to take a test for drugs and alcohol when the City has "reasonable grounds" to require the test (discussed above) he/she

Removed second and third offence because of zero tolerance standard

Paragraph 2 changed "they" to "he/she"

Paragraph 7 removed "A trained person will provide a report with a statement of degree of impairment, which may be used to determine what action is most appropriate."

Paragraph 8 Changed "reasonable suspicion" to "reasonable grounds" to believe"

Added or using drugs or alcohol in violation of this policy

#### Business Use of Vehicles

Added paragraph 4 "Employees are prohibited from using hand-held cell phones for any purpose while driving on City-authorized or City-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or "instant" messages while driving on City business. Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either situation, such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device."

#### Outside Employment

Paragraph #1 Added "before starting work with the other employer'.

#### Smoke Free Workplace

Policy Changed to: "

The City complies with Oregon's Smoke-free Workplace Law by requiring more indoor workplaces to be smoke-free and prohibiting smoking within 10 feet of entrances, exits, windows that open, and ventilation intakes of workplaces or public places." Which is state law.

#### Information Technology

##### E-Mail/Instant Messaging (IM)/Phone/Voice Mail

First Paragraph final sentence added: /internet systems provided by the City.

##### Internet Policy

## Other

- Paragraph three added: "The display or mere electronic presence of any kind of sexually explicit image or document on any City system is a violation of the sexual harassment policy. Similarly, employees may not use the City-provided internet access to view web sites with content that violate the City's policies prohibiting discrimination and harassment on the basis of any protected class status or activity. In addition, sexually explicit material, or material that violates City policy, may not be archived, stored, distributed, edited or recorded using the network or computing resources.

## Grievance Procedure

Grievance Procedures are outlined differently but still remain basically the same. The only major change was to remove the City Council from the decision making process.

Also changed valid and Invalid to Substantial and Non-Substantial

## Performance Evaluations

Changed performance evaluations from their anniversary to the budget year. Also clearly stated that performance evaluations are not grievable.

## Safety and Health

Added a section on return to work.

### Steps to Take if You are Injured on the Job

To ensure that you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

- Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens, and no later than 24 hours after injury.
- Seek medical treatment and follow-up care if required.
- Promptly complete a written Employee's Claim Form (Form 801) and return it to [Manager].

Failure to timely follow these steps may negatively affect your ability to receive benefits.

Formatted: Font: Italic

## Employee Injury Report

First Paragraph

Changed "All injuries must be reported in a timely manner to avoid risk of claim denial. The City Manager/Recorder's Office will provide advice and assistance to any person filling out a Workers' Compensation Report" to ". Injured workers must fill out a Worker's Compensation Report form and submit it as soon as possible to the City Manager's Office. To (See Workers' Compensation policy, above.)

Acquired Immune Deficiency Syndrome (AIDS)

Removed-now part of state law

Separations

Paragraph 4 Medical Termination

Removed Covered by State and Federal Law.



CITY OF PHOENIX PERSONNEL MANUAL

**Table of Contents**

**Welcome**

- 1. A Sense of Place
- 2. Purpose of Handbook
- 3. Personnel Administration Generally
- 3. Revisions
- 4. How to Use This Manual

**Employment**

- 4. Equal Opportunity Employment
- 5. Whistleblower Protection
- 5. Immigration Law Compliance
- 5. Hiring Information
- 8. Orientation
- 9. Employment Status
- 9. Staff and Executive Limitations & Requirement
- 10. Contracts, Agreements & Understandings
- 11. City of Phoenix Emergency Management Plan
- 12. Position Classification
- 14. Independent Contractors
- 14. Job Descriptions
- 15. Employment of Relatives
- 15. Employment of Former Employees
- 16. Personnel Records and Access
- 17. Promotions
- 17. Employment References
- 18. Time Records
- 18. Hours of Work
- 18. Work Schedule
- 19. Overtime Requirements
- 19. Salary Administration
- 19. Overtime/Compensatory Time
- 20. Stand-by Time

**Benefits**

- 20. Fringe Benefits
- 20. Health and Dental Insurance
- 21. Life Insurance
- 21. Retirement Plan
- 21. Deferred Compensation Plan
- 21. HR VEBA

**Leave Benefits**

- 22. Administrative Leave
- 22. Bereavement Leave
- 23. General Leave of Absence
- 24. Holiday Leave
- 25. Jury Duty
- 26. Family and Medical Leave
- 26. Crime Victim Leave
- 27. Domestic Violence Leave & Accommodation
- 28. Workers Compensation
- 28. Military Leave and Reinstatement
- 28. Sick Leave
- 31. Vacation Leave

**Discipline Policies**

- 32. Disciplinary Procedures
- 40. Harassment
- 41. Reporting Improper Behavior
- 41. Unexcused Absences
- 44. Alcohol and Drug
- 48. Security and Searches

**Policies and Procedures**

- 48. City Sponsored Recreational/Social Activities
- 49. Confidentiality
- 49. Business Use of Vehicles
- 50. Outside Employment
- 50. Smoking in the Workplace
- 50. Telephone Use
- 51. Information Technology
- 51. Email/ Instant Messenger/ Phone
- 52. Internet
- 53. Software Licenses
- 55. Cell Phone/ Copiers/ Faxes
- 56. Grievance Procedure
- 56. Procedure for Handling Complaints
- 58. Performance Evaluations
- 60. Career Development
- 63. Travel and Expenses
- 64. Safety and Health
- 68. Acquired Immune Deficiency Syndrome (AIDS)
- 70. Separations

CITY OF PHOENIX PERSONNEL MANUAL

## CITY OF PHOENIX PERSONNEL MANUAL

### **Welcome!**

Welcome to the City of Phoenix! We are glad that you are part of our proud and dedicated team.

Our mission is to serve the citizens of the City of Phoenix. We accomplish this mission by managing a variety of important municipal functions such as police protection, public works, planning and building, finance, and general city administration, and also by working in close partnership with community leaders, businesses, and state and local government.

This first section of our handbook is designed to acquaint you with the primary mission and values of our City, provide a "bird's eye" view of our organizational structure, and take a quick glance at some of our valued partners in the community. The second section will explain how this handbook fits into the bigger picture of City personnel policy. Subsequent sections will describe our organization and its many benefits in greater detail.

### **A Sense of Place (Organizational Context)**

Our City is located in the heart of the spectacular Rogue River Valley along the banks of scenic Bear Creek. We enjoy the convenience of location next to Southern Oregon's largest City (Medford) but maintain all of the good things that come along with a small-town, independent environment.

We have a long and exciting history and have now been incorporated as an Oregon City for over one hundred years! We have a rich historic background, and are the home of the Jackson County Genealogy Library, which maintains the largest genealogical collection between Eugene, Oregon and Sacramento, California available to avid researchers worldwide.

The City is governed by a six-member City Council and Mayor elected by the citizens. The Council is the legislative body of the City. It passes ordinances, approves an annual budget, makes policy, hears appeals of land use and other regulatory matters, approves capital projects, and adopts long-range plans for the City. The Council appoints a City Manager who runs the day-to-day operations of the City and is in charge of personnel administration.

The City Council appoints members to a wide variety of important commissions and committees, including the Planning Commission, Budget Committee, and Parks/Greenway Committee.

The City maintains close working relationships with businesses, civic groups, and individuals in the community, and is grateful for their many contributions to our City.

### **Purpose of Handbook**

#### **Primary Function**

## CITY OF PHOENIX PERSONNEL MANUAL

The best employment relationships are based on meaningful interaction and good communication. This employment handbook is designed to foster that communication and familiarize you with the major human resources policies that affect your employment at the City of Phoenix. We hope you will use it for your general questions about human resource policies. Please be aware, however, that other City documents may contain more specific human resources policies that supersede those in this document, and hence this handbook does not include all policies that may apply in any particular set of circumstances. Of course, because policies and procedures undergo constant study and revision, this handbook cannot include all details of the City's complex structure, organization, and regulatory environment.

In the event of a conflict in language, interpretation or application of a collective bargaining agreement, where specific collective bargaining agreement language differs from these rules and regulations, the language contained in the collective bargaining agreement shall take precedence over the rules and regulations in the policies for any employee covered by such collective bargaining agreement. If either union contracts or personal service contracts are silent on or otherwise do not modify a provision contained in this policy manual, the manual shall be in effect.

This handbook is intended to provide a framework for conducting the City's personnel policies. It has been written in broad terms to allow for management flexibility, since it is impossible to foresee every situation that could arise. Each individual's needs and circumstances are unique and require managerial judgment. The City of Phoenix reserves all customary, usual and exclusive rights, functions, prerogatives and authority connected with or incident to personnel management and policy making not modified in any collective bargaining agreement.

These policies and procedures do not and are not intended to confer any property right in continued employment, to constitute an express or implied contract, or to give rise to a binding past practice under any collective bargaining agreement. The City Manager may vary or modify any City personnel policy, on a case-by-case basis, if it is found that strict application of the policy is impractical or if it would result in hardship. Exceptions granted in any instance will not be binding in the future.

This manual does not attempt to anticipate every situation or circumstance, which may arise. Treatment or action in particular cases may vary from these general guidelines. Communication is the most important aspect of the employer-employee relationship.

This handbook has been designed as part of our effort to improve your understanding of what the City of Phoenix expects of you as an employee. It also outlines what the City of Phoenix offers you as an employer and to acquaint you with the policies, rules, benefits and procedures of the City of Phoenix with regard to personnel matters.

As you travel the neighborhoods of Phoenix, keep in mind the citizens are the owners. Phoenix is not a large city like Medford or Portland; it is a town of approximately 4,800 residents that have chosen Phoenix for various reasons. The majority have high expectations living here. We expect you to measure up to their expectations of service.

## CITY OF PHOENIX PERSONNEL MANUAL

### **Personnel Administration Generally**

The City Council retains ultimate authority over all matters of personnel administration through ratification, adoption and implementation of the City budget, pay plans, collective bargaining agreements, and ordinances and resolutions adopting and/or amending the personnel rules and regulations.

The City Manager is charged with responsibility for the interpretation and application of the policies.

The City Manager may specifically delegate in writing the authority for the enforcement of rules and policies to department heads.

The City Manager shall be responsible for ensuring the effective implementation of these rules and regulations and may further establish, amend, or otherwise modify administrative rules and regulations pursuant to Council policies and shall advise the City Council on any changes concerning these rules and regulations. The City Council delegates to the City Manager broad discretion in all aspects of personnel management and administration and labor relations.

### **Revisions**

This handbook replaces and supersedes prior employee handbooks.

It is obviously not possible to anticipate every situation that may arise in the work place. Circumstances will undoubtedly require that policies, practices, and benefits described in this employment handbook change from time to time. Accordingly, the city reserves the right to modify, supplement, rescind or otherwise revise any provision of this manual from time to time as it deems necessary or appropriate at its sole discretion without prior notice and without regard to policies, procedures, or benefits that were in effect at the time of initial employment. No manager, supervisor, or other employee of the City is authorized to enter into any agreement with any contract employee that is contrary to the provisions of these policies and procedures unless the agreement is approved by the City Council or signed by the City Manager. No statement or promise by a manager, co-worker or person other than the Administrator may be relied on if different from the provisions in this handbook or the Human Resources Policy Manual.

This handbook was written to reflect, as best possible, applicable federal and state laws, the specific policies contained in city policies, plan booklets, group insurance policies, and summary plan descriptions in effect when the handbook was written. None of the language in this manual shall be deemed to grant any broader benefits than those stated in the health or other benefit plans. Revisions to these documents could cause conflicts with this handbook. These documents will always take priority over this handbook.

## CITY OF PHOENIX PERSONNEL MANUAL

Please read this handbook with these ideas in mind. Among other things, the handbook provides a synopsis of the City's expectations. As such, it cannot anticipate every situation that might arise during your employment. However, it does address most of the common issues where questions have been raised in the past. Should a specific portion or reference in this handbook not be understood, contact your immediate supervisor or department head.

**Commented [TEJ1]:** "Mutual expectations" sounds too much like a contract phrase. Could this be revised to state that the handbook is a synopsis of the City's expectations of its employees. I'm not sure how a handbook issued by an employer could reflect the "expectations" of those who receive it.

No person has the authority to make any commitment that an employee will be employed for a specified period of time or will have any security of tenure. Department Heads and supervisors do not have the authority to advise an employee that they will be employed for any length of time or as long as their work is acceptable, or to make any promises inconsistent with the principles set out in this manual.

Under no circumstances will this document or any statement contained herein constitute or create an express or implied contract or become a term of a contract between the City of Phoenix and any employee.

### How to Use This Manual

#### **Purpose**

This manual should be each employee's primary reference to determine the City of Phoenix's policy relative to a particular human resource question.

#### **Location of Master Policy Manual**

Each employee will receive a copy of this manual in paper or electronic form. A master policy manual will be kept in the City Manager's office.

#### **Policy Changes**

This policy manual will be updated periodically with new policies and policy revisions. The City Manager is responsible for distributing policy changes to each Department Head and each Department Head is responsible for making sure their department employees receive all policy changes and updates. If a Department Head wants to make sure their copy is up to date they may compare their copy against the City Manager's copy upon request. To help insure accuracy, the City Manager will keep a chronological list of changes that are made in between updates.

#### **Whom to Contact with Questions**

Discuss the situation with your Department Head and/or the City Manager who will refer to this manual as a guide to answering questions. Employees who would like to suggest or recommend changes or improvements to the manual should submit their recommendations, via their Department Head, to the City Manager in writing.

**Commented [TEJ2]:** I recommend identifying a second "go to" person here. If the employee thinks that their Department Head is violating policy, or that the Department Head isn't a good listener (or, frankly, for whatever reason) he/she should be able to address the issue with someone else.

### Equal Opportunity Employment

## CITY OF PHOENIX PERSONNEL MANUAL

The City has made a commitment to equal employment opportunity. No employee or applicant for employment is discriminated against because of race, color, religion, national origin, sex (including pregnancy), age, marital status, civil union or domestic partnership status, veteran status, physical, mental or sensory disability, familial status, sexual orientation, gender identity and/or expression, source of income, family medical history or genetic information, or any other status protected under applicable local, state or federal nondiscrimination law. The City will not tolerate discrimination or harassment based on any of these characteristics

In support of these policies, the City strives to:

- A. Recruit, hire, train and promote persons in all job classifications without regard to race, color, religion, national origin, sex (including pregnancy), age, marital status, civil union or domestic partnership status, veteran status, physical, mental or sensory disability, familial status, sexual orientation, gender identity and/or expression, source of income, family medical history or genetic information, or any other status protected under applicable local, state or federal nondiscrimination law, and does not discriminate on the basis of national origin or citizenship status as provided under the Immigration Reform and Control Act of 1986;
- B. Base decisions regarding employment so as to further the principle of equal employment opportunity;
- C. Provide reasonable accommodations to qualified applicants and employees with disabilities, as outlined in the Americans with Disabilities Act;
- D. Base promotion decisions in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities;
- E. Administer all personnel actions (including but not limited to compensation, benefits, transfers, layoffs, return from layoffs, Company-sponsored training, education, tuition assistance, social and recreational programs) without regard to race, color, religion, national origin, sex (including pregnancy), age, marital status, civil union or domestic partnership status, veteran status, physical, mental or sensory disability, familial status, sexual orientation, gender identity and/or expression, source of income, family medical history or genetic information, or any other status protected under applicable local, state or federal nondiscrimination law.

### **Whistleblower Protection**

The City will not tolerate harassment, retaliation or any type of discrimination or adverse action against an employee who makes a good-faith complaint about suspected violations of state or federal law. Complaints of alleged retaliation will be promptly addressed and, to the extent permitted by law and consistent with an effective investigation, be kept confidential. Any City representative who retaliates may be subject to civil, criminal and administrative penalties, as well as disciplinary action, up to and including termination of employment. If the employee had a complaint they should start with their direct supervisor, if it is not handled at that level then it

**Commented [TEJ3]:** I recommend stating here to whom these types of complaints should be made. Ideally, more than one position should be identified.

## CITY OF PHOENIX PERSONNEL MANUAL

should go to the Human Resource Director, if the employee is still not satisfied then it goes to the City Manager.

### **Hiring Information**

#### **Job Announcement**

A job announcement will be made for any vacant position within the City and shall be initiated upon the request of the department head to the City Manager. The announcement shall specify title and salary range of the position, the nature of the duties performed, qualification requirements, the time and place to apply, and may include the selection process to be used. Job announcements shall be posted for five (5) working days *before* a job is advertised. Job announcements shall be posted on appropriate bulletin boards, and may be published in City publications and appropriate newspapers or newsletters. Job announcements will be posted a minimum of ten (10) working days prior to the closing date.

#### **Job Descriptions**

Each position shall have a specification that includes a concise, descriptive title, a description of the duties and responsibilities of the position, qualification requirements, which distinguish one position from another position, and the classification of the position. Position specifications take into consideration the requirements of the job and are merely descriptive and explanatory of the work to be performed. They may not include all of the duties and are not intended to replace detailed work assignments.

A job description should be provided by the department head for each new or revised position before it can be filled. All new job descriptions, amendments to existing job descriptions and coinciding salary ranges are subject to approval by the City Manager.

#### **Applications and Verifications**

Appointment to positions is through an open competitive process and will be based on merit and qualification. However, at the option of the City Manager, promotional appointments may be made exclusively from employees if qualified. In addition, in cases where there is a current list of eligible candidates, as established through recent recruiting, advertising and testing, no further advertising or recruiting may be necessary if determined by the City Manager.

Providing false information on an employment application is grounds for refusal to hire, or immediate discharge after employed. The City Manager makes all appointments to positions whose job descriptions are authorized by the City Council unless otherwise provided by City Charter.

#### **Selection**

## CITY OF PHOENIX PERSONNEL MANUAL

Selection criteria and procedures will be based on a combination of job-related knowledge, skills, abilities, experience, education, training, prior demonstrated performance, aptitude, and character. The department head and the City Manager shall design selection criteria based on the classification specifications and job requirements. Based on the results of the selection process, applicants will be selected by the department head for an employment interview. Offers of employment may be made contingent upon the results of a pre-employment physical, drug screen (where allowed by law), background investigation, psychological examination, and job-related testing as deemed appropriate for the position by the City and as allowed by law.

**Commented [TEJ4]:** Under Oregon law, the only individuals who can be tested for drugs before hire are those who are applying for "safety sensitive" positions (and only those who have received conditional offers of employment)

### Driving Record

Employees who may be required to drive must possess a valid Oregon driver's license and must comply with any operator's license restriction. All employees who may be required to drive on City business may at any time have their driving record checked by the City. As a condition of continued employment each employee who operates City vehicles must maintain a personal driving record, which is within risk criteria, if any, established by the City's insurer.

Job applicants' driving records are checked prior to being hired as a condition of employment.

Employees who may be required to drive shall notify the City Manager of any change in license status, and all moving and/or major traffic violations. Failure to report a traffic violation or change in license status to the City Manager is viewed as a violation of City policy.

The City monitors driving records as a component of risk management, in order to identify needs for driver improvement. If the DMV record indicates violations, the employee may be subject to appropriate warnings or disciplinary action, for example, for failure to inform the City of violations.

### Background Investigations

The City reserves the right to conduct background investigations of all candidates to whom it intends to make an employment offer. The background check is used to determine the candidate's suitability and qualifications for the position and to verify the truthfulness of information on the employment application and any other information submitted by the candidate. Background checks may include, but not be limited to, criminal history checks, credit checks (when permissible under the law), education, achievements, personal history, performance evaluations and disciplinary actions. Criminal history checks may include a requirement that the candidate submit to a fingerprint examination. The candidate will be expected to sign a waiver of release for such a background investigation authorizing individuals to release the required information about the candidate. Information obtained by a background investigation is privileged. A third party waiver may be required in some instances such as a credit history check. Any candidate that refuses to submit to such an investigation will be rejected for employment.

Public safety officers such as Police Officers and Reserve Police Officers being considered for hire and those individuals being considered for a sensitive position such as a

## CITY OF PHOENIX PERSONNEL MANUAL

financial officer may be held to a higher standard of conduct based upon statutory requirements, administrative rules and the nature of the position.

The Chief of Police, or his/her designee, shall be responsible for conducting background investigations.

### Employee Status

Wages, salary, benefits, and job duties are affected, in part, by employment category and job title. The following are the employment categories used by the City:

- **Conditional Employee:** An employee on temporary status, with transition to regular status conditional upon another employee's return.
- **Employee:** A person who receives wages or salaries from the City.
- **Full-Time Employee:** An employee who is regularly scheduled to work at least 40 hours per week.
- **Independent Contractors:** Independent contractors do not qualify as employees and are not entitled to or subject to any of the provisions of this policy manual.
- **Part-Time Employee:** An employee who is regularly scheduled to work fewer than 40 hours per week.
- **Probationary Employee:** An employee who is within the first twelve (12) months of employment. A sworn police officer is a probationary employee for twelve (12) months beginning on his/her graduation date from the police academy.
- **Regular Employee:** An employee, who has successfully completed the probationary period.
- **Temporary Employee:** An employee who is hired with the expectation that employment will be for a limited duration arising out of special projects, abnormal workloads or emergencies is defined as a temporary employee. A temporary employee may be full-time or part-time but is not eligible for employer-paid benefits.
- **Trial Service Employee:** A newly transferred or reappointed employee being evaluated for a period of twelve (12) months to determine whether they can satisfactorily perform the duties of the position.

### Staff and Executive Limitations and Requirement

#### **Policy**

Department Heads will notify the City Manager or his or her designee any time they will be absent from the Rogue Valley for any period longer than three (3) days.

Department Heads shall provide information why the absence is necessary and who will be in charge of their departments in their absence. This reporting requirement applies to any location more than twenty (20) minutes distant from Phoenix.

## CITY OF PHOENIX PERSONNEL MANUAL

If attending training sessions or meetings out of State and/or more than 20 minutes from Phoenix, contact and location information shall be provided to the City Manager or his or her designee.

### Personal Appearance

City employees must provide a positive atmosphere that inspires confidence in the public and is free of unnecessary distractions. Citizens come from all walks of life, ages, backgrounds, and beliefs and have different needs and expectations. Within reasonable limits, we must seek not to offend anyone.

The image of eCity staff is key to maintaining a positive and professional environment. As a consequence, city employees must dress conservatively, in good taste, and in accordance with the requirements of their positions. All clothing must be neat (pressed or wrinkle-free), clean and in good repair at all times. Clothing and appearance must be both neutral and professional. Absolutely no clothing should be worn that suggests an objectionable or controversial lifestyle, trend, political outlook, or disposition as judged by prevailing community standards. As a general rule, if an employee has to ask if his/her appearance or clothing, including shoes, is appropriate, it probably is not.

Within reasonable limits, strong or offensive colognes, ~~er~~ perfumes and odors must also be avoided as many individuals suffer from allergies or find these scents distracting. As a general rule, if an employee has to ask if his/her appearance or clothing, including shoes, is appropriate, it probably is not. Offensive body odor and poor personal hygiene is not professionally acceptable.

**Commented [TEJ5]:** These are very difficult terms to enforce. What may be "objectionable" to one person may not be objectionable to another. Also, we run the risk of having supervisors' personal or political views cloud their judgment here. I'm not saying the language needs to be changed, I just wanted to point out the potential difficulties.

**Commented [TEJ6]:** I recommend making this a stand-alone paragraph, and fleshing it out a bit. We get calls on this issue on a fairly regular basis.

The City reserves the right to determine whether an employee's appearance is appropriate for the workplace. Nothing in this dress code is intended to violate any civil rights or discrimination laws, including but not limited to protections relating to religion or any other protected classes. Please discuss any related accommodation issues with the Department Head.

Employees who do not meet these standards will be informed with reasonable particularity how their clothing and/or personal behavior does not meet these standards, and asked not to repeat the situation, circumstance or behavior. Failure to adhere to these standards will subject the employee to discipline, up to and including termination of employment.

### Contracts, Agreements and Understandings

#### Policy

Employees are not authorized to enter into contracts on behalf of the City. The sole authority to enter into contracts is the City Council or the City Manager if authorized by the City Council.

### City of Phoenix Emergency Management Plan

#### Policy

## CITY OF PHOENIX PERSONNEL MANUAL

When the Mayor, or his/her designee, determines that a state of emergency exists (as defined by the current City of Phoenix Emergency Management Plan) the Mayor, or designee, shall make a written declaration to that effect and call a special meeting of the City Council to ratify the declaration of emergency, or if a quorum of the Council is not available, then as soon as a quorum can be assembled.

In the event the Mayor is not available or is unable to perform his/her duties under the City of Phoenix Emergency Management Plan, the duties will be performed by, first the President of the City Council, second the Vice-President of the City Council and third in line the staff Emergency Manager.

Failure to report to duty under these circumstances will be grounds for disciplinary action. As provided by law, overtime actually worked by non-exempt employees in excess of forty hours in a week under these circumstances, shall be compensated at one and one half the regular rate of pay or employees shall be granted compensatory time off at the rate of one and one-half hours for each overtime hour worked.

### Employment

Policy See General Bargaining Unit Agreement: Article 13.2

Unless designated otherwise in writing, all appointments for employment shall be tentative and subject to a probationary period of twelve (12) consecutive months\* or until the employee receives required job certification, whichever is longer. The probationary period serves as an extension of the selection process. Employment during this period is strictly "at will", meaning that the employee may leave the employment of the eCity at any time for any reason, and likewise the eCity may terminate employment of the employee at any time for any reason (except as prohibited by law) without cause. However, regardless of this special status, all state and federal discrimination laws and other applicable labor relations laws apply during the probationary period. Employees during this period serve at the discretion of the City and are not entitled to the grievance procedure or advanced schooling or training outside of the Phoenix city limits unless approved by the City Manager.

The only path to full time employment with the City of Phoenix is successful completion of the probationary period and approval of the City Manager.

See General Bargaining Unit Agreement: Article 13.2

Every new employee hired into the bargaining unit shall serve a probationary period of six (6) months which may be extended to twelve (12) months upon mutual agreement after which he/she shall be considered a regular employee and granted seniority to the last date of hire. The Union recognizes the right of the City to terminate probationary employees for any reason and to exercise all rights not specifically modified by this Agreement with respect to such employees. Termination of a probationary employee shall not be subject to the grievance procedure under Article 12.

**Commented [TEJ7]:** Is there only one "bargaining unit agreement"? I'm not sure why this is included here. Or is the City's goal to have every employee, regardless of union status, start under a 12-month probationary period?

**Commented [TEJ8]:** What does "certification" refer to?

## CITY OF PHOENIX PERSONNEL MANUAL

### **Promoted Employees** See General Bargaining Unit Agreement: Article 13.3

Full time employees will be required to serve a probationary period for the new position to which they are promoted, of six (6) consecutive months with extension of three (3) months if deemed necessary or until they receive proper certification when it is required, whichever is longer.

During this probationary period, the promoted employee may be returned to his or her previous position\* without the rights granted regular employees, including the right to the grievance procedures included in this manual.

#### Article 13.3

The employee may also voluntarily demote to their former position during this probationary period. Such demotions shall not be subject to the grievance procedure and is not disciplinary in nature.

### **Residence of employees**

Employees are encouraged (but not required) to live within the limits of the city Police and Public Works employees living outside the City limits will not be allowed to live such a distance from the City (20 or more minutes) as to seriously impair their accessibility in case of an emergency need of their services.

### **Position Classifications**

#### **Purpose**

To establish a distinction between exempt and nonexempt employees as defined by the Fair Labor Standards Act and Wage-Hour Law. Exempt or nonexempt status is determined by the nature of duties, responsibilities and salary rate. The City has conducted a review of all salaried positions and has made a determination of which positions are exempt and which ones are nonexempt.

It is the responsibility of the City Manager to identify and monitor the exempt status of all employees who have been so classified.

The Council may create new positions and allocate the positions to an appropriate classification. The City Manager is responsible for all hiring decisions and other personnel action.

No position or classification shall carry an official title, which has not been approved by vote of the Council as being appropriate to the duties performed.

Positions may be reclassified whenever the duties of the position change materially, provided the reclassification could be accomplished within the limitations of the current budget of the City. The Department Head or the employee may submit a written request to the City

## CITY OF PHOENIX PERSONNEL MANUAL

Manager accompanied by a position description prepared by the Department Head. Such reclassification shall be considered a change in position, and rules and pay procedures applicable to a position change shall apply. If the City Manager denies a reclassification, no similar request may be submitted for a period of six months.

The City Council and the City Manager will review each case to determine if the classification was correct or if an error had been made. If an error was made, or if the employee is, in fact, no longer meeting the definition of exempt, the employee will receive compensation back to the date they brought the situation to the attention of the City Manager.

### Employment of Relatives

#### **Purpose**

This policy outlines the City's position with respect to employing individuals who have close relatives in City employment. It is the intention of the City to comply with state law, which prohibits employers from discriminating against an individual "solely because another member of that individual's family works or has worked for that employer." It is also the intention of the City to avoid the hiring, transfer, or promotion of relatives of employees into situations where favoritism or conflicts of interest might exist as allowed by law. This policy covers full-time, part-time, temporary, volunteer and conditional employment.

#### **Policy**

To the extent allowed by law, applicants will not be hired or employees promoted or transferred into a position where a close relative occupies a supervisory position under which the applicant or employee would work or where one employee would have grievance adjustment authority over an employee who is a close relative.

Close relatives are identified below or as otherwise provided by Oregon law:

Father	Wife	Uncle
Mother	Father-in-Law	Aunt
Son	Mother-in-Law	Nephew
Daughter	Son-in-Law	Niece
Brother	Daughter-in-Law	Grandfather
Sister	Brother-in-Law	Grandmother
Husband	Sister-in-Law	Grandchild
Step Son	Step Daughter	Step Mother
Step Father		

In the event two employees marry after both have been employed the City will attempt to seek a suitable position that eliminates this employment conflict. The City reserves the right to require that one of the employees terminate employment if it becomes necessary due to the employment conflict. However, the City will make an effort to first place the individual in another position if practicable.

## CITY OF PHOENIX PERSONNEL MANUAL

### Employment of Former Employees

All former City employees will **not** be reconsidered for employment by the City, except for those eligible for recall from layoff who will be treated as new applicants and new hires.

**Commented [TEJ9]:** Please confirm: When an employee is terminated for misconduct or poor performance, they are eligible for rehire?

**Personnel Records and Access** See General Bargaining Unit Agreement: Article 19.3

#### **Purpose**

To establish a method of record keeping for personnel actions and access to those files and to help comply with applicable legal requirements

#### **Policy**

Important events in each employee's history with the City will be maintained in a confidential personnel file. The personnel file will include the employee's name, title, employment application, job description, performance evaluations, training received, tests given and scores, disciplinary actions taken, and other information as may be considered pertinent or as required by law. Each employee is responsible for notifying the City Manager and his/her supervisor of changes in address, telephone number, marital status and dependents within ten (10) working days. This responsibility includes employees on layoff status and leave of absence. Failure to do so may result in disciplinary action.

**Commented [TEJ10]:** ORS 652.750 requires employers to keep "records of the employee that are used or have been used to determine the employee's qualification for employment, promotion, additional compensation or employment termination or other disciplinary action."

#### **Access**

All official personnel records shall be considered "CONFIDENTIAL." In the course of official City business and upon request, the City Manager shall provide the following with access to the personnel files:

1. The employee or their legally authorized representative.
2. The City Manager and the employee's Department Head.
3. As required by court order.
4. Others for good cause unless prohibited by law.

#### **Procedure\***

1. Upon request, employees may receive a copy of any information in their personnel file. Upon termination of employment, an employee shall retain the right to obtain copies of their entire personnel file for a period of two years following the date of termination of employment or as otherwise provided by law. Former employees requesting a copy of all or any portion of their personnel file must submit the request in writing. All of the above will be subject to the City's standard copying fee per each request.
2. No material of any kind shall be placed in an employee's personnel file unless the employee has been allowed to read it and has indicated, by affixing their signature, that they have knowledge of that which is being placed in their file. If the employee refuses

## CITY OF PHOENIX PERSONNEL MANUAL

to sign the material, the City Manager will be required to attach a statement that the employee was offered an opportunity to read and sign the material but refused to do so.

3. The employee shall have the right to place in the file their written comments regarding material contained therein. Upon termination, an employee may continue to place written comments in the file for a period of five working days.
4. ~~Unless required by law, or unless authorized in writing by the employee, no information from the personnel file or about an employee shall be released to outside parties except verification of employment, employment dates, and title of position held without written authorization from the employee.~~
5. ~~Certain records such as Form I-9's, medical records, and worker compensation claim documentations shall be maintained separately from personnel records.~~
6. ~~According to the Privacy Act of 1974, 5 U.S.C. § 552a as amended, the City must take appropriate administrative, technical and physical safeguards to help ensure the security and confidentiality of records and to protect against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience or unfairness to any individual on whom information is maintained.~~

Promotions See General Bargaining Unit Agreement; Seniority Article 13.4

### Policy

To hire or promote the individual best qualified for the position.

### Procedures

Every reasonable effort will be made to fill vacant positions with the person best qualified for the position. Promotions will be based on qualifications and performance, not length of service.

Employees who meet the eligibility requirements specified in the job description for promotion are considered eligible to compete for promotion. An employee who has not completed their trial service period as of the effective date of any forthcoming promotion shall not be eligible for promotion.

Newly promoted employees will serve the trial service period as required for the position, and may be demoted or relieved of duty if found not qualified.

### Employment References

#### Policy

All reference requests concerning current or former employees will be handled by the City Manager or their designee. When the City Manager receives a reference request on a

**Commented [TEJ11]:** I don't recommend educating employees about the City's legal obligations. Also, I'm fairly sure this law only applies to federal agencies

**Commented [TEJ12]:** I would delete this "policy." It's not a policy, and the information about trial service employees can be included elsewhere, if it isn't already.

## CITY OF PHOENIX PERSONNEL MANUAL

current or former employee, the employee's position and dates of employment may be confirmed. The release of any other information will be restricted to information authorized for release by the current or former employee. The authorization must be in writing, and must be signed by the current or former employee. The City Manager may obtain information authorized for release from other Department Heads or employees.

Employees are not authorized to provide reference-check information about current or former employees and may be disciplined up to and including termination of employment. This includes, without limitation, providing LinkedIn "recommendations."

Confidential investigations of both current and former police officers accompanied by a release waiver may be conducted in their customary fashion within the Police Department. This investigation may also include interviews with supervisors and co-workers.

### Time Records

#### **Purpose**

Federal and State wage and hour laws require that accurate records be kept of each non-exempt employee's hours worked. To comply with the law, all non-exempt employees are required to fill out a time record sheet to document all time worked and accrued time taken.

#### **Policy**

Each employee is responsible for accurately recording hours worked, sick leave, vacation leave, holidays taken, compensatory time taken and other leave time on a time sheet as provided by the City Manager. Time is kept in minimum units of one-quarter hour.

Time sheets must be signed by the employee, approved by their Department Head, and submitted to the City Manager on the designated day of each month, or the first Monday following the due date if it falls on Saturday or Sunday.

### Hours of Work

#### **Policy**

Hours of work will be established by the Department Head based on the most efficient and effective method of service to the City. Therefore, schedules may vary. Workload, economics or other conditions may warrant changes in hours or days. This policy is not to be construed as a guarantee of work hours or workdays.

### Work Schedule

#### **Policy**

## CITY OF PHOENIX PERSONNEL MANUAL

Each Department Head shall submit a regular work schedule to the City or his or her designee. Major or regular changes to the regular work schedule shall be submitted to for approval at least fifteen (15) days prior to the effective date of the revised schedule.

### Pay Days

Employees shall be paid on the fifteenth (15) and last regular working day of each month.

### Overtime Requirements

**Commented [TEJ13]:** I think this should be combined with the overtime policy on the next page. I'm not sure I understand why there are two separate policies on the subject.

### Policy

The City of Phoenix will attempt to be flexible in the requirement of working overtime or any other time the employee is regularly scheduled not to work. However, all employees are required to be available to work overtime, evenings, weekends and any other time they are needed to work.

If an employee is called for overtime work and cannot report due to illness, that employee will give a written report to their Department Head stating the nature and duration of the illness that prevented them from working. This report will be placed in their personnel file.

No overtime may be worked by non-exempt employees unless specifically authorized in writing by a Department Head. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

### Full-Time Non-Exempt Employees

All overtime must be authorized by the Department Head.

### Part-Time Non-Exempt Employees

Part-time employees will receive compensation at straight time if the hours worked are fewer than forty (40) hours in any one-week period. Overtime actually worked in excess of forty (40) hours in a week shall be compensated at one and one half the regular rate of pay or employees shall be granted compensatory time off at the rate of one and one-half hours for each overtime hour worked.

### Stand -by Time

### Policy

Employees on stand-by shall be provided with either a pager or a cell phone. Employees on stand-by are expected to be available to report to work within 20 minutes of the eCity's call. Compensation for standby is covered in the various union contracts.

## CITY OF PHOENIX PERSONNEL MANUAL

### **Health and Dental Insurance**

#### **Policy**

1. Regular full-time employees who are not represented by a bargaining unit will have available to them, medical/dental benefits from the City's designated provider. The nature and extent of those benefits are outlined in the health care provider's handbook. The City does not grant broader benefits beyond those outlined in the health care provider's handbook.
2. Regular full-time employees who are represented by a bargaining unit will have available to them, medical/dental benefits from the bargaining unit's designated health care provider. The nature and extent of those benefits are outlined in the health care provider's handbook. The City does not grant any broader benefits beyond those outlined in the health care provider's handbook.
3. On the first day of the month following one full month of employment, regular part-time employees who work a minimum of twenty-five (25) hours per week become eligible for health/vision and dental insurance provided that the employee agrees to pay a pro-rata share of the cost based on forty (40) hours a week being 100%. In addition, employees may purchase insurance for their dependents at their own expense. Exception may be made only for contracts with department heads that do not work full time.

### **Life Insurance**

#### **Policy**

On the first day of the month following one full month of employment, regular full time and regular part-time employees working a minimum of twenty-five (25) hours per week, and Police Reserves are provided with a life insurance policy equal to their annual salary with the premiums paid by the City. The City also provides for \$2,000 life insurance policy for each dependent. Employees may have the option of adding additional coverage at their own expense.

### **Retirement Plan**

#### **Policy**

After six (6) months employees become eligible for the mandatory state Public Employees Retirement System, PERS. The rules and regulations of this plan are set by the PERS Board and/or the State.

### **Deferred Compensation Plan**

#### **Policy**

## CITY OF PHOENIX PERSONNEL MANUAL

After six (6) months of service regular full time and regular part time employees working a minimum of twenty-five (25) hours per week become eligible to participate in the City's Deferred Compensation Plan. Contributions to a deferred compensation plan will be at the employee's expense. The City will make no contributions to the plan. The nature and extent of the benefits of the plan are outlined in the deferred compensation provider's handbook.

### HR VEBA

#### Policy

The City may participate in a program that offers pre-tax to a health care savings plan that accumulates and compounds tax free.

### Leave Benefits

#### Policy

All employee leave benefits may be provided depending on if it is sick, vacation, and/or administrative leave. Regular part time employees who are employed a minimum of twenty-five (25) hours per week shall be eligible for those leave benefits for which they qualify prorated on the basis of their average work week.

Any leave of absence shall be authorized by the Department Head and approved by the City Manager.

#### Employee Responsibility

Employees must submit a "Request for Time Off" form to their supervisor a minimum of fourteen (14) days and preferably twenty-one (21) days prior to the anticipated time off, except in the event of an unplanned absence, whereby employees will complete it immediately upon their return to work. Employees are to contact their supervisor immediately when an unplanned absence occurs. Scheduled time off will generally be based on departmental seniority if a conflict arises.

#### Supervisor Responsibility

Supervisors must route all "Request for Time Off" form to their Department Head for approval. Supervisors must properly verify all time off on the employee time sheets.

### Administrative Leave

#### Purpose

The City pays all hourly and salaried "non-exempt" employees for all actual hours worked. All salaried "exempt" employees put in numerous hours above and beyond their normal scheduled workday for which they do not receive any additional compensation. The City grants

**Commented [TEJ14]:** This should be clarified. What leaves are addressed here? Is this applicable to vacation? Sick leave? Other?

Also the request procedure here doesn't track what other policies below state.

**Commented [S15R14]:**

## CITY OF PHOENIX PERSONNEL MANUAL

(4) hours of "administrative leave" to the "salaried-exempt" employees each month. If not used in that time the leave is lost.

### **Eligibility**

To qualify for the administrative leave plan, an individual must be a regular full-time employee on a "salaried-exempt" basis or have such a provision provided within their employment contract.

### **Provisions**

Eligible employees will accrue administrative leave at the rate of four (4) hours per month unless otherwise stated in an individual personal services contract. An employee's administrative leave balance will be reduced on an hour-for-hour basis for each covered absence. There will be no advancing of administrative leave accrual or administrative leave pay, i.e., no negative administrative leave balances. Administrative leave is on a per month basis of use it or lose it.

There will be no pay in lieu of administrative leave benefits. Unused administrative leave will not be paid to an employee upon termination of employment.

As determined by the City, abuse or misuse of administrative leave, will be grounds for discipline up to and including termination of employment.

The City Manager is responsible for monitoring the use of administrative leave.

### **Bereavement Leave**

#### **Purpose**

The City recognizes that a death in an employee's immediate family is a traumatic experience requiring time away from work to grieve privately and to fulfill family obligations before making the transition back to the normal work routine. Regular full time and regular part time employees are eligible for bereavement leave.

#### **Policy**

Bereavement leave will be granted in the event of death in an employee's immediate family. Immediate family is an employee's present spouse, same sex partner, child, step child, parent step parent, grandparent, brother, sister, father-in-law, mother-in-law, grandchild, or any other person who is dependent upon the employee or as provided in the applicable union contract

#### **Provisions**

Bereavement leave will be allowed, upon request, for up to three (3) workdays per each occurrence. An additional two (2) days may be granted if the funeral is more than five-hundred

## CITY OF PHOENIX PERSONNEL MANUAL

(500) miles from Phoenix (one-way). This leave is with pay provided the employee gives prior notice to their supervisor.

**NOTE:** The City Council may expand the provisions of this section for special cases.

Leave time must be correctly recorded on the employee's time sheet.

### **General Leave of Absence**

#### **Purpose**

Leave of absence is intended to accommodate employees who encounter unusual or unavoidable circumstances, which necessitate an extended period of time away from the job.

#### **Definition**

A general leave of absence is an unpaid management-approved temporary suspension of employment, initiated at the employee's request, not to exceed ninety (90) days (may be longer in special cases only) in any given calendar year. A general leave of absence is different from sick leave or medical leave and will be granted only in unusual circumstances.

#### **Eligibility**

To qualify for a leave of absence, an individual must be a regular full-time employee or a regular part-time employee. In addition, in order to qualify an employee must have completed their probationary and/or trial service period prior to the request for leave.

#### **Provisions**

An employee desiring a leave of absence must submit a fully detailed written request stating purpose, beginning date, and ending date of the leave to their Department Head. The Department Head will forward the request to the City Manager. The decision whether or not to grant the leave will be made by the City Manager in consultation with the Department Head.

All leaves of absence will be granted at the sole discretion of the City Manager. Consideration will be given to the purpose and urgency of the request, the employee's performance and attendance record, and the impact of their absence on the workload of the department.

If practical, the workload of the employee on leave will be absorbed by other employees. However, vacancies created during general leaves of absence may be filled by temporary or conditional appointment.

The employee will return to work immediately upon completion of the leave. An employee failing to report to work on the first working date following the expiration of the leave may be considered to have voluntarily resigned. In such a case, the termination date will be the last day worked.

## CITY OF PHOENIX PERSONNEL MANUAL

During a leave of absence of more than thirty (30) days the City will not pay an employee's health insurance premiums. However, the employee may continue participation in the health insurance plan by making self-payments on the premium. These self-payments must be received no later than the 1st of each month in order to have health insurance coverage for that month. Health insurance benefits will be reinstated after the leave, but will not be subject to the regular waiting period.

This self-payment is exclusive of COBRA regulations and does not affect an employee's right to potential future COBRA coverage.

Vacation leave and sick leave will not accrue while the employee is on a leave of absence. Employees are not eligible for holiday pay during a leave of absence. Vacation and sick leave will begin accruing again when the employee returns from leave, without loss of previous accrual. Employees must use any accrued sick leave or vacation time during their leave period.

An employee who engages in, or applies for, any employment during a leave of absence, or who violates the conditions agreed to in granting the leave, will be subject to immediate discharge.

**Holiday Leave** See General Bargaining Unit Agreement: Article 5.3

### Policy

It is the policy of the City to recognize certain designated days throughout the year as paid holidays for regular full-time employees. Regular part-time employees working a minimum of twenty-five (25) hours per week shall be eligible for paid holidays prorated on the basis of their average workweek when the holiday falls on a regularly scheduled workday. Temporary and conditional employees, as well as part-time employees working less than twenty-five (25) hours per week, shall be eligible for unpaid holidays.

There shall be twelve (12) City holidays, which shall coincide with existing official State holidays as to the date of observance.

### Scheduled Holidays

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| 1. New Year's Day                 | 8. The day after Thanksgiving      |
| 2. President's Day                | 9. Day before Christmas            |
| 3. Memorial Day                   | 10. Christmas Day                  |
| 4. Independence Day               | 11. Martin Luther King's Day       |
| 5. Labor Day                      | 12. One floating holiday of the    |
| 6. Veteran's Day on November 11th | employee's choice, approved by the |
| 7. Thanksgiving Day               | Department Head                    |

## CITY OF PHOENIX PERSONNEL MANUAL

### Provisions

1. Nonexempt employees authorized to work on any of the holidays listed shall receive additional compensation, as appropriate, for each hour worked on a holiday, for a maximum of eight (8) hours on each holiday. In lieu of holiday pay, employees may accrue compensatory time.
1. Exempt employees required to work on a holiday will be given two (2) consecutive days off, at a time mutually convenient to the employee and the City.
2. With the exception of police officers, each time a holiday falls on Sunday, the succeeding Monday shall be given as a holiday. Each time a holiday falls on a Saturday, the preceding Friday shall be given as a holiday.
3. For Police Officers, each time a holiday falls on a regularly scheduled day off the employee shall accrue hours of compensatory time equal to the scheduled shift hours, or be paid in accordance with Section 1 if they have accrued the maximum amount of compensatory time.
4. Employees will be allowed time off for observance of additional religious holidays with prior supervisory approval. The employee will be given one of the following options:
  - a. Use accrued vacation time;
  - b. Use accrued compensatory time;
  - c. Arrange to work on a regular holiday listed in Section 2 and takes the desired religious holiday off;
  - d. Taking the religious holiday off, leave without pay;
  - e. Use a floating holiday.

All such requests must be received in writing at least two weeks prior to the requested religious holiday.

Holidays, which occur during vacation or sick leave, shall not be charged against such leave.

Employees on unpaid leave, workers compensation or layoff status will not receive holiday pay for holidays that occur during the unpaid leave or layoff period.

In addition to the holidays listed above, the Mayor may, at his or her sole discretion, grant a holiday for a day appointed by the President of the United States or the Oregon Governor as a day of mourning, rejoicing or other special observance.

### Article 5.3

#### Holiday Work

If a regular employee is required to work on any of the holidays listed above shall receive, in addition to his regular pay, compensation for all hours worked at time and one-half or, at the option of the City, compensatory time off on a date mutually agreed upon by the City and the employee. If such work is "call back" as provided in Article 10.4, the employee will be guaranteed a minimum of two (2) hours.

#### Jury Duty

#### Policy

## CITY OF PHOENIX PERSONNEL MANUAL

An employee summoned to serve on a jury has a civic responsibility to serve. The City supports the fulfillment of that obligation by protecting the employee from loss of income during the required absence.

### Provisions

An employee summoned for jury duty must immediately present the summoning document to their supervisor. A copy of the document will be forwarded to the Department Head and City Manager. The City reserves the right to request that the employee be excused from jury duty.

Paid leave will be granted to employees appearing as witnesses on behalf of the City. The City will pay the difference between the employee's regular pay and any compensation received from the court or attorneys. Unpaid leave will be granted to employees subpoenaed to appear as a witness in court proceedings not involving the City as a party or City business unless the employee chooses to use approved vacation or comp time. Voluntary duty as a witness is not covered by this policy. An employee will be expected to work on any scheduled work day or portion of any scheduled work day that they are not required to be at the courthouse (i.e., if they are scheduled to report to the courthouse at 10:00 they will be expected to report to work at their regularly scheduled start time and then leave in time to get to the courthouse by 10:00).

### FMLA and OFLA Leaves (for serious health conditions)

*This section has two policies: (1) An Oregon Family Leave Act ("OFLA") policy for employers with 25-49 employees; and (2) A policy that combines the provisions of OFLA with the federal Family Medical Leave Act ("FMLA") (applicable to most employers in Oregon with 50 or more employees within 75 miles of an employee's work site).*

*Smaller employers, i.e., those with 24 or fewer employees, should not include either policy in their handbook.*

*Smaller employers not subject to OFLA or FMLA who wish to offer a formal leave of absence program to their employees should consult with counsel about the appropriate scope of such a policy.*

*Optional for companies near the 25 employee threshold or those that will remain under the 25 level*  
**Or**

*Personal and Family Medical Leaves of Absence. A leave of absence without pay may be granted at the discretion of the City Manager. Requests for leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Leaves of absence for an employee's medical condition or for an employee to care for a family member with a medical condition are not assured and may or may not be extended to an employee at the sole discretion of management. Approved absences of shorter duration are not normally treated as leaves, but rather as excused absences.*

**Commented [TE16]:** You already have a leave of absence policy earlier in this handbook, so I wouldn't repeat it here. Instead, include the "statutory leave" section in the first part of that leave of absence policy.

### Crime Victim Leave Policy (six (6) or more employees)

An employee who has worked an average of at least twenty-five (25) hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his or her immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

## CITY OF PHOENIX PERSONNEL MANUAL

Immediate family member includes: a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave/PTO during the leave period;
- Provide as much advance notice as is practicable of his/her intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to his/her supervisor as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, the City Manager may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

### **Domestic Violence Leave and Accommodation Policy (six (6) or more employees)**

An employee who has worked an average of at least twenty five (25) hours per week for 180 days is All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his or her minor dependents.

**Commented [TEJ17]:** The law changed – there is no minimum work time requirement now, employees can get this leave on day one.

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or similar paid time off while on this type of leave. When seeking this type of leave, the employee should provide as much advance notice as is practicable of his or her intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to the City Manager as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The City Manager will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the City Manager notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any other person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to

## CITY OF PHOENIX PERSONNEL MANUAL

more safely continue to work, unless such an accommodation would impose an “undue hardship” on the City. Please contact the City Manager immediately with requests for reasonable safety accommodations

### **Workers Compensation**

Please contact the City Manager about your rights to a leave of absence under workers' compensation laws. Please report a workplace injury immediately—regardless of severity.

### **Military Leave and Reinstatement**

Federal and Oregon law protect employees who are called to active duty or enlist in a uniformed service. In general, these laws do not require the city to pay wages during the leave. However, employees are entitled to certain reinstatement rights and may be entitled to certain benefits depending on circumstances. Please contact the City Manager for details.

**Sick Leave** See General Bargaining Unit Agreement: Article 8.1

#### **Purpose**

The purpose of paid sick leave is to allow continuation of pay while an employee recuperates from an illness or other approved reason causing the absence. Regular full time and regular part time employees, who work a minimum of twenty-five (25) hours per week, are eligible for paid sick leave.

Sick leave is also intended to provide employees with the assurance of pay in order that they may be away from the job to avoid exposing others to illness.

#### **Sick Leave Accrual**

Sick leave shall accrue at the rate of eight (8) hours per month for regular full time employees beginning with the effective date of employment. Regular part time employees that work a minimum of twenty-five (25) hours per week shall accrue sick leave in an amount proportionate to that which would be accrued under full-time employment. Sick leave shall not accrue during any period of leave of absence without pay. However, employees on any authorized paid leave shall continue to earn sick leave credit.

#### **Maximum Sick Leave Accumulation** Article 8.1

Sick leave may be accumulated to a total of not more than one hundred and ten (110) working days (880 hours), after which the time will be lost. The City Manager shall maintain an accurate record of accrued sick leave for each employee.

#### **Sick Leave Allowed**

Paid sick leave may be granted for the following reasons: See General Bargaining Unit Agreement: Article 8.2

1. **Job Related Injury or Illness**

## CITY OF PHOENIX PERSONNEL MANUAL

Absence due to injury or illness received on the job. When an employee receives Worker's Compensation or any other form of public insurance benefit as a result of injury or illness received on the job, the City will pay the difference between the insurance benefit and full pay until such time as the employee exhausts all of their accumulated sick leave benefits. The employee must report the amount of payment from the insurance carrier and the period, which the payment represents, to the City Manager.

2. Other Illness or Injury  
Personal illness or physical incapacity resulting from causes beyond the control of the employee.
3. Quarantine  
Forced quarantine of the employee in accordance with State or community health regulations.
4. Medical and Dental Appointments  
These should be scheduled at the beginning or end of the workday whenever possible to avoid conflict with the regular work schedule.
5. Counseling  
In-patient or outpatient treatment or counseling for problems when the appointments conflict with the regular work schedule.
6. Maternity Leave  
The minimum period provided for by federal law unless the employee's licensed physician certifies a longer "disability period."
7. Care for Immediate Family members who are ill  
City employees may use up to three (3) days of sick leave to provide care for immediate family members where no other care provider is available. Any time spent after the initial three (3) day period, will be deducted from vacation, comp time or performed without pay.  
NOTE: The Department Head may approve additional time under this provision in special cases.

### Employee Responsibility

It shall be the employee's responsibility to maintain good health. This includes seeking competent medical attention in the event that an illness lasts longer than three (3) days as well as periodic physical check-ups to detect potential illness or to control chronic health problems.

### Procedure

Continuance of pay during absence from duty due to sickness or other approved reasons shall depend upon compliance with the following procedures:

1. On the first day of absence from duty, the employee, or someone on their behalf, shall notify the City prior to the start of the workday by contacting the Department Head and/or City

## CITY OF PHOENIX PERSONNEL MANUAL

Manager explaining the reason for such absence. If the duration of the illness lasts longer than one (1) day, the employee or someone on their behalf must notify the Department Head and/or City Manager daily prior to the start of the work day, unless the employee has furnished a certificate from a licensed physician specifying that the employee may not return to work for a specified period of time. When a certificate from a licensed physician has been provided, the employee or someone upon their behalf must notify the Department Head and/or City Manager by 9:00 a.m. every Monday. Failure to report shall be deemed an unexcused absence.

2. An employee shall be required to furnish a certificate from a licensed physician to support a sick leave claim that exceeds five (5) working days in order to qualify for paid sick leave.
3. The employee must furnish a release from a licensed physician prior to returning to work from an absence that was authorized by a licensed physician. The release must be submitted to the Department Head and/or City Manager prior to returning to work.
4. When an employee receives a release to return to work from a licensed physician the employee must immediately notify their Department Head and/or City Manager and report to work as scheduled.

**Sick Leave Pay** See General Bargaining Unit Agreement: Article 8.3

Sick leave hours paid during any work day, work week or work period will always be paid at straight time rate. Paid sick leave hours will not be considered hours worked when computing overtime hours.

### **Other Accrued Time Allowed for Sick Leave**

When an employee exhausts all of their sick leave benefits, the employee may use other accrued compensatory time, vacation leave and administration leave to continue pay during the remainder of the sick leave. Medical progress reports may be required prior to approval of such payments.

### **Sick Leave without Pay**

Sick leave without pay may be granted by the City for the remaining period of the disability after the employee's accrued leave has been exhausted.

### **Abuse**

Abuse of the sick leave privilege is defined as improper use. A regular pattern of "illness" (for example, every Monday) may be considered as an abuse of the sick leave policy and will result in disciplinary action up to and including termination of employment. Similarly, employees who use sick leave for reasons other than illness or injury may also be subject to discipline or termination of employment.

### **Second Medical Opinion**

CITY OF PHOENIX PERSONNEL MANUAL

The City reserves the right to obtain a second medical opinion to confirm the employee's ability or inability to work. A licensed physician of the City's choosing, and at the City's expense, will perform such examinations. The consulting physician shall submit a written report to the Department Head and/or City Manager who will make all final decisions with regard to granting sick leave benefits. Employees who refuse to submit to such an examination may become ineligible for sick leave benefits for the particular disability in question.

**Unused Sick Leave**

All unused sick leave will be lost to the employee upon termination of employment from the City, whether the termination is of voluntary or involuntary nature. An exception is that 50% of unused sick leave can be applied toward the employee's retirement.

Article 8.3

Integration with Workers Compensation

When an injury occurs in the course of employment, the City's obligation to pay under this sick leave article is limited to the difference between any payment received under Workers Compensation laws and the employee's net pay. Such difference shall be deducted from the employee's sick accrual.

**Vacation Leave**

**Policy**

It is the policy of the City to promote the health and wellbeing of the employees by providing annual paid vacations for regular full time employees. Regular part time employees, working a minimum of twenty-five (25) hours per week, shall be eligible for paid vacation prorated on the basis of their average workweek.

**Vacation Accrual**

Vacation shall be credited as earned vacation for each month of service, except that vacation accrued during the probationary period shall not be eligible for use until the employee satisfactorily completes six-months of the probationary period. Vacation accruals will continue as long as the employee remains on a City paid status. Vacation may not be taken prior to being earned. Accrual shall be at the rate as follows:

Years of Continuous Service	Monthly Accrual Rate
0 up to 4 years	6.67 hrs
4 up to 9 years	10.0 hrs
9 up to 15 years	12.0 hrs
15 years plus	13.3 hrs

**Maximum Vacation Accumulation**

The maximum aggregate vacation accumulation shall be the equivalent of ten (10) weeks or 400 total hours) (the "cap") after which no additional vacation shall accrue until the balance is below the cap.

## CITY OF PHOENIX PERSONNEL MANUAL

### **Scheduling of Vacation Leave**

The City will try to be as flexible and reasonable when it comes to scheduling vacations. However, vacations must be taken at a time mutually agreed upon by the City and the employee. Employees should request vacation no later than fourteen (14) days before the desired start date.

The City reserves the right to rearrange vacation schedules at any time and to schedule a period where no vacations will be allowed.

Employees must receive approval from their Department Head prior to taking any vacation leave.

### **Effect of Vacation Hours on Overtime**

Vacation hours paid during any workday, work week or work period will always be paid at the straight time rate. Paid vacation hours will not be counted as hours worked when computing overtime hours.

### **Vacation Pay See General Bargaining Unit Agreement: Article 6.5**

Employees are required to take their vacation hours away from work. There will be no pay in lieu of vacation time not taken except at termination of employment, at which time all accrued vacation hours will be paid in full. In the event of an employee's death, earned, but unused, vacation shall be paid in the same manner as salary compensation due the beneficiary.

#### Article 6.5

##### **Cash Out**

Employees including executive staff may cash out up to 80 hrs of vacation one time per fiscal year providing the employee has 160 hrs or more accrued at the time of request. Employee must have taken 80hrs vac leave during previous 12 months to be eligible for cash out.

### **Disciplinary Procedures**

#### **Purpose**

The purpose of discipline is to obtain a level of employee performance and productivity, which meets City standards.

#### **Policy**

##### **General Conduct**

All employees are expected to conform to certain standards of conduct. Employee conduct during and outside working hours should be of a caliber that will not bring discredit to the City. City employees are in the public eye and more is expected of them than the average citizen. It is recognized to be the obligation of all employees to be courteous and efficient in the performance of their duties. Employees are expected to establish and maintain harmonious and effective working

## CITY OF PHOENIX PERSONNEL MANUAL

relationships with other employees, other departments, other governmental agencies and especially the citizens of Phoenix.

### Discipline

There may be incidents of misconduct which require disciplinary action to be taken. While it is impossible to provide rules or guidelines for every type of situation, the following general guidelines are meant to assist employees in conforming their conduct to City standards. This discipline section serves as a guideline only in determining the appropriate action needed in a particular situation. The City reserves the right to review each situation in its entirety and to deviate from this policy whenever deemed necessary.

### Misconduct/Disciplinary Action

The following are examples of misconduct and work performance, which may require disciplinary action:

1. Personal Appearance below Standards

The way an employee dresses will vary with the type of work, but neatness and cleanliness are always essential. Moderation and common sense must be used if the respect of the public is to be maintained. This Personnel Policy and Procedures also provides specific standards that must be met.

2. Personal Use of Telephones or other Business Machines:

The City's business phones and other business machines are available for City business use only unless there is a bona fide personal emergency or the City Manager has granted an exception in writing.

3. Improper Use of City Tools and Equipment

Every tool has its proper use. Employees will be responsible for the proper care of all City equipment and supplies in their care or under their control. Any breakage or loss of equipment shall be reported to the employee's supervisor promptly. Employees may not use City tools, equipment or supplies unless the City Manager provides permission to do so in writing.

4. Government Ethics - Falling Below Standards

Each employee should be aware of and practice what is referred to as "government ethics." This means total separation between the employee's personal activities and any job activities; not using the employee's position to obtain financial gain or benefit, nor using confidential information gained by reason of the employee's position for private gain.

5. Political Activity - Use of Position to Benefit or Influence

No employee shall use his/her official authority or influence to further the case of any political party or candidate for nomination or election to political office. The restrictions imposed by the laws of the State of Oregon on public employee political activities are that no City employee shall solicit any money, influence, service or other thing of value or otherwise aid or promote any political committee or the nomination or election of any person to public office while on the job during working hours. However, nothing in this section is intended to restrict the right of a public employee to express personal political views.

6. Improper Use of Position for Personal Gain

## CITY OF PHOENIX PERSONNEL MANUAL

The improper use of position, as an employee for personal gain, or to solicit a contribution, response or action designed to further a political or charitable cause is unacceptable.

### 7. Contraband/Use of Alcohol or Drugs

Contraband is any item prohibited on or in any City property including but limited to; illegal narcotics and drugs, drug paraphernalia, marijuana and/or, alcohol intended for the employee's personal use, pornographic materials, and inhalants not intended for medical use, possession of stolen property or the possession of any item defined as illegal by law. An employee may not possess or bring contraband onto City property in personally owned property such as vehicles, brief cases, purses, duty bags, etc. Possession of contraband, drinking alcohol, smoking marijuana, taking narcotics or other illegal drugs or substances on the job, or arriving on the job under the influence of any substance; or possessing, selling, or dispensing illegal substances and marijuana on the job is strictly prohibited.

### 8. Gambling during Work Hours

Employees shall not participate in any form of gambling during work hours.

### 9. Offensive/Abusive Conduct

Employees shall not engage in offensive conduct, language or appearance towards the public or other employees, which could be detrimental to the safety, image or best interests of the City.

### 10. Compliance with Laws and Ordinances

Public employees are held to a higher standard than the average citizen. While on the job, employees are expected to conform to all State and Federal laws and all city ordinances. Failure to conform to these laws and ordinances while on the job may result in disciplinary action up to and including termination of employment. The public expectation is that public employees will keep their private lives untarnished. An employee who fails to conform to the laws and ordinances while not on the job may be subject to disciplinary action of a similar nature as those on the job depending upon the nature of the violation. Such cases will be dealt with on a case-by-case basis. The City of Phoenix has a zero tolerance policy concerning drug use.

### 11. Refusal of Treatment

Refusal to seek required treatment or resolution of personal problems which affect work performance (including but not limited to: emotional or family problems, drug abuse or addiction, and alcoholism) is cause for disciplinary action up to and including termination of employment.

### 12. Acceptance of Gratuities or Bribes

No employee shall accept gratuities or bribes or succumb to pressure designed to affect the City's response to the public or special interest groups.

### 13. Personal Use of City Equipment

No employee shall remove City equipment or property off City premises for personal use without prior written approval of their Department Head or use City equipment for personal purposes while on the job, unless a specific personnel policy allows such use. The employee shall present a sign-out form stating what equipment is desired, why City property is being used and where will it be located.

### 14. Falsification of City Records

**Commented [TEJ18]:** How does the City feel about employees who will lawfully use marijuana after July 1?

**Commented [TEJ19]:** If the City is going to take a "zero tolerance" approach to recreational marijuana, this would be a good place to note it. (There are other places in the handbook where the issue should be addressed, however.)

## CITY OF PHOENIX PERSONNEL MANUAL

No employee shall falsify City records (including, but not limited to, all employment forms and application or time card).

### 15. Violation of Safety Rules

Violation of the City's safety rules and OSHA regulations as outlined in the City's Safety Manual is cause for disciplinary action up to and including termination of employment.

### 16. Harassment

The harassment of any employee for any reason is cause for disciplinary action up to and including termination of employment.

### 17. Failure to Obey Orders

Any employee failing to follow lawful orders from the supervisor or Department Head may be subject to disciplinary action up to and including termination of employment.

### 18. Failure to Perform Duties

Failure to effectively fulfill the employee's duties and responsibilities may result in disciplinary action up to and including termination of employment.

### 19. Abuse of Time, Materials, and Property

Abusing or being wasteful of materials, property or working time may result in disciplinary action up to and including termination of employment.

### 20. Absence - Failure to Report

Failing to report to the Department Head and/or City Manager when absent, or being absent without permission, is cause for disciplinary action up to and including termination of employment.

### 21. Breach of Confidentiality

No employee shall discuss confidential City business with unauthorized persons.

### 22. Refusal to Report during Emergency

Refusal to report for duty in an official emergency is cause for disciplinary action up to and including termination of employment.

### 23. Refusal to Submit to Drug/Alcohol Test

Refusal to submit to a drug or alcohol test pursuant to the City's policies on drug/alcohol testing when suspicion of drug or alcohol abuse exists is cause for disciplinary action up to and including termination of employment.

### 24. Other

For any other reason which the City determines to be misconduct or failure to perform. The City reserves the right to discipline and to terminate employees whenever the employee's performance or behavior fails to meet management expectations. The City alone has the right to determine whether discipline or termination of employment is appropriate.

### Disciplinary Actions

Disciplinary actions may include any of the following: Oral Reprimand, Written Reprimand, Extension of Trial Service Period, 30-Day Disciplinary Trial Service Period, Reduction in Pay or Other Monetary Assessment, Demotion, Suspension, and termination of employment. These are discussed in detail below.

### Procedures for Disciplinary Actions

**Commented [TEJ20]:** I recommend telling employees that all forms of harassment are prohibited, not just the forms of harassment that are specifically prohibited by law. We don't want bullies ("equal opportunity offenders") in our workplace, after all.

**Commented [TEJ21]:** Does the City ever use "last chance agreements"?

## CITY OF PHOENIX PERSONNEL MANUAL

Employees shall always be given an opportunity to sign affix their signature to all documents being placed into their personnel file. Employees have the right to refuse to sign a disciplinary action, to appeal the action and/or to resort to the grievance procedure.

If the employee refuses to sign the material, the City Manager will be required to attach a statement that the employee has read the material or had the opportunity to read the material but refused to sign it.

**Commented [TEJ22]:** Employees DO have a right to refuse to sign a document, but I don't recommend advising them of this right. The employer always wants the employee to sign the document.

**Commented [TEJ23]:** This is the correct way to handle the situation, but if we're not going to advise employees of their "right" to not sign, there's no need to discuss this procedure.

### LEVELS OF DISCIPLINE

After investigating the matter, the City Manager or his or her designee, and/or the Department Head may choose one or more levels of discipline.

#### VERBAL WARNING

Verbal warnings may be given where the nature of violation is not sufficient to merit more severe discipline or where the standards of conduct are not clear and where future corrective action will warrant retention of the employee. Verbal warnings shall be documented as required or otherwise appropriate and placed in the employees file.

**WRITTEN WARNING** See Bargaining Unit Agreement article 19.3.

In circumstances where a previous verbal warning have been given and conduct has not been corrected, or if the case is of a more serious violation, or if the standards of conduct have been given and where circumstances do not warrant more severe discipline, the employee shall be given a written warning by the Department Head City or City Manager, stating the nature of the deficiency of the violation, the corrective action to be taken by the employee, any terms or conditions employed upon the employee and the possible consequences should the offense be repeated.

See article 19.3.

Written warnings shall be filed in the employee's personnel file and remain there at all times

#### WRITTEN WARNING WITH SUSPENSION

In addition to the written warning described above, Department Heads may recommend to the City Manager to suspend an employee without pay and with loss of vacation and sick leave accrual during said period. If the City Manager takes such action, the employee shall be given written notice of the reason for the suspension, information pertaining to its duration, and be advised of the consequences for subsequent violations. The City Manager may also choose to suspend the employee with pay and benefits.

#### TERMINATION

In the event of a serious violation of the rules of conduct, or in the event of repeated violation of work standards after a written warning has been given, an employee may be terminated.

Probationary employees may be terminated for any reason, at any time without cause or appeal during the probationary period. Such terminations are not subject to any process that is available to employees who have served the probationary period.

## DISCIPLINARY DETERMINATIONS

Nothing contained herein shall require public hearing or grant the right to call witnesses to rebut charges made against the employee or otherwise confer vested rights other than to rebut specific charges made against the employee.

The following procedures for disciplinary actions shall apply to all employees, except as otherwise provided in any individual contract of employment between the employee and the city (such as the case of the City Manager or a Department Head).

### 1. Oral Reprimand

For minor infractions, the employee may be warned orally. An oral reprimand is a formal or informal interview between the employee and the Department Head or City Manager. Such an interview shall always be conducted in private. Oral reprimands will be documented in the employee's personnel file in writing as "informal warnings".

### 2. Written Reprimand

For a repeat minor infraction or a single, more substantial infraction, the Department Head or City Manager may issue a formal reprimand to the employee. All written reprimands must state the inappropriate behavior, the problem and stated consequences for not correcting the action within the stated time frames. Written reprimands shall be presented to the employee and discussed between the employee and the Department Head or City Manager.

### 3. Extension of Trial Service Period

The Department Head or City Manager shall explain this action on the performance evaluation which is completed at the time the trial service period is scheduled to end. Such an extension shall not exceed three (3) months. Extensions must be approved by the City Manager and may be ordered when an employee is not producing up to the expected level or the employee is breaking work rules.

### 4. 30-day Disciplinary Trial Service Period

At any point in the discipline process a Department Head or City Manager may draw up a "last chance agreement" which will list all of the conditions that must be met, now and in the future, for the employee to continue working for the City. This action will be subject to a performance evaluation. The notification shall be provided to the employee in writing by the Department Head and approved by the City Manager, or taken directly by the City Manager. The employee's failure to meet the requirements within the last chance agreement shall result in termination of employment.

### 5. Reduction in Pay or Other Monetary Assessments

Reductions in pay may be ordered when the Department Head or City Manager feels an employee is not producing up to the expected level or if the employee is breaking work rules.

## CITY OF PHOENIX PERSONNEL MANUAL

When either of these situations occurs the employee is not as valuable to the City as an employee who is performing their job as required. It is for this reason an employees' wages may be reduced. Notice shall be given to the employee in writing from the Department Head with the approval of the City Manager or by the City Manager directly. If a reduction in pay occurs, a special performance evaluation shall be completed after three (3) months to determine if the pay should be re-evaluated. No reduction in pay shall exceed one pay step.

### 6. Demotion

An employee may be demoted for work performance falling below the established standards. The employee shall be demoted to a position for which they qualify. Written notice must be given to the employee by the Department Head or City Manager at least fifteen (15) working days in advance of the effective date of the demotion. Pay will be subject to a performance evaluation. Pay will be set at the same pay step in the lower classification.

### 7. Termination

An employee may be terminated at any time for cause upon written notification to the employee or upon oral notification if written notification is not practicable, followed by written notification.

### 8. Documentation See Article 19, 3

All written warnings and documentation of oral warnings will be kept in the employee's personnel file. See Article 19, 3

## Appeal of Disciplinary Action

If the employee is a member of the Union they will follow the process laid out in the Collective Bargain Contract. If not represented by a Union the following will apply.

- a. **Right to appeal from discipline.** Any regular employee, who has been suspended, reduced in pay, demoted or terminated, shall have the right of appeal to the City Manager. Notice of the appeal must be filed not later than ten (10) days after the effective date of the action. The notice of appeal shall include at least the following information: (a) a statement of the complaint and the facts upon which it is based; (b) the remedial action requested; (c) a statement of the reasons why the remedial action is appropriate; (d) a statement of any policies, procedures or law or rules which have not been adhered to or which should be followed. The appeal shall be heard by the City Manager within twenty (20) days after receipt of the request. The City Manager shall furnish the department head concerned with a copy of the notice of appeal in advance of the hearing.
- b. **Who May Appeal?** Only regular employees not excluded from the application of these policies as department heads under contract with the city or under the terms of a collective bargaining agreement with a grievance procedure have a right to appeal disciplinary actions. In addition to formal appeals under this Section, the City Manager may give consideration to all suggestions and complaints that concern administration of the personnel policies.

**Commented [TEJ24]:** See my comment below. When, if ever, would a union employee have the right to appeal a disciplinary action via this process in the handbook? Isn't this setting the City up for two appeals whenever a union employee isn't happy with a decision?

CITY OF PHOENIX PERSONNEL MANUAL

- c. **Investigations.** In connection with an appeal or complaint, with respect to any matter arising under these personnel policies, the City Manager may conduct an investigation as deemed necessary, and shall make a written report. A copy will be given to the employee and placed in their file.

**Hearings on Appeal**

- a. **Procedure.** The City Manager shall set a hearing upon timely requests made under this policy. The employee and the department head shall be given written notification of the time and place of the hearing. The hearing shall include the City Manager, Department Head, the City employee, and a union representative, when appropriate. Either the City or the employee may have legal counsel present, but the hearing will not include witnesses for interrogation.

**Commented [TEJ25]:** I'd like to discuss this with you. Your union employees have a grievance procedure that their union must follow. So it's not clear to me why we would talk about in this policy union employees having the right to follow this process

The order of procedure at the hearing will be as follows:

- I. The department head or a designee will set forth the reasons for the action and the facts on which it is based. The employee may restate, summarize and ask related questions, if appropriate.
  - II. The employee may present facts and documentation in support of the appeal with or without the assistance of legal counsel or other representative.
  - III. The department head or a designee may restate, summarize and ask related questions or submit facts and documentation in rebuttal, or both.
  - IV. Opening statements, if any, will be brief and confined to the issues. Closing summaries, if any, will be first by the department head or a designee then by the employee. The department head may offer rebuttal evidence if desired.
  - V. Evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their serious affairs shall be admissible. Irrelevant, immaterial or unduly repetitious details may be excluded. Affidavits and counter-affidavits are acceptable as evidence. If either party intends to rely on an affidavit, it shall provide the other party with such affidavit together with the name, address and telephone number of the affiant at least ten (10) days prior to the hearing or such affidavit shall be inadmissible.
- b. **Conduct of Hearings.** A hearing before the City Manager is intended solely for the purpose of receiving evidence either to refute or substantiate specific charges brought to the City Manager. The hearing shall be conducted accordingly. The City Manager may impose limits on questioning in the interest of the orderly conduct of the hearing and fairness.
- c. **Counsel or Representative.** In appealing a disciplinary action to the City Manager an employee may, but is not required to, have counsel or other representative.
- d. **City Manager Findings.** If, after receiving evidence presented in hearings on disciplinary actions, the City Manager finds that sufficient evidence supports the charges, that the complained-of action taken by the department head was reasonable and was taken for a

## CITY OF PHOENIX PERSONNEL MANUAL

proper reason consistent with policy, the City Manager may affirm the action; if the City Manager finds that the complained-of action taken by the department head was not so made, the City Manager shall fashion an appropriate remedy. The City Manager in lieu of affirming the disciplinary action may modify the discipline as the circumstances warrant.

At the time of filing of the request of the appeal with the City Manager, the department head shall supply the employee with an outline of the procedures used by the City Manager. The decision of the City Manager shall include findings of fact and shall be final.

An employee with remedies under a labor agreement may use this appeal procedure, and may do so only if the employee and the Union waive the right to proceed to appeal under any other policy or contract law or rule.

### Harassment

#### Policy

It is the policy of the City of Phoenix that all employees work in an environment that is free from harassment of any employee by another employee, supervisor, contractor or customer. Harassment is contrary to the basic standards of conduct between individuals and is prohibited by EEOC regulations and the Bureau of Labor and Industries rules, federal and Oregon law, as well as the City's policies. Any complaint will be promptly and thoroughly investigated. If it is determined that harassment has occurred, the City of Phoenix will take action to resolve the situation. If an employee of the City of Phoenix is the offender, this will include appropriate disciplinary action up to and including termination of the offending employee.

This policy prohibits conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an offensive work environment and forbids harassment of any kind (i.e. race, religion, color, age, disability, sex, sexual orientation etc.)

Sexual harassment includes sexual advances, requests for sexual favors, and any unwelcome verbal or physical conduct of a sexual nature. It does not refer to occasional compliments of a socially acceptable nature or welcomed social relationships.

This policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employees' employment. It also prohibits subtle pressure for sexual favors, including implying or threatening that an applicant's or employee's cooperation of a sexual nature, or refusal thereof, will have any effect on the person's employment, job assignment, wages, promotion, or on any other conditions of employment or future job opportunities.

Other forms of prohibited harassment may include verbal, written or physical conduct that denigrates or shows hostility towards an individual because of any protected status, and can include:

- jokes, pictures (including drawings), epithets, or slurs;
- negative stereotyping;
- threatening, intimidating, or hostile acts that relate to a protected class; or

## CITY OF PHOENIX PERSONNEL MANUAL

• written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

This policy further prohibits behavior that is not welcomed by the employee or is personally offensive.

### **Employee Rights**

1. Employees who feel they have been subject to harassment are encouraged to politely but firmly confront the harasser and ask the person to stop.
2. If the harassment continues or if the employee believes some employment consequence may result from the confrontation, or if they are not comfortable confronting the harasser, they should go to their Department Head and/or the City Manager.
3. Employees may also file a discrimination grievance using the City's grievance process.
4. ~~Employees are assured that they will not, in any way, be retaliated against for bringing any incident to the attention of the City.~~ In fact, any employee found to have retaliated against an employee would be disciplined up to and including termination of employment.

### **Investigation**

In order to conduct a proper investigation into allegations of harassment the City needs some basic information. It is therefore necessary to fill out a harassment complaint Form prior to an investigation. The harassment complaint form is located in the Human Resource Office.

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City's need to investigate the complaint and address the situation.

### **Reporting Improper Behavior**

#### **Purpose**

To provide a means through which employees can report incidents of suspected improper activity.

#### **Policy**

It is the policy of the City to comply with all laws, regulations and principles of ethical conduct, which apply to the City and its employees. Each employee must observe this policy. Each employee is also responsible for assisting in its application by reporting any instance in which it appears ~~the~~ any legal, regulatory or ethical requirements have been violated including, for example:-

- Discrimination or harassment;
- Fraud;
- Unethical or unprofessional business conduct;

## CITY OF PHOENIX PERSONNEL MANUAL

- Noncompliance with City policies/procedures;
- Circumstances of substantial, specific or imminent danger to an employee, manager/supervisor, elected official or the public's health and/or safety;
- Violations of local, Oregon or federal laws and regulations; or
- Other illegal or improper practices or policies.

The City is responsible for preventing or, if necessary, correcting any such violation.

**Commented [TEJ26]:** It wasn't clear to me what this policy was encouraging employees to report. Is it violations of Oregon ethics laws? What does "improper activity" include? I took a guess here, so you would have some examples, but this can obviously be modified.

### Procedure

Any employee who has a good-faith reason to believe this policy has been violated must report this belief. Normally, the violation should be reported to the employee's immediate supervisor. If that is not practical, or if the employee is dissatisfied with the supervisor's response, the employee should file a written report of the complaint with the City Manager.

Any supervisor who receives a report of possible improper activity shall forward the report immediately to the City Manager and shall immediately begin an investigation to determine the facts of the case.

### Unexcused Absence

#### Purpose

Punctuality and regular attendance are essential to the proper operation of the City. Punctuality and regular attendance also help employees establish a good working reputation and could add to their opportunity for advancement.

#### Policy

Where possible, prior authorization shall be obtained from the Department Head in the event of any absence in accordance with this policy, or the absence shall be deemed unexcused. If it is not feasible to obtain prior authorization, the employee shall make every reasonable attempt to report the absence to the Department Head as soon as practicable. An unexcused absence shall be cause for disciplinary action.

#### Provisions

1. Attendance Standards

Employees who are unable to report for work, for any reason, must notify their supervisor or their Department Head before their scheduled starting time, or, if not possible, then no later than thirty (30) minutes past their scheduled starting time. Employees must provide a brief explanation of the reasons for the absence and when they expect to return to work so that work schedules can be rearranged.

2. Unexcused Absences

Failure to contact supervisor prior to an employee's scheduled starting time will result in the disallowance of the use of paid leave and result in an unexcused absence. In the event an office is not open or manned, the call in shall be made in the first fifteen (15) minutes that the

CITY OF PHOENIX PERSONNEL MANUAL

office is opened. An unexcused absence shall be grounds for disciplinary action up to and including termination of employment.

The third (3) unexcused absences in any 365-day period ~~will may~~ result in automatic termination of employment.

**Commented [TEJ27]:** We have to tone this down in case the employee is missing work because of a medical reason that could be a disability (and they are somehow incapacitated).

Any employee who is absent for three (3) or more days without authorization ~~shall may be~~ deemed to have resigned.

**Commented [TEJ28]:** Same reason as previous comment

~~When extenuating circumstances are found to have existed, however, the Department Head with the approval of the City Manager may authorize such absence by subsequent grant of leave with or without pay.~~

**Commented [TEJ29]:** I still recommend using the flexible language. This reads like "you're guilty until proven innocent." It's not unlawful language, but it would be one more thing an unhappy employee would point to as an example of how the City has no tolerance for disabled employees (I don't agree with that, I can just see how the argument could be made).

3. Sick Leave Call-in

Employees must contact their supervisor prior to their scheduled starting time, or any in case, no later than within fifteen (15) minutes after their scheduled starting time, and speak directly to their supervisor or if the supervisor is not available, the Department Head. This is a daily requirement while on sick leave unless the employee provides a signed doctor's statement specifying a specific duration of absence. In the case of a signed doctor's statement, the employee must call in by 9:00 a.m. every Monday.

Employees who follow the above notification requirements may be paid for the time off from work by using accrued sick leave, vacation leave and/or compensatory time. Otherwise, there shall be no pay.

When an employee receives a doctor's release to return to work, the employee must immediately notify their Supervisor or their Department Head and report to work as scheduled.

4. Leave without Pay for Medical or Personal Reasons

All leave without pay must be approved in advance. Failure to obtain advance approval will result in an unexcused absence, and subject the employee to appropriate discipline.

A. Personal Leave without Pay

The employee shall return to work on the first working date following the last day of scheduled leave. An employee failing to report to work on the first working date following the expiration of the leave will be considered to have voluntarily resigned. In such case, the termination date will be the last day worked.

**Commented [TEJ30]:** Consider putting a cap on the amount of personal leave an employee can take.

The employee may only take a maximum of two weeks of personal leave without prior approval from the City Manager.

B. Medical Leave without Pay

All employees who are off on an approved medical leave without pay will call in every Monday prior to 9:00 a.m. and speak to their supervisor, or if they are not available, the Department Head and provide a status report as to their condition and their expected date of return.

## CITY OF PHOENIX PERSONNEL MANUAL

Failure to do so will result in immediate cancellation of the approved leave, and the employee will receive an unexcused absence for every day they fail to return or call in. This policy applies to medical leaves including both on the job and off the job illnesses and accidents, and will be enforced even if the employee has a doctor's certificate stating they are unable to work.

Any employee on a disability leave, which was properly authorized in writing by a licensed physician, must return to work when their physician determines they are able to resume normal duties or when they are released to perform light-duty work if the City can reasonably accommodate them. An employee's failure to return to work within three (3) days of receiving a physician's release to return to such duties will result in a voluntary termination of employment.

5. Vacation

All employees who fail to return from an authorized vacation on the scheduled date without calling in prior to request and obtain an extension will receive an unexcused absence for every day they fail to return.

6. Tardiness

Being on time for each scheduled workday is essential to the proper performance of each employee's job and the business of the City. Disruptive or habitual tardiness may result in disciplinary action. Unauthorized absence of an employee from duty shall be grounds for disciplinary action.

### Alcohol and Drugs

#### **Purpose**

The City of Phoenix has a strong commitment to its employees to provide a safe work environment and to promote high standards of employee health. The City also has a strong commitment to its citizens to provide the highest quality service. Consistent with the spirit and intent of these commitments, we have established this policy on drug and alcohol use. Our goal is to establish and maintain a work environment that is free from the effects of alcohol and drug use.

#### **IMPORTANT: Medical and/or Recreational Marijuana**

Even though Oregon has legalized medical and recreational marijuana, it is still considered a controlled substance and illegal under federal law. Under Oregon's Medical Marijuana law, courts have ruled employers do not have to allow marijuana use as an accommodation for a disability. Any applicant for employment or employee testing positive for marijuana, regardless of when they used and regardless of whether they are impaired or under the influence of marijuana, will be considered to have a violation of this policy.

~~While we have no desire to interfere with the private lives of our employees, we expect employees to report to work in a condition to perform their duties in a safe, effective manner. An employee's involvement with drugs and alcohol can have a significant impact on the work place and can present a substantial risk to the employee who is using alcohol and drugs, to co-workers, customers and others.~~

**Commented [TEJ31]:** If the City is going to be a zero tolerant employer when it comes to marijuana use, this type of a paragraph contradicts the City's view on the issue. Consider deleting this – it doesn't further the policy, anyway.

## CITY OF PHOENIX PERSONNEL MANUAL

The City of Phoenix is committed to maintaining a drug-free institution. The unlawful manufacture, distribution, dispersal, possession or use of illicit or illegal drugs (including marijuana) by employees in the workplace or outside of the workplace is prohibited.

Any employee arrested of violating a criminal drug statute in the workplace must notify his or her supervisor no later than five (5) days after arrest.

Commented [TEJ32]: You could also require employees to report arrests.

In addition to any penalties under federal and state law, employees found to be in violation of this policy may be subject to disciplinary sanctions consistent with this policy and applicable collective bargaining agreements. If imposed, sanctions will include appropriate action up to and including expulsion and/or termination of employment and referral for prosecution and may require participation in an approved drug and/or alcohol abuse assistance or rehabilitation program. An employee who refuses to submit to drug and/or alcohol testing or who tests positive may be suspended from duty pending further investigation and may be subject to discipline, up to and including immediate discharge.

### 1. City Assistance

We recognize that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems may be successfully treated. We are willing to help such employees identify drug or alcohol-related problems and obtain appropriate treatment.

An employee who believes that they have a problem involving the use of alcohol or drugs should either contact their Department Head or City Manager for assistance or seek professional counseling. Communication with the City will be kept confidential except where circumstances clearly require otherwise in the best interests of the City, and then only as permitted by law. The Department Head shall notify the City Manager of any alcohol or drug related problems reported to them by their employees. The City will work with the employee to identify all City benefits and benefit programs that may be available to help deal with the problem, such as leaves of absence and health insurance.

Although the City recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of City policy is discovered, the employee's willingness to seek City or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

### 2. Prohibited Conduct

- A. The use or possession of, or being under the influence of any intoxicating liquor or any narcotic, hallucinogen, stimulant, sedative, or drug (including the misuse of prescription drugs) or any other mood altering substance, while on City property, or City paid time (such as at a remote customer site, or in a City vehicle), will lead to disciplinary action as stated in Section 6 of this policy.

CITY OF PHOENIX PERSONNEL MANUAL

IMPORTANT: The conduct prohibited by this rule includes consumption of any intoxicating liquor on-the-job, during breaks or lunch period, or coming to work under the influence.

- B. The transferring, offering, selling, or arranging for the sale of any narcotic, hallucinogen, stimulant, sedative, drug or any other mood altering substance while on City property, shall lead to immediate termination of employment.

Commented [TEJ33]: In light of the new marijuana law, there are other prohibitions that could be included in your policy. I will send you a sample "zero tolerance" policy so you can see whether those prohibitions are things you want to add (e.g., don't bring food to work that contains marijuana).

3. Testing

- A. When reasonable grounds exist to believe an employee has consumed or is under the influence of alcohol or any substance in violation of this policy (including marijuana), or has otherwise violated this policy, the City may require the employee to submit to appropriate tests for alcohol or prohibited drugs or substances in the employee's system, including the giving of blood or urine samples. Refusal to submit to such tests shall lead to appropriate discipline, up to and including termination of employment. An employee who tests "positive" for any such substance, by screening and confirmation tests, will be deemed "under the influence" for purposes of this policy.

Reasonable grounds shall be defined to include as specific observations by a supervisory employee or other person (as verified by a supervisory employee) and at least one other person concerning the work performance, appearance, behavior, or speech of the employee. The odor of an alcohol beverage shall not, absent other indications in and of itself, constitute impaired behavior. Other circumstances that can constitute a basis for determining "reasonable grounds" may include, but are not limited to:

- o a pattern of abnormal or erratic behavior;
- o information provided by a reliable and credible source;
- o a work-related accident;
- o direct observation of drug or alcohol use;
- o presence of the physical symptoms of drug or alcohol use (i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
- o unexplained significant deterioration in individual job performance;
- o unexplained or suspicious absenteeism or tardiness;
- o employee admissions regarding drug or alcohol use; and
- o unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

The City of Phoenix reserves the right to search City property, vehicles, employee workspaces, and equipment at any time. Employees do not have a privacy interest in their personal workspaces.

- B. If there are reasonable grounds to believe the employee is in possession of an intoxicants, narcotic, hallucinogen, stimulant, sedative, drug, controlled substance or other mood altering substances while on the City's property or during working hours, the employee maybe asked to submit to a search of the individual's personal property (i.e. employee's tool boxes, automobile, etc.). The City of Phoenix reserves the right

## CITY OF PHOENIX PERSONNEL MANUAL

to search City property, City vehicles, employee workspaces, and equipment at any time. Employees do not have a privacy interest in their personal workspaces.

Failure to submit to a requested search shall subject the employee to all remedies available under this policy or at law, including expulsion and/or termination of employment.

If a search is conducted and a substance is found that appears to be a prohibited substance, the proper authorities will be notified and the substance will be turned over for proper identification. If such substance is found to be a prohibited substance the employee will be immediately terminated.

### 4. Negative Test Results

The City of Phoenix takes this policy seriously and will utilize trained personnel to insure it is administered properly. If, however, a chemical analysis of an employee's blood and/or urine establishes that the employee was not impaired, the employee will be compensated for all lost time from work directly attributable to the order to take the test. This will include over-time pay for time spent beyond the scheduled work day, directly attributable to the order to take the test.

### 5. Prescription Medications

Normal use of prescription medication is not grounds for disciplinary action. However, employees taking prescription medication, which may impede or otherwise affect their ability to safely and efficiently perform job assignments, shall report the medication to their Department Head or City Manager. An effort will be made to place this employee in a position that will not create a safety problem for either the employee or others around them.

If the employee fails to report this medication and is determined to be "impaired" he or she will be subject to the same discipline as any other employee who comes to work impaired.

The use of marijuana is expressly prohibited under this policy, even if its medical use is authorized under state law. Employees who use medical marijuana in connection with a disability should discuss with their Department Head other means of accommodating the disability in the workplace, as the City will not agree to allow an employee to use medical marijuana as an accommodation.

### 6. Discipline

#### First Offense

Any employee who is considered by his or her supervisor and at least one other person to be impaired, will be asked to take a chemical analysis test. If the employee refuses to take the a test for drugs and alcohol when the City has "reasonable grounds" to require the test (discussed above), they he/she will be sent home for three (3) days without pay, and may be subject to other discipline permitted by law.

If they he/she agrees to take the test and the test is negative, they he/she will be compensated for all time lost from work (see Section 4.)

## CITY OF PHOENIX PERSONNEL MANUAL

If the test is positive, the employee will have the choice of either:

- a. Entering a drug treatment program; or
- b. Taking two (2) days off without pay and be retested before returning to work. If the test is positive, he or she will remain off work without pay and be required to be tested again until such time he or she receives a negative result. After returning to work the employee will ~~be tested~~ undergo testing every ~~20-30~~ thirty (30) days at ~~random~~ without notice. ~~If, if at any times during this period~~ the employee refuses testing or if the test is positive the employee shall be discharged.

Police and other personnel who are employed in areas possibly involving emergency operations, and who are found to be reporting for work in an impaired condition will be given five (5) days off without pay and will be required to enter a drug treatment program. Failure to comply with this requirement shall result in automatic dismissal.

### 7. Positive Test Results

For the purpose of testing for alcohol, a "positive" test means the detection of any amount of intoxicant

### 8. Consent Form

~~Any time there is a reasonable suspicion~~ are "reasonable grounds" to believe the employee is under the influence or using drugs or alcohol in violation of this policy, they will be required to fill out a drug and alcohol test consent form prior to testing. This form must also be filled out if the employee refuses to consent to such testing.

## Security and Searches

### **Purpose**

The purpose of this policy is to help ensure that the work place is free and safe of any item defined as contraband under City policy (see "Discipline Procedures" above) or illegal by law and to maintain the City's interest in supervision, control and efficient operation of the workplace. The City reserves the right to conduct random inspections and searches by supervisors or Department Heads or others if there is reasonable cause to believe there is contraband present on City property or there is suspected criminal or illegal activity or employee misconduct.

### **Policy**

The City retains its rights to inspect and conduct ~~administrative~~ searches of any City owned property, or personal property brought on to City property used for the storage of work-related materials, including, but not limited to circumstances in which the City has reasonable cause to believe an employee is in possession of any item that may be contraband or illegal or the employee is engaged in any kind of misconduct or illegal or criminal activity.

## CITY OF PHOENIX PERSONNEL MANUAL

City-owned property includes but is not limited to vehicles, desks, lockers, filing cabinets, computers and computer disks, emails sent and received on City owned computers, work-related files or documents, ledgers, books, individual offices, and audio/video tapes. Any personal property such as desks, filing cabinets, lockers, etc., placed on City-owned property by an employee for the purpose of storing work related items or used for work related purposes is also subject to search.

An employee does not have a reasonable expectation to privacy in matters involving City owned property or work related materials even if those materials or properties are locked with a City owned lock or the employee's personally owned lock. A supervisor or Department Head will conduct all such inspections.

In acknowledging the personnel manual, the employee negates all expectation of privacy as it applies to City owned property and work related materials.

### City Sponsored Recreational/Social Activities

From time to time, the City may sponsor events such as Christmas parties, picnics, athletic games, informal work parties. These events are strictly voluntary in nature, and although they may have some intangible benefit(s) to the City, employees will not be paid for the time they spend at these events. Employees, officials, members of boards and commissions and others who may attend these events do so voluntarily, and at their own risk. The City will not provide alcohol or other intoxicants at these events, but at times, it may be feasible for participants to acquire alcohol or other intoxicants from the establishment where the event is hosted or from other participants at the event. In no case will the City assume any responsibility for the safety or well-being of those who engage in these events, whether or not they consume any alcohol or intoxicants.

### Confidentiality

#### **Policy**

Employees are often exposed to records and information of a confidential nature. This information must not be discussed or released to anyone without prior approval from the employee's supervisor. Employees are required to protect confidential information by safeguarding it when in use and filing it properly when not being used. Failure to respect confidentiality will result in disciplinary action up to and including termination of employment, depending upon the severity of the situation.

### Business Use of Vehicles

#### **Purpose**

To provide for the safe operation of all vehicles used for City business.

#### **Policy**

City-owned vehicles shall be operated in conformance with the law, including City Ordinances.

## CITY OF PHOENIX PERSONNEL MANUAL

City-owned vehicles shall not be used for personal business, including, but not limited to use by members of an employee's family

Employees operating a City vehicle or personally owned vehicle to conduct City business shall not consume or be under the influence of any intoxicants when conducting City business. At no time shall an employee consume or be under the influence of any intoxicants when operating a City vehicle.

Employees are prohibited from using hand-held cell phones for any purpose while driving on City-authorized or City-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or "instant" messages while driving on City business. Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either situation, such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device.

Any employee that is the subject of an investigation or enforcement action involving a traffic crime such as driving under the influence of intoxicants, reckless driving, failure to perform the duties of a driver involved in an accident, attempting to elude a police officer, and similar offences greater than issuance of a routine speeding ticket, shall immediately report that fact to the employee's Department Head or as soon as practical after the incident. This shall apply to all employees whether conducting City business or on their personal time off regardless of what vehicle they are operating.

Any employee who receives a citation for any kind of traffic violation while conducting City business in a City vehicle or their personally owned vehicle shall report that fact to their Department Head as soon as possible.

Employees that operate City owned vehicles or personally owned vehicles while conducting City business will have the status of their driver's license checked at least once annually. The Chief of Police will conduct these checks and will inform the City Manager of any adverse information.

### **Outside Employment**

#### **Policy**

Employees wishing to engage in off-duty employment with another employer must obtain written approval from their Department Head and the City Manager before starting work with the other employer.

In order to be approved, the outside employment must conform to the following regulations:

1. Such outside employment shall not have any conflict, real or implied, with the official duties of the employee.
2. Outside employment shall in no way detract from the efficiency of the employee in their City work.

## CITY OF PHOENIX PERSONNEL MANUAL

3. The work shall not reflect discredit or derogation upon the employee or the City.
4. It shall be understood that the City has prior call upon the services of its employees whenever the public interest demands it, regardless of any impingement upon secondary employment.

Employees who engage in off-duty police activities for the City (in uniform and within City limits) shall be subject to the chain of command and protected by City benefits. These assignments shall be offered on a voluntary basis.

### **Smoking in the Workplace**

#### **Purpose**

The City recognizes the need of many of its employees to work in an environment free of tobacco smoke.

#### **Policy**

The City complies with Oregon's Smoke-free Workplace Law by requiring more indoor workplaces to be smoke-free and prohibiting smoking within 10 feet of entrances, exits, windows that open, and ventilation intakes of workplaces or public places.

**Commented [TEJ34]:** The CIS Sample Handbook has a more detailed smoke-free policy. Please review that and consider replacing this one with the CIS version.

### **Telephone Use**

#### **Purpose**

City telephones are to be used for business purposes in the course of normal City operations.

#### **Policy**

On occasion, personal calls may be necessary, but employees are asked to limit incoming calls to emergencies or essential personal business and limit the making of outgoing calls to their breaks or meal periods.

No employee will be permitted to make personal long distance calls without prior authorization from their supervisor. The expense, if any, of such calls shall be assumed by the employee.

### **INFORMATION TECHNOLOGY (IT)**

The use of electronic media and cellular phones has become an integral part of conducting City business. Computers, email, on-line services, Internet, fax machines, copy machines and cell phones shall be used for City purposes only. The following procedures will be followed in the use of these technologies.

#### **E-Mail/Instant Messaging (IM)/Phone/Voice Mail**

## CITY OF PHOENIX PERSONNEL MANUAL

E-mail, instant messaging, phones and voice mail systems are not private and confidential and are provided for employees to conduct City-related business. The City reserves the right to monitor all e-mail, instant messaging, phone and voice mail messages and transmissions as needed, to determine if they are being used other than for legitimate business reasons and to protect the City against fraud, copyright infringement, sabotage, legal violations or other business policy violations. The City may also record and disclose to others all electronic communications at any time, with or without notice. The employee has no personal privacy right in anything created, received or sent on or from the e-mail/instant messaging/phone/voice mail/internet systems provided by the City.

All electronic communications, whether sent within the City or to persons outside should be courteous and professional in all respects and should not contain any statements that would embarrass the City, any of its employees or citizens, or may violate the City's harassment or confidentiality policies.

Employees are responsible for maintaining the confidentiality of all electronic communications on their systems, and must respect the confidentiality of other employee's electronic communications. Employees must not attempt to read or access information on other systems without first obtaining permission from a person with the authority to grant such permission.

The City's harassment policy is fully applicable to electronic communication and expressly prohibits the transmittal of messages which may constitute intimidating, hostile or offensive material on the basis of race, color, sex, sexual orientation, marital status, religious creed, age, national origin, citizenship status, workers' compensation status, physical or mental disability, veteran status or any other status protected under applicable local, state or federal nondiscrimination law.

Employees should exercise extreme caution before sending anything through the e-mail and instant messaging systems because e-mail and IM messages are not private and can be intercepted by other parties. Furthermore, merely deleting an e-mail or IM message from the In Box folder does not mean that the message disappears. E-mail and IM messages can be monitored and recorded at all times, as well as resurrected from the system even if the message has been deleted. To conserve system space and maintain performance, e-mails and IMs should be deleted frequently, including from the "Deleted e-mail" folder.

Email, text messages and instant messages are not the appropriate media to discuss confidential or sensitive issues of any nature. Use email or IM to schedule a time for a face-to-face meeting or phone conversation to discuss confidential or sensitive topics.

### **Internet Policy**

The use of the Internet and its components shall be limited to business related activities. Casual personal use during non-working hours is also allowed, as described below. At no time should City-provided access to the Internet be used for personal gain or profit.

- Confidential information should not be transmitted via the Internet due to the lack of security on the Internet and the unreliable nature of the Internet traffic. If the transfer of information via the Internet is required, the information must first be encrypted by an approved method.
- Be cautious in responding to requests for information. Remember that an employee's response

## CITY OF PHOENIX PERSONNEL MANUAL

is a response from the City and not just the employee's email address.

- It is the responsibility of each employee who utilizes electronic communications to safeguard City information by understanding and complying with this policy and the related guidelines, as well as other related policies.

### Other

- Employees may not disclose, via the Internet, inappropriate information regarding the City. Employees must comply with all policies focused on employee behavior while on the Internet.
- Periodically, Internet activity may be audited for policy compliance, unauthorized access, and growth trends for capacity planning.
- The display or mere electronic presence of any kind of sexually explicit image or document on any City system is a violation of the sexual harassment policy. Similarly, employees may not use the City-provided internet access to view web sites with content that violate the City's policies prohibiting discrimination and harassment on the basis of any protected class status or activity. In addition, sexually explicit material, or material that violates City policy, may not be archived, stored, distributed, edited or recorded using the network or computing resources.

### Examples of inappropriate employee Internet use include, but are not limited to, the following:

- Conducting illegal activities
- Accessing, transmitting, or downloading pornographic material
- Gambling
- Soliciting for personal gain or profit
- Revealing or publicizing proprietary or confidential information
- Representing personal opinions as those of the City
- Making or posting indecent remarks and proposals
- Knowingly uploading or downloading commercial software in violation of its copyright
- Downloading any software or electronic files without reasonable virus protection measures in place
- Intentionally interfering with the normal operation of any City Internet gateway
- Playing interactive games on the Internet
- Only employees whose normal business activities include talking to the public, analysts, or media regarding the City may participate in newsgroups or chat rooms as representatives of the City

Employees may use City Internet facilities for casual non-business research or browsing during lunch or other breaks or outside of normal working hours, provided that all other usage policies are adhered to. Some examples of appropriate personal use include:

- Performing nonprofit or community service
- Participating in professional or civic associations
- Conducting educational or research projects

## CITY OF PHOENIX PERSONNEL MANUAL

- Retrieving news stories and other information of general interest
- Pursuing hobbies or recreational interest that don't otherwise violate this policy
- E-mail with family members

Employees with Internet access may not upload any City data without the explicit authorization from the employee responsible for the data, or the direct Supervisor.

User IDs and passwords help in maintaining individual accountability for Internet resource usage. Any employee who obtains a password or ID for an Internet resource must keep that password confidential. City policy prohibits the sharing of user ID's or passwords obtained for access to the Internet or e-mail.

### Other Information

- The IT Representative or their designee will control and monitor access to the Internet. Notify the IT Representative before installing software and passwords. Virus protection software must be installed on all network connected PC's.
- It is the responsibility of the City Manager to notify the IT Representative of a change of status (voluntary or involuntary termination of employment) of an employee so passwords can be changed or deleted.
- A violation of this policy or of the standards, procedures, or guidelines established in support of this policy is considered grounds for disciplinary action (loss of Internet privileges) up to and including termination of employment.

## Software Licenses

### General Policy Statement

The City respects computer software copyrights and shall adhere to the terms of software licenses to which the City is a party. Unauthorized duplication of software is not permitted, and may subject users and/or the City to both civil and criminal penalties. Unauthorized copies of software are not permitted.

#### Transfer of Software

No user shall give software to anyone including employees, customers, and others without pre-authorization from the IT Representative.

### Acquisition of Software

All software acquired for the City must have the IT Representative's approval before purchase. Software acquisition channels are restricted to ensure that the City has a complete record of all software purchased for City use and can register, support, and upgrade such software accordingly. This includes software that may be downloaded and/or purchased from the Internet. Any exceptions must have the IT Representative's approval.

### Software on Home and Company Computers

## CITY OF PHOENIX PERSONNEL MANUAL

The City's computers are City-owned assets and must be kept both software legal and virus free. Only software purchased through the procedures outlined above may be used on the City's machines. Software must be approved by the City Manager before being loaded, and must not be loaded onto the City File Server, but onto individual PCs only. Users are not permitted to bring software from home and load it onto City-owned computers.

Generally, City-owned software cannot be taken home and loaded on a user's home computer if it also resides on a City-owned computer. If a user is to use software at home, the City will purchase a separate package and record it as a City-owned asset in the software inventory register. However, some software companies provide in their license agreements that home use is permitted under certain circumstances. To request home use of software, contact the City Manager.

### **Shareware**

Shareware software is copyrighted software that is distributed via the Internet. It is the policy of the City to pay shareware authors the fee specified for use of their products. Acquisition and registration of shareware will be handled the same way as for commercial software products.

### **Data Management**

Each employee is responsible for the management and security of all electronic data that comes under their control. This includes but is not limited to:

- Using passwords to secure data files and computers
- Using screen savers to mask the PC screen when not in use
- Applying the principles and practices of confidential and proprietary information described in this guidebook to all electronic data
- Regularly backing up and saving electronic files to a server or other secure media

### **Cell Phones/Copiers/Faxes**

#### **City Issued Cell Phones, Pagers, Radios**

The City may issue cell phones, pagers or radios to employees. To safeguard City property while in the personal possession of employees, cell phones, pagers and radios must be kept in the employee's possession at all times, or must be secured in a safe location. Do not leave them lying around unattended. If the equipment is broken, damaged or lost, inform the Supervisor immediately.

Personal phone calls, pages and radio conversations should be kept to a minimum and, whenever possible, should be taken care of on breaks or lunch periods. Monthly cell, pager and radio call details are reviewed and any anomalies will be discussed with the Supervisor.

#### **Personal Cell Phones**

## CITY OF PHOENIX PERSONNEL MANUAL

Personal cell phones are not to be used during working hours. Limit cell phone use to breaks and meal periods.

All cell phones, pagers and radios are to be turned off or placed into a silent mode while attending any job related meetings.

### **Safe Use of Cell Phones While Driving**

Safety while driving means being alert at all times while driving a vehicle and obeying all driving and traffic regulations. For personal safety, do not use a cellular phone for business or personal reasons while operating a vehicle on City business. If an employee needs to make a phone call, pull over into a safe area and proceed with the call. If receiving an incoming call, let the call go to voicemail, then retrieve the message when it can be done safely.

### **Personal Telephone Calls**

City phones are to be used for City purposes. Telephone calls of a personal nature (incoming or outgoing) should be kept to a minimum and made during breaks or lunch periods whenever possible. Under no circumstances should an employee charge a long distance call to the City unless it is work-related. Friends and relatives should be discouraged from calling during working hours except in emergencies.

### **Personal Use of City Copy Machines**

The City charges \$ .25 per page for the cost of copying personal material. If using a City copier for personal use, keep track of the number of copies made and pay the Finance Director accordingly.

### **Personal Use of City Fax Machines**

As a general rule, fax machines are to be used for City business only. If an employee uses a fax machine for personal use, list the fax number(s) and give the list to the Finance Director. Employees are responsible for any costs associated with sending or receiving a personal fax.

### **Penalties and Reprimands:**

Violation(s) of any electronic communications, software, data management or other technology policy may subject employees to discipline, up to and including termination of employment.

### **Grievance Procedures**

#### **Procedure for Handling Complaints Alleging Misconduct of City Personnel**

##### **Purpose**

To standardize procedures for receiving and processing complaints.

## CITY OF PHOENIX PERSONNEL MANUAL

### Policy

It shall be the policy of the City to accept, investigate, and if appropriate, adjudicate all complaints of misconduct by City employees.

Employees are assured that they will not, in any way, be retaliated against for bringing any incident to the attention of the City. In fact, any employee found to have retaliated against anyone shall be disciplined up to and including termination of employment.

### Complaint Defined

As used in this policy the word "complaint" shall mean a formal accusation of misconduct on the part of one or more City employees.

### Procedure

#### 1. Procedure

- A. All complaints alleging misconduct of personnel of the City shall be referred to the Department Head or the City Manager. Names and telephone numbers will be obtained for follow-up.
- B. Complaints received from any source shall be accepted and a preliminary investigation conducted to determine validity. If the complaint appears to be valid, a written report shall be prepared and appropriate investigation initiated.
- C. The complainant shall submit the complaint in writing. The Department Head or City Manager shall forward a copy of the findings of the complaint to the City employee in question. The City employee shall return a written statement concerning the complaint to the Department Head.
- D. If the complaint is against the Department Head, the complaint shall be taken directly to the City Manager.

#### 2. Substantial and Non-Substantial Complaints

- A. Non-Substantial Complaints  
When an investigation shows that the complaint is invalid, the complaining party shall be so advised.
- B. Substantial Complaint  
These shall be recorded on an Interoffice Memorandum and promptly distributed to the City Manager. The information recorded shall reflect the complainant's name, address, phone number, the name of the affected employee, a brief summary of facts of the incident, and any other information that may be pertinent.

**Commented [TE35]:** Consider using phrases other than "valid" or "invalid." The law doesn't view complaints this way – they are either substantiated or not. "Valid" suggests we as a City are making judgment calls about whether a complaint should have been filed in the first place – we don't want to send that "message."

## CITY OF PHOENIX PERSONNEL MANUAL

- a. The Department Head and/or the City Manager Recorder or his or her designee will investigate the complaint. The investigation shall commence and conclude as soon as practical. The investigation shall disclose sufficient evidence to prove or disprove the accusations, if possible. The investigator shall make a recommendation in writing of disciplinary action deemed appropriate.
- b. The Department Head and/or the City Manager or his or her designee shall have three (3) business days after completing the investigation to inform the accused in writing of all charges pending and options open to them. A copy of the letter shall be attached to all copies of the investigation report.
- c. Should the charges result in disciplinary action, a copy of the disciplinary action taken and charges shall be placed in the employee's personnel file after the employee initials the copy.
- d. The investigation reports will be placed in a confidential administrative file.
- e. Should no disciplinary action be imposed after the investigation, all documents shall be filed in a confidential administrative file.

### 3. Dissatisfaction

- A. If the complainant is not satisfied with the findings, they may request a meeting with the City Manager. The City Manager shall have the option of re-opening the investigation or accepting the findings of the initial investigation.
- B. If the affected employee is dissatisfied they may follow the procedure available in the Grievance Procedures.

### Performance Evaluations

#### **Purpose**

Performance evaluations are a useful tool to help document, measure and recognize the skills, motivation, and competency of City employees. The City of Phoenix believes that evaluations should serve as part of an ongoing dialog designed to build job skills and help enable all employees to realize their full potential. As such, they are intended to take place as part of a continuing, interactive exchange of information, ideas and assistance at all levels of the hospital.

Performance evaluations come in two basic forms. First, they often occur verbally and informally, as part of the day-to-day work experience at the City. In this sense, they are part of the City's culture of helpfulness--in which coaching, guidance, and feedback is always encouraged.

Evaluations also occur periodically in the form of periodic "formal" written evaluations intended to provide a documented "snap shot" of performance as of the date of the evaluation. These evaluations will take place during the trial service period at the time period noted below and then annually thereafter, on or about the anniversary date of the completion of the trial service period. Written evaluations may be provided more often at the discretion of the City.

## CITY OF PHOENIX PERSONNEL MANUAL

Written performance reviews will identify areas of strength and excellence. If needed, they will also identify individual circumstances, patterns or trends that do not meet performance expectations. In these cases, benchmarks may be established, and a specific plan of improvement set in place. More frequent written performance reviews may then be initiated.

Written evaluations will always be shared with you, and will become part of your personnel record. Discussion with your supervisor is also a critical part of the process. You have the right to provide a written response to your evaluation if you disagree with it for any reason. However, of course, we cannot guarantee that the response will result in any change to the evaluation. Nevertheless, we will review it carefully and be as open and sensitive as possible regarding comments.

It is important to stress that, as noted above, performance evaluations are merely a "snap shot" of performance as of the date of the evaluation. They serve an important role in measuring and documenting overall performance. However, a good performance evaluation does not prevent the City from taking disciplinary action, up to and including termination of employment, when it determines that such action is appropriate. Similarly, a poor performance evaluation should not be viewed as a bar to future success, especially when positive efforts are initiated in response. The City of Phoenix shall make the factual determination of all circumstances resulting in progressive discipline or termination of employment. In addition to the above, performance evaluations provide helpful information relating to:

- Promotions;
- Needed training and education;
- Identification of employees suitable for promotion;
- Needed reclassification of positions; and,
- Identification of career advancement structures.

Department Heads shall evaluate personnel in their departments. The City Manager shall evaluate Department Heads.

### Policy

#### Schedule for Completing Performance Evaluations

1. Department Heads  
During the trial service period, Department Heads will be evaluated by the City Manager after six months, and again one month prior to the end of the trial service period to determine if he or she is to be retained in the position. The final review will include a recommendation to retain or terminate employment to the Mayor and City Council. Evaluations will thereafter occur every year prior to or near the beginning of the budget year. These evaluations will be the responsibility of the City Manager and shall be part of the personnel file.
2. All Other Employees  
During the trial service period, employees will be formally evaluated twice, once after six (6) months and once at the end of twelve (12) months. Thereafter, evaluations will occur every

## CITY OF PHOENIX PERSONNEL MANUAL

year prior to or near the beginning of the budget year. Responsibility is with the Department Head and City Manager to complete these reviews.

### Employee Dissatisfaction with Performance Evaluation

If substantial disagreement exists between the employee and the supervisor regarding the evaluation of the employee's work performance, the employee may submit a statement in writing to the Department Head stating the reasons for the disagreement in as specific detail as possible. A copy of the statement to the Department Head by the employee may be filed with the City Manager, and will be attached to the performance rating in question as a regular part of the employee's file. Performance Evaluations are not grievable.

**Commented [TEJ36]:** Is an evaluation something an employee can grieve, using the grievance procedure? My recommendation is to exclude performance evaluations from the grievance process – it should be explicitly stated here.

### Career Development

#### Policy

Employees are encouraged to take advantage of education and training benefits to improve their job skills and to qualify for transfers and promotions. These benefits are limited to training and education, which is relevant to the employee's current position or reasonable transfer and promotion opportunities.

These benefits are subject to budget funding each year, and may be stopped, modified or reduced during the year because of economic considerations.

#### Provisions

1. General Training Activities

General training activities may include conferences, seminars, workshops or other functions of a similar nature that are intended to improve or upgrade the employee's job skills. Each application will be considered on a case by case basis and must have the recommendation of the Department Head and the City Manager.

Department Heads shall encourage and promote training opportunities for employees to the end that the services they render to the City may be made more effective. The City Manager shall assist Department Heads in meeting the training needs of their department. The City Manager and Department Heads shall encourage the development of departmental training programs designed to meet personnel needs and to prepare employees for promotion to positions of greater responsibility.

2. Compensation - General Training Activities

Approved general training activities may be conducted either during or after regular working hours.

3. Compensable Travel Time for Required Business Trips or Required Training

Under the law, travel time for required business trips or required training may include compensable "hours worked" depending on the time of travel (whether it corresponds to your regular work day), the type of travel (use of public transportation versus private vehicle), and other

## CITY OF PHOENIX PERSONNEL MANUAL

circumstances (for example whether there is an overnight stay over or all travel is completed in one day). The rules are sometimes complex, so please contact the City Manager or his or her designee in advance if you have any questions about your individual circumstances and the possible availability of alternatives.

### 4. Tuition Assistance

Employees may request tuition assistance for college courses and related textbooks which improve job skills and/or job knowledge, improve managerial skills and those which support the employee's career development plans within the City. In other words, to qualify for tuition assistance, all approved college courses must be job related.

The following steps will be followed in requesting tuition assistance:

- A. Two weeks prior to enrollment, the employee will complete the "Tuition Assistance Application" (Form G-2).
- B. The employee and Department Head will discuss the acceptability of the application. If the Department Head approves, he/she will sign the form and send it to the City Manager.
- C. The City Manager will either approve or disapprove the request and notify the employee and the Department Head prior to enrollment.
- D. The City Manager will sign the form. It will be placed in the employee's personnel file. **NOTE:** All denials need an explanation of denial.

Employees shall attend college courses on their own time and expense (except for possible tuition assistance). In other words, employees shall not be compensated for time spent in college classes or for time spent to travel to and from college classes.

When feasible, the Department Head may adjust the employee's work schedule (including stand-by time) to accommodate a college course offered during the employee's regular work hours. For instance, an employee who normally works from 8:00 a.m. to 5:00 p.m. might be scheduled to work from 10:00 a.m. to 7:00 p.m. in order to attend a college class offered from 8:00 a.m. to 9:30 a.m. The employee may use accrued compensatory time to attend a college course during regular work hours, with the prior approval of the Department Head.

Tuition and textbook expenses for acceptable courses, which have been approved, will be refunded upon verification of successful completion of the course. Successful completion means the employee has completed the course with a passing grade of C or better. Upon completion of the course the employee will give their supervisor an official transcript, report card or completion certificate and a receipt for paid tuition. Employees will also turn in related textbooks and receipts for their purchase. Textbooks will become property of the City upon reimbursement.

The City will not pay for any travel or other expenses incurred during the employee's college course attendance.

## CITY OF PHOENIX PERSONNEL MANUAL

Tuition reimbursement is limited by budget limitations. Any assistance for tuition would be deducted from the training and travel line-item in a departmental budget. Therefore, any request for tuition reimbursement will require both the Department Head and the City Manager's approval.

### Travel and Expenses

#### **Purpose**

To establish guidelines for transportation and expenses incurred while on a required City business trip.

#### **Policy**

1. Travel Authorization  
Any employee who is traveling on City business must first obtain authorization from their Department Head. **NOTE:** No City-owned vehicle will be allowed to travel outside of the State.
2. Mileage Allowance  
Employees using their personal vehicles will be reimbursed at a rate equal to the mileage rate established by the Internal Revenue Service for miles traveled on City business.
3. Travel Expenses  
City employees will be reimbursed for actual out-of-pocket expenses incurred relating to City business. Employees must furnish receipts for reimbursement. Employees shall use a City credit card, if available, while on City business and must furnish expense receipts. Travel expenses are limited to lodging, meals (excluding alcoholic beverages), and transportation. An explanation must accompany all meal receipts exceeding the amounts set forth in the Meal Allowance Resolution.
4. Paid Time. Employees may be compensated at their applicable rate of pay for travel time under certain circumstances as provided by law.
5. Family Members  
Expenses incurred due to a family member accompanying the employee on a business trip *are not* chargeable to the City.
6. Travel Advance  
Employees receiving a temporary travel advance are required to submit a Travel Expense Report to the City Manager within one (1) week following the completion of their business travel for which the funds were requested.

### Safety and Health

#### **Purpose**

It is our desire and intention to provide and maintain for our employees a safe work area, safe equipment and materials, and to establish and insist upon safe work methods and practices by each

## CITY OF PHOENIX PERSONNEL MANUAL

City employee. It is the firm and continuing policy that on-the-job accidents are to be reduced or eliminated by the use of every reasonable precaution.

### General Responsibility

It shall be the responsibility of each employee to work toward this goal regardless of their capacity. Safety is a matter of individual attention to problems that may exist or arise, and of teamwork and communication to correct unsafe conditions immediately. Industrial accidents are painful as well as costly to the individual and the City.

#### 1. Supervisor's Responsibility

- A. Employee safety on the job is the primary responsibility of every supervisor. The Safety Committee acts only as a coordinator. Employee safety cannot succeed without the supervisor's utmost sincerity and effort. It is the supervisor's duty to see that there is complete safety in their area at all times.
- B. The contributing factor in over 60% of all accidents involves both the employee and their environment. The supervisor must, therefore, be constantly on the alert for incidents of human error and mechanical failure. The supervisor must take the initiative to make corrections where they have such authority. And, lacking direct authority, they must report any condition or employee practice that is likely to cause an accident.
- C. The supervisor must be convinced that accidents are caused; they don't just happen. An act of negligence, disregard for established rules or procedures, being in hurry, improperly guarded machinery, lack of or improper maintenance, all can cause an accident.
- D. The supervisor must also be convinced that an accident does not affect the employee alone. Accidents cost money, affect production and directly reflect on the efficiency of the department.

#### 2. Supervisor's Action

To make the program effective, every member of management shall help ensure that:

- A. Work is not assigned which is hazardous or located in a hazardous area until all steps have been taken to provide for the safety of the employee.
- B. All employees have received proper job instruction and are familiar with pertinent safety and health rules and regulations. The Employee Safety Indoctrination is a guideline, which should be used for this purpose.
- C. Work areas are frequently examined to ascertain that the work environment is safe and that employees are working in a safe manner.
- D. All safety and health deficiencies are corrected immediately and not repeated.

CITY OF PHOENIX PERSONNEL MANUAL

- E. Accidents are investigated and corrective action is initiated where necessary. An Injury and Investigation Report form shall be used for this purpose.

Like the supervisor, every employee has a specific role in our loss-prevention efforts. Each employee is expected to participate actively in the Safety Program and observe all established precautionary measures.

3. Reporting Injuries

Injuries, no matter how minor, are to be reported to the City Manager immediately. Failure to report injuries or illnesses may result in a delay or denial of workers' compensation benefits.

4. Correcting Deficiencies

The Department Head is responsible for correcting, or causing to be corrected, any hazard which is found as a result of their department inspections, is found as a result of the investigation of an accident, or is brought to their attention by an employee. All corrective action must be followed up to ensure completion. Where necessary, assistance should be requested from the Safety Committee.

5. Accident Investigation

The Accident Investigation Form shall be completed as soon as possible and submitted to the Safety Committee and City Manager. Instructions on the form should be followed explicitly.

6. Workers' Compensation

Employees who sustain an occupational injury or illness will be compensated in accordance with the State Workers' Compensation Act. In order to receive such benefits, the employee must provide the appropriate notification and medical reports.

You are protected by Workers' Compensation Insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

Steps to Take if You are Injured on the Job

To ensure that you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

- a. Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens, and no later than 24 hours after injury.
- b. Seek medical treatment and follow-up care if required.
- c. Promptly complete a written Employee's Claim Form (Form 801) and return it to [Manager].

*Failure to timely follow these steps may negatively affect your ability to receive benefits.*

7. Physical Examination

Physical examinations or medical clearance are required of all employees:

Formatted: Font: Italic, Highlight

Formatted: Font: Italic

Commented [TEJ37]: Let's discuss. What do you mean by a "physical examination"? The law allows an employer to conduct medical examinations of employees in limited circumstances – what you have listed here isn't lawful, if we're thinking about the same type of exam. Also, I don't know what "page 12" refers to – the pages may have shifted with my edits.

## CITY OF PHOENIX PERSONNEL MANUAL

- A. Upon employment or reemployment.
  - B. Upon return to work after a leave of absence for an illness of one (1) month in duration or longer.
  - C. Upon return to work after an absence from the City of six (6) months' duration or longer.
  - D. As required by OSHA or disability law: blood work, air sample tests, dental checks, urine samples, hearing tests, physicals, etc.
  - E. At any other time deemed necessary for the best interests of the employee or the protection of the City.
8. **Personal Protective Equipment**  
Where necessary, by reason of hazard, the City will provide the necessary personal protective equipment to ensure the well-being of the employee. These items include safety glasses, gloves, aprons, safety shoes, and respiratory equipment. Supervision must review operation and provide or request to be provided the necessary protection. Items such as clothing, gloves, aprons, protective creams, etc., must be supplied and issued by the Department Head.

### Accident Reporting

Accidents involving City employees or property must be reported in detail as soon after the occurrence as possible. All accident reports should be submitted to the City Manager's office.

1. **Vehicle Accidents.** Accidents involving City-owned vehicles or personal vehicles being operated on City business must also be reported to a supervisor immediately and also to the police department for investigation. Any accident resulting in personal injuries or death must be reported immediately to the City Manager.
2. **Other Accidents.** Accidents involving damage to equipment or property, or personal injury, must also be reported to the appropriate department head. The department head will determine the need for further investigation.

### Employee Injury Report

In case of an accident involving personal injury to an employee, regardless of how serious, a supervisor and the department head should be notified as soon as possible. Failure to report accidents can result in disciplinary action, as well as a violation of the statutes of insurance coverage and State laws, and may cause delays or difficulties in processing insurance and benefit claims. Injured workers must fill out a Worker's Compensation Report form and submit it as soon as possible to the City Manager's Office. (See Workers' Compensation policy, above.) All injuries must be reported in a timely manner to avoid risk of claim denial. The City Manager's Office will provide advice and assistance to any person filling out a Workers' Compensation Report.

If an injury results in the death of an employee, then the supervisor shall immediately notify the City Manager's Office who, in turn, shall immediately notify the State Workers' Compensation Department and the City's insurance carrier by phone. The City Manager's Office will then proceed to process a claim report form. The appropriate entries shall be made in the OSHA 300 Report log.

## CITY OF PHOENIX PERSONNEL MANUAL

### ~~Workers' Compensation Insurance~~

**Commented [TEJ38]:** This says too much and repeats what is said earlier.

~~In the event an employee becomes injured on the job, the cost for medical treatment of an injury or illness that occurs in the course and scope of employment usually is covered by workers' compensation insurance. If medical treatment is required, the employee will be sent to a designated doctor or hospital, depending on the nature of the injury. Submit all required forms to the Finance Department. The 801 form must be completed and returned no later than 24 hours following a work-related incident/accident (except in cases of emergency).~~

~~The City carries workers' compensation coverage and will assist employees in obtaining all benefits to which they are legally entitled.~~

~~Neither the City nor its insurance carrier will be liable for payment of workers' compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social activity which is not part of the employee's work-related duties.~~

### ~~Workers' Compensation Payments~~

**Commented [TEJ39]:** Now I'm not sure whether the first "workers compensation" policy is the official statement, or whether what is included in this highlighted section and the sections I deleted are the actual policy. Let's discuss. I would prefer cross-referencing as opposed to repeating

~~In the event an employee sustains a time loss resulting from an on-the-job illness or injury, which qualifies as a valid workers' compensation claim, the City shall compensate the employee in an amount equivalent to the difference between the employee's regular straight-time net earnings and the amount of workers' compensation payment for the period covered. The City will pick up the first three (3) days of time resulting from a qualifying on-the-job injury. If an employee receives workers' compensation payments from the City's carrier for an on-the-job injury, the employee must photocopy each check before cashing it and furnish a copy of the check to the Finance Department.~~

~~It is equally important that the employee's supervisor tells the Finance Office that such an injury has occurred as there are special rules for processing an employee's benefit check when the employee has been injured on the job (the amount of sick leave to be deducted for each day off the job is one example).~~

### ~~Return-To-Work Policy~~

~~The following procedures must be followed by employees who wish to return to work following an on-the-job injury which has resulted in the employee's being off work.~~

- ~~1. All requests to return to work must be made in writing, dated and signed by the employee.~~
- ~~2. All requests to return to work must be accompanied by a dated, written release signed by the employee's attending physician. This release must clearly specify that the employee is released to work, and if the employee is restricted in any way, the release must include a detailed description of any restrictions and limitations.~~
- ~~3. Requests to return to work must be made no later than the regular workday following the date of the physician's signature on the written release. Failure to make a timely request may terminate rights to reinstatement or reemployment. Failure to seek a written physician's release upon becoming able to return to work may constitute abandonment of the employee's right to reinstatement or reemployment.~~
- ~~4. Requests to return to work must be delivered personally to the City. All requests will be date stamped upon receipt.~~

## CITY OF PHOENIX PERSONNEL MANUAL

5. All requests to return to work must be directed to the Department Head or City Manager.
6. If the employee's former job or a suitable alternative is not available at the time of request, the employee must contact the City Manager in person or by telephone once a week to renew his/her request.
7. If a period of ten (10) days elapses without such a contact, the city will consider the employee to have abandoned his/her right to be returned to work.
8. All job offers will be made either in person or by telephone. It is the employee's obligation to keep the City advised of any changes in his/her telephone number.
9. If the employee is offered a suitable position in response to his/her request to return to work and it is refused, the City will consider that the employee voluntarily terminated his/her employment and abandoned his/her right to reinstatement or reemployment.

### **Light Duty Work Assignments**

Employees recovering from a work-related injury who are temporarily assigned light duty work as a reasonable accommodation but are unable to perform the essential duties of their job may be required to provide a medical evaluation after thirty (30) days from their treating physician so that the City Manager may determine whether the employee is capable at that time of performing the essential functions of the job, with or without reasonable accommodation. The City offers light duty accommodations only for those employees whom the City Manager may anticipate will recover the ability to perform all the essential functions of the job within a reasonable time. If recovery becomes doubtful, the City Manager may discontinue the light duty assignment. Each case will be assessed individually.

No light duty assignment is intended to become permanent.

### **Separations**

#### **Purpose**

Personnel separations, both voluntary (resignations due to better career opportunities, career change, relocation, or personal choice) and involuntary (terminations usually based on inadequate performance or misconduct) are an inevitable part of the human resource function for every City. This policy outlines uniform guidelines under which employees may be separated from the City and management's responsibilities in consequence of such action.

#### **Policy**

1. **Payment for Accrued Leave**  
Upon separation, employees will receive cash payment for accrued vacation and compensatory time. Employees will not receive cash payment for accrued sick and administrative leave.
2. **Resignation**  
All employees who resign should put their resignation in writing and submit it to their Department Head.

## CITY OF PHOENIX PERSONNEL MANUAL

3. Dismissal  
An employee may be dismissed for conduct or work performance falling below the established standards. Please refer to the Discipline Policy.  
~~However, every effort will be made to reassign the employee to a position within their physical and mental capabilities.~~
4. Exit Interview  
The employee will be asked to take an exit interview with the City Manager. The purpose of this interview is to clarify the factors leading to the separation for the benefit of both the employee and the employer in an effort to make this a better place to work. A summary of this interview shall be prepared on an "Exit Interview" form (Forms I-1 and I-2), signed by the employee, placed in the employee's personnel file and forwarded to the Mayor and the City Manager for their information.
5. Separation Clearance Form  
Before an employee's termination date, they must complete the Separation Clearance Form and return all keys, equipment, City credit cards, etc.
6. Employment Reference Check Form  
Before an employee's termination date they must indicate what information, if any, may be released from their personnel file during future employment verification checks by completing the Employment Reference Check Form.

### Exit Interview Questions

The City of Phoenix is committed to making this a better place to work by asking all employees who are leaving to participate in an "Exit Interview." This interview is for the purpose of finding out how you feel about working for the City and getting any suggestions you might be able to provide. This type of input provides management with the necessary tools to make this city the best it can be.

We value each and every suggestion you make and would like to encourage you to fill out the questions in the Voluntary Exit Interview (I-1) or Involuntary Exit Interview (I-2) form (the forms are available in the break room at City Hall) before attending the interview. The Department Head or City Manager will discuss with you, in detail, each of your prepared responses and you will have an opportunity to provide any additional information that you wish during this time.

**All forms referred to in this manual are available at City Hall in the break room.**

## Employee Acknowledgement

### Acknowledgment of Receipt of Employee Handbook

I acknowledge that I have received and will read a copy of the City of Phoenix's Employee Handbook. I also understand that a copy of the handbook is available to me at any time to review in the City Manager Office [on Company's intranet] [etc.].

I understand that the City has adopted the handbook only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time at the City Manager's sole discretion. I also understand that the handbook policies control over any other contradictory statements.

I acknowledge that the handbook is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either the City Manager or I may terminate my employment relationship at any time, for any or no reason, with or without cause, and with or without advance notice. I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I understand that the City of Phoenix complies with all applicable laws regarding equal employment opportunity and provides a workplace free from unlawful harassment and discrimination.

I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to my Department Head, the City Manager, or any trusted manager or supervisor.

During my employment with the City, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new policies as issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The original of this document will be kept in the Employee's personnel file in the City Manager office. A copy will be provided to the Employee upon request.



## Pd time of for Southern Oregon - Executive Team

City/County	Holiday	Mng	Vac/ 5 yrs	Vac/10 yrs	Vac/15 yrs	Vac/20 yrs	Total/ 5 yrs	Total/10 yrs	Total/15 yrs	Total/20 yrs	
Phoenix	96	48	120	120	159.96	159.96	264	264	303.96	303.96	
Jo County	80		282	306	330	354	362	386	410	434	
Jx County	72		155.28	177.36	199.44	221.76	227.28	249.36	271.44	293.76	
Ashland	80	40	108.84	132.84	164.81	180.86	228.84	252.84	284.81	300.86	
Talent	88	96	96	120	159.96	159.96	280	304	343.96	343.96	
Central Point	104	56	88	128	168	200	248	288	328	360	
Eagle Point	96		96	120	136	152	192	216	232	248	
Medford	80		120	160	200	220	200	240	280	300	
Grants Pass	88	64	136	160	160	160	288	312	312	312	
RVCOG	88		124.8	163.2	192	192	212.8	251.2	280	280	
							Average	250.29	276.34	304.62	317.65
							Median	238.42	258.42	294.385	302.41

Holiday hours include all holidays paid annually, including floating holidays.

Mng hours include all hours earned annually for management leave.

Vacation hours include the amount of hours that accrue annually for the first 5 years, 5 - 10 years, 10 - 15 years, 15 - 20 years

This information does not include sick pay.

EMPLOYEE	POPULATION	SALARY	MEDICAL	VEBA	TOTALS		
<b><u>PUBLIC WORKS SUPERINTENDENT</u></b>							
Brookings	6,535	\$ 63,456	\$ 13,638	\$ -	\$ 77,094		
Talent	6,230	\$ 64,128	\$ 14,064	\$ 660	\$ 78,852		
Junction City	5,620	\$ 70,512	\$ 18,516	\$ -	\$ 89,028		
Winston	5,410	\$ 76,272	\$ 21,614	\$ -	\$ 97,886		
Phoenix	4,580	\$ 65,663	\$ 13,360	\$ 1,200	\$ 80,223	Ave	-5.60%
Reedsport	4,150	\$ 61,956	\$ 14,040	\$ -	\$ 75,996	Med	-5.23%
Coquille	3,870	\$ 75,624	\$ 14,428	\$ -	\$ 90,052		
Myrtle Creek	3,465	\$ 69,840	\$ 16,979	\$ 1,800	\$ 88,619		
					\$ 84,719		
					\$ 84,421		

EMPLOYEE	POPULATION	SALARY	MEDICAL	VEBA	TOTALS		
<b><u>PUBLIC WORKS ADMINISTRATIVE ASSISTANT</u></b>							
Brookings	6,535	\$ 43,356	\$ 13,638	\$ -	\$ 56,994		
Talent	6,230						
Junction City	5,620	\$ 42,684	\$ 18,516	\$ -	\$ 61,200		
Winston	5,410	\$ 40,656	\$ 21,614	\$ -	\$ 62,270		
Phoenix	4,580	\$ 40,221	\$ 13,360	\$ 1,200	\$ 54,781	Ave	-7.36%
Reedsport	4,150					Med	-7.88%
Coquille	3,870						
Myrtle Creek	3,465						
					\$ 58,811		
					\$ 59,097		

EMPLOYEE	POPULATION	SALARY	MEDICAL	VEBA	TOTALS		
<b><u>PUBLIC WORKS UTILITY WORKER</u></b>							
Brookings	6,535	\$ 43,356	\$ 13,638	\$ -	\$ 3,574	\$ 60,568	
Talent	6,230	\$ 46,296	\$ 14,064	\$ 660	\$ 2,315	\$ 63,334	
Junction City	5,620	\$ 44,172	\$ 18,516	\$ -		\$ 62,688	
Winston	5,410	\$ 51,552	\$ 21,614	\$ -		\$ 73,166	
Phoenix	4,580	\$ 42,744	\$ 13,360	\$ 1,200	\$ 5,200	\$ 62,504	Ave +1.16'
Reedsport	4,150	\$ 41,676	\$ 14,040	\$ -		\$ 55,716	Med +1.55'
Coquille	3,870	\$ 43,632	\$ 14,428	\$ -	\$ 1,680	\$ 59,740	
Myrtle Creek	3,465	\$ 37,740	\$ 16,979	\$ 1,800		\$ 56,519	
						\$ 61,779	
						\$ 61,536	

For Phoenix:

\*\*\*Add \$5,200/yr to Utility Worker salary to equal maximum certificate pay

EMPLOYEE	POPULATION	SALARY	MEDICAL	VEBA	TOTALS		
<b><u>POLICE CLERK</u></b>							
Brookings	6,535						
Talent	6,230	\$ 45,456	\$ 14,064	\$ 660	\$ 60,180		
Junction City	5,620	\$ 50,640	\$ 18,516	\$ -	\$ 69,156		
Winston	5,410	\$ 42,804	\$ 21,614	\$ -	\$ 64,418		
Phoenix	4,580	\$ 40,944	\$ 13,360	\$ 1,200	\$ 55,504	Ave	-9.75
Reedsport	4,150	\$ 44,496	\$ 14,040	\$ -	\$ 58,536	Med	-6.87
Coquille	3,870	\$ 44,676	\$ 14,428	\$ -	\$ 59,104		
Myrtle Creek	3,465	\$ 40,752	\$ 16,979	\$ 1,800	\$ 59,531		
					\$ 60,918		
					\$ 59,317		

EMPLOYEE	POPULATION	SALARY	MEDICAL	VEBA	TOTALS		
<b><u>CITY MANAGER</u></b>							
Brookings	6,535	\$ 110,244	\$ 13,638	\$ -	\$ 123,882		
Talent	6,230	\$ 102,828	\$ 14,064	\$ 660	\$ 117,552		
Junction City	5,620	\$ 95,004	\$ 18,516	\$ -	\$ 113,520		
Winston	5,410	\$ 89,424	\$ 21,614	\$ -	\$ 111,038		
Phoenix	4,580	\$ 85,280	\$ 13,360	\$ 1,200	\$ 99,840	Ave	-6.8%
Reedsport	4,150	\$ 82,524	\$ 14,040	\$ -	\$ 96,564	Med	-9.10%
Coquille	3,870	\$ 92,388	\$ 14,428	\$ -	\$ 106,816		
Myrtle Creek	3,465	\$ 65,004	\$ 16,979	\$ 1,800	\$ 83,783		
AVERAGE					\$ 106,624		
MEDIAN					\$ 108,927		

EMPLOYEE	POPULATION	SALARY	MEDICAL	VEBA	TOTALS		
<b><u>FINANCE DIRECTOR</u></b>							
Brookings	6,535	\$ 91,212	\$ 13,638	\$ -	\$ 104,850		
Talent	6,230	\$ 93,528	\$ 14,064	\$ 660	\$ 108,252		
Junction City	5,620	\$ 70,512	\$ 18,516	\$ -	\$ 89,028		
Winston	5,410	\$ 58,752	\$ 21,614	\$ -	\$ 80,366		
Phoenix	4,580	\$ 79,320	\$ 13,360	\$ 1,200	\$ 93,880	Ave	+5.41%
Reedsport	4,150	\$ 51,264	\$ 14,040	\$ -	\$ 65,304	Med	+4.62%
Coquille	3,870	\$ 75,624	\$ 14,428	\$ -	\$ 90,052		
Myrtle Creek	3,465	\$ 59,880	\$ 16,979	\$ 1,800	\$ 78,659		
AVERAGE					\$ 88,799		
MEDIAN					\$ 89,540		

EMPLOYEE	POPULATION	SALARY	MEDICAL	VEBA	TOTALS		
<b><u>ASSISTANT FINANCE DIRECTOR/CITY RECORDER</u></b>							
Brookings	6,535	\$ 72,474	\$ 13,638	\$ -	\$ 86,112		
Talent	6,230	\$ 78,828	\$ 14,064	\$ 660	\$ 93,552		
Junction City	5,620	\$ 61,902	\$ 18,516	\$ -	\$ 80,418		
Winston	5,410						
Phoenix	4,580	\$ 57,527	\$ 13,360	\$ 1,200	\$ 72,087	Ave	-10.69
Reedsport	4,150	\$ 47,880	\$ 14,040	\$ -	\$ 61,920	Med	-11.56
Coquille	3,870	\$ 75,624	\$ 14,428	\$ -	\$ 90,052		
Myrtle Creek	3,465	\$ 55,608	\$ 16,979	\$ 1,800	\$ 74,387		
AVERAGE					\$ 79,790		
MEDIAN					\$ 80,418		

EMPLOYEE	POPULATION	SALARY	MEDICAL	VEBA	TOTALS	
<b><u>ADMINISTRATIVE ASSISTANT</u></b>						
Brookings	6,535	\$ 43,356	\$ 13,638	\$ -	\$ 56,994	
Talent	6,230	\$ 40,764	\$ 14,064	\$ 660	\$ 55,488	
Junction City	5,620	\$ 35,988	\$ 18,516	\$ -	\$ 54,504	
Winston	5,410	\$ 43,932	\$ 21,614	\$ -	\$ 65,546	
Phoenix	4,580	\$ 41,025	\$ 13,360	\$ 1,200	\$ 55,585	Ave -4.83%
Reedsport	4,150 #	\$ 37,932	\$ 14,040	\$ -	\$ 51,972	Med -2.98%
Coquille	3,870 #	\$ 46,248	\$ 14,428	\$ -	\$ 60,676	
Myrtle Creek	3,465	\$ 37,740	\$ 16,979	\$ 1,800	\$ 56,519	
<b>AVERAGE</b>					\$ 57,010	
<b>MEDIAN</b>					\$ 56,003	

EMPLOYEE	POPULATION	SALARY	MEDICAL	VEBA	TOTALS	
<b><u>PLANNING DIRECTOR</u></b>						
Brookings	6,535	\$ 63,456	\$ 13,638	\$ -	\$ 77,094	
Talent	6,230	\$ 73,992	\$ 14,064	\$ 660	\$ 88,716	
Junction City	5,620	\$ 66,180	\$ 18,516	\$ -	\$ 84,696	
Winston	5,410					
Phoenix	4,580	\$ 75,040	\$ 13,360	\$ 1,200	\$ 89,600	Ave +3.98%
Reedsport	4,150					Med +.99%
Coquille	3,870	\$ 75,624	\$ 14,428		\$ 90,052	
Myrtle Creek	3,465		\$ 16,979			
<b>AVERAGE</b>					\$ 86,031	
<b>MEDIAN</b>					\$ 88,716	

EMPLOYEE	POPULATION	SALARY	MEDICAL	VEBA	TOTALS	
<b><u>PLANNING ASSISTANT</u></b>						
Brookings	6,535					
Talent	6,230					
Junction City	5,620	\$ 49,404	\$ 18,516		\$ 67,920	
Winston	5,410					
Phoenix	4,580	\$ 50,340	\$ 13,360	\$ 1,200	\$ 64,900	Ave +10.9%
Reedsport	4,150	\$ 40,500	\$ 14,040		\$ 40,500	Med 0%
Coquille	3,870					
Myrtle Creek	3,465					
					\$ 57,773	
					\$ 64,900	

EMPLOYEE	POPULATION	SALARY	MEDICAL	VEBA	TOTALS	
<b><u>POLICE CHIEF</u></b>						
Brookings	6,535	\$ 91,212	\$ 13,638	\$ -	\$ 104,850	
Talent	6,230	\$ 93,528	\$ 14,064	\$ 660	\$ 108,252	
Junction City	5,620	\$ 93,228	\$ 18,516	\$ -	\$ 111,744	
Winston	5,410	\$ 78,312	\$ 21,614	\$ -	\$ 99,926	
Phoenix	4,580	\$ 79,416	\$ 13,360	\$ 1,200	\$ 93,976	Ave -4.44%
Reedsport	4,150	\$ 68,124	\$ 14,040	\$ -	\$ 82,164	Med -3.29%
Coquille	3,870	\$ 75,624	\$ 14,428	\$ -	\$ 90,052	
Myrtle Creek	3,465	\$ 75,432	\$ 16,979	\$ 1,800	\$ 94,211	
					\$ 98,147	
					\$ 97,069	

EMPLOYEE	POPULATION	SALARY	MEDICAL	VEBA	TOTALS	
<b><u>POLICE LIEUTENANT</u></b>						
Brookings	6,535	\$ 78,804	\$ 13,638	\$ -	\$ 92,442	
Talent	6,230	\$ 73,992	\$ 14,064	\$ 660	\$ 88,716	
Junction City	5,620	\$ 74,460	\$ 18,516	\$ -	\$ 92,976	
Winston	5,410	\$ 75,108	\$ 21,614	\$ -	\$ 96,722	
Phoenix	4,580	\$ 73,848	\$ 13,360	\$ 1,200	\$ 88,408	Ave +2.17%
Reedsport	4,150	\$ 58,080	\$ 14,040	\$ -	\$ 72,120	Med -.01%
Coquille	3,870	\$ 68,184	\$ 14,428	\$ -	\$ 82,612	
Myrtle Creek	3,465	\$ 59,880	\$ 16,979	\$ 1,800	\$ 78,659	
					\$ 86,582	
					\$ 88,562	

EMPLOYEE	POPULATION	SALARY	MEDICAL	VEBA	TOTALS	
<b><u>POLICE OFFICER</u></b>						
Brookings	6,535	\$ 57,660	\$ 13,638	\$ - \$ 2,883	\$ 74,181	
Talent	6,230	\$ 53,304	\$ 14,064	\$ 660 \$ 2,665	\$ 70,693	
Junction City	5,620	\$ 60,600	\$ 18,516	\$ - \$ 3,636	\$ 82,752	
Winston	5,410	\$ 60,540	\$ 21,614	\$ - \$ 3,027	\$ 85,181	
Phoenix	4,580	\$ 51,348	\$ 13,360	\$ 1,200 \$ 5,135	\$ 71,043	Ave -4.88%
Reedsport	4,150	\$ 50,268	\$ 14,040	\$ - \$ 2,513	\$ 66,821	Med -2.35%
Coquille	3,870	\$ 56,844	\$ 14,428	\$ - \$ 2,274	\$ 73,546	
Myrtle Creek	3,465	\$ 50,100	\$ 16,979	\$ 1,800 \$ 3,006	\$ 71,885	
					\$ 74,513	
					\$ 72,715	

**CITY OF PHOENIX  
PUBLIC WORKS ADMINISTRATIVE ASSISTANT  
JOB DESCRIPTION**

**JOB TITLE:** Administrative Assistant  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Public Works Superintendent  
**FSLA STATUS:** Non-exempt  
**UNION POSITION:** Yes  
Effective Date: March 21, 2016

**DEFINITION:** The Administrative Assistant coordinates and performs a wide variety of responsible and complex administrative support duties regarding the standard operating policies and procedures of the Public Works Department. This position maintains close working relationships with other personnel, outside agencies, and the general public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties and responsibilities are not to be construed as all-inclusive. The essential duties will include other responsibilities as assigned and required.*

1. Respond to inquiries and requests, both internally and externally.
2. Respond to citizen complaints.
3. Oversee and manage the Public Works Safety program.
4. Coordinate safety training material and attend required city Safety Committee meetings.
5. Oversee and maintain OSHA compliance.
6. Establish and maintain filing system and indexes using independent judgment.
7. Coordinate Cross Connection program.
8. Research grant solicitations, write grants and grant administration.
9. Update and maintain current legal requirements for required public notifications under bid procurements; public hearing process; road closures, emergency closures, etc.
10. Prepare Agenda bill, Ordinance and Resolution for Public Works department.
11. Maintain and update all Public Works Policies and Procedures.
12. Provide assistance to ensure Oregon Drinking Water requirements are met.
13. Act as secretary and recorder for various City Commissions and Committees. Prepare, transcribe and distribute minutes.
14. Provide website maintenance and updating for Public Works, and various City Commissions and Committees.
15. Support staff in emergency situations and work closely with other agencies i.e. Police, Fire, Jackson County, State and FEMA.
16. Complete invoice coding and credit card statement reconciliation.
17. Prepare Public Works project bid documents.

### **ESSENTIAL JOB FUNCTIONS:**

1. Ability to work independently as well as in a group setting.
2. Ability to perform multiple tasks with continuity on a consistent basis and in a timely manner.
3. Ability to exercise good judgment, courtesy and tact with the public and employees.
4. Ability to read and interpret documents such as state laws, city ordinances, operating and maintenance instructions, and procedure manuals.
5. Ability to meet deadlines.
6. Ability to anticipate customer needs and give high priority to customer service and satisfaction.
7. Ability to type 40 wpm.
8. Ability to effectively present information to the public, employees and other agencies.
9. Ability to establish and maintain effective relationships with employees as well as other departments within the city and accept direction on employee related improvements.

### **JOB QUALIFICATIONS:**

1. Five years of related experience in a public works setting.
2. Any equivalent combination of education and experience can substitute for the five years of related experience.
3. Knowledge of computer software including, Word, Excel and Power Point and a basic knowledge of GIS and mapping programs.
4. Communicate effectively both verbally and in written form.
5. Must be detail oriented and have good organizational skills.
6. Knowledge of statutory requirements of the Department of Public Works.

### **PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. This position requires mobility. Duties involve moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 80% of the work period while operating equipment such as computer keyboard, telephone, etc. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

### **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typical of most office environments.

**CITY OF PHOENIX**

**JOB DESCRIPTION**

**Job Title:** Assistant Planner  
**Department:** Administration  
**Reports to:** Planning Director  
**FLSA Status:** Non exempt  
**Union Position:** Yes  
**Effective Date:** 05/02/2016

**DEFINITION:** The Assistant Planner performs a variety of routine and complex administrative, technical and professional work in the current and/or long range planning programs of the City related to development and implementation of land use and related municipal plans and policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The duties and responsibilities are not to be construed as all-inclusive. The essential duties will include other responsibilities as assigned or required.

1. Assists in developing short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
2. Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposal development impact as they relate to the adopted plans of the City and makes recommendations.
3. Assists City staff in the enforcement of local ordinances and in interpreting City land use codes and plans.
4. Receives building and related land use permit applications such as site plans, variance applications, conditional uses, etc; examines applications for compliance with established plans and ordinances, and applicable local, state or federal regulations; solicits input from appropriate staff, schedules hearings and actions, monitors the approval process, enforces compliance with regulations; prepares reports and related data as required. Reviews and approves limited permit applications such as sign permits.
5. Prepares planning reports and supporting data, including recommendations on various land use proposals. In the absence of the Planning Director, may conduct the Planning Commission meetings.
6. Oversees the preparation of Planning Commission agendas and minutes.
7. Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
8. Prepares a variety of correspondence, reports, memoranda, mapping products and performs other administrative and clerical duties.
9. Responds to local citizens inquiring about local planning and zoning regulations and ordinances.

**ESSENTIAL JOB FUNCTIONS:**

1. Ability to use tact, judgment and courtesy in dealing with the public.
2. Ability to work independently.
3. Ability to read and interpret documents such as state laws, city ordinances, planning documents and procedure manuals.
4. Ability to maintain good organizational skills.
5. Ability to perform multiple tasks with continuity on a consistent basis and in a timely manner.

**JOB QUALIFICATIONS:**

1. Bachelor's degree in land use planning; urban planning, landscape architecture or a closely related field; or
2. One (1) year experience in municipal planning; or equivalent experience.
3. Thorough knowledge of land use regulations and comprehensive plans including their formation/amendment process of adoption and enforcement; extensive knowledge of planning programs and processes.
5. Knowledge of personal computers, and standard office software.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. This position requires mobility. Duties involve moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 80% of the work period while operating equipment such as computer keyboard, or telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typical of most office environments.

# CITY OF PHOENIX

## JOB DESCRIPTION

**Job Title:** Planning Director  
**Department:** Planning  
**Reports to:** City Manager  
**FLSA Status:** Exempt  
**Union Position:** No  
**Effective Date:** May 2, 2016

**DEFINITION:** The Planning Director is responsible for directing the development and use of land within the city and urban growth boundary. The Planning Director plans, directs and oversees the land use and transportation planning, and economic development programs for the City, with accountability for results in terms of urban form and community livability, costs, personnel and methods. This position performs professional planning and design work, communicates with public in matters related to departmental activities and responsibilities, and supervises department personnel in the performance of their duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The duties and responsibilities are not to be construed as all-inclusive. The essential duties will include other responsibilities as assigned or required.*

1. Evaluates, develops and implements programs, policies and procedures to improve the effectiveness and efficiency of the department. Establishes departmental goals and objectives. Plans and develops departmental programs and services based on analysis of legal, social, economic, environmental and political factors, workload, and staffing levels to provide appropriate and effective planning and economic development to the community.
2. Reviews design of subdivisions, multi-family residential, commercial, and industrial development proposals and critique against municipal and state codes and professional design concepts.
3. Provides assistance to owners and developers of development projects. Assists general public by resolving complaints regarding department activities, answering their land use questions and by advising them on courses of action via telephone, correspondence, and in person. Attends various community groups, professional and civic organization meetings to communicate City direction, planning programs, and policies.
4. Assigns, supervises and evaluates work of Department personnel. Interviews and effectively recommends hiring and termination actions. Ensures provision of adequate training within department.
5. Administers land use codes including zoning, land division, transportation, annexation, manufactured housing, and planned development overlay codes. Receives, reviews and processes requests for annexation, land division, rezone, and plan amendments. Conducts necessary studies and analyses, and prepares related reports. Develops,

recommends, and communicates information to the Planning Commission and City Council.

6. Working with representatives of other organizations and agencies, assists existing/prospective businesses in their efforts to expand/locate in City, including activities such as site location, facilities, financing alternatives, and providing information and assistance in obtaining necessary permits, licenses, zoning and other needs.
7. Prepares and administers grant applications and requests for proposals.
8. Attends City Council and various other meetings, providing input and receiving direction or other information. Prepares findings, resolutions, ordinances and reports for information or action by Council or Planning Commission.
9. Process land use applications including preparation of staff reports with recommendations/findings and conditions of approval, in compliance with City and Oregon state land use planning requirements. Conduct field inspections of development sites.
10. Performs pre-application reviews which include assisting people with the completion of applications in areas including site review, subdivisions, conditional uses, variances, minor land partitions, lot line adjustments and land rezoning.
11. Administers the Comprehensive Plan and development codes; initiates long range planning proposal.
12. Follows all safety rules and procedures established for work areas.

**ESSENTIAL JOB FUNCTIONS:**

1. Ability to work independently.
2. Ability to read and interpret planning, zoning documents.
3. Ability to maintain good organizational skills.
4. Ability to perform multiple tasks with continuity on a consistent basis and in a timely manner.
5. Ability to use computer.
6. Ability to read and comprehend State and local land use laws.
7. Ability to convey information in a concise manner, both orally and written.
8. Ability to establish and maintain effective relationships with subordinates as well as other departments within the City.

**JOB QUALIFICATIONS:**

1. Requires Bachelor's degree from an accredited college or university with major course work in planning or related field. Preferably five years planning experience including experience in supervisory capacity, or any satisfactory combination of experience and training which demonstrates the knowledge and skills and ability to perform the essential job duties.
2. Member of the American Institute of Certified Planners (AICP).
3. Knowledgeable in Microsoft Word, Excel, Arc View software programs.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on any regular basis such as files, books, office equipment, etc. and infrequently weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, motorized vehicle, etc.

**WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work environment is typical of most office environments.

# City of Phoenix

## City Recorder/ Human Resources Director

### JOB DESCRIPTION

#### CLASS SUMMARY:

The Assistant Finance Director/ City Recorder is a Professional Technical Stand Alone Class. Incumbents are responsible for serving as clerk of the council, managing city elections, ensuring compliance with city policies and state retention laws, managing the flow of information in and out of the City Manager's office, performs a wide variety of complex, professional work in all aspects of personnel management, maintaining accounting records, assisting the Finance Director with payroll and expense management, performs all Human Resource activities, acts in a supervisory role of the Utility and Municipal Court departments.

#### SUPERVISION RECEIVED:

Works under the direct supervision of the City Manager.

#### SUPERVISION EXERCISED:

This position will supervise the Administrative Assistant and the Municipal Court Clerk.

#### DUTIES OF CITY RECORDER:

- 1) Maintains records of all ordinances and resolutions
  - a. Researches possible new ordinances and resolutions
  - b. Suggest amendments to ordinances and resolutions
  - c. Drafts new or amended ordinances and resolutions
- 2) Acts as Manager of City Records and is in charge of retention of public records
- 3) Attends all Council Meeting and provides written minutes and insures public access to recorded minutes.
- 4) Serves as a member of the City's executive leadership team
- 5) Is responsible for the creation of the Agenda Packet
  - a. Insures appropriate presentation and completeness
  - b. Tracks future agenda items
  - c. Insures proper announcements and publishing of packets
- 6) Maintains Council history and Council appointee database; prepares and publishes notices of all City volunteer vacancies.
- 7) Participates in orientation of new City Council members.
  - a. Coordinates Council related special events and activities.
    - i. Luncheons
    - ii. Receptions
    - iii. Out of town meetings

- 8) Responds to public inquiries regarding City information, regulations and procedures
- 9) Serves as the City's election official
  - a. Prepares candidate packets
  - b. Keeps records regarding all city election issues
  - c. Provides notice to the county regarding electoral issues to come before the voters
- 10) Provides administrative assistance to the Mayor, City Council and City Manager
  - a. Performs secretarial and research tasks of a confidential nature for City Business
  - b. Prepares correspondence and develops reports
- 11) Performs other duties as required

### **DUTIES OF HUMAN RESOURCE DIRECTOR**

- 1) Processes monthly payroll and related tax reports; including monthly, quarterly and annual reports.
- 2) Process accounts payable and prepares checks for approval and invoices as needed.
- 3) Completes the Bank Reconciliations
- 4) Oversees Court Clerk Position
- 5) Oversees the Utility Administrations
  - a. Billing
  - b. Receivables
- 6) Directs, plans, coordinates, and evaluates the Human Resources function and operations for the City; formulates, implements, interprets and recommends policy as it relates to personnel management, benefits, employee relations, and equal opportunity
- 7) Serves as the City's Human Resources point-person for the management team; performs specific tasks and completes assigned projects to assist the City Manager; prepares and presents information to the Mayor, City Council, committees and commissions, management team, and other groups as needed.
- 8) Assessing the needs for and ensuring implementation of adequate staff training and development,; makes recommendation to the City Manager making disciplinary decisions and taking appropriate disciplinary action; responds to grievances; initiates and oversees internal investigations of citizen complaints and allegations of employee misconduct.
- 9) Investigates or contacts a professional to investigate personnel matters, and allegations of discrimination or harassment.
- 10) Maintains employee personnel files in accordance with state and federal law and collective bargaining agreements.
- 11) Advises managers and supervisors on labor relations matters; works with City Manager to coordinate responses to grievances.
- 12) Maintains, reviews, modifies/updates, interprets, and explains the City's personnel policies and procedures and collective bargaining agreements.
- 13) Administers the City's performance evaluation program, classification and compensation plans for all City positions; oversees revision of class specifications, job descriptions, reclassification of positions and development of new position specifications; prepares, evaluates salary survey inquiry and responses.
- 14) Recommends programs and techniques to improve the effectiveness of the City and its services.

## **SKILL REQUIREMENTS**

- Presenting both oral and written information in a clear, professional manner;
- Managing time and workload with interruptions and frequent changes to work priorities;
- Prioritizing multiple projects, delegating work, decision making, following legal requirements, and meeting legal deadlines;
- Problem solving, communicating, organizing, and multi-tasking
- Maintaining effective working relationships with City Manager, the Mayor, City Council, members of the news media, Department Heads, City Staff and the general public;
- Maintaining confidentiality;
- Exercising discretion in sensitive and confidential matters;
- Appropriate and effective decision making;
- Projects and budget management practices;
- Supervising staff;
- Using a computer and associated software to perform the essential functions of the position; Interpreting, applying and ensuring compliance with Federal and State laws, and local laws, police procedures and regulations;
- Principles and methods used in finance, budgeting , banking;
- Knowledge of general office practices and procedures
  - Record Keeping
  - Accounts Receivable
  - Utility billing
  - Cash Handling
- Knowledge of municipal court procedures
  - Setting Court Agendas
  - Court filing systems
  - Court procedures
- Knowledge of Business English, grammar, and spelling.

## **PHYSICAL REQUIREMENTS**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 80% of the work period while operating equipment such as computer keyboard, telephone, fax, and copier, etc. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

## **MINIMUM REQUIREMENTS**

Any combination of experience/training which demonstrates the knowledge, skills and ability to perform the above described duties. Most likely the job will require a Bachelor Degree with an emphasis on business and/or accounting. Preference will be given to previous work experience in accounting departments and running a Municipal Court.

CITY OF PHOENIX  
FINANCE DIRECTOR  
JOB DESCRIPTION

JOB TITLE: Finance Director  
DEPARTMENT: Finance  
REPORTS TO: City Manager  
FSLA STATUS: Exempt  
UNION POSITION: No  
Effective Date: March 21, 2016

DEFINITION: Provide leadership, management, direction, planning and goal setting for the City's Finance Department to ensure delivery of quality municipal services. The Director is responsible for strategy and planning for all financial issues facing the city. Conduct special projects as assigned by the City Manager.

This position works under the general supervision of the City Manager. As a member of the City's executive leadership team, this position has direct input into City policies and procedures and advises the City Manager on related issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

*The duties and responsibilities are not to be construed as all-inclusive. The essential duties will include other responsibilities as assigned and required.*

1. Develops and directs the implementation of policy and operational goals through department divisions and programs in response to service demands, and consistent with performance standards.
2. Directs the preparation and implementation of the department's annual operating and capital budget consistent with program goals and objectives; responds to requests from City Manager and Budget Committee members and other departments regarding the department budget request, and in the preparation of annual comprehensive financial statements.
3. Ensures compliance with all state, federal and local laws, department rules, and City policies and procedures; monitors and enforces safety rules established for assigned work areas.
4. Establishes annual department goals including ongoing confirmation and/or recommended updates to strategic direction, and provides periodic reports of the status of progress toward goals.
5. Sets and attains professional development goals; maintains proficiency in area of responsibility; stays current on area of expertise; demonstrates unquestionable integrity at all times, serving as a role model for appropriate public service ethics and effective leadership.
6. Prepares and presents written and oral reports to the City Manager, City Council, boards, commissions, other government agencies, and community groups including the presentation of findings related to executive and elected officials' requests for research and information; advise the City Manager and City Council on department-specific issues.
7. Serves as a member of the City's executive leadership team; participates in recurring and special meetings and workshops including internal staff meetings, City Council meetings, Council

workshops and study sessions, commission and committee meetings, and department staff meetings. Coordinates activities of the department with other departments, other public agencies, and various community groups.

8. Represents the City at community and/or inter-agency meetings and functions, as appropriate; establish and maintain effective relationships with peers in other agencies and organizations, city departments, citizens, the business community, special interest groups, and the general public.
9. Recommends programs and techniques to improve the effectiveness of the City and its services.
10. Provides assistance to the City Manager, as directed and needed.

DEPARTMENT SPECIFIC:

1. Prepares a budget document that details all City expenditures and revenues in accordance with generally accepted governmental accounting practices. In conjunction with City Manager, presents final budget document to budget committee for approval.
2. Directs the maintenance of the City's fiscal accounting system in a manner consistent with established and accepted municipal accounting principles and practices and City finance policies, and in sufficient detail to produce adequate revenue, expenditure and statistical data for management purposes and to meet statutory requirements.
3. Monitors departmental expenditures for the purpose of advising departments and City Manager of budget status, and insuring conformance with budget provisions and maximum expenditure amounts.
4. Maintains City's investment portfolio. Makes investments of idle funds, oversees reconciliation of all bank statements and accounting records monthly, and prepares information necessary for periodic audits. Ensures annual financial audit is conducted; assists and confers with independent auditor(s) as necessary.
5. Oversees preparation of City's payroll, accounts payable, and accounts receivable functions, including preparation and processing, monthly reports, and associated deposits.
6. Administers the City's participation in the Oregon Public Employees Retirement System (PERS).
7. Prepares necessary documents for approval, advertisement, printing, and sale of warrants to finance the construction, and bonds to provide long-term financing, of public improvements for the City; signs and delivers bonds when sold, and receives monies; provides the necessary documents for the acceptance of the bonds.
8. Provides for preservation, retention, and destruction of city finance records in accordance with state and federal laws and City policy.
9. Disseminates financial notices and information to departments, financial institutions, and state, federal and private agencies as required.

## NECESSARY KNOWLEDGE, SKILLS & ABILITIES

*To successfully perform this job, one must possess the following:*

1. Knowledge of modern principles and techniques of governmental and municipal accounting and finance laws and rules, administration, organizational management, supervision, budget, and policy.
2. Ability to effectively apply management techniques, supervise subordinate personnel, and ensure that the department adheres to state and federal laws, department rules, City codes and policies. Ability to read, comprehend, interpret and apply laws and regulations. Ability to establish and maintain effective working relationships with other public officials, employees, vendors, the general public, and other individuals with which the incumbent comes in contact during the course and scope of employment.
3. Skills necessary to effectively perform the duties and responsibilities of the position, including: excellent communication and negotiation skills; management and supervision; writing and public presentation skills; computer skills sufficient to proficiently use word processing, spreadsheet and database applications.

## JOB QUALIFICATIONS:

*Job education and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience which ensure the ability to perform the work will be considered.*

### Education:

Bachelor's degree from an accredited college or university in Accounting, Finance, Business Management or closely related field required. Certified Public Accountant (CPA) or Professional Finance Officer Certification preferred.

### Prior Experience:

Five years of progressively responsible related experience, including three years in a leadership role.

## PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, crawl, climb, balance, see, talk, hear, smell and manipulate objects. Manual dexterity and coordination are required for less than half of the daily work period, which is spent either sitting while operating office equipment such as computers, keyboards, 10-key, telephones, and other standard office equipment or driving to meeting locations. The position requires a degree of mobility and moving materials weighing up to 5 lbs. frequently, up to 10 lbs. occasionally, and up to 40 pounds infrequently. This position requires both verbal and written communication abilities.

WORKING CONDITIONS:

While performing the duties of this position, the employee is generally working indoors in an office environment. The office setting does not expose the employee to hazardous conditions. The noise level in the office environment is usually moderate and lighting is adequate. Travel is required less than 10% of the work period.

**JOB DESCRIPTION**  
**CITY OF PHOENIX, OREGON**  
**CHIEF OF POLICE**  
(Updated: January 4, 2016)

Overtime: Exempt

Salary Range: Per Individual Contract

**GENERAL PURPOSE**

Performs administrative, supervisory and professional work in planning, coordinating, staffing, budgeting and directing the activities of the Police Department.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the City Manager.

**SUPERVISION EXERCISED**

Exercises supervision over all police department members directly or through subordinate personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Oversees the police department management team; plans, coordinates, supervises and evaluates police department operations.

Manages and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.

Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.

Maintains contact with law enforcement executives or local agencies to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information as needed.

Determines how to deploy personnel during emergency responses.

Familiar with the concepts and structure of the National Incident Management System (NIMS). Utilizes NIMS and serves in the capacity of Command or General Staff during emergency responses.

Reviews a variety of police related reports prepared by subordinate officers or others.

Attends conferences and meetings to keep abreast of current trends in the field. Cooperates with County, State and Federal law enforcement officers as appropriate where

activities of the police department are involved.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public as necessary.

Confers with the City Attorney, Court Services Administrator, and Circuit Court regarding cases, policies and procedures.

Develops policies and procedures for the Department in order to implement directives from the City Manager.

Makes periodic inspections of the department personnel for efficiency and evaluates individual performance of officers and other personnel.

Hires, fires and promotes within the department with the final approval of the City Manager.

Reviews grievances as outlined in the Collective Bargaining Agreement between the City of Phoenix and the bargaining unit.

Maintains departmental discipline and the conduct and general behavior of assigned personnel.

Promotes a method of policing that works in harmony with the community.

Prepares and submits periodic reports to the City Manager, City Council, state and federal agencies, regarding the Department's activities, and prepares a variety of other reports as appropriate.

Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.

Ensures the proper and efficient enforcement of all state and federal laws and local ordinances which the Police Department is authorized to enforce.

Manages the City's Code Services program, working to guide community members and business owners toward compliance with Phoenix City Codes.

Ensures the investigation of crimes and violations occurring within the jurisdiction of the department, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.

Performs the duties of subordinate personnel as needed.

Coordinates and supervises the training, assignment and development of subordinate police officers.

Analyzes and recommends improvements to equipment and facilities, as needed.

Monitors and observes activities of subordinates to ensure that conduct and performance conforms to department standards.

Makes assignments as required by the operational needs of the department.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- A. Bachelor's degree in criminal justice, public administration or a closely related field (Master's degree preferred);
- B. Ten (10) years of experience as a police officer, five years of which must have been as a law enforcement administrator or supervisor, and
- C. Completion of an executive law enforcement training academy or equivalent; and
- E. The ability to obtain a DPSST Executive Police Certification within eighteen months of being hired; or
- D. An equivalent combination of education and experience.

### **Necessary Knowledge, Skills and Abilities:**

- A. Proficient knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- B. Skill in the use of the tools and equipment listed below.
- C. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to meet all required physical demands; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions; ability to meet the special requirements listed below.

## **SPECIAL REQUIREMENTS**

Possess, or be able to obtain by time of employment, a valid Oregon Driver's License without record of suspension or revocation in any state; able to meet department physical demands; hold a current DPSST Middle Management Law Enforcement Training Certification or its out of state equivalent.

## **TOOLS AND EQUIPMENT USED**

Police car, police radio, speed measuring device, handgun and other weapons as required, baton, handcuffs, intoxilyzer, pager, wireless phones, first aid equipment, and personal computer including word processing software.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to physically arrest subjects; subdue criminal subjects with control holds or other strenuous physical means. The employee is frequently required to sit, talk and hear. The employee is occasionally required to stand; walk; run; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

## **GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB DESCRIPTION**  
**CITY OF PHOENIX, OREGON**  
**CODE ENFORCEMENT OFFICER**  
(Updated: January 4, 2016)

Overtime: Non-Exempt

Salary Range: Determined by CBA

**GENERAL PURPOSE**

Performs a variety of routine and complex work in the enforcement of the Phoenix City Code related to nuisances, vehicle storage and inoperable vehicles, signs, and garage sales, and other code issues, all of which require extensive contact with the public.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Chief of Police and/or Lieutenant.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- a. Educates community members regarding Phoenix City Code and guides their efforts towards voluntary compliance.
- b. Conducts fair, thorough, and consistent administration of the Code Services program.
- c. Enters and maintains case information on computer database.
- d. Works with the public to correct violations before issuing citations.
- e. Prepares detailed reports of activities and investigations; consults with prosecutors and prepares case reports for court action; testifies in court.
- f. Takes enforcement action by issuing citations for violations when necessary.
- g. Uses proper judgment and available resources to complete assigned tasks under occasionally high-stress situations.
- h. Details, in report form, actions and observations related to investigations and other tasks performed at work. Must be able to recall the details of work related actions and testify in Court.
- i. Accurately completes and issues citations as needed.
- j. Recognizes when circumstances are outside of the purview of Code Services and when to request assistance from a police officer.

- k. Coordinate activities with coworkers, supervisors, other City departments and citizens as needed.
- l. Acts as an effective liaison between the Dallas Police Department, other agencies, local businesses and community members.
- m. Able to learn how to properly operate a mobile data computer system, police radios and other police-related technology related to the Code Services scope of responsibility.
- n. Maintain the reasonable cleanliness of department vehicles being operated, including the interior and exterior.
- o. Performs duties in conformance with applicable federal, state, county and city laws and ordinances and adheres to department policies and procedures.
- p. Serves Civil Papers (Subpoenas) for cases handled by the Phoenix Police Department.

#### **PERIPHERAL DUTIES**

- a. Assists other staff in the performance of their duties as required.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### Education and Experience:

- a. Must possess a high school diploma or equivalent.
- b. Must have experience working with the general public or community members, with emphasis in positive customer or community relations.
- c. Any equivalent combination of education and experience.

##### Necessary Knowledge, Skills and Abilities:

- a. Some knowledge of modern law enforcement principles, procedures, techniques and equipment and extensive knowledge of the city's geography.
- b. Ability to learn the applicable laws and ordinances related to the scope of Code Services and to learn department policy and procedures.
- c. Ability to meet all physical demands of the position.
- d. Ability to communicate effectively in written and oral form.

- e. Ability to build and maintain positive and effective working relationships with peers, subordinates, supervisors, and the general public.
- f. Ability to follow written and verbal instructions.
- g. Ability to exercise sound judgment.

## **TOOLS AND EQUIPMENT USED**

Code Services vehicle, mobile computer system, mobile and portable police radios, first aid equipment, desktop computer, wireless telephone or smartphone and other specialized equipment as necessary.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; run; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives and is often exposed to wet and/or humid conditions or direct sunlight for extended periods of time. The employee will be exposed to—with varying frequency—chemical fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, biologically hazardous substances and vibration.

The noise level exposure by the employee will normally be moderate.

## **GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB DESCRIPTION**  
**CITY OF PHOENIX, OREGON**  
**LIEUTENANT**  
(Updated: January 4, 2016)

Overtime: Exempt

Salary Range: Per Individual Contract

**GENERAL PURPOSE**

Performs a variety of routine and complex public safety work in the administration of the police department. Works closely with department management team in oversight of all department field operation. Assists the Chief of Police in managing all department operations.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Chief of Police

**SUPERVISION EXERCISED**

Exercises general supervision over all police department staff directly or through subordinate supervisors and direct supervision over the Police Sergeants and officers assigned as investigators.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- a. Serves as a member of the department's management team. Works closely with and assists the police chief in supervision and management of the police department as assigned. Assists with planning, coordinating and managing department operations. Supervises and evaluates police personnel. Makes day-to-day police assignments as required by the needs of the department.
- b. Manages Investigations Section and may personally participate in investigating criminal law violations occurring within the jurisdiction of the department, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities. Decides case priorities and determines when to take over an investigation.
- c. Serves as a designee of the police chief in his or her absence, including attending various meetings and functions. This includes, but is not limited to, meetings of the Phoenix City Council, and the Emergency Communications of Southern Oregon Intergovernmental Council. May serve as Acting Chief of Police during periods of time when the chief is otherwise unavailable.
- d. Serves as the department's primary Public Information Officer. Prepares and distributes news releases. May give personal, telephonic or on-camera interviews with representatives from local and regional news media.
- e. May evaluate officers' arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail. Reviews and approves a variety of police related reports prepared by subordinate officers or others.

- f. Maintains and analyzes departmental equipment, supplies and facilities. Recommends improvements to equipment and facilities.
- g. Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.
- h. Coordinates with city department heads and senior management in determining how to deploy personnel during emergency responses.
- i. Assists the Chief of Police with coordinating the preparation and presentation of an annual budget for the Department; assists with implementation and oversight of the department's budget; plans for and reviews specifications for new or replaced equipment.
- j. Makes periodic inspections of the department personnel for efficiency and evaluates individual performance of officers and other personnel. Conducts periodic performance evaluations and planning sessions for assigned personnel. Recommends assigned personnel for merit based pay increases.
- k. Counsels assigned personnel on job performance and disciplinary matters. Responsible for formal disciplinary actions up to and including suspension with pay. May recommend demotion and termination actions.
- l. Maintains departmental discipline, responsible for the conduct and general behavior of assigned personnel. Monitors and observes Police Field Services activities to ensure that conduct and performance conforms to department standards. Conducts internal investigations as assigned. Coordinates with the police chief in development and management of employee work programs as required.
- m. Maintains contact with the general public, court officials, and other City officials in the performance of police activities and serves as a management representative of the police department. Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police Department in a variety of local, county, state and other meetings.
- n. Coordinates, compiles and assesses information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- o. Prepares and submits periodic reports to the police chief or other entities regarding the Department's activities. Compiles a variety of staff reports.
- p. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- q. Assists the Chief of Police in conducting administrative interviews of prospective new employees.

- r. Responsible for the daily management the department's Police Field Services, including the Patrol Section and the Investigations Section. This includes the Code Enforcement Officer and any personnel temporarily assigned to or working with Police Field Services.
- s. Coordinates and cooperates with other city, county, state and federal law enforcement officers, as appropriate, where activities of the police department are involved.
- t. Oversees the training and development of department personnel.
- u. Attends training and becomes familiar with the concepts and structure of the National Incident Management System (NIMS). May utilize the NIMS and serve in the capacity of Command or General Staff during emergency responses.
- v. Assists the police chief with the review, development and evaluation of programs, policies and procedures for various departmental operations and in order to implement directives from City Manager or Council policies.
- w. May recommend promotions and appointments to specialized assignments within the department and collaborates with the Chief of Police on promotions and assignments recommended by subordinate supervisors.
- x. Collaborates with the police chief concerning assignments of personnel based on the operational needs of the police department and the City of Phoenix.
- y. Ensures the proper and efficient enforcement of all federal, state and local ordinances which the police department is authorized to enforce.
- z. Studies and gauges law enforcement needs of the city and recommends solutions to the Police Chief

#### **PERIPHERAL DUTIES**

- a. Directs the investigation of major crime scenes.
- b. Performs the duties of subordinate personnel as needed or directed.
- c. Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action
- d. Schedules and conducts meetings.
- e. Maintains liaison with community groups.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### **General:**

- a. Must be 21 years of age or older at time of employment.
- b. Must possess, or be able to obtain by the time of employment, a valid Oregon driver

- license.
- c. Must not have a current or pending suspension of driving privileges in Oregon or any other state.
  - d. Must not have been convicted in this state, or any other jurisdiction, of a crime designated under the law where the conviction occurred as being punishable as a felony or as a crime for which a maximum term of imprisonment of more than one (1) year may be imposed
  - e. Must not have been convicted of violating any law involving the unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic, or dangerous drug
  - f. Must not have been convicted in this state of violating any law subject to denial or revocation as identified in OAR 259-008-0070 or has been convicted of violating the statutory counterpart of any of those offenses in any other jurisdiction.
  - g. Must not have been convicted of any offense involving any acts of domestic violence as defined in ORS 135.230
  - h. Must be a U.S. citizen at the date of hire or, if not a citizen at the date of hire, within 18 months after the date of hire.
  - i. Must be able to read and write the English language.
  - j. Must be of good moral character, temperament and of industrious habits.

**Education and Experience:**

- a. Advanced Police Officer certification issued by the Department of Public Safety Standards and Training.
- b. Seven (7) years of experience in a certified Police Officer Position, 2 of which must have been in a supervisory roll.
- c. The ability to obtain DPSST Police Supervisory Certification within eighteen months of appointment.
- d. The ability to obtain DPSST Police Middle Management Certification within 36 months of appointment.

**Necessary Knowledge, Skills and Abilities:**

- a. Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; extensive knowledge of the City's geography.

- b. Skill in the use of the tools and equipment listed below.
- c. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions; ability to meet the special requirements listed below.

## **TOOLS AND EQUIPMENT USED**

Various police vehicles equipped with emergency lights and siren, in-car video system, mobile computer system, mobile and portable police radios, hand-held and vehicle-mounted speed measuring equipment, pursuit intervention devices (e.g., portable spike strips) handgun, rifle, shotgun and other specialized weapons as required, electronic restraint device (Taser), baton, handcuffs, Intoxilyzer, first aid equipment, desktop computer, wireless telephone or smartphone and other specialized equipment as necessary.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to physically arrest subjects, and be able to subdue criminal subjects with control holds or other strenuous physical means. The employee is frequently required to talk or hear. The employee is frequently required to sit, stand, walk and run. The employee is frequently required to use hands and fingers to manipulate, handle, or feel objects, tools, or controls; to reach with hands and arms, including items on the ground and items above the employee. The employee is required to be able to climb, balance, stoop, kneel, crouch, or crawl.

The employee is required to use the sense of smell to develop testimonial evidence related to alcohol consumption or intoxication, the use of unlawful controlled substances and to be able to detect dangers such as gas leaks. The employee must occasionally lift and/or move more than 100 pounds. The employee must have eye sight sufficient to meet the vision requirements for police officers, as outlined by the Department of Public Safety Standards and Training, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives and is often exposed to wet and/or humid conditions or direct sunlight

for extended periods of time. The employee will be exposed to—with varying frequency—chemical fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, biologically hazardous substances and vibration.

The noise level exposure by the employee will normally be moderate.

## **GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB DESCRIPTION**  
**CITY OF PHOENIX, OREGON**  
**RESERVE POLICE OFFICER**  
(Updated: January 4, 2016)

Overtime: N/A (Volunteer Position)

Salary Range: N/A (Volunteer Position)

**GENERAL PURPOSE**

Performs police patrol and community peace keeping services related to civil matters; warrant service; investigations; traffic enforcement; ordinance enforcement and related law enforcement activities.

**SUPERVISION RECEIVED**

Works under the general supervision of a police lieutenant, sergeant or designated supervising senior officer.

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- a. Works varying, rotating shifts performing service oriented police work, responding promptly to all types of service calls.
- b. Conducts preventive patrols for crime prevention and detection.
- c. Conducts traffic patrol and enforcement.
- d. Responds to traffic crashes and other accidents, rendering aid and completing investigations of incidents.
- e. Investigates criminal activity, including basic crime scene investigation, searching for and locating physical evidence.
- f. Responds to animal control calls for service and occasionally may impound stray dogs when an assigned Animal Control Officer is unavailable for needs assistance.
- g. Responds to other emergency service incidents as needed and provides first aid to injured persons as required.
- h. Required to use proper judgment and available resources to complete tasks under high stress and in potential danger of physical injury. May include but is not limited to incidents involving arresting person(s) for felony or misdemeanor crimes and proper use of varying levels of force, ranging from presence to lethal. May include being verbally abused or physically assaulted and dealing with emotionally traumatic events.
- i. Required to detail, in report form, actions and observations related to investigations and other tasks performed at work. Must be able to recall the details of work related actions and testify to same.
- j. Required to issue citations as needed, accurately complete documents required by the Oregon Department of Motor Vehicles, Oregon Liquor Control Commission and other regulatory authorities as appropriate. May be required to testify to the content and details related to those documents, sometimes years later.
- k. Must be able to identify evidence and process it in accordance with instruction. When no instruction has been provided, must be able to apply standards and training to improvise an appropriate way to collect and process evidence.
- l. Must be able to coordinate activities with supervisors, other officers, other agencies, other City departments and citizens as needed.
- m. Must be able to effectively communicate with prosecutors to seek advice on matters of law and procedure.

- n. Must be able to act as an effective liaison between the Phoenix Police Department, other agencies, local businesses and the community.
- o. Interviews witnesses suspects and drivers.
- p. Must be able to learn how to properly operate a mobile data computer system, mobile video recording system and other basic, law enforcement related technology
- q. Required to maintain the reasonable cleanliness of department vehicles being operated, including the interior and exterior.
- r. Performs duties in conformance with applicable federal, state, county and city laws and ordinances and adheres to department policies and procedures and the law enforcement code of ethics.
- s. Must perform 20 hours of volunteer service monthly.

#### **PERIPHERAL DUTIES**

- a. Maintains departmental equipment, supplies and facilities
- b. May conduct court security in Phoenix Municipal Court
- c. May serve as a member of various employee committees

#### **DESIRED MINIMUM QUALIFICATIONS**

##### **Entry Level General:**

- a. Must be 21 years of age or older at time of employment.
- b. Must possess, or be able to obtain by the time of employment, a valid Oregon driver license.
- c. Must not have a current or pending suspension of driving privileges in Oregon or any other state.
- d. Must not have been convicted in this state, or any other jurisdiction, of a crime designated under the law where the conviction occurred as being punishable as a felony or as a crime for which a maximum term of imprisonment of more than one (1) year may be imposed
- e. Must not have been convicted of violating any law involving the unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic, or dangerous drug
- f. Must not have been convicted in this state of violating any law subject to denial or revocation as identified in OAR 259-008-0070 or has been convicted of violating the statutory counterpart of any of those offenses in any other jurisdiction.
- g. Must not have been convicted of any offense involving any acts of domestic violence as defined in ORS 135.230
- h. Must be a U.S. citizen at the date of hire or, if not a citizen at the date of hire, within 18 months after the date of hire.
- i. Must be able to read and write the English language.
- j. Must be of good moral character, temperament and of industrious habits.

##### **Education and Experience:**

- a. Must possess a high school diploma or equivalent. In addition, college or university level studies, vocational training in police sciences, law enforcement, criminal justice administration, public administration or a related field are desirable: **OR**
- b. Any equivalent combination of education and experience.
- c. Graduate or current attendee of a regionally accredited Reserve Officer Academy.

**Necessary Knowledge, Skills and Abilities:**

- a. Some knowledge of modern law enforcement principle, procedures, techniques and equipment.
- b. Ability to learn the applicable laws, ordinances and department policy and procedures.
- c. Ability to perform work requiring good physical condition, meeting all required physical demands.
- d. Ability to communicate effectively in written as well as oral form.
- e. Ability to build and maintain effective working relationships with peers, subordinates, supervisors, and the general public.
- f. Ability to follow written and verbal instruction.
- g. Ability to exercise sound judgment.

**TOOLS AND EQUIPMENT USED**

Various police vehicles equipped with emergency lights and siren, in-car video system, mobile computer system, mobile and portable police radios, hand-held and vehicle-mounted speed measuring equipment, pursuit intervention devices (e.g., portable spike strips) handgun, rifle, shotgun and other specialized weapons as required, electronic restraint device (Taser), baton, handcuffs, Intoxilyzer, first aid equipment, desktop computer, wireless telephone or smartphone and other specialized equipment as necessary.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to physically arrest subjects, and

be able to subdue criminal subjects with control holds or other strenuous physical means. The employee is frequently required to talk or hear. The employee is frequently required to sit, stand, walk and run. The employee is frequently required to use hands and fingers to manipulate, handle, or feel objects, tools, or controls; to reach with hands and arms, including items on the ground and items above the employee. The employee is required to be able to climb, balance, stoop, kneel, crouch, or crawl.

The employee is required to use the sense of smell to develop testimonial evidence related to alcohol consumption or intoxication, the use of unlawful controlled substances and to be able to detect dangers such as gas leaks. The employee must occasionally lift and/or move more than 100 pounds. The employee must have eye sight sufficient to meet the vision requirements for police officers, as outlined by the Department of Public Safety Standards and Training, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives and is often exposed to wet and/or humid conditions or direct sunlight for extended periods of time. The employee will be exposed to—with varying frequency—chemical fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat,

biologically hazardous substances and vibration. The noise level exposure by the employee will normally be moderate.

**GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB DESCRIPTION**  
**CITY OF PHOENIX, OREGON**  
**POLICE OFFICER**  
(Updated: January 4, 2016)

Overtime: Non-Exempt

Salary Range: Determined by CBA

**GENERAL PURPOSE**

Performs police patrol and community peace keeping services related to civil matters; warrant service; investigations; traffic enforcement; ordinance enforcement and related law enforcement activities.

**SUPERVISION RECEIVED**

Works under the general supervision of a police lieutenant, sergeant or designated supervising senior officer.

**SUPERVISION EXERCISED**

May act, in a limited capacity, as a supervising officer in charge. May supervise reserve officers and police recruits.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- a. Works varying, rotating shifts performing service oriented police work, responding promptly to all types of service calls.
- b. Conducts preventive patrols for crime prevention and detection.
- c. Conducts traffic patrol and enforcement.
- d. Responds to traffic crashes and other accidents, rendering aid and completing investigations of incidents.
- e. Investigates criminal activity, including basic crime scene investigation, searching for and locating physical evidence.
- f. Responds to animal control calls for service and occasionally may impound stray dogs when an assigned Animal Control Officer is unavailable for needs assistance.
- g. Responds to other emergency service incidents as needed and provides first aid to injured persons as required.
- h. Required to use proper judgment and available resources to complete tasks under high stress and in potential danger of physical injury. May include but is not limited to incidents involving arresting person(s) for felony or misdemeanor crimes and proper use of varying levels of force, ranging from presence to lethal. May include being verbally abused or physically assaulted and dealing with emotionally traumatic events.
- i. Required to detail, in report form, actions and observations related to investigations and other tasks performed at work. Must be able to recall the details of work related actions and testify to same.
- j. Required to issue citations as needed, accurately complete documents required by the Oregon Department of Motor Vehicles, Oregon Liquor Control Commission and other regulatory authorities as appropriate. May be required to testify to the content and details related to those documents, sometimes years later.
- k. Must be able to identify evidence and process it in accordance with instruction. When no instruction has been provided, must be able to apply standards and training to improvise an appropriate way to collect and process evidence.
- l. Must be able to coordinate activities with supervisors, other officers, other agencies, other City departments and citizens as needed.
- m. Must be able to effectively communicate with prosecutors to seek advice on matters of

- law and procedure.
- n. Must be able to act as an effective liaison between the Phoenix Police Department, other agencies, local businesses and the community.
  - o. Interviews witnesses suspects and drivers.
  - p. Must be able to learn how to properly operate a mobile data computer system, mobile video recording system and other basic, law enforcement related technology
  - q. Required to maintain the reasonable cleanliness of department vehicles being operated, including the interior and exterior.
  - r. Performs duties in conformance with applicable federal, state, county and city laws and ordinances and adheres to department policies and procedures and the law enforcement code of ethics.

#### **PERIPHERAL DUTIES**

- a. Maintains departmental equipment, supplies and facilities
- b. May conduct court security in Phoenix Municipal Court
- c. May serve as a member of various employee committees

#### **DESIRED MINIMUM QUALIFICATIONS**

##### **Entry Level General:**

- a. Must be 21 years of age or older at time of employment.
- b. Must possess, or be able to obtain by the time of employment, a valid Oregon driver license.
- c. Must not have a current or pending suspension of driving privileges in Oregon or any other state.
- d. Must not have been convicted in this state, or any other jurisdiction, of a crime designated under the law where the conviction occurred as being punishable as a felony or as a crime for which a maximum term of imprisonment of more than one (1) year may be imposed
- e. Must not have been convicted of violating any law involving the unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic, or dangerous drug
- f. Must not have been convicted in this state of violating any law subject to denial or revocation as identified in OAR 259-008-0070 or has been convicted of violating the statutory counterpart of any of those offenses in any other jurisdiction.
- g. Must not have been convicted of any offense involving any acts of domestic violence as defined in ORS 135.230
- h. Must be a U.S. citizen at the date of hire or, if not a citizen at the date of hire, within 18 months after the date of hire.
- i. Must be able to read and write the English language.
- j. Must be of good moral character, temperament and of industrious habits.
- k. Must be eligible to obtain Department of Public Safety Standards and Training (DPSST) basic certification within 18 months of employment.

##### **Education and Experience:**

- a. Must possess a high school diploma or equivalent. In addition, college or university level studies, vocational training in police sciences, law enforcement, criminal justice administration, public administration or a related field are desirable: **OR**
- b. Any equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

- a. Some knowledge of modern law enforcement principle, procedures, techniques and equipment.
- b. Ability to learn the applicable laws, ordinances and department policy and procedures.
- c. Ability to perform work requiring good physical condition, meeting all required physical demands.
- d. Ability to communicate effectively in written as well as oral form.
- e. Ability to build and maintain effective working relationships with peers, subordinates, supervisors, and the general public.
- f. Ability to follow written and verbal instruction.
- g. Ability to exercise sound judgment.

**TOOLS AND EQUIPMENT USED**

Various police vehicles equipped with emergency lights and siren, in-car video system, mobile computer system, mobile and portable police radios, hand-held and vehicle-mounted speed measuring equipment, pursuit intervention devices (e.g., portable spike strips) handgun, rifle, shotgun and other specialized weapons as required, electronic restraint device (Taser), baton, handcuffs, Intoxilyzer, first aid equipment, desktop computer, wireless telephone or smartphone and other specialized equipment as necessary.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to physically arrest subjects, and

be able to subdue criminal subjects with control holds or other strenuous physical means. The employee is frequently required to talk or hear. The employee is frequently required to sit, stand, walk and run. The employee is frequently required to use hands and fingers to manipulate, handle, or feel objects, tools, or controls; to reach with hands and arms, including items on the ground and items above the employee. The employee is required to be able to climb, balance, stoop, kneel, crouch, or crawl.

The employee is required to use the sense of smell to develop testimonial evidence related to alcohol consumption or intoxication, the use of unlawful controlled substances and to be able to detect dangers such as gas leaks. The employee must occasionally lift and/or move more than 100 pounds. The employee must have eye sight sufficient to meet the vision requirements for police officers, as outlined by the Department of Public Safety Standards and Training, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives and is often exposed to wet and/or humid conditions or direct sunlight for extended periods of time. The employee will be exposed to—with varying frequency—chemical fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat,

biologically hazardous substances and vibration. The noise level exposure by the employee will normally be moderate.

**GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB DESCRIPTION**  
**CITY OF PHOENIX OREGON**  
**POLICE RECORDS CLERK**  
(Updated: January 4, 2016)

Overtime: Non-Exempt

Salary Range: Determined by CBA

**CLASSIFICATION SUMMARY:**

An employee in this class is trained and performs under the direct supervision of the Chief of Police for a variety of specialized clerical and administrative tasks in support of the police department function to process and maintain police records. Serves as the department's Criminal Justice Information Systems (CJIS) representative and is responsible for all administration and compliance matters relative to CJIS and the Law Enforcement Data System (LEDS).

**SUPERVISION RECEIVED**

Works under the close supervision of the Chief of Police.

**SUPERVISION EXERCISED**

May train and/or supervise the Police Administrative Assistant

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Administers the Information Systems for police department personnel, to include security clearances for criminal justice databases. Coordinates and trains personnel for various computer programs. Serves as the agency Law Enforcement Data Systems (LEDS) Representative and Criminal Justice Information System (CJIS). Participates and completes all required state and federal audits and reports. Attend annual LEDS workshops for certification updates on training and policies as required.

Processes requests for police reports and records pursuant to policy and procedure.

Serves as the primary contact to greet and assist the public, and respond to inquiries from employees.

Routinely fingerprints public for the purposes of employment background checks.

Commonly performs record check inquiries by accessing multiple criminal justice databases.

Enters or retrieves classified data, such as warrants, stolen property or missing persons into National Crime Information Center (NCIC) and Law Enforcement Data Systems (LEDS) and follows the explicit policies set forth by LEDS and NCIC.

Routinely reviews, prioritizes and processes incident, event and citation report information into records management system (RMS), while proofing and approving for accuracy and completeness.

Opens, codes, and files incident case files and other departmental records, while responsibly maintaining and securing the storage of open and closed police files and related information.

Registers sex offenders and makes proper notifications to Oregon State Police.

Occasionally prepares police incident reports, for example, found property, towed vehicles or sex offender registrations.

Processes all judicial orders to expunge or seal records.

Utilizes a multi-line phone system and performs other administrative and clerical duties as needed.

Operates fax, copier, scanner, and other office equipment as needed.

Performs all work duties and activities in accordance with City policies and procedures.

Works in a safe manner and reports any unsafe activity and conditions.

Serves as Police Department's representative on City's Safety Committee.

### **PERIPHERAL DUTIES**

Assists the Chief of Police as needed.

### **MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from a high school or G.E.D. equivalent with specialized course work in complex office practices such as computer entry & retrieval, multi-tasking, and working with confidential and sensitive information.
- (B) Two (5) years of increasingly responsible related clerical or administrative experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Business English, spelling, sentence structure and punctuation. Working knowledge of computers and data processing; knowledge of modern office practices and procedures.
- (B) Ability to develop knowledge of a considerable range of procedures, techniques, and perform multiple tasks with numerous interruptions.
- (C) Communicate clearly and concisely, orally and in writing, using courteous and effective customer service skills.
- (D) Ability to convey information pertaining to fee schedules to the public.
- (E) File and maintain office records for efficient retrieval of information.
- (F) Demonstrate integrity and ingenuity in the performance of assigned tasks.
- (G) Knowledge of public records and disclosure regulations.

### **SPECIAL REQUIREMENTS**

- Must possess a valid Oregon Driver License or be able to obtain by time of employment.
- Must pass a police background check and Criminal Justice Information System (CJIS) security clearance.
- Must obtain an advanced (entry/update) Law Enforcement Data System (LEDS) certification within 60 days of hire and maintain mandatory certification while employed.

## **TOOLS AND EQUIPMENT USED**

Phone (digital station console system), electronic signature pad, direct-connect cellular phone, police radio, personal computer with various word processing, excel software and remote call taker dispatching capabilities, external CD/DVD drives, copy machine, fax-scanner machine, digital camera and calculator, as well as multiple law-enforcement related computer programs.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, and talk or hear. The employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment ranges from low to moderate.

## **GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.