



TABLE OF CONTENTS ADMINISTRATIVE POLICIES/PROGRAMS

POLICY #	POLICY SUBJECT	EFFECTIVE DATE
1	Acceptable Use of Information Technology	September 2019
2	Alcohol, Illegal Drugs and Controlled Substances	July 2017
3	Employment Physicals	July 1997
4	Reporting and Compensation During Emergency City Closings	April 2014
5	Secondary Employment	July 1997
6	Use of City Vehicles	April 2008
7	Work Period and Overtime – City Employees (excluding sworn public safety personnel)	August 2004
8	Work Period and Overtime – Public Safety Sworn Personnel	August 2015
9	Expressions of Sympathy	February 2013
10	Standards of Conduct	August 2017
11	Grievance Procedure	January 2006
12	Social Media	September 2019
13	Media Contacts	November 2007
14	Furlough Policy	February 2009
15	Reduction in Force (RIF)/Layoff	May 1994
16	Tuition Assistance	August 2016
17	Management Rights	July 2017
18	Salary Administration	July 2017
19	Freedom of Information Act (FOIA)	September 2015
<i>EEO RELATED POLICIES:</i>		
20	Equal Employment Opportunity (EEO) Plan	June 2000
21	Americans with Disabilities Act (ADA)	July 2017
22	Employee Selection Review (ESR) Procedure	September 2015
23	Workplace Harassment	July 2017
24	Genetic Information Nondiscrimination Act (GINA)	February 2012

POLICY #	POLICY SUBJECT	EFFECTIVE DATE
<i>LEAVE RELATED POLICIES:</i>		
30	Annual Leave	May 2014
31	Death in Family	July 1997
32	Educational Leave	July 1997
33	Family and Medical Leave Act (FMLA)	July 2017
34	Holidays and Pay Eligibility	January 2016
35	Jury Duty Leave/Court Subpoena	July 1997
36	Military Leave and Re-Employment Rights	March 2010
37	Sick Leave	January 2003
38	Dress Code Policy	March 2016
39	Identification Badges	February 2002
<i>SAFETY RELATED POLICIES:</i>		
S1	Auto Safety Procedures	November 1998
S2	Evacuation and Emergency Procedures for City Buildings	July 1997
S3	Use of Electronic Handheld Communication Devices While Operating City Vehicles	September 2010
S4	Safety Shoes Program	September 2015
<i>ADMINISTRATIVE PROGRAMS:</i>		
P1	Employee Assistance Program (EAP)	October 1999
P2	Employee Incentive Program (EIP)	July 2005
P5	Service Recognition Program	September 2012
P10	Employee Recognition Programs	February 2013