



CITY OF GALENA

EMPLOYEE & VOLUNTEER HANDBOOK

UNDERSTANDING ALL EMPLOYMENT

REVISED 02/21/2022

APPROVED BY THE CITY COUNCIL

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Welcome to the City of Galena!

On behalf of your colleagues, we welcome you to the City of Galena and wish you every success here.

At the City of Galena, we believe that each employee and volunteer contribute directly to the growth and success of our city and hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and volunteers and to outline the policies, programs, and benefits available to eligible employee and volunteer. Employees and volunteers should become familiar with the contents of the employee handbook as soon as possible, for it will answer many questions about employment and volunteerism with the City of Galena.

This handbook will help you to better understand our vision for the future of our city and the challenges that are ahead.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, Welcome!

Mayor and the City Council

City of Galena, Kansas

INTRODUCTION

Facilities and Locations:

City Clerk's Office
211 W 7th St
Galena, Ks 66739
620-783-5265 ext. 1

Galena Police Department
210 Turner Drive
Galena, Ks 66739
620-783-5065

Public Works Department
1020 S Wood St
Galena, Ks 66739
620-783-1991 ext. 4

Galena Fire Department
315 W 7th St.
Galena, Ks 66739
620-783-5134

Introductory Statement

This handbook is designed to acquaint you with the City of Galena's policies and provide you with information about working conditions, employee benefits, and some of the other items affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and volunteer. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about a policy. As the City of Galena continues to grow, the need may arise and the City of Galena reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

Policies

Anywhere the term “city” is used in these policies and guidelines, such term shall refer to the City of Galena. The following policies, guidelines, and other provisions for personnel administration in the City of Galena are established.

- a) All employees are considered at will employees for the purpose of city employment. These policies and guidelines do not create contractual employment rights under any circumstances.
- b) Policies should promote and increase the efficiency and effectiveness of the city employees and volunteers in rendering services.
- c) A program of recruitment, development, and advancement should be developed to make employment and service with the city desirable as a career.
- d) A policy establishing and maintaining a uniform plan of performance evaluation and compensation based upon the relative duties, responsibilities, and qualification of each position to best assure a fair and equitable wage or salary to all employees; and
- e) A policy seeking to establish and promote high morale among city employees and volunteers by providing good working relationships, uniform personal policies, and an opportunity for advancement without regard to race, color, sex, disability, religion, age, national origin, or ancestry.

These policies and guidelines shall apply to all employees in service of the city. Elected officials and contractors are not employees of the city.

The head of any city department may formulate in writing reasonable guidelines for the conduct of the operation of his or her department, such as those relating to safety or operational procedures, which shall be available to all departmental employees. The Mayor, City Clerk, and City Attorney must be furnished a copy of all departmental procedures or policies. The mayor shall have the authority to make changes thereto consistent with any existing ordinance governing the subject matter. Such departmental guidelines shall not be less stringent than in violation of, or in conflict with any personnel policies or guidelines adopted by the Governing Body.

The policies may be amended from time to time in the same manner as they are adopted.

Employment

Employment with the City of Galena is voluntarily entered, and the employee is free to resign at any time, with or without cause. Similarly, the City of Galena may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or provincial law.

The City believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns on work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the city amply demonstrates its commitment to employees by responding effectively to employee concerns.

Ethics and Conduct

The successful business operation and reputation of the City of Galena is built upon the principals of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The city will comply with all applicable laws and regulations and expects its department heads and employees to conduct business in accordance with the letter, spirit, and intent al all-relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgement, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and if necessary, with the mayor, for advice and consultation.

Compliance with this policy of ethics and conduct is the responsibility of every city employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary actions, up to and including termination of employment.

Every employee represents the city to our citizens and the public in general. The way we do our jobs represents an image of our entire organization. Citizen's judge all of us by how they are treated with each employee contact. Therefore, one of our first priorities is to assist any citizen or potential citizen. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to the citizens.

Citizens who wish to lodge specific comments or complaints should be directed to the City Clerk for appropriate action. Our personal contact with the public, our manners on the telephone and the communications we send to our customers are a reflection not only of ourselves, but also of the professionalism of the City of Galena.

Equal Opportunity Employment

To provide equal employment and advancement opportunities to all individuals, employment decisions at the city will be based on merit, qualifications, and abilities. The city does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the City Clerk. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Job openings will be posted on the city web page and/or announced by the department head. Each job posting will include the job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

Employment Application

The city relies upon accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsifications, or material omissions in any of this information or data, may result in the exclusion of the individual from further consideration for employment or if the person has been hired, termination of employment.

All new and rehired employees work on a probation basis for the first 90 days. The probation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The city uses this period to evaluate employee capabilities, work habits, and overall performance.

Department Heads and employees are encouraged to discuss job performance and goals on an informal, day to day basis. Additional formal performance evaluations are conducted to provide both department head and employees the opportunity to discuss job task, identify and correct weaknesses, encourage, and recognize strengths and discuss positive, purposeful approaches for meeting goals.

IMMIGRATION LAW COMPLIANCE

The city is committed to employing only United States Citizens and individuals who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the city within the past 3 years.

Job Descriptions

The city makes every effort to create and maintain accurate job descriptions for all positions with the organization, it maintains job description to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance valuations, and establishing a basis for making reasonable accommodations for individuals with disabilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work that is being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned, as necessary.

Job descriptions are in the City Ordinance/Code Book. A more defined job description is in the City Clerk's Office.

Employment Categories

It is the intent of the city to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

- a) General Employees: The normal work week for general employees shall be 40 hours, consisting of (5) five (8) eight-hour days. General employees employed in departments operating on a 24-hour basis, such departments being the police department and the fire department, shall work no less than (8) eight hours a day, (5) five days a week, on a schedule to be assigned by the department head.
 - 1. Normal Work Hours: No hourly employee shall be permitted to work more than their normal workweek, except when so directed by the employee's department head or the mayor.
- b) Full-Time Employees: include the designated employees above as general employees and all Department Heads, except the Fire Chief and Municipal Court Judge.
- c) Part-Time Employees: are those who are not assigned to a temporary or probation status and who are regularly scheduled to work less than 28 hours per week.

- d) Seasonal Employees: are those employees who are not in a full-time, part-time, or temporary status, who are generally scheduled to work the summer months in positions in the parks, pool, and cemetery departments.

Employees are entitled to a rest break of (15) fifteen minutes during each (4) four hours of work. The time of rest breaks, usually mid-morning and mid-afternoon shall be determined by the employee's immediate supervisor or Department Head.

Compensation

The wage of each employee of the city, except those appointed officers whose salary is specifically set by ordinance, or agreed to by a written contract, shall at least annually, be reviewed to determine if it should be set at another pay grade.

- Pay increases shall not be routine or automatic and are subject to approval of the Governing Body.
- Annual cost of living pay increases may be given as approved by the Governing Body.
- Subject to the final approval of the Governing Body, the Mayor, after consideration of the recommendation of the Department Head, may award a pay increase to an employee based on an annual evaluation submitted by the employee's Department Head.
- Annual longevity pay may be given only at the discretion of the Governing Body.
- The Governing Body shall establish all employee positions for the city after consideration of input from the mayor. The Governing Body shall at the time a position is established, set a base salary or wage, as applicable, for that position. The Department Head shall write a job description within 30 days after the creation of each job position established by the Governing Body.
- The mayor shall have the authority to hire and terminate the employment of all city employees with the following limitations or conditions created by Kansas Statutes. The Municipal Court Judge shall have exclusive authority to hire and fire the Court Clerk. The employment of Department Heads, as defined by ordinance, is accomplished exclusively by nomination by the mayor and confirmation by the City Council, of the Department Head. Department Heads serve at the discretion of and report directly to the mayor. The employment of a Department Head may also be removed by unanimous vote of the entire city council. The following employees may be designated as Department Heads: City Clerk, Police Chief, Fire Chief, Municipal Court Judge, City Treasurer, and Superintendent of Public Works.

Other Pay

- **Pay Schedule:** The City shall pay all employees once a week on the last day of the week. Ordinarily, the day shall be Friday, unless a holiday, as defined under these personnel rules, is set on a Friday, in which case employee payment shall occur on the next earliest day during the week in which a holiday recognized by the city does not occur.
- **Pay on Termination:** An employee, who is terminated from city employment, shall receive his or her final paycheck on the first regularly scheduled payday following his or her termination. Employees discharged for cause and those who voluntarily terminate shall not be eligible to receive any accrued benefits other than unused vacation.
- **Overtime:** All overtime work must have prior authorization by the employee's Department Head. The Department Head shall maintain records of any overtime worked. Compensation for authorized overtime work shall be at the rate of one and one-half times the employee's regular rate of pay. All compensation for authorized overtime must be taken within one week period of authorization compensated time. No person employed in an administrative, executive, or professional position is defined by the Federal Fair Labor Standards Act, shall be eligible for overtime pay. These positions are defined as "FLSA EXEMPT". All FLSA NON-EXEMPT employees shall be eligible to receive overtime compensation for all hours worked more than the normal city work week, except for police officers and fire fighters. Full-time police officers shall be eligible to receive overtime compensation only for hours in a work period which exceeds (43) forty-three hours per (7) seven-day work period. Additionally, fire fighters will be eligible for overtime compensation only for work hours in a work period which exceeds (73) seventy-three hours in a (7) seven-day period.
- **Call-Out:** An employee who is "called out" is awarded (2) two hours minimum work time pay plus pay for time worked beyond two hours on the same call. This call-out policy applies to all departments. An employee is "called-out" only under the following circumstances: when the employee is called to work at a time when the employee is not otherwise scheduled to work a shift.

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and State/Provincial laws require the city to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

If corrections or modifications are made to the time record, both the employee and the Department Head must verify the accuracy of the changes by initialing the time record.

Holidays

The following days shall be paid holidays for city employees.

New Year's Day; January 1st

Martin Luther King Jr Day 3rd Monday in January

Presidents Day; 3rd Monday in February

Good Friday; Friday preceding Easter

Memorial Day; Last Monday in May

JUNETEENTH: June 19th (added on 06/16/2022)

Independence Day; July 4th

Labor Day; 1st Monday of September

Veterans Day; November 11th

Thanksgiving Day; 4th Thursday in November

Thanksgiving After; 4th Friday in November

Christmas Eve; December 24th

Christmas Day; December 25th

New Year's Eve; December 31st

From time to time and for certain special occasions, the Governing Body; by motion, may designate other days as special holidays on a one-time basis.

When New Year's Day, Independence Day, Veterans Day, or Christmas Day falls on Saturday or Sunday, the preceding Friday or Following Monday will be declared a holiday by the City Council.

Employees required to work on a city observed holiday shall be granted an alternative day off or shall be compensated at one-half times the usual hourly rate for the employee for the day. The decision to grant an alternative day off or compensation as stated above shall be determined by the Department Head.

Part-time employees are not eligible for any benefits granted to full-time employees, including, but not limited to holiday pay, personal days, vacation pay, and health insurance.

To be eligible to receive pay for a holiday, an employee must not have been absent without leave either on the workday or the workday after such holiday.

Vacation Leave

Vacation leave shall be accumulated monthly beginning with the first full calendar month worked after the employee's date of employment under conditions hereinafter stated. An employee who works fewer than (12) twelve days in any calendar month shall not accrue vacation credit for such month of service, provided that this restriction of (12) twelve days shall not apply where the employee has worked fewer than (12) twelve days due to authorized vacation leave or personal leave.

- General Employees: General employees are entitled to paid vacation leave time according to the following schedule:
(2) Two years or less of service (1) one week per year
After (2) two years of service (2) two weeks per year
After (6) six years of service (3) three weeks per year
After (12) twelve years of service (4) four weeks per year
A week is defined for vacation leave and pay purpose as being (40) forty hours.
- Other Employees: Part-Time employees, seasonal, and temporary employees shall not earn vacation leave.

No employee shall be eligible for vacation leave or vacation pay unless the employee accumulates one year of vacation leave with the city. If the employment of the employee is terminated, by the city or by the employee, prior to the employee accumulating one year of vacation leave the employee shall not be entitled to the vacation leave or vacation pay that would have otherwise been accumulated had the employee's employment not been terminated.

Scheduling vacations will be scheduled to meet the operating requirements of the City of Galena. Employees must obtain the approval of his or her Department Head within a minimum of (14) fourteen days prior to the employee's intended date of usage. If two or more employees request dates for vacation that overlap, the Department Head should grant priority to the employee with the most consecutive years of service to the present unless the Department Head finds extreme hardship would be caused by so granting the leave based upon seniority. Ignoring seniority in granting vacation leave dates should be rarely done.

City holidays, which occur during the taking of an employee's vacation shall not count as a day of vacation.

Employees may use vacation leave in units not less than (4) four hours, subject to approval of Department Head.

An employee shall be compensated for all earned but unused vacation at their final rate of pay subject to maximum hours of accumulation.

Vacation Cash Out Policy

After twelve months of service, employees are eligible to cash out accrued vacation time. Vacation Cash Out request must be made in increments of at least 10 hours.

Vacation Cash Out request forms must be submitted directly to the Payroll Manager at least 5 working days in advance of the pay cycle in which it will be received.

Requests for payout of vacation time, in any specific pay cycle; is subject to the approval of the responsible Department Head.

All vacation cash out payments will be paid out on a separate check during a regular payroll period with no garnishments being withheld.

The City of Galena believes that employees should have opportunities to enjoy time away from work to help balance their lives. The City of Galena has established this policy to ensure that eligible employees will have the ability to cash out accrued vacation time. Employees are accountable and responsible for managing their own vacation hours to allow for adequate vacation reserve.

Personal Leave

All full-time employees who are employed to work (40) forty hours or more per week shall be eligible for personal leave each year. Personal leave can be used at the discretion of the employee for whatever reason he or she chooses. Once an employee's personal or vacation leave is exhausted the employee must take time off without pay for any other leave needed for that year by the employee.

- Full-Time employees shall accumulate five and thirty-three one hundredth (5.33) hours of personal leave per month for any employment periods after January 1, 2007.
- Non-Cumulative and Non-Transferable: Personal days are not cumulative and not transferable. Failure by the employee to use his or her personal days within one year will result in the loss of those cumulative personal days. No more than 63.96 hours may be accrued.
- No cash value. Personal days are of no cash value to the employee upon resignation from or termination of the employee's employment.
- Minimum hours. Employees may use personal leave in units of not less than (4) four hours, subject to the approval of their Department Head.

Bereavement Leave

Employees who require taking time off due to the death of an immediate family member should notify their Department Head immediately.

- (3) Three days leave granted in the event of the death of the employee's father, mother, spouse, children, grandchildren, brother, sister, father-in-law, mother-in-law, or dependent of employee's household.
- Up to (3) three days leave determined by the employee's Department Head may be granted in the event of the death of the employee's grandparent, brother-in-law, sister-in-law, daughter-in-law, son-in-law, uncle, aunt, or as determined necessary by the Department Head or Mayor.
- Two (2) hour leave may be granted at the discretion of the Department Head, in the event of the death of extended family member, friend, or co-worker.
- If an employee is a member of a Color Guard Unit for military funerals, time off shall be limited to a reasonable time for the funeral service. Employees will be paid for reasonable time off to serve as pallbearers. Reasonable time is defined as time needed for travel and attendance at such funerals.

In certain circumstances, unpaid additional time off may be permitted by Department Head or Mayor.

Any additional time off for a death or funeral shall be approved by the Department Head and shall be charged to vacation leave, or an unpaid day whichever the employee chooses.

Maternity Leave

An employee who becomes pregnant may request maternity leave in the same manner as provided for personal leave, provided that the employee may elect to utilize any accrued vacation leave and personal leave, if and to the extent, such leave is available. The city shall only pay accrued personal leave and vacation leave benefits during any period of maternity leave. An employee may also take leave without pay in the same manner as any other employee on leave without pay status. Maternity leave taken with or without pay, following the end of the pregnancy shall not exceed a reasonable period. If complications related to the pregnancy exist, the employee may, with the approval of the Department Head or Mayor, remain on maternity leave until released by the employee's physician or until further review by the Department Head.

Military Leave

The City of Galena recognizes and adheres to all applicable state and federal laws regarding leaves for uniformed service to the State of Kansas as well as the United States. Any employee who needs time off for uniformed service is to immediately notify his or her department head, who shall promptly inform the mayor. The Department Head will provide a detailed explanation to the employee of his reemployment rights under K.S.A. 48-517 (governing members of the Kansas National Guard, Kansas Air National Guard, and the Kansas State Guard that are called or ordered to duty) and 38 U.S.C. 4301 et seq. the Uniformed Service Employment and Reemployment Rights Act (USERRA) covering persons performing duty, voluntarily or involuntarily in the U.S. Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, and Public Health Service commissioned corps.

Civil Leave

- Civil Leave with Pay. An employee shall be given necessary time off with pay:
 1. When performing jury duty
 2. When appearing in court as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the city.
 3. When performing emergency civilian duty in connection with national defense.
 4. For the purpose of voting when the polls are not open at least (2) two hours before or after the employee's scheduled hours of work.
- Civil leave without Pay. If an employee is involved in a personal lawsuit either as a plaintiff or defendant in an action not related to his or her duties with the city the employee may take leave without pay to appear for court proceedings or when the employee is attending a discovery matter, such as dispositions, while under subpoena unless he or she elects to utilize any accumulated vacation leave or remaining personal leave.

Other Leave

- Meetings, Seminars. Any employee may be granted leave with pay to attend meetings, seminars, and conferences related to the employee's work for the city when such attendance is authorized by the Department Head. City vehicles are not to leave Cherokee County without prior approval of the Department Head. Only two exceptions to the limitations that traveling be within Cherokee County are when an emergency vehicle is called out to an emergency on the vehicle used to travel to and from Joplin, Mo.

- Leave of absence. An employee, upon written request, and with the recommendation of his or her department head, may be granted a leave of absence without pay for a period of up to (6) six months, subject to the approval of the mayor. The leave of absence may subsequently be shortened by the mayor in the even the mayor determines it to be necessary.

All leave must be authorized, in writing by the employee's Department Head prior to leave being taken. A copy of each leave record including records of personal leave take, signed by the employee and Department Head, shall be maintained in the employee's personnel file.

An employee, while on paid personal days, vacation leave, or other leave with pay, shall continue to earn credit for personal days and vacation leave, but no leave credit shall be earned by the employee while on leave without pay.

If an employee is granted injury leave by his Department Head, the employee shall not receive pay from the city for the period of such leave. During such injury leave the employee shall be entitled to receive only the payments allowed by the workers compensation provider.

All injuries occurring on the job shall be reported as soon as possible to the employee's immediate supervisor. No matter how minor an on-the-job injury might appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the city nor the Insurance provider will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off duty recreational, social, or athletic activity sponsored by the City.

WORKERS COMPENSATION AND UNEMPLOYMENT INSURANCE

The City provides the Worker's Compensation and unemployment insurance programs required by law at no cost to employees. The worker's compensation program covers any injury on the job as specified under state law, subject to applicable legal requirements. Worker's compensation insurance provides benefits after a short waiting period.

Employees who sustain work-related injuries should inform the proper Department Head, City Clerk, Mayor and/or City Council of any injury sustained on the job immediately. No matter how minor the injury appears to be. ***A mandatory drug and alcohol test will be performed immediately following any injury or accident.***

Neither the City nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City.

The City is required by law to contribute a percentage of your annual income (set by Federal and State authorities) for unemployment insurance. This is not a deduction from your paycheck. If qualifying

circumstances occur making an employee eligible for unemployment benefits, the benefits are paid weekly in accordance with provisions of the law.

The City of Galena reserves the right to determine whether there is adequate work that can be performed under any restrictions and or limitations classified by a physician as “light duty” on any worker’s compensation claim.

Health Insurance

The City health insurance plan provides employees and their dependents access to medical insurance benefits. Employees in the following employment classification are eligible to participate in the health insurance plan:

- General Employees/Regular Full-Time Employees
- Mayor, Judge, and Council Members

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the city and the insurance provider. Information on cost of coverage will be provided in advance to eligible employees.

City employees may voluntarily elect to participate in the health and dental plan. The waiting period is as per the State plan. The city will pay 100% for the SINGLE rate of full-time employees. If an employee elects to have the Family Plan, the employee will be responsible for 100% of the family plan minus employee rate. Only Full-Time employees, mayor, judge, and Council Members will be able to receive coverage through the city. Employees working less than (40) forty hours per week are not eligible for insurance; except the municipal court judge. Seasonal employees are not eligible for insurance. Mayor and/or Council Members will be responsible for 100% of their coverage. The city will not be responsible for any portion of the mayor or Council Members insurance coverage. **This policy may be amended from time to time in the same manner as it was adopted.**

Telecommunications

The city’s telephone, email, computer, internet, and voice mail systems are city property. These systems are in place to facilitate the employee’s ability to do their jobs efficiently and productively. To that end, these systems are solely for city purposes, and abuse of these systems for personal use is prohibited. The city may intercept, monitor, copy, review, and download any communications or files employees create or maintain on their systems. When using, exercise discretion. Sending materials of a sensitive nature or materials that constitute “confidential information” is prohibited unless the information is properly encrypted to prevent interception by third parties.

Employee communications and use of city telephone, email, computer, internet, and voice mail systems will be held to the same standards as all other business communications, including compliance with anti-discrimination and anti-harassment policies. It is expected that employees

will use good judgement in the use of the city's system. Management should be notified of unsolicited, offensive materials received by any employee on any of these systems.

Employee consent and compliance with telephone, email, computer, internet, and voice mail policies is a term and condition of employment. Failure to abide by these rules or to consent to any interception, monitoring, copy, reviewing, and downloading of any communications or files is grounds for discipline, up to and including termination.

Cell Phone

While at work employees must exercise the same discretion in using personal cell phones as for the use of company phones. Personal calls during work hours, regardless of the phone used, can interfere with employee productivity and be distracting to others. All employees are asked to make personal calls during breaks and meal periods and to ensure that friends and family members are aware of this policy. The city will not be liable for the loss of personal cell phones brought into the workplace. Employees whose job responsibilities include driving and who must use a cell phone for business use, are expected to refrain from using their phone while driving. Allow voice mail or your passenger to handle calls when possible. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. In situations where employees drive and accept phone calls, state law, as well as this policy, require the use of "hands free" equipment. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline, including termination.

The City pays a taxable cell phone allowance to eligible employees who use their personal cell phones for qualifying business purposes. This allows the city to comply with IRS regulations, while also compensating eligible employees who have a qualifying business need for a cell phone. The city may choose to provide an on-call shared department phone for multiple individuals.

Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any question about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Personal use of City Equipment will be at the Department Heads discretion. A Hold Harmless Agreement must be obtained before any approvals.

Workplace Safety

General Safety: All employees are required to wear appropriate safety equipment and always follow appropriate safety precautions according to the city or departmental policy. Failure to comply with safety policies may result in disciplinary actions up to and including termination of employment.

Workplace Violence: The City of Galena has a zero-tolerance policy for violence. If an employee engages in any violence in the workplace, or threatens violence in the workplace, the employee shall be terminated immediately for cause. No talk of violence or joking about violence will be tolerated.

"Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with the City, including employees and citizens, never feel threatened by an employee's action or conduct.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, provincial, or local law.

Substance abuse: The City of Galena has a responsibility to its employees and citizens to take responsible steps to assure safety in the workplace and in the service, it provides. To this end the city affirms its policy. "Complete Drug Policy is attached, and a copy is located in the City Clerk's Office."

- Reporting for work under the influence of intoxicants, including alcohol, illegal drugs, or controlled substances; and
- The use, possession, sale, or distribution of such toxicants, illegal drugs, controlled substances, or related paraphernalia, in any manner during work hours or while engaged in city's business, on city property, or in city vehicles. Employees are further

prohibited from using such drugs or alcohol on their personal time to the extent that such use negatively impacts work performance.

All suspicious individuals or activities should also be reported as soon as possible to a Department Head.

Sexual Harassment

It is the Policy of the City of Galena to maintain a work environment free of intimidation, insult, and harassment based upon race, religion, sex, age, national origin, ancestry, disability, or genetic information. To ensure that this policy is strictly adhered to, the City will not tolerate sexual harassment (or other types of harassment) of any of its employees or job applicants and will take immediate disciplinary action if such behavior should occur. The city will not condone sexual harassment by any employee or non-employee. Non-employee includes but are not limited to: governing body members, vendors, volunteers, and members of the public.

“Complete Sexual Harassment Policy is attached, and a copy is located in the City Clerk’s office.”

Residency

It is the policy of the City to employ its residents whenever possible. However, the city recognizes that employment of persons outside its geographic boundaries is sometimes necessary and desirable. Except where residency within the city is required by state law, employees may reside outside the city limits with no mileage limitations.

Disciplinary Actions

The following types of disciplinary actions are officially recognized by the city.

- Verbal Warning. A verbal warning is an oral reprimand given to an employee by his or her Department Head. A record of the warning shall be kept in the employee’s personnel file.
- Written Warning. A written warning is a reprimand on paper to an employee by his or her Department Head, a copy which shall be recorded in the employee’s personnel file.
- Termination. Termination is the removal of an employee from city employment.

Notice to employees on discipline and termination: **All employees are considered at will employees.**

Grievances and Hearings

General Policy. Any employee who has been disciplined in any manner excluding termination, has the right to present a complaint or grievance concerning his or her job, working conditions, salary, relationship between employees and co-workers, supervisors, or Department Head, the application of equal employment opportunities policies, or an appeal of disciplinary action taken pursuant to these policies. Each employee and supervisor should make a sincere attempt to resolve any grievance before it becomes necessary to resort to the grievance procedure.

Employees that have been terminated have no right to the grievance proceedings.

Grievance Procedure. The following grievance procedure is established. "This procedure shall not apply to claims constituting sexual harassment under the city's policy."

- The employee shall initially file any complaint or grievance with his or her Department Head who shall provide an answer to the grievance to the employee in writing within (7) seven calendar days. If the employee disagrees with the decision of the Department Head; the employee may forward the complaint or grievance in writing to the mayor, who shall provide an answer to the employee within (7) seven calendar days.

Hearing Procedures: The mayor shall conduct hearings in accordance with the following procedures:

- The hearing shall be held within (30) thirty calendar days from receipt of the employees request for such a hearing.
- At the hearing, all concerned parties shall be given an opportunity to present their respective side of grievance with any evidence or witnesses as deemed relevant by the mayor. All parties shall have the right to cross examine adverse witnesses and evidence.
- All parties shall have the right to have legal counsel present.
- The mayor may call for additional evidence, as deemed proper.
- The mayor shall not be bound by any legal rules of evidence or procedure.
- No city employee, serving as a witness, shall be subject to restraint.
- The mayor shall render a decision in writing within (5) five business days of the hearings conclusion and the evidence shall support such decision. A copy of the findings shall be provided to the employee and the Department Head and filed in the employee's personnel file.
- The hearing shall not be open to the public.
- The mayor's decision shall be binding and final and subject to no further appeal.

PERSONNEL FILES

The city maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, and all records of training, documentation of performance, appraisals, salary increases and other employment records. It does not include medical information on the employee.

Upon written request an employee may inspect and receive copies of his or her personnel records, but not remove documents from the file. Such an inspection will be scheduled at a mutually convenient time. All inspections will be conducted in the presence of the mayor or in the absence of the Mayor, the President of the Council. Except as otherwise required by law, no information may be given out without the written permission of the employee other than affirmation of current employment and pay range. Exceptions may be made to cooperate with legal, safety and medical officials who have a need-to-know specific employee information.

PERSONNEL DATA

The employee is responsible to notify the City of any life event that would change the employee's insurance plan and/or status. These events include but are not limited to the death of a person covered under the employee's plan; termination or reduction in hours of a covered employee's employment, a covered employee's becoming entitled to Medicare; divorce or legal separation of a covered employee and spouse; and/or child's loss of dependent status (and therefore coverage) under the plan. Failure to notify the City of such event may cause the Employee to be responsible for insurance premiums paid out from the City after the occurrence of said event.

TRAINING AND EDUCATION

It is the policy of the City to train all employees in the fundamentals of their job and to make available educational programs to further an employee's knowledge. On occasion when an employee is asked to attend or desires to attend a meeting or seminar, he or she **MUST** obtain Department Head approval before attendance. It is preferred that a city vehicle be used to attend the seminars over using a personal vehicle. Lodging, meals, registration fees, and mileage reimbursement (if personal vehicle is used) will be paid by the city. It is advised that the individual attending should use discretion on spending. If permission is not obtained prior to attendance the employee will not be reimbursed for the expenses. Employees attending schooling or training for the City of Galena will be paid at their regular rate of pay.

Miscellaneous

Mayor's Authority to act for Department Head.

- Whenever, throughout these personnel policies and guidelines of the City of Galena, Kansas, reference is made to an action that may be performed by or information requests that should be provided to the Department Head or Mayor, it is intended that the Department Head is intended, unless the Mayor specifically directs the Department Head that the Mayor has elected to perform such action or to receive such information or request wherein the Department Head shall immediately inform the Mayor.
- Department Heads should keep the mayor promptly informed of any significant events of which the Department Head shall become aware. Significant events as just referenced include, but not limited to, whenever the Department Head shall hire, suspend, or fire an employee, change departmental rule, becomes aware of potential liability or damage claim that may be asserted by or against the city, becomes aware of any workplace injuries incurred by an employee of the department supervised by the Department Head.

CITY OF GALENA



SEXUAL HARASSMENT POLICY

SEXUAL HARASSMENT POLICY

Definitions. Sexual harassment is defined as the threat of insinuation by one employee or group of employees, either explicitly or implicitly that his or her refusal to submit to sexual advances will adversely affect his or her employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development (quid pro qui) or the subjecting of an employee by another employee to unsolicited and unwelcomed sexual overtures or conduct whether verbal or physical, so as to create an intimidating, hostile, or offensive workplace environment.

General Policy. It is the policy of the city to maintain a work environment free of intimidation, insult, and sexual behavior.

No employee, whether supervisory or non-supervisory, may engage in the sexual harassment of another employee. Sexual harassment as defined includes but not limited to:

- a) Unwelcome touching, propositions, or advances
- b) Abusive or vulgar language of sexual nature
- c) Suggestive jokes or comments about an employee's body or clothing and,
- d) Displaying of sexually graphic or suggestive pictures, photographs, cartoons, or other matters of similar content.

Any employee who believes that they are the victim of unwelcome behavior that would constitute sexual harassment shall immediately report the incident to the Department Head.

All complaints involving claims of sexual harassment shall be promptly, thoroughly, and confidentially investigated. The employee filing the complaint shall be advised of the results of the investigation.

Any employee, supervisory, or non-supervisory, found to have engaged in sexual harassment as stated above of another employee, will be disciplined. Such discipline may include termination of the employment of the employee undertaking the harassment.

Complaint procedure. Any employee who feels he or she is being subject to sexual harassment should immediately contact one of the persons listed below with whom the employee feels the most comfortable. Complaints may be made orally or in writing to:

- a) The employee's Department Head;
- b) The City Clerk; or
- c) The mayor.

The employee should be prepared to provide the following information:

- a) Employee's name, department, and position or title;
- b) The name of the person or persons committing the sexual harassment;
- c) The date(s) and approximate time(s) of sexual harassment;

- d) The specific nature of the sexual harassment, how long it has gone on, and any employment action, including but not limited to demotion, failure to promote, dismissal, refusal to hire, or to transfer, taken against him or her as a result of the harassment;
- e) Witnesses to the sexual harassment if any; and
- f) Whether he or she has previously reported such sexual harassment and if so when and to whom.

After receiving a sexual harassment complaint, the appropriate recipient of the complaint, as designated above shall assist the employee filing the complaint by documenting the incident in writing and upon such writing the employee shall affix his or her signature attesting to the accuracy and the truthfulness of the complaint. All information disclosed in the complaint procedure will be held in strictest confidence and will only be disclosed on a need-to-know basis to investigate and resolve the matter.

Review of a Sexual Harassment Complaint. It shall be the responsibility of the Department Head to coordinate the investigation and review of sexual harassment complaint. If the Department Head is the subject of the complaint an independent individual chosen by the mayor shall coordinate the investigation of the complaint. If the mayor is the subject of the complaint an independent individual chosen by the President of Council shall coordinate the investigation of the complaint. The following procedures shall apply to the receipt review and handling of such complaints.

- a) The Department Head to whom the complaint is made shall immediately present it to the mayor, if the mayor is the subject of the complaint, the Department Head to whom the complaint is made shall immediately present it to the President of the Council.
- b) An investigation into the alleged incident shall be promptly started.
- c) The investigator shall make and keep a written record of the investigation including notes of verbal responses made to the investigator by the person complaining of sexual harassment, witnesses interviewed during the investigation, the person against whom the complaint of sexual harassment was made, and any other person contacted by the investigator in connection with the investigation.
- d) The investigator shall notify the employee accused of the sexual harassment as promptly as possible of the complaint and the severity of the allegations immediate notification is not necessary if such notification would jeopardize the investigation.
- e) The employee accused of sexual harassment shall be given appropriate opportunity to refute the allegation and present information or witnesses on his or her behalf.

Based upon the investigation report, the Department Head shall determine whether the conduct of the person against whom a complaint of sexual harassment has been made constitutes sexual harassment. In the making of that determination, the Department Head shall look at the record as a whole and at the totality of circumstances, including the nature of the

conduct in question, the context in which the conduct, if any occurred. The determination of whether sexual harassment occurred will be made on a case-by-case basis.

If the Department Head determines that the complaint of sexual harassment is founded, he or she shall take immediate and appropriate disciplinary action against the employee found to have committed sexual harassment.

The disciplinary action shall be consistent with the nature of the severity of the offense, whether a supervisory relationship exist, and any other factors the Department Head believes relate to fair and effective administration of the city including the effect of the offense on employee morale, public perception of the offense, and the light in which it cast on the city. The disciplinary action may include demotion, suspension, dismissal, warning, or reprimand. A determination of the level of disciplinary action shall be made on a case-by-case basis.

If the Department Head determines the complain of sexual harassment is unfounded, he or she shall notify the employee accused of sexual harassment of the determination. Action shall also be made on a case-by-case basis.

The employee making the complaint shall be notified of the results of the investigation and the discipline, if any to be administered.

If the Department Head determines after reviewing the investigation report that the complaint was intentionally falsified by the employee filing the complaint, the Department Head shall take immediate and appropriate disciplinary action against said employee.

In the investigation process described herein if the Department Head is the subject of the complaint, the role performed by the Department Head shall be performed by the mayor. In the investigation process described herein if the mayor is the subject of the complaint, the role performed by the Department Head and mayor shall be performed by the President of Council.

D-5 Appeal of Decision. Within (10) ten working days of the postmark of the written notification to the employee of the decision of the Department Head, Mayor, or President of Council, as is applicable, the complaint or respondent may take a written request for final review of the record by the City Council.

The City Council, in response to a timely appeal, will either

- a) Review the record and provide a final decision within (20) twenty working days of the receipt of the appeal: or
- b) Schedule an executive session with the appealing party to hear his or her appeal, within (10) ten days following the receipt of the appeal.

The meeting date may be scheduled on a date designated by the City Council.

A final decision will be made by the City Council.

A copy of the decision of the Department Head, Mayor, President of Council, or City Council, as is applicable shall be served upon the complainant and respondent either by certified mail, return receipt, requested, or personally served at the discretion of the city. A copy shall be provided to the mayor.

CITY OF GALENA



SAFETY POLICY

MANAGEMENT COMMITMENT AND FOREWARD

The City of Galena's commitment is to lead by action, not just words alone. It is the commitment of the city to provide a safe and healthy workplace for our employees.

SAFETY POLICY STATEMENT

The purpose of the safety policy/program is to promote the safety and health of every employee. The goal is to provide the safest possible working conditions for employees and to provide a safe environment for the public. The city fully supports all efforts that will provide safe working conditions for employee and/or safe living conditions for citizens.

Purpose

The purpose of this program is to inform all personnel of the city of their responsibilities concerning the Safety Manual, Procedures, Policy, Programs, and Rules. As stated in our safety policy, it is our desire to provide a safe and healthy workplace. In order to accomplish this desire, the cooperation and assistance of all personnel (including guest, visitors, contractors, and all others on premises) are needed.

Scope

This program applies to all personnel, management, supervisory, and employees of the city who are ultimately responsible for its performance.

Employee Responsibilities

Each employee is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing their daily tasks. All employees are required, as a condition of their employment, to adhere to all safety rules and regulations that have been established for the protection of themselves, their fellow employees, and the public.

Employees have the following rights under this policy:

1. To be advised of occupational safety and health hazards, and to receive training about safe work conditions, practices, and personal protective equipment.
2. To provide information to the company about safety hazards or concerns, and to request information or make safety suggestions without fear of reprisal.

SAFETY TRAINING

Department Heads are responsible for all safety training for the employees in their department.

Training is crucial for the overall safety of our employees and the general population at large. For the Safety Policy to be successful ongoing training will be provided at the Department Heads discretion.

Safety trainings that may be covered but not limited to are:

New Employee Orientation

Accident reporting/investigation

Basic First Aid

Blood Borne Pathogens

Cold Weather Safety

Chain Saw Safety

Confined Space Safety

Heat Stress/Sun Safety

Lifting Safety

MSDS

Personal Protective Equipment

Severe Weather Safety

Slips, Trips, & Falls

Lock Out/Tag Out

CITY OF GALENA



DRUG AND ALCOHOL POLICY

1. Statement:
 - a) In order to promote a safe and healthy work environment, the city strives to maintain a drug-free workplace. The city adopted the following policy to ensure the highest level of public and employee safety and health.
2. Activities Involving Illegal Substances:
 - a. The use, possession, sale, or distribution of illegal drugs or drug paraphernalia, or the improper or abusive use of illegal drugs or alcohol or other intoxicating substances, while on city property or during working hours is strictly prohibited.
 - b. All employees will abide by the terms of the above statement.
 - c. All employees will notify the city of any criminal drug conviction for a violation occurring at the workplace no later than (5) five days after such conviction.
 - d. Cooperation and compliance with this Drug and Alcohol Policy is a condition of continued employment for all employees.
 - e. Violation of this policy will result in disciplinary action up to and including dismissal.
3. Drug and Alcohol Testing Policy:
 - a. It is the intent of the city to administer drug testing as a pre-condition of employment; whenever there is reasonable cause to suspect drug or alcohol use by an employee during working hours; after certain on-the-job accidents; and at random times for employees in designated safety sensitive positions.
 - b. This and other policies pertaining to drug use that may affect job performance will include the use of the following drug categories:
 - i. Marijuana Metabolite
 - ii. Cocaine Metabolite
 - iii. Opioids
 - iv. Phencyclidine (PCP)
 - v. Amphetamine/Methamphetamine
 - c. Even though it is not an illegal substance, it is not in the public's best interest if an employee possesses alcohol or has a significant amount of alcohol in his/her system during the hours of employment. Consequently, alcohol is included in the drug testing program.
 - d. Each employee shall read and understand the entire Drug and Alcohol Policy of the City of Galena.
 - e. This Drug and Alcohol Testing Policy is in compliance with:
 - i. The Federal Drug Free Workplace Act of 1988,
 - ii. The Federal Motor Carrier Safety Regulations (49 CFR Part 391),
 - iii. The Federal Highway Administration Part 382,
 - iv. The Motor Carrier Regulations of the Transportation Division of the Kansas State Corporation Commission (82-4-3),
 - v. All collection and testing procedures will specifically follow the regulations set forth in 49CFR Part 40 for drugs and alcohol, as amended from time to time.
4. Safety Sensitive Positions:
 - a. All employees in a safety sensitive position with the city will be subject to random drug and alcohol screenings.
5. Employer Responsibilities:
 - a. The city will ensure that this drug testing policy is in compliance with Federal Regulations (49 CFR Parts 40, 382, 391).

- b. The city is responsible for:
 - i. Implementation of the drug and alcohol policy;
 - ii. Observance of employee behavior and performance in relation to reasonable cause drug and alcohol testing; and
 - iii. Record keeping and confidentiality of the drug testing process.
- 6. Drug Screening
 - a. Drug screenings will be conducted by collecting urine specimens, and specimens collected will be split samples.
 - b. Drug immunoassay screenings will have the following thresholds for positive verification:
 - i. Marijuana Metabolite 50 NG/ML
 - ii. Cocaine Metabolite 150 NG/ML
 - iii. Opioids 300 NG/ML
 - iv. Phencyclidine (PCP) 25 NG/ML
 - v. Amphetamine/Methamphetamine 500 NG/ML
 - c. The initial screening is positive (has exceeded the established screening threshold), a second confirmation test (gas chromatography/mass spectrometry) will be done with thresholds for positive confirmation as follows:
 - i. Marijuana Metabolite 15 NG/ML
 - ii. Cocaine Metabolite 100 NG/ML
 - iii. Opioids 150 NG/ML
 - iv. Phencyclidine (PCP) 25 NG/ML
 - v. Amphetamine/Methamphetamine 250 NG/ML
- 7. Alcohol Testing
 - a. Alcohol testing will be conducted by utilization of an evidential breath-testing device (EBT) which meets the requirements established in the "Conforming Products List" published in the Federal Register.
 - b. If the EBT reading is 0.02 or greater, the subject shall be administered a second test within (20) twenty minutes of the first test.
 - c. If the second EBT reading is 0.02 or greater, the subject shall be immediately suspended for (7) seven calendar days without pay or may be terminated.
 - d. Refusal to be tested will be deemed a failure of the test and may constitute grounds for dismissal.
- 8. Specimen Collection Sites:
 - a. The city determines collection sites for urine specimens, and employees or applicants to be tested will appear at the scheduled time and place with photo identification. Failure to appear will be deemed a refusal.
- 9. Laboratory Selection:
 - a. Drug testing of the specimens will be provided through an accredited laboratory certified to conduct drug testing by the U.S. Department of Health and Human Services and the National Institute of Drug Abuse.
 - b. The laboratory will supply the city with a manual covering all aspects of the testing process, and the manual will be available to all employees and applicants.
- 10. Personnel Responsibility for Collection/Testing:
 - a. Drug screening specimens will be collected by laboratory designated personnel trained in specimen collection procedures.
 - b. A certified Breath Alcohol Technician will conduct alcohol testing.

- c. A medical review officer who is licensed physician will review laboratory results.
- 11. Chain of Custody:
 - a. Strict chain of custody of the specimens will be adhered to in all aspects of the testing procedure.
- 12. Test Results:
 - a. Negative drug screening results will be reported to the specimen donor and the mayor by the medical review officer within (24) twenty-four hours of receiving the results. Negative drug screening results with a dilute result will result in a second drug screen within (24) twenty-four hours of said test result.
 - b. Positive drug testing results will be reported to the specimen donor and the mayor by the medical review officer within (48) forty-eight hours of receiving the results.
 - c. All confirmed positive test results will be reported by the mayor to the employee's immediate supervisor.
 - d. Reports of breath alcohol tests will be reported immediately to the employee, his immediate supervisor, and the mayor.
- 13. Confidentiality:
 - a. Confidentiality will be applied to every aspect of the Drug and Alcohol testing program. Information will be supplied to officials, officers, and employees of the city strictly on a need-to-know basis.
 - b. After the appropriate departmental supervisor contacts the employee to discuss a positive test result, the supervisor shall serve as the sole point of contact between the employee and the city.
 - c. The city only upon the written consent of the individual may release information regarding an individual testing results or rehabilitation, unless otherwise required by law.
 - d. Statistical data related to testing and rehabilitation that is not name specific may be made available to inquiring parties.
 - e. All records relating to drug and alcohol testing will be kept in a locked file maintained by mayor and is separate from other employee records.
- 14. Announcement of Testing Requirements:
 - a. Notification of the city's drug and alcohol testing requirement will be included in announcements or advertisements when seeking applicants for employment.
 - b. All city employees will receive a copy of the city's drug and alcohol policy and at least (1) one hour of instruction covering the mandated requirements, the process of testing and the ramifications of a positive test.
- 15. Training:
 - a. All persons who supervise employees will receive an additional one-hour of training by a qualified Substance Abuse Professional, emphasizing behavioral, physical, and performance indicators of probable drug and alcohol abuse.
- 16. Conditions Requiring Screenings:
 - a. An individual offered any employment with the city, whether it be full-time or part-time, or an individual reassigned within the city to a safety sensitive position, will be required to pass a drug screening test as a condition of employment or continued employment.
 - b. An employee in any position with the city, whether it be full-time or part-time, may be required by his supervisor to submit to a drug and/or alcohol screening upon reasonable cause to suspect drug and/or alcohol use by the employee in violation of the city's drug and alcohol policy, and the supervisor shall immediately inform the mayor.

- c. Reasonable cause involves a judgement regarding the employee's behavior, appearance, speech, body odor, or other evidence found by or reported to the supervisor, and reasonable cause may be based on the following:
 - i. Direct observation of specific behavior by the employee showing impairment in the employee's ability to perform his job in a safe manner.
 - ii. Observation of employee drug and/or alcohol use by the employee's supervisor or co-workers.
 - iii. Documented deterioration in the employee's job performance likely to be attributed to drug or alcohol use by the employee.
 - iv. An on-the-job incident where there is evidence to indicate was in whole or in part of the result of the employee's action or inaction and/or the employee exhibited behavior indicating possible drug or alcohol use.
 - d. Refusal to submit to drug and/or alcohol screening will be grounds for immediate termination.
 - e. An employee who refuses or fails a drug test may not return to duty until the employee passes a drug test.
 - f. Any time missed by the employee shall be compressed by the use of accumulated vacation and sick leave time, but in the event the employee has exhausted his vacation and sick leave time, the employee shall not be compensated for time lost by reason of his refusal or failure of a drug and/or alcohol test.
 - g. An employee who returns to duty after failing a drug and/or alcohol test will be subjected to a reasonable of follow-up, including up to (6) six unannounced drug and/or alcohol tests per (12) twelve months for up to (24) twenty-four months after return to duty. The city will determine the schedule of unannounced testing.
17. Testing After On-The-Job Accidents:
- a. The following conditions require drug and/or alcohol testing for any employee when the employee's level of sobriety either contributes to an accident or cannot be completely discounted as a contributing factor to the accident. Testing should occur as soon as possible but not later than (32) thirty-two hours after the accident.
 - i. Any accidents involving personal injury or the loss of human life.
 - ii. After citation of the employee driver under state and local laws for a moving violation arising from the accident.
 - iii. Any accident resulting in damage to public or private property.
 - b. Evidential Breath Tests (EBT's) can occur up to (2) two hours after the accident but should be obtained as early as possible.
 - c. Failure to obtain a breath alcohol test within (2) two hours and a drug test within (32) thirty-two hours requires that the city prepare and maintain on file a record stating the reasons for not promptly administering a test.
 - d. Records will be submitted upon request to the Department of Transportation.
 - e. If the employee in question is injured in the accident, all reasonable steps to obtain a drug and alcohol test will be implemented after treatment for the injury, including but not limited to:
 - i. In the case of a conscious but hospitalized employee, the city will notify the hospital or medical facility of the need for a sample.

- ii. If an employee is injured or unconscious and is unable to consent to the drug or alcohol test, the city will ask the medical facility to collect the sample and retain it until the employee is able to consent.

18. Responsibilities of the Medical Review Officer:

- a. The Medical Review Officer, whether positive or negative, will review all drug test results.
- b. In the event of a presumptive positive, the Medical Review Officer will contact the specimen donor to determine what medications, if any, taken by the donor may have produced a false positive test result.
- c. The Medical Review Officer will also gather other patient information that aid in determining the reason that the test was a returned positive.
 - i. The Medical Review Officer, based on his or her review of the information and technical assistance from the laboratory used, will make the final determination of confirmed positive or negative test results and will notify the city.

19. Rights and Responsibilities:

- a. When there is a reasonable cause to suspect drug and/or alcohol use, the supervisor may remove the employee from the work site to avoid posing a threat to public health and safety. Reasonable cause shall be determined in the sound discretion of the departmental head and is subject to review by the mayor prior to any disciplinary action by said department head.
- b. The employee will be leave with pay pending the result of a drug and/or alcohol test.
- c. In the event the test proves negative, the leave with pay will not be charged against the employee's sick leave and vacation pay. In the event the test proves positive, the leave with pay will be charged against the employee's sick leave and vacation pay.
- d. Employees receiving their first confirmed positive drug and/or alcohol test result or the equivalent will be directed to obtain a drug and alcohol assessment and to be referred to an appropriate education or treatment program.
- e. The city reserves the right to terminate an employee receiving a first time confirmed positive drug screen result if, in addition:
 - i. The employee was involved in an accident caused in part or in total by his or her use of drugs and/or alcohol.
 - ii. Injury to person or property was involved; or
 - iii. The employee's personnel file reflects previous disciplinary material in with city's judgement, and when combined with positive drug and/or alcohol test results, justifies termination.
- f. A second positive test, whether drug or alcohol related will result in immediate termination of employment.
- g. Employees refusing to fully comply with the referral for drug and/or alcohol assessment and treatment will be subject to termination.
- h. After completion of the recommended education or treatment program, the employee must provide verification to the mayor of successful completion.
- i. After completion of the recommended education or treatment program, the employee must submit to unannounced drug and/or alcohol screenings, up to (6) six per year over the next (2) two years, with all expenses for testing being charged against the employee.
- j. If an employee or applicant challenges the validity of accuracy of a confirmed positive test result, they must do so by appealing in writing to the Medical Review Officer within (72) seventy-two hours after notification of the test result.

- k. The Medical Review Officer will arrange for a second analysis to be done on the split sample.
 - l. Costs of the second analysis will be charged to the applicant or employee if the test is positive.
20. Record Keeping:
- a. Records relating to drug and/or alcohol testing will be maintained as confidential and will be made available only on a strict need-to-know basis.
 - b. Information regarding an individual's drug and/or alcohol test results or rehabilitation may be released by the city only upon written consent of the individual except:
 - i. When such information must be released regardless of consent to a government agency as part of an accident investigation; or
 - ii. When such information must be disclosed regardless of consent in a lawsuit; grievance; or other proceeding arising from a verified positive drug and/or alcohol test.
 - c. Forms signed by applicants and employees and others will be obtained and stored which authorize and/or acknowledge the following:
 - i. Release of information.
 - ii. Employee affirmation of City Drug and Alcohol Policy
 - d. Records will be maintained regarding all collection and testing in accordance with the Federal Regulations (49CFR Part 382, subpart D).
 - e. Records to be kept for a minimum of (5) five years include:
 - i. All employee or applicant test results indicating an alcohol concentration of 0.02 or greater.
 - ii. All employee or applicant verified positive controlled substance test result.
 - iii. Documentation of refusals to submit to testing.
 - f. Records to be kept for a minimum of (2) two years include:
 - i. Those documenting collection processes.
 - ii. Training records.
 - g. Records to be kept for a minimum of (1) one year include:
 - i. Negative result for controlled substance records.
 - ii. Documentation of alcohol test results with concentrations of less than 0.02.
21. Policy Changes:
- a. Any changes made by the City of Galena to this policy will be in conformance with stated regulations.

CITY OF GALENA

AFFIRMATION OF DRUG AND ALCOHOL TESTING POLICY

STATEMENT OF POLICY

The City of Galena is committed to ensure a safe, drug and alcohol-free workplace for all city employees and the general public. As a public employee, the city has a compelling interest in establishing reasonable conditions of employment. Prohibiting drug and alcohol use is one such condition.

The City of Galena is concerned with the wellbeing of its employees and the need to maintain employee productivity, intent of the City of Galena's Drug and Alcohol Testing Program is to offer a helping hand to those who need it, while sending a clear message that any illegal drug or alcohol use is contradictory with public services and **WILL NOT BE TOLERATED!**

It is the policy of the City of Galena that all applicants, for safety sensitive positions, who receive a conditional offer of employment, submit to a drug test to document that they are drug free. Refusal to comply with this requirement will be considered the equivalent of receiving a confirmed drug screen result. Any applicant receiving a confirmed "positive" drug screen result will have the offer of employment withdrawn and will be subject to disqualification from other application for city employment for a period of (2) two years from the effective date of the disqualification action.

AFFIRMATION OF POLICY

As an applicant for a position, I affirm that I have read and understand the City of Galena's Drug and Alcohol Testing Policy Statement of Policy noted above, and I am aware that any offer of employment is conditional upon my taking a drug test and the results thereof. If hired into a position for the City of Galena, I agree to abide by all provisions of the anti-drug policy as a condition of my continued employment with the city.

Applicant Name (Please Print)

Applicant Signature

Date

City of Galena Representative

Date

RELEASE OF INFORMATION

I, _____ hereby authorize to release information related to my participation in the alcohol (___) and/or drug (___) testing program of the City of Galena to

_____.

Signature of Applicant

It has been brought to our attention _____ has participated in the alcohol (___) and/or drug (___) testing program. Under the auspices of 49CFR 382, et. al., Subparts C 382,301 (b) and (c) we are requesting the following information in order to establish our need to require this applicant to take an alcohol and/or drug test prior to employment. Name and address(es) of the program(s)

DRUG TESTING PROGRAM

ALCOHOL TESTING PROGRAM

The applicant did (___) did not (___) participate in the drug-testing program.

The alcohol testing conforms to the testing requirements of 49CFR Part 40, (___) Yes (___) No

The drug testing conforms to the testing requirements of 49CFR Part 40, (___) Yes (___) No

The applicant is qualified under these rules and has not refused to be tested for alcohol or controlled substances. (___) Yes (___) No

Date the applicant was last tested for controlled substances: _____

Date the applicant was last test for alcohol: _____

Please attach a copy of the results of any test taken within the previous six months and any violations related to alcohol and controlled substance usage. (Total number of results attached ___ Total number of Violations attached ___).

Signature of Responsible Party

CITY OF GALENA

REASONABLE SUSPICION REPORT FORM

Employee's Name: _____

Department: _____ Social Security Number: _____

Date Behavior Observed: _____ (Month/Day/Year)

Time Observed: _____ (a.m./p.m.) to _____ (a.m./p.m.)

Location where employee was observed: _____

Behavior Observed: (Check all items that apply)

Speech: Normal (___), Incoherent (___), Confused (___), Slurred (___), Whispering (___), Silent (___), Loud (___), Rapid (___), or Cursing (___).

Balance: Normal (___), Staggering (___), Swaying (___), or Falling (___).

Eyes: Normal (___), Bloodshot (___), Pupils Dilated (___), or Pupils Constricted (___).

Awareness: Normal (___), Confused (___), Sleepy (___), or Paranoid (___).

Walking and Turning: Normal (___), Stumbling (___), Arms raised for balance (___), Reaching for support (___), or Lack of Coordination (___).

Comments of employee (please quote remarks, admissions, etc.) which are pertinent:

Other observed actions or behavior or evidence (i.e., odors, vomiting, coughing, gagging, crying, etc.):

Supervisor Signature

Date

This report must be prepared every time an employee is suspected of drug or alcohol use by actions, appearance, or conduct while on duty. This form must be completed within 24 hours or before test results are released.

DEFINITIONS:

ACCIDENT: An incident reportable under 40CFR Part 382 and 391.

AIR BLANK: A reading by an EBT of ambient air containing no alcohol. (In EBTs using gas chromatography technology, a reading of the device's internal standard.)

ALCOHOL: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

ALCOHOL CONCENTRATION: The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an EBT under this part.

ALCOHOL USE: The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

APPLICANT: An individual offered employment in or being transferred to a safety sensitive position.

AUTHORIZED SUBSTANCE: Includes only lawful over-the-counter drugs (excluding alcohol) in amounts as specifically directed by the manufacturer.

BREATH ALCOHOL TECHNICIAN (BAT): An individual who instructs and assists individuals in the alcohol testing process and operates an EBT.

COLLECTION SITE AGENCY: A facility designated by the City of Galena as the collection site for drug screening samples (urine) and breath alcohol testing. For purposes of this policy, the collection site may or may not be the testing laboratory.

CITY OF GALENA PROPERTY: All areas in which the City of Galena operates; including actual premises, parking lots, owned or leased equipment, lockers, desks, work areas and buildings, storage facilities, etc.

DRUG: Any chemical substance that, when consumed, tends to produce a physical, mental, or emotional change in the user.

DRUG SCREENING: The procedures used to eliminate negative urine specimens from further considerations.

DRUG TESTING: An analytical procedure that identifies the presence of a specific drug or metabolite and uses a different chemical principle from that of the initial test to insure reliability and accuracy. At this time gas chromatography/mass spectrometry (GC/MS) is the accepted method of cocaine, marijuana, opiates, amphetamines/methamphetamine, and phencyclidine.

EVIDENTIAL BREATH TESTING DEVICE (EBT): An EBT that is approved by the National Highway Traffic Safety Administration (NHTSA) for evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL)

ILLEGAL DRUGS: Urine samples from applicants and employees will be screened in all cases to identify the following classes of substances:

THRESHOLD FOR POSITIVE VERIFICATION IMMUNOASSAY SCREEN

i. Marijuana Metabolite	50 NG/ML
ii. Cocaine Metabolite	150 NG/ML
iii. Opioids	300 NG/ML
iv. Phencyclidine (PCP)	25 NG/ML
v. Amphetamine/Methamphetamine	500 NG/ML

When the initial screening is positive (has exceeded the established screening threshold), a second confirmation test (gas chromatography/mass spectrometry) will be done with thresholds for positive confirmation as follows:

i. Marijuana Metabolite	15 NG/ML
ii. Cocaine Metabolite	100 NG/ML
iii. Opioids	150 NG/ML
iv. Phencyclidine (PCP)	25 NG/ML
v. Amphetamine/Methamphetamine	250 NG/ML

IMPAIRED: Under the influence of an illegal or legal drug whereby the employee's senses (i.e., sight, hearing, balance, reaction, reflex, etc.) or judgement are affected.

LEGAL/PRESCRIBED (MEDICATION) DRUGS: Drugs an individual may be taking under the direction of a licensed physician to address a specific physical, emotional, or mental condition.

MEDICAL REVIEW OFFICER (MRO): A licensed physician who reviews and interprets positive results of confirmatory tests and evaluated those results together with medical history or any other relevant biomedical information to confirm positive results, this person has knowledge of substance abuse and appropriate medical or forensic training.

(CONFIRMED) NEGATIVE RESULT: No detection of an illegal substance in the pure form of its metabolites at or above the threshold level by a drug-screening test.

(CONFIRMED) POSITIVE RESULT: The detection of an illicit substance in the pure form of its metabolites at or above the threshold level by (2) two consecutive drug screening tests which employ different test methods, and which was not determined by the appropriate medical, scientific, professional testing, or forensic authority to have been caused by alternate medical explanations or scientifically insufficient data. All positive results are intensively reviewed by a Medical Review Officer (MRO).

REASONABLE SUSPICION: Involves a judgement made regarding the employee's behavior, appearance, speech, or body odor or evidence found or reported and based on, among other circumstances, one of the following:

1. Direct observation of specific, contemporaneous, behavior exhibited by the employee which may impair the employee's ability to perform his/her job, or which may pose a threat to safety or health.

2. Physical on-the-job observation of drug and/or alcohol use by the employee.
3. Documented deterioration in the employee's job performance that is likely to be attributed to drug or alcohol use by the employee.
4. An on-the-job incident or occurrence where there is evidence to indicate the incident or occurrence was in whole or in part the result of the employee's actions or inactions and/or the employee exhibited behavior indicating illegal drug and/or alcohol use.

SAFETY SENSITIVE: The City of Galena, has elected to test all part time and volunteer personnel for pre-employment, post-accident, and under the auspices of reasonable suspicion for drugs and/or alcohol. All safety sensitive positions are subject to random testing. All employees, full-time, part-time, or seasonal, employed in the City Lot are considered Safety Sensitive Positions. All employees employed by the Police Department, including reserves, are considered Safety Sensitive Positions. All employee's, including Volunteers, of the Fire Department are considered Safety Sensitive Positions. All Code Enforcement positions are considered Safety Sensitive Positions.

SUBSTANCE ABUSE PROFESSIONAL (SAP); A licensed physician (Medical Doctor or Doctor of Osteopathy), or licensed or certified psychologist, social worker, employee assistant-professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of a clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

TESTING LABORATORY: A laboratory certified by the Department of Health and Human Services (DHHS) and the Substance Abuse and Mental Health Services Administration (SAMHSA) to perform drug testing of urine specimens obtained at the collection site.

CITY OF GALENA



TELECOMMUNICATION POLICY

CITY OF GALENA

TELECOMMUNICATIONS POLICY

Purpose: To establish a policy on the use of the City of Galena's information technology systems.

Applicability: To all city employees, agents, contractors, consultants, vendors, temporary workers.

Effective Date: Effective February 01, 2021.

1. SCOPE:

This policy applies to employees, agents, contractors, sub-contractors, consultants, vendors, service providers, and temporary workers [collectively, "users"] on City of Galena premises or using the City of Galena's information technology systems.

2. ACCEPTABLE USE:

- A. Users are granted the use of The City of Galena's information technology systems that include all types of computerized equipment including but not limited to:
 - 1. Hand-Held Devices
 - 2. PDA's
 - 3. Computer Applications and Tools
 - 4. Office Systems
 - 5. Network Affiliates
 - 6. Telephone Systems
 - 7. Wireless Systems
 - 8. Cellular Systems
- B. Users are also granted access to the internet, intranet, World Wide Web, email, and other applications through use of the City of Galena's information technology systems. The use and access are granted for business purposes of the City of Galena.
- C. The use or access may be denied at any time, for any reason. Users are always responsible for using the information technology systems in a manner that is ethical, legal, and consistent with the best interests and policies of the City of Galena.
- D. The information technology systems are intended for the business to use by the City of Galena. The City of Galena understands that employees may, from time to time, wish to use the systems for personal matters. While such use is not strictly prohibited, it must be reasonable, limited, and consistent with the City of Galena policies. Such use should not interfere with the City of Galena's business, interfere with the user's ability to perform his or her job, interfere with the ability of other users to perform their jobs, expose the City of Galena to liability or embarrassment, be for any of the Prohibited Uses as stated below, violate the laws of the location information is transmitted to or from, or violate any other City of Galena or the applicable policies of any City of Galena Department.
- E. Only users who are authorized by the City of Galena may use this City's system. A user may not allow any other person, including authorized users, to access any application through the user's account or profile.

3. USERS RESPONSIBILITY:

- A. Users are responsible for all activity initiated from their accounts or profile. Therefore, users should protect their passwords, change them regularly, not reveal them to others, change their passwords whenever disclosure has occurred or may have occurred, and not leave their computers on and open for non-authorized users to access. Users are responsible for protecting their own files (email, word processing, spreadsheets, etc.) from unauthorized persons.
- B. If a user inadvertently accesses another user's files, the user must immediately discontinue access, report the access and refrain from revealing any personal information discovered.
- C. Users are hereby advised that there is material on the internet that is offensive to most people. The City of Galena does not have the ability to control this information and does not attempt to screen it all. Users must use their good judgement and common sense to stay away from offensive internet sites. The City of Galena disavows any liability for harassment by any person who uses a City of Galena system and is offended upon discovering such offensive material.
- D. If telecommunications device belonging to the City of Galena are taken off premises and are damaged in any way, other than hardware software malfunction, the employee shall be responsible for all repairs and/or replacement.

4. NO RIGHT TO PRIVACY:

All information created, accessed, or stored using City of Galena's applications and information technology systems is the property of the City of Galena. Users do not have a right to privacy to any activity conducted using the City of Galena's information technology systems.

Representatives of the City of Galena can review, read, access, or otherwise monitor all activities on City of Galena systems or on any other system accessed by use of a City of Galena system. The City of Galena monitors all websites that are visited.

5. PROHIBITED USES:

A. Sales and Solicitation

Users may not send email for any purpose other than personal communication. Users may not transmit unsolicited commercial or bulk email or advertise or offer to sell goods or services to others. Unless approved by the mayor, users may not use the systems for soliciting other employees for any reason, including but not limited to soliciting funds for school fundraising drives or selling products or merchandise or to solicit political support. Users may not use City information systems to make fraudulent offers to sell or buy products, items, or services. Users may not use City information systems or to advance any type of financial scam such as pyramid schemes, Ponzi schemes, or chain letters.

B. CONFIDENTIAL INFORMATION

Users may not use email or any other method to send City of Galena proprietary or confidential information to any unauthorized person. Such information may be sent to authorized persons in encrypted files if sent over publicly accessible media such as the internet or broadcast media such as wireless communications. Such information may be sent in unencrypted files only within the City of Galena system.

C. DECEPTION

- 1. Users may not intercept or attempt to intercept email or network traffic, attempt to access the accounts of others, or attempt to penetrate the security measures of the City of Galena. This includes, but is not limited to, intentionally seeking information on,

obtaining copies of, or modifying files, email, or other data or passwords belonging to other users without their express permission.

2. Users may not send, or cause to be sent, communications that makes use of or contain invalid or forged headers, invalid or no-existent domain names or other means of deceptive addressing. Similarly, email that is relayed through a third party's mail server without the permission of that third party, or which employs similar technologies to hide or obscure the source of the email is unauthorized. Users may not impersonate another user by modifying email header information, or otherwise hide the user's identity.

D. NUISANCE EMAIL AND EMAIL ATTACHMENTS

No unexpected email attachments received from unknown persons should be opened.

Doing so leaves the City of Galena vulnerable to viruses and may violate application licensing agreements or copyright law. Users may not create or forward nuisance email, including jokes, and chain letters.

E. ILLEGAL USES

1. Users prohibited from using the City of Galena's information systems for wagering or betting.
2. Users shall never harass, intimidate, stalk, threaten others or engage in other illegal activity (including pornography, terrorism, espionage, theft, or drugs) by email or other methods. It is specifically prohibited for users to knowingly visit sites that feature pornography, terrorism, espionage, theft, or illegal drugs.
3. Users may not abuse or violate the legal rights of others. All such activities should be reported to management for appropriate action.
4. Users may not publish, post, distribute, or disseminate defamatory, obscene, or unlawful material or information via our internet, or violate any applicable local, state, national, or international law.

6. PROCEDURE FOR REVIEWING EMPLOYEE UTILIZATION OF CITY TELECOMMUNICATION SYSTEMS:

All information created, accessed, or stored using City of Galena's applications and information technology systems is the property of the City of Galena. Users do not have a right to privacy to any activity conducted using the City of Galena's information technology systems. The City of Galena monitors all web sites that are visited. Representatives of the City of Galena can review, read, access, or otherwise monitor all activities on the City of Galena systems or on any other system accessed by use of a City of Galena system.

A. The following may be reason that the City Attorney and the Human Resources Director determine appropriate to authorize review of an employee's utilization of the City's Telecommunications systems:

1. There is reason to believe that the employee is not complying with a city policy, including the telecommunications policy.
2. Anticipated or actual litigation involving the city or its contractors, including but not limited to arbitration or employee grievance proceedings.

3. Access is required to comply with federal or state law, including the Kansas Open Records Act.
 4. Access is necessary to investigate a matter involving potential discipline.
 5. Access is necessary to protect the interests of the city.
- B. In the event the Mayor or a Department Head requests assistance from the Director of Human Resources to review an employee's internet use, telephone usage, or emails, the following procedure shall apply:
1. A request is emailed to the Human Resource Director from the Mayor or Department Head.
 2. If access is technologically possible, the HR director shall submit the request to the City Attorney for approval.
 3. The HR Director and the City Attorney may approve the request if they determine an appropriate reason as stated above exists to authorize the request for review of employee utilization of City Telecommunication systems.
7. **VIOLATIONS:**
- Violation of this policy may result in discipline up to and including termination of employment provided discipline is consistent with the terms and conditions of any applicable collective bargaining agreement.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO TELECOMMUNICATIONS.

Approved by council on 02/01/2021

Employee issued Credit Card Agreement

Your participation in the Home Depot Credit Card, Casey's Credit Card, Lowes Credit Card, First Bank Card, Pex Spending Credit Card, or any other credit card that is property of the city (hereinafter 'cards') is a convenience that carries responsibilities. Although these cards are issued in your name, vehicle number, or other, it should be considered City of Galena (hereinafter 'City') property and should be used within a prudent 'professional judgment' standard. Your signature below verifies that you understand the card guidelines, agree to comply with them, to be bound by the terms and conditions as outlined below, and by council policy, administrative procedures, and business office procedures regarding the use of the cards.

1. These cards are provided to city employees based on their need to purchase business related products. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
2. These cards are for business related purchases only. *These cards shall not be used for personal or for any other non-district purposes whatsoever. These cards also may not benefit the employee personally by accepting any reward points or discounts on personal accounts.*
3. Improper use of these cards can be considered misappropriation of City funds which may result in disciplinary action, up to and including termination of employment.
4. You are the only person entitled to use these cards and are responsible for all charges made against these cards.
5. All charges are billed and paid directly by the city. Personal payments to the account are prohibited.
6. Cardholders are expected to comply with internal control procedures in order to protect City assets. This includes keeping receipts, reconciling card monthly statements, and following proper card security measures.
7. A lost, or stolen card should be reported immediately by telephone to the City Clerk's Office at 620-783-5265 ext. 202.
8. A cardholder must surrender these cards upon termination of employment (i.e., retirement or voluntary/involuntary termination). At this point, no further use of these cards or account is authorized.
9. ALL transactions processed on a city card are subject to examination by internal and external auditors.

Cardholder Signature

Date

Supervisor Signature

Date

Handbook Acknowledgement Form

By signing this form, I acknowledge that I have received a copy of the City of Galena Employee Handbook. I understand that it contains important information about the City of Galena's policies, that I am expected to read the Handbook and familiarize myself with its contents, and that the policies in the Handbook apply to me. I understand that nothing in the Handbook constitutes a contract or promise of continued employment and that the company may change the policies in the Handbook at any time. I acknowledge that my employment is at will. I understand that I have the right to end the employment relationship at any time and for any reason, with or without notice, with or without cause, and that the Company has that same right. I acknowledge that neither the City of Galena nor I have entered into an employment agreement for a specified period.

Signed: _____ Date: _____

Witness: _____ Date: _____