

Employment Policies

These policies and guidelines do not constitute or imply a contract, agreement, promise or guarantee of employment or continued employment. These policies are not intended to be applicable to police and fire employees who are subject to the municipal fire and police civil service system, R.S. 33:2471 et seq. Previously existing policies shall remain in effect for those employees until updated policies applicable to those employees are adopted.

Except as otherwise specifically required by law, these policies are not intended to and shall not grant any vested right to any employee. These policies are subject to change or modification by the City at any time, and in the sole discretion of the City, without prior notice to any employee. It is the obligation of each City employee to be aware of each City policy that may apply to him or her. Employees are subject to the provisions of all policies and any and all changes or amendments, regardless of lack of formal notice of a change or modification, if the employee knew or should have known of the change or modification.

These policies are effective January 1, 2012. Except to any extent otherwise inconsistent, these policies shall be considered and interpreted as a continuation and/or clarification of existing City policies, including those adopted as of 07/17/1982, revised 05/1984, and clarified 07/01/1990.

City of West Monroe Policies and Employment Information

Equal Employment Opportunity

The City of West Monroe is an Equal Opportunity Employer. The City of West Monroe does not discriminate in its employment opportunities or practices on the basis of race, color, religion, sex, national origin, age or disability, or on the basis of any other characteristics which are prohibited by law.

Workplace Discrimination or Harassment

The policies of the City of West Monroe prohibit any employee from acting in any manner that creates an intimidating, hostile or offensive working environment. These types of acts will not be tolerated and will result in appropriate disciplinary action, up to and including termination.

The policies of the City of West Monroe further prohibit any retaliation toward employees that report or aid in the investigation of discrimination or harassment. Behavior that impedes the investigation of a claim of discrimination or harassment will result in appropriate disciplinary action by the City, up to and including termination.

Termination of Employment

Employment with the City is considered “at will”, and the City has the right to terminate any employee at any time at its sole discretion, with or without notice, and with or without cause.

Personnel Policies

Attendance & Time Reporting

Employees are expected to report for work on time and to be punctual for all appointments and meetings.

If an employee is going to be tardy or absent, the employee should report that absence within the first 15 minutes of the scheduled start time to their department head/supervisor (or designee). Unexcused absences, frequent tardiness, and failure to timely report (unless an emergency situation) may result in appropriate disciplinary action by the City, up to and including termination.

It is the responsibility of each employee to accurately maintain and properly record the time that the employee has worked, as well as all absences during each payroll period.

For departments using paper time sheets, each employee is responsible for accurately recording arrival and departure time each workday, as well as time away from work for lunch or other non- City work activities. Time sheets should be verified and signed by the employee and submitted to the department head/supervisor (or their designee) for approval.

For departments using badges, swipes, key fobs, or computer entry, each employee is responsible for utilizing these devices to accurately record arrival and departure time each workday, as well as time away from work for lunch or other non- City work activities. Each employee shall verify their information is accurately recorded before submission to their department head/supervisor (or designee).

The workweek for all regular employees begins at 12:00 midnight on Thursday of each week and concludes at 11:59 p.m. of the succeeding Wednesday. Employees classified as exempt are paid an annual salary that is distributed evenly throughout the 26 pay periods each year. Non-exempt and part-time employees are paid for the hours worked by that employee based upon a pay period of two workweeks.

It is a violation of this policy as well as a criminal violation of state law to falsify time sheets, including recording time that was not worked, clocking in/out for another employee, misrepresenting the reason for tardiness, an absence or creating and/or verifying documentation that is known to be incorrect in order to improperly describe or justify an absence (for example, falsifying a medical excuse).

Violations of any of these policies may result in appropriate disciplinary action by the City, up to and including termination. Violations of state law may also result in criminal prosecution.

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Drug and Alcohol-Free Workplace

The City of West Monroe has established a Drug & Alcohol-Free Workplace Policy. A full copy of that policy is available at all City offices and on-line.

The policy prohibits the unauthorized possession, use or distribution of any controlled substance (including the misuse of prescription drugs) by any employee, and further prohibits any employee being under the influence of any controlled substance (including the misuse of prescription drugs) or alcoholic beverage during the workday.

To maintain this environment, employees are tested throughout their employment:

- Pre-Employment Testing
- Post-Accident Testing
- Periodic Randomized Testing
- Reasonable Suspicion Testing

Employees that violate the Drug & Alcohol-Free Workplace Policy will be subject to disciplinary action by the City, up to and including termination.

Smoke-Free Workplace

Smoking is strictly prohibited in all City facilities, regardless to their accessibility by the general public.

Department heads may choose to designate specific areas for smoking outside their respective facilities. These areas must be appropriately marked.

Firearms and Weapons

No employee of the City (including an employee who has been issued a concealed weapons permit) shall bring or possess any firearm at their workplace, or any other City property, including City vehicles. This rule applies at all times, whether during work hours or before/after hours. This rule does not apply to any employee who has been granted specific permission to possess a firearm in the course of their job duties with the City. All City employees may keep a firearm in a lock, privately owned vehicle as long as the firearm is fully hidden from view.

Cell Phone/Electronic Device

City employees shall limit their personal use of cell phones or other electronic devices for non-City purposes during working hours.

While driving on City business, City employees should strictly limit telephone conversations to necessary calls of limited duration. Using a cell phone or other electronic device to write, send or read messages or to access the internet (including but not limited to texting, tweeting, checking email or Facebook) while driving is illegal, and is strictly prohibited while on City business. Use of a cell phone or other electronic devices while operating equipment is strictly prohibited.

Cell phones should remain on vibrate, silent, or at diminished ring volume while in City facilities and audible ring tones shall be appropriate and non-offensive.

Each Department head may further restrict or prohibit use of cell phones or other electronic devices in such manner as determined appropriate.

Violations of this policy may result in appropriate disciplinary action by the City, up to and including termination.

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Internet and Computer Usage

The Internet and Computer policy of the City applies to all persons using the City computer system or network, including but not limited to employees, contractors, consultants, service providers and temporary workers (all referred to as a "user" or "users"). It is the sole determination of the City as to who shall have access to the City computer system or network, including internet access (together the "City system"), and the extent of such access. Users are responsible at all times for using the City system in a manner that is ethical, legal and consistent with the policies of the City.

All information created, accessed, transmitted or stored using the City system is the property of the City. Users do not have a right of privacy to any activity conducted using the City system. The City may review, read, access or otherwise monitor all activities on the City system or on any other system or site accessed by use of the City system, including the limited personal use of the City system provided below.

Only users who are authorized by the City may use the City system. A user may not allow any other person, including other authorized users, to access any application through the user's account or system. Users may not impersonate another user or otherwise hide the user's identity. Users are responsible for any and all activity initiated from their accounts.

Users may not make copies of City programs without City authorization. No programs, games or other applications may be installed on or downloaded to the City system without City authorization.

Users may not access sites nor create or forward emails or other electronic communication which contains content of an offensive nature. Questionable content includes images, photos, videos or text that are classified as sexually explicit or that make disparaging references to race, religion, gender or sexual orientation, age, national origin or disability. Users shall not use the City system to harass, intimidate, or threaten others, or to engage in any illegal or improper activity.

The system is intended for the business use of the City. The City understands that employees may, from time to time, wish to use the system for personal matters. While such use is not strictly prohibited, it must be reasonable, limited, and consistent with City policies. Such use shall not interfere with the City'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 to liability or embarrassment, be for any political purpose or for financial gain, violate any law or regulation, or violate any of the other policies of the City. Users may not use the City system for soliciting other employees for any reason, including but not limited to soliciting funds for school fund-raising drives or selling products or merchandise.

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Violations of this policy will result in appropriate disciplinary action by the City, up to and including termination.

Vehicle Usage

The provisions of this policy apply to all City of West Monroe employees. Employees whose employment is regulated by the municipal fire and police civil service rules are subject only to those provisions of this policy which are not specifically regulated by the rules of that system.

Department heads and supervisors are themselves responsible for verifying that all City of West Monroe vehicles are appropriately identified with the designated City/Departmental logo, if required by R.S. 49:121. Department heads and supervisors are themselves also responsible for enforcing all vehicle use rules of the City of West Monroe, including the “no smoking” rules.

The assignment of City of West Monroe vehicles during work time is based upon job description in a manner consistent with departmental workload and employee function, and the discretion of the Department head or the supervisor to whom that responsibility is delegated.

The assignment of vehicles for 24-hour use will be made in writing by the Mayor of the City of West Monroe, or his designee, and will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions. Criteria which will be used in the determination of eligibility for 24-hour vehicle use include but may not be limited to:

- Officially designated on-call status;
- Requirement for frequent emergency availability
- No City of West Monroe facility is available for garaging in a safe and convenient location

It is the policy of City of West Monroe that certain positions require employee access to City vehicles, either during the work shift or on a 24-hour on-call basis. However, City of West Monroe vehicles are not personal vehicles and are not for personal use.

Use of a take-home vehicle is limited to travel to and from the residence and place of work. The vehicle should be driven over the most direct route taking into account road and traffic conditions. The vehicle should not be utilized for travel for personal reasons outside a direct commuting route.

Under most circumstances the value of the 24-hour use of a City of West Monroe vehicle may be required to be reported to the IRS as compensation and, if so, shall be added to the employee’s W-2.

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Employees assigned City of West Monroe vehicles on a 24-hour basis will be given a copy of this policy and will be required to sign a confirmation of receipt.

Rules Governing Use of City of West Monroe Vehicles

- City vehicles may only be used for legitimate city business.
- City vehicles will not be used to transport any individual that is not directly or indirectly related to city business. Passengers shall be limited to city employees and/or individuals who are directly associated with city work activity (committee members, consultants, contractors, etc.). No spouses, family members, friends or others who are not city employees or working on city business.
- Vehicles should contain only those items needed to properly conduct city business. The City shall not be liable for the loss or damage of any personal property transported in the vehicle.
- Employees are expected to keep city vehicles clean, and to report any malfunction or damage to their supervisor immediately.
- Employees assigned vehicles for commuting purposes are expected to secure and park City vehicles in safe locations.
- Employees (both driver and passengers) must wear seatbelts in vehicles so equipped during operation of the vehicle.
- All operators of vehicles that require a CDL license must be tested for drugs and alcohol as provided by US DOT regulations and the City drug/alcohol policy.
- Employees may not operate City vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications or other substances that may interfere with effective and safe operations.
- Employees who operate City vehicles must have a valid motor vehicle license issued by the state of Louisiana and may be required to provide proof of valid motor vehicle license at any time.
- All new drivers must allow for a motor vehicle records check to be performed prior to driving any City owned vehicle. This records check will be conducted on a regular basis thereafter. An adverse driving record, regardless of the vehicle in which it occurred, may result in revocation of an employee's privilege to operate City vehicles. If operating a City vehicle is an essential job function, reclassification or termination could result.

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- Employees driving City vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.
- Employees who incur parking or other fines in City vehicles will generally be personally responsible for payment of such fines unless the payment of such fines is approved by the City.
- Employees who are issued citations for any offense while using a City vehicle must notify their supervisor immediately when practicable, but in no case later than 24 hours. Failure to provide such notice will be grounds for disciplinary action.
- An employee who is assigned a city vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his or her personal vehicle or in a city vehicle, must notify his or her supervisor immediately when practicable, but in no case later than 24 hours. Conviction for such an offense may be grounds for loss of City vehicle privileges and/or further disciplinary action.
- No employee may use a City vehicle for out of state use without advance approval of the City Clerk or Chief Deputy Clerk.
- Smoking is not allowed in any City vehicle or equipment.
- Under NO circumstances will any person ride in the cargo area of a truck, or in a trailer or bucket of a loader or backhoe.

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of City vehicle privileges, suspension, and/or termination of employment.

Leave Policies

Vacation Leave

All full-time, non-civil service employees accrue vacation leave at the following schedule:

0- up to 6 months	none
At 6 months of service	40 hours
At 1 year of service	40 hours
At 2-10 years of service	80 hours
At 11 years of service	88 hours
At 12 years of service	96 hours
At 13 years of service	104 hours
At 14 years of service	112 hours
At 15 years of service	120 hours
At 16 years of service	128 hours
At 17 years of service	136 hours
At 18 years of service	144 hours
At 19 years of service	152 hours
At 20 years of service or more	160 hours

Vacation leave shall accrue only on the anniversary date of employment (the initial vacation leave granted at 6 months service shall accrue 6 months from the date of employment).

City holidays occurring within an employee's vacation leave will be considered as holidays, and not as vacation leave.

Elected officials of the City of West Monroe do not accrue vacation leave. An employee who is classified as a part time employee by the City is not entitled to vacation leave.

Utilizing Vacation Leave

Employees must receive prior approval from the appropriate department head to schedule all dates and the use of vacation leave. Upon prior approval, vacation leave may be taken in increments of less than a full day. Employees are encouraged to utilize their vacation leave within the calendar year the leave is provided. **The City may require accrued Comp Time to be utilized prior to Vacation Leave.**

Vacation Leave Carry-Over

Without prior written approval of their appropriate department head, an employee's accumulated vacation leave cannot exceed the current year's credit plus up to one normal year of credit carried over. Beyond this limit, unused vacation leave expires and is forfeited (e.g., "use it or lose it").

Even in the event of express advance written approval, it is intended that authorization to accrue additional vacation leave shall be provided only in extraordinary situations. Carryover shall be limited in duration (generally limited to use within 30 days) and then only provided to afford an opportunity for the employee to utilize the vacation leave. Upon separation of service, accumulated vacation leave (up to the maximum amount allowed to be accumulated as provided above) will be paid to employees at their then current rate of compensation.

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Sick Leave

The City of West Monroe provides for the accrual of sick leave at the rate of 8 hours per month for all full time employees. Sick leave may be used for medical, dental, or optical appointments, as well as other matters involving the health and welfare of the employee and/or their dependents.

Sick Leave is a benefit provided by the City for its employees, and is to be used only to address health needs. Only the following are a proper use of Sick Leave:

- Personal illness or injury which prevents an employee from performing his or her usual duties, or personal illness or injury of the dependent of an employee
- Medical, dental or optical consultation or treatment of an employee or of the dependent of an employee
- Pregnancy/Maternity leave

Each employee is primarily responsible for verifying all sick leave taken is reported and properly reflected on their payroll records. Each department head shall have the responsibility for verification of reported sick leave.

The City reserves the right to require verification from medical professionals for any use of sick leave. Employees returning to work following a surgical procedure or pregnancy may be required to provide a medical release from the appropriate doctor verifying their ability to safely return to full employment responsibilities.

An employee who has fully utilized all of his or her sick leave is not entitled to further compensation. However, an employee may request the use of accrued vacation or other accrued paid leave time. Employees may also be eligible for non-compensated time off under the rules and regulations of the Family Medical Leave Act (FMLA). Disability insurance may be payable after use of a certain number of consecutive days of sick leave. Contact the Payroll department for more information.

Sick leave time may be accumulated from year to year without limitation. Up to a maximum of 288 hours of accumulated Sick Leave will be purchased from employees who have more than ten (10) years of service at the time of their separation from service at their then current rate of compensation. An employee who separates from service prior to ten (10) continuous years of service will not be paid for accrued sick leave.

Funeral Leave

In the event of the death of an immediate family member, an employee is eligible for up to two (2) days of leave with pay while participating in related activities (visitation, services, related travel and similar activities). For purposes of funeral leave, immediate family consists of the following:

- Spouse
- Parent
- Son or daughter, or their spouses
- Brother or sister, or their spouses
- Grandparent
- Grandchild

These relationships include those who are "step-relatives" (for example, step-parents, step-children).

Under circumstances determined appropriate by an employee's department head, including extended travel or other extenuating circumstances, an employee may use up to three (3) days of accumulated sick leave as extended funeral leave with pay.

An employee who is classified as a part time employee by the City is not entitled to be compensated for funeral leave. Unpaid time off must be approved by the employee's department head.

Employees can also request the use of accumulated vacation leave or unpaid time off to attend funeral services and related activities for people not considered "immediate family" with prior approval by the employee's department head.

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Overtime/Compensatory Time

Although the City may periodically require some employees to work in excess of their regularly scheduled workweek, no non-exempt employee shall otherwise work in excess of a 40 hour workweek without express prior written approval of their department head.

Employees who are considered as "exempt employees" under Federal law (see below) are not entitled to overtime pay regardless of the number of hours they are required to work. All other employees are considered "non-exempt employees". The City will provide additional information as to a particular employee's classification as an "exempt employee" or "non-exempt employee" upon request.

Once a non-exempt employee has worked in excess of 40 hours during a seven (7) day workweek (the City's workweek begins each week at midnight on Wednesday night), that employee will receive compensation for that excess time worked ("overtime") at the rate of one and one-half the employee's regular rate of compensation. Compensation for this overtime will customarily be paid by the award of Compensatory Time ("Comp Time"), which is time off with pay. However, the City retains the right to pay an employee for time worked instead of allowing accrual of Comp Time.

Comp Time can accrue up to a maximum accrual of 120 hours.

Employees must receive prior approval from the appropriate department head to schedule the use of Comp Time. With prior approval, Comp Time may be taken in increments of less than a full day. Employees should utilize their Comp Time within the calendar year the leave is earned, and the City retains the option to require an employee to utilize their accrued Comp Time prior to using Vacation Leave.

"Exempt employees" include categories referred to as "Management", "Administrative", "Professional" and "Computer Professional", among others.

A *Management* employee includes an employee who actually manages a customarily recognized department or sub-department, who supervises the work of two or more employees, who customarily and regularly exercises discretionary powers, who normally spends over 50% of his time in "exempt" duties and less than 50% of his time in non-supervisory activities, and who is paid on a salary basis of at least \$455.00 per week.

An *Administrative* employee includes an employee who is engaged in non-manual "white collar" work which is generally directly related to management policies or general operations (as opposed to the "productive work" of the City). "Productive work" is that work or service the City customarily provides to its citizens. The use of independent judgment and discretion with

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regards to matters of significance is a requirement. A salary of at least \$455.00 per week is required.

A *Professional* employee is one employed in a bona fide "professional capacity" whose primary duty consists of the performance of work requiring knowledge of an advanced type on a field of science or learning customarily acquired by a prolonged course of specialized instruction and study, as distinguished from a general academic education, or from an apprenticeship or from training in the performance of routine mental, manual, or physical processes. A salary, or compensation on a fee basis, of at least \$455.00 per week is required.

A *Computer Professional* employee includes computer systems analysts, computer programmers, software engineers or other similarly skilled workers in the computer field whose primary duty consists of the application of systems analysis techniques and procedures, including consulting with users in the design, development, documentation, analysis, testing, etc. of systems or programs involving substantial skills. The exemption is not applicable to those employees whose work is highly dependent upon the use of computers or software but who are not themselves primarily engaged in systems analysis or programming. The salary test for this exemption is either a salary or fee basis of \$455.00 per week, or an hourly basis of not less than \$27.63 per hour.

Jury Duty

A full-time employee will receive leave with pay for jury duty as long as the employee is under court order to appear and serve. Any employee who is on jury duty and who is released from attendance prior to 3:30 p.m. shall be required to return to work. An employee may retain compensation received for jury duty.

Military Leave

Full-time employees who are members of the National Guard, Army Reserve, Air Force Reserve, Naval Reserve, Marine Corps Reserve, or Coast Guard Reserve shall be granted up to twenty (20) work days per year paid leave on days during which the employee is ordered to duty with troops, or at field exercises, or for instruction, including Inactive Duty Training (IDT) or any Active Duty Training (ADT). This leave accrues on the first day of the calendar year, but may not be accumulated from year to year, and all such leave not utilized by the end of each calendar year shall lapse. The City may require written verification of proper use of Military Leave.

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Family Medical Leave Act

The City of West Monroe's employees are covered under the Family and Medical Leave Act (FMLA). A full copy of "Employee Rights and Responsibilities under the Family and Medical Leave Act" is available at all City offices.

Under FMLA's Basic Leave Entitlement, eligible employees are provided up to 12 weeks of unpaid, job-protected leave for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, which has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

FMLA also provides eligible employees with Military Family Leave Entitlements, allowing employees with a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves use of their 12-week leave entitlement to address certain qualifying situations. A complete list of qualifying situations is in the full copy of "Employee Rights and Responsibilities under the Family and Medical Leave Act", available at all City offices and online.

In order to qualify for Basic Leave Entitlement, the City of West Monroe requires:

- One full year of employment with a minimum of 1,250 hours;
- Use of all accrued sick, vacation and compensatory time as a part of any eligible FMLA leave;
- 30 days advance notice, unless not reasonably possible; and
- Complete documentation to support the leave request.

Ethics Rules

The employees of the City of West Monroe are governed by the Louisiana Code of Governmental Ethics, R.S. 42:1101, et seq. Violation of these rules may result in the Louisiana Board of Ethics imposing a personal fine on the employee who violated these rules, and some violations may also be crimes for which an employee may be prosecuted. In addition, violation of these rules will result in appropriate disciplinary action by the City, up to and including termination. Among these rules are the following:

- Receipt of anything of value by the employee, or any member of the employee's immediate family, if it relates to the employee's work with the City (gifts, donations, and/or payments to an employee)
- Engaging in transactions with the City by the employee or any member of the employee's immediate family
- Utilizing a position with the City to receive a benefit to which an employee would not otherwise be legally entitled to receive, whether from another employee or from a non-employee

Employees should review all ethics rules, particularly the general information available at www.ethics.la.gov/EthicsPublicationInfoSheets.aspx, which is also available in all City offices. A full copy of the Louisiana Code of Governmental Ethics is available at all City offices and online at www.ethics.la.gov.

Louisiana Law now requires all employees receive a minimum of one hour of ethics education/training each year, and each Employee is responsible for making certain that he or she has received their education/training each year.

The City expects all of its employees to avoid even an appearance of improper conduct. The City may also impose additional restrictions for employees that exceed the Louisiana Code of Governmental Ethics. Violations of these policies may also result in appropriate disciplinary action by the City, up to and including termination.