



## TABLE OF CONTENTS ADMINISTRATIVE POLICIES/PROGRAMS

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4	Reporting and Compensation During Emergency City Closings	April 2014
5	Secondary Employment	July 1997
6	Use of City Vehicles	April 2008
7	Work Period and Overtime	June 2020
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10	Standards of Conduct	August 2017
11	Grievance Procedure	July 2020
12	Social Media	September 2019
13	Media Contacts	November 2007
14	Furlough Policy	February 2009
15	Reduction in Force (RIF)/Layoff	May 1994
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17	Management Rights	July 2017
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20	Equal Employment Opportunity (EEO) Plan	June 2000
21	Americans with Disabilities Act (ADA)	July 2017
22	Employee Selection Review (ESR) Procedure	September 2015
23	Workplace Harassment	July 2017
24	Genetic Information Nondiscrimination Act (GINA)	February 2012
30	Annual Leave	July 2020
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32	Educational Leave	July 1997

POLICY #	POLICY SUBJECT	EFFECTIVE DATE
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34	Holidays and Pay Eligibility	November 2020
35	Jury Duty Leave/Court Subpoena	July 1997
36	Military Leave and Re-Employment Rights	March 2010
37	Sick Leave	January 2003
38	Dress Code	TBD
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***SAFETY RELATED POLICIES***

S1	Auto Safety Procedures	November 1998
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S3	Use of Electronic Handheld Communication Devices While Operating City Vehicles	September 2010
S4	Safety Shoes Program	September 2015

***ADMINISTRATIVE PROGRAMS***

P1	Employee Assistance Program (EAP)	October 1999
P2	Employee Initiative Program (EIP)	July 2005
P5	Service Recognition Program	September 2012
P10	Employee Recognition Programs	February 2013