



Employee Handbook

December 2017

INTRODUCTION

Welcome: We at The City of Fremont are truly excited to have you join us. We wish you every success here. We believe that each employee contributes directly to the City's growth and success, and we hope you will take pride in being a member of our team. These rules set forth the principles and procedures that are to be followed by the City of Fremont in the administration of its personnel program and are intended to establish a modern and workable system of personnel administration based on merit principles and scientific methods to govern the appointment, promotion, transfer, layoff, dismissal, discipline and other conditions of employment of its employees.

Employees Covered by this Handbook: These rules shall apply to all positions in the City of Fremont, except: The Mayor and City Council; members of appointed boards, commissions, and committees; and independent contractors. All Employees who are covered by a Labor Contract must adhere to both the Contract and/or these Policies except the contract will prevail when the two are in conflict.

Although temporary employees, interns, and citizen volunteers are not eligible for benefits listed in this handbook, they are still expected to follow the policies set forth as they represent the City.

The rules and regulations listed in this handbook apply to all regular benefited employees of the City except where labor contracts, Civil Service Rules, State statutes, or other City ordinances supersede or are in conflict with.

Disclaimer: The City of Fremont handbook has been prepared to acquaint you with your responsibilities as an Employee and to help you become familiar with existing policies, procedures, and benefits. It is the responsibility of each Employee to have knowledge of the important information contained in this handbook.

This edition of the handbook supersedes all previous editions.

Please note that the policies found within this handbook are written to comply with federal and state laws.

This handbook is presented to you as a means of information only. The material in this handbook may not be a complete statement of the benefits provided by The City of Fremont. The City reserves the right to modify, add or discontinue policies and practices at any time, with or without notice to Employees, as conditions and needs change.

This City of Fremont handbook does not constitute an expressed or implied contract and should not be viewed or interpreted as a contract between the City of Fremont and its employees.

Your department may also promulgate departmental rules and regulations. You are also expected to abide by these adopted departmental regulations. No statement or promise made by a supervisor or department head may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

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ARTICLE 1 DEFINITIONS

Wherever in this policy the following terms are used, they shall have the meanings respectively ascribed to them in this section.

- A. **City** shall mean the City of Fremont, Nebraska
- B. **Assistant City Administrator** shall mean the Assistant City Administrator for Utility and/or City for the City of Fremont, Nebraska, as defined herein.
- C. **Human Resources Director** shall mean the Human Resources Director for the City of Fremont, Nebraska, as herein defined.
- D. **City Administrator** shall mean the duly appointed City Administrator for the City of Fremont, Nebraska, as herein defined.
- E. **Work Week** is hereby defined to mean forty (40) hours of work which shall consist of five eight-hour days, four ten or twelve - hour shifts with either two, three or four consecutive days off respectively. A shift-working fire employee's work week consists of 53 hours.
- F. **Work Day** is hereby defined as the consecutive eight-hour, exclusive of lunch breaks, or ten-hour, exclusive of lunch breaks, or twelve-hour, exclusive of lunch breaks, or a 24 hour span or period of time that the employee is on duty and performing his job assignments.
- G. **Pay Week** is hereby defined for purposes of this Agreement and the Fair Labor Standards Act as beginning on Sunday and ending on Saturday.
- H. **Job Description** shall mean the "classification specification" and as written and on file with the Human Resources Director.
- I. **Probationary Status** Upon hire, all employees are considered to be probationary for a minimum term of six months. A probationary period may be extended by supervisors if needed to fully evaluate employees.
- J. **Anniversary Date** - Anniversary dates are used to determine seniority as well as the annual review date when an employee has reached the top pay step.
- K. **Eligibility Date** - shall mean the date an employee completes their probationary period. This date is used to determine the date an

employee is eligible to advance in the pay steps and receive additional benefits.

- L. **Fair Labor Standards Act (FLSA)** - as passed by Congress is herein referred to as FLSA.
- M. **Promotion** shall be defined as the advancement of an employee from one position classification to another in a higher salary grade.
- N. **Demotion** shall mean the movement of an employee from a position in one job to a position in another job having a lower salary rate.
- O. **Reallocation** shall mean the official determination of the Human Resources Director that a position be assigned to a classification different from the one to which it was previously assigned.
- P. **Supervisor** shall mean any person responsible to a superior for directing the work of others. Generally a supervisor will have input in the hiring, scheduling, firing or discipline of an employee.
- Q. **Lead Worker** shall mean any person who may assist with the oversight of a daily work crew or group in which they generally also participate.
- R. **Veteran** shall mean a citizen of the United States who has been a member of the Armed Forces of the United States of America and in active service for more than ninety consecutive days, and who has been discharged or released therefrom under honorable conditions.
- S. **Gender References** – All references to employees in this handbook designate both sexes, and whenever the male or female gender is used, such term shall be constructed to include both male and female employees.
- T. **Americans with Disabilities Act** as passed by Congress is herein referred to as the ADA.
- U. **Family Medical Leave Act** as passed by Congress is herein referred to as FMLA.
- V. **Exempt Employee** shall mean an employee who is exempt from the record keeping provisions of the FLSA and is not eligible for overtime or overtime pay.
- W. **Non-Exempt** shall mean an employee who is not exempt from the record keeping requirements, as defined by the Fair Labor Standards Act; these employees are paid on an hourly basis and are required to receive overtime as provided by the regulations.

- X. **Excluded Employee** shall mean an employee who is excluded from representation by a Labor Union by virtue of their classification, appointment, or status.
- Y. **Regular part-time employee** is one who has been employed to work at least 20 hours per week for at least 12 consecutive months per year and has been hired as a benefited part-time employee.
- Z. **Half-time employees** are scheduled to work between 20 and 29 hours on average. Benefits as provided are on a prorated basis.
- AA. **Three-quarter-time employees** are scheduled to work between 30 and 39 hours on average. Benefits as provided are on a prorated basis.
- BB. **Regular full-time employee** (excluding power plant shift workers whose work week may vary) is one who is scheduled to work a minimum of 40 hours per week (except for approved leaves) for 12 months per year.

ARTICLE 2 GENERAL EMPLOYMENT POLICES

Equal Opportunity Statement

It is the City of Fremont's policy to treat all people equally, regardless of race, color, sex, gender, religion, pregnancy, national origin, age, creed, marital status, military status, sexual orientation, disability, political affiliation and belief, or any other characteristic protected by federal or state law. This policy extends to all persons and to all aspects of the employment relationship, including selection, job assignment, compensation, discipline, termination and access to benefits and training. The City of Fremont employs individuals for available positions who are qualified on the basis of merit and ability alone.

In addition, this policy of equal opportunities applies to all terms and conditions of employment. This includes, but is not limited to, hiring, placement, promotion, disciplinary action, termination, layoff, recall, transfer, benefits, leave of absence, compensation, and training.

Employees with a concern or complaint, which may involve discrimination on the basis of one of the protected categories listed above, should contact his/her supervisor, with this concern or complaint. Any and all complaints of discriminatory behavior will be investigated promptly in accordance with procedures outlined in the City of Fremont's anti-harassment policy outlined on pages 8-10 of this handbook. In the event the Employee is uncomfortable discussing the matter with his or her superior, the Employee should contact the Human Resources Director.

Anyone found to be engaging in any type of discrimination will be subject to disciplinary action, up to and including termination of employment. The City prohibits any form of

retaliation against any Employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if after investigating any complaint of unlawful discrimination, it is determined that the complaint is not bona fide, or factual, or that an employee has willingly and recklessly provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who provided the false information.

Americans with Disabilities Act (ADA)

It is The City's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. The City is committed to complying with the American with Disabilities Act, as amended. The City recognizes that certain individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact the Human Resources Director to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

Violence-Free Environment

The City is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the City has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All Employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices, instruments, or substances are prohibited on the premises as well as vehicles; except as provided for as part of their direct or indirect employment with the City. 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. All threats of (or actual) violence, both direct and indirect, should be reported immediately to the Human Resources Director, a supervisor, or a member of management. This includes threats by Employees, as well as threats by customers, vendors, or other members of the public. When reporting a threat of violence, Employees should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible. Employees who see or hear a commotion or disturbance near their workstation should not try to intercede or see what is happening. The City will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of individuals making reports will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, The City may place Employees on administrative leave, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to disciplinary action, up to and including termination of employment. Employees with questions or concerns about violent feelings or situations are encouraged to contact the Human Resources Director. The City encourages employees to bring their disputes or differences with other employees to the attention of their supervisor or a member of management before the situation escalates into potential violence. The City is eager to assist in the resolution of Employees' disputes and will not

discipline Employees for raising such concerns.

Anti- Harassment

The City is committed to providing a work environment that is free of discrimination harassment, including sexual harassment and hostility. The City expressly prohibits any form of employee harassment based on race, color, religion, gender, national origin, age or disability or any status in any group protected by federal, state, or local law. Improper interference with the ability of our employees to perform their expected job duties is not tolerated. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Conduct and speech typically considered “hostile” is intimidating, offensive, forceful, coercive, abusive and/or otherwise offensive, going beyond rudeness or casual joking.

Sexual harassment is a form of Employee conduct that is intimidating, coercive or demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited. With respect to harassment, The City prohibits the following:

1. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive in nature, especially where:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - b. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, obscene, hostile or offensive working environment.
2. Offensive comments, jokes, innuendos and other statements, whether sexually-oriented or based on a protected characteristic.

A “hostile” workplace environment must be intentional, severe, recurring and pervasive, and interfere with the employee’s ability to perform his/her job.

All Employees are responsible for respecting the rights of their co-workers and conducting themselves in a businesslike manner. Any behavior or action which is unduly obscene, coercive, intimidating, harassing, hostile or sexual in nature is inappropriate and prohibited. In addition to all Employees, this guideline applies to all business or related interactions between employees, including supervisors, managers, customers, vendors, visitors, etc.

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise, workplace hostility, and should administer employment practices in a manner consistent with this policy. Supervisors and managers are encouraged to confer with Human Resources or upper management, when appropriate, to ensure that the intent of this policy is carried out.

Employees who experience or observe any job-related harassment or who believe that they have been treated in an unlawful or discriminatory manner should promptly report the incident to their supervisor. If the supervisor is unavailable or if the Employee is not comfortable discussing the matter with the supervisor, the Employee may bypass the supervisor and report it directly to Human Resources or upper management. In addition, Employees who believe they are being subjected to such inappropriate behavior are encouraged to advise the offender that the behavior is unwelcome and request that it immediately cease.

When a supervisor becomes aware of an incident of harassment, the matter must immediately be reported to his or her superior or the Human Resources Director. Immediately upon receiving a complaint or being informed of a concern of sexual harassment in the workplace, the matter will be investigated.

The City prohibits any form of retaliation against any Employee for filing a complaint under this policy or for assisting in a complaint investigation. An Employee who believes that they have been subjected to any form of retaliation should promptly bring the matter to the Human Resources Department.

Any Employee found to have engaged in retaliatory behavior will be subject to disciplinary action, up to and including termination of employment. However, if, after investigating any complaint of harassment, workplace hostility, unlawful discrimination or retaliation, it is determined that the Employee has intentionally provided false or misleading information regarding the complaint, disciplinary action may be taken against the individual who filed the false complaint or who gave the false or misleading information.

Investigations

Investigations into discrimination or harassment complaints and incidents may include private discussions with the complaining party, the alleged harasser, and any witnesses or others with information or knowledge of the matter. The investigation may be conducted by Human Resources, or by the City Administrator and/or Assistant City Administrators. The investigator may also conduct a review of files and other tangible evidence, and should be given all necessary access privileges for this purpose. The investigation may include any other lawful methods deemed pertinent by the investigator. In addition, the City will take immediate steps, at its discretion, to protect the complainant and Employee pending completion of an investigation.

After completing the investigation, City Management will consider the facts and circumstances and will take such corrective action as is deemed appropriate. Such action may include disciplinary action against the offending individual, including but not limited to verbal and/or written warnings, suspension, or termination from employment.

Employment Eligibility Verification

The City does not, and will not, unlawfully discriminate on the basis of citizenship or national origin. However, The City is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the

Immigration Reform and Control Act of 1986 and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, each new Employee, as a condition of his or her employment, must complete the Employment Eligibility Verification Form I-9 and present the requisite documentation establishing their identity and employment eligibility. In accordance with federal law, documentation must be provided to Human Resources within three (3) days of an individual's first day of employment. This information will be recorded on the most recent version of the Form I-9 and retained, in confidence. The Form I-9 is available in English and Spanish. Any Employee may request to use the Spanish version of the Form I-9 as a translation guide, but under current federal laws, must complete the English version for the employer's records. Employees may also use or ask for a translator/preparer to assist them in completing the form. All offers of employment with The City are conditioned upon furnishing evidence of identity and legal authority to work in the United States in compliance with federal law. Providing falsified documents of identity and eligibility to work in the United States will result in cancellation of your consideration for employment or dismissal if employed and may result in criminal prosecution. Every rehired employee must also satisfy this requirement.

Open Door Policy

If Employees have concerns about working conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors. Employees' confidential matters will be kept confidential as much as is practical. Our experience has shown that when Employees deal openly and directly with their supervisors, the work environment can be pleasant, communications can be clear, and attitudes can be positive. If Employees do not feel satisfied with the solution of their supervisors, they may contact the Human Resource Department to assist in setting up a meeting with the appropriate management staff. We believe that The City amply demonstrates its commitment to Employees by responding effectively to all Employee concerns.

ARTICLE 3 PROBATIONARY STATUS

The City considers the first 6 months of full time employment to be a probationary period in which new Employees have an opportunity to learn job requirements and demonstrate they have the qualifications needed to perform their job, duties and requirements. This time should also be used by the new Employee to determine if the job has met his/her expectations. The City uses this time to evaluate the new Employees' capabilities, attitude, and work habits.

The Probationary period shall not be considered as an employment contract and does not effect the Employee's at-will employment status before, during, or after the probationary period. Termination is possible during the 6-month period at the Employer's discretion, if warranted by lack of adequate progress, measured by job-related criteria, at the request of the Employee, or in the best interests of the Employer. During this time, the Employee may leave or be terminated at any time. The probationary length may be extended at the discretion of the Employer if the Employer determines an additional length of time is warranted in order to fully evaluate the Employee's suitability and performance. All Employees remain at-will and both Employer and Employee retain the same rights regarding termination of employment if the Employee is retained after that period.

Completion of the orientation period does not alter an Employee's at-will status.

Probationary employees are eligible for the following benefits:

1. Health/dental insurance coverage is optional. The probationary employee must complete the enrollment form within the first 30 days of employment. Health/dental insurance coverage begins the first day of employment. If the new employee elects not to sign up for insurance within their first 30 days, they must wait until the open enrollment period (August of each calendar year), or until they have a qualifying event as outlined in the medical plan document.
2. Except for the floating holiday, holidays are recognized as paid leave for probationary employees.
3. Sick leave is accrued during the probationary period and may be used subject to management approval.
4. Vacation leave is accrued during the probationary period, but vacation leave may not be taken until successful completion of the probationary period.
5. Funeral leave is available, subject to approval of management.
6. Retirement Plan: Uniformed Fire and Police with powers of arrest participate in the retirement plan upon hire as per state statute.
7. Short-term Disability eligibility is upon hire.
8. All employees are eligible to contribute to the 457 plan.

ARTICLE 4 SENIORITY & PROMOTION

Seniority: The following shall not constitute a break or interruption of service and seniority shall continue to accumulate during the period(s) of time covered:

1. Unpaid leaves of absence or City layoffs of less than 30 calendar days.
2. Absence due to injury or illness covered by the Nebraska Worker's Compensation Law not to exceed one year; and
3. Military leave in accordance with applicable federal and state law.

Employees shall not accumulate seniority during periods of unpaid leaves of absence or layoff of 30 days or more. Upon the return of an employee from an unpaid leave of absence or layoff of 30 days or more, such employee shall receive credit for service prior to such leave or layoff.

New employees shall be added to the seniority list as of the date of their employment following satisfactory completion of their probationary period. Hence, the employee will not be on the seniority list during the probationary period.

Seniority shall not in any manner affect or damage the current practices and policies relative to retirement, disability, and insurance benefits and plans.

Promotion: Promotions shall be made on the basis of the most qualified person. Promoted employees shall serve a six-month probationary period. An employee promoted to a position in a higher pay grade shall receive a promotional pay grade

increase on the payroll date on which the promotion became effective.

When a job opening occurs, the City retains the right to select qualified applicants from outside the organization to fill position openings when it is determined to be in the best interest of the City. Employees meeting the minimum job qualifications shall be considered.

ARTICLE 5 DISCHARGE AND DISCIPLINE

Corrective Action Procedure: Our progressive discipline policy and procedure is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. It has been designed consistent with our organizational values, Human Resources best practices, and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. The City reserves the right to combine or skip steps depending upon the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching, counseling, and/or training, the employee's work record, and the impact the conduct and performance issues have on the City.

For the purpose of progressive discipline, performance is to be monitored over a reasonable period of time.

Step 1 Documented Verbal Warning

A verbal warning is issued when the infraction is of a relatively minor nature. Verbal warnings are to be documented by the immediate supervisor/ manager. A verbal warning creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issues. The supervisor should discuss with the employee the nature of the problem or violation of company policies and procedures. The supervisor is expected to clearly outline expectations and steps the employee must take to improve performance or resolve the problem.

Step 2 Written Warning

While it is hoped that the performance, conduct or attendance issues that were identified in step 1 have been corrected, The City recognizes that this may not always be the case. A written warning involves a more formal documentation of the performance, conduct or attendance issues, and the corresponding consequences.

The immediate supervisor will meet with the employee and review any additional incidents or information about the performance, conduct, or attendance issues, as well as any prior relevant corrective action plans. Management will outline the potential consequences for the employee of his or her continued failure to meet performance and/or conduct expectations, and what is expected of the employee in the future

Step 3 Suspension and Final Written Warning

There may be performance, conduct, or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the

workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may place the employee on administrative leave with pay, pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this discipline policy and procedure are subject to approval from the City Administrator, the Assistant City Administrators, and the Human Resources Director.

Depending upon the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. Human Resources will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action maybe issued if recommended after a suspension and final warning.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

Step 4 Recommendation for Termination of Employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate an Employees' employment. Generally, the City will try to exercise the progressive nature of this policy by first providing warnings, final written warning and/or suspension along with a PIP if applicable from the workplace before proceeding to a recommendation to terminate employment. However, The City reserves the right to combine and skip steps depending upon the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action, depending on the seriousness of the allegation.

Management's recommendation to terminate employment must be approved by the Human Resources Director and City Administrator and/or Assistant City Administrators.

Documentation

Employees will be required to review documentation attesting to their receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

Cause for Disciplinary Action

Any action which reflects discredit upon the City service or is a direct hindrance of the effective performance of the governmental functions, shall be considered good cause for disciplinary action against any employee of the City of Fremont.

Arrests or Citations

It is the responsibility of the Employee, regardless of when it occurs, to notify their supervisor immediately whenever they have been arrested or issued a citation for any criminal or traffic offense which effects their ability to perform their job. Failure to notify as soon as possible will result in disciplinary action up to and including dismissal. Any

employee found to have lied about such arrest or citation may be terminated immediately.

ARTICLE 6 TERMINATIONS – OUTCOMES

General - Terminations are classed as either voluntary or involuntary. If possible, adjustments to final pay will be made at the end of the pay period following termination. In accordance with Nebraska State law, when an employee terminates employment with the City, they will receive payment for all earned vacation, floating holiday, compensatory time, and pro-rated sick leave (if eligible) on the pay day following the last day the employee actually worked. Contact the Human Resources Department for more information and to sign required forms.

Voluntary - Resignations initiated at the request of the employee are voluntary terminations. A resignation may not be withdrawn after a 24-hour period following receipt by City Administrator/Assistant City Administrators, or the Human Resources Director. Regular employees are required to give a minimum of two weeks written notice prior to the effective date of termination. Last active day of work means the employee must be: 1) working at the employer's usual place of business, or an assignment for the purpose of furthering the employer's business; and 2) performing the material and substantial duties of the insured employee's regular occupation on a full-time basis.

Involuntary - Discharges of regular employees by supervisors or management are involuntary terminations. Pay and fringe benefits will cease immediately at discharge, but any earned pay and outstanding earned vacation leave (less any applicable deductions) will be paid to the discharged employee.

Unless the employee resigns first, releases or discharges of probationary employees are involuntary terminations, and may be made any time during the probationary period whenever it becomes apparent to the supervisor that the person will not work out satisfactorily.

Benefits - Except as noted above, the following benefits apply:

1. Unused earned vacation leave will be paid;
2. Group term life insurance will terminate on the last active day of employment;
3. Medical and dental insurance will remain in effect until the last day of the month of termination. The employee may be eligible for COBRA continuation coverage as prescribed by Federal law. Contact the Human Resources Department for details;
4. Disability insurance will terminate on the last active day of employment;
5. Compensatory time will be paid to employees who have accumulated time approved by the department head, City Administrator, and/or Assistant City Administrators. This applies to non-exempt employees only;
6. Holiday time and floating holiday time will be paid to employees who have accumulated holiday leave and floating holiday leave time;
7. Sick leave conversion to be paid as described in Article 21 Sick Leave.

Return of Property: Any employee leaving the City employment through retirement, resignation, lay off, or dismissal, is responsible for returning any City property in their possession.

Exit Interviews: All regular full-time employees may be required to complete an exit interview form prior to receiving their final paycheck. The exit interview form is designed to identify the reason or reasons the employee has for leaving the City. If you have questions regarding this procedure, contact your supervisor or the Human Resources Department.

ARTICLE 7 RESIDENCY REQUIREMENT

City department heads shall reside up to twenty-five (25) miles from the City limits. Shift working fire department employees, the Police Chief and Fire Chief shall reside up to fifteen (15) miles from the City limits on a serviceable road. Police department employees shall reside within a twenty (20) mile radius of the police station.

Gas, electric, sewer, and water department heads and line crew supervisors shall reside within two miles of the City limits. All other Utility employees may reside up to twenty-five (25) miles from the city limits if approved by the department head and the City Administrator, or Assistant City Administrators.

Primary residence may be verified with the following documents: driver's license, vehicle registration, utility bills, voters' registration card, phone bills, bank statements, and federal and state income tax returns. The list is not all inclusive.

ARTICLE 8 WORK RULES

Attendance: Employees are expected to work every workday unless excused for a valid reason. An Employee who is absent for three consecutive workdays or more without notifying their supervisor will be regarded as having voluntarily resigned.

Tardiness: Employees are expected to be at work on time and are not to leave the job early. If an emergency is likely to cause tardiness of more than 15 minutes, the employee should phone his supervisor first. At his discretion, a supervisor may permit an employee to work late to make up for an excused instance of tardiness. Frequent violators will be subject to disciplinary action.

Breaks: All employees are entitled to two – 15 minute “breaks” each day, one in first half of the day and one in second half of the day. Breaks shall be considered working time. They cannot be combined to create a longer rest period than prescribed.

Employees who are normally on a Work Crew who are working outside should take their breaks adjacent to their work site, when practical.

Lunch Break: Lunch break as provided for, shall be the employee's time, and is not considered to be work time. However, employees are expected to represent the City if they are in public during this time.

Utility Employees Work Break during Emergencies: No employee shall be expected to work more than sixteen (16) consecutive hours without a break. Such a break shall be for a minimum of five hours. Employees may voluntarily waive this restriction. This restriction also may be waived by the Mayor, Utility Infrastructure Board, City Administrator or Assistant City Administrators, if a threat to the public health or welfare is declared.

Time Cards: In accordance with federal laws requiring that accurate records be kept of hours worked on all employees, except exempt employees as defined by the Fair Labor Standards Acts, each employee will record their actual hours of work through use of a time card/time clock procedure, or as described by management.

Employees shall not punch their time cards sooner than seven minutes before their normal working time begins nor later than seven after their normal working time ends unless they are working authorized overtime. Employees shall not punch their time cards before their normal working time ends unless specifically authorized by their supervisor.

No employee shall punch any time card except his own nor shall he alter or falsify any time card. Violators will be subject to disciplinary action.

Political Activity: City employees are neither appointed to, nor retained in, the City service on the basis of their political activities. While City employees may exercise their right of suffrage as citizens and engage in normal political activities in political parties of their own choice, employees shall not engage in any political party activities while on duty or in uniform.

Accepting Gifts: Employees may not accept gifts.

Time Off to Vote: If an Employee is scheduled to work, the employee should make arrangements by absentee ballot if they wish to vote.

Solicitations: The City prohibits benefit related solicitations (i.e. supplementary insurance) to employees on City time. Solicitors must meet with Employees after working hours at an off-site location. During business hours, solicitors should be referred to the City Administration Office.

Equipment and Facilities: No equipment shall be removed from City premises except strictly in the line of duty. No City owned tools, equipment, or materials shall be used anywhere except on City Facilities and City Projects approved by Management.

No City owned facility or property shall be used for private purposes during non-working hours.

In addition, privately owned tools or equipment shall not be stored or kept on City property or in City facilities unless it is in conjunction with a project approved by Management.

Inclement Weather Policy: All personnel are required to report to work. If an employee is unable to make it to work due to weather conditions, he may elect to use vacation or floating holiday. In cases when an employee has no leave time available to use, payroll deduction will apply.

CDL (Commercial Driver's License) Reimbursement: Employees are required to have a valid CDL for operating vehicles over 26,000 #GVW, except employees of the fire department

Employees will be reimbursed for the difference in fees between a regular driver's license and CDL. Classifications and/or individuals may be authorized by management to receive the stated reimbursement for the CDL fee.

License & Membership Fees: Eligible regular full-time Employees are encouraged to join recognized professional or technical societies related to their job classifications. Upon pre-approval by the City Administrator or Assistant City Administrators, the City will reimburse the employee of the recurring membership fees.

In order to promote certification of eligible regular employees, the City will pay the periodic renewal fees for valid holders of certificates if the certificates are related to job duties. These certifications must be approved by the City Administrator or the Assistant City Administrators.

Mileage Reimbursement: Mileage will be reimbursed for employees on business out-of-town. Mileage reimbursement shall not exceed the amount authorized by the IRS.

For travel to one day meetings or seminars, travel time that is necessary due to the time schedule of the event, and is outside the employee's normal working hours, is compensable.

For meetings or seminars where an overnight stay is required and the employee is driving from home to the event, travel time is covered as follows: Any travel on the beginning day or ending day of the event that is required during or outside the normal work hours is compensable. If the employee chooses to stay overnight the night before the event starts so they do not have to travel early in the morning, the motel or hotel room will be covered if the department head approves the extra night of lodging, but travel time is to be on the employees own time.

Meal Reimbursement: With department approval, meals will be reimbursed for employees on business out-of-town at the rates adopted by the City Council.

Employment and Wage Verification: Present and former Employees often need verification of employment to obtain credit, financing, and other services. It is the City's intent to cooperate with the request while at the same time to protect the privacy of the

employee's records. Employees and supervisors are to direct calls for verification of employment to the Human Resources Department. For oral requests the information released will be limited to confirmation of: dates of employment, job status, and job title. Compensation related information will be released if the Employee signs a written release authorizing additional information to be included in the employment verification. No forecast of future employment or performance-related information will be provided in response to an oral or written request.

ARTICLE 9 WORKERS COMPENSATION AND LIGHT DUTY

Worker's Compensation and Injury Leave: The City shall strive to reduce any worker's compensation claims. The status of an Employee shall not be affected by the filing of a workers' compensation claim. Employees are entitled to benefits under the Nebraska Workers' Compensation Law when accidentally injured in the performance of duty. The law provides for payment of medical and hospital expenses and fixes the amount and the term of payments to the employee while disabled on account of such injury. When a physician's services are needed, the injured Employee may go to a licensed physician of his/her choice if he has selected one pursuant to state law.

If an Employee is unable to work due to injury arising out of or in the course of job performance, the employee is eligible for Worker's Compensation benefits. Full-time regular Employees may receive up to 240 hours paid injury leave per 365 day period following the day of their accident, with the approval of the Human Resources Department and City Administrator/Assistant City Administrators.

Injury leave for a Worker's Compensation claim may be used for doctor appointments directly related to the injury for 365 days following the date of the accident. It will be the Employee's responsibility to identify the leave as such on the Leave Request form. Injury leave shall not exceed 240 hours in any 365 day period.

Receipt of injury leave will be granted upon surrender of Workers' Compensation benefits for the period for which the leave is requested. Injury leave shall in no event result in an employee earning more than 100% of normal salary, calculated on the basis of a 40 hour work week. The injury leave will be used only for injuries incurred while on the job and for 365 days following the time the injury occurred. Regular part-time Employees shall receive injury leave on a pro rata basis. If injury leave is exhausted before the employee returns to work, the employee may elect to receive the difference between Worker's Compensation benefits and regular salary or wage, providing the employee has earned leave credit. If the Employee does not have sufficient vacation or sick leave, or elects not to use such leave to supplement workers' compensation pay, he will only receive the workers' compensation payment. If such option is chosen it may adversely affect vacation/sick leave accruals and long term disability benefits.

The law also provides for payments to dependents in case of death of the employee resulting from an accident in the performance of job duties.

No employee will be permitted to utilize this article for the same injury more than once. However, a physician verified aggravation of a preexisting injury for which injury leave

had been received in the past shall not be barred from coverage.

Temporary Light Duty Assignments: This policy in no way affects the privileges of an Employee under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state law which may apply. Temporary light-duty assignments are for employees and other eligible personnel who, because of a work related injury, illness, or disability are temporarily unable to perform their regular assigned duties; but who are capable of performing alternative duty assignments.

The City is not obligated to create work where work does not normally exist in order to accommodate a request for light duty.

Light-duty assignments are strictly temporary and normally should not exceed three (3) months in duration. After three months, employees on temporary light duty who are not capable of returning to their original duty assignment shall present a request for extension of temporary light-duty with supporting medical documentation to the department head and the Human Resources Director. Assignment to temporary light-duty shall not affect an employee's pay classification, pay increases, promotions, retirement benefits, or other employee benefits.

Decisions on temporary light-duty assignments shall be made based upon the knowledge, skills, abilities, availability of light-duty assignments, and the physical limitations of the employee. Employees may not refuse temporary light-duty assignments that are supported by and consistent with the recommendation of an attending physician, or certified health care provider. Not all requests for temporary light-duty may be approved.

An attempt shall be made to assign employees to positions consistent with their current position and pay classification. However, where appropriate, employees may be assigned to positions designated for personnel of lower rank or classification. Employees thus assigned shall:

1. Retain the benefits of their current position, but shall answer to the Supervisor to which they are assigned with regard to work responsibilities and performance; and
2. Retain the pay classification of the position held prior to their assignment to temporary light duty.

Requests for temporary light-duty assignments shall be submitted to the department head and Human Resources Director. Requests must be accompanied by a physician's work recommendation and/or statement of medical certification to support a requested assignment, which must be signed by the treating physician. The certificate must include an assessment of the nature, probable duration of the disability, prognosis for recovery, nature of work restrictions, an acknowledgement by the health-care provider of familiarity with the light-duty assignment, and the fact that the employee can physically assume the duties involved.

The Human Resources Director shall make the final decision regarding the assignment to temporary light duty.

All employees performing temporary light-duty shall be returned to regular duty upon determination that they are physically fit to perform their permanent assigned duties. Return to normal duty must be accompanied by a written physician's recommendation, and/or statement of medical certification which permits the employee to work with no limitations, and/or perform all assigned duties consistent with the employee's regular job description.

ARTICLE 10 NEPOTISM

Nepotism Policy: For purposes of this policy, (a) Immediate family shall mean spouse, children, siblings, parents, grandparents, mother-in-law, father-in-law, step-children and step-parents (b) Immediate Supervisor shall mean an individual having the initial authority to transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees, responsibility to direct them or to adjust their grievances, or to recommend such action. Two or more members of the same immediate family shall not be employed to immediately supervise each other or to work under the same immediate supervisor or same department head.

Related employees may work in different departments. Should present employees become immediate family through marriage, both employees may retain employment. However, the City retains the option to transfer either or both of the related employees to different departments. Employees involved in romantic and/or sexual relationships, dating or cohabitating, or living at the same residence are subject to the same supervision policies stated above.

The City Administrator or Assistant City Administrators may waive the requirement of this policy with respect to their assigned employees. Any such waivers shall be written, and included in the personnel files of affected employees.

ARTICLE 11 EMPLOYEE CONDUCT

Conducting Private Business: It is not acceptable to perform services or sell goods for yourself or for others during working hours, and/or at City facilities. This includes accepting goods or services at a City location during working hours that will be worked on at another facility off-hours. This also includes the use of City equipment to perform this work. Acting in this manner will subject an employee to disciplinary action from his or her supervisor, up to and including dismissal. Any supervisor failing to discipline an employee regarding any of these situations will also be subject to disciplinary action, up to and including dismissal from service.

Please note that this does not affect employees who perform or accept all outside work off hours and off City premises. These activities are acceptable as long as they have been cleared with your department head in advance. Permission must be obtained from your

department head in writing. A department head performing outside work will need to obtain permission from his immediate supervisor (the City Administrator or Assistant City Administrators).

NOTE: "City employees" includes employees in all departments regardless of the funding source.

"Conducting business" includes, but is not limited to:

- 1) Performing work on any good or service;
- 2) Selling, transacting, or leasing any good or service;
- 3) Accepting documents that will be worked on outside City facilities at a later time;
- 4) Accepting goods that will be worked on outside City facilities at a later time;
- 5) Exchanging, receiving, or sending e-mails, phone calls, text or other messages, etc;
- 6) Sending or receiving a FAX or other transmissions;
- 7) Sending, exchanging, or receiving letter or packages via regular mail;
- 8) Any other activity reasonably construed as non-City business during business (shift) hours.

"Conducting private business" means that the business conducted is not being conducted on behalf or for the benefit of the City of Fremont.

Outside employment (holding a second job elsewhere) is subject to review by management. It definitely will not be permitted if it conflicts with the full performance of the employee in his job with the City or with the best interests of the City. Such work shall not be unreasonably denied.

Conflicts of Interest: Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City wishes the business to operate. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Director for more information or questions about conflicts of interest. Transactions with outside firms must be conducted within a framework established and controlled by the management of the City. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific City Administrator approval. Business dealings with outside firms should never result in gains for the employee of the City. Any solicitation by an employee to an outside firm will result in disciplinary action up to and including termination.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, business partner, friend or for a relative as a result of The City's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. No "presumption of guilt" is created by the mere existence of a

relationship with outside firms. However, if an Employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose this to the City Administrator or Assistant City Administrators of the City as soon as possible. The disclosure of the existence of any actual or potential conflict of interest will help the City establish safeguards in order to protect all parties. Personal gain should not result in cases where an Employee or relative has a significant ownership in a firm with which the City does business. Whenever an Employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City or any other entity, the City shall investigate and take what action they feel necessary including but not limited to dismissal and potential prosecution.

No Solicitation/No Distribution Rule: Employees may not sell merchandise, solicit financial contributions, or solicit for any other cause on the Company premises during working time. Individuals who are not employees of the City are prohibited from distributing material or soliciting on City property at any time. Working time is defined as the time assigned for the performance of a job and does not apply to meal/lunch breaks.

This policy applies to collecting funds, requesting contributions, selling merchandise, gathering employee signatures and promoting membership on clubs or organizations. Other than work-related materials, employees may not distribute literature or printed material of any kind in working areas at any time. Working areas do include break areas and the parking lots.

ARTICLE 12 SOCIAL MEDIA, INTERNET/SPEECH AND OTHER DEVICES

The City recognizes that social media/Internet/speech (Media) is a valuable tool to communicate with both our citizens and fellow employees and that the City has an interest and expectation on deciding what messages are relayed on behalf of the City. The purpose of this policy is to provide and establish guidelines to City employees on their use of Media while working for the City or during non-work hours. Regularly Media and other online tools and technology are created, discarded or modified; therefore, this policy is intended to be applicable to a broad range of Media.

Definitions:

Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.

Page: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with editorial or administrative rights.

Post: Content an individual shares on a social media site or the act of publishing content on a site.

Profile: Information that a user provides about himself or herself on a social networking site.

Social Media: A category of Internet-based resources that integrate user-generated content and user participation, including tools for sharing and discussing information. The term most often refers to activities that integrate technology, telecommunications, and social interaction, alongside the construction of words, pictures, video, and audio. This includes, but is not limited to social networking and communication sites such as Facebook & MySpace, weblogs and micro-blogging sites like Twitter or Nixle, forums and message boards, photo and video-sharing sites like Flickr & YouTube, real-time web communications (chat, chat rooms, video chats), all of the wikis (Wikipedia), blogs, and news sites (Digg, Reddit, etc.).

Social Networks: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, audio, video, or related forms of communication.

Wiki: Web page(s) that can be edited collaboratively.

City-Sanctioned Media: All City Media sources and sites created, generated, posted, or used by City departments are subject to the approval of the City Administrator. Individual Departments are charged with creating the criteria and approval process for any content posted on their respective Department pages, however, all content on any City Media platform is subject to the approval of the City Administrator or his designee.

Wherever possible, all City Media sites shall comply with all appropriate City Human Resource policies, City ordinances, and applicable local, state, and federal laws. This means that all Media content will adhere to applicable laws, regulations, and policies, all information technology and records management policies, including the following guidelines:

1. Content may be subject to public records laws. Relevant records retention schedules apply to Media content.
2. Content must be managed, stored, and retrieved to comply with open records laws, discovery laws, and City policies.
3. Where practical, Media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the City or its respective Departments.
4. Where possible, each Media page will include an introductory statement that clearly specifies the purpose and scope of the agency's presence on the website.
5. Wherever practical, the page(s) should link to the Department's official website and the City's official website.
6. Where possible, Media pages will clearly indicate they are maintained by the Department and will have Department contact information prominently displayed.
7. Pages will clearly state that posted comments will be monitored and that the Department reserves the right to remove obscenities, off-topic comments, any personal attacks, or any content in violation of applicable law.
8. Pages will clearly indicate that any content posted or submitted for posting is subject to public disclosure.

Department employees or those representing the Department via the City's Media outlets will adhere to the following guidelines when using City sponsored Media:

1. Conduct themselves at all times as representatives of the City and, accordingly, will adhere to all City standards of conduct and observe conventionally accepted protocols and proper decorum. This includes ensuring that customer protection and respect are paramount, that every effort will be taken to keep interactions factual and accurate, that they will strive for transparency and openness in their interactions, and provide links to credible sources of information to support their interactions with appropriate. While acting as City representatives, employees in their comments and interactions in such City-sponsored Media shall not use profane language or post inappropriate content. Inappropriate content includes, but is not limited to, subjects of a profane, sexual or discriminatory subject matter, content that solicits commerce, materials that encourage illegal activity, matters that compromise the safety or security of the public or public systems, or substance that violates a legal ownership interest of another party.
2. Identify themselves as an employee of the Department by their first and last name, contact information, and their Department.
3. Make no communication with knowingly false or inaccurate information. All reasonable efforts should be made by City Departments and their employees to provide only verifiable facts and not unverifiable opinions.
4. Not conduct political activities or private business.
5. Not share information considered protected or confidential by relevant law, statute, code, bill, rule, or procedure. This includes, but is not limited to, any data protected under the Americans with Disability Act (ADA), Genetic Information Nondiscrimination Act (GINA), Health Insurance Portability and Accountability Act (HIPAA) or other applicable laws.

The City reserves the right to create any appropriate rules or policies in regards to the moderation and review of any of its Media platforms, especially such platforms that have the ability of others to post comments and other materials. These rules/policies should include the standards on moderation/review by the City of such posted contents, and the City's exclusive right to approve, deny or remove any posted materials.

On and Off Duty Personal Media Use: The use of City computers, electronic devices, phones, etc., by City employees to access Media for personal or entertainment reasons while on duty or working for the City is prohibited without specific, prior authorization from the employee's supervisor. Any authorized on duty and personal use of Media by a City employee is governed by the standards set forth in this policy.

While off-duty, City employees are free to express themselves as private citizens on Media sites to the degree that their speech does not impair working relationships or activities of the City or brings an undue burden upon the effective performance of City government functions. Any such expressions shall not violate any confidentiality of their position, impede the performance of any employee's duties, impair the discipline and harmony among coworkers, or negatively affect the public perception of the City and/or their respective City Department.

City employees are warned that any on or off-duty speech related to their official City duties, or speech owing its existence to the employee's professional duties and responsibilities, is not be protected speech under the First Amendment of the United States Constitution. Such speech may form the basis for discipline, up to and including termination, if it is deemed detrimental to the mission of the City. City employees should assume that their posted speech and related activity on Media sites will reflect upon their official office, the City, and their respective City Department and thus should conduct themselves accordingly.

Department employees may not post, transmit, or otherwise disseminate any information to which they have access because of their employment without specific, written permission from their Department Director. This applies to any electronic data, including but not limited to photography, text, graphic depictions, motion pictures, or recordings of any kind.

When using Media, City employees must realize that their speech becomes part of the worldwide electronic domain. Therefore, employees are required to adhere to any particular Department's Rules of Conduct or Standard Operating Procedures, relevant labor agreements, other city human resource policies, and local, state, and federal laws and guidelines. Any City employee using speech that contains obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals and interfere with the ability to perform one's job could provide grounds for discipline, up to and including termination.

City employees shall not divulge private or confidential information gained solely and exclusively by their City employment nor make or publish any speech that could be reasonably considered to represent the views or positions of the City of Fremont and/or their respective City Departments without express authorization of the City Administrator or Department Director.

City employees should be aware that they might be subject to civil litigation for any of the following, without limitation:

1. Publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
2. Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
3. Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
4. Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

Privacy settings and Media sites are constantly in flux, and as such, City employees should never assume that personal information posted on such sites is protected. City employees should also expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the City, and their respective City Department at any time without prior notice.

Reporting Violations of the Media Policy: City employees have the right to carry out their assigned duties in a safe environment whether that is on or off City property. Any City employee, including supervisors and/or Department Directors, who are made aware or have knowledge of any speech through Media that violates the provisions of this policy must notify his/her supervisor and/or the Human Resources Director immediately for investigation. At all stages of the reporting and investigative process and to the extent possible, an employee's right to confidentiality shall be respected. The Human Resources Director, in conjunction with relevant personnel, including but not limited to an employee's Department Director and City Attorney shall investigate all such claims and take appropriate action and measures. Appropriate action and measures shall encompass the recommendation of discipline up to and including termination, a demand to remove or stop the use of Media, the right to manage and monitor an employee's computer or Media usage through City's equipment or internet connections, and any other procedures deemed appropriate based on the particular facts and circumstances involved.

Cell Phones, IPADS and other Devices: City cellular telephones should only be used for City business. The City encourages the safe use of City cellular telephones by all employees. Employees who use City cellular phones or other devices while on City business should refrain from making or receiving calls while driving if possible. If a call must be made or accepted, employees are strongly urged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

City employees are strictly prohibited from using any electronic device to text or send and receive texts, or send or receive email while operating any city equipment. Employees are also prohibited from using these devices except as a part of their normal duties while working.

Personal cellular telephones should not be used for outside calls during regular business hours other than emergency calls. Personal calls can be handled during breaks and lunch times.

Headphones: When in use, personal headphones can potentially block out surrounding noises and as such may inhibit the hearing of sirens, horns, alarms, or other emergency signals. Therefore the use of personal headphones or any other personal device which impairs hearing will be prohibited while-driving, working in the field, or performing safety sensitive job duties.

Personal portable headphones or headsets are not to be used in lieu of approved personal protective equipment in noise hazard locations.

Internet Usage: The City may provide Internet/Email access, and usage of City computers to certain employees for business purposes. Internet/Email access is a privilege and is intended for City business purposes only.

The City reserves the right to utilize monitoring and/or filtering software to ensure compliance with the Internet/Email Acceptable Use Policy. The City may record and/or monitor any City computer and Internet/Email activity at any time, for any reason and without any specific notice.

You will be subject to progressive disciplinary measures up to and including termination, if you violate the Internet/Email Acceptable Use Policy.

ARTICLE 13 CITY PROPERTY

Vehicle Use: Employees shall use City vehicles only for City related duties. Personal vehicles should not be used on City business when City vehicles are available for use. In authorized cases where personal vehicles must be used for City business, employees will be paid a mileage allowance. Employees are to observe all safety policies during working hours that include no transporting of family members in City vehicles, no smoking in city vehicles, wearing seat belts at all times, and obeying all traffic laws. Employees should also remove the keys from the vehicle upon exiting it, including on jobsites and company property. Leaving vehicles running unattended to warm or cool the cab area is not permitted. If an unattended vehicle is found running or with the keys left in it, the person responsible for the vehicle will be subject to disciplinary action. Some exceptions may apply for emergency vehicles.

Use of City Property: Employees shall not work on their private vehicles or equipment on City property. City equipment should not be used for private purposes. City equipment has been purchased with public funds and should be used for public purposes only.

Sale of City Property: All equipment and material sales shall take place at a public auction unless otherwise approved by the Assistant City Administrators or City Administrator. Before disposing of any vehicle, equipment, or material, in any way, all Employees must contact their supervisors for instruction.

ARTICLE 14 SMOKING/TOBACCO USE

Smoke Free Workplace: The objective of this Policy is to comply with applicable legal requirements regarding smoke-free public buildings and to maintain and improve the health and well-being of all elected officials, appointed officials, employees and customers of the City of Fremont, by maintaining a smoke free environment.

The City of Fremont shall comply with applicable provisions of the Nebraska Clean Indoor Air Act and the City of Fremont Municipal Code. It shall be the policy of the City of Fremont to prohibit smoking in all City buildings, in City vehicles, and at those outdoors areas where sensitive or hazardous material is present. Absence of "No Smoking" signs shall not excuse smoking in dangerous places.

Violation of any of the above statements shall be subject to the City progressive disciplinary process.

Smoking is permitted on City of Fremont property out-of-doors. Management will designate out-of-doors smoking area. Smoking cessation programs are available on a voluntary basis through the Employee Assistance Program.

ARTICLE 15 COMPENSATION ADMINISTRATION

Classification & Pay Plan: It is the policy of the City to pay all employees fairly and to be sure that their pay is in line with the amount of work and degree of responsibility required in their jobs. Job descriptions have been established for every job classification with work duties described, qualifications detailed, and necessary experience and training listed.

Varying pay grades have been set up for all classifications; each pay grade has been determined by the amount of responsibility, experience, skills, and knowledge required for each classification. Within each pay grade are eight steps. Pay ordinances passed and approved by the City Council determine the level of all pay grades.

The Step system shall include steps 1 through 8. After original appointment the employee will be placed on a step on the pay plan. After completion of the probationary period they will advance one step. The date of that step will be their eligibility date and one year from that date the employee will be eligible to advance another step. They will be eligible each year thereafter until they reach the maximum of the pay plan.

The supervisor must review merit actions with the affected employee. Reasons for denying a merit increase shall be stated in writing by the supervisor.

Pay Period: Employees are paid biweekly with a direct deposit of payroll funds. Funds will normally be wired to the accounts on Thursday following the end of the biweekly period, except for holidays or in the event of computer equipment failure. The pay record will be distributed by email to the employee by Friday following the end of the biweekly period.

ARTICLE 16 INSURANCE

Health Insurance:

Each Regular benefited employee is eligible for medical/dental/prescription insurance coverage for the employee and their family. The cost of medical/dental/prescription insurance is shared between the employer and employee. Coverage starts on the day the employee begins work as a regular benefited employee as long as the enrollment application is completed. If enrollment is not completed within thirty (30) days of hire, the employee must wait until the open enrollment month of August to begin coverage. The City provides a separate booklet explaining the health and dental programs in detail.

Premiums: Effective October 1, 2017 the medical and dental premium for eligible employees will be split with the employer paying 91% / employee paying 9% for single coverage and employer paying 84% and employee paying 16% for family coverage. Effective October 1, 2019, family coverage will be 83.3% for employer and 16.7% for the employee.

Effective October 1, 2017, if two eligible persons in the same employer group are married to

each other, each person and/or their Eligible Dependents may not enroll under more than one membership unit. Also, if two eligible persons have a parent/child relationship and both are employed by the same employer group, the parent and child may elect to enroll either as two employees, or the parent may enroll as an employee with dependent coverage.

Deductibles: Effective January 1, 2018 the medical deductible inside the PPO network will be \$500 per person, with a maximum deductible of \$1000 per family. The medical deductible outside the PPO network will be \$900 per person, with a maximum deductible of \$1750 per family. The standard deductible for coverages designated as B & C under dental services will be \$70 per person and \$100 for family.

Effective January 1, 2020, the medical deductible inside the PPO network will be \$575 per person, with a maximum deductible of \$1150 per family. The medical deductible outside the PPO network will be \$1000 per person, with a maximum deductible of \$2000 per family.

Changes in family status (impacting dependent insurance coverage) must be reported in writing to the Human Resources Department within thirty (30) days of such change. The City reserves the right to bring the current health insurance plan into compliance with national health care legislation.

Each employee who receives health insurance coverage with the City will be issued a booklet outlining the medical, dental, and prescription benefits covered by the City's health plan.

Flexible Spending Account (FSA): Full-time and part-time employees (excluding temporary employees) are eligible to participate in a FSA. The minimum monthly deduction is \$25.00 per month. Elections for Dependent Care and/or Health Care are pre-tax and can be up to allowable IRS Limit. The employee will be reimbursed for eligible expenses by filing a spending account flex claim form, signing up for automatic reimbursement, or by using a debit card. Open enrollment occurs every November- for the following calendar year.

Eligible medical expenses include deductibles, coinsurance, co pays, prescriptions, dental, vision, hearing, orthodontic care and certain over-the-counter medications for reimbursement. Employees can also set aside pre-tax dollars for day care expenses for dependents under age 13 or for taxable dependents that are incapable of self-care. The employee and/or their spouse, if married, must be working or attending school full-time when the expenses are incurred.

Paid Routine Physicals for Employees: Physical examinations are covered under our health insurance plan as directed under the Affordable Health Care Act.

Long Term Disability Insurance: In order to financially protect employees against long-term disablement, disability insurance is available to all regular full-time employees after completion of six months continuous service. Regular part-time employees are not eligible for disability insurance. The insurance coverage ends upon an Employees' termination.

The monthly disability benefit will be equal to sixty percent (60%) of basic monthly earnings in effect on August 1, prior to cessation of active employment because of disability. The maximum monthly benefit is \$6000 and the monthly benefit will not be less than \$100. Basic

monthly earnings means monthly rate of pay, exclusive of overtime, bonus, or other additional compensation. Basic monthly earnings are based on a 40 hour work week.

Benefits begin after 150 days of total disability and are inclusive of benefits payable under Workers' Compensation or similar legislation, primary and secondary Social Security, other governmental or group disability plans, etc. Routine increases in Social Security benefits occurring after disability payments have started, will not affect the monthly benefit under this insurance plan.

To be considered totally disabled, the employee must be unable to perform his occupation and receive no earnings for performing other work or service. If the disability continues for more than two years, "total disability" for the purpose of further payment of benefits shall mean the inability to engage in any and every occupation for which he is reasonably suited by education, training, or experience. The insurance company underwriting the plan will make rulings on disabilities.

A 150 day waiting period will apply to each period of disability during which no benefits for a disability will be payable under this plan. However, if there is a reoccurrence of total disability resulting from the same cause or causes as a previous disability for which benefits were payable, a new waiting period will not be required unless the periods of disability are separated by more than three months. Benefits are not payable for disability caused by war or while in military service, for loss caused by self-inflicted injuries, or for loss incurred while committing a felony.

Short-Term Disability: Effective October 1, 2017, the City will offer a short-term disability plan. All full-time employees will be eligible upon hire to participate in the plan. Key components will include:

- A. After 14 consecutive calendar days of illness or injury, an employee may, at their discretion, submit application for disability benefits to an outside Company. Contact Human Resources for an application.
- B. The Company will determine eligibility for benefits and will communicate benefit eligibility to Human Resources and/or Payroll.
- C. Payroll will include the benefit on the employee's regular paycheck.
- D. Benefits will be paid at 100 percent of the employee's base payroll (40 hours maximum per week).
- E. The benefit will continue until the earliest of 150 calendar days from the date the disability began or the employee is released to return to work. Recurrent disabilities will follow the long term disability plan elimination language.
- F. Employees must return to work if the City is able to accommodate light duty for short-term restrictions.
- G. Once the employee is off continuously for 150 days, the employee will no longer receive short-term disability benefits, having met the elimination period for long-term disability.

Life Insurance: After completing six months of continuous service, each regular full-time employee participates in a group life insurance program. Accidental death and dismemberment also is included in the coverage. This premium is paid by the City.

The amount of coverage on each employee hired after July 31, 1990 will be equivalent to the employee's annual salary rounded to the next higher thousand dollars. For employees hired prior to August 1, 1990 the coverage is twice the annual salary rounded to the next higher thousand, not to exceed \$140,000. Coverage for dependents of an employee is \$1,000 for a spouse and \$500 for each child at least 14 days of age but less than 19 years of age. Benefit reductions occur starting at age 65.

Employee Assistance Program (EAP)The City maintains an Employee Assistance Program to help employees with personal problems. Employees who think they might have a problem are urged to seek confidential counseling assistance from the EAP representative. The employee assistance hotline telephone number is listed on the City's intranet.

ARTICLE 17 RETIREMENT

A retirement plan has been established for each regular full-time employee. All employees are required to participate in the established retirement plan.

Contributions to the plan will be put into a retirement savings fund credited to each employee's individual account. Per state statute, Fire contributions are 13% employer and 6.5% employee upon first day of employment. Per state statute, Police contributions are 7% employer and 7% employee upon first day employment. All other full time employees will become eligible to participate in the retirement plan when they have completed six months of service.

All other regular full-time employees with less than seven (7) consecutive years of service will contribute five percent (5%) of their gross pay and the City will match their contribution. For those regular full-time employees with seven (7) or more consecutive years of service with the City, the City will contribute six point five percent (6.5%), while the employee contributes five percent (5%).

Fire employees are eligible for normal retirement plan benefits the first day of the month after they reach their 55th birthday with early retirement beginning as early as age 50 with 21 years of service.

Police employees are eligible for normal retirement plan benefits the first day of the month on or after the date the participant reaches their 60th birthday with early retirement beginning at age 55 and 25 years of service.

City and Utility employees are eligible for normal retirement plan benefits at age 65 with early retirement beginning at age 55.

The employee is required to notify the employer, in writing, providing as much notice as possible, to allow the employer time to fill position openings due to retirements. Retirement plan benefits are available to the employee's beneficiary in the event the employee dies before retirement.

Employees considering retirement should contact the Human Resources Department for additional information and to sign all necessary forms.

Deferred Compensation: A deferred compensation program is available for voluntary employee contributions that are tax-deferred and subject to IRS regulations. All full-time and part-time benefited employees may participate in the deferred compensation program upon hire.

ARTICLE 18 TUITION REIMBURSEMENT

Education: The City will pay 80% of the cost of schooling or correspondence courses for full-time employees who have satisfied initial probationary period, not to exceed \$2,000 (\$1,000 for firefighting and non-union police employees) per fiscal year for employees with seven (7) or less years of service. Employees with over seven years of service will be eligible for tuition reimbursement at the same percentage not to exceed \$3,500 (\$3,000 for firefighting employees and \$1,000 for non-union police employees) per fiscal year. Tuition reimbursement would apply if all of the following criteria are met:

1. The schooling has been funded in the annual budget;
2. Education is received from schools with the North Central Accreditation;
3. Course is job related;
4. Has been pre-approved by the department head and the City Administrator/ Assistant City Administrators; and
5. The employee must satisfactorily complete the course with a minimum grade of "C" to receive the financial assistance.

Education Reimbursement: In the event an employee chooses to terminate employment with the City, the following reimbursement schedule shall apply:

1. Within one year from the date of reimbursement, the employee shall reimburse the employer 100% of such reimbursement.
2. Within two years from the date of reimbursement, the employee shall reimburse the employer 50% of such reimbursement.
3. Within three years from the date of reimbursement, the employee shall reimburse the employer 25% of such reimbursement.
4. After three years from date of reimbursement, the employee shall not be responsible for reimbursing the employer for such educational assistance.

ARTICLE 19 VACATION

Regular benefited employees who have completed their probationary period are eligible for paid vacation. Paid vacation time accrues bi-weekly based upon a full pay period worked. Vacation may be used in weekly, daily, or a minimum of an hour as approved by the department head. Employees requesting vacation leave are required to receive written or verbal approval prior to taking the vacation leave. Written leave request forms must be signed by the employee and authorized by the supervisor on a timely basis. Exempt employees will begin accruing vacation at the 3 weeks per year rate, 4 weeks after ten (10) years of continuous service, and 5 weeks after 20 years of continuous service.

City and non-union police non-exempt employees receive vacation on the following basis:

Five (5) or less yrs of service:	3.08 hours per pay period (80.08 hrs per yr),
Five (5) yrs of continuous service:	4.62 hours per pay period (120.12 hrs per yr),
Ten (10) yrs of continuous service:	5.39 hours per pay period (140.14 hrs per yr),
Fourteen (14) yrs of continuous service:	6.16 hours per pay period (160.16 hrs per yr.)
Twenty-five (25) yrs of continuous service:	7.70 hours per pay period (200.20 hrs per yr)

Accrual of vacation hours will be calculated on a bi-weekly basis and will be reflected on the pay sheets. Vacation accumulation shall be limited to two hundred forty (240) hours. Employees shall not accumulate additional hours until the vacation total falls below two hundred forty (240) hours.

Shift working fire department employees receive vacation on the following basis:

One (1) or less years of service:	4.16 hours per pay period (108.16 hours per year),
Six (6) years of continuous service:	6.47 hours per pay period (168.22 hours per year),
Thirteen (13) years of continuous service:	7.39 hours per pay period (192.14 hours per year),
Seventeen (17) years of continuous service:	8.31 hours per pay period (216.06 hours per year),
Twenty (20) years of continuous service:	9.24 hours per pay period (240.24 hours per year).

Accrual of vacation hours will be calculated on a bi-weekly basis and will be reflected on the pay sheets. Vacation accumulation shall be limited to three hundred four (304) hours. Employees shall not accumulate additional hours until the vacation total falls below three hundred four (304) hours.

ARTICLE 20 HOLIDAYS

Paid Holidays: The following shall be recognized as paid authorized holidays.

- New Years Day – January 1
- Memorial Day – Last Monday in May
- Independence Day – July 4
- Labor Day – First Monday in September
- Veteran’s Day – November 11
- Thanksgiving Day – 4th Thursday in November
- Day after Thanksgiving Day
- Christmas Eve – December 24
- Christmas Day – December 25

Employees may take off to observe their religious holidays without pay; the supervisor and department head must be notified at least two weeks in advance.

If a holiday occurs on a Saturday or a Sunday, there will be a paid day off on the preceding Friday or the following Monday, respectively (except for shift workers, who observe the holiday on the actual day it falls on).

Unless on vacation or on other paid leave, an employee must work his full regular working day immediately preceding and following the holiday to receive pay for the holiday.

City Employees: Work on a recognized holiday will be compensated at a time and one-half rate except for shift working non-union fire department employees, shift working non-union police employees, and exempt personnel.

Utility Employees: Non- union employees will receive recognized holidays off with pay or equivalent time off if the holiday does not fall on a regular working day. Equivalent time off must be taken within 60 days of the holiday. When regularly scheduled to work on a recognized holiday, an employee will be paid regular pay for that day plus additional compensation at the rate of one and one-half times his regular basic hourly rate of pay. This payment will be in lieu of a day off. Payment will be made the following pay period. Shift workers will be paid for eight hours of holiday pay and premium pay for all hours worked on holidays. When not scheduled to work a holiday, the shift worker will be credited with eight hours of holiday time to be used within one-hundred and twenty days. When a shift worker is scheduled to work a holiday, but is on vacation, the shift worker will be paid eight hours for the holiday and use vacation hours to make up the remaining hours of the shift. When a shift worker is scheduled to work a holiday, but is sick the entire day, the employee will be paid eight hours of holiday pay and will take sick leave to make up the remaining hours of the shift. Shift working employees will not be asked or scheduled to take holidays off when they are scheduled to work. If a shift power plant supervisor requests to take vacation or sick leave after working the first eight hours of a scheduled holiday, the leave shall be at straight time unless it occurs on a holiday that is the fourth day of a scheduled 48 hour week.

Shift working fire department employees: Employees will receive 24 hours of holiday pay for each holiday whether they work the holiday or not. This payment will be made in the pay period following the holiday.

Floating Holiday: After employees have successfully completed their probationary period, they will receive floating holiday leave. This leave must be used by the end of the business day on December 31.

City, Utility, and Non-union Police employees receive 16 hours of floating holiday leave per year.

Shift working fire department employees receive 24 hours of floating holiday leave per year.

ARTICLE 21 SICK LEAVE

Sick leave is granted to help protect an employee against loss of salary when it is impossible for him to work due to sickness or injury. Except as listed below, it shall not be considered as earned time off for vacation or any other purpose but solely as a provision to help the employee if he is unfortunate enough to be sick or injured preventing the employee from working their normal shift hours. A regular benefited full-time employee will earn 3.70 hours of paid sick leave for each full pay period worked (8.31 hours per pay period for shift working fire department employees).

Newly hired employees qualify for sick leave as accrued bi-weekly and can use sick leave during the probationary period.

Maximum Sick Leave Carryover: Employees are permitted to accrue sick leave up to a maximum 1200 hours (shift working fire department employees sick leave accumulation shall be limited to 2232 hours on the first pay date of each fiscal year. (If the balance exceeds 2232 on that date, it shall be reduced to 2232 hours.)

Management reserves the right to determine eligibility for such sick leave in cases of dispute. Request for sick leave should be made in advance when possible and as soon as possible in any event. If any employee abuses sick leave privileges by falsification or misrepresentation, he shall be subject to disciplinary action and to reduction or elimination of such sick leave. The employee shall restore to the City the amount of hours used by the employee during his absence in cases of fraudulent use. The department head or authorized representative may investigate any sick leave taken by any employee. False or fraudulent use of sick leave shall be cause for disciplinary action and may result in dismissal.

Proof of Illness: Physician's certificates must be turned in within one week after return to work if employee is off work over three days; otherwise time involved will be considered a payroll deduction. Sick leave benefits will terminate if and when disability payments begin. Any abuse will be subject to disciplinary action.

A physician's certificate is defined as a statement signed by the attending physician or other proof of illness satisfactory to the department head. The Human Resources Director may require this statement or proof for an absence chargeable to sick leave of any duration.

Family Sick Leave: In addition to sick leave for employee illness or injury, sick leave may be used for necessary time off for those cases of serious illness or injury of relatives of the employee. Relatives are limited to spouse, parent, parent-in-law, child or step-child of the employee or a relative living at the same residence as the employee.

Sick leave shall not be used for custodial care, baby-sitting, etc.

Physician's certificates are required for family sick leave benefits if the employee is off work more than three (3) days per incident (twenty-four (24) hours for shift working fire department employees).

There shall be an annual limit of 240 hours per calendar year for sick leave for relatives subject to the employee having that much sick leave credit (144 hours per calendar year for

sick leave for relative for shift working fire department employees). If the use of family sick leave is not applicable, vacation shall apply.

An employee may use two (2) scheduled days of family sick leave when the employee's spouse delivers a baby (one day for the delivery and one day for taking the spouse home). The days must coincide when the employee is on duty and the date the spouse delivers or goes home. The City will in no way interfere with the Federal Family Medical Leave Act as it applies to a pregnant employee or her spouse, if such spouse is an Employee of the City.

Employees requesting sick leave for any of these situations will be required to fill out a signed leave request form to be furnished by the City for such purpose.

Sick Leave Conversion: Eligible City, non-union fire, non-union Police, and Utility employees can convert unused sick leave to pay, upon voluntary termination. The rate of reimbursement will be 45% with a 480-hour cap (Eligible fire department shift working employees will get 45% of up to the 1440 hour cap) provided:

1. The employee has 20 years of continuous service, or
2. The employee retires, or, the death of the employee occurs.

FMLA – Family and Medical Leave Act: Pursuant to the Family and Medical Leave Act (FMLA), eligible employees may request and receive a leave of absence for up to 12 weeks occurring in a calendar year, paid or unpaid, (1) upon the birth of the employee's child or upon the placement of a child with the employee for adoption or foster care; (2) when the employee is needed to care for a child, spouse, or parent who has a serious health condition; or (3) when the employee is unable to perform the functions of his or her position because of a serious health condition. It is understood that eligible employees must follow policies and procedures established by the City in order to receive this benefit. Furthermore, the City may automatically place an employee on a family and medical leave of absence if the employee is absent for reasons which would qualify for a family or medical leave of absence.

ARTICLE 22 FUNERAL/BEREAVEMENT

Funeral/Bereavement Leave: Employees may be granted a maximum of up to three (3) days (one (1) shift for fire department shift working employees) of special leave with pay to attend the funeral and take care of personal matters related to the death of a member of the employee's immediate family. This includes a spouse, parent, step-parent, spouse's parent or step-parent, child, step-child, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, grandparent, spouse's grandparent, grandchild, son-in-law or daughter-in-law, or person(s) living at the same residence.

In the event of the death of an employee's spouse or child, the Department Head, Assistant City Administrator or City Administrator may grant up to two additional days of special leave (one (1) additional shift for shift working fire department employees) or if the employee is designated as executor of the estate.

ARTICLE 23 MILITARY LEAVE

In accordance with State Statutes, regular full-time employees who are members of the National Guard or Military Reserves will receive time off with pay for up to 120 hours in any one calendar year while under the orders or authorization of competent authority in the active service of the State or of the United States. Active service beyond the 120 hours will be considered a leave of absence without pay. When the Governor of Nebraska or the President of the United States declares that a state of emergency exists and a regular employee who is in the National Guard or Military Reserves is ordered to active service of the State, an additional special leave will be granted until such employee is released from such active service by competent authority. An employee on such special leave will receive that portion of his monthly salary as will equal the loss he may suffer while on such special leave. Such loss will be computed by multiplying the number of normal workdays missed during the special leave times the daily compensation he receives from the military.

Regular full-time employees who join the U.S. Armed Forces or the National Guard for regular active duty status are entitled to a leave of absence with pay for the first 120 hours and to a leave of absence without pay thereafter. Such pay for the first 120 hours shall not be construed as being in addition to pay provided in the preceding paragraph. Unless the active service beyond four years was involuntary, such leave of absence shall be for the period of active service not to exceed four years. When such employee is separated from active service under honorable conditions or upon his discharge from hospitalization from incident to such service, he is entitled to return with no loss of seniority to his former position if he still is qualified to perform those duties and if he makes application with 30 days after his release.

ARTICLE 24 LEAVE OF ABSENCE

Unpaid Leave of Absence: An employee may request unpaid leave of absence for a medically certified temporary disability resulting from injury, pregnancy, or sickness, after the employee has used all available paid leave for said disability.

An employee returning from an approved unpaid leave of absence shall return to the classification he previously held if it still exists. Failure to return from a disability leave of absence as authorized, may be considered by the employer as a voluntary resignation.

City/Utility employees: With approval of the City Administrator, the Human Resources Director, or the Assistant City Administrators, a leave of absence without pay may be granted for a period not to exceed six (6) months for medically-certified disabilities. A physician must certify that the employee is unable to perform his job during the period. Benefits will not accrue during this period; however, medical insurance shall be continued at the employee's regular contribution rate for up to 150 calendar days from the date of the illness or injury. Such request for an unpaid leave of absence can only be made after the employee has used all available paid sick leave and vacation leave for said disability. An employee returning from an approved leave of absence shall return to the classification he previously held, if it exists.

When authorized by the Union to attend a specific Union function, an elected or appointed representative of the local Union may be granted time off without pay by his department head

to attend such function. Requests to the department head must be made in writing at least one working day in advance of the meeting. To be qualified the function must be nonpolitical, away from City property, and unrelated to Union recruiting activities. No requests for such leave shall be unreasonably denied and are subject to the grievance procedure. All other full-time employee benefit accruals will not be affected.

Failure to return from a leave of absence as authorized may be considered by the employer as a voluntary resignation.

Unpaid Leave (Payroll Deduction): Payroll deductions will be allowed only if an employee has exhausted his paid leave time and is subject to department head approval.

ARTICLE 25 ANTI-DRUG AND ALCOHOL POLICY AND PROCEDURES

To help ensure a safe, healthy, and productive drug-free work environment for the employees of the City of Fremont and others on City property, to protect City assets, maintain favorable public image, and to ensure efficient operations, a policy on drugs, alcohol, and other prohibited items has been adopted. It is the policy of the City to maintain its property and to provide a drug-free work environment that is both safe for our employees and others having business with the City or on City property and conducive to efficient and productive work standards.

While on City premises and while conducting business-related activities off City premises, no employee may use, possess, distribute, sell or be under the influence of alcohol, illegal drugs or unauthorized prescription drugs, as outlined below except in the furtherance of job duties.

Employees should report to work fit for duty and free of any adverse affects of alcohol or drugs. Employees exhibiting behavior characteristic of presence of drugs or alcohol will be subject to testing for reasonable cause; refusal to submit to testing will subject such employee to disciplinary action, including termination, as outlined in the policy below.

PROHIBITED ITEMS

Alcohol: The consumption, possession, use, or presence, of any detectable amount of alcohol in their body by any employee while performing City business, operating City equipment, on City property, or while in a City facility is prohibited. The City's facilities include its parking lots and other City-controlled areas. Consuming alcoholic beverages while operating any vehicle or equipment for City business or while under the influence is prohibited. The consumption of alcohol on City time or on City property is prohibited.

Legal Drugs: Except as provided herein, the use or presence of any detectable amount of any legally-obtained drug by any Employee while performing City business, or while in a City facility, is prohibited to the extent such use or impairment may affect the safety of the employee, co-workers, members of the public, the employee's job performance, or the safe or efficient operations of the City.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees, must, however, consult with their doctors about the medications effects on their fitness for duty and ability to work safely, and employees must promptly

disclose any work restrictions to their supervisor. Employees are not obligated to disclose underlying medical conditions. The city will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking prescribed medication must carry it in the container labeled by a licensed pharmacist.

Illegal Drugs: The use, possession, sale, manufacture, distribution, dispensation, concealment, receipt, transportation, or the presence in their body of any detectable amount of an illegal drug by any employee while on City property or in a City facility or while performing City business or operating City equipment is prohibited. "Illegal Drug" means: any drug (a) which is not legally obtainable, or (b) which is legally obtainable but has not been legally obtained. The terms include prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes. It also includes marijuana, designer drugs, counterfeit or synthetic drugs, inhalants, methamphetamine, and any other drugs or substances that will, in any way, affect safety, work ability, alertness, coordination, judgment, response, or the safety of others on the job. Possession of illegal drugs may lead to criminal prosecution.

Drug paraphernalia: The use, possession, sale, manufacture or distribution of drug paraphernalia while on City property or in a City facility or while performing City business or operating City equipment is prohibited. "Drug Paraphernalia" includes but is not limited to: blenders, bowls, containers, spoons, and mixing devices used or intended for use in compounding controlled substances; capsules, balloons, envelopes, and other containers used or intended for use in concealing or packaging of controlled substances; hypodermic syringes, needles or other objects designed or intended for injecting controlled substances into the human body; does not apply to medically necessary usage (i.e. for the injection of prescribed insulin), objects used, intended for use, or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, etc., into the human body, such as pipes, water pipes, carburetion tubes and devices, smoking and carburetion masks, roach clips, or other objects used to hold smoking materials, such as chamber pipes, electric pipes, air-driver pipes, bongs, ice pipes, and rolling paper not associated specifically with tobacco products. Possession of illegal drug paraphernalia may lead to criminal prosecution.

REQUIRED TESTING

- **Pre-employment Testing:** Each offer of employment shall be conditioned upon the successful passing of the drug screen. It is our policy not to hire any individual who tests positive for any illegal drug. Refusal to submit to testing will result in disqualification of further employment consideration.

In addition, the City reserves the right to require current employees to undergo a drug or alcohol test for the following reasons:

- **Reasonable Suspicion Testing:** The City may require a drug test when City management, its clients, or vendors, have a reasonable suspicion to believe that the employee is using a prohibited substance. Reasonable suspicion is to be based upon specific, contemporaneous physical, behavioral, or performance indicators of potential use or impairment. Before testing the employee, the reasonable suspicion must be verified by two members of supervision/management.

- **Post-Accident Testing:** Following an on-the-job injury requiring treatment from a physician or following an accident or incident, in which safety precautions were violated, unsafe instructions or orders were given, vehicles/equipment/property was damaged, or unusually careless acts were performed, employees will be required to submit to a drug test. Post-accident testing will be performed immediately following the incident to obtain the physical condition of the individual(s) involved in the incident.
- **Random Testing:** Testing may be conducted at random, as requested by supervision/management.
- **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. An employee who violates this policy or tests positive may be offered the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by the City as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete rehabilitation program, or tests positive after completing the rehabilitation program, they will be subject to immediate discharge from employment.

TESTING PROCEDURES

- **Consent:** No test will be conducted without prior consent of the employee.
- **Right to Refuse Testing:** Employees have the right to refuse a drug test. However, any employee who refuses to submit to any required drug test or who refuses to execute any relevant documentation or to cooperate with either City or collection site personnel, or engages in any conduct which creates reason to believe that a test specimen may have been altered or substituted, will be subject to immediate discipline up to and including discharge.

All testing performed in accordance with this policy will be conducted in compliance with applicable local, state, and federal law, with due regard for the personal privacy of the employee. An employee whose test results are positive may be subject to immediate discipline, up to and including termination.

OTHER ENFORCEMENT MEASURES: Because of the importance of this Policy, the City of Fremont reserves the right, at all times, while on City premises and property and when circumstances warrant, to have City supervisors and/or manager conduct searches and inspections of employees, or other persons' personal property and effects, to include, but not be limited to, lunch boxes, purses, briefcases, baggage, offices, desks, clothing, and vehicles (including trunks, glove compartments, etc.), for the purpose of determining if such employees or other persons are using, possessing, selling, manufacturing, distributing, dispensing, concealing, receiving, or transporting any of the prohibited items and substances contained in the Policy.

All employees are expected to cooperate with any investigation into matters covered by this policy. Failure to do so may subject Employees to disciplinary action up to and including termination of employment.

MANAGER/SUPERVISOR RESPONSIBILITIES

REASONABLE SUSPICION AND POST-ACCIDENT TESTING PROTOCOL

1. The employee will be advised that there is reasonable suspicion by two members of supervision/management to believe that he is affected by illegal drugs or alcohol (or due to the nature of the accident the policy mandates this) and that this test is being offered to confirm or deny this suspicion.
2. The employee will be transported to any one of the company's contracted testing facilities. One member of management/designated attendant will accompany the employee along with a union representative, if requested by the employee. *Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.*
3. Prior to leaving for the testing facility, a member of the Human Resources Department, or a member of management, will contact the testing facility to inform them that staff from the City will be arriving and will need a drug and/or alcohol test completed.
4. The employee to be tested MUST present a PHOTO ID (i.e., a driver's license or state ID card) to the testing facility staff before the specimen can be obtained. Employees must bring this with them when leaving the work site.
5. The employee to be tested must sign a consent form provided by/at the testing facility. Employees have the right to refuse a drug test. However, any employee who refuses to submit to any required drug test, or who refuses to execute any relevant documentation or to cooperate with either City or collection site personnel, or engages in any conduct which creates reason to believe that a test specimen may have been altered, or substituted will be subject to immediate discipline up to and including discharge.
6. When leaving the testing facility, the supervisor/manager MUST make arrangements to transport the person home (unless testing results are immediate). Under no circumstances will the tested employee be allowed to drive himself or herself home.
7. The employee will be placed on administrative leave and will be contacted by the Human Resources Department when the results of the test are received.

ARTICLE 26 SAFETY

General

The City is concerned with the safety of its employees. It will attempt to provide adequate safety equipment in the workplace and provide safety training. The A.P.P.A. Safety Manual (as amended) has been adopted by the Utility and Infrastructure Board as the official Safety Manual for the Utility and Infrastructure Board, and can be found in various locations at the Administration Office, Power Plant, Warehouse, and Waste Water Treatment Plant.

Employees are expected to do their part by obeying all safety rules and regulations. Employees should report unsafe conditions to their immediate supervisor. Employees who ignore or disobey safety rules and regulations will be subject to disciplinary action.

Accident

Any accident or incident on the job, no matter how slight, is to be reported to the supervisor and/or the department head immediately. The employee is responsible for filling out the official accident report form available in their department or in the Human Resources Department.

Any employee involved in an accident resulting in death or injury that requires medical attention, or results in property damage, may be subject to a drug and/or alcohol test pursuant to the Anti-Drug and Alcohol Policy.

If a physician's services are needed, the employee may go to a licensed physician of his choice. If the employee does not have a preferred physician, management will choose a physician for medical treatment for the affected employee.

City Wide Safety Rules

1. Walk, don't run.
2. Do not smoke inside City facilities, in other restricted areas, or near flammable materials.
3. Sit firmly and squarely in chairs that roll or tilt.
4. Keep file and desk drawers closed when not in use.
5. Use stairs one at a time.
6. Use flammable items, such as cleaning fluids, according to the manufacturer's recommendations.
7. Report equipment that needs repair or is a potential safety hazard.
8. Report unsafe conditions to your supervisor. If your supervisor doesn't take action, contact the Safety Manager or Human Resources Director.
9. Report to your supervisor if you or a co-worker becomes ill or is injured.
10. Use safety glasses to protect your eyes.
11. Wear hearing protection when operating noisy machinery or equipment.
12. Lift heavy objects with care. Contact your supervisor if you are unaware of proper lifting techniques.
13. No horseplay or practical jokes.
14. Drivers of City vehicles, except for emergency vehicles responding to calls, shall obey all traffic regulations.
15. Safety restraints shall be used by employees driving or riding in employer-owned vehicles and equipment so equipped.
16. Report work-related accidents or injuries to department head immediately if possible or within (24) twenty-four hours. If an injury resulted from an accident, it must be reported within 72 hours.

Your department may also issue additional safety rules to supplement these general rules.

Disciplinary Guidelines for Safety Policy, Procedure and Program Noncompliance

In order for the City to achieve a workplace free of injury it is necessary for all employees to follow City safety policies, procedures, and programs. The following list of guidelines will be used when noncompliance to the policies, procedures and programs occur. This list is not considered all-inclusive.

No discipline should be issued until after a thorough and impartial investigation. When appropriate, an employee may be placed on suspension without pay pending an

investigation, with disciplinary action deferred until the investigation is completed.

An employee suspended pending an investigation will receive administrative leave pay for all hours scheduled that they would otherwise have worked.

Management reserves the option of increasing the severity of disciplinary action up to and including termination, relative to the severity of noncompliance.

Incident and Accident Reporting

Failure to report an incident or accident, including property damage immediately following the incident, and not longer than 24 hours after the alleged incident occurred, will result in the following:

First Offense: Written Warning

Second Offense: 1-day unpaid suspension

Third Offense: Termination

Lockout/Tag out Program and Procedures

For failure to comply with the Lockout/Tag out Program including, but not limited to, failing to lockout a piece of equipment, bypassing a Lockout/Tag out device(s), and/or deviations from the established Machine Specific Lockout/Tag out Procedures, will result in the following:

First Offense: 3-days unpaid suspension with re-training following suspension

Second Offense: Termination

Powered Industrial Vehicles

For unauthorized use of any Powered Industrial Vehicle (PIV) i.e. forklift, pallet jack (mule), scissor lift, or any other PIV equipment on City property.

First Offense: Written Warning

Second Offense: 3-days unpaid suspension

Third Offense: Termination

An Incident with a Powered Industrial Vehicle which results in bodily injury to oneself or another Employee:

1. Employee operating the PIV will be immediately removed from the PIV, with driving privileges suspended pending an investigation.

After investigation if found at fault:

First Offense: 3-days unpaid suspension with disqualification for three months before possible reinstatement as a PIV operator.

Second Offense: Termination

Property Damage

All property damage must be reported according to the Incident/Accident Reporting Guidelines. Disciplinary action for incidents resulting in property damage will be handled on a case-by-case basis.

Personal Protective Equipment

Failure to wear Personal Protective Equipment as required for the work area and the particular task.

First Offense: Verbal Warning (must be documented by supervisor)

Second Offense: Written Warning

Third Offense: 3-days unpaid suspension

Fourth Offense: 5-days unpaid suspension, possible termination.

Unsafe Acts

All Employees are responsible for their actions. The following guidelines will be used when unsafe acts require care up to and including First Aid. Depending on the severity of the incident, disciplinary action may not be administered in progressive steps.

First Offense: Written Warning

Second Offense: 1-day unpaid suspension

Third Offense: 3-days unpaid suspension

Unsafe acts caused by an individual that could or does result in an injury requiring treatment beyond First Aid to themselves or another Employee, property damage, and or production downtime will be handled as follows:

First Offense: 3-days unpaid suspension

Second Offense: 5-days unpaid suspension, possible termination

ARTICLE 27 LOSS OF DRIVING PRIVILEGES

Many positions in the service of the City require possession of a valid, current Nebraska motor vehicle operator's license to engage in the operation of a City vehicle as a regular part of the job. Each employee holding a position for which a valid current motor vehicle operator's license is required has the responsibility to report the loss of an operator's license and/or driving privileges as soon as such loss occurs. Failure to promptly report the loss of driving privileges will result in discipline up to and including termination. This applies any time driving privileges are revoked, suspended, or limited in any way by any court or the Nebraska Department of Motor Vehicles, or any other administrative agency of the State of Nebraska or any other state jurisdiction.

The City realizes that on occasion employees may temporarily lose their driving privileges. It is the City's desire to make a reasonable accommodation to such employee to protect the City's investment in trained and experience personnel. In this regard the City will review the circumstances surrounding the loss. The City will determine the appropriate action required. If the employee cannot meet the job requirements, termination may result.

ARTICLE 28 OVERTIME AND OTHER COMPENSATION

Computation of Overtime

City employees: For purposes of computing overtime, the hour shall be divided into quarters and the employees shall be paid overtime rounded to the nearest quarter hour worked (seven minutes or less rounded down and over seven minutes rounded up). If an employee disobeys an order to work overtime, or fails to show up for overtime work when scheduled, the employee will be subject to disciplinary action.

This does not apply to exempt employees who do not receive overtime, part-time employees who receive overtime after 40 hours per week, and shift working employees who are regularly scheduled to work more than 8 hours in a day.

For the purpose of calculating overtime, authorized paid absences (except sick leave) will count as time worked.

Utility employees: All employees will be paid at the rate of one and one-half times the regular basic hourly rate for time worked in excess of work shift or 40 hours per work week. For the purpose of calculating overtime, authorized paid absences (except sick leave) will count as time worked. In weeks where sick leave is used, overtime will be paid after 40 hours not for hours in excess of work shift.

If the overtime work immediately precedes or follows regular working hours, overtime of less than 10 minutes will not be credited, and overtime of 10 minutes or more will be credited with the actual time worked. Shift working employees will be credited for the actual time worked following the end of their shift to allow for shift change information turnover.

Pay for call back is not affected by this provision. Overtime occurring in one pay period will be paid on the following payday. Employees will not be allowed to compound overtime.

Fire department shift working employees: All paid leaves shall not be considered as hours worked in the computation of overtime. Fire department shift working personnel shall not receive overtime pay unless they work more than 212 hours in a 28-day cycle.

Police department shift working employees: Employees receive overtime based on a 40 hour work week. All paid leaves shall not be considered as hours worked in the computation of overtime.

On-Call Pay: On-call pay occurring in one pay period will be paid at the end of the following pay period. If an employee on-call cannot be located by phone, pager, or radio when needed or is not fit for duty, the employee will not be paid on-call pay for that day and will be subject to disciplinary action. All employees on-call are specifically required not to drink any alcoholic beverages while on-call and are required to comply with the City's Anti-Drug and Alcohol Policy.

City employees: When required to be on-call Monday through Thursday, each on-call employee shall be compensated at a rate per day of one hour of the employee's regular rate of pay. An employee required to be on-call Friday through Sunday will be compensated at a rate per day of two hours at the employee's regular rate of pay.

Utility employees: required to be on-call Monday through Thursday shall be compensated at a rate of one hour per day at the employee's regular rate of pay. An employee required to be on-call Friday through Sunday will be compensated at a rate of two hours per day at the employee's regular rate of pay. An employee required to be on-call on a holiday identified in the personnel handbook, shall be compensated at a rate of three hours per day at the employee's regular rate of pay.

Call-Back Pay: Call-back pay is applicable only for situations where the employee actually has to be "called" to return to work immediately. Call-back pay does not apply to exempt employees.

When an employee is called to duty during off-duty time and such time does not merge with the employee's regularly scheduled shift, the employee shall be compensated for a minimum of two hours or the actual number of hours worked at the rate of time and one-half, whichever is greater.

When an employee is called in early for regular work or an emergency and continues to work into their regular shift, the employee may request (at the end of eight hours of total work) to take the rest of the day off with the supervisor's approval. In this case the employee shall be paid eight hours of straight time plus an hour at time and one-half for the call-back. The employee will not need to use any vacation or other leave time for the balance of the regular shift.

When a power plant shift supervisor is called in early for regular work or an emergency and continues to work into their regular shift, the employee may request (at the end of twelve hours of total work) to take the rest of the day off with the supervisor's approval. In this case the employee shall be paid 12 hours straight time plus an hour at time and a half for the call-back *unless* it is their fourth day at which time they will receive four hours at straight time, eight hours at time and a half plus an additional hour at time and a half for call-back. Use of sick leave may affect this provision.

Hour Reduction Time: Work performed by shift working fire department employees in excess of 212 hours in any consecutive 28-day work period shall be compensated at the rate of one and one-half (1-1/2) times the actual number of hours worked in excess of their normal duty shift.

Court Attendance Pay: For all time worked as a result of being called to work for official court appearances, the employee shall receive a minimum of two (2) hours at the special pay rate of one and one-half (1 ½) times the regular rate of pay.

Jury Duty: Regular Employees will receive necessary time off for jury duty. An employee on such special leave will submit the pay received from the court to the City and will be reimbursed with his actual pay for hours missed due to jury duty.

An employee called to jury duty shall take such time as necessary to comply with the wishes of the court. The department head should be given 48 hour notice of the impending absence and also "proof of attendance" from the court on the employee's return.

ARTICLE 29 OUT OF CLASSIFICATION PAY

Although an employee normally will perform work associated with their classification, they will be expected to perform any work they are qualified to do connected with the operation of the City, no matter what their classification may be.

When an employee is temporarily assigned by a member of the management staff or shift supervisor to perform the entire function of a higher paid classification and is held fully responsible for that job for a period of at least five (5) consecutive days or three (3) consecutive shifts, the employee shall receive a one-step increase for all hours worked excluding the first five (5) days or three (3) shifts of each occurrence. This provision will in no way be constructed to infringe upon management's prerogative to assign or direct the work of its employees. The immediate supervisor must initiate this pay change.

When an employee is temporarily assigned full responsibility for performing the functions of a higher paid classification and such relief responsibilities are included in the employee's job description, the employee shall receive a one-step increase, excluding the first 45 cumulative working days. This pay change must be initiated by the immediate supervisor.

ARTICLE 30 UNIFORMS AND OTHER ATTIRE

Uniform & Work Attire

Attire/Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the City presents to customers and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Because employees are in contact with others while at work, they are expected to practice good hygiene (showering daily, brushing teeth, using deodorant, etc.). Employees who appear for work inappropriately dressed or lacking in good hygiene will be sent home and directed to return to work in proper attire. Under such circumstances, Employees will not be compensated for the time away from work and disciplinary action may be taken.

The following is a guide for dress in the workplace. This list is not intended to be all-inclusive:

- All clothing must be of appropriate length and fit, so as not to create a safety hazard.
- Clothing that exposes underclothing shall not be worn.
- Long hair (shoulder length or longer) is to be tied back and pulled up or tucked into the shirt when working in worksite/warehouse areas.
- Open-toed shoes, high heels, sandals, moccasins, open-backed shoes or appropriate flip flops are not permitted when in the worksite/warehouse areas.
- Jewelry should not be functionally restrictive, dangerous to job performance (loose), or excessive.
- Extremely short shorts or suggestive attire are not permitted.
- Shirts and shoes should be worn at all times.

Office employees are expected to dress in a manner that is normally acceptable in a business establishment.

Appropriate	Inappropriate
Slacks	
Khakis or corduroys	Sweatpants, exercise wear or leggings (wearing leggings under a dress (which is appropriate length) or under a longer sweater is okay but wearing them as pants is NOT okay)
Capris	Shorts, Low Rise or Hip Hugger pants or jeans
Shirts	
Polo collar knit or golf shirts	Shirts with inappropriate messages or pictures
Oxford shirts	T-shirts or sweatshirts
Company or team Logo Wear	Beachwear
Short-sleeve blouses or shirts	Exercise wear
Turtlenecks	Crop Tops, Midriffs, spaghetti straps
Blazers or sport coats	Extremely low or revealing tops
Jackets or sweaters	

On Fridays, employees are permitted to wear jeans. Jeans must be clean, free of rips, tears, or fraying, and may not be excessively tight or revealing.

Uniforms

Police: Probationary Police employees with powers of arrest: New employees will be issued body armor, 4 keepers, baton and holder, mace and holder, handcuff case, magazine pouch, leather holster, and duty belt. Uniformed officers will also be issued 2 long sleeve shirts, 2 short sleeve shirts, 2 police trousers, navy tie, eight point hat, and a light weight duty jacket.

City and Utility employees: A clothing uniform service is available to employees. The service includes the supply and cleaning of sets of uniforms on a weekly basis. The employee has a choice of several styles. The City or Utility pays approximately 60 percent of the rental costs, with the employee paying the remainder. Non-union City employees follow the uniform benefit outlined in the City employee AFSCME union agreement. Non-union Utility employees follow the uniform benefit outlined in the Utility IBEW employee union agreement.

If an employee has any questions about the suitability of any clothing/accessories/footwear, the employee should ask the Human Resources Director for clarification.

Clothing Allowance: Firefighting employees shall receive uniform allowance of forty dollars (\$40) per month for eligible expenses. Police employee with powers of arrest shall receive an allowance of forty-one dollars and forty-two cents (\$41.42) per month for eligible expenses.

ARTICLE 31

MEDICAL INFORMATION CONFIDENTIALITY POLICY

The City strives to protect the privacy of its employees' medical information to the greatest possible extent. To that end, we provide the following guidelines regarding the confidentiality of medical information:

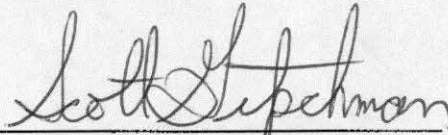
1. "Medical information" is any information, data, or documentation relating to an employee's mental or physical condition. The term includes, but is not limited to, oral, written, or digital information concerning an employee's mental or physical condition; medical records; dental records; disability records; workers' compensation records; medical leave records; genetic information; health insurance information; and/or information concerning visits or payments to any health care professional, hospital, emergency room, or other type of short- or long-term health care facility.
2. Any medical information concerning employees will be maintained in separate, confidential medical files apart from regular personnel records. Only authorized employees may have access to such files.
3. Employees are hereby notified that personal medical information concerning employees is absolutely confidential under state and federal laws and may not be discussed at any time with any person under any circumstances, unless an employee needs to do so in order to carry out his or her job duties, or unless the person discussing the information is talking or otherwise communicating with the subject of the information, at that person's invitation.
4. All required medical documentation required per labor contract language must be directed to the Human Resources Department.
5. If an employee is concerned about a possible medical condition on the part of a coworker, the employee must not discuss such concern with anyone other than the Human Resources Director.
6. Any employee who is found to have discussed medical information about another employee with anyone else in violation of this policy, or who is found to have released such information without authorization, will be subject to severe disciplinary action, up to and including immediate termination from employment. In addition, state and federal laws may subject such an employee to both civil and criminal action in a court of law.

RESOLUTION NO. 2017-320

A Resolution of the City Council of the City of Fremont to accept the new Employee Handbook, which will apply to all Employees, except in cases where a Union Contract supersedes.


NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF FREMONT, NEBRASKA, that the Mayor is hereby authorized to sign this resolution to implement the new Employee Handbook which will apply to all Employees, except in cases where a Union Contract supersedes.

Passed and approved this 26th day of December, 2017.

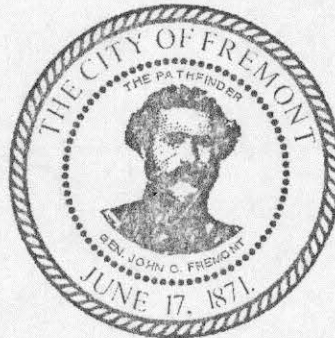


Scott Getzschman, Mayor

ATTEST:



Tyler Ficken, City Clerk



I have received my copy of the Employee Handbook.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with the City of Fremont. By distributing this handbook, the Company expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein other than union agreements.

Any and all policies and practices may be changed at any time by the City of Fremont and the City reserves the right to change my hours, wages and working conditions, unless specifically stated in union contracts, at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create a promise or representation of continued employment. Furthermore, I acknowledge that this handbook is neither a contract of employment, nor a legal document.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE