



Finance Director
636-537-4726

M E M O

DATE: January 29, 2024
TO: Michael Geisel, City Administrator
FROM: Jeannette Kelly, Finance Director *J Kelly*
RE: Employee Handbook Revisions

In 2023 we reviewed the employee handbook to ensure compliance with current state and federal regulations. In addition, there were changes to benefits provided to employees that needed to be addressed.

Once we completed our review, McMahon Berger law firm reviewed to ensure compliance with all regulatory requirements. Per their review, John Marino confirmed the handbook is very well written and contains all policies and procedures that should be included in this document.

Below is a summary of changes:

Policies

- Added Juneteenth to Holidays (p. 41)
- Added Personal Leave for new hires (p. 43)
 - First year of employment
- Added Paternal Leave Policy (p. 49)
- Added Employee Referral & Retention Incentive Program (p. 59)
- Removed Sick Leave Incentive Program (ended August 31, 2022)

Compliance with State/Federal regulations/requirements:

- American with Disabilities Act (ADA) and Reasonable Accommodation (p. 8)
- Commitment to Diversity (p. 9)
 - compliance with EEOC guidelines
- Guidelines for Executive and Administrative Employees (p. 14)
 - compliance with RSMo 105.454

Other Sections updated:

- Organization of the City Government (p. 4)
 - removed citizen committees as they should not be part of the employee handbook
- Employee Privacy / Privacy – Social Security Numbers (p. 17)

- City's goal is to respect individual privacy and to explain City's standard/practice regarding Social Security Numbers
- Added Driving Safety (p. 30)
- Added Social Media Acceptable Use (p. 37)
- Exit Interview and Return of City Property (p. 38)
 - Added return of City Property
- Voluntary Leave Donation Program (p. 57)

Enclosed is a pdf copy of the revised employee handbook. Once approved, we will provide this document to all current and future employees. The handbook will be available on Employee Navigator and CCNet for future reference by employees. Each employee will be required to read and acknowledge receipt of the updated manual.

Should you have questions or require additional information, please let me know.

Action Recommended

This matter should be forwarded to the Finance and Administration Committee of City Council for consideration. Should F&A concur with the recommended changes they should recommend approval to the full City Council.

City of Chesterfield Employee Handbook



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Section I Introduction

CITY ADMINISTRATOR WELCOME

Welcome to the City of Chesterfield. We are delighted that you have chosen to join our organization. We are confident that you will find the City of Chesterfield a dynamic and rewarding place to work and we look forward to a productive and successful association.

We consider the employees of the City of Chesterfield to be one of its most valuable resources. Our employee handbook has been prepared to guide the employer/employee relationship; to help you understand some of the general policies, work rules, benefits, and compensation. These benefits and policies are designed to make the City of Chesterfield a great place to work. Please read the entire manual carefully. It will be a valuable reference resource during your employment.

Policies outlined in this handbook may vary for certain employees. For example, certain employees of the police department may be covered by provisions of their collective bargaining agreement. Additionally, department specific policies may not be included in this Handbook.

The City of Chesterfield is a progressive, vibrant, thriving residential and business community, incorporated in 1988. We are confident that we have selected employees who will help us grow and prosper in the years to come. City government is a demanding and challenging endeavor, and we are counting on the efforts of every individual to help us successfully meet our goals. Our goal is to provide our services professionally and treat our employees, residents, businesses, customers, and suppliers with respect and fairness. We value the contribution you can make to these objectives, and we are pleased to have you on our team.

If you have any questions about the information contained in this handbook, either your Supervisor, Department Head, or Human Resources will be happy to assist you.

ORGANIZATION OF THE CITY GOVERNMENT

The City of Chesterfield is incorporated as a third-class city under the statutes of the State of Missouri. Chesterfield was founded on June 1, 1988.

Chesterfield has a Mayor/City Council/City Administrator form of government. The City Council serves as the legislative branch of the City Government, and the

Mayor as Chief Executive Officer of the City. Ordinances have delegated day-to-day administrative duties and superintending authority over all City employees to the City's Chief Administrative Officer, the City Administrator.

For administrative and representative purposes, the City of Chesterfield is divided into four wards. Two council members are elected for two-year terms from each ward, one in even-numbered years and one in odd-numbered years. The Mayor is elected for a four-year term. The Mayor presides over meetings of the City Council and may vote only in the case of a tie. The Mayor has the power of veto.

City Administrator. The City Administrator is responsible for the administration and technical direction of the City's personnel program. The City Administrator administers the personnel program as outlined in the City ordinances and this employee handbook. The City Administrator performs all lawful and necessary duties required for the effective administration of the personnel system and authorizes all persons to be included on the payroll.

INTRODUCTORY STATEMENT

This handbook contains information about the City of Chesterfield, also referenced as "City," and summarizes general human resources policies and employee benefits. The primary objective of the outlined benefits and policies is to provide a work environment that is conducive to both personal and professional growth. Employee understanding and compliance with the outlined provisions will help ensure an optimal experience with the City of Chesterfield. Employees are encouraged to check with their Supervisor, Department Head, or Human Resources with any questions they might have.

A few essential points to remember while reading this handbook:

- For employee benefits, the material provided in this handbook is a basic summary of the benefits provided by the City's benefit plans. In case of any conflict between this general description and the actual plan document, the plan document will govern.
- This handbook is for informational purposes. The policies stated are not conditions of employment and are not intended to create, nor should an employee ever interpret them to create any contractual rights or limit the City's discretion.
- Only the City Administrator has the authority to enter into any agreement for any specified period of time or include arrangements that are different from those outlined in this handbook. If such an agreement is made, it must be in writing and signed by the employee and the City Administrator.
- The City reserves the right at any time to change, revoke, suspend, or terminate any or all policies, with or without notice, prospectively or retroactively. The City and its Department Heads are responsible for interpreting and applying the policies and practices discussed in this handbook in their good faith judgment. However, if any policy/practice or

application conflicts with the laws of Missouri, the law will supersede City policies if they apply to your situation.

This handbook replaces any previous handbook or personnel policies, practices, and guidelines. Questions, feedback, and ideas concerning employee benefits or practices are welcome and may be submitted to your Supervisor, Department Head, or Human Resources.

We wish all employees success with the City of Chesterfield and hope our City will provide a rewarding experience.

EMPLOYMENT AT WILL

Employment at the City of Chesterfield is on an at-will basis, meaning that you can resign at any time and that similarly, the City of Chesterfield may terminate the employment relationship at will at any time, for any reason, with or without notice. Only the City Administrator has the authority to enter into any agreement for employment for a specific period. Any such agreement will not be enforceable unless it is in writing and signed by the City Administrator and the employee.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that the City of Chesterfield will continue employment or any benefit for any period. The policies and benefits stated herein may be amended or deleted at any time at the City's sole discretion. In addition, no City representative is authorized to modify this policy for any employee or to enter into any agreement, oral, or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period.

Nothing in this statement is intended to interfere with, restrain, or prevent employee's concerted activity. Such action includes employee communications regarding wages, hours, or other terms or conditions of employment. City of Chesterfield employees have the right to engage in or refrain from such activities.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the City Administrator of the City of Chesterfield.



Section II

Equal Opportunity and Commitment to Diversity

EQUAL EMPLOYMENT OPPORTUNITY

The City of Chesterfield provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The City of Chesterfield expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

The City of Chesterfield will endeavor to make reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, or any other reason required by applicable law unless doing so would impose an undue hardship upon the City of Chesterfield's operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resource Manager. The City will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the Human Resource Manager.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; *or*

- Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

AMERICANS WITH DISABILITIES ACT (ADA) AND REASONABLE ACCOMMODATION

The City of Chesterfield is committed to the fair and equal employment of individuals with disabilities under the ADA. It is the City's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the City. The City of Chesterfield prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the Human Resources Department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The City then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of the City to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. The City prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

COMMITMENT TO DIVERSITY

The City of Chesterfield is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the City's success and are valued for their skills, experience, and unique perspectives. This commitment is embodied in City policy and how we function at the City of Chesterfield and is an essential principle of sound business management.

HARASSMENT AND COMPLAINT PROCEDURE

It is the City of Chesterfield's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by the City of Chesterfield.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The City will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Definition of "unlawful harassment." "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of "sexual harassment." While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, a hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comments about an individual's body; and comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate the City of Chesterfield's policy.

Complaint procedure. If you believe you have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, you must promptly make a complaint directly to your immediate supervisor or department manager, the Human Resource Manager, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you must promptly report this to one of the individuals listed above.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, the City will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.



Section III Conflicts of Interest and Confidentiality

CONFLICTS OF INTEREST

The City of Chesterfield expects all employees to conduct themselves and City business in a manner that reflects the highest standards of ethical conduct and per all federal, state, and local laws and regulations. This includes avoiding actual and potential conflicts of interest.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. The City recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the City.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics.

A conflict of interest refers to a situation in which private interests or personal considerations may affect an employee's judgment in acting in the best interest of the City of Chesterfield. It includes:

- Using an employee's position, confidential information, City time, material, or facilities for private gain or advancement or the expectation of personal gain or improvement.
- A conflict may occur when an interest benefits any employee's family, friends, or business associates.
- Accepting gifts or gratuities of significant value (i.e., greater than \$25.00) from an outside organization, agency, citizen, or other entity.
- Participating in civic or professional organization activities in a manner that divulges confidential City information.
- Misusing privileged information or revealing confidential data to outsiders.

Gifts and Gratuities. No employee may solicit or accept gifts of substantial value (i.e., more than \$25.00), lavish entertainment, or other benefits from potential and actual customers, suppliers, or competitors. Special care must be taken to avoid even the impression of a conflict of interest. Any gifts of substantial or impactful value should be returned to the gifter.

- An employee may entertain potential or actual customers and receive entertainment if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards, and the public disclosure of facts will not embarrass the City.
- Small gifts, food products, or tokens of nominal value are often delivered to the City by vendors. It is the City's policy that the recipient is to advise the City Clerk of the gift, such that a thank you note can be issued by the City Clerk on behalf of the City of Chesterfield.
- Employees are free to immediately put nominal gifts into use like calendars, mousepads, and office products.
- If the gift can be consumed at a City facility, individuals are free to open it and make it available to all employees to consume while at work. Examples: Fruit, candy, and nuts.
- If the gift cannot be consumed at a City facility, it should be forwarded to the City Clerk for an employee raffle.

Employees should consult with their supervisor if there is the uncertainty of the appropriateness of accepting gifts.

Consequences of Non-Compliance. Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

CONFIDENTIAL INFORMATION

The protection of confidential information is vital to the interests and success of The City of Chesterfield. All City of Chesterfield records and information relating to the City of Chesterfield or its customers are confidential and employees must, therefore, treat all matters accordingly.

No City of Chesterfield or City of Chesterfield-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of the City of Chesterfield) may be removed from the City of Chesterfield's premises without permission from the City of Chesterfield.

All data, forms, manuals, and other records and written material prepared or compiled by employees or furnished to employees while employed at the City of Chesterfield are the sole and exclusive property of the City of Chesterfield. Additionally, the contents of the City of Chesterfield's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose.

Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation), to any unauthorized person inside or outside the City. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification.

An employee who improperly uses or discloses confidential information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

All inquiries from the media seeking the official position of the City on an issue or topic must be referred to the City Administrator or Department Head. This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

EMPLOYEE PRIVATE INTERESTS

Employees with a substantial or private interest in any measure, bill, or other ordinance proposed or pending before the City must disclose the interest while the matter is pending and before approval. A substantial or private interest includes if the employee, or the employee's spouse or dependent children, whether singularly or collectively or indirectly, own the following:

- 10% or more of any business entity; or
- The receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more, per year from an individual, partnership, organization, or association within any calendar year.

PROHIBITED POLITICAL ACTIVITY

Employees of the City are encouraged to exercise their right to vote. However, no employee shall make use of City time or equipment to aid an individual political candidate, political party, or political cause, or use a City position to persuade, coerce, or intimidate any person in the interest of a political candidate political party, or political reason.

Employees may not wear campaign buttons or display other evidence of support of a political candidate or issue while on duty.

Any City employee who becomes a candidate for any elective office involving the City of Chesterfield shall immediately forfeit their position with the City.

City employees may not participate in or assist any candidate for elections to City office except by individual ballot. This prohibition is not intended to interfere with the appropriate exercise of an employee's job duties to inform or educate candidates for City office concerning State statutes, City ordinances, filing procedures, and other requirements.

Employees may participate or contribute to the election or appointment of public officials to offices other than those for a City office if pursued on their own time and without City equipment.

EMPLOYEE CANDIDACY FOR OFFICE

Any City employee who becomes a candidate for any elected City office must immediately resign their position with the City. An Employee cannot be a candidate for the Office of Mayor or City Council. An employee cannot engage directly or indirectly in sponsoring any person as a candidate for Mayor or City Council. Any employee violating this policy shall be discharged from the City of Chesterfield.

Any City employee who becomes a candidate or is chosen to fill an elective office other than elected City offices must immediately place on file with their Department Head and the City Administrator a statement indicating:

- That no City personnel, time, or equipment will be used to assist in the campaign or in carrying out the responsibilities of the elective office.
- An outline of steps to ensure that the employee's job responsibilities will be carried out effectively without political interference during the campaign and any acquired elective office is held for the duration.

GUIDELINES FOR EXECUTIVE AND ADMINISTRATIVE EMPLOYEES

Certain City positions are more susceptible than others to conflicts of interest. Under Missouri Revised Statutes on prohibited acts by public officers and employees (RSMO 105.454), executive and administrative employees must abide by the following guidelines:

- May not perform any service for the City for payment or compensation other than compensation for the performance of their official duties, unless the additional monies are paid in accordance with an award or contract made after public notice and competitive bidding and provided that the employee's bid or offer is the lowest received;
- May not sell, rent, or lease any property to the City and receive consideration unless the transaction is made under an award on a contract made after public notice and in the case of property other than real property, competitive bidding and provided that the employee's bid or offer is the lowest received.
- Employees may not participate directly, or indirectly to acquire surplus property disposed of by the City. Employees are prohibited from participating in auctions, or otherwise using third parties to acquire surplus property.
- Participate in any matter, directly or indirectly in which the employee attempts to influence any decision of the City when they know the result of the decision will provide value annually to the employee, their spouse, dependents, or to any business with which the employee is associated unless the transaction is made per an award on a contract made after public notice

and in the case of property other than real property, competitive bidding and provided that the employee's bid or offer is the lowest received.

- May not receive consideration from any person, firm, or corporation other than the compensation received for the performance of their official duties, for the performance of services in which the employee attempts to influence a decision of the City. This provision continues for one year after termination of the employee's position with the City. However, this provision is not to be construed to prohibit the individual from performing services and receiving compensation in any advisory proceeding or in preparing or filing any public document.

More detailed information and the full text on these guidelines are available from the Human Resource Manager.



Section IV Employment Relationship

OPEN-DOOR POLICY

The City of Chesterfield maintains an Open-Door Policy that encourages employees to bring to the attention of City management any ideas, suggestions, recommendations, concerns, or other issues that they feel are important to improve the City and its services. We realize that we do not have all the answers, and there is always room for improvement in any organization. We are committed to listening and responding to our employees' ideas and suggestions to improve our operations.

We hope that your employment will be problem-free. If you have a suggestion or a misunderstanding or problem arises, we encourage you to bring this matter to the attention of your supervisor as soon as possible. Nearly all issues and questions can be resolved fairly if we learn of them promptly. If you have a problem or complaint related to your employment, do not assume that the City is aware of the situation.

Any time you have a problem or complaint about a City policy or rule, please bring it to management's attention through your supervisor. If you continue to have concerns or questions, you may contact your supervisor, Department Head, or the City Administrator. The City believes that anyone with a problem or complaint must have an opportunity to be heard and to have the matter resolved without fear of recrimination or penalty. You can expect and will receive fair and courteous consideration and a prompt reply.

All information regarding an issue is to be treated as confidential by employees, and management, to be divulged only to persons who have a business need to know as part of resolving the concern.

EMPLOYEE PROBLEM RESOLUTION PROCESS

The City of Chesterfield has an “open-door policy” that encourages employees to participate in decisions affecting their job responsibilities. We also encourage employees to discuss job-related concerns or complaints with their supervisor, department head, or another management representative with whom they feel comfortable.

The City of Chesterfield believes that employee concerns are best addressed through this informal and open communication. No employee will be disciplined or otherwise penalized for raising a good-faith concern. This policy, however, should not be construed to prevent, limit, or delay the City of Chesterfield from taking disciplinary action when the City deems it appropriate.

Employees are encouraged to contact their supervisor or management representative with their concerns as soon as possible after the event that has caused them concern.

Employees may complete a City of Chesterfield Employee Problem Resolution Form and submit the document to their supervisor or management representative.

The City of Chesterfield will attempt to keep all such expressions of concern, their investigation, and the terms of their resolution confidential. However, while investigating and resolving the concern, some dissemination of information to others may be appropriate.

NEW EMPLOYEE INTRODUCTION PERIOD

The City of Chesterfield uses an introductory period of 6 months for all civilian employees, which is intended to allow new employees to demonstrate their ability to achieve a satisfactory level of performance and determine whether the new position meets their expectations.

During this time, the City of Chesterfield evaluates an employee’s capabilities, attitude, work habits, and overall performance. Any significant absence may result in extending the introductory period. Either the employee or the City of Chesterfield may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice. Satisfactory completion of the introductory period does not alter the at will nature of employment with the City.

Generally, an initial review will be given, indicating satisfactory completion. If the City of Chesterfield determines that the designated initial period does not

allow sufficient time to thoroughly evaluate the employee's performance, the initial period may be extended for a specified period.

During the introductory period, new employees are eligible for those benefits required by law, such as workers' compensation insurance and Social Security. They may also qualify for other benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

EMPLOYEE PRIVACY

It is the City's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, you may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the City and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on City premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of City facilities only for the business purposes of the City. Accordingly, materials that appear on City hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the City at any time without notice to the employees. Employees do not have any expectation of privacy with respect to any material on City property. The City regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum.

Video surveillance. As part of its security measures and to help ensure a safe workplace, the City has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc. Recordings will not include an audio component.

PRIVACY—SOCIAL SECURITY NUMBERS

Purpose. This policy and procedure explains the City's general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.

Policy. It is the City of Chesterfield's policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.

Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

Procedure. Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers are requested from employees for tax reporting purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, or for purposes of enrollment in the City's employee benefit plans.

Retention and access to Social Security numbers. All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

Unauthorized use/disclosure of Social Security numbers. Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. The City will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

EMPLOYMENT CLASSIFICATION

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the City classifies its employees as shown below. The City may review or change employee classifications at any time.

Exempt. Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, full time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, part time. Employees who are not temporary and regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and maintain continuous employment status. Part-time employees receive all legally mandated benefits such as Social Security and Workers' Compensation. Regular, part time employees in an approved job-share position are provided limited benefits.

Temporary/Seasonal, Part Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less

than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. While Temporary/Seasonal, Part Time employees receive all legally mandated benefits such as Social Security and Workers' Compensation, they are ineligible for all other benefit programs.

HOURS OF WORK

The requirements of each department determine work hours. Most departments in City Hall operate Monday through Friday from 8:00 a.m. to 5:00 p.m.

The Police Department maintains three (3) shifts over a 24-hour period, seven (7) days a week.

The Public Works Department Maintenance Division and the Parks and Recreation Department adjust work schedules according to the season and weather.

Because of the differing nature of our business, departmental guidelines determine employee scheduling needs and should be communicated to employees as part of their orientation.

MEAL PERIODS

Meal periods range from 30 to 60 minutes depending on the work assignment and may be cancelled or rescheduled due to operational requirements. Meal periods are scheduled by department to ensure the public are not impaired. Nonexempt employees who are required to work through their meal period will be compensated as appropriate.

TIME RECORDS

Employees are required to complete accurate weekly time reports. For nonexempt employees, these records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each pay period, employees and their supervisors must attest to its correctness before approving the timesheet.

Each employee approves their timecard prior to the Supervisor approving the timecard. Payroll will issue overtime adjustments on the next scheduled payroll.

Exempt employees are required to report vacation and sick days on their time sheet.

OVERTIME AND COMPENSATORY TIME-OFF

When required due to the need of the City, employees may be required to work overtime. Nonexempt employees will be paid overtime at the rate of one and one-half their regular pay rate for all hours over 40 worked in a single workweek. All overtime work must be approved in advance by a supervisor or manager.

Overtime pay and compensatory time, also referenced as "comp." time off are based on actual hours worked. To calculate overtime, approved sick leave, vacation, and compensatory time taken will be considered hours worked for purposes of calculating overtime. However, overtime or compensatory time will not be accrued during any individual workday concurrent with approved leave. Employees are strongly encouraged to use compensatory time-off during the same or subsequent pay period following the accrual. In any event, compensatory time is to be consumed prior to using any accrued vacation hours. However, compensatory time-off may be accrued to a maximum of 40 hours for all covered employees except public safety employees or employees responding to an emergency. These employees may accrue up to a maximum of 80 hours of compensatory time-off. Once the maximum accrual is met, all overtime will be paid out as overtime hours.

DEDUCTIONS FROM PAY/SAFE HARBOR EXEMPT EMPLOYEES

The City does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one (1) or more full days for personal reasons other than sickness or disability;
- Absence from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions; *and*
- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for the City or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the Finance Department. The report will be promptly investigated, and if it is found that an improper deduction has been made, the City will reimburse the employee for the improper deduction.

PAY PROCEDURES

The City of Chesterfield's pay period for all employees is biweekly on Friday. If payday falls on a holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into the employee's checking or savings accounts.

All employees are paid for work performed during the previously completed two weeks. A work week runs from Sunday through the following Saturday.

Standard Deductions from Pay. The law requires that the City of Chesterfield make certain deductions from every employee's compensation, including applicable federal, state, and local income taxes. The City of Chesterfield must also deduct Social Security taxes on each employee's earnings up to a specified limit called the "Social Security Wage Base." The City of Chesterfield matches the amount of Social Security taxes paid by each employee. Employees may also arrange for special tax treatment programs for which they qualify, such as Earned Income Credit, and add additional deducted amounts for their tax payments. The Finance Department can assist employees with questions about pay deductions and calculations.

ACCESS TO PERSONNEL FILES

Employee files are maintained by the Human Resources Manager and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their personnel files and may copy them but may not remove documents from their files. Inspections by employees must be requested in writing to the Human Resources Manager and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed in the Finance department. In their duties, representatives of government or law enforcement agencies may be allowed access to file information.

Personnel Information. Employees have a responsibility to keep their personnel records up to date and should notify their supervisor as appropriate and the Human Resource Department of any changes.

Employees are to refer all requests from outside the City for personnel information concerning applicants, employees, and past employees to the Human Resource Department.

EMPLOYMENT OF RELATIVES AND DOMESTIC PARTNERS

The City of Chesterfield may hire relatives and domestic partners of current employees if (1) the individuals involved will not work in a direct supervisory relationship, 2) The individuals involved will not typically be required to work together, collaboratively or in a mutually dependent capacity in the performance of their regular duties and (2) the employment will not pose difficulties for supervision, security, safety, or morale.

For this policy, "relatives" are defined as spouses, children, siblings, parents, grandparents, and persons related by marriage or whose relationship with the employee is like that of persons related by blood or marriage.

A "domestic partnership" is generally defined as a committed relationship between two individuals sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the City provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together work in a direct supervisory relationship, the City will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is open, the employees will be permitted to determine which one will resign from the City of Chesterfield.

SEPARATION FROM EMPLOYMENT

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least two weeks (80 hours) of scheduled work time in advance of the last day of work. The two-weeks must be actual working days.

- The two-week minimum expected notice is intended to provide sufficient time to transition from the separating employee's work and to allow the City to adjust assignments. It is not to provide for the separated employee to consume unused leave.
- Supervisors may choose to deny a vacation or compensatory time request to an employee who has given two-weeks' notice. To the extent possible, supervisors are encouraged to negotiate with the employee to find an arrangement that will work for both parties.
- If a resigning employee requests leave during their notice period, with adequate advance notice, the supervisor may approve such leave. However, the supervisor is not compelled to approve any leave during the notice period. The City will pay out any accrued vacation and compensatory time following the employee's resignation date.
- The use of sick leave during the two-week resignation notice period is generally not permitted. The employee may be required to provide a medical

certificate authorizing their absence. The employee's failure to comply may result in unpaid time and/or ineligibility for rehire.

- It is the City's practice to pay separated employees for any unused, accrued vacation and compensatory time upon final separation.

Rehire. Individuals previously employed by the City may apply for re-employment. Such individuals are subject to the City's employment procedures. Their previous employment record will be reviewed and considered part of the re-employment decision.



Section V Workplace Safety

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

It is the policy of the City of Chesterfield to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the City.

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance (including marijuana) while on City or client premises or while performing services for the City is strictly prohibited.

The City also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, the City prohibits off-premises abuse of alcohol and controlled substances (including marijuana), as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the City's reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Preemployment: as required by the City for all prospective employees who receive a conditional offer of employment.

Post-Accident Testing: Anyone involved in a vehicular accident at work that results in an injury requiring medical treatment or issuance of a traffic citation to the employee will be required to undergo drug and alcohol testing.

For cause: upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee's job performance.

Random: as authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Employees needing help in dealing with substance abuse problems are encouraged to seek help through the City of Chesterfield's medical insurance carrier or other counseling options. Conscientious efforts to seek and use such services will not jeopardize an employees' job and will not be part of any personnel record. However, records of absences to pursue treatment or insurance claims for covered treatment will be maintained, although reasons for the absences or claims will be kept confidential and disclosed only on a need-to-know basis.

Failure to submit to a required test, any unreasonable delay in submitting to a test, or failure to cooperate in the testing process will result in dismissal.

The City encourages employees to report violations of this policy to management on a confidential basis.

COMMITMENT TO SAFETY

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 8 for an outside line, then dialing 911 to activate the medical emergency services. Employees should also follow up with the City of Chesterfield Police Department by contacting (636)537-3000.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident. Employees who fail to report an injury or incident, regardless of severity, are subject to disciplinary action.

EMPLOYEE SAFETY AND REPORTING OF INJURY

In the event of a serious medical illness or injury, the immediate welfare of the employee is paramount. No matter how minor they occur, all injuries must be reported to the supervisor immediately and, when necessary, should be attended to by a physician as soon as possible. Contact the Human Resource Manager for referral to a medical facility.

Generally, for less severe illness or injury, employees are required to arrange their transportation. When no other alternative is available, a member of management should provide transportation to the medical facility.

The City of Chesterfield carries workers' compensation insurance, which covers all employees. The supervisor should contact the Human Resource Manager within 24 hours of the illness or injury, even if medical treatment was not required and no time was lost from work. The employee must complete an Injury Report Form and return it to the Human Resources Manager within 24- hours of the illness or injury. Once returned, the Human Resource Manager will process the form with the Workers Compensation carrier. Federal and state laws and regulations prohibit certain retaliatory actions against individuals filing claims under Workers' Compensation or OSHA.

Safety in the workplace is a top priority of the City of Chesterfield. We strive to provide work environments that are safe for all employees and maintain procedures designed to prevent occupational injuries. The safety of our employees depends upon the personal commitment of all employees to these procedures.

Employees must immediately report any unsafe working conditions to their supervisor. Employees who violate company safety policies, cause hazardous or dangerous situations, or fail to report a workplace accident that results in an injury may be subject to disciplinary action up to and including termination of employment. Regardless of how insignificant the injury or near miss may appear, employees should notify their supervisor as soon as the employee is aware or within 24 hours at the latest.

Common sense safety practices can prevent most injuries from occurring in the workplace. Department Heads are responsible for maintaining a safe environment by:

- Inspecting premises at least annually to identify and correct unsafe conditions and unsafe work practices.
- Reviewing emergency procedures established for each location at least once each year where appropriate.
- Identifying and training employees on the use of possible hazardous substances in the workplace and ensuring training on hazardous substances is readily available.

- Maintaining a practical and comprehensive occupational safety and health program applicable to all employees.
- Reminding employees of the location of first aid supplies.

If an OSHA compliance officer calls any employee of the City of Chesterfield, a member of management should verify the compliance officer's credentials with the local OSHA district office and ask the officer to describe the inspection scope to the Department Head.

SMOKE-FREE WORKPLACE

Smoking is not allowed in City buildings, work areas, vehicles, or on any City property at any time. Smoking includes using any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. There are no designated smoking areas. This policy applies equally to all employees, customers, and visitors.

WORKPLACE VIOLENCE PREVENTION

The City of Chesterfield is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at City-sponsored functions.

All City employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their Supervisor, Department Head, Human Resources, or they may ask for police assistance if the need arises. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the City, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Except as job duties require for protective services, the City prohibits the possession of weapons on its property at all times, including our parking lots or City vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocketknives, utility

knives, and other instruments that are used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The City reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, backpacks, purses and handbags, gym bags, and personal vehicles on City property. In addition, the City may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all City property and other items that are in violation of City rules and policies.

INCLEMENT WEATHER

City offices and activities will remain open during established working hours unless the City Administrator declares the offices, excluding Public Works and Police Departments, officially closed due to inclement weather.

When City offices have not been closed, employees must make every effort to report to work even though driving conditions may be hazardous. If offices have not been closed, employees who cannot report to work must contact their supervisor. Any absence due to inclement weather will be charged to vacation or available compensatory time. Use of sick leave is not allowed for absences due to inclement weather.



Section VI WORKPLACE GUIDELINES

ATTENDANCE AND PUNCTUALITY

The City work schedules and hours are based on many factors, including customer service requirements, production flow, and departmental workload. As a condition of employment, all employees are expected to adhere to attendance and punctuality requirements as established by their department.

Employees should notify their supervisor as far in advance as possible before their start time if they cannot report for work, or if they know they will be late or must leave early.

Poor attendance and excessive tardiness may lead to disciplinary action up to and including termination of employment.

Any absent employee who does not report to their supervisor will be subject to discipline, up to and including termination. Employees who are absent from work for two (2) consecutive days without proper notice to the City will be considered to have voluntarily resigned. At that time, the City will formally note the separation and advise the employee of the action by mail.

JOB PERFORMANCE

Communication between employees and supervisors or managers is essential. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

Additional evaluations may be conducted as appropriate. The appraisal process provides an opportunity for discussing past performance and establishing future goals and is part of the merit review system.

New hires and newly promoted employees are generally evaluated upon completion of the anniversary date of their employment or on the anniversary date of their promotion.

MERIT REVIEWS

Without demonstrated progress in performance on the job, an employee should not expect to receive a merit increase. Merit increases are not automatic or annual, nor does time on the job itself qualify an employee for a merit increase.

An employee's failure or inability to perform assigned duties for reasons such as lack of necessary experience, education, skill, integrity, diligence, or other job-related factors, may result in the City's decision to release an employee from employment.

PROMOTIONS AND TRANSFERS

It is the policy of the City to provide promotion and transfer opportunities to qualified employees. This policy supports employee development and career progression and enhances Department Heads' ability to hire candidates with proven skills. Whenever possible but not exclusively, vacancies shall be filled by promoting a qualified employee within the City service. However, employees may voluntarily elect to accept reassignment to a lower or equivalent pay grade position. Such transfers are viewed as an individual career decision with the employee recognizing and getting the pay grade and salary of the new position.

OUTSIDE EMPLOYMENT

The City of Chesterfield recognizes its employees' right to conduct their affairs during off-duty hours and to use their skills and knowledge to supplement their income. However, employee rights in this area must be balanced against the City of Chesterfield's need for full productivity during working hours and for loyalty from its employees. At all times, an employee's employment with the City shall take priority over any outside employment.

The employee must submit a request declaring outside employment to the supervisor and department for review, and approval before engaging in outside employment.

Approved outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, or refusal to work overtime. Should any of these situations occur, approval of the employee's request to engage in outside employment may be revoked or withdrawn, and the employee will be subject to disciplinary action up to and including termination. In addition, such approval may be withdrawn by the City of Chesterfield for any other reason deemed sufficient. Usually, short notice will be given before the effective date of the consent withdrawal.

Failure to disclose outside employment, obtain prior written approval of outside work, or any other violation of this policy may subject an employee to discipline up to and including termination.

USE OF CITY TIME AND PROPERTY

The City of Chesterfield provides employees with the appropriate equipment as needed to fulfill the duties of their jobs. This equipment is property of the City of Chesterfield, and the expected use of this equipment is for business purposes. In this connection, it should be noted that all offices, desks, files, lockers, and so forth are the property of the City of Chesterfield and are issued for the use of employees only during their employment with the City of Chesterfield. Inspections may be conducted at any time at the sole discretion of the City of Chesterfield.

Personal use of City property and business equipment, including but not limited to telephone systems, computers, copy machines, and facsimiles, should be reasonable and kept to a minimum.

Employees who violate this policy are subject to discipline up to and including termination from employment.

City equipment essential in accomplishing job duties can be expensive and may be difficult to replace. Employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines when using the property.

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

DRESS AND GROOMING

The City of Chesterfield provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is essential to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Certain employees may be required to meet unique dress and grooming standards, such as wearing uniforms or safety equipment or clothing, depending on the nature of their job. Any questions or complaints regarding the appropriateness of attire should be directed to the supervisor, department head, or Human Resources Department. The individual departments or managers will make decisions regarding clothing.

Uniforms. If a position requires a uniform, the City will provide an annual allowance or provide employees with uniforms, subject to each department's requirements. Uniformed employees are required to keep uniforms as clean and neat as practicable at all times.

Employees who do not follow appropriate dress guidelines may be asked to return home to change clothes. The time away from work will not be compensated. Repeat violations of the dress code policy may lead to disciplinary action.

Employees may consult with their supervisor or department head with questions about proper attire.

DRIVING SAFETY

Safe driving is the responsibility of every City of Chesterfield driver. Drivers must be aware of their personal safety and the safety of others. Such considerations include how to drive defensively, how to avoid aggressive and distracted driving, how to recognize the warning signs of fatigue, and how to adjust driving behavior for weather conditions.

Every driver of a City vehicle will:

- Ensure they hold a valid driver's license for the class of vehicle they are driving and carry it when driving a City or personal vehicle on City business;
- Immediately notify their supervisor or manager if their driver's license has been suspended or cancelled, or has had limitations placed upon it;

- Take time to familiarize themselves with the vehicle's handbook and vehicular features;
- Display the highest level of professional conduct when driving a City vehicle;
- Wear a seat belt and ensure all occupants wear their seat belt at all times;
- Report any crashes and scrapes, including those that do not result in injury, along with any maintenance issues; and
- Avoid distractions while driving including talking or texting on cell phones and other electronic devices.

USE OF CELL PHONES IN VEHICLES

To ensure the personal safety of employees and that of pedestrians and the motoring public, all employees must devote their full attention to the practice of safe driving techniques when operating a motor vehicle.

Safe driving is the first priority when operating a vehicle while driving on City business. Your first responsibility is to pay attention to your driving. Never allow a cell phone or other mobile device to distract you from concentrating on driving. Employees should follow these procedures to avoid distracted driving:

- It is a violation of City policy to use a hand held device to read or send text messages or emails while operating a City vehicle.
- Avoid using your cell phone while operating a vehicle, and do not use it as a hand-held device.
- Program your destination into navigation apps or GPS devices before you start driving.
- Be aware of distractions from in-car "infotainment" systems. Just because they are built into the vehicle does not mean they do not create a hazardous distraction.

Employees who fail to follow safety guidelines are subject to discipline.

INFORMATION TECHNOLOGY POLICY

This section provides guidelines for computer, network, and internet and cell phone usage at the City of Chesterfield. Topics include acceptable use, security, hardware/software, problem determination and reporting, and purchasing.

Internet Usage The City of Chesterfield provides access to the Internet (under controlled conditions) for all employees that use the City's computer system. Internet Access is provided at the discretion of each department head to determine the need and level if any of Internet access for each employee under their supervision.

Internet access is to be used for business-related purposes, i.e., communicating with citizens and suppliers, researching relevant topics, and obtaining helpful business information. Employees shall conduct themselves appropriately on the Internet and respect the copyrights, software licensing rules, property rights, privacy, and prerogatives of others, just as you would in any other business dealings. All existing City policies apply to your conduct on the Internet, particularly those dealing with intellectual property protection, privacy, misuse of City resources, discrimination, sexual harassment, information, data security, and confidentiality.

Unless authorized, employees may not participate in non-business-related social media sites, post comments on blogs, or falsely represent themselves while doing the business of the City. An Internet user can be held accountable for any breaches of security or confidentiality. Specific terms in this policy should be understood expansively to include related concepts.

The City shall consist of all departments and divisions of the City of Chesterfield. Document covers any file that can be read on a computer screen as if it were a printed page, including the so-called HTML files read in an Internet browser, any file meant to be accessed by a word processing or desktop publishing program or its viewer, or the files prepared for the Adobe Acrobat reader and other electronic publishing tools. Graphics include photographs, pictures, animations, movies, or drawings. The display consists of monitors, flat-panel active or passive matrix displays, monochrome LCDs, projectors, televisions, and virtual-reality tools.

Detailed Internet Policy Provisions

Management and Administration. The City has software and systems in place that monitor and record all Internet usage. Security systems are capable of recording (for each user) each World Wide Web site visit, each chat, blog, newsgroup, social media site, or email message, and each file transfer into and out of our internal networks.

- No employee should have any expectation of privacy as to their Internet usage. Management can review Internet activity and analyze usage patterns and may choose to utilize this data to assure that City Internet resources are devoted to maintaining the highest productivity levels.
- City Management reserves the right to inspect any files stored in private areas of our network to assure compliance with the policy.
- The display of any sexually explicit image or document on any City system is prohibited and violates our policy on sexual harassment. In addition, sexually explicit material may not be accessed, archived, stored, distributed, edited, or recorded using our network or computing resources.
- The City uses independently supplied software and data to identify inappropriate or sexually explicit Internet sites and block access from within our networks to all such sites. If you find yourself accidentally connected to a site that contains sexually explicit or offensive material, disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program, and report that site to the

Information Technology Director or your Department Head. If access is needed to a legitimate site that appears to be blocked, submit a Chesterfield HelpDesk Ticket to request the site be unblocked.

- The City's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province, or other local jurisdiction in any material way. Use of any City resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement agency.
- Employees are prohibited from downloading or distributing pirated software or data.
- Employees are prohibited from using the City's Internet facilities to deliberately propagate any virus, worm, Trojan horse, or malicious program code.
- Employees are prohibited from using the City's Internet facilities to knowingly disable or overload any computer system or network or circumvent any system intended to protect the privacy or security of another user.
- When using the Internet facilities of the City, employees shall identify and represent themselves wholly and accurately (including one's City affiliation and position where requested) when participating in chats, blogs, social media sites, or newsgroups, or when setting up accounts on external computer systems.
- Only those employees or officials who are specifically authorized may communicate with the media on behalf of the City or represent the City in any public capacity. Authorized employees may participate in social media sites during business when relevant to their duties and as individuals speaking only for themselves. An individual participant is identified as an employee or agent of this City; the employee must refrain from unauthorized political advocacy. Employees must also refrain from the unauthorized endorsement or appearance of endorsement by the City of any product or service not sold or serviced by this City, its departments, or divisions. Only those managers and City officials authorized to communicate with the media or represent the City in a public capacity may do so.
- The City retains the copyright and ownership to any material posted to any forum, newsgroup, chat, blog, social media site, or World Wide Web page by any employee during their duties. Employees may not reveal confidential City information, customer data, and any other material covered by existing City secrecy policies and procedures on any Internet site. Employees releasing protected information will be subject to all penalties under existing data security policies and procedures.
- City Internet facilities may not be used to commit infractions such as misuse of City assets or resources, sexual harassment, unauthorized public speaking, or misappropriation or theft of intellectual property.

Technical. Any employee who obtains a password or ID for an Internet resource must keep that password confidential. Sharing user IDs or passwords obtained for access to Computer Systems, Resources, or Internet Sites is strictly prohibited. Authorized Internet email users are also prohibited from

sending or receiving Internet email for or in the name of any unauthorized user.

Communications-intensive operations such as large file transfers, video downloads, and mass E-mailings should be scheduled during off-peak times, as determined by the Information Technology Director.

To maintain security standards, the downloading of certain files is generally not allowed. If a specific file download is needed, the employee should contact the IT Staff to perform the download.

Video and audio downloading should be avoided unless there is a legitimate business need to receive this material.

The use of any encryption software or scheme on the City of Chesterfield networks or computers is prohibited without the prior knowledge and express consent of the City Administrator and the Information Technology Director. Subscribing to email list servers that are not directly related to City business is prohibited. When there is a legitimate need to subscribe to a list server, Information Technology Staff must be notified of this so that un-subscription procedures for that particular list server can be obtained and filed.

Security. A variety of firewalls, proxies, Internet address screening programs, and other security systems are in place to assure the safety and security of the City's networks. Any employee who attempts to disable, defeat, or circumvent any City security facility will be subject to immediate dismissal. This includes the use of the public wireless system.

Only those Internet services and functions with documented business purposes for the City will be enabled at the Internet firewall. The mention of any Internet service or function in this policy does not necessarily mean that service or function will be available.

Authorized access to the Internet does not negate adhering to the policy described in the following Computer and Network chapters. Any software executed on City computers (including but not limited to screen savers, etc.) must be approved by the Information Technology Director and the employee's Department Head (or in the case of Dept. Heads/Executive Staff, by the City Administrator), and determined by either the employee's Department Head or the City Administrator (as appropriate) to be job-related and of benefit to the City.

Computer and Network Usage. The City's computer system is to be used for official City business. Personal use of technology should be limited to breaks or non-work times and should not compromise resources.

The City recognizes that the Internet can be a tool that is useful for both personal and professional purposes. Limited personal usage of the City computer systems to access the Internet is permitted as long as such usage follows pertinent guidelines elsewhere in this document and does not have a detrimental effect on the City or on the user's job performance.

Passwords. Each user is assigned a unique user ID based on their name and a temporary password. The new user is instructed to change this password at their first opportunity. This password is not to be shared with others under any circumstances. Information Technology Staff can arrange for file sharing among employees when necessary. Additionally, City management can override passwords and access all software applications and data files in the City's computer system/network, should a circumstance arise where access to this information is needed.

Generally, information in an employee's computer files will not be accessed by anyone else. However, the City reserves all rights to access such information if deemed necessary and appropriate. Access requires authorization from the City Administrator.

Other Security. When leaving the computer for any time, users are required to "lock" Windows by pressing CTRL-ALT-DELETE, or CTRL + L. This prevents anyone from accessing the network as "you" while you're not physically at the PC. Failure to log out of the network creates a security risk. Remaining logged in also causes specific files to be "locked." The tape backup system necessarily bypasses these files; thus, the logged-in user's opened files are not backed up.

The user's responsibility is to log out of the network and turn off their workstation nightly unless there is a compelling reason not to. Users should close all applications and shut down Windows, after which the PC and monitor should turn themselves off. If the computer must be left on for any reason, the monitor should be turned off. This not only saves electricity but dramatically lengthens the life of the monitor.

The use of creating document passwords is not condoned. The security of documents is provided at the network level. If you have specific security concerns, please contact the Information Technology Director.

Data Storage. The user's requirements determine the use of data storage space. However, there is a finite amount of space on the servers, and the user must use this space responsibly. Each user is set up with a "home" directory that they can access as drive K: Additionally, users are given access to a departmental share. These are the typical places on the server a user should store files, except in certain special cases. It is not recommended that data files be stored on the local hard drive for two reasons: Local hard drives are not protected storage, and files residing on a local hard drive are available to anyone who has physical access to that workstation. Files stored in a user's home directory are accessible only to that user (and their supervisor in some cases) and are more secure.

The user's responsibility is to clean out their home directories periodically, either deleting old files or archiving them to an external storage device if they must be retained. The home directory should be used as a place to store current, frequently accessed files. No limits are currently set to control user storage. Should it become necessary, limits will be placed on allowed storage space.

The City recognizes the need for users to transfer data to and from their home computers and requires that these drives be configured to use encryption by the Information Technology Staff before use on the City's computers. All external storage devices must have encryption installed by Information Technology Staff before use, including "thumb" drives, data cards, and other storage devices.

Pirating Software. All software on City of Chesterfield hardware must be licensed, legal copies. Illegal copies of the software will be removed immediately and without notice. Technologically, the City can remotely examine all network and local disk storage to determine if unauthorized software has been installed. An automatic network-wide audit is performed weekly, and the Information Technology Director is notified of all unauthorized software and missing software and hardware.

Personal/Private Owned Hardware & Software. Use of personal software/hardware on City computers is not permitted without first being reviewed and approved by the Information Technology Director and the employee's Department Head (or in the case of Department Heads/Executive Staff, by the City Administrator), and determined by either the employee's Department Head or the City Administrator (as appropriate) to be job-related and of benefit to the City. Under no circumstances does the City of Chesterfield assume responsibility for any personally owned hardware or software. Problems occurring with the hardware or software compatibility will not be supported by the Information Technology Staff. Further, theft of personal property may not be covered by the City's insurance.

Computer Viruses. Although the City uses Anti-Virus software on each desktop, no programs are to be installed unless fully licensed as noted in the above section and approved by the Information Technology Director and the employee's Department Head (or in the case of Department Heads/Executive Staff, by the City Administrator), and determined by either the employee's Department Head or the City Administrator (as appropriate).

If you have reason to believe your PC has been infected, contact the Information Technology Staff immediately.

Games. Computer games may not be installed on any City-issued computer equipment. Games that are a part of Windows software and already exist on City computers can only be played outside of the employee's regular work hours.

Training. Various documents are available to help the user learn applications like Excel, Word, and Windows. Online computer-based training is also available for Microsoft Office products, and a course can be arranged through your supervisor.

Many of the newer software applications contain built-in tutorials. The user is urged to view these online tutorials if they are not already experienced with the application. As needed, employees may be enrolled in an off-site training course for a particular application.

Purchasing. The Information Technology Director is to be consulted regarding all technology-related purchases to ensure compatibility with existing systems and compliance with the Strategic Technology Plan. Once the appropriate requirements are determined, the proper purchase(s) can be initiated. Before the acquisition, all software and computer-related hardware purchases must be approved by the Information Technology Director.

SOCIAL MEDIA ACCEPTABLE USE

The City of Chesterfield encourages employees to share information with coworkers and with those outside the City for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, the City has established the following guidelines for employee participation in social media.

Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

Off-duty use of social media. Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the City considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. In addition, employees may not post on a personal blog or webpage or participate on a social networking platform for personal purposes during work time or at any time with City of Chesterfield equipment or property.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work and approved by their manager and does not identify or reference City clients, customers, or vendors without express permission. The City monitors employee use of City computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of the City, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge City of Chesterfield confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates the City's policies.

Post disclaimers. Employees who identify themselves as City employees or discuss matters related to the City on a social media site must include a

disclaimer on the front page stating that it does not express the views of the City and that the employees are expressing only personal views—for example: “The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the City or the City’s business. Employees must keep in mind that if they post information on a social media site that is in violation of City policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Confidentiality. Do not identify or reference citizens, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidential information policy. When in doubt, ask before publishing.

Legal. Employees are expected to comply with all applicable laws, including, but not limited to, Federal Trade Commission (FTC) guidelines and copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

LETTERS OF REFERENCE

Providing letters of reference on behalf of the City of Chesterfield is not permitted. No Department Head or supervisor should provide a written evaluation on any current or former employee. Please refer all requests for such references to the Human Resource Manager.

EXIT INTERVIEW AND RETURN OF CITY PROPERTY

You may be asked to participate in an exit interview at the point at which you leave the City. The purpose of the discussion is to allow you to communicate your views regarding your work with the City of Chesterfield. This can include job duties, training, supervision, and benefits.

You will receive information on the status of your benefits upon separation from employment at the City of Chesterfield. At the completion of employment, departing employees will be asked to return any City-furnished property, such as ID cards, keys, credit cards, documents, handbooks, and equipment. Where permitted by applicable laws, the City of Chesterfield may withhold the cost of

any items that are not returned when required from the employee's check or final paycheck.

The City of Chesterfield may also take all action deemed appropriate to recover or protect its property.

CODE OF CONDUCT

As all employees are employed at-will, the City of Chesterfield may terminate an employee at any time, with or without reason. Likewise, employees may terminate employment with the City at any time with or without reason. However, the following actions are unacceptable and considered grounds for disciplinary action up to and including termination. This list is not all-inclusive and is subject to change. The City reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case. Unacceptable actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace, creating a hostile work environment, threats or acts of violence, destructive or disruptive activity in the workplace including abusive or inappropriate language.
- Harassing, including sexually harassing employees or customers.
- Negligent, willful or improper conduct leading to damage, destruction, theft or loss of City, employee, citizen, customer, or vendor property or harm to others.
- Unauthorized use or misuse of City property, equipment, devices, electronic information systems, vehicles or assets including unauthorized access to City property outside of business hours.
- Theft, possession, or the removal of City property without prior authorization.
- Using City property or services for personal gain or taking, removing, or disposing of City material, supplies, or equipment without proper authorization.
- Performing personal business on City time.
- Allowing non-employees to drive City vehicles or equipment.
- Possession, use, sale, manufacture, or distribution of, or working under the influence of, alcohol, non-prescribed or illegal drugs, or other intoxicants while engaged in City business, on City property or while operating City vehicles or equipment.
- Failure to obtain or retain licenses required to perform the duties of your job or failure to report loss of such licenses.
- Failure to adhere to safety and security procedures.
- Any conduct that the City believes endangers the safety or well-being of any employee or any other person on City premises or while in the conduct of City business.
- Possession or use of dangerous or unauthorized items, such as weapons or explosives, in the workplace or on City property or while conducting City business.
- Failure to report personal injury or accidents within 24 hours of occurrence.

- Unsatisfactory customer service, including discourtesy to a customer, vendor, or employee.
- Failure to carry out orders given by management, including refusal to do assigned work or other acts of insubordination or disrespectful conduct.
- Any tardiness or absence without notice including unauthorized absence from work during the work day or failing to submit required documentation to substantiate an absence.
- Excessive tardiness or absenteeism whether excused or unexcused or otherwise displaying a pattern of absenteeism or tardiness.
- Working outside of normal work hours without prior approval to do so.
- Gambling on the City of Chesterfield's premises or while conducting the City of Chesterfield's business.
- Sleeping on the job or leaving the job without authorization.
- Smoking in prohibited areas.
- Falsifying or altering City-related records including time-keeping records, business expense reports or other reports, records or work-related documents as well as improper handling, disclosure or misuse of confidential information.
- Misrepresentation of City of Chesterfield to customers, prospective customers, the general public or employees.
- Providing false or misleading employment information or withholding information that may impact employment.
- Improper cash handling procedures; misuse of City funds, or theft of property belonging to City of Chesterfield, customers, co-workers, or vendors and failure to safeguard alarm codes, safe combination, computer or other passwords or codes, leaving safe unsecured or premises unarmed.
- Theft, fraud, embezzlement or other acts of dishonesty whether or not it is for personal gain.
- Any conduct that has the appearance of impropriety or is detrimental to the City's image including social media or internet postings.
- Granting special consideration, treatment, or advantage to any person beyond what is available to every other person.
- Conviction of a crime that may impact the performance of your job duties or licensing, or raises a threat to the City's safety or well-being, its employees, customers, or property.
- Any action that violates federal, state, or local law including motor vehicle laws.
- Violation of City rules, regulations, policies, and procedures.
- Unsatisfactory performance or conduct.

Aiding and abetting any of the listed offenses may result in the same corrective action as the offense involved. The City reserves the right to issue a verbal warning, written warning, suspension, demotion, final warning, suspension, removal from the current position as well as immediate termination for violating policy, or other disciplinary action.

DISCIPLINARY PROCEDURE

The City expects employees to comply with the City's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, the City endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. Any of a number of disciplinary actions may be taken to correct unacceptable behavior or performance. Discipline may take the form of oral or written warnings, probation, suspension, demotion, termination, removal from the current position, or other disciplinary action. This policy does not modify the status of employees as employees at will or in any way restrict the City's right to bypass the disciplinary procedures suggested.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, in such scenarios, the supervisor should suspend the employee immediately (with or without pay), and complete an investigation to determine if further action, such as termination, is warranted.



Section VII TIME OFF AND LEAVE OF ABSENCE

HOLIDAYS

The City of Chesterfield observes the following paid holidays each year for benefits-eligible employees:

- NEW YEAR'S DAY
- MARTIN LUTHER KING DAY
- PRESIDENT'S DAY
- MEMORIAL DAY
- JUNETEENTH NATIONAL INDEPENDENCE DAY
- INDEPENDENCE DAY
- LABOR DAY
- VETERAN'S DAY
- THANKSGIVING DAY
- DAY AFTER THANKSGIVING
- CHRISTMAS EVE (HALF-DAY)
- CHRISTMAS DAY

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, it will be observed on the preceding Friday.

Holiday pay. Full-time regular employees and designated part-time employees receive holiday pay immediately upon joining the City. Part-time and temporary employees, including summer employees, are not eligible for holiday pay.

To receive holiday pay, an eligible employee must be at work or taking an approved absence on the workdays immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of paid vacation, comp. time, or sick leave. If an employee is absent on one or both of these days because of an illness or injury, the City may require verification of the reason for the absence before approving holiday pay.

Scheduling Leave. Generally, employees are free to take an accrued time off at any time of the year if their supervisor approves the request in advance. Employees must submit requests electronically through the time and attendance system. Supervisors will resolve conflicts between employees' requests as possible. Preference is usually given to the employee who makes the earliest request, but supervisors may also consider other factors. A department may impose additional guidelines as necessary to ensure an efficient workflow. The City reserves the right to deny or rescind leave requests considering operational and emergency needs.

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the City should speak with their supervisor. Depending upon business needs and the timing, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee (if permissible), take vacation or comp. time, or take off unpaid days. The City will seek to reasonably accommodate individuals' religious observances.

VACATION

The City of Chesterfield recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The City provides paid vacation time to full-time employees and eligible regular part-time employees for this purpose. The City encourages employees to use vacation in the year it is earned. However, employees can carry over up to 240 hours of accrued vacation to the following calendar year. Any vacation in excess of 240 hours will be forfeited. Employees whose employment terminates will be paid for earned, unused vacation time.

Employees should schedule vacation in advance at least three (3) days before the date(s) requested, when foreseeable. Vacation may be taken in increments as short as one-quarter (.25) hour up to a maximum of two weeks in a row.

Vacation Schedule. The following schedule governs the number of vacation hours accrued annually based on the length of service.

Service Period (years)	Hours Per Pay Period	Hours Per Year
0 to 3.99	3.08	80
4.00 to 9.99	4.62	120
10.00 and over	6.15	160

SICK LEAVE

The City of Chesterfield provides regular, full-time, and designated regular part-time employees with paid sick days. Sick days are not intended to be used as a substitute for vacation days, but sick days may be used if an employee needs to provide care for a family member who is ill. Sick days may also be used if an employee needs time off for an illness or medical procedure. Family is defined as parent, spouse, and child.

Employees begin accruing sick leave on their date of hire at a rate of approximately 3.7 hours per pay period. Employees may carry accrued sick days over from one year to the next to a maximum of 960 hours. Sick leave may be taken in increments as short as one-quarter (.25) hours.

If the need for sick leave is foreseeable, employees are required to give at least 30 days' advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee misses three (3) or more consecutive days because of illness, the City may require the employee to provide a physician's written permission to return to work.

Unless otherwise required by State or Federal requirements, unused sick days are forfeited when an employee's employment ends for any reason.

PERSONAL DAYS FOR NEW HIRES

The City grants newly hired full-time employees five (5) personal days off with pay upon their hire date. Personal days provide paid time during an employee's first year to provide flexibility while accruing their paid leave per the regular sick and vacation schedules.

Employees may use personal days as a bank of leave time for any reason, such as personal or family illness, personal reasons, vacation, or any other reason, at the employee's discretion, subject to the scheduling requirements cited previously.

When the need to use personal days is foreseeable, employees should request to use the leave in advance according to the department scheduling practice with the employee's supervisor. If the need to use personal days is not foreseeable, employees should notify their supervisor as soon as practicable and generally comply with any notice or procedural requirements for requesting or reporting leave usage.

Personal days are not cumulative and must be used in the employee's first year of service. Personal days are forfeited if not used within this prescribed period. Additionally, unused personal days are lost if the employee's employment ends for any reason.

LONG-TERM SERVICE DAYS

The City awards forty (40) hours of long-term service to employees with 20+ years of continuous employment. The employee will receive these days on each anniversary date if they remain an employee of the City. The employee may take the forty (40) hours as either:

- A vacation credit under the same conditions as established in the vacation policy; or
- A one-time lump sum payment. The employee must make such an election before the anniversary date; or
- A contribution to the employee's retirement account.

LEAVE OF ABSENCE

The City of Chesterfield supports employees in need of requesting time out of work for medical and personal reasons. This policy explains the various leave of absence types available to employees. Approval depends on consideration of the conditions listed below.

FAMILY AND MEDICAL LEAVE (FMLA)

The City complies with the federal FMLA, which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The City also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources Department to discuss options for leave.

The City provides eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a

serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave.

Basic leave entitlement. The City provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military family leave entitlements. Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to 7 days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to 5 days of leave); (7) attending post deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Benefits and protections during FMLA leave. During FMLA leave, the City will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

An employee may choose not to retain health coverage during FMLA leave. However, when an employee returns from leave, the employee is entitled to be

reinstated on the same terms as prior to taking the leave, including family or dependent coverages, without any qualifying period, physical examination, exclusion of pre-existing conditions, etc.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the City’s operations. A “key” employee is an eligible salaried employee who is among the highest-paid 10 percent of the City’s employees within 75 miles of the worksite. Employees will be notified of their status as key employees, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee’s leave.

Employee eligibility. The FMLA defines eligible employees as employees who (1) have worked for the City for at least 12 months; (2) have worked for the City for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of City worksites that, taken together, have a total of 50 or more employees.

Definition of “serious health condition.” A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a healthcare provider or 1 visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of “continuing treatment.”

Use of leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.

Substitution of paid leave for unpaid leave. Employees may choose or employers may require the use of accrued paid leave while taking FMLA leave. Accordingly, the City requires employees to use any accrued paid vacation, comp. time, and sick days during an unpaid FMLA leave taken because of the employees’ own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the

military. In addition, employees must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active-duty status in support of a contingency operation. In order to use paid leave for FMLA leave, employees must comply with the City's normal paid leave procedures found in its Vacation and Sick Leave policies.

Employee responsibilities. Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, employees must provide notice as soon as practicable and generally must comply with the City's normal call-in procedures. The City may delay leave to employees who do not provide proper advance notice of the need for foreseeable leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The City also may require a second and, if necessary, a third opinion (at the City's expense) and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work. The City also may delay or deny approval of leave for lack of proper medical certification.

City responsibilities. The City will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If an employee is not eligible, the City will provide a reason for the ineligibility.

The City will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the City determines that the leave is not FMLA-protected, the City will notify the employees.

Other provisions. Under an exception to the FLSA in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employees' exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the City has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

Unlawful acts by employers. The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Employee Benefits During FMLA Leave.

- During the FMLA leave period, an employee must continue to pay whatever share of group health plan premiums the employee paid before the FMLA leave. The City will provide the employee with the advance written notice of the terms and conditions under which these payments must be made. If premiums are raised or lowered, the employee is required to pay the new premium rates.
- If the employee is substituting accrued paid leave for unpaid FMLA leave, the employee's share of benefit premiums will be paid as a standard payroll deduction. Any portion of the benefit premiums not covered by the standard payroll deduction is subject to the payment terms below.
- If the FMLA leave is unpaid, the employee's share of premiums payments is due at the same time it would ordinarily be due through payroll deductions, meaning the premium payment is due every payday. An employee may instead pay their share of the premium for coverage during the entire leave before the leave begins on a pre-paid method. Personal checks, money orders, or cashier's checks for such premium payments should be made payable to the City of Chesterfield.
- If the employee does not make the required payments during the FMLA leave period, with sufficient notice as required by the FMLA, the City will terminate the member's coverage. These members are ineligible to continue coverage under COBRA and will not receive a COBRA notification letter.
- Maintenance of voluntary benefits, including supplemental life insurance, vision insurance, short-term disability, accident, and critical illness plans, is the employee's sole responsibility. The City is under no obligation to maintain voluntary benefits if an employee fails to pay their premiums.

Failure to make voluntary plan premium payments will result in the cancellation of benefit coverage.

PARENTAL LEAVE

The City provides this policy to give employee parents additional flexibility and time to bond with their new child while adjusting to a changing family situation. While such paid leave is not required by law, family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family obligations. Leave under this policy is paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with surrogates, adoption, or foster care. Such paid leave under this policy will not be charged against the employee's other paid leave benefits, however, Paid Parental Leave and FMLA Leave will run concurrently.

Employee eligibility. In order to qualify for leave under this policy, an employee must be full-time with at least one-year (1) of continuous service at the time of the eligible event; and the employee becomes the parent of a child who resides in the same household due to an eligible birth, adoption, or foster parent event.

The following eligible events qualify for Parental Leave under this policy:

- The eligible employee gives birth to a child.
- The birth of a child who resides in the same household, for whom the eligible employee is the mother or father of the child.
- The placement of a child of twelve (12) years of age or younger through adoption or foster care. Only a new placement will qualify as an eligible event. Prior foster care placement or adoption will not be an eligible event.
- Special circumstances which may be individually authorized and approved by the City Administrator, such as: an event where an eligible employee assumes legal custody and responsibility for a familial child or children due to death or incapacitation of their parents.

Additionally, the foregoing qualifying events must be FMLA certified to qualify for parental leave under this policy.

Parental Leave Time. Parental Leave shall not exceed two-hundred forty hours (240) per qualifying event. Parental Leave described in this policy shall be available for a 6-month period following the birth or adoption of a child.

Employees are eligible for up to 240 hours of Parental Leave in a rolling 12-month period. In the event one or more children are born, adopted, or fostered the amount of Parental Leave will not be adjusted.

In the event the parents involved in a qualifying event are both employees of the City; the total amount of parental leave authorized for the event, not more than 240 hours, shall be shared between the employee parents. The amount of

parental leave apportioned between the employee parents is to be solely determined by the parent employees involved and can be shared in any proportion.

If the Parental Leave is to be shared between two parent employees the employees must provide a coordinated four-week advance schedule submitted on behalf of both employees utilizing Parental Leave. Schedule may be waived for the first two weeks of Parental Leave in such instances where the onset of the Parental Leave is indeterminate.

Parental Leave may be used intermittently during the 6-month period, but leave must be used in minimum one-week increments (Sunday 12:01 am thru Saturday 12:00 am Midnight) for ease of scheduling and tracking purposes. If used intermittently, employee must provide a minimum four-week advance schedule. Schedule may be waived for the first two weeks of Parental Leave in such instances where the onset of the Parental Leave is indeterminate.

Employee Responsibilities and Additional Information.

- An eligible employee shall initially notify their supervisor of the need for Parental Leave and include the estimated timing of such leave at least thirty (30) calendar days in advance of the anticipated onset of the Parental Leave. If the need for Parental Leave is not foreseeable, an eligible employee must give notice of the need to their supervisor as soon as practicable. Notice shall be provided in writing, on forms available by the City.
- The employee(s) shall make written their request for parental leave on the appropriate form as made available by the City and as approved by the Department Head. Copies of the approved forms shall be provided to the Finance Director and Manager of Human Resources.
- FMLA certification. The employee is required to provide the necessary FMLA documentation from the physician or agency with an estimated due date.
- Official court documents providing the date of adoption or placement must be provided.
- Once the two-hundred forty hours (240) of Parental Leave has been exhausted, employees may request continued leave covered under other policies as applicable and in accordance with all other City policies.
- Upon termination or resignation of employment, the employee shall not be eligible for payment of any unused Parental Leave.
- Employees on Parental Leave may not be otherwise employed, work secondary employment, be contracted for work or services, or otherwise perform compensated activities outside of their scope of work for the City of Chesterfield. Exceptions may be made only in the event of a court subpoena, natural disaster response, or in limited emergency situations where the employee's absence would significantly impair the City's ability

to successfully respond to a natural disaster or other emergency occurrence.

- Disciplinary action, up to and including termination, may be taken against an employee who uses Parental Leave for purposes other than those described in this policy.

SHORT TERM ABSENCES

The City may grant paid and unpaid leaves of absences in certain circumstances according to the guidelines below. An authorized short-term absence may include any of the following:

Military Duty. The City of Chesterfield supports the military obligations of all employees and grants leave for uniformed services under applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify their Supervisor and Human Resources.

Military Leave. A military leave of absence will be granted to employees to attend training or, if called to serve active duty with the U.S. armed services.

- Under this provision, employees granted a military leave will be eligible to receive their base rate of pay less the base rate of pay received from military service for up to a maximum of one (1) year.
- If the base pay earned through the military is greater than the City's base pay rate for the employee, no differential in pay will be recognized.
- Per City Council Policy, vacation, sick leave, retirement, and holiday benefits will continue to accrue during the first 12 months of a military leave of absence.
- Employees should provide their supervisors with a copy of their orders with as much notice as possible before leaving.

Military Training. Employees granted military training leave will receive pay for all scheduled workdays during the training period.

- PAID LEAVE FOR MILITARY TRAINING WILL NOT EXCEED 15 DAYS IN ANY MILITARY YEAR - October 1 through September 30;
- If Military Training is more than 15 days, the employee can charge the absence to vacation, comp. time, or holidays if available. The employee may also take the additional time off unpaid.

Upon return from military leave, employees will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases, as required by applicable federal or state law. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Bereavement Leave. Employees may take up to three (3) days of paid bereavement leave upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, or grandchild.

The City may require verification of the need for the leave. The employee's supervisor and Human Resources will consider this time off on a case-by-case basis. The City's paid leave policies also provide employees additional paid leave and non-paid leave for personal or family business if time is needed beyond the bereavement leave.

Jury Duty Leave. The City supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow planning for an employee's absence.

- The City will pay employees for jury duty service at the employee's regular rate of pay minus any compensation received from the court for the period of service.
- If an employee is released from jury duty after 4 hours or less of service, the employee must report to work for the remainder of that workday.
- Employees must submit a leave request form at least three (3) days before the date(s) requested for leave. Employees required to call into the court daily must keep their supervisor informed of their court schedule and when they will be available to work.
- The compensation received by courts must be signed over to the City and forwarded to the Finance Director.

Voting Leave. As provided by state law, any employee is entitled to be absent from work with the City for three (3) hours between opening and closing the polls to vote. Any such absence shall not be the reason for the termination or threat to terminate any person from employment. Such employees shall not be penalized, nor shall any deductions to their salary or wages be made.

The request for such leave of absence, however, must be made before Election Day, and the leave shall not apply to an employee on the day of the election if there are three (3) consecutive hours while the polls are open in which the employee can vote and is not working for the City.

An employee's supervisor may also specify any three (3) hours between opening and closing the polls during which the employee may be absent.

Emergency Leave. Full-time employees are eligible for emergency leave following their date of hire. Employees may use emergency leave in highly extenuating circumstances that may threaten the employee's welfare or immediate family, such as household fire, flooding, etc. The City may also use emergency leave to

remove an employee from the workplace for various work-related reasons occurring in the line of duty, ex., discharging a firearm.

- This provision does not allow for situations such as transportation problems, auto repairs, babysitting, or similar non-critical obligations of the employee. Nor can employees substitute emergency leave for sick leave or other types of leave otherwise provided by the City. It cannot be used when other leaves are exhausted, and an absence rightly belongs under another leave benefit.
- Maximum leave. Emergency leave shall not accumulate from year to year. Employees shall only be eligible for three (3) days or twenty-four (24) hours of paid emergency leave per year of employment per their date of hire and subsequent anniversary dates.

Personal Leave of Absence. In very unique and limited circumstances, employees may be granted a personal leave of absence to attend to personal matters in cases where the City of Chesterfield determines that an extended period away from the job will be in the employee's and the City's best interests.

- Request for Personal Leave of Absence. Requests for personal leaves of absence must be made in writing to the immediate supervisor, indicating the reason for leave, date of commencement of leave, and the expected duration of the leave. Requests for personal leaves should be submitted 30 days before the start of the leave whenever possible. Personal leaves may be granted for a period not to exceed three months.
- Compensation and Benefit Continuation. Employees are required to use all vacation, comp. time, and sick days, when applicable, available to them during a personal leave. Any remaining time off will be unpaid.
 - If personal leave is unpaid, the employee's share of insurance premium payments is due at the same time it would ordinarily be due through payroll deductions, meaning the premium payment is due every payday. An employee may instead pay their share of the premium for coverage during the entire leave before the leave begins on a pre-paid method. Personal checks, money orders, or cashier's checks for such premium payments should be made payable to the City of Chesterfield.
 - If the employee does not make the required payments during the leave period, with sufficient notice the City will terminate the member's coverage. These members are ineligible to continue coverage under COBRA and will not receive a COBRA notification letter.
 - Maintenance of voluntary benefits, including supplemental life insurance, vision insurance, short-term disability, accident, and critical illness plans, is the employee's sole responsibility. Failure to make voluntary plan premium payments will result in the cancellation of benefit coverage.
- Length of Service and Benefit Continuation. An employee's length of continuous service will not be broken during an approved paid leave of absence. In addition, accrual of vacation time and sick days will continue

without interruption during the approved personal leave of absence. Contributions to the 401(a) may continue during the period of leave where the employee is receiving compensation. Per the plan provisions, the City will suspend 401(a) contributions if an employee is not receiving compensation.

- Return to Work. An employee returning from a personal leave of absence has no guarantee of being returned to their same or similar position. If the vacated position is no longer available, every effort will be made to place the employee in a similar situation. After offering appropriate open positions, the employee will be considered to have resigned should the employee reject such offers. If an employee fails to return to work after an approved leave, the employee will be deemed to have resigned.
- Not Returning to Work from Personal Leave. If the personal leave extends beyond 30 days, or if it becomes known the employee is not returning to work, the City will offer COBRA continuation.

Victims of Domestic Violence or Sexual Abuse Leave Time. As part of Missouri's Victims Economic Safety and Security Act, the City of Chesterfield provides protected unpaid leave for employees who are victims of domestic or sexual violence or have family or household members who are victims of the same.

- Maximum Leave. In the case of domestic or sexual violence as defined by statute, an employee is entitled to up to two workweeks of unpaid leave within any 12-month period to address the related matters. Leave may be taken intermittently or on a reduced schedule. The employee shall provide the City 48 hours' notice unless such notice is not practicable.
- Any employee affected by domestic or sexual violence (actual or threatened) may request a reasonable safety accommodation. We urge employees to make such requests with their immediate Supervisor or Department Head, Human Resources, or other management members.



Section VIII EMPLOYEE BENEFITS

EMPLOYEE GROUP BENEFITS

The City of Chesterfield recognizes the value of benefits to employees and their families. The City supports employees by offering a comprehensive and competitive benefits program. Please refer to the Summary Plan Descriptions (SPDs) for more information regarding benefit programs. Additional information is available on Employee Navigator or by contacting Human Resources. The full

plan document will control to the extent that the information provided here conflicts with the SPD or full plan document.

MEDICAL INSURANCE

Regular full-time employees are eligible to participate in the City's group health insurance program. Participation begins on the eligible employee's hire date.

The percentage of employee and dependent premium paid by the City is subject to City Council approval.

Employees who decline group health insurance provided by the City can receive conditional opt-out payments if they provide proof of coverage elsewhere.

DENTAL INSURANCE

Regular full-time employees are eligible to participate in the City's group dental insurance program. Participation begins on the first day of the month following the employee's hire date. The City pays all, or a portion of, the employee dental premiums based on the type of plan selected by the employee.

VISION INSURANCE

Employees may purchase voluntary vision insurance to access vision care and services.

BASIC LIFE INSURANCE

The City of Chesterfield provides group life insurance for regular full-time employees. The cost of this coverage is paid in full by the City. The benefit amount is based on the basic life class description. Participation begins the first day of the month following the date of hire.

Per IRS regulations, excess life insurance benefits are considered a taxable fringe benefit and will be reported on your paycheck and W-2 each year. The taxable excess life insurance benefit affects any employee who has an annualized salary greater than \$50,000.

LONG-TERM DISABILITY

Long-term disability benefits are offered to regular full-time employees. If an employee becomes disabled and cannot work for an extended period, this coverage pays 60 percent of the employee's salary, up to the policy limits. This benefit is funded solely by the City. Participation begins the first day of the month following the date of hire.

SUPPLEMENTAL INSURANCE

The City provides voluntary employee, spousal, and child supplemental insurance coverage in addition to what is provided by the group plans. Participation in the supplemental insurance plans is completely voluntary and is funded solely by the employee. The City collects premiums through payroll deductions and remits them to the insurer. Participation begins the first day of the month following the date of hire. Supplemental insurance plans include:

Voluntary Life Insurance. Employees may purchase voluntary life and accidental death and dismemberment insurance for themselves, spouses, and children in increments of \$10,000, subject to a maximum of \$500,000. Voluntary Life Insurance is also available for spouses and children.

Short-Term Disability. Employees may purchase short-term disability in increments of \$100.00, not exceeding 60% of their weekly salary, to a maximum weekly benefit amount of \$2,000. Employees can elect to have benefits paid on the 8th day, 15th day, or 30th day for a disability caused by a non-work-related condition, illness, or injury.

Supplemental Accident Insurance. Employees may purchase accident insurance that helps pay for medical and out-of-pocket expenses incurred after an accidental injury. Employees may select a plan to help offset costs not covered under the medical insurance plan. Spouses and children are also eligible for coverage.

Critical Illness Insurance. Employees may purchase critical illness insurance that provides a lump-sum benefit upon diagnosis of a covered illness to be used however an employee chooses. Spouses and children are also eligible for coverage.

FLEXIBLE BENEFIT PLANS (SECTION 125)

A Section 125 plan allows employees to make contributions toward health care and dependent care expenses on a pretax basis.

- **Medical Flexible Spending Account:** Allows the employee to set aside before-tax dollars to pay for medical expenses that neither insurance nor the employer pays nor is reimbursed by any other source. The election maximum and carry-over limits are determined on an annual basis.
- **Dependent Care Flexible Spending Account:** Allows the employee to set aside before-tax dollars to pay for eligible dependent care expenses such as preschool, summer day camp, or before or after school programs.

RETIREMENT

457 Retirement Plan. All full-time employees of the City who are receiving a salary are eligible to participate in the City's defined contribution retirement program. The employee may elect pre-tax or Roth (post-tax) contributions. Participation in the plan is optional. The City does not participate in this plan by contribution unless provided for by an employment agreement.

Maximum deferral amounts are limited to the maximum allowable under Section 457(b) of the Internal Revenue Code. Employee contributions are deferred from federal and state income tax until withdrawal if you elect pre-tax contributions. Roth contributions are taxable at the time of the contribution.

A broad selection of investment funds is offered. Withdrawals are only permitted upon the termination of employment, normal retirement, or in the event of an unforeseeable emergency as defined by the Internal Revenue Service.

401(a) – Retirement Plan. All full-time employees are eligible for the City of Chesterfield 401(a) defined contribution plan upon their hire date. The City contributes 8% of the employee's gross earnings each pay period. An employee is 100% vested (earned the right to their entire account) after five (5) years of service. Only the City contributes to this plan.

VOLUNTARY LEAVE DONATION PROGRAM

Under the Voluntary Leave Donation Program, a covered employee may contribute unused vacation or compensatory time to another employee who is experiencing a personal or family medical condition or emergency that requires a prolonged absence. The City of Chesterfield will not solicit any donations of vacation or compensation time on behalf of any employee.

Participation is entirely voluntary, per the procedures outlined below, and applies only to the donation of vacation and compensation time credit. No sick leave may be donated. Donations are anonymous unless the donor chooses to self-identify. Donations will be used in the order received, and any unused donated leave will be returned to the leave donor(s) when the personal or family medical condition or emergency ends. Donated leave is converted to reflect differences in pay rates.

- Eligibility. Employees must be employed with the City for a minimum of one year to be eligible to donate vacation or compensatory time. The pay grade for employees donating time to a particular employee must be equal to or greater than the pay grade of the recipient.
- Policy Statement. The recipient employee must have a situation that meets the following criteria:
 - Medical Emergencies: A medical emergency is a major illness or medical condition of the employee or the employee's family member (see below) that is likely to require the employee to be absent from duty for a prolonged period and to result in a substantial loss of income because of the employee's lack of available paid leave. Note: The threshold for

“a substantial loss of income” is an absence (or expected absence) from duty without available paid leave for at least 40 work hours.

- Family Member. The definition of family member covers a wide range of relationships, including spouse; parents; parents-in-law; children; brothers; sisters; grandparents; grandchildren; stepparents; stepchildren; foster parents; foster children; guardianship relationships; same-sex and opposite-sex domestic partners; and spouses or local partners of those above, as applicable. Note: The City may require the employee to document their relationship with a family member. Also, the City has the authority to request additional information in cases of suspected leave abuse.
- Receiving Employee Conditions:
 - Employees who receive donated vacation or compensatory time may receive no more than 480 hours (12 weeks) within a rolling 12-month period.
 - If the recipient employee has available leave time in their balance, this time will be used before any donated vacation or compensatory time.
 - Donated vacation or compensatory time may only be used for time off related to the approved request.
 - If the donated hours are less than 40 in any given pay period, the “donation period” will cease. At this point, any donations remaining will be returned to the leave donor(s). The respective department head will notify the donor(s) that the “donation period” has ended. The employee having previously received the donated hours shall be on leave without pay from that point forward.
- Donating Employee Conditions:
 - The minimum number of vacation or compensatory time that an eligible employee may donate is 4 hours per the calendar year; the maximum is 40 hours.
 - Employees who are currently on an approved leave of absence cannot donate vacation/compensatory time.
- Donating Vacation/Compensatory Time. Employees who would like to donate vacation or compensatory time are required to complete a Voluntary Leave Donation Form (available on the City’s IntraNet portal, CCNet or from Human Resources) and submit it to their department head. Requests for donations of vacation or compensatory time must be approved by both the employee’s department head and the director of finance.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act. For more information, employees may contact Human Resources.

EMPLOYEE RECRUITMENT AND RETENTION INCENTIVE PROGRAM

If a candidate for any position within the City is referred by a current City employee, the employee will be eligible for referral compensation at three levels. The employee who referred the candidate would receive up to \$3,500, as follows:

- \$1,000 after new employee's first-year anniversary
- \$1,200 after new employee's second-year anniversary
- \$1,300 after new employee's third-year anniversary

Employees will complete and submit form to refer an applicant (available from the Human Resources Manager).

EDUCATIONAL ASSISTANCE PROGRAM

The City of Chesterfield supports employees who wish to continue their education to secure increased responsibility and growth. In keeping with this philosophy, the City has established a reimbursement program for expenses incurred for courses taken through approved institutions of learning that are part of a degree program.

Upon the successful completion of a course, the City will reimburse 100% of all required tuition and associated fees, including textbooks, up to a maximum of \$2,500 per calendar year, per employee.

Actions and Instructions:

- The program is open to full-time permanent employees.
- All requests for assistance must be initiated using a Request for Employee Education Assistance form and submitted to the employee's Supervisor and Department Head for approval.
- To receive education assistance, employees must receive written approvals as specified before beginning any course.
- Employees must obtain a grade of "C" or better to receive the benefit provided. Grades must be submitted to the Department Head not more than ten (10) days upon their issuance. The Department Head will then forward the grade verification to the Finance Director to begin the reimbursement process.
- Upon separation from full-time employment with the City, employees will reimburse the City on a pro-rated basis for any funds received under the Education Assistance Program during the two years before separating employment (retirees included).
- Any amounts requested for reimbursement without receipts are not allowed.

Employee Responsibilities:

- Submit the Request for Employee Education Assistance Form to the immediate supervisor and department head before enrolling, indicating the intent to utilize tuition reimbursement funds.
- After approval to take the course is approved by the immediate Supervisor, Department Head, and the Finance Director, the form will be returned to the employee to keep until the course is complete and a request for reimbursement is made.
- The employee should ensure that the Request for Employee Education Assistance form is filled out thoroughly before submitting and a copy is made for their records.

Upon completion of the course, the following documents must be submitted to the Director of Finance:

- The previously approved Request for Employee Education Assistance form with the expense reimbursement request section completed, including necessary documentation through the same process as the original approval.
- A receipt showing the payment of tuition/registration and associated student fees.
- Documentation showing successful completion (grade "C" or better) of the course/certification.

Upon completion of processing the request, any reimbursement will be made via payroll utilizing direct deposit.

EMPLOYEE DEVELOPMENT

Our Employee Development policy refers to the City's learning and development programs and activities.

The City supports job advancement and continual learning for employees by providing access to a variety of employee training courses, continuing education activities, and academic programs. Each employee shares in the responsibility for identifying job-specific training needs and available resources to support achievement of performance goals.

Training and Development. The City may select employees to attend outside seminars or special courses offered by organizations within their field or specialty. Upon written approval by the immediate supervisor and the division Department Head, registration and seminar fees and expenses will be paid 100% upfront.

WELLNESS PROGRAM

The City of Chesterfield provides a bona fide Wellness Program for employees, including health assessments, screenings, periodic wellness programs, and access to other wellness information and resources.

Participation in the wellness program is voluntary. The City is not liable for injuries that occur during an employee's voluntary participation in any off-duty recreational, athletic, or social activities, including City or employee social events where employee participation is voluntary and not a part of an employee's job duties.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The employee assistance program (EAP) is a resource designed to provide highly confidential and experienced help for employees dealing with issues that affect their lives and the quality of their job performance. The City of Chesterfield wants employees to maintain a healthy balance of work and family to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges. The benefits are available 24 hours per day and seven days per week and are free and confidential to employees and any household member.

The City encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured that the information disclosed in their sessions is confidential and not available to the City, and the City is not given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the Human Resources Department.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of the City of Chesterfield. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, City practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the City to employ me now or hereafter and that my employment may be terminated by me or the City without reason at any time. I understand that no representative of the City has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the City Administrator may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the City Administrator.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF HARASSMENT POLICY

I have read and understand the City of Chesterfield's Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE