

RESOLUTION NO. 23-07

Policy Adoption Resolution

WHEREAS, the City of Post Falls City of Post Falls adopts policies to provide guidelines to ensure effective and efficient city operations; and

WHEREAS, from time to time, city staff review and update policies to ensure that the policies remain effective and

WHEREAS, city staff are proposing the adoption of the following new or amended personnel policies; and

WHEREAS, the City Council finds it to be in the best interest of the city to adopt such policies.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Post Falls that:

Section 1. Policy Adoption.

That the following policies attached hereto as exhibits are adopted:

<u>Description</u>	<u>Exhibit Number</u>
1. Adopting Personnel Policy Section 520 (Romantic Relationships)	1
2. Vehicle Use Policy	2
3. Adopting Personnel Policy Section 521 (Telecommuting)	3
4. Uniform Policy	4
5. Amendments to Personnel Policy Sections 801 & 813 (PTO Use at Retirement)	5
6. Amendments to Personnel Policy Section 411 (Incentive Pay)	6
7. Adopting Personnel	

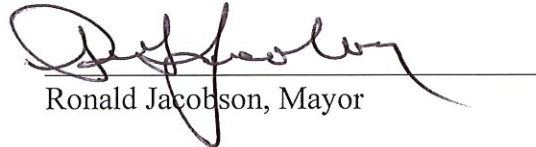
Section 2. Repeal of Conflicting Polices.

Policies that conflict with the polices adopted by this Resolution are hereby repealed.

Section 3. Effective Date. This Resolution, passed by a majority of the Post Falls City Council, shall be in full force and effect from and after its passage and approval according to law.

PASSED by the City Council on the 19th day of September, 2023, and

CITY OF POST FALLS



Ronald Jacobson, Mayor

ATTEST:



Shannon Howard, City Clerk

Upon a motion made by a council member, seconded by a council member, the following vote was recorded:

AYES:

NAYES:

ABSENT:

Exhibit 1 – Romantic Relationship Policy

520 Employee Romantic Relationships

I. Purpose And Scope

The City of Post Falls strongly believes that a work environment where employees maintain clear boundaries between personal and business interactions is necessary for effective business operations. Additionally, the City strives to provide a safe and supportive work environment where employees are free from harassment and unwanted advances. This policy does not prevent the development or maintenance of romantic/sexual relationships between co-workers generally. However, it establishes boundaries regarding how relationships are conducted during working hours, at work facilities, and in any other setting that impacts workplace culture. As addressed below, romantic/sexual relationships involving a supervisor and subordinates are strongly disfavored and, in most cases, will not be allowed. This policy places additional limits on relationships where:

- An employee is in the direct line of supervision for another employee;
- An employee is employed in a position with access to sensitive information;
- One employee is in a position to impact the evaluation or compensation of the other; or
- Where the relationship otherwise creates the potential for mixed loyalties between the relationship and employment duties or creates workplace conflicts that negatively impact the work environment.

II. General Standards Of Conduct

Employees dating or engaging in any romantic/sexual relationship are to follow the following standards of conduct in addition to the City's Code of Ethics, and the City's anti-harassment and anti-discrimination policies.

- a. During work hours, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or impact productivity. This includes treating their partner as they would treat any other employee. Public displays of affection or sexual contact of any kind are inappropriate in the workplace. They are prohibited in the workplace (including city vehicles), whether during work hours or not.
- b. If the employees work on different shifts or at different locations, the employees are expected not to routinely visit the other employee at their workplace while they are working except for business-related activities.
- c. Employee off-duty conduct is generally considered private for so long as such conduct does not create issues within the workplace. However, employee conduct at work-sponsored social events still falls within this policy. In addition, if an employee's off-duty conduct impacts workplace culture or the ability of the employee's co-workers to perform their jobs, the conduct will no longer be regarded as private.
- d. Employees who allow personal relationships with co-workers to affect the work environment adversely are potentially subject to disciplinary action.

Exhibit 1 – Romantic Relationship Policy

e. While involved in the romantic/sexual relationship, and after it ends, none of the employees involved in the relationship may participate in any workplace decision-making processes that could affect the pay, promotion opportunities, hours, shift(s), performance reviews, or careers of the other employee(s) involved in the relationship.

f. If the romantic/sexual relationship ends, any employee previously involved in the relationship must not allow the end of the relationship to impact their job performance or productivity negatively and must maintain complete professionalism at work.

g. The City of Post Falls reserves the right to require further agreements with different or additional standards of conduct or documentation from employees engaged in a romantic/sexual relationship if deemed necessary by the City.

III. Relationships Involving A Supervisor

To maintain a workplace free from sexual harassment and to avoid workplace conflicts, supervisors are prohibited from dating or having romantic/sexual relationships with subordinate employees (employees that are in their direct line of supervision). If a supervisory employee and a subordinate are involved in a romantic/sexual relationship at the time this policy is implemented, or begins a relationship in violation of this policy, they are required to timely notify Human Resources and/or their department head about the relationship. The City will work with both employees to resolve the situation by moving one or both employees to a different department (if a position that the employee is qualified for is available), altering the organization chart, demoting the supervisor to a non-supervisory position, or taking other steps to resolve the workplace conflict. If, in the City's opinion, the City cannot adequately resolve the workplace conflict, one or all of the involved employees will be deemed to have resigned. An employee who does not cooperate with the City to resolve the conflict created by the relationship will be subject to discipline up to and including termination.

IV. Relationships Involving An Employee In A Sensitive Position

When an employee who is engaged in a workplace romantic/sexual relationship is employed in a sensitive position (defined as the Human Resources, Administration, Finance, and Legal Departments), additional restrictions may be necessary to prevent workplace conflicts or the appearance of such conflicts or where there is a perception by others that there is favoritism or bias in employment decisions affecting other employees.

If an employee in a sensitive position and another employee are involved in a romantic/sexual relationship at the time this policy is implemented, or begins a romantic/sexual relationship, they are required to timely notify Human Resources and/or their department head(s) about the relationship. The City will work with both employees to address the conflicts/potential conflicts created by the relationship by establishing a written performance plan to limit the ability of the employee to impact matters related to the employment of the other employee or their co-workers. Potential solutions may include alteration of work duties to screen the employee from involvement in issues related to their partner or their partner's co-workers, assignment to a different position or a different department (if a position that the employee is qualified for is available), or taking other steps to resolve the workplace conflict. Other employees impacted by the relationship may be

Exhibit 1 – Romantic Relationship Policy

notified of the requirements of the written performance plan to reassure the employees that steps have been taken to address any perceived bias or favoritism.

If, in the City's opinion, the City cannot adequately resolve the workplace conflict, the employees involved will be allowed to determine who will resign. An employee who does not cooperate with the City to resolve the conflict created by the relationship or who fails to abide by a written performance plan will be subject to discipline up to and including termination.

Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on this policy's overall spirit and intent.

Employees should address any concerns about the administration of this policy to the director of Human Resources. If the employee's concerns pertain to the Human Resources Department, the employee should address their concerns to the City Administrator or a City Attorney.

Exhibit 2



City of Post Falls Vehicle Use Policy

Version 2023.0

Approved by Post Falls City Council

Date: _____

1) PURPOSE

It is the policy of the City of Post Falls to provide a safe working environment that protects our employees, volunteers, and our citizens from injury and property loss. The city considers the use of vehicles part of the working environment and is committed to safe responsible employee driving behavior that reduces the risk of personal injury and property loss.

2) SCOPE

This Policy regulates the use of city vehicles by city employees and volunteers who are authorized to drive city vehicles. This policy also regulates the use of private vehicles for city related work functions.

3) SAFE AND COURTEOUS DRIVING REQUIRED

a. Safe/Courteous Driving and the Use of Seat Belts and Mobile Devices.

All drivers of city vehicles, as defined in [I.C. 49-123\(2\)](#), and all employees or volunteers driving private vehicles for city related work functions, must drive safely, legally, and courteously. This requirement includes complying with seatbelt laws and laws regulating the use of cell phones, computers, or other mobile devices. Police officers are exempt from this requirement to the extent authorized by policies of the Post Falls Police Department. Smoking or vaping in city vehicles is prohibited.

b. Impaired Driving.

The driver of a city vehicle, or of any other vehicle being used for city business, must not operate a vehicle when their ability to do so is impaired or influenced by; alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue, or injury. The employee or volunteer must report to their supervisor any reason that may affect their ability to drive safely.

c. Traffic Violations.

All fines and other penalties due to violations of the law by the driver are the personal responsibility of the driver of any city vehicle. These costs are not reimbursable by the city and must be paid promptly by the driver.

d. Accident or Theft Reporting.

In the event of an accident or theft of the vehicle, the driver should first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.

Drivers must have a police officer investigate any accident that involves a third party's property or where otherwise required by law. [I.C. 49-1305](#) currently requires accident reporting when the accident causes death, injury, or more than \$1,500 in damage to one person's property. This

will help ensure that the City of Post Falls is protected from unwarranted claims. Do not discuss fault with, or sign anything from anyone except for a police officer, a representative from the city's insurer or an authorized representative of the City of Post Falls.

Drivers must notify their supervisor as soon as possible of the accident and fill out the Loss Incident Report and submit it to their supervisor and the city clerk. Drivers must cooperate with the city and their insurer in managing any claims. Involvement in an accident may provide cause for drug or alcohol testing consistent with the city's adopting policies.

4) USE OF CITY VEHICLES

a. Authorization to Use City Vehicles/Driver's License Required.

Employees and volunteers may only operate a city vehicle if authorized by their supervisor. Employees and volunteers may not allow anyone else to operate a city vehicle. Each employee or volunteer authorized to operate a city vehicle are required to have a valid driver's license appropriate for the vehicle being operated, which may include a commercial driver's license (CDL) if required by law, currently [I.C. 49-123\(2\)\(d\)](#), to operate the vehicle. If an employee or volunteer who is authorized to drive a city vehicle has their driver's license suspended or revoked, the employee or volunteer must immediately notify their supervisor. At the time of the suspension or revocation, the employee or volunteer's vehicle-use privileges will be suspended until the employee or volunteer's driver's license has been fully restored without restriction.

b. Driver Evaluation.

Prior to authorizing an employee or volunteer to operate a city vehicle, the city may evaluate the employee or volunteer's driving record.

c. Use of City Vehicles.

City vehicles are to be used exclusively for the governmental functions of the City of Post Falls unless this policy explicitly authorizes incidental personal use of city vehicles. Additionally, a department head may, on a case by case basis, authorize incidental personal use of a city vehicle where there is a city governmental necessity that prevents the employee from using their private vehicle. City vehicles may not be used for secondary employment or for private business use.

d. Transporting Passengers in City Vehicles.

City vehicles may only be used to transport the following passengers:

- Other employees and volunteers;
- Independent contractors whose contract with the city requires the contractor to have workers compensation coverage;
- Employees of other public agencies insured through ICRMP;
- Participants in city recreation and similar programs;
- Persons participating in city "ride-along" programs who have signed a release of liability;

- Persons being transported to jail;
- Other persons where, in the judgement of the employee, the person's health or welfare are at risk.

However, a department head may authorize an employee to transport dependent family members where there is a city governmental necessity for this to occur such as an employee needing to drop off children at school before reporting to a work site where there is a need for the employee to respond quickly. The department head's approval must be in writing and the employee transporting family members must first sign a waiver of claims, which accepts responsibility for the associated risks and acknowledges that the city does not have insurance coverage covering their family member in the event of an accident.

e. Use of City Vehicles While On-Call.

Employees working assigned on-call duty with a defined response time may use a city vehicle to improve that response time. On-call employees are permitted to use the on-call vehicle for personal use outside of work hours and during lunch breaks. This includes errands within the local vicinity provided the defined response time is maintained. Employees may not use the city vehicle to haul materials or tow personal trailers. Transportation of family members may only be allowed where consistent with Section 4.d. of this policy provided that the required response time is maintained. Where an employee is authorized to take a vehicle home, personal use of the vehicle may be a taxable benefit.

f. Parking and Avoiding Public Criticism.

When not in use, vehicles should be legally parked in a safe location. City owned vehicles may not be used to visit locations or business that will subject the City to public criticism. This includes, but is not limited to bars, liquor stores, adult entertainment establishments, or marijuana retailers.

5) USE OF PERSONAL VEHICLES FOR CITY BUSINESS

Employees who drive their personal vehicles on city governmental functions are subject to the requirements of Section 3 of this policy. Additionally, the employee must maintain auto liability insurance meeting the minimum state limits because personal vehicles are not covered under the city's insurance policy. The employee must maintain the vehicle in a safe operating condition.

6) VEHICLE MAINTENANCE AND REPAIR

a. Responsibility for Vehicle Maintenance.

Each department is responsible for the day-to-day maintenance of each vehicle assigned to that department. If a city vehicle needs repair or maintenance, the vehicle should be taken to the City Fleet Division for repair. Details are described in the most current Fleet Procedures Handbook. If a vehicle is damaged, the fleet supervisor should be notified as soon as possible but no later than 48 hours after the damage is sustained.

b. Proof of Insurance.

The assigned department is responsible to ensure that the current insurance card is always kept in the vehicle.

c. Attendance at Training.

The assigned department is responsible to ensure that all employees who drive city vehicles attend vehicle safety and driving courses required by the city.

**ACKNOWLEDGMENT OF RECEIPT OF CITY OF POST FALLS VEHICLE USE
POLICY.**

I, _____ acknowledge receipt of the City of Post Falls Vehicle Use Policy, adopted on _____.

I understand that it is my responsibility to read and understand the contents of this Policy and that I am obligated to perform my work duties consistent with the provisions of this Policy and any additional rules, regulations, policies or procedures imposed by the department in which I work. I also understand that I am responsible to maintain any vehicle assigned to me in accordance with the fleet maintenance procedures and the procedures of my department.

DATED this _____ day of _____, 20____.

(Employee)

Exhibit 3 – Telecommuting Policy

521 Telecommuting Policy

I. Purpose

The purpose of this policy is to provide the structure needed for effective implementation and operation of Telecommuting. Telecommuting refers to paid employment performed away from the Central Workplace at an Alternate Work Location for all or part of the work week. Telecommuting is generally disfavored; however, the City of Post Falls will consider limited Telecommuting arrangements where both the employee and the job are suited to such an arrangement. Telecommuting is not appropriate for all jobs, it is not entitlement, and it does not change the terms and conditions of employment with the City.

II. Definitions

- a. **Alternate Work Location:** An approved worksite other than the employee's Central Workplace where official city business is performed, including an employee's residence.
- b. **Central Workplace:** The principal place of work where employees normally perform their official city duties.
- c. **Telecommuter:** An employee who regularly works away from his or her Central Workplace, either at home or at another approved Alternate Work Location, for at least a portion of their work hours. This definition does not include employees who only occasionally work remotely or whose job function requires that a part of their work functions be conducted away from their Central Workplace.
- d. **Telecommuting:** A regular work practice that involves employees performing a portion of their typical work hours at an Alternate Work Location using technology to interact with others as needed to perform work tasks.
- e. **Telecommuting Agreement:** The written agreement between the City and a Telecommuter that details the terms and conditions of the Telecommuter's work and other work productivity while away from his or her Central Workplace. Telecommuting requires an approved Telecommuting Agreement.
- f. **Work Schedule:** The employee's hours of work in the Central Workplace and/or an Alternate Work Location.

III. General Requirements

- a. Although allowing flexibility in the workplace, this policy requires accountability to ensure that the Telecommuter completes all work in an efficient and measurable manner.

Exhibit 3 – Telecommuting Policy

- b. Telecommuting is not an employee right; its use rests at the discretion of the Telecommuter's Department Head, the City Administrator, and/or Human Resources. Telecommuting privileges can be terminated at any time without notice.
- c. The City may suspend or terminate a Telecommuting Agreement at any time based on, but not limited to, declining performance, violation of this Telecommuting policy, violation of the approved Telecommuting Agreement, or for the benefit of the city. An employee may terminate the Telecommuting Agreement at any time unless Telecommuting is a condition of employment.
- d. Telecommuters must spend at least fifty percent (50%) of their working hours at their Central Workplace. Human Resources and the City Administrator must approve Telecommuting Agreements if the Telecommuter will spend less than fifty percent of their working hours at their Central Workplace.
- e. If a Telecommuter transfers to a new position within the City, the Telecommuting privilege does not transfer with the employee.

IV. Eligibility

- a. Generally, employees must be employed with the City for at least six (6) months, and have a satisfactory performance record, before a Telecommunication Agreement will be considered.
- b. Before entering any Telecommuting Agreement, the employee, supervisor, and Department Director, with the assistance of the HR Department, and IT, will evaluate the suitability of such an arrangement using the following criteria prior to approving an employee to Telecommute:
 - i. Assessing the needs and work habits of the employee compared to traits customarily recognized as appropriate for successful Telecommuters.
 - ii. Determining if the job responsibilities are appropriate for Telecommuting. Work duties, such as assisting customers, should not be shifted to other employees. Examples of jobs that are unsuitable for Telecommuting include, supervisors, equipment operators, police officers, and customer service representatives.
 - iii. Evaluating equipment needs, workspace design considerations, and scheduling issues. The employee and Department Head must review the physical workspace needs and identify an appropriate Alternate Work Location. If additional city equipment is needed to allow the employee to Telecommute, a budget request must be submitted and approved before the Telecommuting can begin. The employee must provide a list of all expenses expected to be incurred by the employee to set up the Alternate Work Location, so the City is able to determine

Exhibit 3 – Telecommuting Policy

if the arrangement meets FLSA rules (see also section 6 of this policy, *IT Security and Equipment*).

- iv. Reviewing tax and other legal implications. The employee must determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working remotely. Responsibility for fulfilling all obligations in this area rests solely with the employee. This includes taxes and legal implications created from working outside the State of Idaho if applicable.

V. Telecommuting Agreement

- a. If an employee is approved to telecommute, a Telecommuting Agreement will be prepared and signed which includes a specific plan for the Telecommuter. The Agreement serves solely to outline the conditions under which the Telecommuter is approved to Telecommute, it does not establish an employment contract or grant any additional rights to the Telecommuter.
- b. Telecommuting Agreements, at a minimum, will include the following:
 - i. The method for evaluating the Telecommuter's performance, including regular interaction by phone and email between the Telecommuter and the supervisor.
 - ii. Weekly meetings to discuss work progress and issues. Evaluation of Telecommuter performance will be consistent with that received by employees working at the Central Workplace in both content and frequency and will address completion of work objectives.
 - iii. An appropriate level of communication between the Telecommuter and supervisor will be agreed upon in the Telecommuting Agreement. The Telecommuter and supervisor will communicate at a level consistent with employees in the Central Workplace or in a manner and frequency that is appropriate for the job and the individuals involved, (it is strongly recommended that Telecommuter check in with their supervisor at the beginning and the end of their work period each day).

VI. Standards Of Conduct/Work Performance/Professionalism

- a. The Telecommuter must follow all City of Post Falls Personnel Policies. All interactions with supervisors, co-workers, and the public must be able to occur professionally. The Telecommuter must make every effort to limit outside interruptions and be aware of what is in the background during video or telephone conferencing. Outside distractions such as children, tv's, and pets should be minimized to the extent possible during live interactions. If distractions prevent effective interactions on a regular basis, the Telecommuting Agreement may be revised or ended.

Exhibit 3 – Telecommuting Policy

- b. Telecommuters must be available via phone and email during the same hours that the Telecommuter would be if working at their Central Workplace unless other arrangements are made in advance with the supervisor and/or Department Head.
- c. Telecommuters will not hold in-person business visits or meetings with professional colleagues, customers, or the public, at their Alternate Work Location.

VII. Time, Attendance, Work Schedules, And Overtime

- a. Telecommuter's compensation, benefits, work status, and work responsibilities will not change due to Telecommuting. Further, the amount of time that Telecommuters are expected to work per day or pay period will not change because they are Telecommuting. If Telecommuters are unable to work the complete telecommute day, commensurate leave for the hours not worked must be approved.
- b. Work Schedules for non-exempt Telecommuters must comply with the Fair Labor Standards Act and all applicable State and City rules. The Telecommuter is required to follow normal city procedures about requesting and approval of overtime, compensatory time, and leave. The number of days in a week that employees may Telecommute is at their Department Head's discretion provided that the requirements of this policy are met.
- c. The Telecommuter must be available for contact by their supervisor and/or Department Head and other contacts as necessary for the Telecommuter to do their job effectively. While Telecommuting, the Telecommuter is expected to report to their Alternate Work Location for work and must not travel outside of the area without specific approval from their supervisor. The Telecommuter must engage in active work in the same manner as if they were at their Central Workplace and work must not be shifted to other employees. Telecommuter's may be required to report to their Central Workplace at any time during working hours.
- d. Commute time between an approved Alternate Work Location and the Central Workplace is not considered work hours and is not compensable.
- e. When an employee applies to Telecommute, all outside employment must be disclosed. As required for all City employees, outside employment must be compatible with the role of the staff member as a public employee; not conflict with the best interest of the City or the employee's responsibilities or hours of work (See Idaho Code 67-2508); and not involve activities that would constitute a conflict of interest or have potential for a conflict of interest.
- f. Telecommuting is not to be viewed as a substitute for dependent care. Telecommuters with dependent care situations are encouraged to have alternative solutions for providing

Exhibit 3 – Telecommuting Policy

care during the agreed upon work hours. Dependent care situations must be disclosed in the Telecommuting application and will be reviewed on a case-by-case basis.

VIII. It Security And Equipment

- a. The Telecommuter must apply approved safeguards to protect city records from unauthorized disclosure or damage and will comply with all records and data privacy requirements set forth in local and state law.
- b. On a case-by-case basis, the City will determine, with information supplied by the employee and supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, and other office equipment) for each Telecommuting arrangement.
- c. Equipment supplied by the city may only be maintained by the city. Equipment supplied by the Telecommuter, if deemed appropriate by the city, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. The City reserves the right to make determinations as to appropriate equipment, which is subject to change at any time. Equipment supplied by the City is to be used for city purposes only. The City will not reimburse the Telecommuter for any internet connection fees the Telecommuter pays for home internet availability. The Telecommuter will ensure their Alternate Work Location has the appropriate ability to allow for connection to city servers.
- d. The Telecommuter must sign an inventory of all City property received and agree to take appropriate action to protect items from damage or theft. Upon termination of employment or the Telecommuting Agreement, all City property must be returned to the City unless other arrangements have been made.
- e. The City will supply the Telecommuter appropriate office supplies (pens, paper, etc.) as deemed necessary. The City will not reimburse the Telecommuter for business-related expenses that are due to the employee working from an Alternate Work Location. The Telecommuter will establish an appropriate work environment at their Alternate Work Location. The City will not be responsible for costs associated with the setup.
- f. Telecommuters are expected to maintain their Alternate Work Location in a safe manner, free from safety hazards. Telecommuters are responsible for notifying their supervisor of any injuries sustained by the employee in an Alternate Work Location and in conjunction with their regular work duties and hours as soon as practicable. The Telecommuter agrees to complete provided injury paperwork as soon as practicable. The Telecommuter is liable for any injuries sustained by visitors to his or her Alternate Work Location.

Exhibit 4



City of Post Falls Uniforms Policy

Version 2023.0

Approved by Post Falls City Council

Date: _____

1) PURPOSE

This policy establishes the standards for purchasing and issuing uniforms to city employees.

2) APPEARANCE

Items purchased under this policy will be silk screened or embroidered with the city logo. Department heads, or an assigned supervisor, are authorized to determine the color of items to be purchased for each department.

3) OWNERSHIP OF UNIFORMS

Uniforms purchased by the City are the property of the City and must be returned upon the employee's separation of employment. The cost for uniforms, or other issues items, which are not returned upon separation from employment will be charged to employees at the current replacement cost. The cost may be deducted from the employee's final paycheck or the city may accept payment for the item(s). Each department is responsible for tracking all uniforms issued by that department.

The City may identify uniform vendor(s) from which employees can purchase additional approved items at their own expense. Uniforms purchased by employees are the property of the employee.

4) USE OF UNIFORMS

Uniform or other items issued under this policy may be worn to and from work but may not otherwise be worn when the employee is off duty.

5) ISSUING/REISSUING UNIFORMS

Employees will receive the allowed uniform items within a reasonable time after beginning employment. Uniforms will be reissued based on wear and tear. If an item is damaged beyond repair in the course of regular duty, it will be replaced as soon as possible. If uniforms are lost or damaged due to negligence of the employee, such as incorrect laundering, the employee will be responsible for the replacement cost of the uniform.

6) LAUNDERING

Sworn law enforcement officers will receive a \$150 yearly allowance to defray the costs of dry-cleaning wool uniforms. Mechanics coveralls will be laundered at the city's expense and laundry facilities are provided for use by wastewater employees. All other employees are required to launder and maintain their uniforms. **Stipends and laundering allowances are**

taxable under IRS regulations.

7) UNIFORM SERVICE

If a city division utilizes a uniform and laundry service, employees in that division are required to use the uniforms provided by that service. Duplicative uniform items that would otherwise be issued under this policy, will not be issued.

8) SAFETY ITEMS

Equipment that is required to safely perform work functions will be purchased by the City outside of this policy. However, these items are to be stored on city premises or in city vehicles when not in use. Each department will determine the needed equipment based upon current best practices and safety regulations for the type of work. Examples include, hard hats, welding shields, ear and eye protection, safety vests, chain saw and welding chaps, gloves and rubber boots. Where safety equipment cannot be safely, or hygienically, shared, it will be individually assigned.

9) SAFETY BOOTS

Certain employees working outdoors in operations or construction related positions are required to wear safety boots on the job. The boots must have a steel toe or similar safety feature which meets ANSI or ASTM standards. Such employees may request a stipend of \$150 annually to reimburse the cost of purchasing safety boots. To receive the stipend, the employee must submit a reimbursement request form and attach a copy of the receipt. The request must be approved by the department head and forwarded to payroll. The stipend will be included in the next scheduled paycheck.

10) UNIFORM ITEMS AND QUANTITIES TO BE ISSUED

Employees primarily working outdoors may request up to two baseball hats and one winter hat each year. Employees are responsible to launder hats to maintain a professional appearance.

The following estimated item quantities will be reissued within the specified timeframe. Department heads may authorize exceptions and approve reissuing uniform items more quickly than the specified reissue period.

a. Full Time Employees In Outdoor/Manual Positions

Public Works – Water, Wastewater, Streets, Facilities Maintenance

Park and Recreation - Park Workers, Cemetery

# Items	Description	Reissue Time
5	Summer shirt - short sleeved	Annually.
5	Winter shirt - long sleeved	Every 2nd year.

1	Winter coat	Every 3rd year.
2	Sweatshirt or light jacket	Every 6 months to year.
1	Insulated overalls (one pair)	Every 3rd year.
1	Rain gear	Every 3rd year.

b. Mechanics

Coveralls as needed (uniform and laundry service provided)

c. Full Time Employees In Office Positions

Public Works – Water, Wastewater, Streets, Facilities Maintenance

Park and Recreation - Park Workers, Cemetery

<u># Items</u>	<u>Description</u>	<u>Reissue Time</u>
1	Shirt	Annually.
1	Sweatshirt or jacket	Every 2nd year.

d. Seasonal Summer Employees Outdoor/Manual Positions

Park/Cemetery Seasonal Public Works Seasonal

<u># Items</u>	<u>Description</u>	<u>Reissue Time</u>
4	Summer shirt - short sleeve	Annually.
1	Sweatshirt	Annually.

Lifeguards

<u># Items</u>	<u>Description</u>	<u>Reissue Time</u>
1	Swimsuit/trunks	Annually.
1	Jacket - as needed	Annually.
2	Summer shirt - short sleeve	Annually.
1	Sweatshirt	Annually.

Gym Supervisors

<u># Items</u>	<u>Description</u>	<u>Reissue Time</u>
1	Summer shirt - short sleeve	As needed.

e. Engineering & Building Inspectors

<u># Items</u>	<u>Description</u>	<u>Reissue Time</u>
1	Light weight jacket	Every 3rd year.
1	Winter coat	Every 3rd year.
7	Shirts	Annually.

1 Insulated coveralls As needed.

f. Police Officers -Patrol

<u># Items</u>	<u>Description</u>	<u>Reissue Time</u>
2	Pants	As needed.
2	Short sleeved shirts	As needed.
2	Long sleeved shirts	As needed.
1	Jumpsuit - winter weight	As needed.
1	Jumpsuit – summer weight	As needed.
1	Safety jacket	As needed.
1	Light weight jacket	As needed.
1	Gloves	As needed.
1	Bullet proof vest	As needed.

g. Emergency Communication Officers

<u># Items</u>	<u>Description</u>	<u>Reissue Time</u>
1	Light weight jacket	As needed.
1	Medium weight jacket	As needed.
3	Pants	As needed.
1	Long sleeve polo shirt	As needed.
3	Short sleeve polo shirts	As needed.
1	Long sleeve dress shirt	As needed.
1	Leather belt	As needed.
1	Badge	As needed.
1	Navy tie	As needed.
1	Tie tac	As needed.
1	Name tag	As needed.
1	Year of service pin	As needed.

h. Detectives

Detectives will receive a \$350 stipend annually at the beginning of each fiscal year for the purpose of purchasing clothing in lieu of a uniform.

Exhibit 5 – Amendments to Sections 801 & 813

801 Paid Time Off

B. PTO Uses:

PTO is used for scheduled absences following appropriate notification to the employer. Authorization requirements are outlined in Table F.1. Unscheduled absences may also qualify for the PTO benefit, provided that their unscheduled nature was unavoidable and not due to neglect or untruthfulness by an employee.

Employees are strongly encouraged to take 40 consecutive hours annually, but in any event must use a minimum of 40 nonconsecutive hours during the fiscal year. Employees who fail to use a minimum of forty hours of leave during a fiscal year may be subject to mandatory scheduling revisions. New employees having worked for the City for less than a year will not be subject to this requirement.

PTO may not be used to extend the employee's separation or retirement date. All unused PTO will be paid to the employee on their final paycheck along with any unused Compensatory Time.

813 Separation from Employment

Employees who have resigned their employment with proper notice or were laid off are eligible for rehire based on the same terms and conditions as other applicants.

I. Voluntary Separation Employees who voluntarily terminate their employment should give at least two weeks' notice to their supervisor in writing stating the reason for the resignation.

II. Job Abandonment

The City of Post of Falls expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor as soon as practicable but no later than the employee's scheduled start time. Employees who fail to report to work for three consecutive business days without notifying their supervisor of the absence will be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to contact the City of Post of Falls for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact the City of Post of Falls due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the City within three days), the employee or his or her representative must contact the City of Post of Falls as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

Exhibit 5 – Amendments to Sections 801 & 813

III. Employee Separation Through Reduction in Force or Re-organization: From time to time, it may become necessary or desirable to reduce the workforce of the City to coincide with economic realities, changing needs of the community, changes in job functions or technology, reorganization resulting in the elimination or substantial modification of certain positions, or for other nonperformance-based reasons. The provisions of this section are not applicable to positions which are temporary or casual in nature.

The City reserves to itself the exclusive authority to adjust overall City employment or employment within the various departmental organizations in accord with budget choices, including those of departmental organization and staffing, sustained revenue flow or principles of sound financial management.

In addition, determinations made by the Mayor and City Council, or by Department Heads with concurrence of the City Administrator may, at any time, reorganize departments to better match employees' skills, number and abilities with organizational needs, technology and departmental mission. Such reorganization may eliminate one or more positions to improve the efficiency of the department or consolidate duties within positions. Department Heads must submit any such recommendations that would result in a reduction in force to the City Administrator for approval.

IV. Reduction of Force Not Subject to Appeal. Termination of employment as a consequence of reductions in force authorized by the mayor and city council or by the city administrator, however initiated or implemented, is not subject to appeal as otherwise provided by this policy. When a reduction in force is deemed appropriate, Department Heads may choose to retain employees whose performance, skills, and abilities best match department needs.

V. Return of Equipment and Deletion of Computer Access Employees must return all City property such as tools, safety equipment, keys, uniforms, etc. upon separation. Department Heads are responsible for notifying payroll of appropriate, authorized deductions for the non-return of City property upon separation. An employment termination checklist, or alternative acceptable documentation, should be signed by employee and supervisor and sent to payroll prior to the employee's last day to document the return of or payment for items.

The IT Administrator should be notified prior to an employee/computer user's separation and should assist the department with disabling the computer network access and terminating email and voice mail accounts and conducting an inventory of all hardware and software for which the terminating employee has been responsible.

VI. Exit Interview, Final Paycheck, and Separation Benefits Employees or supervisors shall arrange for an exit interview with Human Resources as close to their last day of employment as practicable. At that time employees will be advised of any possible benefit costs and options. Final paychecks will reflect all obligations owed by the City and offsets that are the responsibility of the departing employee. Employees who have participated in

Exhibit 5 – Amendments to Sections 801 & 813

the Public Employee Retirement System and the deferred compensation program may contact [PERSI](#) representatives regarding their retirement options.

VII. Use of PTO to Extend Separation Date The use of Paid Time-Off (PTO) to extend an employee's retirement or separation date is governed by Section 801.

Exhibit 6 – Amendments to Section 411

411 City of Post Falls Incentive Pay Policy

The City of Post Falls employee incentive policy allows for Department Heads, with the input of the Human Resources Director and Finance Director and the approval of the City Administrator, to offer monetary incentives to employees when they meet the following criteria in eligibility and incentive type. All incentive pay is dependent on available city and department budget capacity and is in addition to normal pay increases.

Eligibility:

To be eligible for the incentive payment, an employee:

- Must have been employed for six months.
- Must have a satisfactory year-end performance rating.

Types:

“Sign On” Incentive – Departments may offer sign on incentives in areas where the City is having difficulty attracting viable candidates for a category of approved positions. An example may be Street Maintenance Workers or Patrol Officers. These incentives would require Human Resources to sign off on the inability to attract qualified candidates and would require all other approvals listed in the policy. To be paid out at the end of six months of employment.

“Retention” Incentive – Departments may offer “retention” incentives in areas where the City is having difficulty with high turnover of employees for a category of approved positions. These incentives would require Human Resources to sign off on the high turnover issue and would require all other approvals listed in the policy.

“Hardship” Incentive – Departments may offer “Hardship” incentives to staff who have performed commendably throughout a prolonged period of difficult circumstances. Examples could include operating for months with short staff and mandatory overtime or working well outside a job description for an extended time to assist another workgroup where the work outside the job description has not been compensated through a different program such as special duty pay.

Procedures:

How to Calculate allowed incentive amount:

The incentive may be based on an hourly calculation or monthly calculation for a period of time in which the incentive is effective.

Maximum – the incentive can be no more than 15% of the employee’s annual pay.

“A la carte” Option – The City may offer “A la carte” incentives to full-time staff who have been employed for at least one full year six months. This incentive program is intended to assist employees with everyday cost of living expenditures or as a retention tool for employees considering retirement. Department Heads will determine the funding and the

Exhibit 6 – Amendments to Section 411

budgeted amount will be added to the employee's paycheck or 401K annually, as directed.
~~eligible reimbursement items annually and notify employees.~~

A la carte option per eligible employee:

- **Cash** payment for any eligible employee that completes a full year of work by September 30th (subject to PERSI and other applicable taxes)
- **Contribution** to 401K or 457 for any eligible employee that completes a full year of work by September 30th (tax deferred)
- ~~Monthly Gift Card that could be used for Gas and/or other household expenses~~

Note: Incentive Pay is provided at the discretion of the City of Post Falls and the City of Post Falls reserves the right to administer, modify, or terminate the plan with or without notice.

Exhibit 7 – New Recognition/Rewards Policy

412 Employee Recognition and Rewards Program

Purpose:

To provide a Recognition and Rewards Program that acknowledges employees in the City's day-to-day operations; to promote team efforts and encourage a positive culture throughout the organization.

The City believes that every employee contributes to the goals and mission of the organization as staff interacts with other departments, citizens, and business community. The Employee Recognition and Rewards program may provide small appreciation awards to eligible employees that consistently exceed expectations.

Procedure:

A budget will be provided to Department Heads in October based on the number of employees supervised to allow for nominal purchase items such as gift cards, candy, or other small expenditures. These will also be subject to maximum amounts per individual.

The Department Head will determine the method and timing of recognition items and is responsible to develop and manage a recognition program that can be administered fairly and best fits the needs of their respective work groups.

Eligibility:

Current full time City employees that demonstrate exceptional performance in the following areas:

- Skillsets
- Mentoring/Encouraging Teamwork
- Customer Service
- Meeting/beating project timelines
- Recommend or implement budget savings ideas
- Research projects