

Employee Handbook

City of Portageville, Missouri



Welcome

Welcome to City of Portageville, Missouri!

Dear Employee:

You and City of Portageville, Missouri have made an important decision: The City has decided you can contribute to our success, and you've decided that City of Portageville is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a profitable relationship. The minute you start working here, you become an integral part of City of Portageville and its future. Every job in our City is important, and you will play a key role in the continued growth of our community.

As you will quickly discover, our success is based on delivering unsurpassed customer service. How do we do it? By working very hard, thinking about our citizens' needs, and doing whatever it takes. We do it by treating each other and our citizens with respect. We do it by acting as a team.

Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with your department supervisor or Alderman.

Again, welcome!

Introduction & Description of Company

The City of Portageville was settled in 1807 as the Shinbone Trading Post and acted as a transfer station, or “Portage”, for goods travelling between the St. Francis and Mississippi River. Destroyed during the earthquakes of 1811-1812, the settlement was resettled in 1848 and the first Post Office opened in 1867.

Portageville is a Class 4 municipality, with an elected Mayor and four elected Alderman making up our Board of Aldermen. City departments include City Administration, Police, Fire, Street, Water and Waste Water Departments. City departments are under the direct control of their Department Supervisors, who report to the Board of Aldermen.

Our goal at the City of Portageville is to build and maintain the necessary City Services for our community, while providing our Citizens with unparalleled customer service. By accomplishing these two goals, we can build a City that is strong and growing, while maintaining the “hometown feel”. In short, we can build a place we are all proud to call “home”.

Confidentiality Agreement

The City of Portageville is committed to openness in government. Therefore, it abides and wholeheartedly supports Chapter 610 of the Revised Statutes of the State of Missouri, commonly called “Missouri Sunshine Law”. However, sometimes it is necessary for certain information to remain out of public knowledge until such time that its disclosure will not adversely affect individuals or sensitive negotiations. For this reason, all City of Portageville employees are expected to familiarize themselves with the Missouri Statutes on Sunshine Law compliance.

Please help protect confidential information - which may include, for example, personal data of citizens, fellow employees, customers and vendors, ongoing litigation involving the City, - by taking the following precautionary measures:

- 1 Discuss sensitive work matters, such as disciplinary matters or pending litigation, only with other City of Portageville, Missouri employees who have a specific business reason to know or have access to such information.
- 2 Do not discuss sensitive work matters in public places.
- 3 Monitor and supervise visitors to City of Portageville, Missouri to insure that they do not have access to sensitive City information.
- 4 Destroy hard copies of documents containing confidential information that is not filed or archived.
- 5 Secure confidential information in locked desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our citizens' and our own sensitive confidential information. Use your own sound judgment and

good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult a City Attorney or Alderman.

Conflict of Interest

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of City of Portageville. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

- 1 Having a financial interest in any business transaction with City of Portageville.
- 2 Owning or having a significant financial interest in, or other relationship with, a City of Portageville customer or supplier, and
- 3 Accepting gifts, entertainment or other benefit of more than a nominal value from a City of Portageville customer, supplier. Also, avoiding any instance where services provided may be seen as a “Quid Pro Quo” arrangement.

Anyone with a conflict of interest must disclose it to the Mayor, City Clerk or an Alderman and remove themselves from negotiations, deliberations or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance to City of Portageville, Missouri.

Anti Discrimination & Harassment

Americans with Disabilities Act

It is City of Portageville, Missouri's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. City of Portageville, Missouri is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. City of Portageville, Missouri recognizes that some individuals with disabilities may require reasonable accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your Department Supervisor to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

Equal Opportunity Policy

City of Portageville, Missouri provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Policy Prohibiting Harassment and Discrimination

City of Portageville, Missouri strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

Prohibited Behavior

City of Portageville, Missouri does not and will not tolerate any type of harassment of our employees, applicants for employment, or our citizens and customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- 1 is made an explicit or implicit condition of employment
- 2 is used as the basis for employment decisions
- 3 unreasonably interferes with an individual's work performance, or
- 4 creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- 1 repeated sexual flirtations, advances or propositions
- 2 continued and repeated verbal abuse of a sexual nature,
- 3 sexually related comments and joking, graphic or
- 4 degrading comments about an employee's appearance
- 5 or displaying sexually suggestive objects or pictures
- 6 including cartoons and vulgar email messages, and
- 7 any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of supervision, between supervisors and employees, between employees, or directed at employees by nonemployees conducting business with the City, regardless of gender or sexual orientation.

Harassment by Nonemployees

City of Portageville, Missouri will also endeavor to protect employees, to the extent possible, from reported harassment by nonemployees in the workplace, including customers, citizens and suppliers.

Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to the Mayor. If that person is not available, or you believe it would be inappropriate to contact that person, contact the City Clerk or Alderman.

City of Portageville, Missouri will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time employees have an obligation to cooperate City of Portageville, Missouri in enforcing this policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise the Mayor or any other member of the Board of Aldermen.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Training

City of Portageville, Missouri will establish proper training for all employees concerning their rights to be free from sexual harassment and other discrimination and steps they can take to stop it.

Employment at Will

Unless expressly proscribed by statute or contract, your employment is "at will." All City of Portageville, Missouri employees are at will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time. Any employment relationship other than at will must be set out in writing, approved by the Board of Aldermen and signed by City of Portageville, Missouri's Mayor.

Compensation & Work Schedule

Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible. If you do not call in an absence in advance, it will be considered unexcused.

Job Abandonment: If an employee misses three consecutive days, with no call or no show to their Supervisor, he/she will be deemed to have committed job abandonment and shall immediately be terminated from employment with the City of Portageville. (Ref. 04.06.2020)

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

Breaks

General

Employees are entitled to a 15 minute break for rest twice each day.

Employees are also entitled to a 30 minute unpaid break for meals during each work period.

Breaks may be scheduled at staggered times to allow department coverage. All break scheduling is at the discretion of your Department Supervisor.

General Pay Information

Certain deductions will be made in accordance with federal and state laws.

In addition, the City makes available certain voluntary deductions as part of the City's benefits program. If an employee elects supplemental coverage under one of the City's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to the provider.

Outside Employment

Because of City of Portageville, Missouri's obligations to its citizens, the City must be aware of any concurrent employment you may have to determine whether or not it presents a potential conflict.

Serving on any public or government board or commission qualifies as employment for purposes of this policy, regardless of whether such service is compensated.

Before beginning or continuing outside employment, employees are required to inform their Department Supervisor of their involvement with the other employer. Failing to obtain disclosure

outside employment may be cause for disciplinary action, up to and including termination. Employees who are on leave of absence, including FMLA leave or Workers' Compensation leave are prohibited from having outside employment during their leave.

Overtime

General

Because of the nature of work, employees may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests.

Overtime compensation is paid to all nonexempt employees at one and one-half times their straight time rate for all hours worked in excess of 40 hours per week.

If you are nonexempt, you must receive authorization from Board of Aldermen Department Chairman before working overtime. And after you have worked overtime, you must enter it on a timesheet by the day after it is accrued.

Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. And time off on sick leave, vacation leave, personal leave, or any leave of absence will not be factored in as hours worked when calculating overtime.

Pay Schedule

Employees will be paid bi-weekly. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

The pay week starts at the beginning of your shift on Monday and includes all work you perform through Sunday.

A few additional facts about pay:

- 1 There is a one week hold back (40 hours) for every new employee.
- 2 Any overtime earnings will be paid on the pay period following the actual hours worked.
- 3 If a paycheck is lost or stolen, notify the City Clerk immediately.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time.

Additional formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These

formal reviews will be conducted no later than December 31st of each year. (Ref 12.13.21)

Performance Reviews and Salary Increases

Wage reviews are conducted December 31st of each calendar year for each employee, and salary increases are based on those reviews, as well as the City's financial stability. However, an employee receiving a performance appraisal will not necessarily receive a salary increase.

Time Records

All non-exempt employees must keep accurate time records by completing timesheets or punching a time clock when entering or leaving work, including coming and going during lunch periods. Tampering with, falsifying or altering time cards or punching another employee's time card will result in disciplinary action, up to and including discharge. Failing to record work time may also result in disciplinary action.

For payroll purposes, time is rounded to the nearest 5 minutes of an hour.

Work Hours

City of Portageville, Missouri follows a work schedule of 40 hours per week. The normal workweek is Monday through Friday. Your Department Supervisor will establish work hours that are specific to you job classification.

Conduct Standards

City Equipment and Vehicles

When using City of Portageville, Missouri property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to City of Portageville because of such mistreatment.

City Property

Please keep your work area neat and clean and use normal care in handling City property. Report any broken or damaged equipment to your Department Supervisor at once so that proper repairs can be made.

You may not use any City property for personal purposes or remove any City property from the premises without prior written permission from the Mayor.

Credit Card Policy

Background

The preferred payment method is through vendor invoices and city checks. This method allows for budget compliance and insures that the organization gets certain discounts and does not pay sales taxes. However, in some cases, this is not feasible for a variety of reasons. As such, employees do have a credit card located at City Hall available to use.

Allowable Uses

Credit cards are for City of Portageville, Mo. business purposes only. Credit cards may not be used for cash advances for any reason. City credit cards are not intended for purchases that can otherwise be paid for using city checks. Instead they are intended for vendors that do not accept corporate checks, purchases during travel or emergency purchases.

Tax Exemption

All City of Portageville, Mo. purchases are exempt from state sales tax. The documentation is available upon request from the City Clerk. All purchasers should provide this information to vendors at the time of purchase and do what is feasible to ensure that they are not paying state sales tax on purchases.

Receipts

The credit card user is responsible for receiving, printing and retaining all receipts related to credit card purchases. This includes receipts related to online purchases and restaurant purchases. The card user shall label all receipts with a description of what it is for. All receipts must be returned to the City Clerk at the same time the credit card is signed back in.

Sign In / Out Form

The credit card must be obtained through the City Clerk's office inside City Hall. When an employee needs the credit card, he/she must sign their name, date when the card is taken and give a description as to what the intended use of the card may be. Upon return, said employee will list the date the credit card was returned and turn over any receipts related to the use of the credit card.

Conduct Standards & Discipline

City of Portageville, Missouri expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with City personnel and

outside business contacts.

The City reserves the right to discipline or discharge any employee for violating any company policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that City of Portageville retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

- unsatisfactory quality or quantity of work
- repeated unexcused absences or lateness
- failing to follow instructions or City procedures, or
- failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- falsifying an employment application or any other City records or documents
- failing to record working time accurately or recording a co-worker's timesheet
- insubordination or other refusal to perform
- using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- disorderly conduct, fighting or other acts of violence
- misusing, destroying or stealing City property or another person's property
- possessing, entering with or using weapons on City property
- possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the employee's system, on City property or on City time
- violating conflict of interest rules
- disclosing or using confidential or proprietary information without authorization
- violating the City's computer or software use policies, and
- being convicted of a crime that indicates unfitness for a job or presents a threat to the City, its employees, or the citizens of the City in any way.

Dress Policy

Appropriate attire is required. Suppliers and citizens visit our office and we wish to put forth an image that will make us all proud to be City of Portageville employees. Be guided by common sense and good taste. Specific standards may be required.

Drug and Alcohol Policy

City of Portageville strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our citizens' and their confidence in our City.

General Policy

To protect the well-being of its employees and the public, The City of Portageville prohibits all of its Employees from doing any of the following:

1. Engaging in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs, or sensory-altering substances at any time.
2. Reporting to work or otherwise being on the job under the influence of any illegal drugs or sensory-altering substances.

The term "illegal drugs" means, all drugs whose use or possession is regulated or prohibited by federal, state or local law. These include prescription medication that is used in a manner inconsistent with the prescription, not current, or for which the individual does not have a valid prescription. The term "current" in this policy means that an employee is using a legally obtained prescription drug which is not beyond a clearly defined expiration date. For the purposes of this policy, prescriptions will be considered to have expired six months after the expiration date listed on the prescription.

The term 'sensory-altering substances' means any non-prescribed substance that is not an illegal drug but causes sensory alterations, disorientation, hallucinations, lack of physical control, impairment of an Employee's full bodily and mental functions, or otherwise affects the Employee's performance on the job. This term is meant to include new designer drugs and legal marijuana which impact an employee's work performance but are not illegal as define by the State of Missouri.

Marijuana, even if prescribed under a state medical marijuana law, remains illegal under federal law and this policy.

3. Reporting to work or otherwise being under the influence of alcohol while at work or on the job. Although lawful off-duty alcohol use is generally not prohibited by this policy, such use must not interfere with an employee's job performance.

Employee Consent

Prior to performing drug or alcohol testing on Employees, the Employee will be required to sign a form consenting to the testing listed on the form and acknowledging that a confirmed positive test result can result in disciplinary action. An employee's refusal to consent and submit to lawful testing will be considered misconduct and a voluntary termination by the Employee. In addition, refusal to consent to post-accident testing as provided herein may result in the Employee forfeiting the right to collect worker's compensation benefits.

Prescription Medication

If you are currently using any prescribed or over-the counter medication that could alter your ability to perform your job safely, you must notify your supervisor before

starting your job. The purpose of this notification is to assess both the job requirements and any potential side effects of the medication to determine any safety implications and whether you can perform the essential functions of your job with or without reasonable accommodation. City of Portageville strives to maintain a workplace free of drugs and alcohol and to discourage

drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our citizens' and their confidence in our City. (3/6/2023)

Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing City business for City of Portageville, while operating a motor vehicle in the course of business or for any job-related purpose, or while on City premises or a worksite.

Illegal Drugs

City of Portageville employees are prohibited from using or being under the influence of illegal drugs while performing City business or while on a City facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in City of Portageville facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing City business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches

City of Portageville may conduct searches for illegal drugs or alcohol on City facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any City of Portageville property that is provided for employees' personal use, such as desks, lockers, and files.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Drug Testing

City of Portageville may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Ethical and Legal Business Practices

City of Portageville expects the highest standard of ethical conduct and fair dealing from each

employee, supervisor, elected official, volunteer and all others associated with the City. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our team members, and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations.

If you have any questions about this policy, consult your supervisor. Exceptions to this policy may be made only by the Mayor.

You are expected to promptly disclose to a member of the Board of Aldermen anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to the City's' attention.

Complying With Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Giving and Receiving Gifts

You may not give or receive money or any gift to or from a supplier, citizen, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance.

You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

If you do receive a gift or other benefit of more than nominal value, report it promptly to a member of City Council. It will be returned or donated to a suitable charity.

Employee Privacy and Other Confidential Information

City of Portageville collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and the Mayor must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the City only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Accounting and Financial Reports

City of Portageville's financial statements and all books and records on which they are based must accurately reflect the City's transactions. All disbursements and receipts must be properly

authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.

Account and Customer Information

Employees are prohibited from distributing account, client, and/or citizen information to anyone, in any form, except the named account holder, client or citizen, with the exception of any records which would be considered public records pursuant to the Missouri Sunshine Law.

Compliance

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Grievances

Employees are encouraged to bring concerns, problems and grievances to your Department Supervisors attention. You are also obligated to report any wrongdoing of which you become aware to your supervisor or, if the situation warrants, to any member of the Board of Aldermen.

Knowingly providing false and misleading statements to the Public

In addition to our general obligation to observe the law, one of the most important responsibilities of all City of Portageville employees is to protect the City's reputation for ethical and honest dealing. Our reputation could be irreparably damaged if false or misleading statements are provided to the citizens with the express intention of damaging the reputation of the City of Portageville. Any employee who is found to be providing knowingly false information to the general public, with the intent of damaging the reputation of the City, its Officials or an individual will be subject to disciplinary action, up to and including termination.

Progressive Discipline

City of Portageville retains the discretion to discipline its employees. Oral and written warnings and progressive discipline up to and including discharge may be administered as appropriate under the circumstances.

Please note that City of Portageville, Missouri reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive

discipline process.

Smoking Policy

Smoking is prohibited inside City of Portageville, Missouri facilities, with the exception of posted designated smoking areas.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

Should you have a question, complaint or dispute about smoking in the workplace, contact the City Clerk.

Zero Tolerance for Workplace Violence

City of Portageville has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Employees are not permitted to bring weapons of any kind onto City premises or to City functions, with the exception of any duly sworn law enforcement officer or any citizen, employee or volunteer authorized by the City during a time of crisis. Any employee who is suspected of possessing a weapon will be subject to a search at the City's discretion. Such searches may include, but not be limited to, the employee's personal effects, desk and workspace.

If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or citizen, the employee should notify his or her supervisor or another member of the Board of Aldermen immediately. Employees will not be penalized for reporting such concerns.

Leave

Bereavement Leave

Full-time employees who have worked at City of Portageville, Missouri for at least 30 days are permitted up to 3 consecutive days with pay to attend the funeral of an immediate family member, which includes a spouse, child, brother, sister, parent or grandparent.

Eligible employees may be permitted 1 day with pay for the death of a relative who is not an immediate member-including an aunt, uncle, nephew, niece, brother-in-law, sister-in-law or parent-in-law.

Your supervisor must approve all bereavement time, and the City may request verification of the facts surrounding the leave and grant or deny the leave as deemed appropriate. Bereavement leave will not be paid if it occurs when the employee is on vacation or leave of absence, absent due to illness or injury, or not working due to a paid holiday.

Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), City of Portageville prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Jury Duty

City of Portageville supports employees in fulfilling their civic responsibilities by serving jury duty when required and fully compensates them for up to 20 normal work days of time they are required to serve.

However, you must inform your supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. And you will be expected to report for work during your jury service whenever the court schedule permits.

Insurance benefits will ordinarily remain in effect and unchanged for the full term of your jury duty absence.

Time Off From Work In Connection With Court Cases

We recognize that an employee might be subpoenaed or otherwise required to serve as a witness in court cases or arbitrations. Employees called to testify will not be paid for the time they are away from work as a result of their participation in a court case or arbitration, but may use available vacation and personal days to cover their time away from work. Absence as a result of participation in a court case or arbitration will be treated the same as absence for any other reason and employees must comply with the City's policy regarding attendance. If you are called to serve as a witness, notify your Department Supervisor as soon as possible.

Time Off To Vote

Employees eligible to vote in an election who do not have three consecutive hours away from work while the polls are open may request up to three paid hours to vote.

If you plan to take time off to vote, you must notify your supervisor before Election Day. The

City may specify which hours you may take off.

General Employment

Employee Classifications

Employees at City of Portageville are either full-time or part-time. The City may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

Part-time employees normally work fewer than 30 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example, they do not accrue benefits such as sick days, vacation days, and health insurance.

All other employees are full-time.

Your supervisor will verify whether you are a full-time or part-time employee, and also whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

Employee Records

General

An employee's personnel file consists of the employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data or other appropriate employment-related documents.

It is the employee's responsibility to notify the City Clerk of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which you have provided information for on your application, in your personnel file, or any other document is sufficient reason for dismissal. Personnel records are considered City property and are not available for review by employees.

Employment of Relatives

City of Portageville may hire relatives of employees where there are no potential problems of supervision, safety, security, morale or potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws and step relationships.

Employees who marry or become related will be permitted to continue to work as long as there are no substantial conflicts. Reasonable accommodations will be made when possible in the event a conflict arises.

Hiring For Employment

All perspective employees shall fill out and return an application for employment to the City Clerk. Applications can be found on the city website or at the office of the City Clerk. Perspective employees will be contacted by the appropriate City Department Supervisor to schedule an interview for possible employment. All interviews will be conducted by the Department Supervisor and another City employee. If selected, the prospective employee will be contacted by the City Clerk to schedule a pre-employment meeting, where all required drug testing and employment paperwork will be completed. After completion of all required paperwork and testing, the City Clerk will inform the appropriate Department Supervisor that the new employee is available to start. The Department Supervisor will set an employment start date and inform the City Clerk of said date. (Ref. 1/3/22)

Introductory (Probationary) Period

The first 90 days of employment are an Introductory Period for both the employee and the City. However, during and after this period, the work relationship will remain at will.

This time period allows you to determine if you have made the right career decision and for City of Portageville to determine whether your initial work performance meets our needs. Your Department Supervisor will monitor your work performance, attitude and attendance during this time, and be available to answer any questions or concerns you may have about your new job.

Benefits such as time off for vacation, personal days, sick days or bereavement leave do not accrue during this period.

The Introductory Period may be extended at the City Council's discretion.

Reference/Background Checks

City of Portageville conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Termination, Resignation and Discharge

Unless expressly proscribed by statute or contract, employment with City of Portageville is on an "at will" basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time it is necessary for an employee to resign his or her employment, City of Portageville, Missouri requests at least two weeks notice. Failure to provide notice may lead to forfeiture of accrued vacation or other benefits at the discretion of City of Portageville.

Any employee who is discharged by City of Portageville shall be paid only wages accrued to the effective date of the separation.

Fire Safety

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires.

Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted in each work area.

Safety

City of Portageville is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your Department Supervisor.

If you or another employee is injured, contact your supervisor immediately. Seek help from outside emergency response agencies, if needed. Contact information is posted City Hall.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from the City Clerk.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from the City Clerk.

Security

All employees are given identification cards when they join the City. Wear your ID at all times while on City business, whether you are on or off City premises. If you leave your employment with the City of Portageville, you must surrender your ID and any City keys you have been issued.

Emergency Measures (Inclement Weather)

We realize that bad weather or hazardous commuting conditions may occasionally make it

impossible for employees to report to work on time.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your supervisor as soon as possible. Your absence will be charged to personal or vacation time.

If it becomes necessary to shut down City Departments due to weather or other emergency, every effort will be made to notify employees. If there is a question as to whether your department will be open, call the Portageville Police Department at (573) 379-5500. Remember, our mission is to provide the citizens of Portageville with the best service possible. Inclement weather or other emergencies are when our citizens need us the most.

City Communications & Technology

Bulletin Boards

Check all the bulletin boards regularly to obtain important information about City events and policies. Only City of Portageville employees should use City bulletin boards, unless otherwise posted.

Communication with Press or Media

Media inquiries in relation to City of Portageville must be handled in accordance with the following guidelines:

Inquiries regarding a specific transaction should be referred to the individual or individuals in charge of the matter; if they are not available, then to the Mayor or to the City Clerk.

All other inquiries should be referred to the Mayor, who will respond directly or designate another spokesperson and who will also help draft or direct an appropriate response if necessary.

This policy covers all forms of responses to the media, including off-the-record and anonymous statements.

SOCIAL MEDIA NETWORK POLICY (INCLUDING FACE BOOK, BLOGS & SIMILAR SITES)

The City of Portageville, Missouri has established a "use of social media" policy that will continue to provide employees with a safe and effective workplace. This policy will provide guidance to employees on the kind of comments that "cross the line" from private lawful activity to activity that harms the City's legitimate interests, and therefore, subjects the employee to disciplinary action.

This policy will give administrative personnel guidelines that may apply when using

information obtained from a social network site. An employee's use of social network sites becomes a problem when, in the sole discretion of the City, it interferes with the employee's work, is used to harass or discriminate against co-workers, creates a hostile work environment, divulges confidential information, or harms the goodwill, image and/or reputation of the City.

The City does not discourage employee's use of social media within the established guidelines on personal time. However, the guidelines provided below should be adhered to whether during on-duty or off-duty time. If an employee is uncertain about the appropriateness of a social media posting, they should check with their supervisor or department head. Nothing in this policy shall be interpreted to infringe on the right of any off-duty employee from commenting on a topic or topics of public concern.

SOCIAL MEDIA GUIDELINES FOR EMPLOYEES

- Do not post any comment or picture involving an employee, council member, patron, citizen or volunteer of the City "on the job" or at City sponsored functions without the City's expressed written consent.
- Employees whose affiliation with the City is evident, should mention that the remarks made on the web only reflect his or her own views and not necessarily the views of the City or other employees. However, based on the needs of the City, an employee may be counseled to refrain from commenting on work related matters, even if they mention that their views are their own.
- Employees should remember that their conduct may reflect upon the City and they are encouraged to exercise good judgment in their web communications.
- Employees are cautioned that they may be subject to discipline, up to and including discharge, for making defamatory, obscene, libelous, or offensive statements pertaining to City employees.
- Employees should not provide any confidential, proprietary or private information about the City or its employees.
- All City policies that regulate off-duty conduct apply to social network activity including, but not limited to, policies related to illegal harassment, code of conduct, nondiscrimination, etc.
- The City logo may not be used on the web without prior written permission from the City.
- Employees may consult with their appropriate supervisor with any questions about the City's views with respect to these guidelines for web communications and the City's

legitimate interest.

- Employees may not disclose information that was obtained as a result of their employment with the City.
- Employees are prohibited from posting photos taken while on duty (such as auto accidents, fires, crime scenes, etc.). These photos are the property of the City, even if they were taken with personal phones/cameras.
- Employees may not post any work-related comments/material while on duty or from a City owned machine, unless expressly approved by their department head.

IMPORTANT: Employees authorized to respond on behalf of the City to social media sites constitutes a form of communication subject to the provisions of the Sunshine Law. (3/06/23)

Employee Benefits

COBRA

If you are terminated for any reason other than gross misconduct or otherwise leave City of Portageville and have been continuously covered by the City's group insurance plan before that, you and your dependents may have the right to continue or convert coverage as set forth in the rules of the plan. You should receive written notification of your right to continue coverage within two weeks of your last day on the job. Should you have questions about this coverage, contact the City Clerk.

Disability Insurance

Employees who have completed any mandatory Introductory Period may qualify for disability insurance coverage, which will be paid for in full by City of Portageville. Please see the specific plan documents for further explanation of this benefit, or contact the City Clerk.

Employee Assistance Program (EAP)

City of Portageville, Missouri has an Employee Assistance Program ("EAP") which is offered through Bootheel Regional Counseling. You may seek help anonymously for such matters as alcohol or other chemical dependency, family and marital problems, personal and work-related stress situations and anxiety disorders. Contact the City Clerk for additional information.

Employee Benefits

City of Portageville, Missouri employees are entitled to a wide range of benefits. A number of the benefit programs -- such as Social Security, workers' compensation, state disability and unemployment insurance -- cover all employees as required by law.

Eligibility for most other benefits depends upon a variety of factors, including employee

classification. Your supervisor can identify the programs for which you are eligible. You can find the details of many of these programs in separate written summaries. For more information, contact the City Clerk.

Some benefit programs require contributions from employees, but many are fully paid by City of Portageville. We reserve the right to add, amend, modify or terminate any employee benefit plans or programs.

Life Insurance

You will receive documents under a separate cover that explain the life insurance program that City of Portageville provides. This coverage becomes effective after you have successfully completed any mandatory Introductory Period and is provided at no expense to you.

In general, the amount of coverage is equal for hourly employees and salaried employees.

If a covered employee dies, the insured amount will be paid to his or her named beneficiary. You are responsible for naming your beneficiary and may change that selection by submitting a written request to the City Clerk.

Medical Insurance

City of Portageville, Missouri offers and bears a substantial cost of this plan for the employee. Refer to the printed information from the insurance provider for details of eligibility and coverage or contact the City Clerk.

Retirement Saving Plan

City of Portageville provides a City funded retirement savings plan for fulltime employees who have completed any mandatory Introductory Period and otherwise qualify to participate. The plan is fully funded by the City through the Missouri LAGERS retirement plan.

You can request a full copy of the plan summary description from the City Clerk.

Travel & Expenses

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on City of Portageville business. Use your discretion, but try to keep costs low.

When it's necessary to travel for City of Portageville business, please contact City Hall. This department will be responsible for making all your travel arrangements.

You must record all travel and business activities on the City's Expense Report Form and submit it to City Clerk. If business travel requires you to be out of your department for an extended period, your report must cover no less than one week and no more than one month of expenses.

All Expense Report Forms should be submitted to City Clerk no later than five business days after the last day of the month in which the travel occurred.

Worker's Compensation

City of Portageville provides insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official City business, or attending an activity officially sponsored by the City. If you become ill or injured, please get medical attention at once.

You must also report the details to your supervisor immediately. And you must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

Vacation, Sick & Holiday Time

Vacation Time

Regular full-time employees who average 40 work hours or more per week, earn vacation time based on the number of years of service they have with the City of Portageville, Mo.

Paid Time Off (PTO) forms are available at the City Clerk's office or from your department head. PTO Forms must be filled out and accompanied with your timecard to receive vacation pay.

Time is earned based on the chart below:

Years of Service	Hours Earned
1	40
5	80
10	120
20	160

Vacation hours may not be carried over at the end of the calendar year.

Vacation hours are based upon an average workday. Employees working an 8-hour shift who take a full vacation day will be paid 8 hours for that day and 8 hours will be deducted from their remaining amount of vacation time. Employees working a 12-hour shift who take a full vacation day will be paid 12 hours for that day and 12 hours will be deducted from their remaining vacation time. Employees may also take sick leave as needed based on an hourly basis.

Vacation hours may be cashed out at a rate of 40 hours every 6 months, for a total of up to 80 hours per calendar year. All cash outs must be made during a normal pay period and turned in with a PTO form by the final pay period of the calendar year.

Vacation hours are based on a calendar year, therefore if your anniversary date falls within the year, you will not be able to take any additional earned time until January 1st of the next year.

Salaried employees will receive 40 hours of vacation after their 90-day probationary period is completed. On their one-year anniversary date, they will receive an additional 40 hours of vacation for a total of 80 hours. Vacation time for salaried employees will never exceed 80 hours at any given time. Vacation time for salaried employees cannot be rolled over and cannot be cashed out. Salaried employees are required to log all absences and submit them with payroll to the City Clerk. (04/06/23)

Sick Leave

Regular full-time employees who average 40 work hours or more per week and have met their introductory period are given 40 hours of sick leave each calendar year. Sick leave hours are based upon an average workday. Employees working an 8-hour shift who take a full sick day will be paid 8 hours for that day and 8 hours will be deducted from their remaining amount of sick leave. Employees working a 12-hour shift who take a full sick day will be paid 12 hours for that day and 12 hours will be deducted from their remaining sick leave. Employees may also take sick leave as needed based on an hourly basis.

Paid Time Off (PTO) forms are available at the City Clerk's office or from your department head. PTO Forms must be filled out and accompanied with your timecard to receive sick leave pay.

Sick time may be taken at a rate of three (3) consecutive days without a doctor's excuse. After three (3) consecutive days, a doctor's excuse is required upon your return to work.

Employees may roll over unused sick time at the end of each calendar year at a rate of 8 hours per year of service with the City of Portageville, Mo. See Chart Below:

YEARS OF SERVICE	HOURS AVAILABLE	YEARS OF SERVICE	HOURS AVAILABLE
1	8	9	72
2	16	10	80
3	24	11	88
4	32	12	96
5	40	13	104
6	48	14	112
7	56	15	120
8	64		

There is an established cap of 120 hours for sick leave that is able to be rolled over. No employee will be able to accumulate more than 160 hours of sick leave at any given time.

If an employee chooses, sick time can be donated to another employee as long as the receiving employee is under the cap of 160 hours of sick leave and all appropriate forms are filled out with the City Clerk.

Salaried employees are not eligible for sick time and will not be allowed to accrue sick leave. (04/06/23)

Paid Holidays – Full Time Employees

The following is a list of paid holidays observed by the City of Portageville, Mo. Observance days for all holidays will follow those set forth by the Secretary of State.

MONTH	HOLIDAY
JANUARY	NEW YEAR DAY
JANUARY	MARTIN LUTHER KING JR.
FEBRUARY	PRESIDENT'S DAY
MAY	MEMORIAL DAY
JUNE	JUNETEENTH
JULY	INDEPENDENCE DAY
SEPTEMBER	LABOR DAY
OCTOBER	COLUMBUS DAY
NOVEMBER	VETERANS DAY
NOVEMBER	THANKSGIVING
NOVEMBER	DAY AFTER THANKSGIVING (REPLACES LINCOLN'S BIRTHDAY)
DECEMBER	CHRISTMAS DAY

Half days for Good Friday (April) and Christmas Eve (December) is at the discretion of the Mayor. Paid holidays are paid at a rate based upon an average workday. Employees working an 8-hour shift will be paid 8 hours for a paid holiday. Employees working a 12-hour shift will be paid 12 hours for a paid holiday.

You will be paid for these holidays if you:

- are a full-time employee who has worked at least 30 days at the City, and
- have worked the full day before and the full day after the holiday, unless time off has been approved in advance as vacation or personal days.

Holidays that fall on a weekend will be observed either on a Friday or Monday. To avoid confusion, all holidays will be announced in advance.

Unfortunately, some employees may be required to work on holidays. Your supervisor will notify you if this may apply to you.

Acknowledgement of receipt and understanding

I acknowledge that I have received the City of Portageville Employee Handbook and that it is my responsibility to read and understand the policies.

I understand that this Handbook represents only current policies and benefits, and that it does not create a contract of employment. City of Portageville retains the right to change these policies and benefits, as it deems advisable.

Unless expressly proscribed by statute or contract, my employment is "at will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the City has the same right. I further understand that my status as an "at will" employee may not be changed except in writing and signed by the Mayor.

I understand that the information I come into contact with during my employment is proprietary to the City and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the City. I understand that I must comply with all of the provisions of the Handbook to have access to and use City resources. I also understand that if I do not comply with all provisions of the Handbook, my access to City resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the City's safety, health, and emergency procedures as outlined in this Handbook or in other documents.

Signature

Date

Please Print Your Name