

CITY OF WEBB CITY, MISSOURI
CITY COUNCIL MEETING
Tentative AGENDA
Monday May 12, 2025
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INVOCATION

Pastor Matt Snyder of Frisco Church

PLEDGE

OPENING OF MEETING

Roll Call

Mayor's Statement

Public Comments

ADMINISTRATOR'S REPORT

Administrator Report

APPOINTMENTS/REAPPOINTMENTS

Reappointments-Library Hilary McCaw-3-year term 2028

P&Z-Melissa Annis 4-year term 2029

Board of Adjustments-Clyde Thornburgh-5-year term 2030

Appointments-Library Board-Jennifer Hurt-3-year term 2028

Brook Shaver 3-year term 2028

CONSENT AGENDA

1. Council Minutes-April 28, 2025

ORDINANCE AND RESOLUTIONS

Council Bill No. 25-008 Amend Section 205.200 regarding sale of Fireworks

(2nd)

MOTION

Admin-2025 COLA 2% increase (Motion to approve and vote)

Admin-Authorize Mayor to sign agreement with Emery Sapp to construct East Street sidewalk (Motion to approve and vote)

Admin-Adopt the 2025 update as proposed to the Webb City employee manual (Motion to approve and vote)

Street-2025 Paving Overlay Project (Motion to approve and vote)

COMMITTEE REPORT

1. Financial Oversight

A. Statement of Accounts, May 12, 2025, Action & Authorization

2. Committee of the Whole

Next Council Meeting June 09, 2025 (4 weeks, due to the holiday)

CLOSED SESSION RSMO 610.021 Subsection (2) Real Estate

ADJOURN



City of Webb City * PO Box 30 * 200 Main Street* Webb City, Missouri 64870

Office of Administration 417-673-4651 Fax – 417-673-6264

Administrator's Report 05/12/2025



Parks Department has reported that the Splash Pad is open and the spring sports are in full swing. The opening day did come with a couple hiccups, such as the popcorn machines not working properly. Staff problem solved quickly and we would like to thank the Route 66 Theater for their help in providing a large bag of popcorn for the day. Since then we have purchased two new commercial popcorn machines for the concession stands and hopefully this problem will not occur again.

If you get a chance please stop by King Jack Park and witness the crowds. On nice days the number of people enjoying the park has been very high.



This last week has been very productive regarding the new W Club Recreation Facility. Our staff have been prepping the parking lot in anticipation of paving next week as weather allows and other workers are currently installing the parking lot lights and amenities inside. The floor is one of the next major projects and it should be done this next week.

The Fire Department will be hosting the Chambers morning coffee social at 9am on Thursday May 22nd. They plan to provide tours of the station to those in attendance and also the new training facility that has been constructed on the grounds. Please stop by if you can and enjoy the morning with us.

The new playground equipment for the Westhaven Park has arrived. Crews will be prepping the ground and once that is complete the vendor will come in and complete the install. We hope to have it complete by the 4th of July.

King Jack Park Trolley rides have started back up on the 1st and 3rd Saturdays of each month from 9am to 11am. These rides are free and open to the public. Please encourage anyone you know who might enjoy a ride on the trolley in the park.

Our new Recreation Facility Coordinator, Kong Lee, has been selected and he has passed his employment screening. His start date will be May 19th. We are looking forward to what he can offer as he explores the best uses for our new recreation facility. We plan to have him attend the June 9th Council Meeting so everyone can meet him.

Staff have been working on an update to our Employee Handbook. This will be presented to council for approval before being sent to the printers and then distributed to all employees.

Waste Water reports that our manhole lining vendor has completed over 70 manhole relining's. They have about 20 more to finish up the current council approved project. Once this is complete we will be looking at continuing the plan as this has definitely improved our inflow of water issue in the collection system.

Previous Meetings

City Wide Cleanup May5-9th

New phone notification system in our Utility Billing software was operational for the first time this week and it has proven to be a big success. We started with over 400 notifications sent to late payment customers, then as shutoff approaches it will call those still late again which are the calls that had been done every month by our water clerks. This month we ended with only 74 shut offs and down to 20 as of Thursday. We believe that is a record low. The service is provided by our current water software vendor for .10 cents a call.

Fire Department reports that the new Fire Academy is in their 6th week and moving along very well. The class has a great group of students who all recently were able to pass their Hazmat Portion of training. Bunker gear recently approved by council has been ordered and once it arrives all department members will be up to NFPA Standards. Members continue to work on the new training facility located next to the Fire Department.

Waste water crews were notified during the storm of a couple locations experiencing high water. One of them was the Aylor lift station which crews responded to and were able to clear the issue. We did activate the auxiliary pump installed a couple years ago and it certainly looks

to be a help to flood prone areas from the past. Basically it pulls water from the system faster than the past and puts it in the lagoon to be treated after the rain event.

Waste Water has received the final approved operations permit from DNR for the treatment plant. This, we believe was drafted in favor of several options that are important to the city. This permit still allows the affluent to continue flowing through the wetland and lagoons but will no longer be monitored and reported on the analysis reports. We will however continue to monitor for our own information to see if the zinc amounts begin to lower as the vegetation gets more established.

The Roof replacement recently approved by council at the Farmers Market is complete. In our monthly meeting with the Market staff they were quick to say thank you because they had heavy rain during the market on Saturday.

Staff participated in a renewal meeting with our Third Party Advisor regarding our Health Insurance yearly renewal. The numbers looked good for last year and there is no expected rate increase for the next year. We continue to work with the Tri-State Health Care coalition which we are a member to finalize the pricing structure with Mercy Hospital's. They have proposed a couple changes in our contract that we are working with our TPA, Benefit Management, to determine what if any impact this may have.

Staff met with our workers comp and it looks like after a couple good years we will be seeing a \$100,000 reduction this year in our cost. We continue to focus on safe work practices and our Safety Committee is continuing to meet regularly to discuss improvements as we find them in all departments.

The Water Department continues to report our run time on our wells to have been significantly reduced following the last round of leak detections and repairs. We will continue to monitor and hope to see good improvements in our water loss numbers.

The Fire Department reports that crews have started annual business inspections and testing of fire hydrants throughout the city.

Jasper County Emergency Services has made a patch on the radio system where we now can hear and speak with the WC Police Department. Joplin Fire channels have now been added to our new radios, and we have had great success with the radios on mutual and auto aid fires.

Carl Francis
City Administrator

2025 Upcoming dates to remember;

Recycle and limb yard gate is now open 7 days a week until 6pm.
Residential only may dump at limb yard

May

2 , 3, & 4 - Citywide Garage Sales

May 5th to 9th (your regular pick up day) - Citywide Spring Clean-up

May 10th- Hazardous Waste Clean-up. Public Works facility 1060 N. Madison 9am-noon

June

July

12 - Route 66 Cruise-A-Palooza, 9 a.m. to 10 p.m., 25th Anniversary Big Smitty headlining

TBA - Webb City Chamber Golf Tournament

August

September

TBA - Paint the Town Red

October

TBA - Webb City Chamber Banquet

31 - Downtown Trick-or-Treat

November

1 - Polar Bear Express tickets go on sale online, 9 a.m.

29 - Mayor's Park Lighting Extravaganza, 5:40 p.m. / Employee Polar Bear Express Night

TBA - Downtown Holiday Merry Market

December

3 - Annual Christmas Parade, 6:30 p.m.

4, 5, 6, 11, 12, 13, 18, 19 & 20 - Polar Bear Express

19 - Employee Appreciation Dinner

CITY OF WEBB CITY, MISSOURI
COUNCIL MEETING MINUTES
REGULAR SESSION
Monday, April 28, 2025
Page 1

INVOCATION	Councilmember Brad Baker gave the invocation
PLEDGE TO FLAG	The Council remained standing for the Pledge of Allegiance.
COUNCIL MEETING	The City Council of Webb City, Missouri met in regular session Monday, April 28, 2025, at 5:30 p.m. in Council Chambers. Mayor Lynn Ragsdale presided.
ROLL CALL	<p>The following members answered roll call: Gina Monson, Brad Baker, Debbie Darby, Ray Edwards, Alisa Barroeta, Jerry Fisher and Jim Dawson. Absent: Andy Queen, and Alisa Barroeta. There being six members present and six members representing a quorum. Mayor Lynn Ragsdale declared this session of council officially opened. Also present were City Attorney Troy Salchow, City Clerk Kimberley DeMoss, Finance Director Tracy Craig, Deputy Fire Chief Jeremy Denton, Police Chief Don Melton, Sewer Utility Director William Runkle, Street & Water Director Eddie Kreighbaum, and Economic Development Coordinator Erin Turner. Absent: City Administrator Carl Francis, Fire Chief Andy Roughton and Parks Director Bryan Waggoner.</p>
MAYOR STATEMENT	None
VISITORS	None
FARMER'S MARKET	<p>Roan Proctor Director of the Farmers Market gave the annual report to council and shared future goals to enhance the space. The Board of Directors are looking at raising money to renovate, add on or rebuild the market kitchen to include classroom space for cooking classes, expand bathrooms and improved office space for current and future employees.</p> <p>Ms. Proctor stated the Board is extremely grateful for the support of the City and look forward to collaborating in the coming years.</p>
ADMINISTRATOR	<p>Administrators Report for April 28, 2025, was available for the Council to review.</p> <p>Mayor Ragsdale stated he received calls regarding our city administrator living outside of Webb City. Mayor Ragsdale said and wanted it on record "I want my city administrator not to live in Webb City, it's an amazing benefit when living in a neighboring town because of the decisions made day to day is not based on the administrator making decisions for his neighborhood. It's by design, Mayor Ragsdale said.</p>

CITY OF WEBB CITY, MISSOURI
COUNCIL MEETING MINUTES
REGULAR SESSION
Monday, April 28, 2025
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CONSENT AGENDA

Mayor Lynn Ragsdale entertained a motion to accept the Consent Agenda items for April 28, 2025. Councilwoman Darby made the motion. Councilwoman Monson seconded. The motion carried with six yes votes.

- | | |
|-----------------------------------|---------------|
| 1. Council Minutes-April 14, 2025 | 2. PD Reports |
| 3. Use/Sales Tax | |

**COUNCIL BILL
NO. 25-008**

An Ordinance amending Section 205.200 of the Webb City Code regarding sale of Fireworks.

Councilman Fisher presented Council Bill No. 25-008 for the first reading. First reading completed. Councilman Baker moved to accept the first reading. Councilwoman Monson seconded. The motion carried with five yes votes. No: Fisher

**RESOLUTION
NO. 25-1001**

A Resolution of Commitment and dedication to effective law enforcement and community safety for the City of Webb City, Missouri.

Councilman Fisher presented Resolution No. 25-1001. Councilman Fisher moved to approve Resolution No. 25-1001. Councilwoman Darby seconded. The motion carried with six yes votes.

MOTIONS

Street-Accept Bid for the 2002 GMC Trk and 1998 Ford Dump Trk

Councilman Baker made a motion to authorize the Street Dept. accept the bid from Nelson Enterprises in the amount of \$4,000.00 for both trucks. \$2500.00 for the 2002 GMC and \$1500.00 for the 1998 Ford. Councilwoman Monson seconded. The motion carried with six yes votes.

Street-Accept Bid from Blevins to pave W-Club parking lot and soccer field parking lot

Councilman Fisher made a motion to accept the bid from Blevins in the amount of \$246,273.00 to pave the W-Club and Soccer Field Parking lot. W-Club was estimated at \$140,000.00 and the remainder will complete the soccer field parking lot. Councilwoman Darby seconded. The motion carried with six yes votes.

CITY OF WEBB CITY, MISSOURI
COUNCIL MEETING MINUTES
REGULAR SESSION
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**FINANCIAL
OVERSIGHT**

Mayor Lynn Ragsdale entertained a motion to accept the Statement of Accounts dated April 28, 2025. Councilwoman Monson moved to accept the Statement of Accounts. Councilman Baker seconded. The motion carried with six yes votes.

Statement of Accounts is as follows:

City Electronically	1753-1780	96,762.88
City Fund	46341-46430	137,615.71
Habitat Electronically	286-288	776.98
Habitat Fund	1019	551.31
Meter Fund	5986	<u>6,075.00</u>
Grand Total		\$ 271,781.88

**COMMITTEE OF
THE WHOLE**

Mayor Lynn Ragsdale set the next Council Meeting for Monday, May 12, 2025, at 5:30 p.m. in the Council Chambers.

ADJOURN

Mayor Lynn Ragsdale adjourned the council meeting at 6:08 p.m.

Lynn Ragsdale, Mayor, and Presiding Officer

Attest:

Kimberley E. DeMoss, City Clerk

COUNCIL BILL NO. 25-008

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 205.200 OF THE WEBB CITY CODE REGARDING SALE OF FIREWORKS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEBB CITY, MISSOURI, AS FOLLOWS:

SECTION 1. That Section 205.200 of the Webb City Code is hereby amended to read as follows:

Permissible items of consumer fireworks defined in Section 320.131 RSMo., may be sold at retail by holders of a seasonal retail permit during the selling periods of 9:00 A.M. through 11:00 P.M. the 27th day of June through Midnight of July 4th.

SECTION 2. This ordinance shall be in full force and effect from and after its date of passage.

PASSED BY THE COUNCIL OF THE CITY OF WEBB CITY, MISSOURI, this
_____ day of _____, 2025.

Lynn Ragsdale, Mayor and Presiding Officer

Attest:

Kimberley E. DeMoss, City Clerk

Council Report

City of Webb City

**2025 COLA
WAGE INCREASE**

May 12, 2025

SUBJECT/BACKGROUND:

The 2024 - 2025 budget allocated funds for a 2.0% COLA effective May 2025.

RECOMMENDATION:

Staff recommends implementing the 2% COLA increase effective on the first full payroll, of May 2025. The first full pay period in May is the 10th – 23rd and is payable May 29th.

FISCAL IMPACT:

Approximate cost of the 2% COLA increase for the remaining fiscal year (6 months) is \$59,000 and is included in the budget.

PREPARED BY:

Tracy Craig - Finance Director

SUBMITTED BY:

Tracy Craig - Finance Director

REVEIWED BY:

Carl Francis - City Administrator

REVIWED BY:

Kim DeMoss - City Clerk

Council Report

City of Webb City

Construction
Contract East
Street Sidewalk
05/12/25

SUBJECT:

Engineering is complete and submission made for approval to MODOT for the sidewalk project on East Street. The project was advertised for bids and bids were opened Thursday May1st. Own Engineering staff supervised and reviewed the bids and recommends that the city accept the bid from Emery Sapp Construction. Bids were considerably higher than the project estimates, but we discussed and agreed that to wait or rebid would likely result in an increase in costs.

RECOMMENDATION:

Motion to approve the Mayor to sign the agreement with Emery Sapp Construction to construct the East Street Sidewalk for a total cost of \$598,797.

Bids:

Sprouls Construction	\$678,444
Emery Sapp	\$598,797

FISCAL IMPACT:

The 2024 – 2025 budget allows \$608,000 for Sidewalks (01.31.49112). Grant revenues budgeted are \$406,400 but need to be decreased to \$312,000. A fund transfer from Capital Improvements (3/8 cent) of \$95,000 is needed to offset this decrease in grant revenues. A budget revision will be made to reflect this change.

Submitted By:

Carl Francis
City Administrator

Prepared By:

Reviewed By:

Kim DeMoss
City Clerk

Reviewed By:

Tracy Craig
Finance Director



May 5, 2025

City of Webb City
ATTN: Carl Francis
200 Main Street
Webb City, MO 64870

RE: Webb City TAP-9901(844) Phase 3 Centennial Retail and Transportation District Sidewalk Improvement Project

Dear Mr. Francis,

There were 2 bids for the bid of the above referenced project that have been reviewed and tabulated. The low bidder for the project was Emery Sapp & Sons, Inc. from Columbia, Missouri in the amount of \$598,797.90. This total is over the engineer's estimate of \$524,279.10 for a difference of \$74,518.80 or 12.4% higher.

Although the apparent low bid amount is higher than the engineer's estimate, I recommend the City to accept the low bid from Emery Sapp & Sons, Inc. and award the project to them. The current market with contractors is very tight. If the City were to reject all bids and re-advertise the project again, there is no guarantee that more contractors would submit bids and with a tighter time-frame to do the work, bids may be even higher with the second bid opening.

Please let me know if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Sean L. Matlock". The signature is written in a cursive, flowing style.

Sean L. Matlock, P.E.

BID TABULATION

TAP 9901(844)

Phase III, Centennial Retail & Transportation District,
 Sidewalk Improvements Project
 City of Webb City, Missouri

**OWN Estimate**

OWN Estimate						Emery Sapp & Sons 5350 E. State Hwy AA Springfield, MO 65803		Sprouls Construction, Inc. 397 W. DD Hwy Lamar, MO 65759	
Item No.	Description	Unit	Quantity	Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total
2022010	REMOVAL OF IMPROVEMENTS	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 22,000.00	\$ 22,000.00
2035000	UNCLASSIFIED EXCAVATION	CY	197	\$ 28.00	\$ 5,516.00	\$ 300.00	\$ 59,100.00	\$ 60.00	\$ 11,820.00
2035500	EMBANKMENT IN PLACE	CY	1,461	\$ 20.00	\$ 29,220.00	\$ 30.00	\$ 43,830.00	\$ 50.00	\$ 73,050.00
2036000	COMPACTING EMBANKMENT	CY	152	\$ 6.30	\$ 957.60	\$ 15.00	\$ 2,280.00	\$ 25.00	\$ 3,800.00
3040143	TYPE 1 AGGREGATE FOR BASE (4 IN. THICK)	SY	2,983.0	\$ 15.00	\$ 44,745.00	\$ 17.00	\$ 50,711.00	\$ 17.00	\$ 50,711.00
3101003	GRAVEL (A) OR CRUSHED STONE (B)	SY	78	\$ 46.00	\$ 3,588.00	\$ 33.00	\$ 2,574.00	\$ 30.00	\$ 2,340.00
6081010	CONCRETE CURB RAMP	SY	86.7	\$ 200.00	\$ 17,340.00	\$ 256.00	\$ 22,195.20	\$ 350.00	\$ 30,345.00
6081012	TRUNCATED DOMES	SF	144	\$ 30.00	\$ 4,320.00	\$ 45.00	\$ 6,480.00	\$ 50.00	\$ 7,200.00
6084023	SIDEWALK HAND-RAILING WITHOUT BALUSTERS	LF	29	\$ 275.00	\$ 7,975.00	\$ 127.00	\$ 3,683.00	\$ 400.00	\$ 11,600.00
6085008	PAVED APPROACH (8 IN.)	SY	858	\$ 120.00	\$ 102,960.00	\$ 84.00	\$ 72,072.00	\$ 140.00	\$ 120,120.00
6086004	CONCRETE SIDEWALK, 4 IN.	SY	1,890.5	\$ 85.00	\$ 160,692.50	\$ 73.00	\$ 138,006.50	\$ 90.00	\$ 170,145.00
6086004	CONCRETE SIDEWALK, 8 IN.	SY	147.4	\$ 120.00	\$ 17,688.00	\$ 113.00	\$ 16,656.20	\$ 140.00	\$ 20,636.00
6089905	REINFORCED CONCRETE SIDEWALK, 6 IN.	SY	6.1	\$ 200.00	\$ 1,220.00	\$ 320.00	\$ 1,952.00	\$ 600.00	\$ 3,660.00
6169901	TRAFFIC CONTROL	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 43,000.00	\$ 43,000.00	\$ 16,000.00	\$ 16,000.00
6181000	MOBILIZATION	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 51,000.00	\$ 51,000.00	\$ 55,000.00	\$ 55,000.00
6191000	PAVEMENT EDGE TREATMENT	LF	314	\$ 6.00	\$ 1,884.00	\$ 7.00	\$ 2,198.00	\$ 30.00	\$ 9,420.00
6200036	PREFORMED THERMOPLASTIC MARKING, 30 IN. WHITE MIDBLOCK	EA	43	\$ 200.00	\$ 8,600.00	\$ 362.00	\$ 15,566.00	\$ 325.00	\$ 13,975.00
6200021	PREFORMED THERMOPLASTIC MARKING, RIGHT ARROW	EA	1	\$ 400.00	\$ 400.00	\$ 483.00	\$ 483.00	\$ 300.00	\$ 300.00
6200027	PREFORMED THERMOPLASTIC MARKING, COMBINATION STR/LT/RT	EA	1	\$ 500.00	\$ 500.00	\$ 543.00	\$ 543.00	\$ 700.00	\$ 700.00
6207001	PAVEMENT MARKING REMOVAL	LF	72	\$ 10.00	\$ 720.00	\$ 6.00	\$ 432.00	\$ 2.50	\$ 180.00
6207002	PAVEMENT MARKING REMOVAL (SYMBOLS)	EA	3	\$ 100.00	\$ 300.00	\$ 422.00	\$ 1,266.00	\$ 150.00	\$ 450.00
6274000	CONTRACTOR FURNISHED SURVEYING AND STAKING	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
8059919	FERTILIZING, SEEDING AND MULCH	LS	1	\$ 12,500.00	\$ 12,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,000.00	\$ 8,000.00
8064138	TYPE 2D EROSION CONTROL BLANKET	SY	1,045	\$ 5.00	\$ 5,225.00	\$ 4.00	\$ 4,180.00	\$ 5.00	\$ 5,225.00
8061019	SILT FENCE	LF	2,338	\$ 3.50	\$ 8,183.00	\$ 4.00	\$ 9,352.00	\$ 4.00	\$ 9,352.00
9029902 (3)	MISC. (RELOCATE SIGNS)	EA	3	\$ 1,000.00	\$ 3,000.00	\$ 604.00	\$ 1,812.00	\$ 900.00	\$ 2,700.00
9031280	2.5 IN. PSST POST - 12 GA	LF	240	\$ 30.00	\$ 7,200.00	\$ 43.00	\$ 10,320.00	\$ 40.00	\$ 9,600.00
9031281A	DRIVEN POST ANCHOR FOR 2.5 IN. PSST - 7 GA.	EA	15	\$ 65.00	\$ 975.00	\$ 66.00	\$ 990.00	\$ 65.00	\$ 975.00
9035004A	SH-FLAT SHEET	SF	119	\$ 30.00	\$ 3,570.00	\$ 64.00	\$ 7,616.00	\$ 60.00	\$ 7,140.00
						\$ 524,279.10	\$ 598,797.90	\$ 678,444.00	

This is to certify that at 1:00 P.M. on April 30, 2025 at the Webb City, City Hall, the bids tabulated herein were publicly opened, read aloud and checked.

*Red denotes error in addition

OWN, Inc.

CENTENNIAL RETAIL AND TRANSPORTATION DISTRICT SIDEWALK IMPROVEMENTS

TRANSPORTATION ALTERNATIVES FUNDS PROGRAM

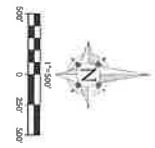
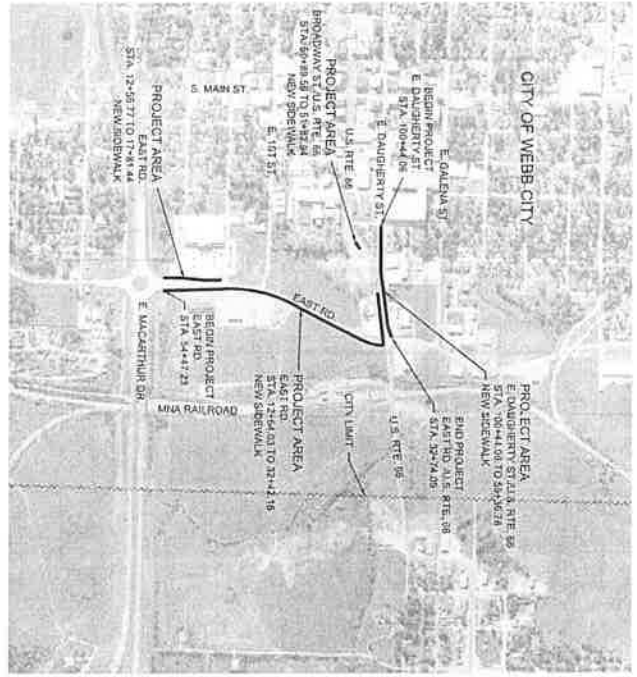
EAST RD. FROM RTE. 171/MACARTHUR DR. TO DAUGHERTY ST.

DAUGHERTY ST. FROM DEVON ST. EAST RD.

CITY OF WEBB CITY, MO
JANUARY, 2024 TAP NO. 9901(844)
PRELIMINARY PLANS

INDEX OF SHEETS

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22	CONTROL PLAN & REFERENCE PLAN
23-26	TRAFFIC CONTROL PLANS & DETAILS
27	EROSION CONTROL PLANS
28	MODIFIED TYPE S CURB
29-63	W/ STEEL PLATE DETAIL
	CROSS SECTIONS



PROJECT LOCATION MAP
SECTION 16, TOWNSHIP 28N, RANGE 32W
PROJECT LENGTH = 3,075.0'

CALL OR CLICK 3 DAYS BEFORE YOU DIG!
1-800-4-A-RT-811
www.811.com

CALCULATED INFORMATION ON THE DRAWING CONCERNING TYPE & LOCATION OF UNDERGROUND & OTHER UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING AND VERIFYING ALL UTILITIES PRIOR TO ANY CONSTRUCTION. ANY UTILITIES NOT SHOWN ON THE DRAWING MAY BE NECESSARY TO AVOID DAMAGE THEREOF.

Approved by: CITY OF WEBB CITY
Cait Francis, City Administrator
Date: _____

2215 Fairview Drive
Cullington, MO 64836
417.758.9553
www.own.com

FORWARDER: ANDERSON ENGINEERING

TAP 9901(844)
WEBB CITY PH. 3 -
CENTENNIAL RETAIL
& TRANSPORTATION
DISTRICT SIDEWALK
IMPROVEMENTS

LAST REVISED: 01/24/2024
JASPER COUNTY, MISSOURI

REVISIONS	
NO.	DESCRIPTION

DRAWING INFORMATION

PROJECT NO. 9901(844)
DESIGNED BY: JASPER COUNTY
CHECKED BY: JASPER COUNTY
ISSUED DATE: 01/24/2024
FIELD BOOK: NA

PRELIMINARY
NOT FOR
CONSTRUCTION
OR PERMIT

DESIGNED BY: DEAN WATSON
LICENSED PROFESSIONAL ENGINEER
A Licensed Professional Engineer
Engineering Corporation
0000-0000

SHEET TITLE

COVER SHEET

SHEET NUMBER

1 OF 63

Council Report

City of Webb City

Webb City
Employee Manual
Update
05/12/25

SUBJECT:

City Staff have been reviewing the Employee Manual for several years having last been officially updated in 2008. Changes are needed to keep up with current statues, ordinances and practice. Please see the attached working review copy. Changes requested are outlined in red and yellow boxes to define the removal or addition of items.

RECOMMENDATION:

Motion to approve the adoption of the 2025 update as proposed to the Webb City Employee Manual.

FISCAL IMPACT:

No impact

Submitted By:

Carl Francis
City Administrator

Prepared By:

Reviewed By:

Kim DeMoss
City Clerk

Reviewed By:

Tracy Craig
Finance Director

THE MAYOR'S WELCOME

Welcome! You have just joined a dedicated team of employees and managers. We hope that your employment with City of Webb City will be rewarding, challenging, and of mutual benefit to you and the city. We take pride in our employees as well as the services we provide.

Please take the time to read this employee handbook carefully. It is an important communication, management and legal document. Please date and sign the Acknowledgment at the end to show that you have read, understood and agree to the contents of this handbook. This handbook provides most of the terms and conditions of your employment. Specific provisions contained in an individual employment agreement control over the general provisions of the handbook. This handbook supersedes any previously issued handbooks or inconsistent policy statements.

Throughout the handbook, we will refer to City of Webb City as "The City".

Please understand that no employee handbook can address every situation in the workplace. If you ever have questions about the terms or conditions of your employment, you are encouraged to ask them. If you have any difficulty reading or understanding any of the provisions of this manual, please contact the Human Resource Clerk. We will gladly make assistance available, so you understand the policies and what is expected of you. If you do not request assistance, we will assume that you fully understand the handbook. Likewise, if you have any suggestions related to city policies or procedures, please let us know.

We wish you success in your employment here at the City of Webb City!

All the best,

Mayor of the City of Webb City

INTRODUCTION

2.0 ABOUT THE CITY

The City of Webb City was founded in 1876 by John C. Webb, upon some of the world's purest veins of lead and zinc ore. The city covers 9 square miles and has a population of approximately 13,325.

From this journey into Webb City's past, we see the building blocks that have formed this wonderful community. A town that is noted for its continuing growth, community pride, great leadership, and proud heritage.

The mayor and eight members of the City Council are elected to govern the city by the residents of four wards. The Council approves the budget and adopts ordinances and resolutions establishing the laws and policies of the community. The Mayor and Council hire the City Administrator to carry out those policies, to direct the employees, and to oversee the day-to-day operations of our local government.

The successful operation and reputation of the city is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the city is dependent upon our citizens' trust, and we are dedicated to preserving that trust. Employees owe a duty to the city, its citizens and businesses to act in a way that will merit the continued trust and confidence of the public.

The city will comply with all applicable laws and regulations and expects its employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your department head. If necessary, you may also meet with the City Administrator for advice and consultation.

The city currently employs approximately 98 100 employees in nine departments and offices on an employment-at-will basis. We spend over \$12 million annually to deliver a range on municipal services to the residents and businesses of our community and to build and maintain public facilities and infrastructure.

The purpose of this manual is to provide information about the personnel policies and procedures of the city. Our goal is to provide all employees fair management, competitive salaries, good benefits, opportunities for personal growth, and a safe and pleasant work place.

This handbook is not a contract, and the policies contained herewith may be changed at any time, and all employment is "at will."

2.1 ETHICAL CONDUCT

The City of Webb City prides itself on the high standards of excellence embodied by its operating principles and strives to create an awareness of and commitment to these standards in its employees. City employees are expected to personify these ideals in their relationships with residents, other persons conducting business with the city and with other employees. To establish and maintain public trust and confidence in city government, each city employee must not only conduct themselves ethically, but they must also scrupulously avoid the appearance of impropriety at all times.

2.2 MISSION STATEMENT

Employee Mission Statement

It is my responsibility as an employee of the City of Webb City to keep myself healthy in mind, body and spirit, so that I may bring as much energy and intelligence possible to my job every day. I will be punctual and focused while at work. I will keep personal interference with my job functions to a minimum. I will constantly seek to improve myself and the city. I will set goals and follow them as closely as possible. I will communicate openly with my superiors and coworkers. I will work with the utmost integrity and respect and will follow and implement the mission and ethics statements of the city and my department.

2.3 REVISIONS TO HANDBOOK

This employee handbook is our attempt to keep you informed of the terms and conditions of your employment, including city policies and procedures. The handbook is not a contract. However, your compliance with it is a condition of your employment. The city reserves the right to revise, add, or delete from this handbook, as well as the terms or conditions of your employment to the extent allowable by law. Written changes to the handbook will be distributed to all employees or posted on the bulletin board. No oral statements or representations can change the provisions of this handbook. If you believe any provisions of the handbook conflict with your understanding of the terms or conditions of your employment, then you should immediately speak to your department head or the human resources clerk for clarification.

SECTION 3.0 - DEFINITIONS

The following words, terms, and phrases, when used in this manual will have the meanings set forth in this section, except where the context clearly indicates a different meaning:

- a) **CITY** means the municipal corporation of the City of Webb City, Missouri.
- b) **DAY** means a 24-hour period beginning at 12:01 a.m. and continuing until 12:00 midnight.
- c) **DEPARTMENT HEAD** means the employee designated by city ordinance to direct a department of the city or an employee serving in such a position in an acting capacity.
- d) **EMPLOYMENT-AT-WILL** means that employment may be terminated at any time by the employee or the employer with or without cause and with or without notice at any time by the employee or the employer. Nothing in this handbook or in any document or statement shall limit the right to terminate employment at-will. No manager, supervisor, or employee of the city has any

authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the City Administrator and City Council have the authority to make any such agreement and then only in writing.

- e) **ESSENTIAL FUNCTION** means a required task or assignment actually performed by a specific position that, if removed, would fundamentally change the job; a task or assignment for which a position was created; a highly specialized task or assignment requiring special expertise or the ability to perform it; or, a task or assignment that only a limited number of employees can perform.
- f) **EXEMPT EMPLOYEE** means a person whose position is excluded from specific provisions of federal and state wage and hour laws regarding overtime pay.
- g) **FULL-TIME EMPLOYEE** means a person employed by the city on a constant and continuous basis, on a schedule of 32 hours or more per seven- (7) day work period, and whose primary source of income from employment is received from the city.
- h) **GENERAL EMPLOYEE** means a full-time or part-time civilian employee of the city.
- i) **GRIEVANCE** means a complaint of an alleged violation, misinterpretation, or inequitable application of any personnel policies or regulations that result in any alleged personal harm other than discipline.
- j) **MANAGEMENT** means the Mayor, the City Council, the City Administrator, and department heads.
- k) **NONEXEMPT EMPLOYEE** means a person who, because of his or her position, is entitled to overtime pay under the specific provisions of federal and state wage and hour laws.
- l) **PART-TIME EMPLOYEE** means a person employed by the city on a schedule of less than 32 hours per seven (7) day work period.
- m) **REASONABLE ACCOMMODATION** means any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions.
- n) **RELATIVE** means a person connected by consanguinity (blood) or affinity (marriage) within the fourth degree (first cousin), or their functional equivalent.
- o) **REGULAR EMPLOYEE** means a general or sworn employee who is not in a temporary, seasonal, or probationary status.
- p) ~~**SALARY ANNIVERSARY** means the date on which an employee is eligible for his or her scheduled pay raise. It is generally based on the date an employee was hired or promoted to a new position~~
- p) **SWORN PERSONNEL** means commissioned police officers and fire fighters hired pursuant to the merit system established by city ordinance.

- q) **TEMPORARY or SEASONAL EMPLOYEE** means a person who is hired by the city as an interim placement, to temporarily supplement the work force, to assist in the completion of a specific project, or to implement a seasonal program. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not imply a change in status. Temporary employees retain that status unless notified in writing of a change.
- r) **UNIFORMED SERVICES** means the Navy, Marines, Army, Air Force, Coast Guard, the Army National Guard, the National Guard, the Commissioned Corps of the Public Health Service, **Space Force**, and any other category designated by the President of the United States in time of service or emergency.

Service in the uniformed services means the performance of duty on a voluntary or involuntary basis in a uniformed service and includes active duty, active training duty, National Guard duty, and time for an examination to determine the fitness to perform any such duty.

SECTION 4 - ADMINISTRATION OF RULES

4.1 RESPONSIBILITY

Administration of these rules and regulations is the responsibility of the City Administrator who will administer, interpret, and from time to time, recommend to the City Council appropriate amendments in order to maintain a fair and equitable system of personnel administration.

4.2 DEPARTMENTAL RULES AND PROCEDURES

Department heads may formulate written work rules necessary for the efficient and effective administration of their department so long as these rules and procedures do not contradict the provisions of this manual. Department Heads will ensure that each employee is notified of departmental policies and changes to that policy. A copy of all departmental rules will be placed on file with the City Administrator.

4.3 APPLICABILITY OF RULES

The rules and regulations set forth in this manual are applicable to all employees of the city, except when superseded by the provisions of written employment agreements or legislation adopted by the state legislature or the City Council. Any reference to gender will be construed to mean male or female. These rules and regulations are not applicable to elected officials, members of city boards and commissions, the Municipal Judge, City Attorney, Prosecutor, Reserve Police Officers, or volunteers.

4.4 MANAGEMENT RIGHTS

The management of the city will exclusively:

- a) Determine the nature, scope and definition of the city organization, including classification, selection, number, retention, promotion, reorganization, transfer, deployment, assignment, layoff, recall, and scheduling of employees.
- b) Determine the methods, means, tools, equipment, and personnel by which operations are to be conducted, including the right to contract and subcontract existing and future work.

- c) Direct employees.
- d) Discipline, suspend, demote, and/or terminate employees.
- e) Require as a part of employment development that an employee fulfill the responsibility of the position and attain or maintain minimal skills of his/her classification.
- f) Take the necessary measures to maintain optimum productivity in operations.
- g) Determine the necessity for and assignment of overtime.
- h) Determine the scope, priority, and amount of budget allocations.

4.5 ADMINISTRATIVE RULES AND PROCEDURES

The City Administrator may establish administrative rules and procedures covering the following areas, so long as these rules and procedures do not contradict the provisions of this manual.

- a) Hours of work/work schedules
- b) Pay periods
- c) Performance appraisal systems
- d) Personnel records and reports
- e) Temporary work assignments and transfer
- f) Use of city vehicles and equipment
- g) Outside employment
- h) Seniority and impact of seniority
- i) Conflict of interest/ethics
- j) Safety procedures
- k) Job-related injury procedures
- l) Employee uniforms and attire
- m) Use of city-owned technology
- n) Other administrative personnel matters

4.6 PERSONNEL RECORDS

The city maintains a permanent personnel file on each employee. The personnel file contains such information as the employee's job application, resume, records of training, documentation of

performance appraisals, salary increases, and other employment records. The City Administrator maintains personnel records of all employees.

Personnel records are the property of the city, and access to the information they contain is restricted. Employees who wish to review their own file should contact the City Administrator. With reasonable advance notice, employees may review their own file in the city's offices and in the presence of an individual appointed by the Administrator to maintain the files.

~~The City Administrator is authorized to reduce staff levels during emergencies and severe weather. Employees not required to be at work under such conditions will be granted leave with pay. Employees required to work during such conditions will be compensated at their normal rate of pay.~~

4.7 DISTRIBUTION OF PERSONNEL MANUAL

A copy of this manual and revisions to it will be distributed to all regular full-time and part-time employees. Regular employees will certify that they have read this manual and have been given the opportunity to discuss any misunderstandings they may have regarding it. Such review will take place in conjunction with an employee's orientation and during subsequent performance evaluations.

A copy of this manual will be made available to temporary or seasonal employees for their review in the office of their respective department head.

SECTION 5 - EMPLOYMENT

5.1 EQUAL OPPORTUNITY

The City of Webb City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or veteran status in accordance with applicable federal laws.

~~No person employed by the city or seeking employment with the city will be appointed, promoted, demoted, removed or in any way favored or discriminated against because of race, color, religion, national origin, gender, ancestry, political affiliation, age, military status or disability.~~

~~No person seeking employment or promotion will, either directly or indirectly, give, render, or pay any money, service, or other valuable article to any person for, on account of, or in connection with an employment test, appointment, proposed appointment, promotion, or proposed promotion.~~

5.2 NEPOTISM

Relatives of the Mayor, Councilpersons, the City Administrator or a department head may not be hired by the city as a full-time employee. **However, a temporary, part-time, or seasonal employee can be hired.**

Relatives of other employees may not be employed in the same department or in a position involving supervision of or by this relative.

If two employees marry while working in the same department, one must transfer to another department if both are to continue working for the city. If no position is available for which one of them is qualified, one of the two employees will be separated from the city service and placed on a priority rehire list.

5.3 DATING

The city forbids supervisory/management personnel from entering into a dating relationship with any employee whom he or she supervises. A dating relationship is one that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

5.4 FILLING OF POSITIONS

Department heads will notify the City Administrator as far in advance as possible of any requirements for new personnel, setting forth such information as requested by the Administrator. Department heads will recommend to the City Administrator the appointment of employees to fill vacancies or new positions. The Administrator will review and either accept or reject the recommendation. When an applicant is selected to fill a position, the City Administrator will authorize an offer of probationary employment, which may be conditioned upon successful completion of a medical examination.

5.5 EMERGENCY APPOINTMENTS

When a vacancy occurs in a position that is necessary to carry out city business without interruption, except for a short period of time, and no suitable list of candidates exists, the department head may appoint an employee in an acting capacity, with the approval of the City Administrator. The duration of this emergency appointment will not exceed six (6) months, or until an appointment can be made through established procedures, whichever is shorter.

5.6 EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with the Immigration Reform and Control Act, the city is required to verify each employee's eligibility to work legally in the United States. In order to demonstrate eligibility to be hired, a prospective employee must provide documentation verifying both his/her identity and employment eligibility. Immigration form 1-9 is to be used for this purpose. It is to be filled out and signed by the new employee and the person who viewed the required documentation at the time an employee is hired but not later than three (3) days after the start of employment; the completed form should be submitted to the City Administrator. Employees who do not provide the required documentation within three (3) days after the start of employment will not be allowed to work until documentation is submitted.

Employees with questions or those seeking more information on immigration law issues are encouraged to contact the City Administrator. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

5.7 PUBLICITY OF VACANCIES

The City Administrator will determine the nature and extent of publicity required to obtain a reasonable number of qualified applicants for each vacancy. All positions will be announced to the public through a standard announcement form, and/or the mass media.

5.8 APPLICANT SCREENING PROCESS

The screening process of applicants will include oral interviews; evaluation of experience, education, and training; and reference checks. The process may also include, but not be limited to, any of the following, as determined by the City Administrator in consultation with the hiring department head:

1. Written examinations
2. Performance evaluations

3. Background investigations
4. Other tests that measure the applicants' ability to perform the essential job functions.

Reasonable measures will be taken by the City Administrator to establish the reliability and validity of the various screening processes.

5.9 GENERAL EXAMINATION PROVISIONS

- a. The City Administrator may refuse to examine an applicant or, after examination, may disqualify an applicant and remove him or her from further consideration if:
 - (1) The applicant is found to be lacking in any of the preliminary requirements established for the position.
 - (2) The applicant is unable to perform the essential functions and responsibilities of the position.
 - (3) The applicant has been found to have conflicting interests that may impair or compromise total effectiveness in a given classification, including a criminal background.
 - (4) The applicant has made a false statement of material facts on the application, resume, or during an interview.
 - (5) The applicant has used or attempted to use political pressure or bribery to secure an advantage in the testing or appointment procedure.
 - (6) The applicant has previously been discharged or has had an unsatisfactory service record with the city.
 - (7) The applicant has presented an application beyond the formal deadline, has presented an incomplete application or has failed to sign the application form.
 - (8) The applicant requests such an action.
 - (9) Better-qualified candidates become available for the position.
 - (10) The applicant, within three (3) years prior to applying for employment, has been convicted of any criminal offense involving the use of a controlled substance, marijuana, or other illegal drug, unless the applicant has completed or shows evidence of enrollment and continuing progress in a state certified drug treatment program. Applicants may also be disqualified for criminal convictions when there is a relationship between the job to be performed and the crime.
- b. An individual's application and examination records will not be open to public inspection; however, the individual's record will be available for inspection by that applicant.
- c. The examination records of all persons who are appointed to positions will be

kept throughout their employment and for as long as state law requires after their separation.

- d. All new applicants and appointees may be required to pass a drug test and a physical examination and be certified as qualified to perform the essential functions of the position they seek before their employment will be finalized. Sworn personnel and dispatchers may be required to pass a psychological examination as part of the pre-employment examination procedure.
- e. The City Administrator may utilize an applicant's examination results established and administered by other agencies through cooperative or reciprocal arrangements for expediting recruitment and screening of applicants.

5.10 PROBATIONARY PERIOD

- a. The probationary period will be regarded as an integral part of the hiring process. It will be utilized for evaluating the employee's capabilities, work habits, and overall performance; for securing the most effective adjustment to the position of a new, transferred, or promoted employee. Employees whose performance does not meet the required work standards may be dismissed during the probationary period.
- b. Upon satisfactory completion of an initial probationary period, employees enter "regular" employment status. Employment status is not changed during a second probationary period that results from a promotion or transfer.
- c. Temporary and seasonal employees will be regarded as probationary employees, regardless of length of service.

5.11 TERMINATION DURING PROBATION

At any time during the initial probationary period, the department head, with the approval of the City Administrator, may terminate an employee, with or without cause, and with or without notice. An employee terminated during the initial probationary period will not be given the opportunity to appeal his/her termination.

Regular employees transferred or promoted into a position who do not successfully complete a probationary period may be returned to their previous or similar position, provided an authorized position is vacant. If a position is not available, the employee will be terminated and may, at the sole discretion of the city administrator, be placed on a priority re-employment list for reappointment to a position for which the employee is qualified (provided the failure to complete the probationary period was not due to disciplinary reasons). The former employee must make a written request to be placed on such a list.

5.12 TRANSFERS

Current employees who meet the minimum qualifications for the classification in which a vacancy exists may request a transfer. The employee must make this transfer request in writing. The receiving department head must approve this transfer. The employee's present department head may not block a transfer.

The City Administrator will keep a list of employees who have requested a transfer to another

department and will communicate the names of those interested in and qualified for a vacancy to the department head requesting to fill a vacant position.

An employee may be required to transfer to another position by the City Administrator if such a move is in the best interest of departmental operations or the city generally.

Employees transferring to another department will be subject to the provisions of Sections 5.10 and 5.11 (Probationary Period) of this manual.

5.13 RE-EMPLOYMENT OF FORMER CITY EMPLOYEES

Former employees, other than those laid off or demoted due to a reduction in force, will be required to compete for a position with any other qualified applicants. No retroactive reinstatement of employee's accrued vacation or sick leave will be given in the event a former employee is rehired; and eligibility for accruals of leave or other forms of compensation, based on longevity, will begin with the last date of hire and not the total time with the city.

5.14 LAID OFF/DEMOTED EMPLOYEES

Regular full-time employees laid off or reduced to a lower classification due to a reduction in workforce for a period not **greater** than twelve (12) months will rank ahead of other individuals competing for a vacancy for their previously held position. These employees will not be required to participate in a competitive examination process, and will have their accrued sick leave and eligibility for benefits based on longevity reinstated in the event they are rehired within twelve (12) months of the date that said employee laid off due to a reduction in workforce.

5.15 PART TIME, TEMPORARY, AND SEASONAL APPOINTMENTS

Part-time, seasonal, and temporary positions will be filled in the same manner as other employees. Former employees may be rehired to fill temporary positions without retesting, provided the employee was not terminated for disciplinary reasons.

The City Administrator will approve all part-time, temporary, and seasonal appointments.

If a position is to be filled for a limited time only, appointments may be made from the list of eligible applicants interested in city employment. A temporary or seasonal appointment will not affect an applicant's eligibility for full-time positions.

5.16 EMERGENCY MANAGEMENT

All full-time employees are members of the city's Emergency Management Agency and may be called upon to perform such duties as necessary to prepare for or respond to a disaster. Employees receive no additional compensation for serving as members of this agency, but if called upon to respond to a disaster, will receive compensation at the same rate of pay received for other work performed by this employee, including eligible overtime.

All members of the Emergency Management Agency are required by state law to take an oath in writing to uphold the Constitution and to not advocate the overthrow of the government by force or violence.

5.17 IDENTIFICATION CARDS

City identification cards and badges may be issued to employees to provide official evidence of employment. Identification cards remain the property of the city but are to be carried by employees while on duty, presented upon request and are not to be used to secure personal benefit.

5.18 DRIVER'S LICENSE REQUIREMENTS

All employees whose job requires that they drive a vehicle, whether the city's or their own, must possess a valid driver's license. Any employee, who is required to operate a city vehicle requiring the operator to possess a Commercial Driver's License (CDL), must possess a valid Commercial Driver's License (CDL).

All employees required to have a valid driver's license are required to report to the city all convictions of moving violations within 30 calendar days and to notify the city of any suspension, revocation, cancellation, disqualification, or out-of-service order by the end of the business day on which the employee receives this notice.

SECTION 6 - PERFORMANCE EVALUATIONS

6.1 EVALUATION SCHEDULE

An employee's performance will be evaluated by the department head after 30 calendar days of employment, ninety (90) calendar days, six (6) months, one (1) year, and annually thereafter. This review will be communicated to the employees utilizing forms approved by the City Administrator. The employee will be given an opportunity to discuss this review with the department head and will sign the form stating that he/she has done so. The department head will review and approve all evaluations of departmental employees for conformance with departmental rules and city policies.

6.2 APPEAL OF EVALUATION

An employee may appeal in writing to his/her department head, the overall evaluation or any factor rated "unacceptable" within five (5) working days from the date of the evaluation. If not satisfied with the results of this review, or if the employee's supervisor is the department head, the employee may appeal the evaluation in writing to the City Administrator within ten (10) working days from the date of the evaluation or the department head's review, whichever is applicable. The City Administrator will meet with the employee and, when necessary, the department head, to determine if the evaluation or review was conducted in a fair manner and according to established standards. The decision of the City Administrator shall be rendered no later than thirty (30) calendar days from the date of this meeting and will be final.

6.3 DISTRIBUTION OF EVALUATION FORMS

A copy of the performance review form will be given to the employee and a copy placed in his/her personnel file.

SECTION 7 - CLASSIFICATION PLAN

7.1 CLASSIFICATION OF POSITIONS

The Classification Plan provides an inventory of all positions in the city service that are sufficiently alike in duties and responsibilities to be called by the same job title, to be accorded the same pay scale, and to require substantially the same qualifications on the part of the incumbents.

No city employee will be classified or paid at a salary rate that is not established in the city's classification and pay plans. All regular, non-temporary classifications are established by the City Council upon recommendation of the City Administrator. The Administrator may establish temporary classifications for a period not to exceed six (6) months.

7.2 JOB DESCRIPTIONS

The City Administrator, with the assistance of the department heads, will prepare and maintain a job

description for each classification that will include a job title, essential functions and responsibilities, necessary knowledge, abilities, skills, and other requirements of the position.

The job descriptions are intended to describe generally the kinds of activities performed by the established classification, do not constitute an employment agreement between the city and the employee, and are subject to change as the needs of the city and the requirements of the position change.

All employees will be given a copy of their respective job description at the time they are hired and/or at the time of promotion and will have the opportunity to discuss it with their supervisor. Employees will certify that they have read their job description and have been given the opportunity to discuss any misunderstandings they may have regarding it.

Department heads may formulate a list of supplemental job duties for positions in their department so long as these duties do not contradict or significantly expand the provisions of job descriptions.

Department heads, with the approval of the City Administrator, may assign a "working job title" to a position within their department when such title will assist the public in better understanding the functions of the position.

7.3 NEW CLASSIFICATIONS

When a new classification is needed, the department head will prepare a recommended job description and submit it to the City Administrator for review. The City Administrator will recommend approval to the City Council of new classifications.

7.4 OFFICIAL COPY OF CLASSIFICATION PLAN

The City Administrator is responsible for maintaining the official classification plan that includes current job descriptions for all positions approved by the Council. A copy of the official plan will be kept on file in the office of the City Administrator and made available for inspection by employees and the public during normal business hours.

SECTION 8 - PAY PLAN

8.1 ESTABLISHMENT OF PAY PLAN

The City Administrator is responsible for presenting to the City Council a uniform and equitable pay plan that consists of minimum and maximum rates of pay and such intermediate pay steps as are necessary to provide reasonable and consistent progression in the pay range based on job performance. The pay plan will reflect an equitable relationship among the job classifications and will be made after review of prevailing rates for comparable work in other public and private businesses, the current cost of living, responsibilities of the positions, and the policies of the city.

8.2 ADMINISTRATION OF PLAN

- a. **Residency** Department heads employed by the City of Webb City shall be strongly encouraged to reside within the city limits. Employees who are on emergency call are required to live within a reasonable response time of the city, to be determined by the department head. Other employees may reside at their choice of location; however, they are encouraged to live in Webb City.
- b. **New Employees** Generally, all new employees will be hired at the minimum step

in the appropriate classification unless their qualifications and experience justify hiring them at an advanced step. The City Administrator may approve hiring at an advanced step upon recommendation by the appropriate department head.

- c. **Promotions** When an employee is promoted to a position in a higher classification, the employee's salary will be increased to that minimum step for the higher classification which provides the employee with a salary increase above his/her current rate of pay. The effective date of this promotion will be the employee's new anniversary date for calculating eligibility for advancement to higher steps within the new grade.
- d. **Transfers** Any employee who accepts an assignment in a classification having a maximum step rate lower than the step rate received at the time of assignment will receive the maximum step rate established for the classification to which the employee is transferring; otherwise, the employee will receive his/her present rate if that rate is the same or lower than the maximum rate of the classification to which he/she is transferring.
- e. **Merit Increases** Advancement to a higher step rate within a classification will be based upon the satisfactory performance of the individual in the position measured against established job performance criteria. Such criteria may include level of knowledge, skills, ability, personal work traits, compliance with established city or departmental rules and regulations, or any other criteria that are indicative of performance. Merit increases will be granted upon approval by the City Administrator and only upon recommendation by the appropriate department head. ~~Merit increases will become effective on an employee's salary anniversary date.~~
- f. **Frequency of Merit Increase** Merit increases may be granted only once per year ~~on the employee's salary anniversary~~; if approved, said increase will be to the next higher step. However, the City Administrator may approve an additional step increase in the case of outstanding performance.

8.3 BASE RATE OF COMPENSATION

The hourly rate of pay for non-exempt personnel is determined by dividing the annualized pay rate set forth in the pay plan by 2080 hours. The bi-weekly pay rate for exempt employees is determined by dividing the annualized pay rate by twenty-six (26) pay periods.

8.4 SKILLED BASED PAY PLANS

The City Administrator is responsible for developing and recommending skill-based pay plans for positions he deems appropriate to be included in such a plan. Where the Council has adopted a skill-based pay plan, advancement within a grade will thereafter be based upon a combination of demonstrated skills and time in grade, as set forth in said plan. The Administrator, in consultation with the appropriate department head and affected employees, shall establish minimum skill requirements for advancement, testing procedures to document said skills, and a training program to provide affected employees the opportunity to acquire these skills. Skill-based increases will become effective on the employee's salary anniversary date.

SECTION 9 - OVERTIME PROVISIONS

9.1 ELIGIBILITY FOR OVERTIME

All full-time, non-exempt regular employees will be compensated at the rate of 1.5 times their hourly rate for all hours worked in excess of the employee's regularly scheduled workweek or workday. For purposes of this section, the workweek will be defined as 40 compensable hours within the period

beginning at 12:01 a.m. ~~Monday~~ Saturday morning and proceeding for seven (7) full continuous days until midnight of the following Friday ~~Sunday~~.

Fire Department personnel shall be compensated at the rate of 1.5 times their hourly pay for all hours worked in excess of sixty-eight (68) hours in a nine (9) day cycle

Part-time non-exempt employees will be compensated for all hours worked in excess of their regularly scheduled workweek on the same basis as full-time employees; i.e., hours worked in excess of 40 hours in a seven (7) day period will be compensated at the rate of 1.5 times the employees' hourly rate.

9.2 CALL-OUTS

If a non-exempt employee is called to work outside of a normally scheduled workday or is called back to work after having completed a regularly scheduled workday, the minimum time for which compensation will be paid is two (2) hours. An employee is not considered to have returned to work until he/she arrives at the assigned job site or the usual worksite. Employees are not acting within the scope of their employment in traveling to or from work.

9.3 MANDATORY OVERTIME

Employees may be required to work in excess of their regularly scheduled workday.

9.4 COMPENSATORY TIME OFF

All non-exempt employees who are required to work in excess of their normal schedule will be eligible for compensatory time off. Employees cannot receive both compensatory time and overtime wages as compensation for the same excess hours worked.

Compensatory time is accrued at a rate of 1.5 hours for each excess hour worked during the work week. Accrual of compensatory time will be limited to a maximum of twenty (20) hours ~~total~~.

All compensatory time accrual, as well as compensatory time taken, must be approved by the employee's supervisor and reviewed by his/her department head. An employee's request to use accrued compensatory time will be approved if it does not unduly disrupt the operations of the city. Employees will be compensated for unused accrued compensatory time remaining at the time of separation

SECTION 10 - CHANGES IN EMPLOYMENT STATUS

10.1 RESIGNATION

All employees are expected to give at least ten (10) working days prior notice to the effective date of their resignation in order to leave in good standing, unless the City Administrator approves other arrangements. Failure to comply with this rule will be entered on the permanent personnel record of the employee. Employees who do not leave in good standing will not be eligible for reemployment with the city. Employees who resign will not be allowed to rescind a resignation after it has been accepted by the department head.

Upon tendering a resignation, an employee will be ineligible to receive sick leave pay for absences that occur during his/her remaining tenure with the city, unless the Administrator has approved previous arrangements. This does not include absences resulting from previously approved FMLA leave.

If an employee begins full-time employment with another employer or goes into business on a full-time basis while on a leave of absence without approval of the City Administrator, he/she will be

considered to have voluntarily resigned from employment with the city as of the day on which the leave began.

In extenuating circumstances where it is in the best interest of the city, the City Administrator may approve exceptions to this policy.

10.2 TERMINATION

Discharged employees will be promptly removed from their position.

If an employee who has completed a probationary period wishes to appeal his/her discharge, he/she may do so, as provided in these rules.

10.3 TERMINATION DATE AND FINAL PAY

The official termination date of employment with the city will be the employee's last day in attendance at work and all eligible accrued leave, banked compensatory time, and compensation for hours worked will be paid through the date of termination. Payment will be made on the next pay date following the date of termination for employees who voluntarily resign their employment; the Director of Finance may make payment sooner in extenuating circumstances.

10.4 DISABILITY

An employee may be transferred, demoted, or separated when the employee cannot perform the essential functions of the position. The city may require an employee to be examined by a medical doctor of the city's choosing for the purpose of determining an employee's ability to perform the essential functions of his/her position. An employee who is reassigned to a position, for which he/she is able to perform the essential functions, will be compensated in accordance with the rate for that position. If a position is not available, the employee may be placed on a priority re-employment list for a position which the employee may be qualified. **However, a reasonable accommodation must be made in order to accommodate individuals with disabilities, according to the Americans with Disabilities Act. Accommodation that would result in an undue burden (i.e., "significant difficulty or expense") or in a fundamental alteration in the nature of the goods or services are not required by regulations. However, accommodation must be furnished, if available, that does not result in a fundamental alteration or undue burden.**

10.5 CITY-OWNED PROPERTY

- a. **Issuance of City Property** The City may issue equipment or other property to employees to assist them in the performance of their jobs. Employees who are issued city-owned property or equipment must complete a form acknowledging issuance/receipt. When issued, it is expected that equipment will be returned in good working condition. For the purpose of this policy, city property shall include, but not be limited to, keys, radios, cell phones, pagers, uniforms, laptop computers, PDAs, weapons, etc.
- b. **Return of City Property** An employee leaving the city service for any reason who has city-owned equipment or property in his/her possession shall immediately return such equipment or property in acceptable condition to his/her department no later than that employee's last date of employment.
- c. **City's Option** The city may require employees to pay for lost or damaged property (when damage was not the result of normal use). Should an employee fail to return city-owned property, the city may elect any remedy available, including civil action and/or criminal prosecution.

- d. **Employee Option** Terminated employees may authorize deductions from their final pay to cover the fair market value of lost or damaged city-issued property.

10.6 LAYOFF/REDUCTION OF WORK

~~A department head may, with the City Administrator's approval, reduce the hours of work of an employee or lay off an employee when it is deemed necessary by reason of shortage of work, funding, abolition of the position, change of duties or organizational structure, or other reasons that are outside of the employee's control and which do not reflect discredit on the employee's performance. No regular employee will be laid off while another person is employed on a probationary or temporary basis in the same classification.~~ The City may layoff employees because of lack of work, lack of funds, material change in duties or organization, or in the interests of economy, efficiency, or other causes, as determined by the City Council.

Whenever layoff is anticipated, employees whose jobs may be affected will be notified of the situation and what options in the City may be available to them. Efforts will be made, when possible, to integrate affected employees into other available employment. Options such as part-time work schedules, job sharing, or reductions in class or pay may be used in lieu of layoff if approved by the City Administrator as feasible and consistent with the City Council's policy.

10.7 ORDER OF LAYOFF AND RECALL

~~Layoff and recall of employees will be made in inverse order of current overall performance ratings of employees in the classification involved. In the event current performance ratings are not available or the overall ratings of employees are equal, the order of layoff and recall will be based on seniority.~~ The order of layoff among positions in the same class within a department shall be: seasonal or temporary workers first; then employees serving a probationary period; then all other employees. Once all seasonal or temporary workers have been considered for layoff, employees serving their probationary period will be considered for layoff if further reduction in the number of employees performing similar work is necessary. Then regular employees will be considered for layoff.

In deciding which persons shall be laid off and which shall be retained, job-related factors such as an employee's job knowledge, skill and ability to do the required work; previous work experience, including ability to perform other jobs which the employee may be called upon to perform as a result of the reduction in force; attendance, safety and disciplinary records; work performance with the City; and efficiency of operations will be considered. When two employees are equally qualified under these factors, the employee with the most time served since the current hire date shall be retained.

Employees who have been laid off are eligible for reinstatement for a period of one (1) year following the date of layoff.

10.8 REASSIGNMENTS AND DEMOTIONS

Any employee who accepts an assignment in a classification having a maximum step rate lower than the step rate received at the time of assignment will receive the maximum step rate established for the classification to which the employee is transferring; otherwise, the employee will receive his/her present rate if that rate is the same or lower than the maximum rate of the classification to which he/she is transferring.

An employee who is demoted to a classification having a lower maximum step rate than the step rate received at the time of demotion will be assigned to the highest step within the new classification that is no higher than his/her rate of compensation at the time of the demotion.

10.9 DEATH OF AN EMPLOYEE

In the event of the death of an employee, all compensation due in accordance with the policies of the city will be paid to the legal representative of the employee's estate or any other properly designated individual.

SECTION 11 - COUNSELING AND DISCIPLINE

11.1 PURPOSE AND INTENT OF RULES

It is an obligation and expectation of all employees to conduct their normal day-to-day activities in a businesslike manner, within established rules of good conduct. **Under-performing employees will be subject to a progressive discipline policy, which, at our discretion, could include verbal and written warnings. Failure to exhibit acceptable improvement may result in further discipline, up to and including termination.**

11.2 COMMUNICATION OF RULES

Every effort will be made by all supervisors to counsel employees on the purpose and intent of various rules and regulations in order to encourage genuine cooperation and corrective action.

11.3 PROGRESSIVE COUNSELING AND DISCIPLINARY STEPS

The progressive disciplinary procedures and other termination procedures in this manual are not all-inclusive and the city retains the right to dismiss employees at will. The following describes the Progressive Discipline Policy that the city may institute for each individual employee to facilitate proper corrective action. The Progressive Discipline Policy is not mandatory, and the city retains the right to terminate any employee at will without regard to said policy. When deemed appropriate by the city, the following progressive steps may be taken:

- a. **Counseling/Oral Reprimand** Violations of rules and regulations will be explained to the employee by his/her supervisor, indicating the corrective steps to be taken to prevent recurring violations. At the time an oral reprimand is given, it will be clearly explained to the employee that the supervisor will keep a written record of the oral reprimand. If no further infractions or violations occur that resulted in an oral reprimand or other discipline, the supervisor will destroy all written records of such reprimand after twelve (12) months have elapsed.
- b. **Written Reprimand** The report by the supervisor will indicate, but not be limited to: the date, time of the infraction of the rule involved, prior record of similar violations, and efforts made by the supervisor to correct the problem indicated. Written reprimands will become part of the employee's personnel file after the employee is notified and the infraction is reviewed and signed by the employee or a witness upon the employee's refusal to sign.

The first offense of any rule violations may require the bypass of steps "a". Documentation to support the seriousness of the offense and the propriety of the action taken will be provided by the supervisor.

- c. **Suspension** Suspensions are temporary separations from the city service. A non-exempt employee may be suspended without pay by the department head for a length of time deemed appropriate, but not to exceed five (5) working days. Exempt employees may be suspended without pay for disciplinary reasons for one or more full days when the suspension is imposed in good faith for infractions of workplace conduct rules such as sexual harassment, safety, workplace violence, or other forms of discriminatory harassment, etc.

Employees may be immediately suspended without pay in cases where the employee's presence poses a continuing danger to persons, or to orderly operations of the city. Employees suspended under such circumstances will be notified in writing of the charges and be given an opportunity to refute them, in situations where serious infractions of the rules require lengthy investigation; the City Administrator may authorize a suspension with pay pending the results of the investigation.

The City Administrator may approve the suspension of an employee for a period up to thirty (30) working days. Suspensions may be implemented immediately.

- d. **Termination** A department head, subject to the prior approval of the City Administrator, may terminate an employee in his/her department at any time. The department head must give the employee a written notice of termination at the time of dismissal, including the reasons therefore, and must send a copy of the notice to the Administrator. A terminated employee shall have three (3) days to appeal the termination.

11.4 CAUSES FOR DISCIPLINE

The first violation of any rule may result in the bypass of Steps "a" through "c" in the disciplinary procedure described in Section 11.3 if deemed necessary by management.

In the interest of orderly and efficient operation of the services and activities of the city, an employee may be suspended or terminated for violations of, but not limited to, the following:

- a. Violates any of the provisions or regulations of this manual or departmental rule.
- b. Displays offensive conduct in public, toward the public; or is insubordinate or disrespectful to supervision.
- c. Sleeping during working hours without authorization.
- d. Uses, possesses, or is under the influence of illegal drugs or alcohol while on duty. Possession, use, or being under the influence of illegal drugs or alcohol shall be considered misconduct connected with work and considered a terminable offense. For purposes of this provision, a blood alcohol content of 0.02 or greater shall be considered under the influence of alcohol.
- e. Is incompetent or inefficient in the performance of the duties of his/her position.
- f. Is careless or negligent with the monies or other property of the city or takes any property of the city for his/her personal use or for sale or as a gift to others.
- g. Is excessively absent or tardy.

- h. Induces or attempts to induce an officer or employee in the service of the city to commit an unlawful act, or to act in violation of any lawful or official regulation or order.
- i. Abuses sick leave.
- j. Abandons the job for three consecutive days or longer or fails to report for work at the conclusion of an authorized leave of absence. Such occurrence shall be deemed a voluntary quit by the employee, and the employee may be immediately terminated.
- k. Fails to notify the supervisor of a condition that could impair the ability to perform duties in a safe manner.
- l. Uses or possesses, while on duty, or stores on city property, any type of firearm, air gun, explosive, and martial arts weapon and knife (with blades in excess of three (3) inches). This will not be interpreted as applying to sworn personnel.
- m. Fights, provokes or instigates a fight while on duty, or engages in threatening, intimidating, harassing, or violent behavior; acts in a manner that could reasonably cause physical injury or emotional distress to another person.
- n. Is grossly negligent or disregards established safety rules; commits acts of carelessness that affects the safety of personnel or causes property damage; creates or contributes to unsafe and unsanitary working conditions.
- o. Deliberately destroys, misuses or damages public or city property or the property of others or, uses, steals or removes city-owned property for personal use without authorization.
- p. Is absent without leave or fails to report an absence or give proper notice of absence that could be anticipated.
- q. Uses or attempts to use bribery or political pressure to secure appointment, promotion, or advantage.
- r. Materially falsifies city records, including but not limited to employment applications, accident reports, purchase orders, time sheets or any other report or document; or makes any false statement, certificate, mark, rating, or report in regard to any test, certification, or appointment; or attempts to commit any fraud that violates the merit principles of personnel administration.
- s. Knowingly makes false, vicious, or malicious statements about any employee, the city or its operations that would create a hostile work environment for a person of reasonable sensibilities.
- t. Makes unapproved statements, orally or in writing, pursuant to official duties.
- u. Gives or receives any consideration, monetary or otherwise, to or from any person or organization for or in connection with any test, appointment, proposed appointment, or proposed promotion.
- v. Has had revoked or suspended a driver's license or other license or certification required as a condition of employment.
- w. Takes from any person for personal use, any fee, gift, or other valuable in the course

of work or in connection with it, when such gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that accorded other persons; accepts any bribe, gift, token, monies, or other things of value intended as an inducement to perform or refrain from performing any official act; engages in any act of extortion or other means of obtaining money or other things of value through employment in the service of the city.

- x. Discloses official or confidential records or information, unless directed to do so by the department head. This will not be interpreted as infringing upon an employee's right to freely express opinions or to comment on policy or other community issues.
- y. Fails to satisfactorily improve performance within ninety (90) days of a factor rated "unacceptable" on an employee evaluation form.
- z. Conducts outside business interests during working hours or on city property.

The above list is not inclusive of all violations that may constitute grounds for disciplinary action. Other infractions or misconduct may be sufficiently serious to warrant suspension or discharge although they have not been specifically included in this section. The city specifically reserves the right to terminate an employee at will.

11.5 INVESTIGATION AND REPORT

The department head or City Administrator or their designee will investigate reported violations of a city or departmental rule or regulation. The investigation will be made with the purpose of ascertaining the facts of the alleged offense. In the investigation of a written complaint, a copy of the complaint and report of the investigation will be placed in the department's files. The report will include a written statement from the employee against whom the complaint was filed.

SECTION 12 - APPEAL PROCEDURE

12.1 APPEAL OF WRITTEN REPRIMAND

A written reprimand by a supervisor against an employee will be subject to an informal review at the discretion of the employee upon the condition that the employee holds a regular position, specifically excluding probationary employees. The employee may request a review in writing to the department head, provided the request for a review to the department head has been made within three (3) working days of the receipt of a written reprimand. The department head will answer in writing within five (5) working days from the receipt of the request. If unsatisfied by the response of the department head, the employee may request a review by the City Administrator in writing within three (3) working days of the receipt of the department head's response. * The City Administrator will answer in writing within ten (10) working days from the receipt of the request. This will be the final decision.

*added

In any event, an employee may submit a written response to a written reprimand, and this response will be attached to the reprimand and placed in the employee's personnel file.

A departmental record will be maintained indicating the request for appeal by the employee, the

dates and time of the review, and the final disposition of the appeal. Any adjustment or modification to the action taken by the supervisor will be considered settled based on the last answer given before the expiration of time limits

12.2 APPEAL OF DISCIPLINARY ACTION INVOLVING SUSPENSION OR TERMINATION

Any action taken by a department head against an employee in implementing Steps "c" or "d" of the disciplinary procedure established in Section 11.3 will be subject to review at the discretion of the employee on condition that the employee holds a regular position, specifically excluding probationary employees. The employee may request a review in the following manner:

Step 1 **Complaint** Any employee who has been suspended or terminated may file with the Mayor, in writing, a **request for a hearing thereon**. Complaints must be filed within three (3) working days of the receipt of a written disciplinary notice and must state the pertinent facts relevant to such action. If an employee wishes to be represented by legal counsel, the written request for a hearing before the board will include notice to the chair that legal counsel will accompany the employee.

Step 2 **Hearing** Upon receiving a complaint requesting a hearing, the Mayor will schedule a hearing as promptly as the circumstances permit, but no later than thirty (30) calendar days from the date of appeal. The hearing will be convened with the department head, employee, and such witnesses as they or the Mayor requests. The hearing may be continued, but in no case will the total time exceed sixty (60) calendar days from the receipt of the complaint, unless the employee requests and is granted an extension.

Step 3 **Decision** The Mayor will consider the evidence presented at the hearing and render a final decision in writing within ten (10) working days of the hearing. A copy of the final disposition will be sent to the employee, the department head, and be included in the employee's personnel file.

12.3 APPEAL OF NON-DISCIPLINARY PERSONNEL ISSUES

Any regular employee, specifically excluding probationary employees, may pursue a grievance, as defined in Section 14, in the following manner:

Step 1 **Intra-departmental Procedure** Any aggrieved employee must first request a written explanation or interpretation of the specific city or departmental personnel policy in dispute by his/her department head within three (3) working days of the alleged misinterpretation and/or misapplication of the policy stating the pertinent facts. Failure to file the written request for an explanation or interpretation within this time will constitute a waiver of the employee's right to later file a grievance. The department head must respond in writing to the employee's request for an explanation or interpretation within five (5) working days of its receipt. If the employee is not satisfied with the department head's written response, the employee may request a formal hearing by the City Administrator.

Step 2 **Request For Review/Hearing** An employee who remains aggrieved following the department head's written response may file with the City Administrator a written request for a formal review of the matter. The request, stating the pertinent facts, must be filed within five (5) working days of the department head's written response to the employee's original request for an explanation or interpretation. An employee who fails to file a request for a formal review within this time will be deemed to have waived his/her right for the review of his/her grievance.

Upon receipt of the employee's request for a formal review, the City Administrator shall review the issue. Upon the review of the written communications between the employee and the department head, the City Administrator shall decide whether to grant a formal hearing on the matter. Should the City Administrator deny an employee's request for a hearing, a written response, including its reason for the denial will be provided to the employee within five (5) working days following the decision.

Should the hearing request be granted, a formal hearing will be scheduled as promptly as circumstances permit, but not later than ten (10) working days from the date of receipt of the request for review. The hearing will be convened with the department head, the aggrieved employee, and such witnesses as the City Administrator deems necessary. If an employee wishes to be represented by legal counsel, the written request for a formal hearing must include notice that the employee will be so represented.

Step 3 **Decision** The City Administrator shall consider the evidence presented at the hearing and render a final decision within ten (10) working days after the hearing. A copy of the Administrator's final decision will be sent to the employee, the department head, and be included in the employee's personnel file.

12.4 UNAVOIDABLE DELAYS

The requirements for responses to an employee's request set forth in this section will be adhered to unless, in the opinion of the City Administrator, a delay is warranted due to the absence from the city of a department head or some other unavoidable occurrence. In such case, the City Administrator will so advise the employee in writing of the necessity to delay a required response until a specific date.

SECTION 13 - BENEFITS

13.1 ELIGIBILITY FOR BENEFITS

The extent to which an employee receives benefits will depend upon the individual's employment status with the city. **All benefits begin on the first day of the month after completion of 30 days.**

13.2 GROUP MEDICAL, DENTAL AND LIFE INSURANCE

The city provides group **medical, dental and life** insurance to all regular full-time employees. The total cost of these insurance benefits is paid by the city, for the employee. The city will not pay for premiums for group medical, **dental and life insurance** for an employee's dependents. Specific information regarding current insurance benefits is set forth in the certificates of insurance provided to eligible employees. Employees with questions regarding these programs should contact the Payroll Department or City Administrator.

Group medical, dental and life insurance benefits begin after the employee has been employed a full calendar month.

In the case of a rehired employee or an employee rehired from layoff status, he/she will have to be re-employed for one calendar month and then the benefits will become effective the first of the following month.

~~13.3 RETIREE HEALTH INSURANCE~~

~~Every regular full-time employee who has completed 120 months or more of continuous full-time service to the city, having attained the normal retirement age as established by the city's lagers retirement plan, and who separates from the city service in good standing will be entitled to retiree medical insurance.~~

~~Retiree health insurance shall provide the same benefits to retirees as are provided to regular full-time employees. The retired employee may also purchase coverage for his/her spouse, if the spouse was covered by the city's policy at the time of the employee's retirement. The city's insurance carrier will determine the cost of insuring a retiree's spouse. Eligibility for this benefit will continue until the covered person(s) become(s) eligible for Medicare benefits.~~

~~An employee desiring to participate in this benefit must so notify the Finance Department within 30 calendar days of leaving the city's service. Retirees electing not to participate in this benefit at the time of retirement will not be eligible to participate at a later date.~~

A retired employee receiving medical insurance under this provision must remit premiums to the city on a timely basis to continue coverage. * Premiums are due the first of each month; however, there is a thirty day grace period. If payment is not made in that timeframe, coverage will be terminated and will not be reinstated

~~If an eligible retiree for any reason discontinues insurance coverage as provided herein, such insurance coverage will not be reinstated.~~

~~This section is not intended to conflict with or override any provision of state or federal law regarding health insurance coverage, including COBRA. In the event of a conflict, state or federal law shall govern.~~

13.4 RETIREMENT PLANS

Following the completion of six (6) months of service, all regular full-time employees become a member in The Missouri Local Government Employees Retirement Plan (LAGERS) provides benefits for retiring employees. *As a full-time employee you will be fully vested in (LAGERS) after 5 years of employment. The cost of this retirement plan is paid fully by the city.

- a. *457 Deferred Compensation- All benefits begin on the first day of the month after completion of 30 days. The city contributes to this account bi-weekly, and employees have the option to contribute as well.

13.5 UNIFORMS AND CLOTHING MAINTENANCE

Employees required to wear uniforms will be provided with such uniform items as deemed appropriate by the department head. The employee will be required to wear the uniform and to return the full allocation of garments upon separation from city service. The city will replace uniform clothing damaged through natural wear on the job, but not due to negligence by the employee. Employees will be required to reimburse the city for the cost of uniforms that are lost or damaged (other than through natural wear on the job). The employee may wear uniform clothing only en route to and from work and while on duty.

13.6 TRAVEL EXPENSES

Employees who are required to use their personal vehicle or to travel out of town in the course of

performing their duties for the city will be reimbursed for mileage at the standard government rate in effect at the time of travel. The employee's supervisor must approve all city travel in advance. Employees who use their personal vehicles for travel related to city business will be required to maintain liability insurance in the amount mandated by the state of Missouri.

13.7 SOCIAL SECURITY

The city participates in the Federal Old Age, Survivors, Disability, and Health Insurance program. Employees' contributions are deducted each payday, in accordance with federal law. All employees participate in this program.

13.8 TUITION REIMBURSEMENT PROGRAM

In keeping with the interest which the City of Webb City has in the improvement of the employees qualifications for the performance of their work, and in the development of qualifications which may lead to advancement in the same field of work through additional education and training, the City will provide for tuition reimbursement based on the following qualifications and schedule.

- A. Eligibility Requirements – Employee must be a full-time employee. The course(s) must be offered through an accredited high school, college, university, trade school or a correspondence course through an accredited school. The course(s) must relate directly to the employees development of self improvement. Refund payments will be made only for courses which have a direct bearing on the immediate job or courses that will enhance the employees ability to compete for promotional opportunities in his occupational field and has a direct benefit to immediately improve the quality of City's service. Courses that are a requirement of a specific job related degree may be considered at the discretion of the Department Head.
- B. Qualifications of Refunds – The course(s) must be requested on a "Tuition Refund Application" form thirty (30) days before registration as to give the approving authorities the time necessary to review the requested courses. The course(s) must be approved by the employees immediate supervisor, department head and Personnel Director. The course must be completed within the allotted time limit established by the school offering the course. The course must be completed while the employee is still employed in the same position or related position with the City. Evidence such as grade card and fee receipt must be furnished describing the amount paid and, either the grade received, or notice of "pass or fail" of the course to the immediate supervisor who shall then forward such evidence to the department head who shall in turn submit evidence to the Personnel Director to arrange for reimbursement of refund. Requests must be made within thirty (30) days after the completion of the course(s).

Employee must retain their employment status for a period of one year after the receipt of tuition reimbursement. Should an employee leave the City's service before the one year period concludes, the employee must repay the tuition reimbursement payments made during the preceding one year period on a pro rata basis of one-twelfth per month.

- C. Reimbursement Schedule – The City will reimburse tuition in an amount not to exceed the current in state tuition fees charged by Missouri Southern State College. The following schedule shall determine the percentage amount refund:

GRADE PER CENT OF TUITION COST REIMBURSED

A	100%
B	85%
C	70%
D	0%
F	0%

Courses providing only “pass or fail” grades:

Pass – 70% tuition cost reimbursed.

Fail – 0% tuition cost reimbursed.

- D. Exclusions – Courses which are considered “electives” or “general study” courses which may be necessary for completion of curriculum requirements, and the subsequent awarding of a degree may be excluded from reimbursement unless the course content bears more than a casual relationship to the major approved field of study or are requirement of job related degree and have been pre-approved by the employees department head.

Textbooks, supplies and other incidental fees are not eligible for reimbursement.

Registration fees for attendance at workshops, seminars, conferences, etc. are properly handled through a department’s training account, and consequently the tuition reimbursement program is not applicable in these cases.

- E. Miscellaneous Information - Participation in the tuition reimbursement program shall be solely on the employee’s own time unless specifically approved by the City Administrator.

Individual departments may establish and make available to requesting employees a list of courses that are eligible for reimbursement for that particular department.

The City may require an employee to enter into a written agreement at the request of the approving authorities for courses that require employees to be relieved of normal duties for a specified period of time, but are still receiving their regular salary and benefits.

Additional information and tuition refund application forms may be obtained in the Personnel Department. The number of courses eligible under this program will be limited to availability of budgeted funds. Employees will be reimbursed on a first-come, first-serve basis during the fiscal year until such funds are exhausted. In the event requests for reimbursements exceed the budgeted funds available the reimbursements may be distributed on a percentage of available funds vs. requests.

13.9 GYM MEMBERSHIP REIMBURSEMENT

***added- A regular full-time employee is reimbursed for up to \$20/month if they provide documentation attending the gym at least four times each month. This payment is paid quarterly.**

SECTION 14 - LEAVES OF ABSENCE

14.1 HOLIDAYS

All regular full-time employees will be entitled to seventy-two (72) hours of holiday leave per calendar year for which they will receive full pay at their standard rate. In order for an employee to receive pay for a holiday, that employee must be present at work on the day immediately preceding and following the holiday, or be on an approved leave of absence with pay for the day or days absent.

Holidays observed by the city are:

- New Year's Day (January 1)
- Good Friday
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- ~~Veterans Day (November 11)~~
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)

~~Additionally, eligible employees will be entitled to two (2) Personal Days after three (3) months of continuous full-time employment. The Personal Day must be taken during the calendar year received and at a time approved in advance by the employee's department head. Personal days will not accrue from year to year.~~

Holidays observed by the Fire Department are:

- New Year's Day (January 1)
- Easter Sunday
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)

Fire Department personnel will be paid for a holiday only if their shift falls on that day.

14.2 VACATION LEAVE/**PERSONAL DAYS**

Vacation leave accrues and is based upon years of continuous, full-time employment with the city.

The rates of vacation leave are:

- a. A regular employee shall accrue 6.67 hours of vacation leave per month to equal eighty (80) hours per each twelve (12) calendar months or (1) year of service. For Fire Department personnel, six (6) duty shifts will be awarded as vacation leave for completion of each twelve (12) calendar months of service.

- b. Any employee with sixty (60) consecutive calendar months or (5) years of service shall accrue vacation leave at the rate of ten (10) hours per calendar month to equal one-hundred-twenty (120) hours or three (3) weeks of vacation leave per year. For Fire Department personnel, nine (9) duty shifts will be awarded as vacation leave upon completion of sixty (60) calendar months of service. This is the maximum amount of vacation to be earned by Fire department personnel.
- c. Any employee with one-hundred-eighty (180) consecutive calendar months or (15) years of service shall accrue vacation leave at the rate of fifteen (15) (13.34) hours per calendar month to equal one-hundred-sixty (160) hours or four (4) weeks of vacation leave per year.

Vacation leave shall be scheduled at least 10 working days in advance, provided the department head gives approval for the requested leave. Employees wishing to take vacation of 8 hours or less may request the leave with a minimum of four-eight (48) hours advance notice. Department heads will schedule vacation leaves with particular regard to the operating requirements, order of requests, and/or seniority of employees. Vacation leave may accumulate up to 30 days (240 hours) for regular employees. Vacation leave may not be taken during probationary period. Unless the Department head approves. Fire Department personnel cannot accumulate vacation time, their vacation must be taken before their next anniversary date.

~~*Employees are given 2 (16 hours) personal days per year and are required to be taken before their next anniversary date.~~

PERSONAL DAYS

Additionally, eligible employees will be entitled to two (2) Personal Days after three (3) months of continuous full-time employment. The Personal Day must be taken during the calendar year received and at a time approved in advance by the employee's department head. Personal days will not accrue from year to year

Upon termination of employment, an employee will be compensated for the balance of unused vacation leave and personal days

14.3 SICK LEAVE

Sick leave is to be used when an employee is physically incapacitated and unable to do his/her job assignment because of non-service connected illness or injury, including:

- a. Recovery from a contagious disease that might jeopardize the health of coworkers and the public.
- b. Medical, dental, or optical examination and treatment.
- c. The care of, or the arranging of care for, a spouse, a minor child, or parent who is sick or injured. Sick leave may be used for bonding with a healthy child after birth, adoption or placement for foster care in accordance with the Family Medical Leave Act..
- d. Any FMLA qualifying illness or injury.

Each regular full-time employee will accrue eight (8) hours of sick leave per month. Sick leave shall accrue from the date of employment but shall not be taken until successful completion of the three (3) month probationary period, except with the permission of the City Administrator. Fire Department personnel shall accrue sick leave at the rate of one (1) duty shift per month.

Sick leave may never be taken in advance of earning the time. Sick leave may be accumulated up to 60 days (480 hours) for regular employees. Fire Department personnel may accumulate up to **30 duty shifts** (720 hours) of sick leave.

Employees must notify their supervisor if they intend to take sick leave. The amount of time in advance of the notification to the department head or supervisor of the employee's intention to take sick leave shall be outlined in departmental policies. Sick leave with pay in excess of twenty-four (24) hours (totaling no more than three consecutive days) shall be allowed. At any time, a physician's certificate may be required to verify the employee's injury or sickness. Employees who use sick leave for purposes other than illness or injury, or, who while on sick leave for their own non-FMLA illness or injury, engage in recreational activities or secondary employment, will be subject to discipline up to and including termination.

When an employee has advance notice of an impending incapacitation, such as surgery, pregnancy or serious health condition, the employee will notify their department head to determine if the absence qualifies for FMLA leave. If the leave qualifies as FMLA leave, the employee must submit health care provider's certification at least fifteen (15) days before commencing leave. Refer to Section 14.4, Family and Medical Leave for additional requirements.

Employees using FMLA for their own serious health condition will be required to submit a return-to-work certification from their physician.

14.4 FAMILY MEDICAL LEAVE ACT (FMLA)

Any regular full-time employees who has completed at least twelve (12) months of service, and has worked at least 1250 hours during the previous twelve (12) months, is eligible for family and medical leave.

All family and medical leaves require the approval of the department head and the City Administrator.

Eligible full-time employees may take up to twelve (12) weeks of family medical leave within a 12-month period, however, employees will be required to first use their **accrued sick leave, vacation, and compensatory time (as appropriate)**, and then voluntary leave for which they are eligible before any unpaid portion of FMLA leave is granted for any reason. The FMLA does not broaden the instances for which accrued paid leave can be used. For example, when an employee has **used paid sick leave, personal leave, vacation time and/or compensatory time for a portion of family medical leave,** ~~the accrued paid vacation time or accrued sick leave for a portion of family/medical leave,~~ the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided does not exceed twelve (12) weeks.

Any other type of leave, whether paid or unpaid, taken for a reason covered by the FMLA will, when used in conjunction with family/medical leave, be considered part of the twelve (12) weeks granted under the law.

Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;

- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;". Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings, **or**

FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave). A covered servicemember is: 1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise on the temporary disability retired list for a serious injury or illness*; or 2) a veteran who was discharged or released under the conditions other than dishonorable at any time during the five-year period to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

If the employee returns to work following the approved family/medical leave period, the employee will be reinstated to the employee's former position or an equivalent position with equivalent pay, benefits, status and authority. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated before the leave, the employee would not have the right to be reinstated upon return from leave.

If the employee fails to return within twelve (12) weeks following a family/medical leave, the employee the employee may be discharged. For the purpose of this policy, a "rolling" twelve month period will be used measured backward from the starting date of the requested leave.

14.5 COVERED RELATION

A son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis (in place of a parent) who is; under 18 years of age; or 18 years of age or older and incapable of self care because of mental or physical disability. A spouse means a husband or a wife, as the case may be. A parent is an employee's biological parent or someone who stood in place of a parent to the employee.

- ~~Employees may take family/medical leave for any of the following reasons: (1) birth, adoption or foster placement of a child; (2) to care for an immediate family member (spouse, child or parent) of the employee if such immediate family member has a serious health condition; or (3) for the employee's own serious health condition which makes the employee unable to perform the functions of the employee's job. Leave under reason number 1 must be completed within the twelve (12) month period beginning on the date of birth, adoption or placement. In cases where a married couple is employed by the city, the two spouses together may take a combined total of twelve (12) weeks of leave during any twelve (12) month period for reason 1, or to care for the same covered relation with a serious health condition.~~

- To qualify as a "serious health condition" under this section, the illness, injury,

impairment,
physical or mental condition must involve:

1. ~~Inpatient care at a medical care facility;~~ Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; **or**

2. ~~Any period of incapacity requiring absence from work, school, or other regular daily activity of more than three (3) calendar days that also involves continuing treatment by (or under the supervision of) a health care provider;~~

2. Continuing treatment by a health care provider, which includes:

(a) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that **also** includes:

- Treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); **or**
- One treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); **or**

(b).Continuing treatment by (or under the supervision of) a health care provider for a chronic or long term condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days; and for prenatal care.

- B. When leave is requested due to the employee's own or a covered relation's serious health condition, the employee must supply appropriate medical certification from the relevant health care provider. Failure to provide requested medical certification in a timely manner (15 days from the date of the notification) may result in denial of leave until it is provided. The city, at its expense, may require an examination by a second health care provider designated by the city, if it reasonably doubts the medical certification initially provided by the employee. The city may require subsequent medical recertification
- C. If the need for family medical leave is foreseeable, employees must give the city at least thirty (30) days' prior notice. If the leave is not foreseeable, employees must at least give notice within two (2) business days of learning of the need for leave, except in extraordinary circumstances. Failure to provide such notice may be grounds for delay of leave.
- D. When leave is taken because of the employee's own serious health condition or to care for a covered relation, employees may be required to contact the city periodically regarding the status of the employee's condition and intention to return to work. Employees must also

give notice as soon as it is practical (within two (2) business days if feasible) if the dates of the leave change, are extended or were unknown initially.

- E. Sick leave may be used for bonding with a healthy child after birth, adoption or placement for foster care in accordance with the Family Medical Leave Act.

~~(b) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or~~

~~(c) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or~~

~~(d) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or~~

~~(e) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.~~

- f. During an approved family/medical leave, the city will maintain employee health benefits as if they continued to be actively employed. When employees paying for dependent coverage take unpaid leave, they must pay the applicable portion of the premium. Health care coverage may cease if the employee's premium payment is more than thirty (30) days late.

- ~~g. Leave because of a serious health condition may be taken intermittently or on a reduced work schedule if medically necessary. When leave is unpaid, the city will pay employees only for the amount of time actually worked. In addition, when an employee is on an intermittent or reduced schedule leave, the city may temporarily transfer the employee to an available alternative position that better accommodates the employee's recurring leave and which has equivalent pay and benefits.~~

- G.-Family medical leave, because of a serious health condition, may be taken intermittently or on a reduced work schedule if medically necessary. When leave is unpaid, the city will pay employees only for the amount of time actually worked. In addition, when an employee is on an intermittent or reduced scheduled leave, the city may temporarily transfer the employee to an available alternative position that better accommodates the employee's recurring leave and which has equivalent pay and benefits. **Leave due to qualifying exigencies may also be taken on an intermittent basis.**

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

During FMLA leave, the employer must maintain the employee's health coverage under any "group

health plan” on the same terms as if the employee had continued to work. If the employee returns to work following the approved family medical leave period, the employee will be reinstated to the employee’s former position or an equivalent position with equivalent pay, benefits, status and authority. The employee’s restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee’s position would have been eliminated or the employee would have been terminated before the leave, the employee would not have the right to be reinstated upon return from leave. Employees using FMLA for their own serious health condition will be required to submit a return-to-work certification from their physician. If the employee fails to return within twelve (12) weeks following a family medical leave, the employee may be discharged, **unless there is an accommodation to be made according to the Americans with Disabilities Act (ADA).** Under the ADA, the City will engage in the “interactive process” to see if the employee on leave can still do his or her old job with some type of reasonable accommodation — and additional leave time may be considered a reasonable accommodation.

Unlawful Acts by Employers: FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

14.6 OCCUPATIONAL INJURY

In the case of occupational injury sustained in the performance of a regular full-time employee's city job, the rights and obligations of the employee and the city shall be governed by the applicable Workers’ Compensation Law of the State of Missouri.

14.7 RESTRICTED WORK

Employees sustaining job-related injuries or illnesses will be returned to work as soon as possible when medically permissible. Work assignments are subject to the work restrictions determined by the city. Employees returning to work with restrictions will be placed on limited-duty status. Limited duty work assignments may be within an employee's current job classification, or in a different classification.

Employees seeking to return to work after a non-job-related injury or illness may be allowed to return to work on restricted work status. Approval of restricted work status requires the recommendation of an employee's department head and the approval of the City Administrator. The employee must provide a health care provider's certification that he/she can safely perform in a limited duty capacity. In the case of non-FMLA approved absences, restricted work status will be limited to sixty (60) calendar days. Restricted work assignments may be within an employee's current job classification, or in a different classification.

Employees on a restricted work schedule may not engage in recreational activities outside their home or secondary employment without the approval of their department head.

14.8 EXTENDED LEAVE

Employees on paid leave for periods of thirty (30) consecutive calendar days or less will continue to accrue all employee benefits including sick leave, vacation leave, and paid holidays. Employees on paid leave, including sick leave, occupational injury or illness, or such other leave as may be authorized by the City Administrator for periods exceeding thirty (30) calendar days, will be regarded as being on extended leave after this thirty (30) days, and will be subject to the following:

- a. No salary adjustments or merit raises will occur while employees are on extended leave.

- b. No sick leave will be accrued while employees are on extended leave; however, previously accumulated sick leave will remain credited to the employee and may be utilized by the employee under appropriate circumstances when approved by their department head.
- c. Employees will not accrue vacation leave or holiday leave while on extended leave.
- d. Benefits, including retirement plan contributions, health, dental, life, or any other insurance payments, will be discontinued thirty (30) calendar days after all paid leave is exhausted. Medical benefits will continue while employees are on approved FMLA leave as long as the employee pays his/her applicable portion of the premium. Employer contributions to the pension plan will continue for employees on military leave.
- e. Employees on occupational injury leave will continue to receive benefits in accordance with the applicable Workers' Compensation Law of the State of Missouri.
- f. Employees on extended leave who do not return within thirty (30) working days after all paid leave is exhausted will be terminated from employment. This provision will not apply to employees on approved FMLA leave or employees on military leave of thirty-one (31) days or more.

14.9 FUNERAL LEAVE

In the event of the death of an immediate family member, a regular full-time employee may be granted up to three (3) workdays of paid leave to attend the funeral of that family member. Members of the Fire Department shall be granted two (2) duty shifts for funeral leave. The amount of time granted will be based upon the recommendation of the department head and will take into account such factors as travel and the day of the week on which the funeral is held. The purpose of this leave is for funeral attendance and related memorial services. Immediate family, for the purpose of this section, is defined as spouse, child, grandchild, brother, sister, parent, or their functional equivalent; father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent of the employee, or relatives permanently living in the same home.

14.10 MILITARY LEAVE

~~An employee leaving the city service for enlistment or commission in military service to the United States or who, as a member of a reserve component of the Uniformed Services, is called to active duty, weekend drills, summer encampment or similar types of training duty for a cumulative period of not more than four (4) years, unless involuntarily extended by order of the President, Governor, Congress, or Service Secretary, will be afforded all rights under the federal Veterans Reemployment Act and/or the Uniformed Services Employment and Reemployment Rights Act of 1994.~~

- ~~a. No salary adjustments or merit raises will occur~~
- ~~b. Regular full time employees who are activated will continue to receive all benefits to which they would be entitled had they not been activated for a cumulative period not to exceed two (4) years while on such active military duty status.~~
- ~~c. Regular full time activated employees shall be compensated in an amount that represents the difference between the employee's gross regular bi-weekly pay with the city and the total military pay plus allowances, if such military pay and allowances are less than the employee's regular bi-weekly city pay.~~
- ~~d. Employees may elect to use accrued vacation, compensatory or personal leave to cover~~

~~absences greater than two (2) years.~~

e. ~~Military leave may be taken in increments of one hour.~~

f. ~~Employees must provide advance notice of service unless military necessity or other conditions make it impossible for the employee to provide notice. Employees should provide notice as far in advance as is reasonable under the circumstances. Employees may provide notification orally or in writing to the department head giving an approximate beginning and concluding dates of service. Employees should forward a copy of their orders as soon as received as evidence military leave duty.~~

g. ~~A returning employee is entitled to reemployment in the job that he or she would have attained if not for absence in the uniformed services provided appropriate oral or written notice was given, the employee is not away for more than five (5) cumulative years and applies for reinstatement following separation from active military service according to the following schedule. If the active duty time was:~~

(1) ~~Less than 31 calendar days, the person must reapply or report back to work on the first regularly scheduled work day after release from military service.~~

(2) ~~Between 31 and 180 calendar days, the person must reapply or report back to work within 14 calendar days of discharge from service; or~~

(3) ~~More than 180 days, the person must reapply or report back to work within 90 days of discharge from service.~~

~~If an employee is convalescing from illness or injury caused while on military duty, then the time to report back does not begin until the person recovers or two (2) years elapse, whichever comes first.~~

h. ~~The city is not required to reemploy a person coming off active duty if:~~

(1) ~~The city's circumstances have so changed that reemployment is impossible or unreasonable;~~

(2) ~~The person is no longer qualified for his/her previous position or was disabled in service and reemployment would impose an undue hardship on the city; or~~

(3) ~~The previous employment with the city was for a brief, nonrecurring period, and there was no expectation that the job would go on indefinitely.~~

(4) ~~The employee's separation from service was based on misconduct.~~

(5) ~~Reasonable notice of the desire to return was not given, and the employee violated established policies by failing to give reasonable notice.~~

i. ~~No employee will be retaliated against for being a member of the national guard or reserve, nor will employees be hindered or prevented from performing any military service they may be called upon to perform by proper authority nor will they be discriminated against or dissuaded from enlisting or continuing to serve in the national guard or reserve.~~

j. ~~This policy is not intended to conflict with or override any provision of state or federal law regarding health insurance coverage, including the Uniformed Services Employment and Reemployment Rights Act (USERRA). In the event of a conflict, state or~~

~~federal law shall govern.~~

An employee leaving the city service for enlistment or commission in military service to the United States or who, as a member of a reserve component of the Uniformed Services, is called to active duty, weekend drills, summer encampment or similar types of training duty for a cumulative period of not more than four (4) years, unless involuntarily extended by order of the President, Governor, Congress, or Service Secretary, will be afforded all rights under the federal Veterans Reemployment Act and/or the Uniformed Services Employment and Reemployment Rights Act of 1994.

Any full-time employee whose appointment is not limited to one (1) year is entitled to military leave. Military leave under 5 USC 6323(a) is prorated for part-time career employees and employees on uncommon tours of duty based proportionally on the number of hours in the employee's regularly scheduled biweekly pay period. Temporary, intermittent, or when-actually-employed employees are not entitled to military leave.

5 USC 6323(a) provides 15 calendar days per fiscal year for active duty, active duty training, and inactive duty training. An employee can carry over a maximum of 15 calendar days into the next fiscal year. If you are working a 40-hour workweek, you will accrue 120 hours (15 days x 8 hours) of military leave in a fiscal year, or the equivalent of three 40-hour workweeks. For Fire Department, working an average of 120 hours biweekly, you will accrue 180 hours of military leave in a fiscal year.

Military leave is credited to a full-time employee on October 1 of each year. The minimum charge for military leave is one (1) hour. An employee may be charged military leave only for hours that the employee would otherwise have worked and received pay. If you request military leave for inactive duty training (which generally is 2, 4, or 6 hours in length), you will be charged only the amount of military leave necessary to cover the period of training and necessary travel.

An employee's pay remains the same for periods of military leave under 5 USC 6323(a), including any premium pay (except Sunday premium pay) an employee would have received if not on military leave. (This is referencing the hours of military leave available in a fiscal year).

It is the city's policy to grant any military leave available during the fiscal year whenever an employee is ordered to active or inactive duty. If an employee has exhausted his/her military leave, the employee will be granted leave-without-pay for performance of active or inactive duty, unless he/she elects to receive vacation or personal leave pay, if available.

If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military, making payment to the city for the applicable premiums.

Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods, or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

Employees must provide advance notice of service unless military necessity or other conditions make it impossible for the employee to provide notice. Employees should provide notice as far in advance as is reasonable under the circumstances. Employees may provide notification orally or in writing to the department head giving an approximate beginning and concluding dates of service. Employees should forward a copy of their orders as soon as received as evidence of military leave duty.

A returning employee is entitled to re-employment in the job that he/she would have attained if not for absence in the uniformed services provided appropriate oral or written notice was given, the employee is not away for more than five (5) cumulative years and applies for reinstatement following

separation from active military service according to the following schedule. If the active duty time was:

1. Less than 31 calendar days, the person must reapply or report back to work on the first regularly scheduled work day after release from military service.
2. Between 31 and 180 calendar days, the person must reapply or report back to work within 14 calendar days of discharge from service; or
3. More than 180 days, the person must reapply or report back to work within 90 days of discharge from service.

If an employee is convalescing from illness or injury caused while on military duty, then the time to report back does not begin until the person recovers or two (2) years elapse, whichever comes first.

The city is not required to reemploy a person coming off active duty if:

1. The city's circumstances have so changed that reemployment is impossible or unreasonable; or
2. The person is no longer qualified for his/her previous position or was disabled in service and reemployment would impose an undue hardship on the city; or
3. The previous employment with the city was for a brief, nonrecurring period, and there was no expectation that the job would go on indefinitely; or
4. The employee's separation from service was based on misconduct; or
5. Reasonable notice of the desire to return was not given, and the employee violated established policies by failing to give reasonable notice.

No employee will be retaliated against for being a member of the national guard or reserve, nor will employees be hindered or prevented from performing any military service they may be called upon to perform by proper authority nor will they be discriminated against or dissuaded from enlisting or continuing to serve in the national guard or reserve. The city may not deny you initial employment; reemployment; retention in employment; promotion or any benefit of employment because of this status.

This policy is not intended to conflict with or override any provision of state or federal law regarding health insurance coverage, including the Uniformed Services Employment and Reemployment Act (USERRA). In the event of a conflict, state or federal law shall govern.

14.11 VOTING

Any employee eligible and registered to vote in any election held within this state or any primary election held in preparation for such election, on the day of such election, will be entitled to paid leave from duty (if on duty) that would allow three (3) continuous hours of voting time between the time of opening and the time of closing of the polls.

This section will not apply to a voter on the day of an election if there are three (3) successive hours while the polls are open in which the employee is not on duty. Only the authorized supervisor may specify the three (3) hours between the time of opening and closing of the polls during which an employee may be granted voting leave. Generally, this leave will not exceed one (1) hour of paid on-duty time for each Election Day. Exceptions may be arranged with the approval of the department head.

14.12 ADMINISTRATIVE

Administrative leave may be authorized occasionally to provide time off for exempt employees who routinely work in excess of 40 hours per week. Exempt employees may have paid time off contingent on work force requirements of the affected department with the approval of their department head. Administrative leave for department heads is subject to approval by the City Administrator.

14.13 WITNESS AND JURY LEAVE

If employees have been subpoenaed or otherwise requested to testify as a witness by the city, the State of Missouri, the United States, or other authorized entity, they will be paid the difference between the pay received for this service and normal city pay. Employees are not entitled to paid leave when they are the plaintiff or defendant in a lawsuit not arising out of employment.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence.

Employees will be granted unpaid time off to appear in court as a witness when their testimony is voluntary or non-compulsory. Employees are free to use any available paid leave (e.g., vacation leave) for the period of this absence.

The employee is expected to report for work whenever the court schedule permits or upon being dismissed from any further court appearance.

14.14 PROCEDURE FOR REQUESTING LEAVE

Employees requesting a leave of absence must complete a Leave of Absence Request Form. With the exception of leave that is required by law, in order to receive consideration, the employee's department head must approve the requested leave in advance.

14.15 UNSCHEDULED CLOSINGS

**The City Administrator is authorized to reduce staff levels during emergencies and severe weather. Employees not required to be at work under such conditions will be granted leave with pay. Employees required to work during such conditions will be compensated at their normal rate of pay. *added*

At times, emergencies such as severe weather, natural disasters, or other unforeseen emergencies can disrupt city operations. In some cases, these circumstances may require the closing of a work facility. When one or more city operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In the event an employee is unable to report for work due to inclement weather or other unforeseen circumstances while city offices remain open, he or she will not receive their regular pay for the time off but may utilize accrued paid leave, such as personal days, vacation, or compensatory time.

If one or more city facilities or operations are closed at the direction of management for special circumstances, such as a funeral or in connection with a holiday or special event, employees scheduled to work during that time will receive their regular pay.

No additional compensation will be granted to employees who were previously scheduled for leave at the time that their facility or operation was closed nor will employees whose facility or operation was not closed be entitled to additional compensation.

14.16 LEAVE OF ABSENCE WITHOUT PAY

A department head, with the approval of the City Administrator, may grant a regular employee a leave of absence without pay for up to ninety (90) calendar days. Such leave will be granted only when it will not result in undue hardship to the city and when the employee requesting such leave will not have to be replaced for the leave period. No leave without pay will be granted except upon written request of the employee. Upon expiration of an approved leave without pay, the employee will be reinstated in the position held at the time the leave was granted. This section will not apply to employees using FMLA leave or military leave.

Failure on the part of an employee on unpaid leave to report at the end of the leave period may be considered job abandonment and grounds for termination. Benefits, including city paid retirement plan contributions, health, dental, life, or any other insurance payments will be discontinued after thirty (30) calendar days of leave without pay. Medical benefits will continue while employees are on approved FMLA as long as the employee pays his/her applicable portion of the premium. Vacation, sick leave, **personal leave** and credit toward longevity pay will not accrue, nor will other leaves of absence (excluding FMLA leave) be available to an employee while on leave without pay. An employee may pay, subject to insurance policy restrictions, the entire portion of any premium for health, dental, life or other group insurance policy offered by the city while the employee is on leave without pay. ~~Longevity credits will accrue for employees on military leave.~~

14.17 ABSENCE WITHOUT LEAVE

An absence of an employee from duty, including any absence for a single day or part of a day, which is not authorized by a specific grant of leave of absence under the provisions of these rules will be deemed to be an absence without leave. Any such absence will be without pay and, in addition, may result in disciplinary action. Two (2) working days' absence without leave shall be deemed job abandonment, and the employee shall be considered a voluntary quit.

SECTION 15 - HOURS AND WORKING CONDITIONS

15.1 HOURS OF WORK

All departments will observe and keep office and work hours as necessary for the efficient transaction of services, as determined by the department head with the approval of the City Administrator. General employees will be scheduled to work forty (40) hours in a seven (7) day pay period. Sworn personnel will be scheduled to work eighty (80) hours in a two week period. Fire Department employee shall be scheduled to work three (3) 24-hour duty shifts in a nine day cycle.

- a. **Rest Periods** All general employees will receive a 15-minute paid rest period during each four-hour work period. The rest period will be granted near the middle of each four-hour period whenever feasible.
- b. **Meal Periods** All general employees will be granted a non-paid meal period during each eight (8) hour work shift. The length and timing to be determined by the department head. Whenever possible, this meal period will be scheduled at the middle of each shift.

15.2 ATTENDANCE AND PUNCTUALITY

The city has a responsibility to provide continued and uninterrupted service to the citizens of Webb City. This responsibility can only be fulfilled when each employee is present during the work hours scheduled. Punctuality and regular attendance are essential to the proper functioning of the city. ***Each employee is expected to maintain a positive work atmosphere by acting and**

communicating in a manner that helps you get along with customers, clients, co-workers and management.

Excessive absenteeism, tardiness, or failure to comply with the proper notification procedures will be considered as grounds for disciplinary action, up to and including termination.

Tardiness is defined as reporting to work after the start of the workday or late return from lunch or break. Excessive tardiness is defined as three (3) or more instances of tardiness in a thirty (30) day period. Tardiness may also be excessive if an employee establishes a pattern of tardiness over a longer period of time that would not qualify as excessive according to the above definition (for example, 2 times within the first 30-day period, 1 time during the second 30 days, 2 times during the third 30 days, etc).

Immediate supervisors will monitor an employee's tardiness and sick leave usage and will take appropriate corrective action, as needed.

15.3 OUTSIDE EMPLOYMENT

For all full-time employees, their position with the city will be considered their primary employment. No city employee will work at another position outside of the city service that reflects unfavorably on the city, use his/her position with the city to neither gain such additional employment, nor in any way permit such additional employment to interfere with or influence his/her obligations and duties to the city. Outside employment will not be permitted if it adversely affects the employee's ability to report to their job refreshed and ready for work. When working with any other public or private organization, no employee will wear uniforms or clothing purchased by the city or identified with city employment unless his/her department head grants prior approval.

All full-time employees seeking to hold outside employment, including self-employment, are required to submit a written request to their department head for approval prior to accepting such a position. This request will include the name of the company or public agency by which the individual will be employed, a brief description of the job and duties to be performed, and other pertinent information regarding insurance, hours worked per day and per week, and other work scheduling information. The department head will approve or disapprove such request based on the criteria established above.

15.4 POLITICAL ACTIVITY

To serve the best interests of the employees, the public, and the city, it is the policy of the city to restrict certain types of political activity without infringing upon the employees' right to exercise their suffrage as citizens. The purpose of this policy is to safeguard the employee from political pressure to support, financially or otherwise, any political party or person and to safeguard the interest of the public whom all employees serve without regard to their political opinions or affiliations.

No employee will make any contribution to campaign funds of any candidate for office of Council Member or Mayor of the City of Webb City, or political organizations supporting these candidates nor will any employee campaign for or publicly support the candidacy of any individual for these offices.

No employee, while on duty or while in uniform or clothing that identifies the individual as a city

employee, will:

- a. Canvass on behalf of any candidate, political party, or political issue;
- b. Display a political picture, sticker, badge, or button;
- c. Attend a political rally, fund raising function, or other political gathering;
- d. Circulate or sign a political petition; or
- e. Serve as an election judge or clerk.

No employee will place or allow to remain on a city vehicle used by the employee in the course of employment, any political picture, sticker, badge, or button.

Nothing in this policy will be construed to restrict an employee's freedom to express an opinion or exercise the right to vote while off-duty.

No employee will use city equipment, personnel, facilities or resources to promote or help promote any civic, social, business, or political candidate or issue, or any non-city purpose without the expressed written consent of the City Administrator.

15.5 HARASSMENT

The city is committed to providing a work environment that is free from all forms of discrimination, hostility, intimidation, and offensive conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's gender, race, color, national origin, age, religion, disability, sexual orientation, military status or any other legally protected characteristic will not be tolerated. Offensive or inappropriate personal questions, lewd comments, offensive pictures displayed in the workplace, and any other offensive or inappropriate written materials are also prohibited.

Harassment is defined as conduct directed toward another person or group that has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment. Language directed at another person that is vulgar, threatening, insulting, or abusive is also considered as a form of harassment. **All employees shall treat each other with respect and consideration and shall not engage in actions or behaviors that violate or encourage violation of the city's harassment policy.**

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, also known as quid pro quo harassment;
- b. Submission or rejection of the conduct is used as a basis for making employment decisions;

- c. The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment (hostile environment harassment).

If an employee experiences or witnesses sexual or other unlawful harassment in the workplace, he or she is encouraged to notify the alleged harasser that his/her behavior is offensive, that it violates city policy and ask him/her to stop the offensive behavior. If the offensive behavior continues, the aggrieved employee should report it immediately to their department head, or the City Administrator. An employee can raise concerns and make reports without fear of reprisal or retaliation for making such a report.

An accusation of harassment is treated confidentially. Due to the nature and seriousness of sexual harassment, all incidences and complaints shall be investigated. Investigations will remain confidential to the fullest extent possible. To that end, the city's grievance procedure will not be applicable.

Any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the City Administrator so the alleged incident can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment depending on the nature and severity of the incident. Any supervisory employee who condones, participates in, or initiates such harassment will be disciplined, including possible demotion or termination.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our harassment policy.

Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy. These emails are prohibited at the city. Sending or forwarding non-business emails will result in disciplinary action that may lead to employment termination.

~~An accusation of harassment is treated confidentially. The city will take reasonable precautions to protect such information from inappropriate disclosure. To that end, the city's grievance procedure will not be applicable.~~Moved up in a paragraph

15.6 EMPLOYEE SAFETY

It is the policy of the city to provide safe working conditions for all employees, to provide complete instructions covering safe working methods, and to make available special equipment required to protect employees against particular hazards.

Employees are expected to follow all applicable safety procedures including those established for their respective department and to take an active part in protecting themselves and their fellow employees at all times. Employees are required to detect and report to their supervisors any hazardous conditions or unsafe practices in the work place and to make suggestions for their correction.

Employees operating or riding in city vehicles, or operating their personal vehicles on city business must wear a seat belt, must require their passengers to wear a seat belt and must comply with all applicable traffic laws. Employees who operate a motor vehicle in connection with their employment must be physically and mentally fit for duty at all times while operating said vehicle.

Employees must report all accidents and injuries to their supervisor immediately. Failure to observe

safety standards may result in disciplinary action, up to and including termination. Failure to make timely reports may jeopardize benefits should the injury later prove to be serious.

15.7 LIFE-THREATENING ILLNESS IN THE WORKPLACE

Employees with life-threatening illnesses, such as cancer, heart disease, or AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The city supports these endeavors *as* long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the city will make reasonable accommodations in accordance with all legal requirements when requested by the employee, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The city will not disclose protected health information to anyone who does not have a legitimate right to know without the consent of the employee. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact their department head for information and referral to appropriate services and resources.

15.8 EMPLOYEE APPEARANCE

During the workday or when representing the city, all employees should be neat, well-groomed, and dressed in task-appropriate attire that reflects the city's interest in projecting a businesslike image. When specified, uniforms will be worn as required. Office employees should use good judgment regarding work attire and refrain from wearing sloppy or provocative clothing to the office. The City Administrator may authorize specific workdays as "casual dress days." Employees arriving for work inappropriately dressed, out of uniform, or without required work shoes, may be sent home without pay and directed to return to work in proper attire.

15.9 EXPECTATION OF PRIVACY

All city facilities, vehicles, filing cabinets, computers and all containers and/or files therein, are subject to inspection by supervisory personnel at any time. A supervisor may inspect any personal items or city property contained within city facilities or vehicles if there exists a reasonable suspicion that they contain contraband items.

Contraband items include the following:

- a. Alcohol;
- b. Illegal drugs;
- c. Controlled substances;
- d. Prisoner's property;
- e. Stolen property;
- f. Weapons;
- g. Any other items or information that would substantiate an alleged violation of the rules and regulations of the city or a violation of any law.

The employee who has control over an area to be searched is to be notified prior to or at the time of

the search and will be given the opportunity to be present during the search. The searching supervisor will have as a witness at least one other supervisory employee.

Employees who obstruct or attempt to prevent a search for contraband or who refuse to allow an inspection as covered by this section will be subject to disciplinary action, up to and including termination.

Employees may use personally owned locks and containers to secure city or private property under their control. However, the placement or use of such devices does not extend any expectation of privacy over the item or area if this item or area is within any city facility or vehicle.

15.10 REFERENCES

The city does not respond to oral requests for references. All requests must be in writing and on employer letterhead. In the event an employee leaves the city service, the city may be able to provide references to potential employers, depending upon the circumstances, employment history, etc. However, an employee must first sign a "reference release" waiver allowing the city to release reference information beyond merely confirming employment with the city for a specific period in a specific position.

Employees are not to respond to any requests for information regarding another employee unless it is part of an assigned job responsibility. If it is not, all requests for a reference should be forwarded to the City Administrator for a response.

15.11 WORKPLACE VIOLENCE

It is the city's policy that all employees, residents and visitors to the city enjoy a positive, safe working environment. The worksite environment will remain free of behavior, actions, or language causing or contributing to workplace violence.

Violence, the threat of violence, intimidation, or bullying by or against any city employee is unacceptable and will not be tolerated.

All employees must report all acts or threats of workplace violence involving their official duties and responsibilities at once to the immediate department head, or city administrator. Employees should inform any one of the above listed employees of any incident that may become a potential workplace violence incident. This may include incidents occurring outside the employee's regular working hours or away from the worksite. In case of an emergency or an imminent danger, employees shall report the violent act directly to law enforcement officials.

Management officials who are aware of potential or actual workplace violence and fail to take immediate, corrective action, or fail to report workplace violence, may be subject to disciplinary action, including termination.

15.12 HIPAA PRIVACY POLICY

The city sponsors a group healthcare plan that is subject to the Health Insurance Portability and Accountability Act (HIPAA). On the basis of that law, privacy regulations now apply to certain protected health information. The city, as plan sponsor, has adopted a policy to comply with these regulations. The city's medical privacy policy will continue to apply to medical information, and the city will comply with all other federal and state laws concerning medical privacy.

The city generally only performs enrollment, changes in enrollment and payroll deductions, and to the extent that the city obtains HIPAA-protected health information (PHI), it will maintain that information in confidence. Specifically, the city will not use or disclose such information for employment-related actions and decisions or in connection with other benefit plans.

PHI refers to individually identifiable health information received by the city's group health plan and created or received by a healthcare provider, health plan, or healthcare clearinghouse that relates to the past, present, or future health of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care. PHI includes health status, medical condition, claims experience, receipt of health care, medical history, genetic information, and evidence of insurability and disability. PHI does not include workers' compensation, short-term disability, and long-term disability, medical information received based upon the Americans with Disabilities Act (ADA), medical information received based upon the Family and Medical Leave Act (FMLA), or pre-employment physicals. However, the city's medical privacy policy will apply to such information.

The city will discipline employees for improper access, use, or disclosure of protected health information or other confidential medical information.

15.13 REPORTING FRAUD AND SUSPICIOUS ACTIVITY

The City of Webb City does not tolerate any financial wrongdoing or fraudulent misconduct of any magnitude. Employees have an obligation to report fraud, other criminal conduct or suspicious activity without fear of retaliation or reprisal when such conduct or activity is related to the job. Employees are encouraged to report conduct or suspicious activity regardless of the dollar amount.

No employee shall be subject to recrimination or any other form of punishment for reporting what was reasonably believed to be an act of wrongdoing or a violation of policies or the City. However, an employee may be subject to disciplinary action if the City reasonably concludes that the report of wrongdoing was knowingly fabricated by the employee or was knowingly distorted, exaggerated or minimized to either injure someone else or to protect the reporting party or others. An employee whose report of misconduct contains admissions of personal wrongdoing will not be guaranteed protection from disciplinary action.

Reports may be presented to the City Administrator (officially designated as Compliance Officer) in person or in writing within three (3) working days of learning of the criminal conduct or suspicious activity. All reports should contain the date on which the alleged criminal conduct/suspicious activity occurred, if known, a description of the activity and the names of those alleged to be involved in the activity. Written reports may be filed anonymously.

All complaints will be reviewed and investigated. The city will strive to protect the confidentiality of employees who submit reports of wrongdoing or suspected wrongdoing and of those who present evidence during the investigation.

If the investigation provides evidence that a violation has occurred, the City will take reasonable steps to respond appropriately to the offense and to prevent further similar offenses, including any necessary modifications to policies or procedures.

15.14 PERSONAL PROPERTY AT WORK

The city does not assume responsibility for any theft or damage to the personal belongings of city employees. Therefore, employees are encouraged to avoid bringing private articles or property to work. The city reserves the right to restrict or limit private property in city facilities.

SECTION 16 – INFORMATION TECHNOLOGY

16.1 USE OF TELEPHONES

Personal use of city telephones and cellular phones for long-distance and toll calls are not permitted. Employees should practice discretion in using city phones when making local personal calls and shall be required to reimburse the city for any charges resulting from their personal use of the phone.

16.2 TECHNOLOGY USAGE

The electronic mail system has been installed by the city to facilitate business communications. Although employees have passwords to access this system, it belongs to the city and the contents of e-mail communications are always accessible by the city for any business purpose. These systems may be subject to periodic unannounced inspections and should be treated like other shared filing systems. All system passwords and encryption keys must be available to your supervisor, or department head upon request. * Employees are required to use strong passwords, enable two-factor authentication where available, and report any suspicious emails or potential security breaches immediately to your department head and IT department.

All e-mail messages are company records. The contents of e-mail, properly obtained for legitimate business purposes, may be disclosed within the city without your permission. Therefore, employees should not assume that messages are confidential * E-mail is also to be used for city business only. City confidential information must not be shared outside the city, without authorization, at any time. You are also not to conduct personal business using the city computer or e-mail.. *added

The city reserves the right to access and disclose as necessary all messages sent over its e-mail system, without regard to content. Since personal messages can be accessed by the city without prior notice, employees should not use e-mail to transmit any messages they would not want read by a third party.

Computers, computer files, the e-mail system, access to the Internet, software, two-way radios, cameras, and cellular phones furnished to employees are city property and intended for city use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

* Software needed, in addition to the Microsoft Office suite of products, must be authorized by your supervisor and downloaded by appropriate personnel. If you need access to software, not currently on the city network, talk with your supervisor.

Internet use, on city time, is authorized to conduct city business only. Internet use brings the possibility of breaches to the security of confidential city information. Internet use also creates the possibility of contamination of our system via viruses or spyware. Spyware allows unauthorized people, outside the city, potential access to city passwords and other confidential information.

Removing such programs from the city network requires staff to invest time and attention that is better devoted to progress. For this reason, and to ensure the use of work time appropriately for work, we ask personnel to limit Internet use.

The city strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. * Under no circumstances may city computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

Therefore, the city prohibits the use of computers, the Internet, and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display, retrieval, or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment.

E-mail or the Internet may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-city matters.

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

16.3 SOCIAL MEDIA NETWORK POLICY: EMPLOYEE GUIDELINES

(including Facebook, blogs & similar sites)

PURPOSE

There is hereby established a “use of social media” policy that will continue to provide that the City of Webb City is a safe and effective workplace. This policy shall apply to all City employees, volunteers, elected officials and others who use City-provided resources, regardless of the user’s location when accessing the social media network and who shall for the purposes of this policy be referred to as “employee”.

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.

GUIDELINES

The use of social media presents certain risks and carries certain responsibilities with it. To assist in making responsible decisions about your use of social media, we have established this policy for appropriate use of social media.

Social media includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether associated or affiliated with the City of Webb City, as well as any other form of electronic communication. The same principles and guidelines found in the city employee manual also apply to your activities online. In addition, these three basic principles shall apply to any of your online activities:

1. Ultimately, you are solely responsible for what you post online.
2. Before creating online content, consider some of the risks and rewards that are involved.
3. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects customers, suppliers, people who work on behalf of the City or legitimate business interests may result in disciplinary action up to and including termination.

Using Social Media at Work

Refrain from using social media while on work time or on equipment the City provides, unless it is work related as authorized by your supervisor. Do not use City of Webb City email addresses to register on social networks, blogs or other online tools utilized for personal use.

Employees shall not:

1. Post any comment or picture involving an employee, councilmember, patron, citizen, or volunteer of the City “on the job” or at City sponsored functions without the City’s express written consent.
2. Use images or likenesses of City department patches, uniforms, vehicles, buildings or photographs of operations or personnel without permission.
3. Post complaints or criticism using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage employees, customers or suppliers, or anyone else affiliated with the City, and that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or city policy.
4. Provide any confidential, proprietary, or private information about the city or its employees.
5. Post internal reports, policies, procedures or other internal business-related communications.
6. Use the City logo on the web without prior written permission from the city.
7. Disclose information that was obtained because of their employment with the City.
8. Post work related comments/material while on duty or from a city owned machine, unless expressly approved by their department head.
9. Create a link from your blog, website or other social networking site to the City of Webb City website.
10. Post any information or rumors about the City, fellow employees, customers, suppliers or people working on behalf of the City or any other affiliated businesses or cities.

Additional Guidelines:

- Employees are cautioned that they may be subject to discipline, up to and including termination, for inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate unlawful conduct, none of which will be tolerated.
- 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.
- Anyone who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.
- Employees should not speak to the media on the City of Webb City’s behalf without first contacting their Department Head or City Administrator. All routine media inquiries should be directed to the City Administrator.

While the City respects employees’ right to personal expression on social media,

employees should be mindful that their online conduct, even when off-duty, may impact the workplace. Employees should not post confidential information about the city, its employees or citizens. However, the guidelines provided above should be followed whether during authorized business or non-business time. If an employee is uncertain about the appropriateness of a social media posting, they should check with their supervisor or department head.

SECTION 17-FACILITIES AND EQUIPMENT

17.1 CITY VEHICLES

The improper, careless, negligent, destructive, or unsafe use or operation of city vehicles, as well as excessive or avoidable traffic and parking violations will be subject to disciplinary action, up to and including termination of employment. City vehicles are to be considered non-smoking areas.

Employees are to notify their supervisor if any city vehicle appears to be damaged, defective, or in need of repair.

17.2 ASSIGNMENT OF CITY VEHICLES FOR EMERGENCY RESPONSE

The following positions are authorized to take a city vehicle home for the purpose of responding to emergencies: All Police personnel, Fire Chief, Assistant Fire Chief as an emergency first responder, and such other employees as the City Administrator determines are necessary to be on-call to respond to an emergency.

The use of such city vehicles shall be limited to traveling to and from work, responding to an emergency.

17.3 EMPLOYEE PARKING

Employees driving their personal vehicle to work will park in undesignated parking spaces unless a specific space has been designated for their use. At no time will an employee park a vehicle, whether his/her own or the city's, in a space designated for visitors.

17.4 SMOKING

In keeping with the city's intent to provide a safe and healthful work environment, smoking in the workplace, including vehicles, is prohibited except in those locations that have been specifically designated as smoking areas. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail. This policy applies equally to all employees and visitors.

SECTION 18 DRUG AND ALCOHOL POLICY

The City recognizes that drug and alcohol abuse are disorders which can be treated. It is the purpose of the City to encourage employees to seek prompt professional assistance in order to resolve drug and alcohol abuse problems before work performance is affected. The City intends to give the same consideration to employees who suffer from drug or alcohol abuse as it would give to employees suffering from any other illness or injury, subject to the further provisions of this Article.

A. **Definitions** Unless the context specifically indicates otherwise, the following terms as used in this Article, are defined as follows:

Alcohol means alcohol consumed for beverage purposes; alcoholic, spirituous, vinous, or fermented, malt, or other liquors; a combination of liquors, a part of which is spirituous, vinous, or fermented; and all preparations or mixtures for beverage purposes containing alcohol.

Alcohol-related or drug-related offense means any violation of a State statute or local ordinance which involves physically driving or operating or being in actual physical control of a motor vehicle while under the influence of alcohol, a controlled substance, or drug, or any combination thereof, or the possession, manufacture, transportation, use or sale of alcohol or drugs which possession, manufacture, transportation, use or sale is prohibited by state or federal statute or local ordinance.

Applicant means any individual who has submitted an application for employment with the City, whether written or oral, including any current employee of the City who has submitted an application for a position not currently held by the employee, whether or not being hired into the position would be a promotion for the employee.

Controlled substance means any drug or other substance included in Schedules I, II, III, IV, or V of the Controlled Substances Act of 1970, 21 U.S.C. §§801, et seq., as such may be amended from time to time.

Drug means any controlled substance, alcohol, steroids, and any other drug or medication that can interfere with employment performance.

Employee means any person being paid directly by the City to perform services for the City on City property or under supervision by the City, including individuals performing services directly under contract with the City, and any person paid by another entity to perform work on City property and who is directly supervised by City staff, whether full-time or part-time, and whether temporary, probationary or permanent.

Illegal drug means any drug which is (a) not legally obtainable, or (b) which is legally obtainable but has not been legally obtained.

Impaired employee means any employee who exhibits behavior in the workplace which gives the employee's supervisor reasonable cause to believe that the employee is unable to perform the requirements of his or her job as a result of drug or alcohol use, or whose behavior while on business for the City gives a law enforcement officer reasonable cause to believe the employee is under the influence of alcohol or drugs, or whose behavior when reporting for a work-related physical gives the attending physician reasonable cause to believe that the employee is under the influence of alcohol or drugs. Reasonable cause to believe that an employee is impaired by drugs or alcohol may consist of: (1) a severe decline in job performance; (2) abnormal or erratic behavior; (3) actions exhibiting impaired judgment or reflexes; (4) direct observation of drug or alcohol possession or use; (5) physical symptoms of drug or alcohol use, such as glassy or bloodshot eyes, odor of intoxicants on breath, slurred speech, poor balance, poor coordination, dilated pupils or impaired reflexes; (6) an accident where the employee's impairment appears to be a contributory factor; (7) behavior which creates a risk of injury to the employee, co-workers, the public or property; (8) or behavior which disrupts the conduct of City business.

Legal drug means both prescribed and over-the-counter drugs which have been legally obtained, and which are being taken in prescribed or recommended quantities for the

purpose for which they are prescribed, manufactured or compounded.* The use of marijuana, including medical marijuana and any products with THC, remains prohibited under federal law and is not permitted on City property or during work hours, regardless of state law. The presence of marijuana violates random testing for those subject to testing under Section 18C.#2.

Motor vehicle means any self-propelled vehicle.

Negative drug test means that initial testing or confirmation testing does not show evidence of a drug tested for under this policy in a person's system.

Positive drug test means that a confirmation drug test shows positive evidence of the presence of a drug tested for under this policy. For alcohol, a positive drug test is a breathalyzer or blood analysis which shows a blood alcohol content of .02 percent or greater.

Substance abuse means the use of any substance (alcohol, legal and illegal drugs) to the degree that the user experiences physical, emotional or social complications which threaten the health, safety, well-being or performance of the individual or fellow employees.

Under the influence means employees detected with drugs within the established limits. Employees will be deemed under the influence of alcohol where the alcohol level is at or above .04 percent.

- B. Use, Possession or Sale of Alcohol and/or Drugs Prohibited** Employees are forbidden to report for work while under the influence of alcohol or drugs. Employees are forbidden to use or possess alcohol or drugs or be under the influence of alcohol or drugs on City premises, while using City equipment, while performing City business, or during working hours, except for over-the-counter medications taken as per package directions or medications prescribed by a treating physician. No employee shall manufacture, sell, distribute, or dispense alcohol or drugs while on City premises or during the employee's working hours. This paragraph, however, shall not be applied so as to prevent the possession of alcohol or the possession of illegal drugs by any police officer when such possession is necessarily incident to the performance of his or her duties as a police officer. Any employee convicted of, or who pleads guilty to, an alcohol-related or drug-related offense occurring on City premises, while using City equipment, while performing City business or during the employee's working hours, must notify their Department Head, or the City Administrator no later than five days following such conviction or guilty plea, regardless of the sentence imposed. Failure to notify the Department Head or City Administrator of such conviction or guilty plea can be cause for termination. Any person convicted of, or who pleads guilty to, an alcohol-related or drug related offense occurring while on City premises, or on City business, or during the employee's working hours may be subject to discipline up to and including termination.

- C. Submission to a Drug Test Required** The City may require testing of an employee or applicant under the circumstances set out below. Such testing may include blood testing, breath analysis, and urinalysis.

1. Pre-employment Testing.

- a. Every new applicant for a position with the City will be required to submit to a test for illegal drugs prior to employment with the City.
- b. When any City employee is promoted or rehired to any of the positions listed below, that employee will be required to submit to a test for illegal drugs.

(1) Police Department: Police Chief, Assistant Police Chief, Police Major, Police Captain, Police Sergeant, Police Corporal, Police Officer, Lead Police Dispatcher, Police Dispatcher, Warrant Service Officer, Police Detention Officer, Parking Enforcement Officer, Police Identification Officer, Police Evidence Technician, Police Chemist, Property Clerk, Reserve Police Officer.

(2) Fire Department: Fire Chief, Assistant Fire Chief.

(3) All positions in which the employee must maintain a commercial driver's license as a condition of his or her employment with the City.

(4) The director and assistant director of any City department, the City Manager, and Assistant City Manager(s).

(5) Any position for which a pre-employment physical examination is required.

- c. When any position which requires drug testing as part of the hiring process is posted or advertised, the posting or advertisement shall state that drug testing will be required as part of the hiring process.

2. Unscheduled (Random) Testing Employees in the job positions listed below will be subject to unscheduled (random) testing. Individual employees will be selected for unscheduled testing on a random basis under the direction and control of the City Administrator. In the selection process, employees will be identified by a number, with no reference to their name.

- a. Police Department: Police Chief, Assistant Police Chief, Police Major, Police Captain, Police Sergeant, Police Corporal, Police Officer, Lead Police Dispatcher, Police Dispatcher, Warrant Service Officer, Police Detention Officer, Parking Enforcement Officer, Police Identification Officer, Police Evidence Technician, Police Chemist, Property Clerk, Reserve Police Officer.

- b. All positions in which the employee must maintain a commercial drivers license as a condition of their employment with the City.

- c. All positions in which the employee is required to operate a motor vehicle, operate machinery, operate heavy equipment, or use power tools in the course of their job duties.

- d. Any employee who has been convicted of or pleaded guilty to a drug or alcohol related offense may be subject to a reasonable program of unscheduled drug and/or Missouri Code of State Regulations.

3. Reasonable Cause Any employee may be directed to report for drug and/or alcohol testing when the employee's supervisor has reasonable cause to believe that the employee is impaired. A supervisor making a reasonable cause referral must fill out a physical condition report before making the referral. The report shall be taken immediately to the City Administrator for approval of the referral. The City Administrator shall make the contents of the report available to the testing agency. A videotape or audiotape recording, or other nonintrusive physical documentation (such as photographs) of an employee's behavior may be made for purposes of substantiating a reasonable cause determination. The employee must be informed that the videotape or other physical documentation is being made.

4. Post Accident Any employee may be directed to report for drug and/or alcohol testing when the employee has been involved in a work-related accident or incident.

- D. Drugs to be Tested For** When any employee or applicant is required to be tested under the provisions of this policy, the test may include, but is not limited to, screening for any one or more of the following drug groups:

Drug Group Examples

- a. Alcohol
- b. Amphetamines/Methamphetamines Speed, Crank, Crystal, Preludin, Bennies
- c. Barbiturates Amobarbital, Butabarbital, Phenobarbital, Secobarbital, Downers, Red Devils, Barbs, Goof Balls
- d. Cocaine, Coke, Crack, Flake, Snow
- e. Opiates, Codeine, Heroin, Morphine, Hydromorphone, Hydrocodone
- f. Phencyclidine PCP, Angel Dust, Wack, Water
- g. Cannabinoids (THC) Pot, Marijuana, Hash

- E. Refusal to Consent to and Submit to Testing:** An applicant who refuses to submit to a drug and/or alcohol test will not be hired for the position for which the applicant has applied. An employee who refuses to submit to any drug and/or alcohol test required under this policy is subject to disciplinary action up to and including termination. The reason(s) for the refusal shall be considered in determining the appropriate disciplinary action.

F. Drug Testing Procedure:

1. **Consent** Before a drug and/or alcohol test is administered, the employee or applicant to be tested will be required to sign a form provided by the testing agency authorizing the test and permitting release of test results to the City Administrator. The form will contain space for the employee or applicant to indicate current or recent use of prescription or over-the-counter medication and may direct the testing agency to contact the employee's treating physician for further information about the employee's use of such medication. This form shall not relieve the testing agency from liability for any damages the employee or the City might suffer as a result of the negligence of the testing agency.

2. **Drug Testing Laboratory** When drug and/or alcohol testing is performed using urine or blood samples, the testing of the samples will be performed only by independent drug testing laboratories accredited by the National Institute on Drug Abuse (NIDA). Urine and blood samples will be taken at a site designated by the City or the testing laboratory.

3. **Chain of Custody** The chain of custody of any blood or urine sample which is collected shall be protected by a drug testing custody and control form.

4. **Blood Testing** Blood specimens will be analyzed by using the Gas Chromatography Mass Spectroscopy (GCMS) test, or any other method approved by the State of Missouri Department of Health as set out in the Missouri Code of State Regulations.

5. **Breath Analysis** A Breath analysis may be used where reasonable cause is found to believe that an employee is under the influence of alcohol at work. Such test shall be conducted in the manner set out in the Missouri Code of State Regulations.

6. **Tampering with Testing Sample** If it is determined that an employee has tampered with or adulterated a testing sample, or submitted a false sample, the employee will be terminated. An applicant who has tampered with or adulterated a test sample, or who has submitted a false sample, will not be hired by the City.

G. Confidentiality of Testing Information: All information regarding the testing of applicants and employees shall be a closed record. Laboratory and test results shall not be placed in an employee's general personnel file, but shall be kept in separate folders that will be kept under lock and key under the control of the City Administrator, or any person so designated by the City Administrator. Test results will be released to the tested employee, upon the employee's request. Test results may be released to the following persons to the extent necessary for them to carry out their duties with the City: The employee's department director, a hearing officer appointed as part of the City's formal grievance procedure, the Law Department, the Personnel Board, and the City Council. Disclosure without employee consent is also authorized if: (a) Production of the information is compelled by law, or by judicial or administrative process; (b) the information has been placed at issue in a formal dispute between the City and the employee; (c) the information is to be used in administering an employee benefit plan; or (d) the information is needed by medical personnel for the diagnosis or treatment of the employee, and she or he is unable to authorize disclosure.

H. Consequences of a Positive Drug and/or Alcohol Test Result:

1. **Applicants** Job applicants will be denied employment with the City if drug and/or alcohol tests administered pursuant to this policy show: (1) That the applicant is under the influence of alcohol; or (2) the applicant has a confirmed positive test for the presence of a drug tested for under this policy. If the job applicant has already commenced employment with the City prior to receiving the drug/alcohol test results and the test results come back positive, the employee may be discharged from employment.

2. **Employees** If an employee is found to be under the influence of alcohol or has a confirmed positive test result for a drug tested for under this policy, the employee is subject to disciplinary action up to and including termination. An employee may be removed from duty with pay pending receipt of the results of any test administered under this policy. Factors to be considered in determining the appropriate disciplinary response include the employee's work history, length of employment, current job performance, severity of the employee's drug and/or alcohol problem as related to job duties, the employee's willingness and ability to participate in a drug and/or alcohol rehabilitation program, and the existence of past disciplinary actions.

I. Medical Review Officer: The City will provide an independent medical review officer, who will be a licensed physician with knowledge of substance abuse disorders, to review confirmed positive test results of an employee for the presence of a drug tested for under this policy.

The medical review officer will review and interpret the test results and will examine alternate medical explanations for any positive test result. This action could include: 1) conducting a medical interview with the employee; (2) review of the employee's medical history; and (3) review of any other relevant biomedical factors. The medical review officer will review all medical records made available by the employee when a confirmed positive test could have resulted from legally prescribed medication. The medical review officer will not, however, consider the results of blood or urine samples that are not obtained or processed in accordance with this policy.

The medical review officer will determine whether the employee's confirmed positive test result is: (1) Verified; (2) consistent with legal drug use; or (3) scientifically insufficient. If the medical

review officer determines that a test result is consistent with legal drug use or scientifically insufficient it shall be treated as a negative drug test by the City.

J. Temporary Impairment Due to Use of Prescribed Drugs:

Employees who must use a prescription drug that causes adverse side effects, such as drowsiness or impaired motor skills, must inform their supervisor that they are taking such medication on the advice of a physician. The supervisor may place the employee on sick leave or temporarily assign the worker to different duties, as the best interest of the service may dictate.

SECTION 19

19.0 ACKNOWLEDGMENT OF RECEIPT AND REVIEW

19.1 ACKNOWLEDGMENT OF RECEIPT AND REVIEW

I acknowledge that I have received, reviewed, and understand my personal copy of the Employee Handbook. In consideration of my employment with the City, I agree to observe and abide by the conditions of employment, policies, and rules contained in this Handbook. I also understand and agree to city policies set forth including, but not limited to, those of prohibiting sexual harassment and discrimination. I understand that from time to time, circumstances will require that the policies and procedures described in this Handbook to be amended or modified by the city. All effective changes will be placed in writing and may occur at any time, with or without prior notice.

I further understand and agree that my employment is entered into voluntarily and at all times shall remain "at will". Just as I am free to resign at any time and for any reason, the city is free to terminate my employment at any time, for any reason. I understand that the terms and conditions set forth in this Handbook represent the entire understanding between the city and me and that this understanding cannot be amended or altered in any way by oral statements made to me. The only way in which any understanding set forth in this Handbook can be altered is by written agreement signed and dated by an officer or director of the city.

I understand that I have the right and ability to have this Employee Handbook reviewed by an attorney of my choosing and that I sign this Acknowledgment of Receipt and Review without duress or misunderstanding. One copy of this Acknowledgment of Receipt and Review must remain in this handbook at all times. The other copy will be placed in my personnel file.

Date:

Signature of Employee

Print Name

SECTION 19

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Date:

Signature of Employee

Print Name

This copy for Personnel file.

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Council Report

City of Webb City

2025 Paving
Overlay Project
05/12/25

SUBJECT:

Public Works has compiled a list to be paved this year (see attached) that also includes the new W Club Parking lot, the new soccer fields parking area and also a small area at the softball fields that has been an issue for several years. Blevins Asphalt who currently holds the city agreement for paving following the bids received in 2022 that were for two years and agreed to lower the cost for 2025 from \$81.50 per ton to \$77.00 a ton to retain the agreement.

RECOMMENDATION:

Motion to approve the cost estimates for cost of paving the attached locations for the estimated total price of \$1,179,437.51

FISCAL IMPACT:

The 2024 – 2025 budget appropriates a total of \$746,273 in paving (\$500,000 street overlays, \$ 140,000 W Club parking lot & \$ 115,748 soccer parking lot). The remainder, \$433,165 will come from the Capital Improvement fund. A budget revision will be done to reflect actual cost.

Submitted By:

Carl Francis
City Administrator

Prepared By:

Eddie Kreighbaum
Public Works Director

Reviewed By:

Kim DeMoss
City Clerk

Reviewed By:

Tracy Craig
Finance Director



City of Webb City Paving 2025
Street Cost Estimate #1-- REVISED

Street Name	From	To	Square Feet	Square Yards	Depth	Tonnage	SV's Tie-In Milling	SV's Edge Milling	SV's Full Street Milling	\$/SV Tie-In Milling	\$/SV Edge Milling	\$/SV Full Street Milling	\$/Ton Paving	Est. Cost for Milling	Est. Cost for Paving	Total Cost
Carl Junction Road	Liberty	W. End	16,200.00	1,800.00	2.25	222.75	36.00	700.00		\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 3,586.20	\$ 17,151.75	\$ 20,737.95
Aylor	Main	East Road	54,000.00	6,000.00	2.25	742.50	235.00			\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 2,162.00	\$ 57,172.50	\$ 59,334.50
Vine	Rhone	Elliot	67,300.00	7,477.78	2.25	925.38	380.00	1,785.00		\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 11,796.25	\$ 71,253.88	\$ 83,050.13
Wood	Main	Tom	7,000.00	777.78	2.25	96.25	36.00	390.00		\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 2,144.70	\$ 7,411.25	\$ 9,555.95
Arch	Main	Elliot	30,215.00	3,360.56	2.25	415.87	180.00	785.00		\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 5,306.25	\$ 32,021.89	\$ 37,328.14
Webb	Church	4th	42,300.00	4,700.00	2.25	581.63	144.00	2,415.00		\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 12,554.55	\$ 44,785.13	\$ 57,339.68
4th	Main	Jefferson	84,150.00	9,383.33	2.25	1,161.19	252.00		9,383.33	\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 45,950.88	\$ 89,411.44	\$ 135,362.32
Tom	Broadway	S. End	5,320.00	5,320.00	2.25	658.35	72.00	2,660.00		\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 13,031.40	\$ 50,692.95	\$ 63,724.35
1st	Main	Hall St.	14,980.00	1,664.44	2.25	205.98	72.00	835.00		\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 4,545.15	\$ 15,860.08	\$ 20,405.23
Centennial	Tracy	Ware	42,500.00	4,722.22	2.25	584.38	36.00			\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 331.20	\$ 44,996.88	\$ 45,328.08
Zigler	7th	S. End	33,800.00	3,755.56	2.25	464.75	36.00	820.00		\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 4,144.20	\$ 35,785.75	\$ 39,929.95
8th	Zigler	College--	4,200.00	466.67	2.25	57.75	18.00			\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 165.60	\$ 4,446.75	\$ 4,612.35
8th	Madison	Jefferson	11,440.00	1,271.11	2.25	157.30	36.00	685.00		\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 3,516.45	\$ 12,112.10	\$ 15,628.55
11th	Madison	Jefferson	10,120.00	1,124.44	2.25	139.15	36.00	715.00		\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 3,655.95	\$ 10,714.55	\$ 14,370.50
Lakeview, Anderson, Mando	Loop		39,390.00	4,376.67	2.00	481.43	36.00	2,360.00		\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 11,305.20	\$ 37,070.37	\$ 48,375.57
Jefferson	13th	16th	44,800.00	4,977.78	2.25	616.00	126.00	780.00		\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 4,786.20	\$ 47,432.00	\$ 52,218.20
Ware	Hall	RR	45,890.00	5,098.89	2.25	630.99	90.00	390.00		\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 2,641.50	\$ 48,586.04	\$ 51,227.54
Campbell	Stadium	Aylor	40,050.00	4,450.00	2.25	550.69	36.00	2,080.00		\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 10,003.20	\$ 42,402.94	\$ 52,406.14
Walker	Hall	4th	79,500.00	8,833.33	2.25	1,093.13	108.00	2,225.00		\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 11,339.85	\$ 84,170.63	\$ 95,510.48
Devon	Garrison	4th	18,900.00	2,100.00	2.25	259.88	90.00			\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 828.00	\$ 20,010.38	\$ 20,838.38
4th	Walker	Past Elliot	12,915.00	1,435.00	2.00	157.85	36.00			\$ 9.20	\$ 4.65	\$ 4.65	\$ 77.00	\$ 331.20	\$ 12,154.45	\$ 12,485.65
Alley	Gallina	Wood	3,900.00	433.33	3.00	71.50				\$ 9.20	\$ 4.65	\$ 4.65	\$ 108.30	\$ -	\$ 7,743.45	\$ 7,743.45
Soccer Field Lot			54,900.00	6,100.00	3.00	1,006.50				\$ 9.20	\$ 4.65	\$ 4.65	\$ 108.30	\$ -	\$ 109,003.95	\$ 109,003.95
"W" Club Lot			51,740.00	5,748.89	3 7/8"	1,135.00				\$ 9.20	\$ 4.65	\$ 4.65	\$ 108.30	\$ -	\$ 122,920.50	\$ 122,920.50
Softball Lot			0.00	0.00	3.00	225.00				\$ 9.20	\$ 4.65	\$ 4.65	\$ 108.30	\$ -	\$ 24,367.50	\$ 24,367.50
Total Tons >>						12,416.16	2,091.00	19,625.00	9,383.33					\$ 154,125.93	\$ 1,025,311.57	\$ 1,179,437.51
TOTAL FOR ALL REQUESTED WORK														\$ 1,179,437.51		

**All edge milling is quoted using the full mill price to help offset some cost for this round of work.

BLEVINS ASHALT PRICING

2024 PRICING

EDGE MILLING	\$11.85 PER FT
FULL MILLING	\$4.65 PER FT
ASHALT ROADS	\$81.50 PER TON

2025 PRICING

EDGE MILLING	\$9.20 PER FT
FULL MILLING	\$4.65 PER FT
ASHALT ROADS	\$77.00 PERR TON