

CITY OF KENAI



EMPLOYEE HANDBOOK

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EMPLOYEE HANDBOOK

INTRODUCTION

This handbook has been prepared to present employees with the policies, rules, regulations, and pay and benefits information which apply to employment with the City of Kenai. Employees are required to sign an acknowledgment indicating this handbook has been received and will be read. Any questions should be reviewed with a supervisor or the Human Resource officer. Specific departments within the City are permitted to issue Department specific policies outside this handbook but not policies which supersede or contradict those included in this handbook.

The information contained in the employee section of this handbook applies to all employees of the City as applicable. The supervisor section of this handbook is solely for the use of supervisors in that it provides procedures that should be followed in applying City policies. This handbook does not change any employment status, create a contract, nor any contractual rights.

This handbook should be read carefully and kept for future reference. One of an employee's first responsibilities is to be familiar with its contents.

The personnel ordinances adopted by the Kenai City Council are substantially within Title 23 of the Kenai Municipal Code. Adopted ordinances take precedence over this handbook if conflicts or inconsistencies between the two exist or arise.

CHANGES IN POLICY

Since the City and laws governing employment are constantly changing, the City expressly reserves the right to change any of its policies, including those covered in this handbook, at any time. Employees will be notified of changes in writing (a signature will be required, indicating receipt of changes). Changes will be effective on dates determined by the City, and employees may not rely on policies that have been superseded.

If an employee is uncertain about any policy or procedure, the employee should consult a supervisor or the Human Resource office for clarification.

THIS EMPLOYEE HANDBOOK, DATED JULY 12, 2018 SUPERSEDES ALL PREVIOUS EMPLOYEE HANDBOOKS.

DEFINITIONS

The following terms have the meanings indicated:

Unclassified Service. Elected officials, City Manager, City Attorney, City Clerk, and seasonal and temporary employees.

Classified Service. All paid employees not in the unclassified service or Department Head Service, including Department Heads hired prior to June 15, 2018 who do not voluntarily choose to become a part of the Department Head Service.

Department Head Service. Employees who are directly responsible to the City Manager for the administration of one or more departments. Department Heads hired prior to June 15, 2018 may voluntarily choose to become at will and a part of the Department Head Service at any time. Department Heads who do not voluntarily choose to become a part of the Department Head Service remain in the Classified Service.

Full-time. Employees scheduled to work forty (40) hours a week (except certain Fire Department employees who work an average of fifty-six (56) hours per week) are considered full-time.

Part-time. Employees scheduled to work less than forty (40) hours per week. Part-time employees are eligible for certain benefits as explained in this handbook.

Regular. Employees who have completed the probationary period. Regular employees may be assigned to work a full-time or part-time schedule.

Seasonal. Employees who perform seasonal work for a pre-established period of not more than six (6) months during a twelve (12)-month period. Seasonal employees may be assigned a full-time or part-time schedule and are eligible for Public Employee Retirement Benefits but are ineligible for other benefits and holiday pay. Seasonal employees who have completed the probationary period may return to the seasonal position each season subject to performance evaluations, general conduct and discipline, personnel rules and policies of the City, layoff, reorganization and other business needs of the City.

Temporary. Employees who are hired for a pre-established period, usually during peak workloads or for vacation relief and for not more than six (6) months for a specific duty or position. Temporary employees may be assigned to work a full-time or part-time schedule and are ineligible for benefits and holiday pay.

Probationary Period. Normally six (6) months, except for Police, Fire and Communications, which are normally twelve (12) months. This period can be extended up to, but no longer, than twelve (12) months or eighteen (18) months, respectively.

Department. The smallest functional budgetary unit of the City government established by the City Council.

Promotion. An advancement of an employee from one job classification to a higher job classification within the same department.

Transfer. The movement of an employee from one department to another department, regardless of job classification.

Public Safety Employee. A person employed in the Police, Fire, or Communications Department.

Supervisor. Any employee who is responsible for a department or division within a department and who directs the work of others.

City Manager. A person directly responsible to the City Council who is authorized and directed to exercise the powers and fulfill the duties as specified in the Charter and Municipal Code of the City of Kenai.

City Attorney. A person directly responsible to the City Council who is the chief legal advisor to the Council and all other officers, departments and agencies of the City government in matters relating to their official powers and duties.

City Clerk. An officer of the City appointed by the Council for an indefinite period who serves as clerical officer to the Council.

Grievance. An employee's oral or written expression of dissatisfaction with some aspect of employment, a management decision affecting employment, or an alleged violation of the employee's rights for the purpose of attempting to gain an adjustment of said cause of dissatisfaction.

KMC 23.05.070

EMPLOYMENT POLICIES

Equal Opportunity

The City provides equal employment opportunities to all employees and applicants for employment. All terms and conditions of employment with the City are governed on the basis of merit, efficiency, and fitness free of personal and political considerations, with equal opportunity for all with no discrimination in employment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, political affiliation, genetic information or any other basis prohibited by law.

This policy applies to all terms and conditions of employment, including recruitment, hiring, promotion termination, compensation, benefits, transfer, reduction-in-force, layoff, recall, training, education, and leaves of absence.

KMC 23.05.010, KMC 23.30.020 (a)

Background and Pre-Employment Checks

Employees engaged in positions required by state, federal or City law or regulation (e.g. Public Safety, Airport, and applicable Senior Center positions) may be required to undergo a criminal background check. Such background checks are a condition of employment and may be required at any point during an employee's term of employment. Failure to cooperate with or pass such a background check is grounds for termination of employment. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports obtained as a result of a background check are kept confidential.

Pre-employment checks, such as obtaining a five (5)-year driving record, may be performed on applicants for particular positions if appropriate and job-related. Commercial driver applicants subject to Department of Transportation (DOT) regulations are subject to pre-employment drug testing and must provide a release of information from previous employers over the preceding two years regarding the driver's alcohol tests with a concentration result of .04 or greater, positive controlled substances test results, and refusals to be tested accordance with the City's Drug and Alcohol policy.

The City reserves the right to conduct a background check for current employees to determine eligibility for promotion or transfer in the same manner as described above.

KMC 23.30.010 (g)

Probationary Period – New Employee

During the probationary period, a new employee has the first opportunity to evaluate the City as a place to work, and management has the first opportunity to evaluate a new employee. A new employee and the City each have the right to terminate employment during the probationary period without advance notice, without cause, and without appeal.

New employees in the Classified Service are subject to a probationary period of not less than six (6) months consecutive service, except for Police, Fire, and Communications, which are twelve (12) months, subject to meeting criteria for certification which may be accomplished following six (6) months of service and except for seasonal employees whose probationary period is established by the term of the first season of employment.

Probationary periods may be extended up to twelve (12) months for general government employees and eighteen (18) months for public safety employees in order to further evaluate employee performance.

During the first six (6) months of the original probationary period, a new employee in the Classified Service (including public safety employees) is not eligible for annual leave benefits, but will earn annual leave credit from the first day of employment and may take leave for sickness during that period to the maximum of the amount of leave accrued. Upon separation during initial probation (first six (6) months for Police, Fire, and Communications), accrued annual leave will not be granted nor paid to the employee.

Upon satisfactory completion of the probationary period, a new employee in the Classified Service will become a regular employee and receive a one (1)step pay increase. The employee's anniversary date will be the first of the month in which the employee's original probation ends.

Employees in the Department Head Service serve at will and are not subject to a probationary period. The City Manager may suspend or dismiss employees in the Department Head Service without cause subject to review by the City Attorney.

All employees, regardless of classification, status or length of service, are expected to meet and maintain City standards for job performance and behavior.

KMC 23.10.035, 23.30.030, 23.40.040

Probationary Period – Promotions and Transfers

Transfers to other departments to positions in the classified service are tentative and subject to a probationary period of not less than six (6) months consecutive service for all departments, except for Police, Fire and Communications, which are normally twelve (12) months, subject to meeting criteria for certification which may be accomplished following six (6) months of service.

Promotional appointments to positions in the classified service are subject to not less than a six (6) month probationary period for all personnel, and the employee may be demoted at any time during the probationary period without appeal provided that the probationary employee be reinstated in the class designation from which he or she was promoted, even if this necessitates the layoff of the employee occupying the position.

In cases where the responsibilities of a position are such that a longer period is necessary to demonstrate an employee's qualifications, the probationary period may be extended; however, no probationary period may be extended beyond twelve (12) months, or eighteen (18) months for Police, Fire, and Communications. The employee will be notified in writing of any extension and the reasons.

Upon successful completion of the probationary period, the employee will be considered as having satisfactorily demonstrated qualifications for the position, will gain regular status, a one step in pay raise, and will be informed through his or her supervisor. The employee's anniversary date will be the first of the month in which the employee's original probation ends.

KMC 23.30.030, KMC 23.40.040

Employment of Relatives

While the City will accept and consider applications for employment from relatives, two (2) members of an immediate family (spouse, children, brother, sister, in-laws or parents) may not be employed under the same immediate supervisor. Neither may two (2) members of an immediate family be employed at the same time regardless of the administrative department, if such employment will result in an employee supervising a member of his or her immediate family.

The above provisions apply to promotions, demotions, transfers, reinstatements, and new appointments.

KMC 23.30.140

Personnel Records

Important events in each employee's history with the City will be recorded and kept in the employee's personnel file. Performance evaluations, change of status records, commendations, disciplinary warnings or actions, and training records are examples of records maintained in the employee personnel file.

Employee personnel records are confidential and are accessible only to the employee concerned or selected supervisors or officials authorized by the City Manager. The employee personnel file is available for inspection in the Human Resource Office and must not be removed from City Hall. Only the City Manager or designee is authorized to add or remove any material from any personnel file.

Employee payroll and benefit records contain confidential information and are maintained and available for inspection by employees in the Finance Department. Each employee is required to notify the Finance Department of changes in address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, etc.). This responsibility includes employees on layoff status and leave of absence.

KMC 23.30.070

Confidential Employee Medical File

Where mandated by occupational safety requirements, and as stated in the City of Kenai General Health and Safety Plan, a Confidential Employee Medical File is maintained in the Human Resource office for all affected employees. Accident Investigation Reports, medical examinations for initial hire, hepatitis vaccination records, drug and alcohol test results, biological agent exposure reports, and any records deemed by the Safety Coordinator to necessitate confidentiality are examples of records maintained. Upon written notice to the Human Resource office, employees may view or copy any items contained in their Confidential Employee Medical File. Records in the Confidential Employee Medical File will be maintained by the City for thirty (30) years after an employee leaves City employment.

Performance Evaluation

The performance evaluation is a method for the supervisor to discuss an employee's general performance. The primary purpose of the performance evaluation is to inform employees how well they are performing and to offer constructive criticism on how an employee may be able to improve his or her performance. A Classified Service employee will receive a performance evaluation from his or her supervisor on or near the end of his or her probationary period. All employees will receive a performance evaluation at least once each year and at the time of separation. A Seasonal Employee will receive an annual performance evaluation prior to the end of each season.

A Classified Service employee who receives an evaluation rating of "Meets Expectations" or better is eligible for a step increase according to the Wage and Salary policy. An employee who receives an overall rating of "unsatisfactory" or "Needs Improvement" on his or her annual evaluation is not eligible to receive an in-grade pay increment. An employee who receives two (2) consecutive overall ratings of "unsatisfactory" is subject to dismissal. Performance evaluations are also considered in decisions affecting pay advancement, promotions, dismissals, transfers, order of layoff, order of re-employment, and training needs.

Performance evaluations are not subject to the standard grievance procedure. Employees in the Classified Service have the right to appeal an evaluation by checking the appropriate box on the Employee Performance Evaluation form.

KMC 23.45.010, 020, 030, 040, 050, and 060

Resignation

If an employee decides to leave employment with the City, in order to resign in good standing, the employee must give not less than ten (10) working days prior notice in writing (unless a shorter period of notice has been agreed to due to extenuating

circumstances) so that an orderly transition can be made. Department heads are requested to give notice one (1) month prior to their departure date. This process includes turning in City property and obtaining appropriate clearances. An employee may be requested to participate in an exit interview at the time of his or her departure.

KMC 23.35.050

Terminal leave

Terminal leave is leave taken at the end of employment. Terminal leave may be granted for a period of less than one (1) month such that employment will end no later than the last day of the month in which the leave begins. Terminal leave pay may be excluded from an employee's reportable PERS wages and may not count toward PERS credit for service. Upon separation during initial probation (first six (6) months for Police, Fire and Communication employees), accrued annual leave will not be granted nor paid to employees in the Classified Service. In other separations, accrued leave will be paid in a lump sum. The salary or hourly rate to be used in computing the cash payment will be the rate which it is being received by the employee on the date the resignation/separation is effective. Employees may contact the Finance Department for more information.

KMC 23.40.040

Transfer

Requests from employees for transfers from one department to another must be made in writing, directed to the employee's present department head, and referred by the department head to the City Manager. Such requests will be given consideration when a suitable vacancy occurs; however, no employee may be transferred to a position for which he or she does not possess the appropriate qualifications. The City may temporarily transfer an employee returning from qualifying family and medical leave under the City's Family and Medical Leave Policy.

KMC 23.05.070 (k), 23.40.140

Layoff

If there are changes of duties in the organization, lack of work, or lack of funds, the City Manager may lay off employees; however, the City Manager will first make every reasonable effort to integrate those employees into another department by transfer. When layoffs are required, the City Manager will base the decision on relative merit and consider seniority in City service only where the employees' qualifications and ability are relatively equal. In the event of a layoff, all employer paid benefits, with the exception of health insurance, will terminate immediately. Federal law provides that employees may

continue at their own expense participation in the City's group health insurance plan for a period of time specified in the law.

KMC 23.30.090

Outside Employment

No employee may accept outside employment of any kind that could reasonably interfere, conflict, or negatively reflect on the City. It is the individual employee's responsibility to ensure compliance. Approval of the employee's department head is required before acceptance of outside employment. Full-time employees requesting approval for off-duty employment are required to complete a Request for Outside Employment form.

KMC 23.30. 100

Business Hours and Hours of Work

The hours during which most City offices and departments are normally open for business is 8:00 a.m. to 5:00 p.m., except Saturdays, Sundays and City holidays.

Police and Fire are open for business twenty-four (24) hours a day. The Library, Senior Center, Public Works, and Animal Control operations will be open for business as authorized by the City Manager.

Public Safety employees', not including administrators, normal workweek is as follows:

Police, Communications, and Animal Control Employees work four (4) shifts of ten (10) hours per day, 2080 hours annually. When working this shift, first and third days off are treated as Saturdays and the middle day off (the second day) is treated as a Sunday for purposes of paying overtime;

Fire Department Employees performing fire protection activities as defined by the Fair Labor Standards Act (FLSA) may work any FLSA approved "7(k) Work Period" approved by the City Manager.

Most other employees' normal workweek is forty (40) hours, 2080 hours annually. Standard workday is midnight to midnight succeeding. Standard workweek is midnight Sunday to midnight Sunday succeeding. Operating hours may be adjusted to meet special situations on a timely notice.

KMC 23.30.050

Travel

When travel is required for City business, the following must be completed:

1. Pre-Travel Authorization

- a. Travel Authorization Form. Employees must obtain permission for the trip and mode of travel from the Department Head subject to final approval by the City Manager by completing a Travel Authorization Form. If circumstances are out of the ordinary, it must be noted on the form.

2. Purchase Order(s)

- a. Employees must obtain Purchase Orders in advance of travel to ensure that funds are available.
- b. Purchase Orders should be issued to vendors for lodging, airfare, and conferences/registrations. If a Purchase Order is issued to the employee rather than the vendor, it must be pre-approved by the City Manager. All lodging within the State of Alaska is to be reserved with a Purchase Order noting that the City is “government – tax exempt.”
- c. Purchase Orders must be issued to the employee for per diem. Per diem rates are \$50 per twenty-four (24) hour period. Partial days will be reimbursed for actual costs supported by receipts for up to \$50 per day.
- d. The City’s policy is to mail checks to vendors. If, for extenuating circumstances, a check needs to be hand-carried, this must be noted on the Purchase Order.
- e. As in other situations, the City’s policy is to conduct business with Purchase Orders when possible.

3. Travel Advances

After a Purchase Order has been approved, employees are encouraged to seek reimbursement for per diem and transportation after purchases are made and actual amounts are known. Employees may request a travel advance on the Travel Authorization form to facilitate the travel when needed.

4. Post-Travel Report

- a. Travel Voucher/Trip Report Form. Employees must submit a completed Travel Voucher/ Trip Report form to the Finance Department within seven (7) days after completion of travel. It is mandatory to fill in the person traveling, dates, departure and arrival information for all travel.

- b. The travel voucher section is for reimbursable expenses only.
- c. The Trip Report section is to summarize all the expenses accumulated by the City for a specific trip and to provide explanation for how a trip benefited the City.

5. Method of Travel

- a. Travel on official business outside the City by an employee must be via public carrier or City-owned vehicle and by the most economical and/or expeditious method available. A private vehicle may be used if authorized by the City Manager in advance of travel for extenuating circumstances. Reimbursement for use of a private vehicle shall be at the standard IRS mileage rate. This rate includes all travel, insurance, and fuel. Reimbursement for parking of a personal vehicle requires prior approval of the City Manager.
- b. If a rental vehicle is used in-state, the State of Alaska Division of General Services Contract For Statewide Vehicle Rentals or less expensive alternative must be used. The contract with available locations, rates, and contact information is available on the City's website.
- c. Rental vehicles used outside of Alaska or in areas that the State of Alaska Division of General Services Contract for Statewide Vehicle Rentals does not cover should be at the lowest comparable price.
- d. Employees are encouraged to utilize a ridesharing company such as Lyft or Uber where available for transportation when traveling on City business as opposed to using taxi cabs to obtain the lowest comparable price.
- e. Employees who often use their privately owned vehicle for official City business inside the City may be reimbursed \$30.00 per month, subject to authorization by the City Manager. Travel on official business outside the City (in excess of 30 miles) must be authorized as stated above.

KMC 23.30.110

Information Technology Usage

The City provides a variety of technology resources to its employees to assist them in performing their job duties. These resources include but are not limited to: local and wide area networks, the City-wide area network; the Internet, computers, workstations, and laptops; printers, fax machines, servers; access to research databases and services; telephones, City-owned cellular phones; software programs; e-mail; data; and any other communications equipment or support systems.

All network communications, including Internet communications, identify the user to all sites accessed. City email addresses assigned to employees, like all other forms of communication, reflect upon the City and employees should be courteous, efficient and helpful in their online communications.

Some personal use of these resources is acceptable within the guidelines established in this handbook and individual department policies. However, if any use of computer resources becomes excessive, violates City policies or regulations, interferes with or is disruptive to City business or productivity, or negatively affects the employee's job duties the employee may be subject to discipline.

1. Password Policy

The use of passwords is required to maintain the security of each employee's work environment. There are two types of passwords that are addressed in this policy:

- a. **Personal Passwords** are passwords assigned to a specific user, and are used whenever possible. Personal passwords must follow all of the password guidelines and protection standards discussed below.
- b. **Shared Passwords** are passwords assigned for group-use and are limited to systems that require no personal accountability, such as vendor sites. Shared passwords are to be used only as a last resort if no other method is available. Employees using shared passwords should follow password guidelines when possible. Examples of share passwords include copy machine administration, Network devices, security systems and alarm panels and external websites.

2. Password Guidelines

- a. Contain at least three (3) of the four (4) following character classes:
 - i. English uppercase alphabet characters (A–Z)
 - ii. English lowercase alphabet characters (a–z)
 - iii. Base ten (10) digits (0–9)
 - iv. Non-alphanumeric characters (e.g. !\$,%)
- b. Contain at least eight (8) alphanumeric characters.
- c. Must be changed at least every six (6) months.
- d. Must not be the same as any of the last 24 passwords.
- e. Must not contain the user's account name or parts of the user's full name that exceed two (2) consecutive characters.

2. Password Protection Standards

- a. Always use different passwords for City accounts than those used for non-City accounts (e.g. personal email account).

- b. Do not share City passwords with anyone, including Administrative Assistant or Department Aides. All passwords are to be treated as sensitive, confidential City information.
- c. Passwords should not be written down or stored online without encryption.
- d. Do not reveal a password in an email, chat, or other electronic communication.
- e. Do not discuss a password with others.
- f. Do not hint at the format of a password (e.g. "my family name").
- g. Do not reveal a password on questionnaires or security forms.
- h. If someone demands a password, refer the individual to this policy or direct them to the IT Manager.
- i. Always decline the use of the "Remember Password" feature on applications (e.g. Internet Explorer, Firefox, or Chrome).
- j. If an account or password compromise is suspected, report the incident to the IT Manager.

3. Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Password cracking or guessing may be performed on a periodic or random basis by the IT Manager or designee. If a password is guessed or cracked during these exercises, the user/owner will be required to change it.

4. No Expectation of Privacy

State laws regarding public access to computer information and addressing confidentiality apply to computer data files just as they would to any other media. Employees should have no expectation of privacy while using City digital equipment or facilities for any purpose including the use of electronic communications and social media. Regardless of password use and privacy settings, the City may retrieve, review and/or monitor or log internet usage and content found on City systems and digital equipment, including deleted messages, posts, or comments without notice to the employee. Therefore, users have no expectation of privacy in the use of the City's systems or equipment to download, transmit, post, comment, or store information.

5. Personal Software

Employees may not install personal software on City-owned computers. Personal software may be removed without warning at any time.

6. Email

City employees may access their personal email while at work within the parameters of the City's policies and regulations. If an employee's use of email becomes

excessive, interferes with or is disruptive to City business or productivity or negatively affects the employee's job duties, the employee may be subject to discipline.

7. Record Retention

City email is subject to the Alaska Public Records Act and City of Kenai Records Retention Policy. Departments are responsible for making and retaining records as required by the departments' Records Retention Schedule.

8. Prohibited Uses

Use of the City's information technology resources for any purpose that violates Federal or State law or City policy or regulations is specifically prohibited, including the following:

- a. Access, display, or share sexually explicit, obscene or pornographic content. Access to obscene material for criminal investigation purposes may be authorized by the Police Chief or designee;
- b. To use Internet services that interfere or disrupt network users, services or equipment;
- c. To gain, or attempt to gain, unauthorized access to any computer or network;
- d. To violate any copyright laws or to infringe upon any intellectual property rights;
- e. To send or display threatening or harassing images, emails, messages, or materials, including, but not limited to: messages, materials, or images that are harassing, defamatory, fraudulent, discriminatory, or sexually explicit; and
- f. To advertise or distribute non-work-related communications on charitable events or non-profit items to individuals or mailing lists. Partisan political messages of any sort are strictly forbidden.

This list is not exhaustive. Questions about particular uses of the City's technological resources should be directed to the IT Manager. Any unlawful use of City computer resources or use in violation of this policy may result in discipline up to and including dismissal. Unlawful use may result in referral for criminal prosecution.

City Social Media Administration

The City of Kenai recognizes that social media can be a highly effective tool for sharing ideas and exchanging information. The City is committed to using social media to promote the City's mission as well as the mission of its departments to maintain effective communications with residents, businesses, visitors, and employees.

The City has an interest and responsibility in determining what is published on behalf of the City via social media. Examples of social media include, but are not limited to Facebook, Twitter, Google+, LinkedIn, YouTube, Flickr, blogs, internet message boards and forums. This policy establishes rules for the creation and use of social media by City employees as a means to disseminate City-related information.

1. Account Access and Use

Access to City social media accounts is limited to those employees with a clear business purpose for utilizing social media on behalf of the City. No employee may establish any social media account in the name of or on behalf of the City or any department of the City without prior written authorization of the City Manager. All users must obtain authorization prior to creating or maintaining a page or site associated with the City on a social media network. All content created, received, transmitted, stored on, or deleted from social media pages or sites associated with the City belong to and are to be managed by the City.

All uses of social media on behalf of the City or its departments, must comply with the following standards:

- a. Departments must evaluate the request to establish a social media identity, account, profile, page, or site, determine the appropriateness, and designate an employee(s) authorized to use the account on behalf of the City prior to submitting the request to the City Manager for approval.
- b. Only employees authorized by the City Manager or designee are permitted to access, manage, and/or post to authorized social media accounts for the purpose of conducting City business on behalf of the City.
- c. Departments will be responsible for maintaining an up to date list of all social media accounts including domain names in use, the names of all authorized employee administrators, as well as the associated user identifications and passwords currently active within their respective departments.
- d. Oversight of City sponsored social media must be performed by the Department Head or designee of those employees authorized to manage the department's social media activity. All posts on City social media must be in accordance with this policy. Departments must monitor their respective social media accounts for comments requesting responses from the City and for comments in violation of this policy. Departments must also monitor content on City social media to ensure adherence to this policy and the interests of the City. The department responsible for the creation and/or maintenance of social media content is responsible for ensuring that it is able to edit or remove this content.

- e. Authorized employees representing the City via social media must conduct themselves at all times as a representative of the City in accordance with all City policies and regulations.
- f. When an employee responds to a comment in his or her official capacity as a City employee, the individual must not share personal information about himself or herself, or other City employees. If a department has multiple employees authorized to post or comment on behalf of the City, those employees must coordinate their responses to ensure that conflicting views and/or information are not being disseminated.
- g. Whenever possible, City social media should link back to the official City website for forms, documents, online services, and other information necessary to conduct business with the City.
- h. City social media sites or pages must clearly identify that the page/site is created and managed by the City and identify the department or division of the City.
- i. Use of posted photographs on City social media must abide by all copyright and printed material laws.
- j. All content posted on City social media must adhere to applicable federal, state, and City laws and this policy.
- k. All content or comments posted on City social media must conform to that site or page's terms and conditions of use.

2. Prohibited Content on City Social Media

As a public entity, the City must serve all of its constituents in a civil and unbiased manner. A social media site or page may be a "limited public forum" under the First Amendment if visitors to the site or page are able to post comments or other communications. If interactive communications (e.g. comments) are permitted, terms of use for visitors to the site or page must be posted prominently, unless prohibited by the terms of use governing the social media account. The terms must include a clear description of topics that the site or page is intended to address and that may be addressed in comments, with a statement that user postings will be removed if they are not directly related to those topics.

Social media posts and comments containing any of the following inappropriate forms of content are not allowed and are subject to removal and/or restriction by the City without notice:

- a. Communications (e.g. comments or posts) not topically related to the City or City business.

- b. Communications containing ethnic slurs or profanity; material that is harassing, defamatory, fraudulent, discriminatory or sexually explicit; or any material that infringes copyright, trademark or other intellectual property rights.
- c. Comments for the solicitation of commerce not related to the City of Kenai.
- d. Comments in support of or opposition to political activities.
- e. Conduct in violation of any federal, state, or local law.
- f. Information that may tend to compromise the safety or security of the public or public systems.

The content of communications posted by site users may not be edited or otherwise modified by employees; removal is the only action that may be taken, and then only for communications listed above.

3. Record Retention

Social media content is subject to the Alaska Public Records Act and City of Kenai Records Retention Schedule. Departments are responsible for making and retaining records as required by the department's Records Retention Schedule.

4. Personal Social Media Accounts and Usage

The Social Media Administration Policy is not intended to govern employees' establishment or use of personal social media accounts for personal purposes, outside the workplace and using non-City systems. However, employees should consider the risks and rewards involved in creating online content that may reflect on the City or appear to represent the City. Any conduct that adversely affects job performance, the performance of other employees, or adversely affects City business may result in disciplinary action. Employees are personally responsible for content they post on social media whether at work or off duty.

City employees may access social media while at work within the parameters of the City's policies and regulations. If an employee's use of social media becomes excessive, interferes with or is disruptive to City business or productivity or negatively affects the employee's job duties, the employee may be subject to discipline.

Cell Phone Policy

Cell/smart phones have been determined to be a tool to meet the City's communication needs. The City requires that a cell/smart phone be obtained and maintained by certain City employees for business purposes associated with the positions identified on a list maintained by the Finance Department. Employees required to obtain and maintain a cell/smart phone will receive a stipend as set out below.

1. Cell Phones

The City has identified positions which require the employee to use a cell phone to perform essential job duties. Employees in these positions will be required to obtain and maintain a cell phone. The employee will be responsible for all equipment and service costs of the phone.

2. Smart Phones

The City has identified positions which require regular access to the internet or City e-mail to perform essential job duties. Employees in these positions will be required to obtain and maintain a cell phone with internet or e-mail access (i.e. a smart phone). The employee will be responsible for all equipment and service costs of the phone.

3. Pre-Paid Phones

a. Temporary Positions

The City has identified positions that require the employee to use a cell phone to perform essential job duties. Employees in these positions will not be required to obtain and maintain a cell phone, however, the City will provide a pre-paid cell phone for employee-use in the performance of essential job duties. These phones will not be assigned to an individual, but rather the department. Pre-paid cell phones are for business purposes only.

b. Departments/Positions

The City has identified certain departments/positions that require the employee to use a cell phone to perform essential job duties. Employees in these departments/positions will not be required to obtain and maintain a cell phone, however, the City will provide a pre-paid cell phone for employee-use in the performance of essential job duties. Pre-paid cell phones are for business purposes only.

c. City-Owned Vehicles

The City has identified certain vehicles which necessitate access to a cell phone. Cell phones permanently installed or placed in City-owned vehicles, such as ambulances, are for business purposes only.

4. Cell Phone Usage

The City of Kenai has a zero-tolerance policy regarding use of a cell phone while driving. For the safety of employees and others it is imperative that employees pull over and stop at a safe location to dial, receive calls, or communicate on a cell phone in any way. If an employee is operating a City-owned vehicle, City-owned piece of equipment, or operating a vehicle/piece of equipment for City business and receives

a call on a cell phone, the employee may answer, but must ask the caller to hold, put the phone down, and pull to the side of the roadway, into a parking lot, or other safe location to respond to the call.

Any use of a cell phone, including use of hands-free and speaker functions, while driving is prohibited except as expressly noted in this policy. Sending or receiving text messages or email is also prohibited. An exception may be made for police/fire employees on an exigency basis. Failure to follow this policy may result in disciplinary action up to and including termination.

5. Reimbursement

a. The City will:

- i. Reimburse employees whose positions require a cell phone for business purposes, \$35.00 per month. Employees required to provide a smart phone, for business purposes, will be reimbursed an additional \$25.00 per month for a total of \$60.00 per month; and,
- ii. Monitor the cost for employees to obtain a cell/smart phone with local providers to assure reimbursement rates are sufficient to compensate employees for the use of a cell/smart phone for all non-compensatory business purposes.

b. The employee must:

- i. Obtain and maintain a cell/smart phone for use during working hours and pay all expenses associated with obtaining a cell/smart phone, including all equipment costs.
- ii. Provide the City with the phone's contact number (the employee's cell/smart phone number may be distributed to other City employees at the City's discretion);
- iii. Make written requests to the City Manager, through his or her supervisor if the City reimbursement is insufficient to cover the cost of the employee obtained and maintained cell/smart phone for business purposes;
- iv. Refrain from personal use of City-provided, pre-paid cellular phones; and,
- v. Maintain strict compliance with the City's cell/smart phone usage policy.

Personal Appearance and Conduct

Public relations are an integral part of each employee's job.

All employees must be neat and clean in appearance and conduct themselves in a manner appropriate for an employee in public service. Departmental regulations may impose reasonable specific standards of dress and appearance.

Employees must be courteous, efficient, and helpful to everyone in their work and do the best job possible on every assignment.

KMC 23.35.010

Uniform Allowance

An annual uniform allowance is established to defer the cost of uniform cleaning maintenance and replacement for second and succeeding years of service for the Police, Fire, Animal Control and Communications departments as follows:

Police	\$800
Fire	\$500
Animal Control	\$500
Communications	\$300

Employees who receive a uniform allowance will be paid one half of the uniform allowance in January and one half in July of each year. Employees are not required to submit receipts showing actual expenses and as such, the allowance is included in the employee's taxable income.

The City provides personal protective equipment for employees whose positions require it.

KMC 23.55.040

Causes for Warning, Suspension, or Dismissal

When an employee in the Classified Service demonstrates conduct that falls below desirable standards, he or she may be subject to disciplinary action.

General reasons for which an employee may be disciplined include:

1. Drinking intoxicating beverages on the job or arriving on the job under the influence of intoxicating beverages.
2. Use, consumption, or possession of marijuana (including every compound, manufacture, derivative, mixture, or preparation of the plant, its seeds or its resin, including marijuana concentrate), on the job or arriving on the job impaired by the same, unless the employee has a medical prescription for marijuana from a

licensed medical practitioner as a part of a medical treatment and can perform work unimpaired.

3. Illegal use, consumption or possession of any controlled substance on the job or arriving on the job impaired by the same.
4. Ingestion of any prescription or over the counter medication in amounts beyond the prescribed or recommended dosage on the job, or arriving on the job impaired by the same. Employees must notify their immediate supervisor when required to use prescription medicine that they have been informed has the potential to impair job performance.
5. Violation of a lawful duty.
6. Insubordination.
7. Breach of discipline.
8. Being absent from work without first notifying and securing permission from the employee's supervisors.
9. Being habitually absent or tardy for any reason.
10. Misconduct.
11. Conviction of a felony or a misdemeanor involving moral turpitude.
12. Using religious, political, or fraternal influence.
13. Accepting fees, gifts, or other valuable things in return for the performance of the employee's official duties for the City.
14. Inability to perform the assigned job.
15. Political activity as restricted by the Charter.
16. Failure to follow the City's Drug, Alcohol, and Marijuana policy as set forth in this Handbook.
17. Knowingly or negligently failing to follow federal and state occupational safety and health regulations and City law and policy regarding the same.

The above list is not all-inclusive; other types of misconduct or acts or omissions may also result in disciplinary action.

KMC 23.35.020

Forms of Disciplinary Action

Disciplinary action for employees in the Classified Service ranges from oral or written reprimands to suspension, demotion, and dismissal from City service and depends on the severity of the offense as well as the number and the frequency of previous acts of misconduct.

If appropriate, the Department Head or supervisor will discuss improper or inadequate performance with the employee in order to correct the deficiencies if possible and to avoid the need to exercise disciplinary action. Where appropriate, disciplinary action will be of increasing severity, however severe or egregious behavior, acts or omissions, may warrant immediate termination.

A written notice will be given to the employee in the Classified Service for each written disciplinary action, stating the reasons for the disciplinary action and the date it will take effect. The notice will be given to the employee at the time such action is taken. A copy of the notice signed by the employee will be placed in the employee's personnel file and serve as prima facie evidence of delivery.

All regular employees in the Classified Service have the right to appeal disciplinary action taken against them within five (5) working days after receipt of notice by employee of the disciplinary action.

For employees in the Classified Service, appeals are made as grievances according to the following steps:

1. The aggrieved employee in the Classified Service or group of employees in the classified service must orally present the grievance to the immediate supervisor within five (5) working days of the occurrence, not including the date of presentation.
2. If the grievance is not settled in Step 1, it should be prepared in detail, reduced to writing, dated, signed by the aggrieved employee in the Classified Service or group of employees in the Classified Service, and presented to the Department Head within five (5) working days after the supervisor's oral reply is given, not including the day that the answer is given.
3. If the grievance is not settled in Step 2, the written grievance may be presented along with all pertinent correspondence, records, and information accumulated to date to the City Manager within seven (7) working days after the department head's response is given, not including the day that the response is given. The City Manager will meet with the aggrieved employee or group of employees, the immediate supervisor and the department head. The City Manager will reply to the grievance in writing within seven (7) working days of the date of presentation of the written grievance. The decision of the City Manager is final and binding on the employee or group of employees.

If the grievance procedures are not initiated within the time limits established by this section, the grievance will not be considered.

Any grievance not taken to the next step of the grievance procedure will be considered settled on the basis of the last reply made and received in accordance with the provisions of this section.

If the City fails to meet or answer any grievance within the time limits prescribed for such action by this section, such grievance will automatically advance to the next step. If the City fails to meet or answer any grievance on the last step of the grievance procedure within the time limits prescribed for such action by this section, it will be deemed that the

City has considered the grievance to be in favor of the grievant and resolve the matter accordingly.

The time limits prescribed in this section for the initiation and completion of the steps of the grievance procedure may be extended by mutual consent of the parties so involved. Likewise, any step in the grievance procedure may be eliminated by mutual consent. Mutual consent must be indicated in writing and signed by all parties involved. No employee may be disciplined or discriminated against in any way because of the employee's proper use of the grievance procedure.

Appeals from suspension, demotion, or dismissal must be made directly to the Personnel Board within five (5) working days after receipt of notice by employee of the disciplinary action by filing such appeal in writing with the City Clerk, setting forth the background, the disciplinary action, and the reasons why the disciplinary action is felt to be unjust.

KMC 23.35.030, 23.35.040

HARASSMENT

The City of Kenai, as an employer, will not tolerate, condone or permit any kind of harassment of employees, or applicants for employment on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, genetic information, or any other basis prohibited by law. Such harassment is in direct violation of Federal and State law and is inconsistent with the City's policy on equal employment opportunity.

Harassment is defined as unwanted communication and/or conduct by a supervisor, co-worker or non-employee in the workplace which threatens, intimidates, offends, creates a hostile working environment or adversely affects the employment relationship or working environment for an employee or applicant for employment and is based on the race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, or genetic information. Harassment may include slurs, abusive language, threats, derogatory comments, unwelcome jokes, teasing and other such verbal or physical conduct.

Persons who engage in or instigate such harassment will be subject to disciplinary actions up to and including termination. Additionally, managers and supervisors who knowingly permit harassments activity to occur without further action will be subject to disciplinary action up to and including termination.

Frivolous or Malicious Accusations: Persons making frivolous or malicious accusations of harassment may be subjected to disciplinary actions up to and including termination.

Sexual Harassment

One form of harassment is sexual harassment. It is the policy of the City of Kenai to provide an environment free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. The purpose of this policy statement is to establish clearly and unequivocally that the City prohibits sexual harassment by and of its employees and to set forth procedures by which allegations of sexual harassment may be filed, investigated and adjudicated.

Sexual harassment is misconduct that is offensive, interferes with work productivity or deprives employees of the opportunity to work in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances and sexually oriented communication, requests for sexual favors and other such verbal or physical misconduct. Sexual Harassment does not refer to casual conversation or compliments of a socially acceptable nature. Sexual harassment is a violation of the law.

Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

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

It is a violation of City policy to harass another employee or non-employee sexually or to permit the sexual harassment of an employee or non-employee. Sexual harassment may take many forms including, but not limited to:

1. Verbal harassment to abuse, including unwelcome sexually-oriented communications;
2. Pressure or requests for sexual activity;
3. Unwelcome touching of an individual, e.g., patting, pinching, hugging, brushing against another person's body;

4. Requesting or demanding sexual favors accompanied by implied or overt promise of preferential treatment with regard to an individual's employment;
5. Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment;
6. Displaying of calendars, pictures, photographs, or posters containing nude or partially nude person(s), or sexually explicit or suggestive material.

The City of Kenai can only act if it is aware of the inappropriate conduct. Therefore, employees are required to follow this complaint procedure in a timely manner if they feel they have been harassed, discriminated, or subjected to retaliation. Failure to comply with the complaint procedure below may be used against an employee at any subsequent proceeding or litigation against the City of Kenai.

Complaint Procedure

Employees should follow this complaint procedure to address a complaint regarding harassment, discrimination, or retaliation under this policy.

A person who feels harassed, discriminated or retaliated against should immediately report the complaint to any supervisor within the City. Employees should report harassment before it becomes severe or pervasive.

If a supervisor or Department Head becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an employee coming forward, the supervisor or Department Head must immediately report in writing to the City Manager and City Attorney.

Any person electing to use this complaint resolution procedure will be treated courteously, the problem will be handled swiftly and as confidentially as feasible in light of the need to take appropriate corrective action, and the registering of a complaint will in no way be used against the employee, nor will it have an adverse impact on the individual's employment status. While reporting such incidents might be a difficult personal experience, allowing harassment activities to continue will most certainly lead to less desirable outcomes. For that reason, employees are strongly urged to utilize this procedure.

When an employee complains about, or a supervisor reports alleged harassment, discrimination or retaliation, the City Manager and City Attorney are responsible to ensure the complaint is properly and promptly investigated and appropriate action is taken.

Upon completion of the investigation, the City Manager will undertake immediate and appropriate corrective action, including discipline up to and including termination,

whenever it determines that harassment has occurred. The City Manager will inform both parties about the findings and/or any corrective measures.

The City will protect the confidentiality of harassment, discrimination or retaliation allegations to the extent possible. The City cannot guarantee complete confidentiality, since an effective investigation cannot be completed without revealing certain information to the alleged harasser and potential witnesses. However, information about the allegation of harassment will be shared only with those who need to know about it. Records relating to harassment complaints will be kept confidential on the same basis.

The City provides this complaint procedure in a good faith effort to eliminate harassment, discrimination, and retaliation and to respond quickly and appropriately should such behavior occur. However, the City can only act if it is aware of the inappropriate conduct. Therefore, employees are required to follow this complaint procedure in a timely manner if they feel they have been harassed, discriminated against, or subjected to retaliation. Failure to comply with this procedure may be used against an employee at any proceeding or litigation against the City of Kenai.

Prevention and respect is the best tool to eliminate harassment in the workplace. The City of Kenai takes the following steps to prevent harassment:

1. Clearly communicate to employees that harassment will not be tolerated.
2. Provide annual harassment prevention training to employees and supervisors.
3. Create a respectful working environment that is free from harassment.

Retaliation

The City of Kenai will not tolerate retaliation against an individual for filing a non-frivolous or malicious complaint of harassment, testifying, or participating in any way in an investigation, proceeding, or litigation. Any employee who feels they have been retaliated against should utilize the complaint procedure set forth above.

Violence in the Workplace

It is the policy of the City of Kenai to provide a safe, violence free workplace for its employees, free from aggressive, threatening, or violent acts. The purpose of this policy is to notify all employees that no act, threat, or willful attempt to inflict injury upon another person will be tolerated. Acts of violence will result in appropriate disciplinary action, up to and including dismissal.

For purposes of this policy, violence is defined as the deliberate and wrongful violation, damage, or abuse of other persons, self, or property and includes threats of violence. Acts of violence and threat include, but may not be limited to: verbal (such as threats, harassment, abuse, and intimidation), non-verbal (such as gestures and intimidation),

physical (such as hitting, pushing, shoving, kicking, touching, and assault), and other (such as arson, sabotage, vandalism, and stalking). Threats of suicide used as a form of coercion are considered acts of violence. It is recognized that any intentional words, acts, or actions meant to provoke another can escalate and result in injury if not immediately and appropriately addressed. Any complaint of violence or the threat of violence is taken seriously and will be investigated.

Any employee who has been subjected to a threat or assault is by this policy instructed to immediately report the incident to their supervisor or any other supervisor. The supervisor is to immediately inform the City Manager, who will elicit a prompt investigation and an appropriate response will be determined. Employees are also encouraged to report any unusual situation that has the potential to cause workplace violence.

WAGE AND SALARY POLICIES

Wage or Salary Increase

Upon initial appointment to a position, an employee in the Classified Service will receive the minimum compensation for the class to which the position is allocated unless the employee is exceptionally qualified. The City's wage and salary policy provides for step-by-step progression for each position in the Classified Service, consisting of nine (9) pay steps/grades. Salaries for employees in the Department Head Service are set by the City Manager. Hourly rates for employees are established in accordance with the Pay Schedule adopted with the Annual Budget.

Compensation structure by grade for employees in the Classified Service provides for step increases upon completion of the probationary period, and at succeeding anniversary dates, subject to an evaluation rating of "Meets Expectations" or better. For full-time employees in the Classified Service, the time period normally between steps B to C to D to E to F is one (1) year. The time normally between Steps F to AA to BB to CC is two (2) years. Current part-time employees who have completed probation are eligible for a step increase from A to B, subject to evaluation. For part-time employees, the time period normally between steps B to C to D to E to F is two (2) years. The time period normally between steps F to AA to BB to CC is four (4) years.

The current Pay Schedule can be found in the City's Annual Budget as well as under Title 23.55 of the Kenai Municipal Code, available on the City's Website.

KMC 23.25.040, 23.55.015, 020,.050

Longevity Pay

The City provides longevity pay to regular employees in the Classified Service who have received a rating of “Meets Expectations” or better in his or her last performance evaluation, who have been at Step CC for a period of at least two (2) years, and who have not received a range increase or a non-cost of living pay increase within their current pay range within the twelve (12) months prior to July 31 will be paid longevity pay of two percent (2%) of their annual pay rate (excluding overtime). Longevity pay is paid just once a year on the first payroll in August.

KMC 23.55.080

Pay Day

The pay period is bi-weekly. Employees are paid every other Friday (pay day). If the pay day falls on a holiday, employees will be paid on the last working day preceding the pay day. Employees may elect to receive pay in the form of a check but are encouraged to use direct deposit to the financial institution of their choice.

KMC 23.25.050

Overtime Pay

Overtime must be approved by the department head, City Manager, or acting department head prior to any overtime worked. Consideration to desires of the employee and budgetary controls must be considered. Compensatory time accumulation may not exceed the total number of hours equal to one (1) regular shift of the employee. Once this maximum accumulation has been reached, all overtime compensation earned by the employee is automatically paid. Compensatory time accrues at the same rate as overtime. Salaries of employees in the Department Head Service are set by the City Manager.

Rates for overtime are based upon the employee’s regular rate of pay as follows:

1. Employees in the Classified Service (excluding public safety employees, and temporary employees):

Regular Work	1 1/2
Saturday	1 1/2
Sunday	2
Holiday	2 1/2

2. Temporary employees:

Regular Work	1 1/2
Saturday	1 1/2
Sunday	1 1/2
Holiday	1 1/2

3. Employees in the Classified Service and temporary employees other than employees engaged in fire protection activities must be in a paid status for forty (40) hours in the workweek before overtime compensation will be paid.

4. Police and Communications employees:

Regular Work	1 1/2
Saturday	1 1/2
Sunday	2

5. Employees engaged in fire protection activities:

Regular Work	1 1/2
Saturday	1 1/2
Sunday	1 1/2

6. Police, communications, employees engaged in fire protection activities, and sewer treatment plant employees must be in a paid status for their normal work week, as follows, before overtime compensation will be paid:

Police	40 hours
Employees engaged in fire protection activities	As required by the Fair Labor Standards Act
Communications	40 hours

However, overtime may be paid as required by the Fair Labor Standards Act, recognizing that an employee's salary is compensation for the normal shifts specified in this Title.

Positions that are considered to be exempt from the provisions of the Fair Labor Standards Act are not bound to a work week of any set number of hours. The individuals in these positions are expected to work as many hours as the responsibilities of their positions require. As a result, individuals in these positions are not paid overtime or allowed to accrue compensatory time.

KMC 23.25.060

Shift Differential Pay

Eligible employees assigned to work a full-time schedule and who work certain shifts explained below are entitled to additional compensation. To be eligible, the scheduled shift must be for a period eight (8) hours or more and less than twenty-four (24) hours.

Eligible shifts and rates are:

Shift begins after 2:00 p.m. and before 6:00 p.m. – 2%.

Shift begins on or after 6:00 p.m. and before 3:00 a.m. – 4%.

The above rates will be computed against Step A of the pay range of the employee. Shift pay is not to be considered in computing annual leave or holiday pay.

Shift pay will be allowed only upon advance approval of the shift by the City Manager when such a work schedule is necessary for the benefit of the City. Shift differential pay is paid for actual hours worked.

KMC 23.25.065

Call-out Pay

When employees in the Classified Service are called out to work outside of normal working hours, they will be paid a minimum of two (2) hours pay at overtime rates. Overtime hours worked immediately prior to, or after, normal working hours will not be considered as a “call-out.”

KMC 23.55.070

Certification Pay

In recognition of professional development in the form of certification or education, the following annual recognition entitlements in the form of certification pay are authorized, payable on a pro rata basis per payroll for the following:

1. Police Department. Certification in accordance with the State of Alaska Certification Standards;
2. Fire Department. Recognition entitlements for an Associate Degree in Fire Science for eligible grades, EMT Certification for eligible grades, and Driver/Operator Qualification for eligible grades;
3. Water and Sewer Utility. Certification in accordance with the State of Alaska Certification Standards;

4. City Clerk's Office. Certification in accordance with International Institute of Municipal Clerks.

Certification pay is not considered when calculating hourly rates for annual leave or holiday pay.

KMC 23.55.030

Stand-by Pay

To be eligible for stand-by pay, an employee in the Classified Service must formally be placed on stand-by status with approval of the City Manager, and the proper documentation indicating such approval placed in the employee's personnel file. An employee in stand-by status must be available for call-outs, must be in a location whereby the responsible City personnel can communicate with him or her, and comply with any other requirements of the approved stand-by pay.

Employees in the Classified Service who are placed on a stand-by status are entitled to a 5% rate of pay computed against Step A of the pay range of the employee's position classification for each hour in stand-by status.

KMC 23.55.060

Acting Positions

Compensation During Temporary Assignment. An employee who is temporarily assigned to and performs duties of a position with a higher pay range for a period of forty (40) or more consecutive regular work hours (for employees not performing fire protection activities) and fifty-six (56) or more consecutive regular work hours for employees performing fire protection activities will be paid at the first step of the higher pay range, or the employee will be granted a one (1)-step pay increase, whichever is higher, for the period worked in the temporary assignment. An employee who is temporarily assigned to a position with a lower pay range for any period will not receive a reduction in pay. No such temporary assignment may exceed six (6) months. Such acting appointments must be in writing and the employee must perform the duties of the position. Non-exempt employees temporarily assigned to an exempt position are eligible for overtime compensation for overtime hours associated with the non-exempt duties.

KMC 23.25.070

Promotion

A promotion is an advancement of an employee from one job classification to a higher job classification within the same department. Appointments, including promotions, must be based on systematic evaluation, designed for the position to be filled. Performance evaluations are also considered in decisions affecting promotions. When an employee in the Classified Service is promoted from one class to another having a higher pay range, he or she will receive an increase of not less than one (1) pay step from his or her former position.

KMC 23.05.040, KMC 23.05.070, KMC 23.25.080, KMC 23.45.010

EMPLOYEE BENEFITS & SERVICES

The City offers a comprehensive package of employee benefit programs for its employees.

Health Insurance

The City provides health insurance for all employees with a percentage of plan costs paid by the City and a percentage paid by the employee unless the employee declines such coverage. Life, major medical, dental, and vision insurance are included as part of group insurance. The percentage of plan costs paid by the City and employees is approved by the City Council annually during the budget process.

The City reserves the right to change or discontinue these benefits at any time. All employees, except temporary employees, who normally work twenty-five (25) hours or more per week, are eligible. New employee coverage begins with the first full calendar month of employment. Employees who are eligible for group insurance are to notify the Finance Department immediately of any changes in marital status or dependents.

KMC 23.40.010, KMC 23.40.120

Health Reimbursement Arrangement

A plan has been established by the City to reimburse City employees who work more than thirty (30) hours or more per week and who have elected City coverage and their families for expenses that are subject to the employer sponsored group medical plan's deductible and prescription co-pay. Additional plan details and information are available from the Finance Department.

Social Security

Beginning July 1, 1991, any employee who is not eligible to participate in the Public Employees Retirement System (PERS) is mandated to participate in Social Security. Furthermore, any employee hired after April 1, 1986 is mandated to participate in Medicare coverage. A required percentage of an employee's salary is deducted to pay the employee portion, and the City matches the deduction. These plans are designed for the future security of employees and their dependents. The City of Kenai does not withhold Social Security taxes from wages earned by employees participating in the PERS retirement system. Therefore, a PERS pension may reduce or eliminate Social Security benefits for which an employee would be otherwise qualified.

KMC 23.40.100

Workers' Compensation

All employees are covered under the State of Alaska's workers compensation program for industrial accidents and diseases. Benefits include medical treatment and care as well as disability compensation during the periods of time lost from the job. If an employee is injured or becomes ill as a result of work performed for the City, the employee must immediately complete and sign an Employee Report of Occupational Injury or Illness to Employer (07-6100) (available in the Human Resource office or on the City's website) and provide the completed form to a supervisor. The supervisor must complete applicable portions of Employer Report of Occupational Injury or Illness to Alaska Division of Worker's Compensation (07-6101) and submit both forms to the Human Resource office immediately.

Annual Leave and/or leave without pay may be utilized for work time lost as a result of a job-related injury or illness. Additional information on how utilizing annual leave for time lost as a result of a job related injury or illness may affect the Worker's compensation rate and/or PERS service is available from the Finance Department.

If an employee is on a medical disability leave of absence, the employee must return to work when the employee's physician (or a City-appointed physician) determines that the employee is able to resume normal duties. The City requires a Fitness for Duty Certification before reinstatement.

KMC 23.40.110, KMC 23.40.050 (a), KMC 23.40.030

Holidays

All full-time and part-time employees (excluding all temporary and part-time employees working less than 15 hours per week) are eligible for paid holidays. Part-time employees

will be compensated in proportion to the number of hours they are normally scheduled to work.

The following eleven (11) holidays are paid holidays:

- New Year's Day
- Washington's Birthday (3rd Monday in February)
- Memorial Day (last Monday in May)
- Independence Day
- Labor Day
- Alaska Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day
- Floating Holiday

The Floating Holiday is subject to individual choice of each employee with five (5) working days notice to, and approval of, the employee's immediate supervisor. Annual leave in the amount of eight (8) hours (11.2 hours for employees engaged in fire protection activities) is added to each employee's annual leave in January of each year. For new employees, the leave adjustment will be made at employment; however, new employees are not eligible for a floating holiday in the first calendar year if their hire date is after November 30.

When a holiday falls on Sunday, the following Monday will be observed as the holiday. If a holiday falls on Saturday, the preceding Friday will be observed as the holiday.

Public Safety employees who normally work holidays will receive payment for authorized holidays at 1-1/2 times their normal hourly pay as follows:

Fire (7(k) Work Period) – 11.2 hours pay per holiday.

Police, Communications, and Fire (40-hour week) – eight (8) hours pay per holiday.

KMC 23.40.020

Annual Leave

Leave Accrual. Employees who are not temporary and who normally work fifteen (15) hours or more per week are entitled to annual leave. Annual leave is a combined vacation and sick leave, and accrues at the following rates:

Full-time employees, except Fire Department employees engaged in fire protection activities:

- 7.3846 hours bi-weekly—first two (2) years of service.
- 8.3077 hours bi-weekly—three (3) through five (5) years of service.
- 9.2308 hours bi-weekly—six (6) through ten (10) years of service.
- 10.1538 hours bi-weekly—more than ten (10) years of service.

Fire Department employees engaged in fire protection activities:

- 10.3385 hours bi-weekly—first two (2) years of service.
- 11.6308 hours bi-weekly—three (3) through five (5) years of service.
- 12.9231 hours bi-weekly—six (6) through ten (10) years of service.
- 14.2154 hours bi-weekly—more than ten (10) years of service

Annual leave is charged on an hour-for-hour basis (i.e., normal work day of eight (8) hours would be charged at eight (8) hours annual leave; twelve (12) hour work day, twelve (12) hours annual leave; ten (10) hour work day, ten (10) hours annual leave; twenty-four (24) hour work day, twenty-four (24) hours annual leave).

A new employee, including Police, Fire, and Communications, is not eligible for annual leave benefits during the first six (6) months of probation but will earn annual leave credit from the first day of employment and may take leave for sickness, including that of a family member, to the maximum amount of leave accrued. Employees returning from a medical leave of absence for a serious health condition must provide a Fitness for Duty Certification prior to returning to work.

Leave continues to accrue during the period of time an employee is on paid leave except during periods of terminal leave (leave time after which the employee does not intend to return to work). Leave does not accrue during periods of leave without pay.

Part-time employees working fifteen (15) hours a week or more accrue at the same rate as a full-time employee, except on a proportional basis as to hours.

Maximum Leave Accrual. Accrued and unused leave may be carried over from one (1) year to the next for the purpose of accumulating an annual leave account or reserve. The maximum leave hours that may be accrued is six hundred forty (640) hours for Classified, Unclassified, and Department Head Service employees, and eight hundred ninety-six (896) hours for Fire Department employees working the 7(k) Work Period. Accrued and unused leave that is carried over above the amount authorized for accrual existing on December 31 will automatically be paid at the employee's current rate.

Leave Approval. Annual leave may be used for any purpose desired by the employee. Incidental absences for sickness that are unplanned are not controllable. However, planned absences must be coordinated with and approved by the appropriate department

head. An employee must complete a Request for Leave form (available on the City's website) prior to taking annual leave when possible.

Department heads will schedule annual leave for their respective employees with due consideration for the desires of the employees and the work requirements facing the department. Leave schedules may be amended to allow the department to meet emergency situations.

Minimum Leave Requirement. It is required that each employee use a minimum of eighty (80) hours of leave per calendar year for employees working forty (40) hours per week, and one-hundred-twelve (112) hours for employees working a 7(k) Work Period, and affect appropriate coordination with the department head (approved compensatory time off is not considered annual leave for calculation purposes). Beginning with the first full year of employment, if actual hours used are less than the minimum requirement, then the difference will be deducted from available leave hours without any compensation to the employee.

Borrowed Leave. In the event of a significant illness or injury not covered by Workers' Compensation, or absence due to work related training or education when the employee is not in paid status, an employee, on exhausting annual leave and with the approval of the City Manager, may borrow up to a six (6) month entitlement (i.e. thirteen (13) x 7.3846 hours) to avoid a no-pay status. In the event the employee's employment with the City ends prior to the borrowed leave being repaid, the employee must reimburse the City for the value of any leave not repaid. The City may deduct the value of any leave not repaid from the employee's final paycheck. The Request for Leave Requiring City Manager Approval is available on the City's website.

Leave Cash-Out. Under certain circumstances, an employee may be allowed to cash out a portion of his or her annual leave. Because an employee's leave account includes sick leave, the City discourages this practice except for emergencies. However, if an employee desires to cash out leave, a written request must be received by the Finance Department seven (7) days in advance; at least two (2) weeks of leave time must remain in an employee's account after the cash out; the cash out must be for at least forty (40) hours; and an employee will not be allowed to cash out leave more than once in any six (6) month period. In addition, no employee will be allowed to borrow leave time if he or she has cashed out leave in the previous eighteen (18) months.

Exempt Employee Leave. Employees considered to be exempt from the provisions of the Fair Labor Standards Act will have annual leave charged on an eight (8) hour/whole day basis. If any such employee is present for work during any portion of a day, that employee will not be charged annual leave for that day. Conversely, if any such employee is absent from his or her normal place of work for an entire day (excluding Saturdays, Sundays, and holidays) that employee will be charged eight (8) hours of annual leave for that day.

KMC 23.40.030, KMC 23.40.040

Medical Leave Sharing Arrangement

It is the intent of the City to provide a bona fide employer-sponsored medical leave sharing arrangement, allowing eligible employees to donate accrued annual leave to employees who are eligible to receive such leave for medical emergencies as follows:

Requests for leave donations must be made by the employee through the Human Resource office in writing. Approved requests will be forwarded by the Human Resource office to all employees with a cut-off date for donations. Forwarded requests will only include information that the requesting employee has made a request for leave under KMC 23.40.035; the amount of leave requested; generic procedural information; and, no protected health information or specific factual information.

Only accrued annual leave may be donated. Donations must be in whole hour increments of no less than two (2) hours. Employees donating leave must have and maintain a minimum of forty (40) hours of accrued annual leave in their leave accounts. The identity of employees donating or not donating leave will not be disclosed. Probationary employees and employees working less than fifteen (15) hours a week may not donate or receive donated leave. All leave will be donated into an employee leave bank and received on an hour-for-hour basis without consideration of individual City wages.

KMC 23.40.035

Leave of Absence Without Pay

Leave without pay for up to 180 days may be granted to an employee upon recommendation of the department head and approval of the City Manager. Each request for such leave will be considered in light of the reasons for the request and of the needs of the organization. Leave of absence without pay is not authorized or permitted for other employment. Leave without pay is not authorized until such time as all accrued annual leave has been exhausted, except when an employee is absent and drawing Workers' Compensation pay.

If an employee uses more than thirty (30) days total leave without pay during his or her leave year, his or her merit anniversary and length of service dates will be advanced on the calendar as follows: The number of days the leave without pay exceeds thirty (30) days are added to the anniversary date to arrive at an extended anniversary date. A new anniversary date is then established on the first day of the month closest to the extended anniversary date.

Unless the leave without pay is designated as Family Leave, during a period of leave without pay, the employee's benefits will be held in abeyance. Cost of maintenance of health and related benefits will be at the personal expense of the employee and must be prepaid to the City to ensure continued coverage. The Request for Leave Requiring City Manager Approval form is available on the City's website.

KMC 23.40.050

Leave of Absence With Pay

Employees may request leave of absence with pay for:

Witness or Jury Duty

When a City employee is called for jury duty or is subpoenaed as a witness, he or she will not suffer any loss of his or her regular City compensation during such absence; however, he or she will be required to transfer any compensation received for the performance of such duty to the City. Time not worked because of such duty will not affect annual leave accrual.

Military Leave

An employee is entitled to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces. A City employee is eligible for military leave or associated benefits in compliance with State and Federal law.

Conferences, Conventions and Other Related City Business

Decisions concerning attendance at conferences, conventions, or other functions pertaining to City business at City expense will be made by the department head with the approval of the City Manager. Permission may be granted based on an employee's participation in or the direct relationship of the function to the City. Members of professional societies may be permitted to attend meetings of their society when such attendance is considered to be in the best interest of the City.

Death in the Immediate Family

Leave of absence with pay is provided to assist an employee who must be absent from work as a result of a death in the immediate family. The employee's absence would be for funeral attendance or to handle matters arising due to the death of an immediate family member that cannot practicably be taken care of outside of regular business hours. Upon the City Manager's approval, employees will be entitled to three (3) working days, up to twenty-four (24) hours maximum leave, which will not directly affect their personal leave account. "Immediate family" includes mother, father, spouse, children, brother, sister, mother/father-in-law. The Request for Leave Requiring City Manager Approval form is available on the City's website.

KMC 23.40.060, KMC 23.40.150 (g)

Family and Medical Leave Policy

The Alaska Family Leave Act (AFLA) and the federal Family and Medical Leave Act of 1993 (FMLA) require covered employers to provide employees with job-protected and unpaid leave for qualified medical and family reasons. The City will grant up to eighteen (18) weeks of family and medical leave (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. While taking approved family and medical leave, employees must exhaust all accrued annual leave before leave without pay is allowed.

Eligibility

To qualify to take family and medical leave under this policy, the employee must have been employed for at least thirty-five (35) hours a week for at least six (6) consecutive months or for at least 17.5 hours a week for twelve (12) consecutive months immediately preceding the leave, or have worked 1,250 hours in one year immediately preceding the leave.

Type of Leave Covered

To qualify as family and medical leave, the employee must be taking leave for one of the reasons listed below:

1. The birth of a child or in order to care for that child
2. The placement of a child for adoption or foster care and to care for the newly placed child
3. To care for a spouse, child, or parent with a serious health condition
4. The serious health condition of the employee
5. Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty
6. Military caregiver leave to care for an injured or ill service member or veteran

Determinations for qualifying leave will be based on applicable state or federal law.

Calculating Leave

For an eligible employee taking qualified family and medical leave, the City will measure the 12-month period forward from the date an employee uses any leave under this policy. Any other family and medical leave taken under this policy will

be deducted from the total eighteen (18) weeks available (or up to 26 weeks of military caregiver leave available).

Employee Status and Benefits During Leave

While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

City employees currently pay a portion of their health care premium for dependents. While on paid leave, the City will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail.

If the employee contributes to a life insurance or disability plan, supplemental insurance, the City will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments, the City may discontinue coverage during the leave. If the City maintains coverage, the City may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a Fitness for Duty (FFD) Certification from the health care provider prior to return. This requirement will be included in the City's response to the family or medical leave request. The City will restore the employee to the same or substantially similar position with the same benefits, pay, and other terms and conditions of employment after the applicable period of family, medical or military caregiver leave if the employee is able to return to work.

Use of Paid and Unpaid Leave

An employee who is taking qualifying family or medical leave must use all paid leave prior to being eligible for unpaid leave. Annual leave and leave without pay due to Workers' Compensation claim (to the extent that it qualifies), may be designated as family and medical leave and will run concurrently.

Intermittent Leave or a Reduced Work Schedule

The employee may take qualifying family and medical leave in eighteen (18) consecutive weeks, may use the leave intermittently (take a day periodically when needed over the twelve (12)-month period) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour

schedule. In all cases, the leave may not exceed a total of eighteen (18) weeks in a twelve (12)-month period (or up to twenty-six (26) weeks of military caregiver leave.).

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Certification for the Employee's or the Employee's Family Member's Serious Health Condition

The City requires certification for the employee's or the employee's family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification must be provided using the City's Certification of Health Care Provider form.

The City has the right to ask for a second opinion if it has a reasonable basis to doubt the certification. The City will pay for the employee to get a certification from a second doctor, which the City will select. The City may deny medical leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under medical leave pending the second and/or third opinion.

Certification of Qualifying Exigency for Military Family Leave

The City requires certification of the qualifying exigency for military family leave. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide recertification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave form.

Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

The City will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification

will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member form.

Recertification

The City may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every thirty (30) days and only when circumstances have changed significantly, or if the City receives information casting a reasonable doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the City may request recertification for the serious health condition of the employee or the employee's family member every six (6) months in connection with a medical leave absence. The City may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Family and Medical Leave Procedure

1. Employee Notice

All employees requesting family and medical leave must provide verbal or written notice of the need for the leave to either their supervisor or Human Resource office. Within five business days after the employee has provided this notice, the supervisor will complete the Conditional Family Leave Notification form and route a copy of the form to the Human Resource office for further processing. The original notification will be provided to the employee along with the Certification of Health Care Provider form. The Human Resource office will begin the eligibility determination process upon receipt of the Certification of Health Care Provider form from the employee.

When the need for the leave is foreseeable, the employee must provide the City with at least thirty (30) days' notice. When an employee becomes aware of a need for family or medical leave less than thirty (30) days in advance, the employee must provide notice of the need for the leave either the same day or the next business day.

2. Designation of Family and Medical Leave

Within five business days after the employee has submitted the Certification of Health Care Provider form, the Human Resource office will complete and provide the employee with a written response to the employee's request for the leave using the City's Designation Notice form.

3. Intent to Return to Work From Family and Medical Leave

On a basis that does not discriminate against employees on family and medical leave, the City may require an employee on family and medical leave to report periodically on the employee's status and intent to return to work.

KMC 23.40.130

Retirement

Employees who are not temporary and work fifteen (15) or more hours per week are required to participate in the State Public Employees Retirement System (PERS) unless the employee's category or class of employment has been exempted by amendment to the City's PERS Participation Agreement. A required percentage of an employee's salary is deducted from his or her pay, before taxes. Employees will be informed of the rate of contribution when signing up for PERS. The City also may make a monthly contribution to PERS to help fund the retirement system.

KMC 23.40.080

Supplemental Retirement – 401(a) Plan

All non-temporary employees with six (6) months of service, regularly scheduled to work fifteen (15) hours or more per week, are eligible to participate in a supplemental retirement program to be selected by the City Manager. The City's contribution on behalf of each eligible employee will be 4% of the first \$37,500 of base wages earned in a calendar year. The contribution does not apply to additional compensation to employees, such as overtime pay, holiday pay, and qualification pay. No employee contributions are required or permitted.

KMC 23.40.095

Deferred Compensation – 457 Plan

Employees may voluntarily contribute a portion of their wages to a deferred compensation plan under Section 457 of the Internal Revenue Code. Such contributions are deducted from taxable income and placed in one or several tax-deferred accounts.

The Finance Department can inform employees of current contribution limits and restriction on funds accessibility.

City Wellness Program

City employees and their spouses participating in the City's Wellness Program may use the Kenai Recreation Center and the fitness programs, equipment and other facilities at no cost to the employee. Employees may be required to show proof of identification at the Kenai Recreation Center.

Employees will receive a Hope Health Letter each month at no cost to the employee.

Other health and fitness opportunities are constantly being researched, recommended and developed by the voluntary employee Wellness Committee.

Educational Opportunities

The City will reimburse an employee for the full amount of tuition for courses directly related to the employee's work and conducted outside the employee's regular working hours provided that:

1. Funds for such expenditures are available in the current budget;
2. The employee has made application for approval of the course to his or her department head and the department head has given such approval; and
3. The employee submits evidence of satisfactory completion of the course; and
4. The employee is not receiving reimbursement for tuition from any other source.

Courses that are only offered during regular working hours may be approved by the department head with full tuition reimbursement provided time off can be arranged conveniently and reasonable arrangements can be made to make up time off.

The City will allow time off with pay and will reimburse an employee for the expenses of attending classes, lectures, conferences, or conventions when attendance is on an assignment basis with prior approval of the employee's department head. Normally, the cost of textbooks and technical publications required for such courses will be the responsibility of the employee. If the City purchases any of the textbooks and publications for such courses, the textbooks and publications will become the property of the City.

KMC 23.40.070

EMPLOYEE SAFETY AND HEALTH

The City makes every effort to provide safe working conditions for employees. The City observes the safety laws of the governmental bodies within whose jurisdictions it operates. No one will knowingly be required to work in any unsafe manner. Safety is every employee's responsibility. Therefore, all employees are requested to do everything reasonable and necessary to keep the City a safe place to work.

Life-threatening Illnesses

The City is committed to providing fair and equal opportunity to all employees, including those who have life-threatening illnesses (e.g. cancer, AIDS, cardiopulmonary diseases, etc.). The City is also committed to providing a safe work environment that meets or exceeds state or federal regulations. Consequently, employees who have life-threatening illnesses will be treated like other employees as long as they meet performance standards, and medical and other evidence indicates their conditions do not create an endangerment to themselves or others.

All information provided by employees with life-threatening illnesses must remain private and confidential. The City asks all employees to treat employees with life-threatening illnesses with compassion and understanding.

Accidents

No matter how insignificant an accident or injury may seem at the time of occurrence, employees must notify their supervisor immediately. Supervisors and Department Heads are responsible for investigating and reporting to the City Manager on the Accident Investigation Report form all accidents involving injury to a City employee, injury to a citizen involving City equipment or facilities, damage to private property, or damage in excess of \$500 to City property. When accidents occur on City property, the supervisor must complete an Accident Investigation Report form. In case of a motor vehicle accident, the Police Department must also be notified immediately. Employees are to familiarize themselves with the City's General Health and Safety Plan and any site-specific safety plans for the employee's department.

KMC 23.35.080

Drug, Marijuana and Alcohol Policy

It is the policy of the City of Kenai to provide a drug and alcohol-free workplace. Substance abuse on City property will not be tolerated. Any employee who unlawfully manufactures, distributes, dispenses, possesses or uses a controlled substance (or other substance such as "spice" or "bath salts") in the workplace or during working hours is subject to disciplinary action up to and including dismissal.

For purposes of this policy the term "marijuana" includes every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or its resin, including marijuana concentrate. Listing marijuana separately from "controlled substances" or "drugs" within this policy is for purposes of clarification only and is not intended to exclude marijuana from the meaning or listing of controlled substances or drugs.

In order to help prevent accidents and injuries resulting from the misuse of alcohol or controlled substances, the City has adopted the following policies:

Alcohol Use

Employees may not work or be present on City premises while drinking alcohol or intoxicating beverages or arriving on the job under the influence of alcohol or intoxicating beverages.

Marijuana Use

Employees may not work or be present on City premises while using, consuming, or possessing marijuana, unless the employee has a medical prescription for marijuana from a licensed medical practitioner as part of a medical treatment and can perform work unimpaired.

Controlled Substance Use

Employees may not work or be present on City premises while using, consuming or possessing any controlled or illegal substance on the job or arriving on the job impaired by the same.

This policy does not apply to any prescription or over the counter medication prescribed by a licensed medical practitioner and taken as directed. However, if the use of the prescribed controlled substance affects or impairs the ability of the employee to perform any position function or duty, the employee must notify their supervisor of any limitations. In no case may an employee work under the influence of any substance, when the use of the substance presents a risk to the safety and well being of the employee, other employees or the public.

An employee may be terminated if:

1. He or she refuses to submit to a properly requested drug, marijuana or alcohol test.
2. He or she violates any portion of this drug and alcohol policy.

Applicable Positions

This policy applies to all city employees during working hours or at any time while on city premises, except when attending specifically or generally authorized social functions. City employees that are commercial drivers are also subject to Department of

Transportation regulations. City employees in the law enforcement profession may be subject to additional standards.

Alcohol/Controlled Substance Testing

If a Supervisor has reasonable suspicion that an employee's behavior or appearance may indicate alcohol, marijuana or drug use, the supervisor will require that the employee be tested. Testing for reasonable suspicion must be based on specific, clearly stated observations concerning appearance, behavior, speech or odor, as evaluated by a supervisor. If an employee believes that another employee may be operating a vehicle under the influence of alcohol or a controlled substance, the employee must report it immediately to a supervisor. For the purposes of this section, a "supervisor" is considered a Foreman, other Supervisor, Department Head, Safety Coordinator, or the City Manager.

The supervisor will then inform the employee of the necessity of the test, give him/her a copy of the Alcohol and/or Controlled Substance Test Notification and Observable Behavior Reasonable Suspicion Record forms and escort the employee to the testing facility.

The employee will not be allowed to operate any City vehicle or perform any safety-sensitive functions until negative test results are returned. The employee will be reassigned to non-sensitive functions while awaiting test results.

Safety-Sensitive Functions

A safety-sensitive function is one which has the reasonable potential for causing serious harm to the individual or any other person or property, including other employees and the public, if due care is not exercised.

Positive Alcohol Results

A positive alcohol result is defined as greater than 0.02 breath alcohol content.

Alcohol Results Above 0.02

If an employee has an alcohol level above 0.02, the employee cannot return to work until twenty-four (24) hours have passed.

Alcohol Results Above 0.04

In addition, if an employee has an alcohol level above 0.04, the employee cannot return to safety-sensitive functions until:

1. An evaluation is made by a certified alcohol dependency counselor.

2. All treatment recommended by the counselor is completed, including in or outpatient rehabilitation.
3. A return-to-duty test result is negative.

During the next calendar year, the employee will be subject to a minimum of six (6) random alcohol tests. If an employee has a positive test result during this time, they may be terminated.

Positive Controlled Substance Tests

If an employee tests positive for any controlled substances, he or she cannot return to work until:

1. An evaluation is made by a certified chemical dependency counselor.
2. All treatment recommended by the counselor is completed, including in or outpatient rehabilitation.
3. A return-to-duty controlled substances test is negative.

During the next calendar year, the employee will be subject to a minimum of six (6) random drug tests. If an employee has a positive test result during this time, he or she may be terminated.

Violations of this Policy

It is the intent of the City to assist its employees with drug, marijuana or alcohol problems. Therefore, a flexible approach may be necessary in handling violations of this policy. The measures taken in response to a particular violation will depend on a number of factors, including the nature of the violation, the risks to health and safety created by the violation, the employee's willingness to take steps toward rehabilitation, and the employee's length of service and employment record. All employees should be aware that any violation may result in termination of employment.

Employees who violate this policy will be subject to discipline. A first offense may result in a requirement that the employee successfully complete a course of rehabilitation if such a course is suggested by a certified chemical dependency counselor. An employee may be suspended during such rehabilitation depending on the facts of the case. During repeat testing, failure on the part of the employee to re-test or to pass a test will normally result in automatic dismissal.

Alcohol, Marijuana and Controlled Substance Counseling

The City of Kenai is committed to assisting employees who need to secure drug or alcohol counseling and rehabilitation. There are programs available in the community that offer these services. Employees may ask the Human Resource office for the names of these

services. The City will not pay for evaluation, counseling or rehabilitation services, but the City health insurance policy may provide some benefits.

Waiver of this Policy

Under specific circumstances, a waiver of the policy may be necessary to perform essential job functions (e.g. undercover work by police officers). In such cases, a written waiver must be signed by the City Manager, the Police Chief, or designee, prior to beginning the function.

Smoking in the Workplace

In the City's continued effort to maintain a healthy environment for our employees, smoking is not permitted in City buildings, equipment or vehicles.

Communicable Disease Control

The City of Kenai recognizes the potential for exposure of its employees to communicable diseases while in the performance of their duties. The following departments and divisions are required to have written policies addressing infection control as part of their safety program and/or standard operating procedures.

Fire Department
Police Department
Sewer Treatment Plant

Parks and Recreation Department
Animal Control
Water and Sewer Department

1. If an employee has a specific eye, mouth, other mucus membrane, or non-intact skin contact with blood or other potentially infectious material during the course of their duties, they are to immediately notify their supervisor. The supervisor will determine if an Exposure Incident Form is required and refer the employee to medical personnel, if necessary.
2. All records of exposure, examinations, tests and any treatments are confidential and will be maintained by the Administrative Assistant to the City Manager. These records will be kept for thirty (30) years after an employee's conclusion of employment with the City.
3. No employee is to initiate contact with or clean up bodily fluid contamination other than their own, unless they have been trained to do so. If an employee observes bodily fluids or materials contaminated with bodily fluids in their work area that require cleanup, and they are not trained and equipped for cleanup, they are to immediately notify their supervisor.

Once again, the employee section of this handbook attempts to discuss the policies that apply to employment with the City of Kenai. Questions about particular policies should be directed to the appropriate Department Head and/or may be discussed with the employee's supervisor.

SUPERVISOR HANDBOOK

INTRODUCTION

The supervisor section of this handbook has been prepared for the use of City of Kenai administrators, department heads and supervisors (collectively referred to as supervisors). It provides additional City policies not included in the employee section of the handbook as well as describes procedures that should be followed by supervisors in applying City policy.

The information contained in this section is necessarily general, and there may be instances when supervisors will deviate from prescribed procedures. This is expected; however, reasons for deviations should be reasonable and documented.

It is expected that the policies and procedures in this section will change occasionally. Notice of any changes will be distributed in writing to all supervisors.

It is important that supervisors using this handbook acquaint themselves with applicable portions of the Kenai Municipal Code (KMC) and the employee section of this handbook to be fully familiar with City policy, procedures and rules. If inconsistencies or conflicts arise, Federal, State and local laws prevail.

RECRUITMENT AND SELECTION

Scope

This policy applies to the recruitment and selection of all employees except the City Manager and employees within the Legal Department and Office of the City Clerk. This section does not apply to the recruitment of volunteers, contractors, or consultants who are not employees.

Policy

When a personnel vacancy occurs or it is known a vacancy will occur, the supervisor must initiate consultation with the Human Resource office to conduct a recruitment and selection effort designed to identify the most qualified applicant for the position solely on the basis of merit, efficiency, and fitness free of personal and political considerations, with equal opportunity for all without regard to race, color, religion, sex, sexual orientation,

national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, genetic information or any other basis prohibited by law.

Applicants may apply online through the City's Job Opportunities page or complete a City of Kenai Application for Employment form and submit it through the Human Resource office. Interviews must be conducted by at least two (2) City employees acting together as an evaluation team, and a system of written documentation must be used to support the results of the interviews.. The City Manager is the hiring authority and must approve all requests for recruitment as well as any recommendation for hire before a position is offered to a qualified applicant.

KMC 23.05.010, 23.05.040, 23.30.010, 23.30.020

Procedures

1. The supervisor must notify both the City Manager and Human Resource officer as soon as practicable of the need to fill a vacant or a new position.
2. The Department Head must verify that the position is included in the annual budget and that money has been appropriated for the position at the specified pay range.
3. The supervisor must provide the following items to the Human Resource office for review and obtain approval from the City Manager:
 - a. Job Announcement
 - b. Proposed updated Job Description, if applicable
 - c. Proposed interview questions, method of ranking, and selection committee
4. The Human Resource officer will contact the supervisor with any questions and/or notify the supervisor that the Request for Recruitment has been approved by the City Manager.
5. The Human Resource officer will provide/post a copy of the approved Job Announcement and Job Description to the following:
 - a. City of Kenai employees via email
 - b. City of Kenai website/ Job Opportunities Page
 - c. Alaska Municipal League
 - d. Peninsula Job Center
6. The supervisor or designee will place advertisements in newspapers, job boards, and/or trade journals, depending on the type of position to be filled.

7. The selection committee will screen applicants as related to the ability of the applicant to perform the essential functions of the position utilizing the method of ranking to support selections.
8. The selection committee will conduct interviews with the highest ranked applicants, rank interviews in accordance with the method of ranking, and select the most qualified applicant(s).
9. The supervisor or designee will verify and investigate statements included on the application and follow up on any special requirements or conditions for the most qualified applicant(s). Examples include, but are not limited to the following:
 - a. Minimum age in accordance with State of Alaska laws
 - b. A valid Alaska driver's license
 - c. A valid Alaska commercial driver's license
 - d. A copy of Department of Motor Vehicle (DMV) record
 - e. Relation to any person currently working for the City of Kenai
 - f. Status of previous employment with the City of Kenai
 - g. Education, professional licenses, certifications or commissions
 - h. Previous employment/ experience
 - i. Professional references

KMC 23.30.010, KMC 23.30.140, KMC 23.35.050

10. The selection committee will select an applicant and recommend hire or conditional hire of the selected applicant based upon qualifications and verification of above-statements. (Examples of special conditions in which a conditional offer would be recommended include, but are not limited to a post-offer medical examination, receipt of negative results of a post-offer drug test, or Alaska licensing).

The supervisor will prepare a Personnel Action Form and submit it to the Human Resource Office for approval by the City Manager, along with the completed forms, if applicable:

- a. City of Kenai Application for Employment
- b. Department of Motor Vehicle (DMV) record
- c. Applicant's Authorization to Obtain Past Drug and Alcohol Test Results form for commercial driver applicants subject to Department of Transportation (DOT) regulations
- d. Request/Consent for Information From Previous Employer on Alcohol & Controlled Substances Testing form(s) and DOT return-to-duty requirements, if the requested information reveals a violation of a DOT Drug and Alcohol regulation, for commercial driver applicants subject to Department of Transportation (DOT) regulations

If the offer of employment is conditional upon passage of a drug test, medical examination, or other post-offer conditions, it must be noted on the Personnel Action Form.

11. The supervisor will make an offer of employment or conditional offer of employment to the successful applicant and, instruct the new employee to meet with the Finance Department to complete appropriate job-related forms.
12. The supervisor will forward all applications, written documentation of the selection process, and related material to the Human Resource officer. Recruitment records are confidential and are retained in accordance with the City of Kenai Records Retention Schedule.

PERFORMANCE EVALUATIONS

Scope

This policy applies to all City of Kenai employees except the City Manager, City Attorney and City Clerk.

Policy

Employees in the Classified Service should be evaluated thirty (30) days prior to the completion of their probationary period, and employees in the Classified Service and Department Head Service should be evaluated annually thirty (30) days prior their anniversary date thereafter, and at separation.

KMC 23.45

Procedures

The Supervisor will:

1. Maintain a schedule of dates that employees are to be evaluated.
2. Complete an Employee Performance Evaluation form.
3. If the evaluation of an employee in the Classified Service will result in the denial of an in-grade pay increment, discuss and review the evaluation with the Human Resource officer and City Manager prior to review with the employee.
4. Provide the employee with a copy of the performance evaluation to review and opportunity to meet to discuss the evaluation in private.

5. Review the performance evaluation with the employee, obtain the employee's signature, and provide the employee with a copy of the evaluation.
6. If the evaluation results in a recommendation for a pay step increase, complete a Personnel Action Form.
7. Send the Employee Performance Evaluation form and the Personnel Action Form (if any) to the Human Resource officer for processing and placement in the employee's personnel file.

OVERTIME AND COMPENSATORY TIME

Scope

Most policies and procedures relating to pay are explained in the personnel ordinance (KMC Title 23) and the employee section of this handbook. The following policy applies to all employees except the City Manager, City Attorney, City Clerk, supervisory and professional employees considered to be exempt from the provisions of the Fair Labor Standards Act (FLSA), and certain temporary employees.

Policy

Overtime or compensatory time (comp time) accrue at the same rate and must be approved by the Department Head or designee or City Manager, prior to any overtime worked. "Flex time" is time off taken in the current workweek when overtime has not been worked, and time off is allowed on an hour-for-hour basis. Flex time should not be confused with comp time. Comp-time accumulation cannot exceed the total number of hours equal to one (1) regular shift of the employee.

Procedures

The Department Head or designee will:

1. Consider budgetary controls before authorizing overtime pay or comp time off
2. Not authorize nor permit employees to work overtime without providing for either overtime pay or comp-time off.
3. Not allow comp-time accumulation to exceed the total number of hours equal to one (1) regular shift of the employee. Note that it takes only 5-1/3 hours of overtime to accumulate eight (8) hours of comp-time at the time and one-half rate.
4. Review and approve overtime hours to be paid, compare the hours to time sheets, and include approved overtime slips to the Finance Department with time sheets.

ANNUAL LEAVE

Scope

This policy applies to all City employees who accrue leave.

Policy

Leave requests must be approved in advance, except in cases of sickness or emergency.

Procedures

The Department Head or City Manager, in case of leave requests for department heads, will:

1. Authorize leave requests on the appropriate Request for Leave form. Leave requests should not be unreasonably denied with consideration for the business needs of the department.
2. Maintain approved leave requests during the month and compare leave hours to time sheets, reconciling differences before time sheets are sent to the Finance Department. It is the department head's responsibility to make sure time sheets are accurate and received by the Finance Department in a timely manner.
3. Ensure that a Request for Leave form is completed in advance of the leave. Ensure that leave requests taken for sickness or emergency are completed as soon as possible after the employee has returned to work.

FAMILY AND MEDICAL LEAVE

Scope

This City's Family and Medical Leave policy applies to all employees eligible under the Family Medical Leave Act (FMLA) or the Alaska Family Leave Act (AFLA).

Policy

See Family and Medical Leave policy in the employee section of this handbook

Procedures

The supervisor will:

1. Complete the Conditional Family Leave Notification form (see Appendix) when he or she has reason to believe an employee is taking leave for a qualifying condition.
2. Route the Conditional Family Leave Notification to the Human Resource office for further processing. The original is provided to the employee with the “Your Rights Under FMLA/AFLA” notice and the Certification of Health Care Provider form. Human Resources will begin the eligibility determination process upon receipt of the certification form.
3. Within five (5) business days after the employee has submitted the appropriate certification form, the Human Resource office will complete and provide the employee with a written response to the employee’s request for FMLA leave using the City of Kenai’s Designation Notice form. Employees should be aware that the City requires completed certifications, and if not received, FMLA leave may be delayed or denied.

TRAVEL

Scope

This policy applies to all City employees.

Policy

See the Travel policy in the employee section of this handbook.

Procedures

Specific steps are outlined in the employee section of this handbook. The supervisor will:

1. Ensure that a Travel Authorization is prepared.
2. Determine whether funds are appropriated to cover travel expenses and that the City will benefit from the travel, either directly or by enhanced education and training of City employees. The Department Head and City Manager must approve travel prior to submitting purchase orders to finance for approval.
3. Ensure that a Travel Voucher/Trip Report is prepared, approved and received by the Finance Department after completion of travel.

HARASSMENT

Scope

This policy applies to all City employees.

Policy

See the Harassment and Sexual Harassment policies in the employee section of this handbook.

Department Heads and supervisors who knowingly permit harassment activity to occur without further action will be subject to disciplinary action up to and including termination. Where such prohibited activity is perpetrated by a non-employee, the City will take available and appropriate disciplinary action which may include, by way of example, loss of contract.

Supervisors must be especially alert to actions, which may constitute harassment whether such actions are complained of, or not. Such misconduct and allegations of harassment will be fully investigated and corrective or disciplinary action taken, up to and including dismissal from employment.

This policy is not intended to restrict bonafide activities such as reprimands, disciplinary actions and employee performance evaluations which are clearly within the scope of a supervisor's duties and responsibilities, and which serve a legitimate management purpose.

Procedures

When a supervisor becomes aware of or receives a complaint of harassment, the supervisor will immediately report in writing to the City Manager and City Attorney. The City Manager and City Attorney are responsible to ensure the complaint is properly and promptly investigated and appropriate action is taken.

Upon completion of the investigation, the City Manager will undertake immediate and appropriate corrective action, including discipline up to and including termination, whenever it determines that harassment has occurred. The City Manager will inform both parties about the findings and/or any corrective measures.

The City provides this complaint procedure in the Employee section of the Handbook in a good faith effort to eliminate harassment, discrimination, and retaliation and to respond quickly and appropriately should such behavior occur.

DISCIPLINARY ACTION

Scope

This policy applies to all employees in the Classified Service

Policy

Disciplinary action may only be taken for a violation of established rules and regulations and in accordance with the procedures established by the personnel rules and regulations outlined in the City's Personnel Code and employee section of this handbook.

Procedures

The Department Head or designee will:

1. Discuss improper or inadequate performance with the employee in order to correct the deficiencies and to avoid the need to exercise disciplinary action. Discussions with employees on inadequate performance should be documented.
2. Prior to disciplinary action, consult with the City Attorney and Human Resource officer prior to providing notice to the employee.
3. Prepare a written notice to be given to the employee for each written disciplinary action stating the reasons for the disciplinary action and the date it will take effect.

Provide a copy of the notice signed by the employee to the Human Resource office to be placed in the employee's personnel file.

PURCHASING AND APPROPRIATION

Scope

This policy applies to all purchases, except for routine, repetitive purchases of utilities, debt service payments, investments, and personnel services (payroll and benefits).

Policy

The Finance Director must approve purchases of goods and services in advance and in writing. KMC 7.15 governs the purchases made by the City. The following policy is intended as a supplement to KMC 7.15. The intent of the procedure is to assure the expenditure of public funds is being made in the most responsible manner. This policy should in no case be less restrictive than KMC 7.15. The expected goal of any purchase is to receive the lowest cost for a good or service that meets the needs of the purchasing department:

1. Purchases less than \$1,000.00 do not require request for quotes or formal solicitation. Departments are encouraged to shop and verify the price being paid is competitive.

2. Purchases greater than \$1,000.00 but less than \$10,000.00 require a minimum of three (3) verbal quotes. Verbal quotes must be documented on the purchasing Verbal Quote form. If three (3) verbal quotes are not available, a Sole Source Request form must be completed including a brief explanation as to why and justification for selection of the vendor is required. The completed Verbal Quote form or approved Sole Source Request form must be routed to the Finance Department at the time a requisition is submitted.
3. Purchases greater than \$10,000.00 but less than \$25,000.00 require a minimum of three (3) written quotes. Written quotes must be documented on the purchasing Written Quote form. If three (3) written quotes are not available, a Sole Source Request form must be completed including a brief explanation as to why and justification for selection of the vendor is required. The completed Written Quote form or approved Sole Source Request form must be routed to the Finance Department at the time a requisition is submitted..
4. Purchases greater than \$25,000.00 but less than \$35,000.00 require City Manager approval to not require formal solicitation or bid. A written request to exempt a purchase from formal solicitation must include justification and the proposed method to be used in the absence of formal bid using the Exemption from Formal Bid Request form. At a minimum, the requirements of purchases greater than \$10,000.00 but less than \$25,000.00 must be followed. The approved Exemption from Formal Bid Request form must be routed to the Finance Department at the time a requisition is submitted.
5. Purchases of goods or professional services greater than \$35,000.00 require formal competitive bid. Any deviation from formal competitive bid must be allowable under KMC 7.15.050 and be approved by the City Manager and can be requested by using the Exemption from Formal Bid Request form. The approved Exemption from Formal Bid Request form must be routed to the Finance Department at the time a requisition is submitted.
6. Purchases made without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements are considered a sole source procurement. Requests to purchase from a sole source must be submitted to the City Manager for approval on the Sole Source Request form. The approved Sole Source Request form must be routed to the Finance Department at the time a requisition is submitted.
7. Purchases from a single manufacturer or supplier to provide a good or service for which other manufacturers or suppliers exist is considered Product Standardization. Requests for product standardization must be submitted to the City Manager for approval on the Product Standardization Request Form. Once approved, the purchase of a standardized product or service must follow all requirements of KMC 7.15 and this policy. The approved Product Standardization

Request form must be routed to the Finance Department at the time a requisition is submitted.

Procedures

The supervisor will:

1. Review budgets and other financial information to determine availability of funds and proper account classifications.
2. Obtain approved purchase orders from the Finance Department. If work will be performed by a contractor on City property, a completed Contractor's Certification of Coverage, Workers' Compensation Insurance form is required to be on record in the Finance Department. If a new vendor is being used, a W-9 form must be completed by the vendor.
3. After receipt from the Finance Department of the approved purchase order, which will bear the purchase order number and the signature of the Finance Director, order the goods and/or services. Provide a copy of the purchase order to the vendor, if necessary.
4. After receipt of the goods or services and determination of the actual cost, sign the invoice, indicate the date the goods or services were received, and send the invoice to the Finance Department.
5. If informed that sufficient funds are not available for the requested purchase, consider requesting an adjustment to the budget. This may take the form of an administrative transfer or a council-approved action, such as an ordinance or resolution. The Finance Director and the City Manager must first approve these requests. Procedures for administrative transfers are set out in KMC 7.25.020 and forms are available in the Finance Department. Supervisors should be aware of the following purchasing and sales provisions as set out in the Kenai Municipal Code:

Subject	KMC
Council approval	7.15.030
Bidding	7.15.040 & 050
Local Preference in Competitive Bidding	7.15.045
Sales	7.15.060 & 070
Telephone Polls	7.15.080
Conflicts	7.15.090

and other provisions that may be added, deleted, or modified from time to time.

CITY COUNCIL MEETINGS

Scope

This policy applies to all employees of the City of Kenai who are responsible for the preparation of documents for inclusion in City Council meeting packets and topics to be placed on City Council meeting agendas.

Policy

Regularly scheduled Council meetings are held on the first and third Wednesdays of each month beginning at 6:00 p.m. in the Council chambers at City Hall. Regularly scheduled Department Head Meetings are held with all Department Heads on the Thursday thirteen (13) days prior to the regularly scheduled Council meetings (usually the day after the previous Council meeting) to discuss the agenda for the Council Meeting as well as to include informational input from all Department Heads.

Council meeting packets and agendas are prepared and distributed by the City Clerk on the Friday prior to the week of the Council Meeting (Packet Day). The deadline to request items be placed on an agenda is at the Department Head Meeting, and all supporting material for the packet is due to the Clerk's Office by no later than 4:00 p.m. on Thursday prior to Packet Day.

Special meetings are scheduled from time-to-time by the City Council. Packet Day for a special meeting is dependent on the scheduled meeting date. When special meetings or work sessions are scheduled by Council, the City Clerk will notify Department Heads of the special meeting date and time. The City Clerk will include with the special meeting notification the deadline for receipt of information to be included in the special meeting packet.

Procedures

The Department Head or designee will forward proposed agenda items for discussion, appropriate backup information, ordinances, resolutions, etc. to the City Manager as soon as available, but no later than 12:00 p.m. (noon) the Tuesday prior to the week of the Council Meeting. If for some reason it cannot be submitted by that time, the City Manager is to be notified of the subject and the reason for delay in submittal.

Items that could not be included in the packet but that are of an emergency nature and have been approved by the City Manager, must be to the Manager's office no later than 12:00 p.m. (noon) the day of the scheduled Council Meeting.

ACCIDENTS AND INJURIES

Scope

This policy applies to all accidents or injuries involving City property or City employees.

Policy

Accidents and injuries must be promptly reported.

Procedures

Refer to the City's Safety Plan for detailed procedures.

The supervisor will:

1. Investigate and report on a City of Kenai Accident Investigation Report form (available from the Public Works Department) the following types of accidents:
 - a. Resulting in injury (other than a minor injury) to a City employee.
 - b. Involving City equipment or facilities, and resulting in injury (other than a minor injury) to a citizen.
 - c. Resulting in damage to private property.
 - d. Resulting in damage in excess of \$500 to City property.
2. The accident report is to be completed as soon as possible and sent to the City Manager's office. The City Manager's office will copy the Finance Director, Safety Coordinator and City Attorney. The Finance Director will make a determination of insurance company notification.
3. Request a police investigation of the following types of accidents:
 - a. All fatality accidents of any kind.
 - b. All vehicular injury accidents.
 - c. All vehicular accidents occurring on public roadways.
 - d. All vehicular accidents that result in damage to private property.
4. Ensure that Workers' Compensation forms are promptly completed and sent to the Human Resource Office for all injuries or illnesses to an employee resulting from employment.

If an employee will miss work time as a result of a Workers' Compensation claim, consult with the Finance Director concerning leave and payroll computations.

Work-related injuries or illnesses that result in overnight hospitalization or immediate or probable death must be reported to O.S.H.A. within eight (8) hours.

TERMINATION

Scope

This policy applies to all employees, except the City Manager, City Clerk and the City Attorney.

Policy

Termination of employment should be processed in a timely manner.

Procedures

The supervisor will:

1. If the termination is a result of resignation, make every effort to obtain the resignation in writing. If this is not possible, document the oral resignation by memorandum.
2. If the termination is caused by an action other than a resignation, obtain the City Manager and City Attorney's approval of the termination. Consult the Kenai Municipal Code, Title 23, for guidance regarding warnings, suspensions, dismissals, and appeals. Proper documentation is very important.
3. Complete a final Performance Evaluation form and Personnel Action form. Send these documents and the resignation letter (or memorandum referred to above) to the Human Resource office.
4. Instruct the employee to go to the Finance Department to complete appropriate forms.

MISCELLANEOUS

References

Information that may be released is limited to date of hire, date of separation and most recent job titles. This information may be released only in consultation with the Human Resource office.

Other Employment Verification

Occasionally, the City is asked to provide employee salary and other employment information to various entities, such as the Department of Labor, Alaska Municipal League, Internal Revenue Service and/or various financial institutions. These requests should be forwarded to the Finance Department or Human Resource Officer depending on the nature of the request.

Confidentiality

At any given time, the City is involved in various claims, lawsuits, and other disputes with persons and entities. If a supervisor is aware of the existence of any such dispute, or potential dispute, he or she should refer inquiries to the City Attorney.

Personnel Files

Personnel files are the property of the City of Kenai. A department head, supervisor, City Manager, City Attorney, or City Clerk may review an employee's personnel file for purposes of evaluation or other job-related purposes. Only the City Manager or designee is authorized to add or remove any material from any personnel file. Materials or information contained in a personnel file must not be disclosed to any unauthorized person.

Retirement Recognition Expenditures

Purpose

The purpose of this policy is to establish procedures and limits for the expenditure of City funds in recognition of employees who are leaving City service as well as provide notification of an employee retirement to Council.

Scope

This policy applies to funds expended by Departments for recognition of regular employees who are leaving City service in good standing.

Policy

The City acknowledges the benefit of recognizing employees upon retirement. Pursuant to this policy, Departments may expend City funds within budgeted amounts on retirement events not to exceed \$150 per event on such items as food, snacks, beverages, paper products, and rentals in recognition of City employees who have been employed with the City for more than ten (10) years. This policy does not allow for the purchase of a gift of tangible personal property.

Procedure

Upon notification of an employee's retirement, the Human Resource office will notify the City Manager so that the Mayor or designee may be notified and recognize the employee as provided in the Council's Public Recognition Policy.

Communicable Disease Control

Infection control and protection of employees from exposure to communicable diseases as a result of contact with bodily fluids is an important supervisory function. Department heads and supervisors that supervise within departments required to have written policies addressing infection control as part of their safety program and/or standard operating procedures must provide training to personnel.

The training will include education in hazards and exposures, proper methods to be used in cleanup, reporting and records requirements. The above departments are required to have proper cleanup equipment and materials.

A supervisor who receives a report of an employee who has a specific eye, mouth, other mucus membrane, or non-intact skin contact with blood or other potentially infectious material that results from the performance of an employee's duties will initiate an Exposure Incident Form. The employee is to be referred to medical personnel. The supervisor of the employee will forward the Incident Exposure Form to the Assistant to the City Manager when it has been completed.

A supervisor who receives a report of bodily fluids or contaminated materials that must be cleaned up will initiate cleanup by using a properly trained and equipped employee from his or her department. If that department does not have a properly trained and equipped person to effect cleanup, the Police and/or Fire Department will be notified.

Violence in the Workplace

See Violence in the Workplace policy in the employee section of this handbook. Any employee who has been subjected to a threat or assault is by this policy instructed to immediately report the incident to their supervisor or any other supervisor. The supervisor is to immediately inform the City Manager, who will elicit a prompt investigation and an appropriate response will be determined. Employees are also encouraged to report any unusual situation that has the potential to cause workplace violence.

Approved by the City Manager:



Paul Ostrander, City Manager

Date

City forms are available as PDF Fill-in documents on the City's website at www.ci.kenai.ak.us