



**CITY OF SHERIDAN, WYOMING**  
**Employee Handbook**  
**7-1-18**

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## **INTRODUCTORY NOTICE**

THE INFORMATION IN THIS HANDBOOK IS FOR GENERAL INFORMATION ONLY. IT OUTLINES GENERALLY YOUR RESPONSIBILITIES, BENEFITS, AND CITY GUIDELINES RELATED TO THE WORKPLACE. THE GUIDELINES, PRACTICES, AND PROGRAMS DESCRIBED IN THE HANDBOOK ARE SUBJECT TO CHANGE AT ANY TIME WITH OR WITHOUT NOTICE AND MAY NOT BE ALL-INCLUSIVE. WHERE THIS HANDBOOK CONFLICTS WITH BENEFIT PLAN DOCUMENTS, CIVIL SERVICE STATUTES, OR A COLLECTIVE BARGAINING AGREEMENT, THE PLAN DOCUMENTS, STATUTES, AND THE AGREEMENT WILL PREVAIL.

AT THE CITY OF SHERIDAN, NEITHER THE EMPLOYEE NOR THE CITY IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE CITY OF SHERIDAN IS AT-WILL. EITHER THE EMPLOYEE OR THE CITY HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON (EXCEPT INSOFAR AS SUCH MAY BE COVERED BY A LEGALLY BINDING COLLECTIVE BARGAINING AGREEMENT OR CIVIL SERVICE RULES). THIS HANDBOOK AND ANY VERBAL STATEMENTS BY THE CITY ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF THE CITY, OTHER THAN THE CITY COUNCIL, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, APPROVED BY CITY COUNCIL, AND SIGNED BY THE EMPLOYEE. THIS HANDBOOK SUPERCEDES ALL PREVIOUSLY ISSUED EDITIONS.



## **City of Sheridan Mission Statement**

**Effectively serving present and future needs of Sheridan's citizens.**

## **City of Sheridan Core Values**

- **Delivers Service Excellence** – Uses a friendly and caring approach when dealing with both internal and external customers. Interacts with internal and external customers in a positive manner through their tone and body language. Does whatever is possible within the scope of their role to address the needs of the customer, and when necessary, is proactive in drawing upon the support of others in the organization. Through their actions ensures that the customer walks away feeling they've been treated with care and respect
- **Builds Partnerships** – Identifies opportunities and takes action to build strategic relationships between one's area and other areas, teams, departments, units, or organizations to help achieve business goals.
- **Contributes to Team Success** – Actively participates as a member of a team to move the team toward the completion of goals.
- **Initiates Action** – Takes prompt action to accomplish objectives; takes action to achieve goals beyond what is required; acts proactively.
- **Effectively Communicates** – Clearly conveys information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message; listens effectively and asks clarifying questions; actively seeks input from others and seeks to understand first.
- **Builds Trust** – Interacts with others in a way that gives them confidence in one's intentions and those of the organization.



# EMPLOYMENT

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## Applicability

This handbook applies to all employees of the City of Sheridan. Certain positions are, by reason of the nature of their appointment, exempt from the provisions of this manual.

The following positions are exempt:

- Elected officials
- Council appointees
- Council appointed committees and commissions

Civil Service personnel are covered and this handbook will be in effect except where they are in conflict with the current collective bargaining agreement, the Civil Service Rules, or Wyoming State Statutes.

## Equal Employment Opportunity (EEO)/Unlawful Harassment

The City of Sheridan is dedicated to the principles of equal employment opportunity. The City prohibits unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable federal, state or local law.

This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

## Americans with Disabilities Act (ADA) and Religious Accommodation

The City will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the City or cause a direct threat to health and safety. The City will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the City. Employees needing such accommodation are instructed to contact their supervisor or the Human Resources Director immediately.

## Sexual Harassment

The City strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.

- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another’s sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another’s body.

## **Complaint Procedure**

If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, please use the following complaint procedure. The City expects employees to make a timely complaint to enable the City to investigate and correct any behavior that may be in violation of this policy.

Report the incident to your immediate supervisor or department head who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Human Resources Director.

The City prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

If the City determines that an employee’s behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment

## **Employee Status**

### **Full-time Employee**

An employee normally scheduled to work 40 hours per week. Full-time employees are currently eligible for all City benefits.

### **Part-time Employee**

An employee normally scheduled to work less than 40 hours per week. Part-time employees are currently eligible for some City benefits on a pro rated basis based on average hours worked.

### **Temporary/Seasonal Employee**

An employee who is hired in a job established for a temporary period or for a specific assignment. Temporary/Seasonal employees are currently ineligible for City benefits.

### **Exempt Employee**

An employee who is not eligible for overtime pay

### **Nonexempt Employee**

An employee who is eligible for overtime pay

# EMPLOYEE BENEFITS

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## Employee Insurance Coverage

The City of Sheridan provides employee insurance programs for full-time, employees. Part-time employees are eligible for insurance coverage at a pro-rated rate based on average hours worked. The City reserves the right to change its health insurance coverage by increasing deductibles and or changing coverage and company as it sees fit. Retired employees may choose to sign up for retiree health insurance coverage through WEBT provided they meet the following conditions:

1. The retiring employee must have a combination of years of service and age totaling eighty (80).
2. The retiring employee must not be eligible for medical coverage under any other group or through Medicare/Medicaid.
3. The retired employee shall be responsible for the payment of all premiums for his/her insurance benefits.

For more specific information on benefit coverage and provisions, please refer to the appropriate plan documents or contact the Human Resources Department.

## Vacation

Vacation leave accrues monthly. Accruals will happen the beginning of the week that employees receive the second pay check of each month if the employee worked during the previous month. Employees may use accrued leave as soon as it is accrued.

Employees transferring within a department or between departments shall retain their years of service for accrual rates.

1. Vacation leave for full-time and part-time employees accrues as follows:

a) **Full-time Employees**

<b>Length of Service</b>	<b>Vacation Leave</b>
0 through 4 years	80 hours/yr
5 through 9 years	120 hours/yr
10 through 14 years	160 hours/yr
15 through 24 years	200 hours/yr
25 or more years	240 hours/yr

b) **Part-time Employees**

<b>Average hrs worked/wk</b>	<b>Vacation Leave</b>
<20 hours	0 hrs/mo
20-30 hours	4 hrs/mo
30-40 hours	6 hrs/mo

Note: Since part-time employees do not earn sick leave, they may use vacation time the same as full-time employees use their sick leave.

2. Suspension of Leave: Any leaves or holidays provided for in this section may be suspended during any period of emergency declared by the City Administrator in consultation with City Council.

3. Schedule of Leave: The schedule of vacation shall be prepared by the head of each department at their own discretion.
4. Granting of Vacation Leave: An employee must notify their supervisor and department head at least one week in advance of taking leave, unless prior notice was not possible due to unusual circumstances.

Employees must request time off using the electronic timekeeping system and have it approved by their supervisor.

5. Pay in Lieu of Vacation Leave: Pay in lieu of vacation leave will be granted in accordance with the following:
  - a) If an employee separates from employment and has unused vacation leave, the employee will be paid for the unused accrued leave.
  - b) If an employee dies and has unused vacation leave, the salary equivalent of the unused accrued leave will be payable as directed by the employee's beneficiary form or to the decedent's estate.
6. Maximum Accrual: Accrual of vacation leave will be limited to 240 hours for full time employees Accrual of vacation leave will be limited to 120 hours for part time employees who average working 20-30 hours per week. Accrual of vacation leave will be limited to 192 hours for part time employees who average working 30-40 hours per week if an employee's vacation leave balance reaches the limit, there will be no further accrual of vacation leave until the balance is reduced below the limit.

## Sick Leave

The City's sick leave policy is established to help employees with the financial burden of lost work time incurred because of illness.

Sick leave accrues monthly. Accruals will happen the beginning of the week that employees receive the second pay check of each month if the employee worked the previous month. Employees may use accrued leave as soon as it is accrued.

Full-time employees shall be granted leave in cases of their illness if they have leave available. Sick leave may also be used for illness or death in the employee's immediate family. Immediate family includes: Parents, grandparents, brother, sister, grandchild, child, or spouse, and equivalent relationships by marriage or adoption. Sick leave may be used for medical, dental or optical appointments.

To receive sick leave benefits, an employee must notify their department head or representative on the first day of absence, or as soon thereafter as possible.

1. Verification of Illness: For illness extending for three (3) working days or more, the employee may be required by their supervisor to provide a certification of illness and recovery by a physician or practitioner. Verification of illness for absences of lesser duration may be requested of the employee at the discretion of the supervisor.
2. Accumulation: Full time employees will earn eight (8) hours of sick leave for each month of service, and may accumulate up to 960 hours.
3. Granting of Sick Leave: Sick leave must be requested in the electronic timekeeping system. If the sick time was not scheduled before the absence, the time must be requested immediately upon return to work by the employee.
4. Conversion of Sick Leave:

- a) Upon separation or termination employees will be paid out one-third of their unused sick leave balance.
  - b) If an employee dies and has an unused sick leave, the salary equivalent of one-third (1/3) the unused sick leave will be payable as directed by the employee's beneficiary form or to the decedent's estate.
5. Leave Donation Program: The purpose of this program is to provide accrued sick leave to another city employee who, because of a serious medical condition, has exhausted all accrued time off.
- a) A city employee, who has a minimum of eighty (80) hours of sick leave, after donation, may donate up to sixteen (16) hours of sick leave per calendar year to a City employee who has an immediate need for such assistance. Employees who are affected by a serious medical condition may request in writing to become sick leave recipients to the Director of Human Resources. The Director of Human Resources will forward requests to all departments for posting on department bulletin boards. The requests will remain posted for ten (10) days. If, after reviewing the request for sick leave donations, a City employee decides to participate in the donation program, the donor shall fill out a form specifying the number of hours to be donated, and the name of the employee to whom the donation is being made and turn it in to the Human Resources Department. Donated leave will be used on "first in, first used" basis.
  - b) The maximum number of sick leave hours which may be donated to an employee is 120 days or 960 hours in a year from the time it is requested.
  - c) Sick leave and vacation leave will not accrue while the employee is using donated leave.

## Holidays

1. The following paid holidays/personal day shall be observed by all City employees:
  1. New Year's Day
  2. President's Day
  3. Memorial Day
  4. Independence Day
  5. Labor Day
  6. Veterans Day
  7. Thanksgiving Day
  8. Day After Thanksgiving
  9. Christmas Day
  10. Personal Day
2. One Personal Day is earned each fiscal year. This Personal Day must be taken during the fiscal year it is earned or be forfeited.
3. Full-time employees will receive eight (8) hours of holiday pay paid at their regular hourly rate for each observed holiday and eight (8) hours for their Personal Day. Part-time employees will be paid holiday hours as follows at their regular hourly rate based on average hours worked the month before the holiday:

Average hrs worked/wk	Holiday Leave
<20 hours	0 hrs/holiday
20-30 hours	4 hrs/holiday
30-40 hours	6 hrs/holiday

4. Paid Holiday and Vacation:

- a) If a paid holiday occurs during an employee's vacation, the employee shall receive that day as holiday time rather than vacation time.

5. Holiday Occurring on Sunday:

- a) When an observed holiday occurs on a Sunday, the next day, (Monday), shall be the observed holiday.

6. Holiday Occurring on Saturday:

- a) When an observed holiday occurs on a Saturday, the previous day (Friday), shall be the observed holiday.

## **Bereavement Leave**

All employees shall be granted up to four (4) working days with pay when a death occurs in the employee's immediate family. Immediate family includes: Parents, grandparents, brother, sister, grandchild, child, or spouse, and equivalent relationships by marriage or adoption. If circumstances necessitate additional time off, the employee may use other leave, with the approval of their supervisor.

## **Funeral Leave**

Funeral leave is intended for use by employees to attend the funeral of a fellow city employee. The City Administrator, in conjunction with the department heads, may grant employees up to two (2) hours paid leave for funeral leave

## **Employee Development**

The City will strive to promote, transfer, rotate and cross train employees in the best interests of the City. The above personnel actions shall be based solely upon the qualifications of the employee and the need for the City to maintain a competent work force.

The City recognizes the value to the City and community of an educated, trained work force. The City understands the need to develop employees to a high level of proficiency. The City is also cognizant of the costs associated with developing a trained work force.

1. Seminar/Conference Fees & Travel Expenses:

- a) Seminar/conference fees and travel expenses for pre-approved job related training classes and conferences shall be reimbursed.
- b) Employees shall complete the Request to Attend Class or Training Form. The forms are to be submitted to the City Administrator, through the Director of Human Resources, for signature prior to attendance.
- c) Upon completion of the class or conference, employees must complete a request for reimbursement and attach all necessary receipts and documentation to be reimbursed for expenses.

2. Certification Exam Fees:

- a) Fees for taking certification examinations needed to advance will also be reimbursed by the City upon passing the exam.

### 3. Continuing Education Reimbursement:

- a) The City Administrator may approve up to \$200.00 per credit hour up to a maximum of \$2,500 per fiscal year (subject to budget approval by Council) incurred by an employee for continuing education through an accredited program that either offers growth in an area related to his or her current position or might lead to promotional opportunities.
  - 1) Reimbursement percentage is based on the grade received in the class as follows:
    - A - 90%
    - B - 80%
    - C - 70%
    - D&F - Nothing
  - 2) The employee will be responsible for costs above the per credit hour and/or annual limit.
- b) Expenses that may be reimbursed under this program include tuition, fees and books. In order for the employee's expenses to be considered for reimbursement, all of the following conditions must be met:
  - 1) The employee must have, and maintain satisfactory performance during the period of time they are attending school and requesting reimbursement of expenses.
  - 2) The employee must receive a passing grade of "C" or better.
  - 3) The employee must complete a Pre-Approval for Class form and have it approved by their Department Head, the HR Director, and the City Administrator prior to taking the course. Upon completion of the class, the employee must complete and submit a Reimbursement for Class form along with the receipts and evidence of grades for courses taken to their Department Head and the City Administrator.
  - 4) Requests for reimbursement must be submitted within 2 months of completion of the course.
  - 5) If an employee leaves City employment prior to completing the course, the City will not reimburse course costs.

## **Membership in Professional Organizations or Societies**

At the discretion of the City Administrator, an employee's membership dues in work related professional societies and organizations may be paid by the City.

## **Employee Assistance Plan**

The City of Sheridan attempts to provide a practical, constructive mechanism for assisting employees with personal problems which may affect the work situation, or to aid those employees and family members who voluntarily wish to use the program to resolve a personal problem.

The Employee Assistance Program (EAP) is offered to all employees and their family members.

The City of Sheridan will encourage employees and family members who are experiencing personal problems to take advantage of the assessment, counseling and referral services available on a voluntary basis through the EAP. Problems may include emotional and mental issues, family concerns, alcohol and drug problems,



and questions related to financial and legal concerns. Early intervention and assistance minimizes the adverse impact on an employee's personal/family life and job performance.

The City of Sheridan believes that an employee's job performance may also be affected when a member of his or her family is experiencing personal issues. For this reason, the City of Sheridan extends the same offer of referral to any member of the employee's immediate family.

An employee's acceptance, rejection, or failure to respond to treatment does not diminish the employee's responsibility to meet required job performance standards. Employees are only eligible for the EAP services while they are active employees.

All EAP services (assessment, referral, short-term counseling, if available, and follow-up) are free of charge. In some instances, referrals to service providers outside the EAP may be recommended. Any costs for services outside of the EAP are the employee's responsibility. The employee is also responsible for determining if the outside services recommended by the EAP are covered under his or her health benefit plan.

## **LEAVES OF ABSENCE**

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### **Family and Medical Leave Act (FMLA)**

The City provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Where two spouses are employed by the City, their combined leave will be limited to twelve (12) work weeks during any twelve-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement or to care for the employee's parent with a serious health condition.

#### **1. Military Family Leave Entitlements:**

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

#### **2. Benefits and Protections:**



During FMLA leave, the City maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

3. Eligibility Requirements:

Employees are eligible if they have worked for the City for at least 12 months and worked at least 1,250 hours over the previous 12 months.

4. Definition of Serious Health Condition:

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

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

5. Use of Leave:

The maximum time allowed for FMLA is 12 weeks in the 12 month period, or 26 weeks as explained above. The twelve (12) month period shall commence the first day leave is used.

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

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the City's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

6. Substitution of Paid Leave for Unpaid Leave:

The City requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the City's normal paid leave policies. FMLA leave is without pay when paid leave benefits are exhausted.

7. Employee Responsibilities:

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as is practicable and must comply with the City's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees shall be required to provide a certification and periodic recertification supporting the need for leave. The City may require second and third medical opinions at the City's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the City's attendance guideline. Employees on leave must contact the Human Resources Director at least two days before their first day of return.

8. The City's Responsibilities:

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

9. Unlawful Acts:

FMLA makes it unlawful for the Company to:

- 1) Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- 2) Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

10. Enforcement:

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

## **Military Leave of Absence**

Employees having a reserve status in any branch of the U.S. Armed Forces or the Wyoming National Guard or National Reserves will be paid up to 15 working days of military leave each calendar year to attend training programs. This leave is in addition to any sick and vacation leave to which the employee may be entitled. Any leave to fulfill military obligations beyond that may be vacation, personal leave, or leave without pay.

A military leave of absence will be granted to employees who are ordered to active duty. Notice of military leave and orders must be given to the supervisor as soon as they are available. During the period of active duty, the employees are paid and re-employed in accordance with the laws governing veteran's re-employment rights. Paid sick and vacation leave continue to accrue during unpaid Military Leave.

## **Workers' Compensation**

Employees injured while in the performance of their assigned responsibilities may receive benefits as provided by the Workers' Compensation Act.

1. While the employee is receiving temporary disability benefits for on the job injuries, the employee will pay his/her contribution to the group health/dental plan. The City will continue to pay the employer's contribution to the group health/dental insurance plan.
2. The employee may use their accrued sick leave (or other leave) to supplement their temporary disability payments to receive their regular wage.
3. The employee shall use FMLA (if he/she is eligible) leave in conjunction with temporary disability leave.

When an injured employee has been off work and receiving temporary total disability benefits, a doctor must certify when the employee is able to return to work, full or light duty. If a doctor recommends the employee for light duty, the City will determine if a position exists that the employee can do within his/her restrictions. Light duty is limited to twelve (12) months.

## **Jury Duty or Court Directed Witness**

The City recognizes jury duty as a civic responsibility of everyone. Upon presentation of an authorized court directive, or equivalent, to the employee's supervisor, the employee shall be granted leave of absence. Employees shall not lose regular pay or leave accrual while serving on jury duty or while appearing as a witness in behalf of the City in a court proceeding. Employees are expected to report to work on any day that jury duty hours reasonably permit.

An employee required to appear in court as a witness on matters in civil proceedings shall be granted vacation leave, personal leave or leave without pay at the discretion of the supervisor. Any City employee called as a witness in their official capacity (i.e. Police Officer) will be paid for the period they are a witness. If the employee is called as a witness during off duty periods, the employee shall be compensated for a minimum of two (2) hours.

## **Voting**

Voting is an important responsibility we all assume as citizens. The City encourages employees to exercise their voting rights in all municipal, state, and federal elections. Employees shall be granted up to two (2) hours off work, at the convenience of the supervisor or department head for voting purposes for any primary, general, or special election. If an employee does not have three (3) or more consecutive nonworking hours during the time the polls are open, up to 1 hour of that time may be compensated.

# **EMPLOYEE COMPENSATION**

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## **Pay Days**

Employees are paid on a biweekly basis, every other Friday. For the employees' convenience, the City offers the option of either having their pay automatically deposited into a bank account or onto a pay card.

Pay information may be accessed online through the employee services portal. To set up an account, please contact the Human Resources Department.

## **Overtime Compensation**

Non-exempt (hourly) employees receive overtime payment for actual hours worked in excess of forty (40) hours per work week at one and one-half times their normal compensation rate. The work week begins at 12:01 a.m. on Sunday and ends at 12:00 a.m. midnight on Saturday. All overtime is to be approved by the immediate supervisor or department head. Sworn police personnel and fire department personnel receive overtime based on FLSA rules that apply and the work period established by the department or collective bargaining agreement.

## Pay for Exempt Employees

Exempt (salaried) employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period based on a weekly basis. The City is committed to complying with salary basis requirements which allows properly authorized deductions.

Deductions from salaries that are permissible:

- **Personal Absences.** Employers may deduct for full day absences for personal reasons other than sickness or disability.
- **Absences for illness or injury.** Employers may deduct for full day absences due to illness or injury.
- **Absences for FMLA Leave.** Employers may deduct for full day absences taken as FMLA leave and partial day absences for hours taken as intermittent or reduced FMLA leave.
- **Infractions of safety rules.** Employers may deduct for penalties imposed when salaried employees violate safety rules of major significance.
- **Infractions of workplace conduct rules.** Employers may suspend exempt employees with pay for full days for infractions of workplace conduct rules. This deduction is meant to cover only suspensions for "serious workplace misconduct" such as sexual harassment or drug and alcohol violations.
- **First or last weeks of employment.** Employers may make partial week payments during an employee's first or last weeks of employment.

If you believe an improper deduction has been made to your salary, you should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

## On-Call Compensation

When an hourly employee's job requires that he/she be on-call, they will be compensated a flat rate for each hour they are on-call and not scheduled to work. This pay is specifically for the employee(s) to be available during non-productive hours. If the employee is scheduled to work any amount of time while he/she is on-call, no flat rate on-call compensation will be provided for the hours worked. If the employee is called to duty during any off-duty time, they will be compensated for the hours worked (minimum of two hours) at overtime rate in place of the flat rate on-call pay. For the current hourly rate for on-call, please refer to Appendix B.

## Job Classification and Compensation Plan

The City shall develop and maintain a job classification and compensation plan covering all employees of the City. Each position within the City shall be classified into one of the City's classifications for salary purposes and assigned to a particular salary grade. No person shall be employed by the City for any position for which there is not a complete and accurate description within the plan. Market surveys shall be conducted every three to five years to update this plan. The Human Resources Department is responsible for all matters related to the development and maintenance of this plan.

Attached at the end of this Employee Handbook are both the chart indicating the titles of positions, accompanying pay grade and FLSA classification and the salary scale, titled Appendix A.

The position classification plan shall be used to benefit The City of Sheridan in the following areas:

1. In providing standard job descriptions to promote understanding by public officials, employees and the general public.
2. In determining organizational structure, lines of authority, responsibilities and staffing requirements.
3. Creating an effective recruitment, examination and selection program.
4. Establishing an employee evaluation and training program.
5. Providing information to be used in the maintenance of the compensation plan.
6. Determining promotional steps and assisting in career growth.

## **Merit/Scale Increases**

The City of Sheridan may award merit increases based on council approved funding (in the form of merit raises or merit payments, as defined below) to employees based on job performance as supported by the annual performance appraisal.

The amount of each merit raise will be based upon the availability of funding and equitable allocation procedures proposed by the City administration and approved by the Council as a part of each annual budget. Merit increases may not exceed 5% in the employee's grade.

In its budget, the City Council will determine the total amount of funds available for merit increases.

A merit increase is defined as an increase based on work performed but not associated with a promotion or change in job title. A merit increase may only be awarded once annually.

Two types of merit increases may be awarded:

- Merit Raise – An employee may be granted a merit raise that is added to the employee's base salary.
- Merit Payment – An employee may be granted a lump sum merit payment that is not added to the employee's base salary. Merit payments are subject to the standard payroll deductions.

The City Council will also determine every year during the budget process if an adjustment to the entire pay scale is necessary, supported by current market conditions and the availability of funds.

## **WORK ENVIRONMENT**

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## **Drugs & Alcohol**

The City is committed to a safe, healthy, and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs and alcoholic beverages. Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision making. Therefore, the possession, use, sale of controlled substances or alcohol on City premises or during City time is prohibited.

The Human Resources Department provides a list of community resources for substance abuse treatment and prevention services which is posted throughout the City.

Testing is an important element in the Company's efforts to ensure a safe and productive work environment. The City has issued a separate plan for this testing program. Please refer to the City of Sheridan Drug and Alcohol Plan for the full plan and contact the Human Resources Department or your supervisor if you have specific questions.

## **Tobacco**

The City values its employees and sees smoke-free facilities as a healthier work environment. The City is dedicated to providing a healthful, comfortable, productive environment for all personnel.

The City of Sheridan prohibits the use of any form of tobacco products, smoke or smokeless, in City facilities and City vehicles.

## **Anti-Violence**

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, or any other act, which in management's opinion is inappropriate to the workplace. In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct to their supervisor.

Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

## **Attendance**

All employees are expected to be on time to work. In addition, regular attendance is considered an essential function and it is necessary for the efficient operation of the City.

Employees who are going to be absent or late must contact their supervisor as soon as is possible prior to the start of their shift. Failure to call in when absent for two consecutive days will result in termination.

During times of inclement weather or natural disaster, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees will make every reasonable effort to report to work, so long as doing so does not endanger their personal safety. City Administration will normally notify employees of emergency closures via the City email system, or other designated means.

Unless the City Administration announces an emergency closure applicable to an employee's position, an employee who is unable to report to work or leaves work early because of unusual weather conditions shall be required to use personal or vacation time or leave without pay for the time off.

## **Performance Appraisal**

All City employees shall receive a written performance appraisal prepared by their supervisor on an annual basis. Appraisals are based on the job duties and responsibilities of the employee's position as identified by the



approved job description as well as the City of Sheridan Core Values. All evaluations shall be discussed with employees and employees will sign the form to indicate that the evaluation was discussed with them. The original completed evaluation will be maintained with employee's personnel file.

Any employee may submit a request for review if they do not agree with their performance appraisal. The request must be in writing and submitted to the Human Resources department within 30 days after the appraisal is given. The Human Resources department will review the appraisal with the appropriate personnel and get back to the employee in a timely manner.

## **Employment of Immediate Family (Nepotism Policy)**

In some circumstances, hiring immediate family members of current employees may appear to involve favoritism and be detrimental to morale and to organizational goals. To avoid any possibility of favoritism and to prevent other practices or situations which may be detrimental to the City and City employees, special rules have been developed regarding the hiring and placement of immediate family members.

Immediate family members may be considered for placement within the City. However, under no circumstance is a person to be hired or promoted simply because of a relationship with a current employee. Also, employees may not attempt to influence placement decisions on behalf of immediate family members.

Immediate family members must meet the requirements of the open position and all normal employment procedures will be followed in the hiring of an immediate family member. All normal employment procedures will be followed in the hiring of immediate family members.

Immediate family members may not work together on the same shift in the same department or be in a reporting relationship with each other.

If two employees on the same shift in the same department should marry or qualify as immediate family members through marriage, it will be necessary for one to move to another shift or department as soon as a position is available for which they have the necessary qualifications.

## **Outside Employment/Financial Interest**

Employees of the City of Sheridan are required to provide the City with satisfactory job performance. Accordingly, employment with the City of Sheridan should be the first priority of all City employees. If an employee wishes to engage in outside employment or ownership in a business, the employee may do so upon completing the "Notice of Outside Employment of Financial Interest and having it approved by the Department Head, Human Resources Director, and the City Administrator. If the outside employment or business interest is determined to be a conflict of interest, the interest of the City shall prevail. The City of Sheridan recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the City. It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a supervisor. The list below suggests some of the types of activity that indicate improper behavior:

1. Simultaneous employment by another company that is a competitor of or supplier to the City of Sheridan.
2. Carrying on City business with a company in which the employee, or a close relative of the employee, has a substantial ownership or interest
3. Holding a substantial interest in, or participating in the management of, a company from which the City makes purchases.
4. Accepting substantial gifts from an outside organization or company.

5. Misusing privileged information or revealing confidential data outside the City.
6. Using one's position in the City or knowledge of its affairs for personal gains.

Employees must also notify the City if they or an immediate family member have a financial interest in any company that does business with the City of Sheridan on the same form as above for inclusion in the employee's personnel file.

## **Electronic Use Policy**

Employees of the City of Sheridan will be granted access to the Internet through the City's networked computer system. Access to City networks offers vast, diverse, and unique resources that should promote productivity by facilitating resource sharing, innovation, information gathering, and communication. City employees should be aware that City work stations, smart phones, tablets and other equipment are City property, not personal property, and should be used accordingly.

Employees who use our computer network will have access to information and people around the world. Unfortunately, it is possible to access unsuitable information or sites on the internet even though the City has installed filters and firewalls as preventative measures. The City is not responsible for the quality or content of material that has been created elsewhere. The City has developed guidelines to provide assistance in using the network appropriately.

Accessing the City's networked computer system is a privilege, not a right. The use of City networks should be in support of the functions, goals and objectives of the City. Employees using computers linked to the City network are responsible for adherence to City regulations at all times. It is suggested that Internet use be matched as closely as possible to work activities.

When using the City's networked computer system, City staff shall adhere to the following guidelines:

- Employees should not intentionally send anonymous messages or represent a message to have been written by someone else. All correspondence sent by network users should be clearly identifiable as to its originator. Personal communications between individuals or groups should not be quoted without the original author's prior consent.
- Employees are not to intentionally reveal anyone's personal information such as name, home address, or phone number using the City network. Employees are not to give out passwords, allow others to use their account, or use another individual's account.
- Employees are not to engage in vandalism. Vandalism is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware, or to harm or destroy data or another user or any agencies or networks that are connected to the system. This includes, but is not limited to, the creation or intentional transmission of computer viruses or other malware or malicious code.
- The City may review, audit and download e-mail messages that are sent or received by its staff members and may monitor staff internet access. All email communication is considered public information.

Due to the technical nature of using the Internet, the City will not be held responsible for any damages that employees may suffer as a result of using the network. This would include the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions. Use of any information obtained via the City's internet service is at the employee's own risk. Any personal information stored on City computers may be subject to deletion. The City specifically denies any responsibility of the accuracy or quality of information obtained through its services. City computers are set-up to block unauthorized programs in an attempt to protect City computers and the network. Employees that compromise their workstation or the network could



lose saved information should unauthorized use require the computer to be fixed. In this situation it may be necessary for City technicians to return the workstation to the base configuration.

City employees using the computer network are expected to act in a responsible, ethical, moral, and legal manner in accordance with City policy, regulations, and state, federal or local law. A number of actions are prohibited. No City employee may use the network:

1. To knowingly facilitate illegal activity;
2. To conduct commercial or for-profit activities, except for City purposes which have been approved;
3. To intentionally send or post comments which are slanderous or defamatory, or which violate state or federal laws or City policies against discrimination, including sexual harassment. City employees may not use the network to make threats of violence or to facilitate illegal harassment or stalking;
4. To knowingly engage in the unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials;
5. To intentionally access or email material which is illegal under state, federal, or local law, including, but not limited to child pornography or obscene materials, as defined by law. No City employee may use the network to intentionally access or email websites, files, video, images, text, or other material which is pornographic or sexually explicit;
6. To intentionally play games, find entertainment, or conduct personal (non-City) business, except that the employees may make occasional, but limited personal use of the network if such use is brief in duration, does not interfere with the performance of job duties, does not adversely impact the network resources, and is otherwise consistent with all City policies and regulations;
7. To intentionally obtain or modify files, passwords or data belonging to another user;
8. To log onto the network using someone else's password under false pretenses;
9. To fraudulently copy communications, or to knowingly modify files, or other electronic media;
10. To intentionally destroy, modify, or abuse City hardware or software;
11. Any other offense or infraction that the City deems inappropriate.

All computer files, documents, and software created or stored on the City's computer systems are subject to review and inspection at any time. Employees should not assume that any such information is confidential, including e-mail either sent or received.

The inappropriate use of electronic information can be considered a breach of City policy and it may be looked upon as a violation of local, state, or federal laws. Employees that violate the terms of this policy may be subject to disciplinary actions including termination. (Employees covered by Civil Service may be referred to the appropriate Civil Service Commission.) The City reserves the right to deny network access to any user identified as a security risk. In more serious situations, violators will be turned over to the proper legal authorities.

## **Disciplinary Action**

Occasionally performance or other behavior falls short of the City's standards and/or expectations. This could be among other reasons, for unacceptable job performance, violations of City or departmental policy or nonconformance with acceptable employee behavior.

In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the specific circumstances:

- Verbal Counseling or Coaching
- Written Disciplinary Notice
- Performance Improvement Plan
- Suspension
- Demotion
- Termination

Department heads or supervisors in consultation with the Human Resources Director shall determine the form of discipline to be applied in any particular circumstance. The City reserves the discretion to determine when employee discipline is appropriate, and what disciplinary measures are appropriate under any particular circumstance. Depending on the nature, frequency and severity of the violations involved, and the position and performance history of the employee, disciplinary action may take any of the forms listed above, or any other measure that the City believes may be effective in addressing the situation. Disciplinary action is not limited to these actions, nor will discipline necessarily be progressive, which means that the City reserves the right to select any disciplinary measure without first using less serious measures, depending on the circumstances. All employees are at-will employees, meaning that either the City or the employee can terminate the employment relationship at any time with or without cause or notice. The fact that the City may decide to impose discipline rather than termination in any particular situation does not alter the at-will nature of the employment relationship.

Termination of an employee shall be the responsibility of the Department Head. The Human Resources Director and City Administrator must approve such action in advance.

## **Dispute Resolution Process**

Employees who disagree or are dissatisfied with a City practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance the City's ability to resolve concerns while they are fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to the Human Resources Director.

## **Ethical Conduct**

Employees shall conduct their official duties with integrity, impartiality, and in the public interest. They shall conduct both their official and private affairs so as not to give a reasonable basis for the impression that any employee can be improperly influenced in the performance of their official duties. Employees shall conduct themselves as to maintain public confidence in the city. They should avoid even the appearance of conflict between public duties and private interests.

## **Job Vacancies and Posting**

Notices of any vacancies in the City shall be sent to all departments by the Human Resources Department to be posted on a bulletin board, located in each department, at the same time as the position is advertised to the general public.

## Personnel Files

The City keeps a personnel file as a record of your employment. It is important for this record to be up-to-date and complete. This enables us to reach you in an emergency, forward your mail, and properly maintain your insurance and other benefits. It also helps keep track of your payroll deductions and many other things that concern you as an employee. Notify the Human Resources Department immediately if you have changes in any of the following areas: Name, residence, telephone, marital status, insurance changes, tax exemptions, person to notify in case of emergency, and other relevant information. If you want to look at your file or discuss it with someone, contact the Human Resources Department.

## Vehicle and Travel Policy

City vehicles shall be operated in compliance with existing State Statutes, City ordinances, and City policies and procedures.

Employees operating City vehicles must have in their immediate possession a current, valid, and applicable vehicle operator's license. Any employee who operates a City vehicle will be subject to a driving record check at least annually.

### 1. Safety Issues:

City vehicles shall be operated in a reasonable and prudent manner. Safety devices (horns, lights, warning devices, etc.) shall be operable and properly utilized. Where existing, seatbelts shall be continuously worn by all occupants of City vehicles. Seatbelts must be worn by any employee driving for the purpose of work, whether in a personal or City-owned vehicle. Vehicle operators shall not be under the influence of any alcoholic beverage or prohibited drug, nor shall the odor of same be on or about their person.

### 2. Operator of City Vehicles:

Except as authorized in writing by the City Administrator, City vehicles shall be operated only by City employees authorized to do so by their Department Head. In the case of a clearly immediate and present emergency, a City vehicle may be temporarily operated by an employee or other person not otherwise authorized its operation. When not in actual use, or when left unattended in the course of carrying out City business, City vehicles shall be properly secured. When not in actual use, City vehicles shall be properly parked or otherwise housed on city property.

### 3. Use of City Vehicles:

While City vehicles are legitimate tools for performing City business, their use is also accompanied by serious responsibility and accountability. Employees will present a professional image and exhibit exemplary driving behavior when operating or otherwise utilizing city vehicles. To this end, employees shall at all times consider the public's perception of City vehicle appearance, operator/occupant behavior, and vehicle use and location. Except as otherwise specified, City vehicles shall be used for official City business only. In no circumstances shall City vehicles be directly or indirectly used for purposes of personal gain. Prior to and after official City travel, City vehicles may be taken home to accommodate employees leaving and arriving before or after regular working hours.

### 4. Special Provisions:

- a. Passengers – passengers in City vehicles are limited to:
  - Employees transported for purposes of carrying out official City business.
  - Persons participating in an approved ride-along program.

- Persons transported during extreme emergency situation.
  - Persons transported in conjunction with an arrest or other legitimate public safety matter.
  - Non-employees transported for purposes of carrying out other legitimate City business.
  - Other passengers as approved in writing by the applicable Department Head and City Administrator.
- b. Employees operating City vehicles on an as-needed or On-call basis are responsible for ensuring the reasonable maintenance, safety, repair, and cleanliness of the vehicle operated while in their care.
  - c. Employees operating a City vehicle to conduct legitimate City business may utilize the vehicle for purposes of taking a scheduled meal break in the City, if such break is clearly incidental to a reasonably direct travel route to/from work assignments.
  - d. Employees temporarily assigned an On-call Vehicle for on-call purposes may use such vehicle for commuting while assigned.
  - e. Employees assigned an Emergency Service Vehicle, or a temporary-use On-call Vehicle for standby duty, may use such vehicle for de minimus personal purposes (the occasional stop or errand performed between work locations or commuting points).

## Two Way Radio, Cellular Telephone & Personal Electronic Device Use Policy

City issued and personal Cellular Telephones, two way radios and other personal electronic devices are issued to enhance communications and provide for better customer service and should be used in a safe and appropriate manner.

### 1. This Policy:

- a. Applies to all City employees and volunteers, except where specifically exempted;
- b. Applies to the use of both city and personal cell phones; and personal electronic devices Supervisors may determine are unsafe;
- c. Applies to the operation of city-owned vehicles at all times;
- d. Applies when “on the clock” for the City; including when operating a personal vehicle when “on the clock”;
- e. Applies when use interferes with the performance of job tasks;
- f. Shall serve as the base Policy. Individual Department Heads and Division Managers and Supervisors may enact **more stringent** policies and directives for their individual departments and divisions.

The following are some guidelines for appropriate uses:

### 2. All employees shall:

- a. Avoid unnecessary cell phone or two-way radio use.
- b. Keep two-way radio traffic and cell phone conversations brief.
- c. Pull off the road and stop before dialing to make calls or receiving calls.
- d. Do not drive while talking on the cell phone unless you have hands free models/adapters or other technological advances for improved safety and your department otherwise permits it.
- e. Avoid any other activities that can lead to distracted driving.

Employees shall also comply with all current applicable laws (City, State and Federal).

## **Honor Code**

It is the policy of the City of Sheridan that all employees are to report to management all any activity that he/she considers to be illegal or dishonest. The employee is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities are violations of federal, state, or local laws including but not limited to discrimination, harassment OSHA concerns, ADA, FMLA, etc. If any employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Human Resources Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who files a false report of wrongdoing will be subject to the City's disciplinary process. Protections are provided for the reporting employee in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the employee will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The City will not retaliate against a reporting employee. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments. Any employee who believes he/she is being retaliated against for reporting an illegal or dishonest activity must contact the Human Resources Director immediately. The right of the employee for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

## **Severability Clause**

If any part of this handbook shall be held to be unconstitutional or invalid, it shall not affect the balance of this Employee Handbook.

## ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED 7/20/18. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

THE INFORMATION IN THIS HANDBOOK IS FOR GENERAL INFORMATION ONLY. IT OUTLINES GENERALLY YOUR RESPONSIBILITIES, BENEFITS, AND CITY GUIDELINES RELATED TO THE WORKPLACE. THE GUIDELINES, PRACTICES, AND PROGRAMS DESCRIBED IN THE HANDBOOK ARE SUBJECT TO CHANGE AT ANY TIME WITH OR WITHOUT NOTICE AND MAY NOT BE ALL-INCLUSIVE. WHERE THIS HANDBOOK CONFLICTS WITH BENEFIT PLAN DOCUMENTS, CIVIL SERVICE STATUTES, OR A COLLECTIVE BARGAINING AGREEMENT, THE PLAN DOCUMENTS, STATUTES, AND THE AGREEMENT WILL PREVAIL.

AT THE CITY OF SHERIDAN, NEITHER THE EMPLOYEE NOR THE CITY IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE CITY OF SHERIDAN IS AT-WILL. EITHER THE EMPLOYEE OR THE CITY HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON (EXCEPT INsofar AS SUCH MAY BE COVERED BY A LEGALLY BINDING COLLECTIVE BARGAINING AGREEMENT OR CIVIL SERVICE RULES). THIS HANDBOOK AND ANY VERBAL STATEMENTS BY THE CITY ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF THE CITY, OTHER THAN THE CITY COUNCIL, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, APPROVED BY CITY COUNCIL, AND SIGNED BY THE EMPLOYEE. THIS HANDBOOK SUPERCEDES ALL PREVIOUSLY ISSUED EDITIONS.

\_\_\_\_\_  
EMPLOYEE NAME (PRINTED)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

# APPENDIX A

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## Position/Grade Analysis

DEPT	POSITION	GRADE	FLSA
AD/1	City Administrator	28	E
AD-CC/1	City Clerk	23	E
AD-CC/2	Administrative Assistant	12	NE
FD/1	Fire Chief	25	E
FD/2	Fire Captain	F4	NE
FD/3	Firefighter II	F3	NE
FD/4	Firefighter I - Paramedic	F3	NE
FD/5	Firefighter I - EMT-I	F2	NE
FD/6	Firefighter I - EMT-B	F1	NE
FD/7	Administrative Coordinator	14	NE
HR/1	Human Resources Director	25	E
HR/2	Senior Human Resources Generalist	18	E
HR/2	Human Resources Generalist	16	E
MC/1	Executive Assistant	16	E
PD/1	Police Chief	25	E
PD/2	Police Lieutenant	21	E
PD/3	Police Sergeant	20	NE
PD/4	Administrative Services Manager	20	E
PD/5	Police Corporal	18	NE
PD/6	Police Officer	16	NE
PD/7	Administrative Coordinator	14	NE
PD/8	Community Service Officer	13	NE
PD/9	Communications Officer	13	NE
PD/10	Evidence Technician	12	NE
PD/11	Records Technician	10	NE
PW/1	Public Works Director	25	E
PW/2	Administrative Coordinator	14	NE
PW-CD/1	Community Development Director	23	E
PW-CD/2	Building Official	21	E
PW-CD/3	Plans Examiner II	20	NE
PW-CD/4	Plans Examiner I	19	NE
PW-CD/5	Inspector II	19	NE
PW-CD/5	Inspector I	17	NE
PW-CD/6	Planning Technician	14	NE
PW-CD/7	Permit Technician II	12	NE
PW-CD/8	Permit Technician I	11	NE
PW-CE/1	Assistant City Engineer	23	E
PW-CE/2	Senior Project Engineer	22	E
PW-CE/3	Project Engineer	21	E
PW-CE/4	Engineering Technician	19	E

PW-PK/1	Parks Superintendent	20	E
PW-PK/2	City Arborist/Weed & Pest Technician	14	NE
PW-PK/3	Cemetery Coordinator	13	NE
PW-PK/4	Senior Grounds Maintenance Worker	12	NE
PW-PK/5	Grounds Maintenance Worker II	11	NE
PW-PK/5	Grounds Maintenance Worker I	10	NE
PW-SHP/1	Shop Supervisor	18	E
PW-SHP/2	Mechanic II	14	NE
PW-SHP/3	Mechanic I	13	NE
PW-ST/1	Street Maintenance Superintendent	21	E
PW-ST/2	Street Maintenance Supervisor	17	NE
PW-ST/3	Equipment Operator IV	13	NE
PW-ST/4	Equipment Operator III	12	NE
PW-ST/5	Administrative Assistant	12	NE
PW-ST/6	Equipment Operator II	11	NE
PW-ST/7	Equipment Operator I	10	NE
PW-ST/8	Street Maintenance Worker	9	NE
PW-TS/1	Traffic & Sign Supervisor	17	NE
PW-TS/2	Sign Technician III	13	NE
PW-TS/3	Sign Technician II	12	NE
PW-TS/4	Sign Technician I	11	NE
PW-TS/5	Sign Maintenance Worker	10	NE
TR/1	City Treasurer	25	E
TR/2	Assistant City Treasurer	21	E
TR/3	Staff Accountant	17	E
TR/4	Accounts Payable/Payroll Technician	14	NE
TR/5	Accounting Technician	12	NE
TT/1	Executive Director	21	E
TT/2	Media Specialist	16	
TT/3	Film & Digital Production Coordinator	14	E
TT/4	Office Assistant	9	NE
UT/1	Utilities Director	25	E
UT/2	Administrative Coordinator	14	NE
UT-CS/1	Customer Service Supervisor	18	E
UT-CS/2	Customer Service Specialist	12	NE
UT-CS/3	Clerk of Court	12	NE
UT-IT/1	Information Technology Manager	21	E
UT-IT/2	Information Technology Specialist	17	NE
UT-SW/1	Solid Waste Superintendent	21	E
UT-SW/2	Landfill Supervisor	17	E
UT-SW/3	Sanitation & Recycling Supervisor	17	E
UT-SW/4	Solid Waste & Recycling Coordinator	14	NE
UT-SW/5	Senior Landfill Equipment Operator	14	NE
UT-SW/7	Senior Sanitation/Recycling Equipment Operator	14	NE
UT-SW/8	Landfill Equipment Operator IV	13	NE



UT-SW/9	Sanitation & Recycling Equipment Operator IV	13	NE
UT-SW/10	Landfill Technician	12	NE
UT-SW/8	Landfill Equipment Operator III	12	NE
UT-SW/9	Sanitation & Recycling Equipment Operator III	12	NE
UT-SW/8	Landfill Equipment Operator II	11	NE
UT-SW/9	Sanitation & Recycling Equipment Operator II	11	NE
UT-SW/8	Landfill Equipment Operator I	10	NE
UT-SW/9	Sanitation & Recycling Equipment Operator I	10	NE
UT-SW/11	Landfill Attendant	9	NE
UT-SW/12	Solid Waste/Recycling Worker	9	NE
UT-SW/13	Landfill Worker	9	NE
UT-UM/1	Utility Maintenance Superintendent	21	E
UT-UM/2	Utility Maintenance Supervisor	17	NE
UT-UM/3	Utility Maintenance Operator III	14	NE
UT-UM/3	Utility Maintenance Operator II	13	NE
UT-UM/3	Utility Maintenance Operator I	12 <sup>1</sup>	NE
UT-UM/3	Utility Maintenance Operator in Training	12 <sup>1</sup>	NE
UT-UM/4	Administrative Assistant	12	NE
UT-US/1	Utility Services Coordinator	19	E
UT-US/2	Utility Services Technician	17	NE
UT-WT/1	Water Supply & Treatment Superintendent	21	E
UT-WT/2	Water Treatment Plant Supervisor	17	NE
UT-WT/3	Source Water-Intake Operator	14	NE
UT-WT/4	Water Treatment Plant Operator IV	14	NE
UT-WT/4	Water Treatment Plant Operator III	13	NE
UT-WT/4	Water Treatment Plant Operator II	12	NE
UT-WT/4	Water Treatment Plant Operator I	12 <sup>1</sup>	NE
UT-WT/4	Water Treatment Plant Operator in Training	12 <sup>1</sup>	NE
UT-WT/5	Office Assistant	9	NE
UT-WWT/1	Wastewater Treatment Plant Superintendent	21	E
UT-WWT/2	WWTP Laboratory Coordinator	16	E
UT-WWT/3	WWTP Maintenance Mechanic Coordinator	15	NE
UT-WWT/4	WWTP Maintenance Mechanic	14	NE
UT-WWT/5	Wastewater Treatment Plant Operator IV	14	NE
UT-WWT/4	WWTP Mechanic Technician	13	NE
UT-WWT/5	Wastewater Treatment Plant Operator III	13	NE
UT-WWT/5	Wastewater Treatment Plant Operator II	12	NE
UT-WWT/4	WWTP Mechanic in Training	12	NE
UT-WWT/5	Wastewater Treatment Plant Operator I	12 <sup>1</sup>	NE
UT-WWT/5	Wastewater Treatment Plant Operator in Training	12 <sup>1</sup>	NE

<sup>1</sup> Advance 2.5% when employee obtains Level I certification & advance 2.5% when employee obtains Level II certification.

## Salary Scale – City Government City of Sheridan Personnel

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
9	31,708.27	32,104.63	32,505.93	32,912.26	33,323.66	33,740.21	34,161.96	34,588.98	35,021.35	35,459.11	35,902.35	36,351.13	36,805.52	37,265.59	37,731.41	38,203.05	38,680.59	39,164.10
10	33,313.50	33,729.92	34,151.55	34,578.44	35,010.67	35,448.30	35,891.41	36,340.05	36,794.30	37,254.23	37,719.91	38,191.41	38,668.80	39,152.16	39,641.56	40,137.08	40,638.80	41,146.78
11	35,000.00	35,437.50	35,880.47	36,328.97	36,783.09	37,242.88	37,708.41	38,179.77	38,657.01	39,140.23	39,628.48	40,124.85	40,626.41	41,134.24	41,648.42	42,169.02	42,696.13	43,229.84
12	36,771.88	37,231.52	37,696.92	38,168.13	38,645.23	39,128.30	39,617.40	40,112.62	40,614.02	41,121.70	41,635.72	42,156.17	42,683.12	43,216.66	43,756.87	44,303.83	44,857.63	45,418.35
13	38,633.45	39,116.37	39,605.32	40,100.39	40,601.65	41,109.17	41,623.03	42,143.32	42,670.11	43,203.49	43,743.53	44,290.32	44,843.95	45,404.50	45,972.06	46,546.71	47,128.54	47,717.65
14	40,589.27	41,096.64	41,610.34	42,130.47	42,657.10	43,190.32	43,730.20	44,276.82	44,830.28	45,390.66	45,958.05	46,532.52	47,114.18	47,703.11	48,299.39	48,903.14	49,514.43	50,133.36
15	42,644.10	43,177.15	43,716.87	44,263.33	44,816.62	45,376.83	45,944.04	46,518.34	47,099.82	47,688.57	48,284.67	48,888.23	49,499.33	50,118.08	50,744.55	51,378.86	52,021.09	52,671.36
16	44,802.96	45,363.00	45,930.03	46,504.16	47,085.46	47,674.03	48,269.95	48,873.33	49,484.25	50,102.80	50,729.08	51,363.20	52,005.24	52,655.30	53,313.49	53,979.91	54,654.66	55,337.84
17	47,071.11	47,659.50	48,255.24	48,858.43	49,469.16	50,087.53	50,713.62	51,347.54	51,989.39	52,639.25	53,297.24	53,963.46	54,638.00	55,320.98	56,012.49	56,712.65	57,421.55	58,139.32
18	49,454.08	50,072.26	50,698.16	51,331.89	51,973.54	52,623.21	53,281.00	53,947.01	54,621.35	55,304.11	55,995.42	56,695.36	57,404.05	58,121.60	58,848.12	59,583.72	60,328.52	61,082.63
19	51,957.70	52,607.17	53,264.76	53,930.57	54,604.70	55,287.26	55,978.35	56,678.08	57,386.55	58,103.89	58,830.18	59,565.56	60,310.13	61,064.01	61,827.31	62,600.15	63,382.65	64,174.93
20	54,588.06	55,270.41	55,961.29	56,660.80	57,369.06	58,086.18	58,812.25	59,547.41	60,291.75	61,045.40	61,808.46	62,581.07	63,363.33	64,155.37	64,957.32	65,769.28	66,591.40	67,423.79
21	60,255.00	61,008.19	61,770.79	62,542.92	63,324.71	64,116.27	64,917.72	65,729.19	66,550.81	67,382.69	68,224.98	69,077.79	69,941.26	70,815.53	71,700.72	72,596.98	73,504.44	74,423.25
22	66,510.24	67,341.62	68,183.39	69,035.69	69,898.63	70,772.36	71,657.02	72,552.73	73,459.64	74,377.89	75,307.61	76,248.95	77,202.07	78,167.09	79,144.18	80,133.48	81,135.15	82,149.34
23	73,414.87	74,332.55	75,261.71	76,202.48	77,155.01	78,119.45	79,095.94	80,084.64	81,085.70	82,099.27	83,125.51	84,164.58	85,216.64	86,281.84	87,360.37	88,452.37	89,558.03	90,677.50
24	81,036.27	82,049.23	83,074.84	84,113.28	85,164.69	86,229.25	87,307.12	88,398.46	89,503.44	90,622.23	91,755.01	92,901.95	94,063.22	95,239.01	96,429.50	97,634.87	98,855.30	100,091.00
25	89,448.88	90,567.00	91,699.08	92,845.32	94,005.89	95,180.96	96,370.72	97,575.36	98,795.05	100,029.99	101,280.36	102,546.37	103,828.20	105,126.05	106,440.12	107,770.63	109,117.76	110,481.73
26	98,734.83	99,969.02	101,218.63	102,483.86	103,764.91	105,061.97	106,375.25	107,704.94	109,051.25	110,414.39	111,794.57	113,192.00	114,606.90	116,039.49	117,489.98	118,958.61	120,445.59	121,951.16
27	108,984.78	110,347.09	111,726.43	113,123.01	114,537.05	115,968.76	117,418.37	118,886.10	120,372.17	121,876.83	123,400.29	124,942.79	126,504.58	128,085.88	129,686.96	131,308.04	132,949.39	134,611.26
28	120,298.80	121,802.54	123,325.07	124,866.63	126,427.47	128,007.81	129,607.91	131,228.01	132,868.36	134,529.21	136,210.83	137,913.46	139,637.38	141,382.85	143,150.13	144,939.51	146,751.25	148,585.65

Grade	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
9	39,653.65	40,149.32	40,651.19	41,159.33	41,673.82	42,194.74	42,722.17	43,256.20	43,796.90	44,344.37	44,898.67	45,459.90	46,028.15	46,603.50	47,186.05	47,775.87	48,373.07
10	41,661.11	42,181.88	42,709.15	43,243.02	43,783.55	44,330.85	44,884.98	45,446.05	46,014.12	46,589.30	47,171.67	47,761.31	48,358.33	48,962.81	49,574.84	50,194.53	50,821.96
11	43,770.21	44,317.34	44,871.30	45,432.19	46,000.10	46,575.10	47,157.29	47,746.75	48,343.59	48,947.88	49,559.73	50,179.23	50,806.47	51,441.55	52,084.57	52,735.62	53,394.82
12	45,986.08	46,660.90	47,342.91	47,932.20	48,528.85	49,132.96	49,744.62	50,363.93	50,990.98	51,625.87	52,268.69	52,919.55	53,578.55	54,245.78	54,921.35	55,605.37	56,297.93
13	48,314.12	48,918.05	49,529.52	50,148.64	50,775.50	51,410.19	52,052.82	52,703.48	53,362.27	54,029.30	54,704.67	55,388.48	56,080.83	56,781.84	57,491.62	58,210.26	58,937.89
14	50,760.02	51,394.52	52,036.95	52,687.42	53,346.01	54,012.83	54,688.00	55,371.60	56,063.74	56,764.54	57,474.09	58,192.52	58,919.93	59,656.43	60,402.13	61,157.16	61,921.62
15	53,329.75	53,996.37	54,671.33	55,354.72	56,046.65	56,747.23	57,456.57	58,174.78	58,901.97	59,638.24	60,383.72	61,138.52	61,902.75	62,676.53	63,459.99	64,253.24	65,056.40
16	56,029.57	56,729.94	57,439.06	58,157.05	58,884.01	59,620.06	60,365.31	61,119.88	61,883.88	62,657.43	63,440.65	64,233.65	65,036.57	65,849.53	66,672.65	67,506.06	68,349.88
17	58,866.06	59,601.89	60,346.91	61,101.25	61,865.02	62,638.33	63,421.31	64,214.07	65,016.75	65,829.46	66,652.33	67,485.48	68,329.05	69,183.16	70,047.95	70,923.55	71,810.10
18	61,846.16	62,619.24	63,401.98	64,194.50	64,996.93	65,809.39	66,632.01	67,464.91	68,308.22	69,162.08	70,026.60	70,901.93	71,788.21	72,685.56	73,594.13	74,514.06	75,445.48
19	64,977.12	65,789.33	66,611.70	67,444.35	68,287.40	69,140.99	70,005.26	70,880.32	71,766.33	72,663.41	73,571.70	74,491.34	75,422.49	76,365.27	77,319.83	78,286.33	79,264.91
20	68,266.59	69,119.92	69,983.92	70,858.72	71,744.45	72,641.26	73,549.27	74,468.64	75,399.50	76,341.99	77,296.27	78,262.47	79,240.75	80,231.26	81,234.15	82,249.58	83,277.70
21	75,353.54	76,295.46	77,249.15	78,214.77	79,192.45	80,182.36	81,184.64	82,199.44	83,226.94	84,267.27	85,320.61	86,387.12	87,466.96	88,560.30	89,667.30	90,788.14	91,923.00
22	83,176.21	84,215.91	85,268.61	86,334.47	87,413.65	88,506.32	89,612.65	90,732.81	91,866.97	93,015.30	94,177.99	95,355.22	96,547.16	97,754.00	98,975.92	100,213.12	101,465.79
23	91,810.97	92,958.61	94,120.59	95,297.10	96,488.31	97,694.42	98,915.60	100,152.04	101,403.94	102,671.49	103,954.88	105,254.32	106,570.00	107,902.12	109,250.90	110,616.54	111,999.24
24	101,342.13	102,608.91	103,891.52	105,190.16	106,505.04	107,836.36	109,184.31	110,549.11	111,930.98	113,330.11	114,746.74	116,181.08	117,633.34	119,103.76	120,592.55	122,099.96	123,626.21
25	111,862.75	113,261.04	114,676.80	116,110.26	117,561.64	119,031.16	120,519.05	122,025.54	123,550.86	125,095.24	126,658.93	128,242.17	129,845.20	131,468.26	133,111.61	134,775.51	136,460.20
26	123,475.55	125,018.99	126,581.73	128,164.00	129,766.05	131,388.13	133,030.48	134,693.36	136,377.03	138,081.74	139,807.76	141,555.36	143,324.80	145,116.36	146,930.32	148,766.94	150,626.53
27	136,293.90	137,997.58	139,722.55	141,469.08	143,237.44	145,027.91	146,840.76	148,676.27	150,534.72	152,416.40	154,321.61	156,250.63	158,203.76	160,181.31	162,183.58	164,210.87	166,263.51
28	150,442.97	152,323.50	154,227.55	156,155.39	158,107.33	160,083.67	162,084.72	164,110.78	166,162.16	168,239.19	170,342.18	172,471.46	174,627.35	176,810.19	179,020.32	181,258.08	183,523.80

## **APPENDIX B**

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### **On-Call Pay**

As of September 24, 2017, the on-call rate of pay shall be \$2.00 per hour.