

**THE CITY OF REYNOLDSBURG, OHIO**  
**EMPLOYEE HANDBOOK**

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## **INTRODUCTION**

Welcome to employment with the City of Reynoldsburg. The City takes pride in its service to the citizens of Reynoldsburg and the community, and believes that, first and foremost, we must be good citizens, set a good example, and fulfill our duties in a conscientious and courteous manner. In return, the City strives to provide a professional, positive, hands-on approach to managing its human resources.

This employee handbook was designed to help employees acquaint themselves with the City's policies and procedures. Please read the handbook as soon as possible. If you have any questions regarding the interpretation or application of the contents of this handbook, you should direct them to your supervisor or to the Human Resource Director or refer to the City of Reynoldsburg Personnel Policy and Procedure Manual.

Revised 4/4/03

## **NATURE OF EMPLOYMENT**

All employees of the City of Reynoldsburg are public employees, and are therefore held to a high standard of conduct. Employees must familiarize themselves with various laws, rules, and regulations that govern public employment.

The officials who appoint City employees must exercise their authority, rights, and responsibilities in the best interests of the City and its citizens, and therefore reserve the right to adopt or change policies, rules, and regulations as necessary.

This handbook is presented for informational purposes only, and may be changed at any time with or without notice. This handbook is not an employment contract. All employees must agree to abide by applicable laws and policies as a condition of employment. For more information, employees should refer to Section 3.01 of the City of Reynoldsburg Personnel Policy and Procedure Manual and/or any applicable union contract.

## **EQUAL EMPLOYMENT OPPORTUNITY**

City employment decisions will be based on merit. The City does not unlawfully discriminate in employment decisions on the basis of race, color, religion, sex, national origin, age, disability, pregnancy, or any other characteristics protected by law; however, when making employment decisions, the City does take nondiscriminatory factors into consideration, such as qualifications, knowledge, skills, abilities, and job performance.

The City will make reasonable accommodations for qualified individuals with legitimate disabilities, unless doing so would result in an undue hardship. This policy applies to hiring, promotion, pay, discipline, discharge, etc. all aspects of employment.

Revised 4/4/03

## **IMMIGRATION LAW COMPLIANCE**

The City does not unlawfully discriminate on the basis of citizenship or national origin. However, in order to work for the City, each new employee must provide acceptable

documentation to prove identity and eligibility to work in the United States. New employees must complete the necessary I-9 forms.

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### **APPLICATIONS, REFERENCE CHECKS & EMPLOYMENT RECORDS**

The City requires all job applicants to fill out application forms. The City also checks employment references of job applicants. The City relies on information that applicants provide when they apply for employment. If an applicant lies or misleads the City during the application process, he/she should not expect to be hired.

If an applicant does not give us material information that the City has asked for, the City considers that to be the same as misleading. If the City discovers after hiring a person that he/she lied or misled the City, that person should expect to be discharged.

Furthermore, each employee's record of employment with the City of Reynoldsburg is a matter of public record. Therefore, the City encourages all employees to establish and maintain the best possible work record while working for the City.

Revised 4/4/03

### **CIVIL SERVICE EXAMINATIONS & MEDICAL EXAMINATIONS**

The City establishes qualifications for employment, which may include civil service examinations or medical examinations. The City reserves the right to require applicants, and employees to undergo examinations when necessary to demonstrate their suitability for hire, promotion, or continued employment.

### **RETIREMENT**

All employees of the City except for those specifically exempted by statute are required to participate in the Ohio Public Employees Retirement System or the Police and Fireman's Disability and Pension Fund.

If you have any questions regarding this program, please call or write to the address below, and include your social security number. The addresses and phone numbers are:

Ohio Public Employees Retirement System	Ohio Police and Fireman's Disability and Pension Fund
277 E. Town Street	140 E. Town Street
Columbus, Ohio 43215	Columbus, Ohio 43215
(800)222-7377	(614) 228-2975
<a href="http://www.opers.org">www.opers.org</a>	<a href="http://www.op-f.org">www.op-f.org</a>

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### **PHONE NUMBERS, ADDRESSES, AND EMERGENCY CONTACTS**

Please notify your department head and the Human Resources Director if you change your telephone number, mailing address, or name of the person you would like us to contact in the

event of an emergency. The City needs accurate address information in order to send your W-2s, and the City cannot always update emergency contact information during a crisis.

Revised 4/4/03

### **REPORTING CHANGES IN MARITAL, DEPENDENT, & PERSONAL STATUS**

Failure to report changes in marital and dependent status and other personal information may prevent you or your dependents from obtaining or maintaining valuable employee benefits or services. It is your responsibility to keep the City updated on this information. Please report any changes within three (3) calendar days by notifying the Human Resources Director in writing.

### **TRAINING**

Each employee bears primary responsibility for maintaining or upgrading individual knowledge, skills, and abilities necessary to perform his or her job, to meet the state and/or City requirements, or to seek promotion.

When the City provides training opportunities, the City encourages employees to take advantage of them. In some instances, especially in the Division of Police, certain training is mandatory.

Revised 4/4/03

### **PERFORMANCE EVALUATION**

The citizens and taxpayers of Reynoldsburg provide employees with jobs, career paths, management guidance, technical support, and many other resources and opportunities. In return, they have a right to expect that employees will perform their duties diligently and with a positive attitude. Employees are evaluated on their performance, as provided in Section 3.16 of the City of Reynoldsburg Personnel Policy and Procedure Manual.

### **PAY**

The pay plan for employees of the City of Reynoldsburg is established by the City Council and implemented by the City administration. Payday is every other Friday.

### **TIME RECORDS**

All non-exempt (hourly) employees are required to record all hours worked for the City, including the times the employee started work and stopped work each workday and beginning and ending unpaid meal periods. Time sheets are used by the City to document the hours worked by non-exempt employees so that wages can be determined. Failure to adhere to the reporting procedures adopted by the City may result in disciplinary action and loss of pay for the hours of work the City cannot verify. Exempt employees shall be required to record attendance.

### **STARTING/QUITTING TIMES**

Full-time, part-time, and seasonal non-exempt employees are not permitted to commence work and/or sign/clock-in more than seven (7) minutes before their scheduled starting time or continue working and/or sign/clock-out more than seven (7) minutes after their scheduled quitting time

without the advanced approval of the department head and/or their immediate supervisor, except in emergency situations where advance approval cannot be obtained.

### **FRINGE BENEFITS**

In addition to paying a decent wage, the City also provides eligible employees with health care insurance, other insurance, pension contributions, paid vacation, paid sick leave, and paid leave for on-the-job injury, jury duty, or military duty. The City also contributes monies to cover employees under the workers' compensation and unemployment compensation programs.

These are valuable but expensive benefits that should be enjoyed, but not abused. If you have any questions about these benefits, you may ask your supervisor or the Human Resources Director. Although they cannot grant you any special privileges or benefits not provided by the benefit policies themselves, they can answer certain questions or direct you to the best source of additional information.

### **SICK LEAVE**

Each full-time employee is credited with 4.6 hours of sick leave for each pay period of continuous service with the City. Unused sick leave continues to accumulate at that rate without limit and is paid at the employee's rate of pay at the time the leave is taken. Employees should preserve their sick leave for when they really need it. Sick leave differs from vacation; employees may only use sick leave for injury, illness, or pregnancy.

For more information on sick leave and its allowable uses, please refer to Section 5.01 of the City of Reynoldsburg Personnel Policy and Procedure Manual.

### **INJURY LEAVE**

Injury leave is available to a full-time employee who suffers an incapacitating injury while on-the-job in service to the City. Injury leave is paid at the employee's current rate of pay, and is limited to a total of not more than 1040 hours per occurrence. Compensation paid to an employee from other sources for the injury, for example workers' compensation, will be deducted from injury leave compensation. For more information, please refer to Section 5.03 of the City of Reynoldsburg Personnel Policy and Procedure Manual.

### **LEAVE DONATION**

Full-time permanent, and part-time permanent non-union employees of the City may donate paid leave to a fellow full-time permanent, or part-time permanent non-union City employee in order to assist the co-worker in critical need of leave due to his/her serious illness or injury. Specific details on leave donation can be found in Section 5.04 of the City of Reynoldsburg Personnel Policy and Procedure Manual.

Revised 7/30/03

### **VACATIONS**

Each full-time employee will accrue vacation leave with full pay in accordance with the following schedule:

<u>Length of Service</u>	<u>Hours Earned Each Biweekly Pay</u>	<u>Approximate Annual Equivalent</u>
0–5 years	3.08 hours	2 weeks
5–11 years	4.62 hours	3 weeks
11–15 years	6.16 hours	4 weeks
15 plus years	7.70 hours	5 weeks

Employees may use vacation leave only with prior approval of the Appointing Authority or appropriate designee. Specific details on vacation leave can be found in Sections 5.05 and 5.051 of the City of Reynoldsburg Personnel Policy and Procedure Manual.

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### **HOLIDAYS**

The following days are considered legal holidays for which full-time, non-union employees receive their regular compensation:

1. New Year's Day (January 1)
2. Martin Luther King, Jr. Day (third Monday in January)
3. President's Day (third Monday in February)
4. Memorial Day (last Monday in May)
5. Independence Day (July 4)
6. Labor Day (first Monday in September)
7. Veterans' Day (November 11)
8. Thanksgiving Day (fourth Thursday in November)
9. Day after Thanksgiving
10. Day before Christmas Day
11. Christmas Day (December 25)
12. Day before New Year's Day
13. Personal day
14. Any day or part of any day as proclaimed by the Mayor

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Most employees receive holidays off with pay. Those who are required to work on a holiday are paid extra in accordance with City policy. Specific details on holidays can be found in Sections 5.06 and 5.061 of the City of Reynoldsburg Personnel Policy and Procedure Manual, and all bargaining unit employees should refer to their applicable collective bargaining agreement for holiday provisions.

### **FUNERAL LEAVE**

Full-time employees may use funeral leave to attend a funeral of an immediate family member or to attend to other matters directly related to such a funeral. Funeral leave is limited to three (3) working days. For more specific details, please refer to Section 5.07 of the City of Reynoldsburg Personnel Policy and Procedure Manual.

## **JURY DUTY**

Any employee who is called to municipal, county, state, or federal jury duty must notify his/her supervisor of the expected dates and time required as soon as possible. The City excuses such full-time or permanent part-time employees with pay from any regularly scheduled workdays necessary to allow them to serve. However, if you are excused for jury duty, you are only excused for the portion of the day during which you are actually serving, plus a reasonable amount of time for travel and changing clothes. If jury duty does not take all day, you must report to work for the balance of the day.

## **EXAMINATION LEAVE**

The City allows employees time off with pay from regularly scheduled workdays to take City of Reynoldsburg Civil Service Tests, or to take required examinations pertinent to their City employment before a state, county, or federal licensing board. The City will not pay you to take such exams during your off time. If you want time off to take such an examination, you must notify your immediate supervisor as soon as you know the date and time that the exam will be given.

## **EMPLOYEE CONDUCT**

In this handbook, the City has attempted to outline conduct that is generally expected of employees. However, the City cannot write a specific rule to cover every possible situation. Therefore, please use good judgment regarding your personal conduct on the job and in off-duty situations that may reflect on your City employment. The following sections address certain specific areas of conduct.

## **TARDINESS**

The first rule for good job performance is to arrive at the job on time and ready to work. Habitual tardiness is inexcusable and will not be tolerated. Furthermore, if you are a non-exempt employee and you are tardy, you may be subject to a reduction in pay corresponding to the amount of time you are late, unless you offer a written reason that is acceptable to your supervisor.

## **ABSENTEEISM AND NOTIFICATION OF ABSENCE**

Absenteeism may increase the workload on other employees and may adversely affect the quality of service that can be delivered to the public. Therefore, unexcused absences will not be tolerated. You will be considered absent for purposes of this section if you fail to report to work for an entire workday or leave work prior to your scheduled quitting time, if such absence has not been excused, and/or if the payment of leave has been denied.

## **RECORDS FALSIFICATION**

Willingly and knowingly falsifying any public records (e.g., application forms, time sheets, travel vouchers, purchase orders, client record information, etc.) will be grounds for immediate discharge.

## **WORKPLACE VIOLENCE**

The safety and security of employees, clients, contractors, and the general public are of vital importance to the City of Reynoldsburg. Therefore, threats, threatening behavior, or acts of violence made by an employee or anyone else against another person's life, health, well-being, family, or property will not be tolerated. Employees found guilty of violence will be subject to disciplinary action up to and including termination of employment.

Workplace violence is addressed in detail in the City of Reynoldsburg Personnel Policy and Procedure Manual Section 6.06. Please report any incidents of violence, potential violence, threats, threatening behavior, or similar incidents to your immediate supervisor, department head, or appointing authority, or to the Human Resources Department.

## **COMPUTER/INTERNET/ELECTRONIC POLICY**

The use of computer technology and assignment of an e-mail/Internet account through the City of Reynoldsburg is a benefit to employees and should be treated as such. If you have an e-mail or Internet account, the City encourages you to use it to help you do your job more effectively.

The City also wants to remind you that the City must maintain our system and protect it against abuse or sabotage. Please be advised that computer, Internet, and electronic mail usage may be monitored by systems or other personnel at any time. You may not share your account information or password with any other person, nor may you attempt to use someone else's password, without specific authorization from the System Administrator. Your use of any City electronic technology implies your acceptance of all current operational policies as set forth in Section 6.09 of the City of Reynoldsburg Personnel Policy and Procedure Manual.

## **ALCOHOL AND DRUG ABUSE**

The City strictly prohibits the possession, use, distribution, or manufacture of alcohol or controlled substances by employees in the workplace. Reporting to work while impaired is also grounds for disciplinary action. The City may hold off on discipline while an employee completes a drug rehabilitation program, but the City is more likely to consider this alternative for an employee who voluntarily comes forward, rather than for one who waits until he/she is already in trouble before asking for help.

If you are convicted of a drug offense, you must report that fact to your immediate supervisor within five (5) days. Failure to report will result in immediate discharge and other penalties.

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You should have received and signed a copy of the City of Reynoldsburg Drug Free Workplace Statement and Policy, and Drug Testing Policy. For more information, please refer to Section 7.02 of the City of Reynoldsburg Personnel Policy and Procedure Manual.

### **SMOKING/TOBACCO USE**

The City of Reynoldsburg has established and maintains a healthful work environment. In order to accomplish this objective, all employees and volunteers are prohibited from the use of tobacco products while on duty. The use of tobacco products is banned in any Municipal Building except in designated areas as determined by the Mayor.

### **CDL ALCOHOL AND DRUG TESTING POLICY**

All employees who are required by the City to have a Commercial Driver's License (CDL) to operate a commercial motor vehicle are subject to testing under the City's CDL Alcohol and Drug Testing Policy, and should refer to Section 7.06 of the City of Reynoldsburg Personnel Policy and Procedure Manual for more information.

### **POLITICAL ACTIVITY**

Classified employees are prohibited by Section 124.57 of the Ohio Revised Code from engaging in partisan political activity. All employees are encouraged to exercise their right to vote and nothing in this policy shall be construed to restrict such right.

For more information on political activity, employees should refer to Section 7.04 of the City of Reynoldsburg Personnel Policy and Procedure Manual.

### **PERSONAL APPEARANCE**

The City requires that an employee's clothing, grooming, and overall appearance be appropriate, be in good taste, present a favorable public image, and be in conformity with City Policy. For more information, employees should refer to Section 7.07 of the City of Reynoldsburg Personnel Policy and Procedure Manual.

### **CONFIDENTIAL INFORMATION**

It is the responsibility of all employees and volunteers to keep confidential information accessed through all forms of communication confidential. These precautions include, but are not limited to, locking filing cabinets, limiting physical access to offices during business hours, personally delivering confidential information, and/or sending certain information through interoffice mail in a sealed envelope labeled "Confidential."

### **DISCIPLINE AND DISCHARGE**

In cases of employee misconduct, the City will determine whether the matter is serious enough to warrant immediate discharge, or whether the employee will likely benefit from a lesser form of discipline. The City will take into consideration many factors, including the employee's work record, the surrounding circumstances, and the nature of the offense.

Some discharges are not related to misconduct. For example, if an employee simply does not perform to expectations during the probationary period, or has exhausted available leave, but remains incompetent to perform his or her duties, the employee may be discharged however, such discharge will not be considered disciplinary.

For more information on discipline and disciplinary discharge, employees should refer to Section 8.01 of the City of Reynoldsburg Personnel Policy and Procedure Manual.

### **RESIGNATION**

Employees may voluntarily resign by submitting a written letter of resignation to their immediate supervisor at least two (2) weeks in advance of the effective date of separation. Such letter shall be a signed, dated statement indicating the desire to resign and the effective date of separation. Failure to give proper, timely notification may render the employee ineligible for future re-employment with the City of Reynoldsburg.

### **REDUCTION IN FORCE & SEPARATION**

Whenever it becomes necessary in any office or department, other than the Division of Police, through lack of work, lack of funds, or reorganization to reduce the number of employees within a class, provisional appointees, if any, shall be laid off first and probationary appointees, if any, shall be laid off next. Thereafter, employees shall be laid off by following the rules and procedures set forth by the City's Civil Service Commission. For more information, employees should refer to Section 3.15 of the City of Reynoldsburg Personnel Policy and Procedure Manual.

**THE CITY OF REYNOLDSBURG, OHIO  
ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK**

Name of Employee: \_\_\_\_\_

I hereby acknowledge that I have received a copy of The City of Reynoldsburg Employee Handbook. It is my responsibility to read the policies and any updates that are provided within the Employee Handbook applicable to my position.

I understand that this Handbook is not an employment contract and that changes may occur to this Handbook.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Revised 4/4/03

**THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED TO THE HUMAN RESOURCE DIRECTOR.**

cc     Personnel File