

PERSONNEL OPERATIONS GUIDE

FOR

City of Cottonwood

Supervisory Personnel

&

Administrative Coordinators

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SUBJECT: INTRODUCTION

I. POLICY

The purpose of this guide is to provide procedures established to implement all aspects of human resources requirements for the City of Cottonwood. The general purpose of this document is to provide a working guide for initiating these policies and procedures by supervisors and administrative coordinators.

II. RESPONSIBILITIES

The underlying philosophy is that the City Manager is charged with implementing the policies of the City Council. It shall further be both the policy and procedure of the City of Cottonwood that all matters discussed herein shall be carried out within applicable laws and regulations and within generally recognized principles of good personnel management.

III. AMENDMENTS

This document is prepared in section, by subject, with the intention of revision. The top right hand corner of each page will reflect the most recent revision to this guide and the effective date of such revision.

IV. COMMENTS/CLARIFICATION OF POLICY

Please address any comments regarding this guide or any questions requiring a clarification of a policy or procedure to the Human Resources Manager (HRM).

SUBJECT: RECRUITMENT

I. POLICY

The City of Cottonwood is committed to affording all individuals who have the necessary qualifications an equal employment opportunity to compete for employment and advancement with the City. To assure full equal employment opportunity, there shall be no discrimination against any individual or group because of race, age, sex, religion, color, national origin, veteran's status, or non-disqualifying physical handicap.

II. PROCEDURE

- A. **Job Vacancy:** Prior to the solicitation for qualified applicants for a position with the City, all Department Heads should first receive (whenever possible) a formal written resignation from the employee leaving the service of the City. The letter of resignation should include, as a minimum, the effective date of termination and be signed by the employee. The Department Head should then deliver an acceptance letter or written acknowledgement back to the employee. These documents along with a Position Information Summary/ Advertisement Form/ MEMO requesting a fill action and job description shall be passed to the Human Resources Office requesting an action.
- B. **Job Description:** Each Department Head, prior to the solicitation of applicants for an open position, shall review and if necessary, update the job description for the position. All job description modifications must be reviewed by the Human Resources Manager (HRM). The date of the last amendment to the job description will be displayed on the last page of the job description. The HRM will maintain a history of all City job descriptions as well as the most current job description.
- C. **Position Information Summary/Advertisement:** All Department Heads requesting the recruitment of vacant position(s) within the City, shall complete a Position Information Summary/Internal/External Advertisement form (Exhibit A) and deliver it to the HRM. The HRM is responsible for finalizing the recruitment action and posting of all internal/external position vacancy notifications for the city. In addition, the HRM is responsible for the public advertisement of all recruitment of positions for the city.
- D. **Announcements:** All vacancies for positions in the City shall be posted on the City Hall/ HRM bulletin boards and be distributed to each Department Head to be posted in common areas (e.g. employee lounges). The announcements shall specify the title

SUBJECT: RECRUITMENT

E. **Method of Filling Vacancies:** When a vacancy is to be filled, recruitment shall be performed in the following sequence:

1. All vacancies will be publicized for internal applicants only and they will be posted for internal applicants in accordance with the Employee Manual.

City Fire and Police Department volunteers and reserves may apply for internally posted positions within their assigned departments. All applicants must meet the minimum qualifications and be off orientation. The City reserves the right to open any position to the general public or to select from the internal workforce, whichever is deemed to be in the best interest of the City.

2. When a vacancy is not filled internally, the City will provide appropriate notice to the general public. The HRM will conduct an appropriate search for all vacancies in accordance with the Employee Manual.

SUBJECT: SELECTION PROCESS

I. POLICY

Each hiring decision (other than those appointed by the Council) will be the sole responsibility of the City Manager.

II. PROCEDURE

A. **Application Forms:**

222926204. All applicants for City employment shall complete the approved City application form provided by the HRM. Application forms require information covering training, experience, and other pertinent information.

222926205. All applications for all City positions are to be filed with the City's HRM.

B. **Applications Screening:** All applications will be forwarded to the Department Head for review. The HRM will maintain a log of all applications forwarded to Department Heads. The Department Head can reject any application that indicates on its face that the applicant does not possess the minimum qualifications required for the position.

C. **Application Review Matrix:** Each Department Head will complete an Application Review Matrix form (Exhibit B) for each application received from the HRM. The review matrix is required to establish a formal record of the review process and selection of candidates to be interviewed for all City positions.

At least two individuals from your department should rate the candidates separately using the matrix scoring process for your first cut to determine the top candidates. This process should be set up focusing on the job responsibilities noted in the job description.

The Application Review Matrix form rating is on a point basis. Each applicant is rated on a scale of one to ten points in each applicable category. At the discretion of the Department Head, the top applicants will be selected for interviewing. It is recommended that at least three applicants be interviewed if possible.

The Department Head shall return to the HRM the original of the Application Review Matrix, along with the ALL applications not selected for interviewing. The HRM will notify and thank those applicants that were not selected for interviewing.

SUBJECT: SELECTION PROCESS

Police and Fire Department positions that require specific testing may use the matrix form for initial qualification screening. All results for any other type of selection procedure used shall be forwarded to the HRM for filing. The departments may keep a copy but the originals shall be forwarded to the HRM.

- D. **Interviews:** Once the applicants have been selected for interviewing, the Department Head and the HRM will mutually determine the date(s) and locations for interviews. The Department Head, in conjunction with the HRM, will determine the interview panel prior to the announcement of interviews to the selected candidates. The HRM will be a member of the interview panel in order to maintain consistency in the interview process. The HRM will schedule the interviews unless the Department Head prefers to set up the interviews.

The Department Head is responsible for creating a list of standard questions to be asked of the candidates based on the essential functions of the position. This list, once completed, will be forwarded to the HRM for review and approval prior to the beginning of interviews. The HRM will provide the Department Head standard questions for that position that may be amended by the Department Head.

The HRM will provide the interview panel with a copy of the approved questions, a rating sheet, each job application and resume, if applicable, and any other written information provided by the applicant.

The Department Head will lead the interview. The panel will rate each candidate using the rating sheet. The rating sheets will become part of the hiring record for each position.

- E. **Post Interview/ Recommendation for Hire:** The Department Head should meet with the HRM and the interview panel once the interview process is completed to review the results of the interview. The Department Head will then prepare a Recommendation for Hire memo thru the HRM to the City Manager. Prior to submitting the recommendation to hire memo for approval, the department head in conjunction with the HRM will perform the necessary reference inquiries. Included with the Recommendation for Hire, the Department Head shall submit a summary of the ranking and scores of all the applicants interviewed; the employment application of the applicants interviewed; the reason for the selection; a suggested starting salary, suggested start date, results of reference checks if performed, and any other information pertinent to the Department Head's decision.

SUBJECT: SELECTION PROCESS

After the HRM receives the recommendation to hire memo and packet, the HRM will forward the packet to the City Manager for approval.

Once the selection is approved, the HRM will notify the department head and forward a copy of the entire original selection package including all selection criteria listed back to the Department Head for filing in the supervisor's file for the employee. The HRM will send out an acceptance letter.

The HRM will then notify the unsuccessful interviewed applicants by written correspondence as to the City's decision.

The HRM will complete & forward for signature the Personnel Action Form. The HRM will set up the orientation and benefits enrollment process with the employee.

F. Temporary Selection

Selection of Temporary Employees shall be accomplished in the same manner as described for classified employees but the Department Head can conduct the interview process if necessary. Temporary Employees are those who are needed but are not covered in our budgeted classification plan, they can only work 40 hours per week for not more than 19 weeks or a total of 760 hours per calendar year. Once the selection process is completed, the Department Head shall submit a memorandum thru the HRM to the City Manager for approval including the documentation noted in G: Checklist for Temporary Overhire Approval.

The HRM or supervisor will notify the Temporary Employee that they are not eligible for benefits.

G. Checklist for Temporary Overhire Approval

Recommendation to hire for temporary position containing:

- Bases/Justification for this temporary employee and selection
- Proposed start date
- Proposed duration of employment
- Proposed hours per week employee will work
- Proposed starting hourly wage

Once the City Manager has approved the recommendation, the HRM will notify the hiring department and the employee. The department head will ensure the employee

SUBJECT: SELECTION PROCESS

turns in the following to the HRM:

- Completed tax forms
- Completed Form I-9
- Emergency Contact Data

HR will send a Personnel Action Form to the Department Head to be processed and returned to HR.

H. Temporary employment option using Temporary Agency.

The City Manager has approved the use of temporary employees to assist the various positions in the City. The Department Head will inform the City Manager and the HRM of their need and gain approval prior to contacting a temporary agency for assistance. The Department Head will inform these employees that they are not entitled to participate in any of the City's benefit plans. Any disciplinary and performance problems shall be brought to the attention of temporary agency and handled by them. No temporary employee shall be allowed to be on the City's payroll for a total of 40 hours per week for 19 weeks or a total of 760 hours, regardless of whether they work consecutive hours or not during one calendar year.

Requests for temporary employees from a temporary agency shall be processed through the HRM using the City of Cottonwood Position Information Summary, Exhibit A, circling part-time and noting you will accept temporary personnel with the following minimum qualifications. The HRM will contact the temporary agency and obtain the requested type individual. Also note the expected duration of employment and who in your department will be the rating supervisor. The temporary agency will provide the employee with a Time Record which the rating supervisor or Department Head must fill out. The employee is required to turn a copy of the Time Record into the temporary agency and keep the copy. A copy is to be turned into the City HRM along with completed TEMPORARY EMPLOYEES ONLY PERFORMANCE REVIEW. This action needs to be completed by MONDAY NOON the following week.

A copy of the Temporary Employees Only Performance Review is on the City website under the Employee Only tab. *Note it is the same review as the rest of the employees.*

The temporary employee evaluation shall be completed on each temporary employee at the end of his employment period by the rating supervisor. This provides the City with a performance record of this temporary employee. This form has been

abbreviated. The

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SUBJECT: SELECTION PROCESS

process however should not be abbreviated so much that the City can not benefit from this review for potential future employment. The comment area should be utilized for simple and direct observations that refer to that particular topic. This information shall be kept on file in the HRM office for potential future employment reference with a copy forwarded to Redi-help for their files by the HRM.

These employees must receive an orientation and safety briefing before they start work. The extent of this action is the Department Heads responsibility to develop and provide.

SUBJECT: NEW EMPLOYEE ORIENTATION

I. POLICY

The City of Cottonwood strives to provide a comprehensive orientation for all new City employees. HR Office is responsible for the benefit enrollment and orientation of all classified positions within the city.

II. PROCEDURE

222948848. **Notification:** Immediately after the employment decision is rendered by the City Manager, HR will send the Personnel Action Form along with the approved selection packet from the City Manager to the department head to process. HR will also send an offer/ welcome letter to the employee with information on their orientation and medical appointments as well as applicable paperwork.

222948849. **Employment Physical:** HR will schedule all employment physicals in conjunction with the successful candidate.

222948850. **Fingerprinting:** All new employees will be fingerprinted at the Police Department. This process may take place during the orientation process.

III. ORIENTATION

HR in conjunction with the Department Head will schedule an orientation meeting for all classified positions within the first week from the effective date of employment. The orientation includes a brief review of the City Employee Manual, employee benefits relating to compensation, the completion of all applicable enrollment forms, and a review of the City Safety Manual as well as benefit enrollment. This orientation will last approximately two and one half (2.5) hours. New employees will need to bring with them the date of birth and social security number for each person that will be listed as a beneficiary or a dependent and their completed in-processing checklist and proper identification as required on the I-9.

Department Heads shall develop a new employee in-processing and orientation program as well as a supervisor's file for the new employee. This should include an overview of the department's organizational structure, mission and goals, a review of the expectations from the job description, noting the essential functions of the job, a discussion on attendance, work hours, leave request, overtime, and rest & lunch periods. Review the performance review procedures and the merit system. Provide an overview of the Department and City

safety requirements and procedures, vehicle/equipment usage & training, personnel protective

SUBJECT: NEW EMPLOYEE ORIENTATION

equipment use and care, and how to report an accident and/or incident. Discuss other requirements specific to the Departments overall operation and how they fit into the operation of the City and provide the employee with an Employee Manual.

A New Employee Orientation with the City Manager will be scheduled monthly by the HRM for all new classified employees. This orientation will be an opportunity for the City Manager to become familiar with the new employee while providing them information on the City and how it works.

The City's Examining Physician shall use the basic Physical Examination Form (Exhibit N), for all new employees. The Department Head shall see that any additional criteria are provided to the Physician before the new employee is examined. Examples are additional requirements for Firefighters, Police Officers or Wastewater Operators. These additional requirements should be made a part of the departments orientation program. For those occupations who have a high risk potential to exposure to infectious body fluids (Hepatitis A & B Virus) these new employees will be given the opportunity to be vaccinated with Hepatitis A & B vaccine. If they decline, they will need to sign a Hepatitis A & B Vaccination Declination (Exhibit O). All employees are offered this vaccination.

SUBJECT: IN & OUT-PROCESSING CHECKLISTS

I. POLICY

The City of Cottonwood has established a procedure for employees to follow when they do IN & OUT-Processing. These procedures are to insure employees obtain the necessary documents, keys, training, tools, safety equipment etc. when they first enter employment, and they return City Property before departing City employment.

II. PROCEDURE

1. **In-Processing:** A new employee shall report to their immediate supervisor on the date/time noted in the acceptance letter. After their initial introduction to the Department and completion of the various forms, the new employee will take their In-Processing Checklist (Exhibit D) and completed forms to HR for their orientation briefing. It is the employee's responsibility to assure the items noted on the checklist are completed and signed off.
2. **Out-Processing:** Once an employee has rendered their resignation or is terminated from employment, the immediate supervisor will need to complete the Out-Processing Checklist (Exhibit E) and keep a copy on file. The original should be sent to the HRM along with the various noted documents.

SUBJECT: VEHICLE ACCIDENT REPORTING

I. POLICY

Any accident involving City personnel or equipment must be reported to the Department Head immediately. Any motor vehicle accident, regardless of location or extent of damage, must also be reported immediately to the Police Department having jurisdiction of the accident scene. PLEASE CONSULT THE CITY'S SAFETY POLICY FOR ANY ADDITIONAL RESPONSIBILITIES REQUIRED BY THE CITY.

II. PROCEDURE

222903424. **Notification:** The Department Head must report all accidents to both the City Manager and the HRM within 12 hours of any accident. Any accident in which an employee requires medical attention must be reported to the City Manager and HRM immediately. Any accident after normal working hours must be reported the morning of the next working day to both the City Manager and the HRM. Any serious injury or accident involving damages to City equipment, vehicles, buildings, or any personnel, occurring after normal working hours or weekends must be reported immediately to the City Manager.

222903425. **Reporting Requirements:** The person involved in a vehicle accident, if capable, shall complete the following actions: complete the Incident Report (Exh. F) and the Employee Vehicle Accident Report (Exh. G). Contact the Police Department with jurisdiction to investigate the accident as noted in paragraph 3 below; and obtain at least two estimates for the repair of the vehicle. If the person involved in the accident is not capable of completing these actions their Supervisor shall be responsible for completing and submitting these reports to the HRM. The HRM will insure that all required reports and forms are submitted to the appropriate parties: worker's compensation insurance, Vehicle Accident Reporting Committee (VARC), and the city's liability insurance carrier for property damage or other potential liability situation. (Exhibit F and Exhibit G (Vehicle))

222903426. **Investigation of Accidents:** For any serious injury or accident involving damage to City equipment, vehicles, buildings, and personnel, the Police Department will be called to investigate the matter. The Police Department shall investigate any vehicle accident, who will then completed an Arizona Traffic Accident Report. Upon request for an accident investigation, the Police Department will handle such investigation according to standard operating policies and procedures. A written report will be submitted to the City Manager within seven working days.

SUBJECT: VEHICLE ACCIDENT REPORTING

222903427.

Notice of Claim: In a situation when property damage or a potential liability situation has occurred to a citizen of the private sector, the City Manager and the HRM shall be notified and a complete investigation as identified in paragraph 3 will be completed. The Supervisor of the City employee involved in this incident shall provide a copy of Exhibit G-1 to the claimant. The claimant shall be instructed by that Supervisor to complete this form and turn it into the HRM Office as soon as possible. The claimant should also be instructed that if they have any questions to call the HRM.

SUBJECT: EMPLOYEE INJURY REPORTING

I. POLICY

A Department Head must report any accident involving an injured employee to the City Manager and the HRM within twelve (12) hours. Any fatality must be reported immediately. Any employee's injury that requires professional medical attention must be reported to the City Manager and HRM immediately. Any injury after normal working hours must be reported the morning of the next working day to both the City Manager and the HRM. Any serious (requiring hospitalization or surgery) injury occurring after normal working hours or weekends, must be reported immediately to the City Manager and the HRM.

II. PROCEDURE

222926360. Any person involved in an injury producing accident, if capable, shall complete an Incident Report (Exh. F). Give completed form to the HRM. Additional forms may need to be provided.

222926361. **Injury Not Requiring Medical Treatment:** For all injuries that do not require professional medical treatment, the supervisor will complete the "Supervisor's Report of Industrial Injury" form (Exhibit H). Exhibit H shall be completed and then passed to the HRM for completion and processing.

222926362. **Injury Requiring Medical Treatment or Loss of Time:** For all injuries requiring professional medical treatment or loss of time, these separate forms must be completed, Exhibits F, G (Employee), H, I & J.

Exhibit I is the "Notice of Worker's compensation Insurance and Designated Medical Provider" and is to be completed by the supervisor then given to the employee seeking professional medical assistance.

4. **Exposure to Bodily Fluids:** For all incidents where an employee is exposed to bodily fluids during the course of their work (i.e. spittle, blood, urine, or any other types) the employee/supervisor shall complete the Report of Significant Work Exposure to Bodily Fluids (Exhibit J-1). **This report must be filed with the HRM no later than ten (10) calendar days of exposure to bodily fluids.**

SUBJECT: DISCIPLINE

I. POLICY

DISCIPLINE PROCEDURES ARE OUTLINED IN THE EMPLOYEE MANUAL. In order to establish the City policy with regard to disciplinary action that may be taken for infractions of City policies and procedures, State or Federal statute or other misconduct as determined by City officials

II. PROCEDURE

ALL PROPOSED DISCIPLINARY ACTIONS MUST BE REVIEWED BY THE HRM BEFORE ANY REQUESTED ACTION IS PROVIDED TO THE CITY MANAGER FOR FINAL DISPOSITION.

III. CLASSIFIED EMPLOYEES RIGHTS

All classified employees who have completed their orientation periods, or any classified employee who has entered a new position and has completed their new orientation period, who are being considered for disciplinary action shall be advised of their right to progressive disciplinary action and a formal hearing conducted by the Personnel Board.

Note: If the reason for the action is severe, the progressive disciplinary process may be skipped and disciplinary action may be taken up to and including dismissal.

IV. PERSONNEL BOARD

The Personnel Board is established to hear appeals or employees' grievances, disciplinary action, and termination in accordance with City policy. The board consists of five members, three of whom shall be elected by the employees and two of whom shall be appointed by the City Council.

The HRM serves as a permanent secretary of the Personnel Board with no voting rights. It is the responsibility of the HRM to coordinate all the activities of the Personnel Board. This includes but is not limited to preparing all correspondence, recording the official minutes of meetings, scheduling of the meetings, acting as the liaison between the Board and the City's attorney and performing all other related activities as required.

SUBJECT: TERMINATIONS

I. POLICY

TERMINATION PROCEDURES ARE OUTLINED IN THE EMPLOYEE MANUAL. In order to establish the city policy on termination and outline the procedure in which terminations are processed. The Immediate Supervisor shall assure the Out-Processing Checklist (Exhibit E) is complete.

II. EMPLOYEE RESIGNATION/TERMINATION PERSONNEL FILE MAINTENANCE & EXIT INTERVIEW

All terminating classified employees are to be scheduled by the department for an Exit Interview with the HRM. The department head shall also provide the employee a copy of the Employee Resignation/Termination Memo and Exit Interview Form. The employee is to complete the documents and take them to the scheduled exit interview with the HRM.

III. CONTINUATION OF BENEFITS AND/OR REFUND OF RETIREMENT CONTRIBUTIONS

All terminating employees requesting information on the continuation of health benefits or requesting a refund of their retirement contributions, deferred compensation contributions, or any other related benefit, will be referred to the HRM.

IV. CITY PROPERTY

It is the responsibility of the Department Head to ensure that all terminating employees return all city property. Property may include; keys, tools, equipment, cellular telephone, home computers, ID Card, credit cards etc.

V. FINAL PAYROLL CHECK

The employee's final payroll check will not be released until the Department Head completes the "Authorization to Release Final Payroll Check" (Exhibit K) and submits the form to the Benefits Administrator.

SUBJECT: COBRA PROCEDURES

I. POLICY

The City of Cottonwood, in compliance with federal law, offers all employees and eligible beneficiaries the continuation of health insurance and dental insurance (if applicable), after employment terminates or certain other qualifying events. The carrier shall administer all COBRA actions.

II. PROCEDURE

The City's Benefits Administrator will enroll all eligible employees into the city's health and dental plans, and at the option of the employee, voluntary vision plan. The carrier shall then handle all COBRA compliance requirements from this point.

1. **Initial Notification:** HR will notify the carrier that the City has a new hire. They will mail a copy of the initial notification via the Postal mail procedure.
2. **Termination:** Upon termination (Quitting, Firing, Retiring or a reduction in force), or by a reduction resulting in hours such that an employee is no longer covered by health insurance, the employee will be sent the "Continuation Coverage Notice". This notification letter shall be sent the first of the month following the termination or the loss of health benefits by the carrier. The notification shall be by registered mail to the employee at their last known address.
3. **Qualifying Event:** The carrier, upon receiving notification of specific qualifying events (death of employee, divorce, or a child no longer eligible for coverage per the health plan document) a "Continuation Coverage Notice" shall be sent to the employee. This notification shall be sent the first of the month following the receipt of notification of the qualifying event. In the event of the death of the City employee, the eligible beneficiaries will not be required to notify the carrier. This notification, along with a Certificate of Group Insurance, shall be sent by registered mail to the employees last known address (in the event of the employee's death) or the address of the eligible beneficiary as provided by the employee.

SUBJECT: COBRA PROCEDURES

4. **COBRA Election:** An employee, spouse, or eligible dependent that elects COBRA coverage continuation shall submit premiums in accordance with city policy. All COBRA participants shall have the same rights, and, are subject to any changes in premiums, benefits, etc., as any other covered city employee. Certain qualifying events may take place during the COBRA coverage period (as birth of a child, etc.). The COBRA participant is responsible for notifying the City of any qualifying event as outlined in the Initial COBRA Notification notice.
5. **COBRA Termination:** Upon the termination of COBRA coverage, a Certificate of Group Insurance shall be mailed to all covered members.

SUBJECT: EMPLOYEE MANUAL

I. POLICY

The City of Cottonwood is an Equal Opportunity Employer in compliance with federal law, and offers all employees an Employee Manual containing information on the policies adopted for the management of the work force.

II. PROCEDURE

HR shall be responsible for assuring every new employee is provided a copy of the City of Cottonwood Employee Manual, latest Edition with all changes. The new employee should be instructed to retain a copy of the manual, review this manual and discuss any concerns with their supervisor during the orientation presentation or come in and discuss their concerns with the HRM.

SUBJECT: BENEFIT SUMMARY PLAN

I. POLICY

The City of Cottonwood offers all employees certain benefits as described in the Employee Benefit Plan booklet. This booklet will be given to each new employee during their initial orientation briefing with the Benefits Coordinator. It has also been distributed to each Administrative Coordinator for their use in answering their employees' questions.

II. PROCEDURE

The Benefits Coordinator is available to help when the need arises. It is recommended that employee's questions be directed to the Benefits Provider initially, and then passed to the Benefits Coordinator if additional information is needed.

The department head, supervisor and/or the employee are responsible for notifying Benefits Provider along with HR when a change occurs to an Employee's health, medical, dependent and beneficiary status. For example, the City incurs costs when dependents are no longer in school or a divorce occurs and this information is not passed to the Benefits Provider. If the employee needs information on how to contact the providers, they can call the HR Office.

SUBJECT: PERFORMANCE REVIEW INSTRUCTION PACKET

I. POLICY

The performance review forms and processes contained in this packet are provided to assist department heads in the timely submission of employee performance reviews. The City classification plan and merit pay program is based on good job performance. The key to determining and evaluating job performance is the performance review. The information contained in this section of the guide provides each department head and supervisor the necessary data to complete an in-depth performance review.

II. PROCEDURE

Department heads and supervisors should review the instructions contained in this packet to assist them in accomplishing the performance appraisal cycle. It is recommended that the Department Head establish a department tracking system to notify them when each employee's review is due and then submit and suspense the packet to the appropriate supervisor for completion. A copy of the Performance Review Instruction Packet, Exhibit P and a reproducible copy of the Performance Review Forms for all employees (New, Classified, Patrol Officers & Temporary employees), Exhibit R can be found on the City website under the Employees Only tab as part of the Personnel Operations Guide.

If an employee receives a review score of 1 or 2, a meeting must be scheduled with the employee to develop an Improvement Plan as discussed in the Exhibit P. The Performance Improvement Plan forms are found in Exhibit S and shall be used to document this requirement.

III. SUPERVISOR'S LOG

The use of the Supervisor's Log is an important tool for documenting information which should be used to complete the Performance Review on an employee. Performance annotations in the log should be made whenever an incident occurs, Above or Below Expectations, along with backup information that is kept in the supervisor-maintained employee file. This log can be used to provide backup for employee recognition as well as disciplinary action. Good documentation is the key to good performance evaluations. The copy of the Supervisor's Log can be found in Exhibit Q and is on the City website under the Employees Only tab as part of the Personnel Operations Guide.

The employee's official personnel file is maintained by the HRM.

SUBJECT: FAMILY AND MEDICAL LEAVE ACT (FMLA)

I. POLICY

The Family and Medical Leave Act is intended to help employees balance their work and family lives by allowing them to take unpaid leave for a total of 12 weeks in a rolling calendar year.

Employees are covered under the FMLA if:

1. The employee has been employed for at least twelve (12) months before asking for FMLA leave (the twelve months need not be during a consecutive 12-month period);
2. The employee has performed 1250 hours of service for the City during the preceding 12-month period.

Eligible employees are entitled to FMLA leave (12 weeks of protected unpaid leave) for four reasons:

1. The birth of a baby or to care for a newborn.
2. To care for an adopted child or foster care child.
3. To care for the qualified employee's child, parent or spouse with a "serious health condition."
4. Because of a "serious health condition" that prevents the eligible employee

from

performing the essential functions of their job

II. PROCEDURE

The use of FMLA is both intended and expected to benefit the City as well as our employees. There is a direct correlation between stability in the family and productivity in the workplace, and the FMLA was enacted to help employers and employees find that balance. This equals a win-win situation for everyone. Therefore, when an employee request leave, a determination has to be made if it will fall under FMLA guidelines. This section of the POG provides an insight to FMLA for department heads and supervisors; but **before any FMLA leave is granted contact the HRM.**

Before the Department Head or the Employee's Supervisor can determine if a particular absence is a FMLA covered absence, the following issues need to be considered:

1. Does the condition satisfy one of the above entitlements
2. Is the condition a serious health condition?
 - Did the employee receive overnight inpatient treatment?
 - Was this followed by a period of incapacity where he or she could not work?
 - Was the employee absent at least three consecutive days for the same

condition?

SUBJECT: FAMILY AND MEDICAL LEAVE ACT (FMLA)

- Did the employee receive care from a health care provider for the condition, or, if the employee was absent at least three days, was the employee absent due to a chronic or long term condition for which the employee receives periodic treatment from a health care provider?
- 3. Has the employee provided appropriate notice?
- 4. Has the employee provided medical certification?
- 5. To what type of leave is the employee entitled? (sick, vacation, LWOP)

The Employee has obligations under the FMLA such as:

- Completing a FAMILY AND MEDICAL LEAVE REQUEST through their supervisors to the HRM for review and acceptance.
- Providing 30 days notice if the leave is foreseeable.
- Explaining the need for FMLA leave.
- Providing certification from a health care provider for the leave if it is for a serious health condition.
- Submitting a completed work fitness-for-duty report from their health care provider when the employee wants to return to work from a serious health condition.

If an employee is out for more than three days with the same illness, and has requested FMLA leave, or takes leave for an FMLA qualifying event, take the following steps:

- Supervisor or employee must inform HR of the situation.
- The HRM will advise on the next step- completion of the packet.
- Paperwork will be sent to the employee.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.

When completing the timesheet for time used during FMLA, designate FMLA leave on the timesheet in the section for comments, whether it is paid or unpaid.

SUBJECT: HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)

I. POLICY

The City of Cottonwood has established the Privacy and Medical Information Policy – 7/2003 in order to be in compliance with HIPAA requirements that safeguard the personal medical information of our employees.

II. PROCEDURE

All existing medical information currently stored within our city Department's employee files shall be turned over to the City Privacy Officer for centralized control, to be stored in each employee's master medical file. This information is to be placed in individually labeled envelopes and hand delivered to the HR office for filing/storage.

Future medical information that is obtained by a department such as for physicals, workers compensation claim forms, or other job related medical documents may be reviewed by the department head/supervisor but it is to be sent in a confidential envelope to the HR/Privacy Officer for final filing/storage. Any medical information a department may need on an employee shall be requested from the Privacy Officer.

SUBJECT: RECORD RETENTION

I. POLICY

Follow the laws and rules governing record retention and storage. This policy is not all inclusive and is intended to standardize record retention in some areas. If you are aware of any claim pending by or on an employee, that employee's record shall not be destroyed until the claim is resolved and document destruction is approved by our legal staff.

II. PROCEDURE

A. Retention Schedule

<u>ITEM</u>	<u>WHEN TO DESTROY</u>	<u>WHERE STORED</u>
Applications (Hiring Records)	2 Years after CY received	HR
Personnel File	5 Years after CY of termination	HR
Supervisor's Personnel File	Send to HR upon termination or transfer	
Worker's Compensation Claims	10 Years	HR
Exposure/ Environmental Claims	Duration of employ + 30 Years	HR
INS Form I-9	3 Years after termination or as required by Law	HR
Medical Files	5 Years after termination	HR
Timesheets	3 Years after year prepared	Payroll
Polygraph Test	3 Years from test date	Police
OSHA Forms	5 Years after CY reported	HR

(Electronic files shall be treated with the same time limit as hard paper copies.)

B. Supervisor File

A supervisor should keep files on each employee that contain their supervisor log, copies of performance reviews, copies of PAF's if necessary, copies of accolades, copies of disciplinary actions, and attendance tracking. The purpose of the supervisor's file is to be able to collect information to create the employee's performance reviews. This file SHOULD NOT contain any medical information on the employee. Medical information must be maintained by HR only.

Once an employee leaves City service or transfers to another supervisor or department within the City, the current supervisor should send their complete supervisor's file to HR. HR will shred unnecessary or duplicated information then combine the file with the employee's official personnel file in HR.

SUBJECT: MILITARY LEAVE REINSTATEMENT

I. POLICY

To follow the Uniformed Services Employment and Reemployment Rights Act (USERRA) which grants employees up to five years of military leave. The following procedures are outlined in the Federal law for reinstating an employee that has been out on military leave. The employee may be referred to as a veteran throughout this policy.

II. PROCEDURE TO GO ON MILITARY LEAVE

A. To be eligible under USERRA, the employee must meet the following criteria:

1. They must have held a civilian job before their service in the uniformed services;
2. They must have given notice to their employer that they were leaving the job for uniformed service (unless giving notice is precluded by military necessity or otherwise is impossible or unreasonable);
3. Their period of uniformed service must not exceed a cumulative total of five years during their employment;
4. They must not be released from uniformed service under dishonorable or other punitive conditions; and
5. They must apply for re-employment within specified time limits after return, ranging from eight hours (following service of less than 31 days) to 14 days (following service of between 32 and 180 days), to 90 days following return (after service of more than 181 days). However, these time limits may be extended for two years or more when an employee suffers service-related injuries that prevent him/her from applying for re-employment or when circumstances beyond the employee's control make reporting within the time limits impossible or unreasonable.

B. Employee must notify their supervisor of their leave as soon as they are notified by the military. The employee should submit a copy of their orders, if available, to their supervisor.

C. A PAF needs to be processed to place the employee on Military Leave status.

D. The employee may use any accrued vacation leave or unused compensatory time during this leave of absence. However, as soon as the

SUBJECT: MILITARY LEAVE REINSTATEMENT

leave is exhausted, no more may be accrued until the employee is reinstated with the City.

- E. While on Military Leave, once the employee is not receiving pay, they may opt to pay for COBRA (Consolidated Omnibus Reconciliation Act) health insurance to keep their coverage in the health plans.
 - 1. The City will not contribute funds to the coverage while the employee is on leave without pay. A COBRA package will be sent to the employee.
 - 2. If the employee is away fewer than 31 days of service, he will be charged his normal contribution and not need to be placed on COBRA.
 - 3. There will be no interruption in service of pension benefits for purposes of plan participation, vesting, and accrual of benefits.

III. PROCEDURE TO REINSTATE

- A. A PAF needs to be processed to remove the employee from Military Leave status using the following from the USERRA Law.
 - 1. According to the law, veterans must be promptly reemployed. Under the USSERA regulation this means reemployment must occur within two weeks of the veteran's application unless there are unusual circumstances.
 - 2. The law requires the employee receive any change in position or benefits to which he would have been entitled had he remained continuously employed.
- B. Any employee returning from military leave who receives a certificate showing satisfactory completion of military service, must be restored to his previous employment if the leave does not exceed 5 years. The type of position to which the employee must be reinstated depends upon the length of service and on the employee's abilities at the time of reinstatement. Determine what type of criteria the employee returning falls under:
 - 1. **Service of 90 days or less:** The veteran must be reemployed in the position he would have held if he had continued in employment without interruption for military service, as long as he is qualified for that position. If the veteran would have been promoted if he had continued in employment, but cannot be qualified for that new position after reasonable

SUBJECT: MILITARY LEAVE REINSTATEMENT

- efforts by the employer, he may be employed in the position he held when military service began.
2. **Service of 91 days or more:** The veteran must be reemployed in the position he would have held except for the interruption for military service, or in a position of like seniority, status, and pay, if qualified for that position. If the veteran would have been promoted if he had continued in employment, but cannot be qualified for either that new position or an equivalent one despite the employer's reasonable efforts, he must be reemployed in the position he held when the period of service began, or in a position of like seniority, status, and pay.
 3. If a veteran cannot be qualified for the job he would have held, or the position he formerly held after reasonable efforts, and his inability to qualify is not related to a service-incurred or aggravated disability, he must be reemployed in any position of lower status and pay for which he is qualified, but with full seniority.
 4. **Disabled Veterans:** A disabled veteran whose disability was incurred or aggravated by military service, and who cannot perform the job he would have held even after reasonable accommodation by the employer, he must be reemployed in: (1) any other position of equivalent seniority, status, and pay for which he is qualified or could become qualified through reasonable efforts; or (2) in the nearest approximation to an equivalent position consistent with the veteran's circumstances.
- C. If the employee is unable to return to work at the end of leave because of a continuing medical condition, determine if the employee is disabled under ADA and entitled to further leave as a reasonable accommodation.
- D. USERRA protects returning veterans from dismissal without cause for a period of time after reemployment.
1. If the employee's military service lasted between 31 and 180 days, they may not be dismissed without cause for 180 days after the date of reemployment.
 2. If the employee's military service was more than 180 days, this protection applies for one year after reemployment.
 3. Employee's with less than 31 days of military service do not have this protection.

SUBJECT: MILITARY LEAVE REINSTATEMENT

- E. Aggrieved employees may file a complaint (in writing) with the Department of Labor Veterans' Employment and Training Services (VETS) and/ or they may file a private lawsuit in an appropriate court. There is no statute of limitations for bringing a USERRA complaint.

SUBJECT: FIRE DEPARTMENT VOLUNTEER RECRUITMENT AND SELECTION

Taken from the Fire Department Policy 101.00, M.P. 101.20.02

The following guidelines shall apply to the recruitment and selection of volunteer personnel.

CERTIFIED FIREFIGHTERS

Due to an ongoing need for Certified Firefighters, the CFD will accept applications year-round from individuals already holding State of Arizona FFII certification or equivalent.

When received, applications will be reviewed by the CFD Volunteer Coordinator and/or Fire Chief, who can reject any application that indicates on its face value that the applicant does not possess the minimum qualifications, skills and characteristics consistent with the job description.

Qualified applicants must pass the following assessment activities:

- Physical Agility Test
- Oral Board Interview

Upon successful completion of the above assessment activities, appointment as a volunteer firefighter is contingent upon approval of the Fire Chief and the City Manager *and* successful completion of the following:

- Background Check
- Firefighter Medical Physical
- Drug Screening

NON-CERTIFIED FIREFIGHTERS

The CFD will annually advertise and recruit Non-Certified Recruit Firefighter (Recruit) candidates. Applications will only be accepted during this annual recruitment period. Successful candidates will participate in a Recruit Firefighter Certification Academy (RFCA).

When received, applications will be reviewed by the CFD Volunteer Coordinator and/or Fire Chief, who can reject any application that indicates on its face value