



City of Springfield

Since 1819



PERSONNEL POLICY MANUAL

Revised: November 2019

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Welcome Letter

Dear Employee,

Welcome to the City of Springfield team! We are excited you have chosen us to either begin or advance your career. We hope that your career with the city is long and successful. You may have heard it said that employees are our most valuable asset. The City of Springfield believes this and understands that our mission can only be achieved through great employees and managers that value them.

In this manual, you will find the various personnel related policies of the City of Springfield that are vital to your employment. These policies explain the various benefits to which you are entitled as an employee. Please familiarize yourself with this manual thoroughly. If you have any questions, please feel free to ask your department head or contact administration at City Hall.

We hope you enjoy great success as an important member of our team. Thank you again for choosing the City of Springfield.

Sincerely,

A handwritten signature in blue ink that reads "Regina Holt". The signature is written in a cursive style with a large initial "R".

Regina Holt
City Manager



Mission Statement

The mission of the City of Springfield municipal government is to provide efficient, cost effective services that will meet the needs of our citizens and customers outside the city, enhance the public perception of their government, and improve the quality of life in Springfield.

Chapter 1 – General Provisions

1.01 Purpose

In accordance with the provisions of the Charter of the City of Springfield, Tennessee, it is the purpose of this manual to establish and provide uniform policies and procedures for employees in their service to the City of Springfield.

The fundamental objectives of these human resources administration policies are to:

1. promote and increase efficiency and economy among employees of the City;
2. provide fair and equal opportunity to all qualified individuals on the basis of demonstrated merit and fitness as ascertained through fair and practical methods of selection;
3. develop a process of recruitment, placement, and advancement that will help make employment with the City attractive as a career and encourage each employee to render the best service; and
4. establish and maintain a uniform plan of evaluation and compensation.

1.02 Administration

The City of Springfield (“the City”) is committed to continuing its efforts to recruit, hire, train, and promote the best individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

Employment with the City shall be governed by the policies set forth in this manual. Nothing in this manual shall be construed as a contract for employment or services. Continued employment with the City shall be based on merit, performance, compliance with policies, necessity of performance of work, and availability of funds.

This policy shall be administered by the City Manager. The City Manager is responsible for all personnel administration including but not limited to selecting department heads, delegating authority to select employees below the level of department head, and determining their duties and compensation.

The intent of the policies contained in these chapters is to comply with all federal, state, and local laws. When a policy change is made, interim guidelines may be issued by the City Manager until a revised version of this manual is issued.

1.03 Anti-Discrimination & Harassment

The City of Springfield is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the City expects that all relationships among persons in the office will be professional and free of bias, prejudice and harassment. The City will make every reasonable effort to ensure that any complaint in violation of such policies will be investigated and resolved appropriately.

It is the policy of the City to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. The City prohibits any such discrimination or harassment as well as retaliation against anyone who objects to, reports, or participates in reports of such instances of discrimination and harassment. The City complies with Title VI of the Civil Rights Act of 1964. Title VI requires that no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees are responsible to help assure that we avoid harassment in the workplace. If you feel that you have experienced or witnessed harassment, you are to immediately notify your supervisor, manager, Department Head, Assistant City Manager, City Manager, or Human Resources. The City forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation.

The City's policy is to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, the City will keep complaints, investigative records, and the results of the investigation confidential. If an investigation confirms that harassment has occurred, the City will take corrective action, including appropriate discipline, up to and including termination.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in

the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man.
- The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

It is very serious to be accused of sexual harassment. Don't let it happen to you because you didn't understand our policy. Let's take a look at what can be considered sexual harassment. These are just a few examples; this list is not all inclusive.

- Physical sexual harassment includes unwelcome sexual advances, propositions, or demands for sexual favors. It also includes unwelcome physical touching (like pinching, patting, or intentional brushing against another person's body).
- Sexual harassment includes verbal harassment, such as offensive and unwelcome sexually oriented or gender-abusive speech or conduct. No one (co-workers, supervisor/managers, elected official or guests) is allowed to verbally harass another person in the workplace.
- Examples of conduct prohibited by the sexual harassment policy include sexually suggestive comments, such as sexually offensive jokes, materials (whether written or electronic), tricks, and nonverbal sexual messages, such as suggestive looks or gestures.
- Another prohibited kind of sexual harassment is when a member of management such as a supervisor, Department Head or Official makes (or threatens to make) job-related decisions based on an employee's submission to sexually harassing conduct. Such threats could be either direct or implied – it's still sexual harassment!
- Sometimes harassment, especially verbal harassment, happens unintentionally. This can happen when people are not communicating well with each other. For example, one person may misunderstand a comment, and the other may not realize that their comment is offensive or unwelcome.
 - All employees are encouraged to avoid jumping to conclusions, and to try to work the situation out with the other person, if possible. In most cases, simply telling the person that their words are offensive, unwelcome, or could be misunderstood is enough to fix the problem. You should directly inform the other person that the conduct is unwelcome and must stop.

Supervisors, Department Heads and Officials should keep in mind that subordinates often feel uncomfortable about criticizing their superiors in any way. Whether a supervisor, Department Head or Official means it or not, the idea that supervisor, Department Head or Official has "power" makes this kind of communication hard for the employee. Supervisors, Department Heads and Officials shall be sensitive to this and cautious in these situations. In addition, no one should interpret silence as consent.

If there is any possibility that your conduct will be misunderstood, don't do it!

Other Kinds of Sexual Harassment

The City of Springfield also prohibits harassment of our employees in the workplace or on the job, by individuals who aren't employees, but with whom you must work in order to do your job. This includes vendors, repairpersons, and sometimes even guests. The City of Springfield has limited ability to control these individuals in many cases, but the City pledges to take action to stop such harassment. These situations should be reported immediately.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities. The City of Springfield will neither tolerate nor condone any speech or conduct that is intended to, or has the effect of abusing or harassing any employee because of his/her race, age, ethnic origin, sexual orientation, gender, disability, religious beliefs, or any other legally protected classification. Any form of on-the-job harassment by a supervisor, Department Head, Official, co-worker, guest or vendor is strictly prohibited.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to the City (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

The City encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct or believe they have witnessed such conduct may report the incident to their immediate supervisor, department head, Assistant City Manager, City Manager, or Human Resources. Employees are not only encouraged to report instances of harassment; they are **obligated** to report them. Employees are also obligated to cooperate in any harassment investigation when required. The obligation includes, but is not necessarily limited to, coming forward with evidence (both favorable and

unfavorable) about a person accused of such conduct, fully and truthfully making written reports, or verbally answering questions when required to do so by an investigator. Employees are also obligated to refrain from making bad faith accusations of harassment.

Disciplinary action may be taken against employees who fail to report instances of harassment, fail or refuse to cooperate in the harassment investigation, or file a complaint of harassment in bad faith.

In addition, the City encourages victims to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The City recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

If you believe that you have been subjected to discrimination or harassment, you should follow the following procedure:

1. The incident, alleged harassment, discrimination or retaliation should be immediately reported to your immediate supervisor (should the immediate supervisor be a party to this complaint, then the next line of supervision will be utilized), verbally or in writing, who will then immediately report the complaint to the Assistant City Manager, City Manager and/or Human Resources.
2. Your complaint should include details of the incident(s), names of the individuals involved, names of any witnesses, and all other information that may support your complaint.
3. If the complaint includes your supervisor or Department Head, or if you just don't feel comfortable telling your supervisor or Department Head then you should speak directly with Human Resources, the Assistant City Manager or the City Manager. The Assistant City Manager, the City Manager or Human Resources will then conduct an investigation to assist in determining the validity of the charges. Any department head or supervisor receiving a verbal or written complaint pursuant to this policy shall immediately report the complaint to the Assistant City Manager, City Manager and/or Human Resources. The supervisor or department head shall take no further action until advised by the Assistant City Manager or City Manager.

The person who initially responds to your complaint may ask you to make your complaint in writing to assist with any investigation. The person who investigates your complaint will attempt to limit the disclosure of your complaint to the person(s) involved with it and those who must participate in the complaint's investigation and resolution.

The City of Springfield will never punish you in any way for making a good-faith complaint of unlawful harassment or for your participation in an investigation. We will not tolerate any retaliation by management, employees, or co-workers. All employees are expected to fully cooperate in the investigation of a complaint. An employee who does not cooperate, or who is dishonest about a complaint, will be appropriately disciplined. False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action. This could even include losing their job.

Threats and Workplace Violence

The potential for workplace violence is an unfortunate reality. No matter what the reason, The City of Springfield will not tolerate any type of violence or threats of violence of any sort committed by or against employees or students.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Any form of harassment, verbal abuse, inappropriate communication, telephone and e-mail harassment;
- Stalking, threats, intimidation, horseplay, physical attacks, fist fighting, unwelcome physical touching, sexual or otherwise;
- Defacing of property, trespassing, invasion of privacy, and confining or restraining victims;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.

The City will actively intervene at any indication of a possibly hostile or violent situation.

It is important to know the signs of potential violence. Experts tell us that factors leading to workplace violence can include such things as severe personality conflicts among personnel, family and marital problems, drug and alcohol abuse, anxiety, or extreme stress. If you are aware of threats or a potentially violent situation against yourself or your co-workers, tell someone immediately! If you are feeling overwhelmed, either because of job-related or personal reasons, or you know someone who is, please talk with your immediate supervisor, your supervisor's manager, Department Head, the Assistant City Manager, the City Manager, or Personnel.

1.04 Productive Work Environment/Anti-Bullying

It is the policy of the City of Springfield to promote a productive work environment and to not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.

Any conduct witnessed that violates this policy shall be reported to the appropriate supervisor or department head immediately.

1.05 Applicability

The policies in this manual shall only apply to those positions, full-time and part-time whose positions have been classified by the City. Classified positions are found the City's classification plan and do not include: elected officials, appointed members of city boards or commissions, vendors, those hired for occasional professional or technical services, independent contractors or those with written agreements, consultants, the City Judge, and the City Attorney.

Nothing in this section shall be construed to contradict any provision allowing benefits for full-time employees only or to exclude any person from the list above from complying with the state and federal laws regarding discrimination and harassment.

Some policies apply to all employees and officers of the city including those placed in the exempt service, such as policies related to discrimination and/or harassment, and policies required by state or federal law.

Chapter 2 – Classification Plan

2.01 Purpose

In accordance with Article VIII of the City Charter, the classification plan provides a complete inventory of all positions in the City's service and an accurate description and specification for each class of employment. The plan standardizes titles, each of which is indicative of a definite range of duties and responsibilities and has the same meaning throughout the classified service.

2.02 Composition and Use of the Plan

The classification plan shall consist of a grouping of positions in relation to one another that are similar in difficulty and responsibility, call for the same or similar general qualifications, and can be equitably compensated. Job titles and descriptions for each position shall be included.

The plan shall be used as a guide for recruiting and examining candidates for employment and promotions, determining salaries to be paid, determining essential functions of each job, and providing uniform terminology.

2.03 Classification of Positions

Whenever a new position is established or the duties of an existing position change, department heads shall submit in writing a comprehensive job description to the City Manager for approval describing in detail the duties of the position. The job will be assigned to the pay grade for which the pay range midpoint best matches the market rate for the job. Exceptions may be made if strategic business considerations dictate that certain jobs should be valued differently than their market value.

2.04 Request for Reclassification

A job may be reclassified if warranted by significant changes in job responsibilities. To request a reclassification, department heads must submit a revised job description and completed request for reclassification to the Assistant City Manager. The Market Rate of the job will be determined based on

comparison of the job to available salary survey data. The job will be reassigned to a different Pay Grade if indicated by the new Market Rate for the job.

Re-classification of a job to a higher Pay Grade normally would be treated as a promotion which must be approved by the City Manager.

Chapter 3 – Compensation

3.01 Policy

The City of Springfield intends to provide fair and equitable compensation for all employees within the financial ability of the city. The City's pay plan is based upon prevailing wage rates, economic conditions, and labor market influences.

3.02 Administration of the Pay Plan

The City Manager shall administer the City's pay plan and make recommendations to the Board in salary administration which may not be covered by these policies. The pay plan shall be administered according to the Classification and Compensation Policy adopted by the Board in August 2016:

- A. All new employees shall typically start at the minimum or first step of the salary range unless otherwise approved by the City Manager.
- B. Department heads may request that an employee start above the first step and must submit their justification to the City Manager for approval.
- C. Pursuant to the provisions of the pay classification policy, the City Manager and Assistant City Manager will be responsible for conducting surveys and studies of salary ranges regularly and will make recommendations for position range rates.
- D. Employees will be evaluated between May 1st to June 15th annually for salary increases.
- E. If an employee is on approved medical, FMLA, or disability leave of absence for whom a performance evaluation was not completed, completion of the performance evaluation and eligibility for an approved pay increase will be postponed until their return to active employment. Any pay increase will be made retroactive to the effective date of the increase. For approved non-FMLA personal leave, evaluations and eligibility for pay increases will be postponed until return to active employment.
- F. The rate of pay upon promotion will normally be at the step in the new pay range representing at least a 5% adjustment. Salaries of other incumbents already in the position and the promoted individual's credentials will be considered in determining the amount of the promotional adjustment.
- G. Upon demotion or reassignment to a lower pay grade, whether voluntary or involuntary, the employee's rate of pay shall normally be reduced to be consistent with rates of pay of other incumbents in the new job who possess similar skills and tenure. Pay adjustments must be approved by the Assistant City Manager and City Manager.
- H. Any employee that transfers within the same level shall keep the same rate of pay.
- I. Annual increases will be effective for the first full pay period of the new fiscal year for all city employees receiving a satisfactory performance evaluation.

3.03 Adoption of Pay Plan

The City Manager will develop a uniform and equitable pay plan in coordination with the Classification and Compensation Policy and submit the plan for approval to the Board of Mayor and Aldermen. The Board of Mayor and Aldermen may adopt the plan as presented, adopt the plan with uniform modification of all classes, or reject the plan.

3.04 Overtime

All classified positions of the City are either exempt or non-exempt as defined by the Fair Labor Standards Act (FLSA). Exempt employees are covered by the FLSA, but are exempt from certain provisions such as the overtime provision.

Non-exempt employees are eligible for overtime under the FLSA. Overtime must be authorized by prior approval of the department head or the City Manager except in the case of an emergency.

Compensatory time may be issued in lieu of paid overtime. Overtime shall be calculated at one and one-half (1.5) times the hours worked in excess of the normal working hours or work period as defined by the FLSA.

Employees may accrue up to 240 hours of compensatory time (160 hours actual overtime worked). Employees who work in public safety activities, emergency response activities and seasonal activities may accumulate up to 480 hours of comp time (320 hours actual overtime worked).

Vacation leave, holiday leave, sick leave, compensatory leave, workers compensation, bereavement, and any other leave will not be included for purposes of overtime calculation. Leave may not be used to increase an employee's hours to over forty (40) in one week.

3.05 On Call/Standby Time

An employee designated for immediate response after their regular working hours is determined to be "on call". Employees placed "on call" outside of normal duty hours will receive hourly compensation for those hours the employee is scheduled for "on call" duty. "On call" pay is restricted to non-exempt employees only.

3.06 Call Out

Any employee called out for duty will be paid a minimum of two (2) hours pay at his/her applicable rate of pay. Should a second call occur within the two-hour period and after the employee returns home, a minimum of one (1) additional hour pay will be paid, for a total of three (3) hours paid.

3.07 Work Week/Pay Period

The work week for the City of Springfield begins at 12:01am Saturday and ends Friday at midnight. A pay period will consist of two (2) work weeks. Employees will be paid on the Wednesday following the end of the pay period. Direct deposit is mandatory for all employees. However, the city may issue paper checks when necessary.

The city makes all employee pay stubs available online. This information will be provided through the personnel office. If you have any questions, please contact the Personnel Coordinator at City Hall.

3.08 Deductions from Pay

By law, the City is required to deduct, where applicable, federal withholding taxes, Social Security taxes, and garnishments from an employee's pay. The following deductions will be made:

- A. Federal Income Tax – Federal taxes are withheld from employees' paychecks based on the number of dependents claimed by each individual. Employees are required to file with the City a copy of the W-4 form. In the event of changes in the employee's exemption status, a revised W-4 form must be filed before payroll deduction adjustments will be made.
- B. Social Security – Social Security payments and deductions will be made according to the Social Security Act. The payroll office shall keep such records and make such reports as may be required by applicable state and federal laws or regulations.
- C. Others – Other City authorized deductions will be made from an employee's pay with either the employee's signed consent or pursuant to a valid court order, as applicable:
 - health/hospitalization insurance (medical service premiums),
 - life insurance,
 - dental insurance,
 - vision insurance,
 - deferred compensation payments,
 - credit union payments,
 - pension plan,
 - supplemental insurance approved by the city,
 - child support or other garnishments*
 - charity contributions approved by the city, and
 - applicable cost of uniforms, safety footwear, and other applicable equipment during employment or upon failure to return such upon separation as allowed by state law and the FLSA**.

*An employee who is garnished for more than one indebtedness within a 12-month period may be subject to disciplinary action in accordance with the Consumer Credit Protection Act (15 USC, Ch. 41); except for assignment(s) of wages for spousal or child support (T.C.A. 36-5-501 (c)(2)(i)).

** The City may deduct from an employee's final paycheck any amount due (on a depreciated/prorated basis) for failure to return city property as long as the deduction(s) do not reduce final pay to below minimum wage.

Chapter 4 – Hiring & Promotions

4.01 Policy

Equal Employment Opportunity

The City intends to recruit, hire, and promote the most qualified personnel to best serve the citizens of the City of Springfield. This will be based upon the individual's qualifications, competency, and potential. No person shall be employed, promoted, demoted, or discharged, or in any way favored or discriminated against on the basis of race, color, religion, gender (except where gender is a bona fide occupational qualification), sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

The City will ensure that all hiring decisions are in accordance with the principle of equal employment opportunity by imposing only valid selection requirements. This shall include, but not be limited to, the following areas: work assignments, employment, placement, promotion, demotion, or transfer; recruitment and recruitment advertising, referrals; layoff, recall, termination, training, educational and tuition assistance, social and recreational programs, wages, other forms of compensation and job requirements.

At-Will Employment

Employment with the City of Springfield is employment at-will and is based on mutual consent. This handbook only outlines the relationship between the City and the employee. That relationship is dynamic and changing. Therefore, the City may change this handbook and/or any of the written or unwritten policies and procedures from time to time. Nothing contained in this handbook, or the written or unwritten policies and procedures, is intended to create a contractual commitment between the City and its employees, or to limit the right of either party to terminate the employment relationship at any time.

Accommodating Disabilities

The City of Springfield recognizes and supports with federal and state laws concerning the employment of individuals who have a disability with respect to selection and hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. We will make every effort to reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job. Employees in need of accommodation because of a disability should make the need known to their supervisor/manager or Human Resources. The City will treat all employee accommodation requests and related information confidentially.

Nepotism

Nepotism in hiring is also prohibited. Article VIII, Section 4 of the Charter of the City of Springfield contains specific provisions regarding nepotism.

4.02 Job Postings, Transfers, & Promotions

External Vacancies

When a vacancy exists, the department head shall submit a personnel requisition to the City Manager. Requisitions must be approved by the City Manager before a vacancy is advertised and/or posted.

External vacancies will be posted at City Hall and on the city website. The city may choose to advertise in other ways including but not limited to news media outlets and career websites.

Applicants for vacant positions must meet the minimum qualifications for the position to be considered. Additionally, the applicant may undergo an oral interview and a test administered by paper or electronically. While the pre-employment procedure will vary by department, it will be uniform within the department so that all candidates are treated fairly.

Applicants will also be subject to a pre-employment drug screen and physical as part of the hiring process. Physicals, drug screens, and other pre-employment requirements may vary by city department due to federal regulations and applicable law and policy. Please contact the Personnel Coordinator with any questions regarding this topic.

The City will also examine an applicant's background to determine suitability for employment. This includes, but is not limited to prior employment, residency, criminal or legal record, and in some instances the applicant's credit history or record. Applicants that do not meet the requirements or do not successfully pass any portion of the hiring process will not receive an offer of employment.

Internal Vacancies, Transfers & Promotions

Internal vacancies including promotional opportunities may be advertised by posting and/or e-mail. Employees must follow the application process detailed in the posting for these vacancies.

Employees may make a lateral transfer after applying for a position and an evaluation is made to determine whether the transfer is in the best interest of the city and the employee. Transfers shall be coordinated through the employee's department head in conjunction with the City Manager.

In special training programs, the City Manager may authorize the promotion of an employee who has successfully completed an authorized apprenticeship program or received the required certification.

4.03 Appointments

When a vacant position is to be filled, the City Manager or his/her designated representative shall furnish the respective department head a list of the qualified eligible candidates who have applied for the position. In cases where candidates are equally qualified, the promotional candidate shall receive first consideration in filling vacancies. No appointment may be made without authorization from the City Manager.

4.04 Electric Department Apprentices Program

The City of Springfield Electric Department has a four (4) year apprentices program to train its linemen. Employees selected to participate in the program will take correspondence courses, tests, and laboratories that are contained in the Tennessee Valley Public Power Association lineman apprentices program. After satisfactory completion of the four-year program, employees may become certified linemen. For more information about the program, please contact the personnel coordinator.

Chapter 5 – Probationary Period

5.01 Policy

All new, promoted, or demoted employees in regular positions will be placed in a probationary status. The probationary period is an integral part of the city's evaluation process and will be utilized by the department head and supervisor as an opportunity to observe the employee for purposes of training and aiding as well as rejecting an employee whose performance or attendance fails to meet acceptable standards.

5.02 Duration

All regular employees (except police and fire) shall be in a probationary status for six (6) months from the date of employment, promotion, or demotion. Regular status police and fire employees shall be in a probationary status for twelve (12) months from the date of employment and six (6) months from the date of promotion or demotion.

5.03 Evaluation and Completion of Probation

During the probationary period, the department head and supervisors shall evaluate the performance of the employee. The employee may only be changed to regular status once a satisfactory performance evaluation is received from the department head. The performance evaluation must be completed at least ten (10) days prior to the completion of the probationary period. The City Manager will make the final approval for appointment.

5.04 Rejection of Probationary Employee

An employee may be rejected at any time during the probationary period without right of appeal or hearing if the quality of work is such that it does not merit continuation of service. The department head shall give written notice to the employee that they intend to terminate stating the reason for the decision.

Chapter 6 – Performance Evaluation Program

6.01 Policy

The City Manager shall administer a program to evaluate the work performance of city employees. The evaluation shall be completed by the employee's supervisor and be relevant to actual job duties and responsibilities. Each department head is responsible for ensuring that employee evaluations are conducted in a timely manner prescribed by the City Manager. The City Manager or his/her designated representative shall periodically monitor employee evaluations with regard to clarity of job expectations, the review of accomplishments and deficiencies, the planning of future performance and development efforts, and examining patterns in employee performance by department. Performance evaluation of department heads and other administrative employees reporting directly to the City Manager shall be conducted by the City Manager in a manner substantively similar to other city employees.

6.02 Frequency of Assessments

Performance evaluations shall be conducted annually for each regular employee. Probationary employees shall be evaluated at least ten (10) days prior to the end of the probationary period. An employee moved from probationary to regular status during the fiscal year will also receive a regular performance evaluation at the end of the fiscal year with all regular employees.

Probationary evaluations shall be completed at least ten (10) days prior to the end of the probationary period except in the case of police and fire employees. Evaluations on police and fire employees shall be completed at least thirty (30) days prior to the twelve (12) month probationary period.

6.03 Processing of Evaluations

Completed evaluations must be reviewed with the employee. The employee is required to sign the evaluation to signify they received the evaluation and had the opportunity to discuss it with their supervisor. Evaluations are submitted to the personnel office for processing salary increases and personnel record keeping.

Chapter 7 – Disciplinary Action

7.01 Policy and Application

Department heads and supervisors may recommend and initiate disciplinary action when necessary. The City Manager will review and is authorized to make a final determination on all recommendations for disciplinary action affecting pay and/or position.

7.02 Types of Disciplinary Action

The city will generally follow a progressive disciplinary structure. However, the type of action taken may vary depending upon the seriousness of the incident and past performance of the employee.

Progression of corrective action steps available are:

- Verbal Warning
- Written Reprimand
- Suspension
- Demotion
- Dismissal/Termination

7.03 Notice of Dismissal

Notice of dismissal actions must be in writing and served either personally or by certified mail on such employee, except in emergency situations. The notice shall contain a statement of the reasons for the action taken and a statement informing the employee of the right to have a disciplinary review hearing. The city reserves the right to suspend an employee until the conclusion of the disciplinary review hearing.

7.04 Disciplinary Review Hearing

Any regular employee being suspended, demoted, or terminated by the City has the right to a hearing before a Disciplinary Review Committee. The purpose of the hearing is an internal administrative review of the incident and resulting disciplinary action. Employees are not allowed to have legal representation at disciplinary review hearings.

An employee may request a disciplinary review hearing by signifying such on the Disciplinary Action Form that provides notice of the action taken. If an employee requests a hearing, the personnel office will notify the employee within ten (10) business days of the hearing date and time.

The Disciplinary Review Committee shall be composed of one (1) department head, one (1) supervisory level employee, and one (1) regular non-supervisory, full-time employee. Department Heads shall be selected on a rotating, alphabetical basis. In cases of conflicts, the next department head shall be chosen. Supervisory Employees shall be selected from an alphabetical listing of departments and supervisory personnel. Nonsupervisory employees shall be chosen from a reverse alphabetical listing of departments and employees.

The committee may recommend any personnel action – up to and including termination. The committee shall submit the full record including a full written report, any exhibits or reports, and an audio/visual recording of the hearing to the City Manager. The City Manager shall have the final determination of accepting and implementing the recommendation of the committee.

Chapter 8 – Leave

8.01 Holidays

The City of Springfield observes the following eleven holidays:

New Year's Day	January 1 st
Dr. Martin Luther King, Jr. Day	3 rd Monday in January
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veterans' Day	November 11
Thanksgiving	4 th Thursday & Friday of November
Christmas	December 24 th & 25 th

All regular employees will receive pay for the holidays listed above regardless of the employee's normal working hours. Regular, part-time employees will receive pay on a pro-rated basis. In order to receive holiday pay, an employee must work or have an excused absence for the working day preceding and following the holiday.

If a holiday occurs on a Saturday, the City will observe the holiday on the preceding Friday. If the holiday falls on Sunday, the City will observe the holiday on the following Monday. If a holiday falls on an employee's regular day off, they receive eight (8) hours holiday pay for that day.

Employees that work on a holiday will be paid at their regular rate for each hour worked on that holiday in addition to the eight (8) hours of holiday compensation. If the eight (8) hours of holiday compensation prevents an employee from receiving their regular number of hours for the day, the employee will receive their regular number of hours for the day.

8.02 Vacation Leave

Regular, full-time employees of the city accrue vacation leave upon the completion of each calendar month of service according to the following schedule:

Employees Hired Before May 16, 1990

Years of Service	Hours Accrued per Month	Maximum Annual Accrual
1-10	8	96
10-15	12	144
15+	16	192

Employees Hired On or After May 16, 1990

Years of Service	Hours Accrued per Month	Maximum Annual Accrual
Less than 1	4	48
1-10	8	96
10-15	10	120
15+	12	144

Regular full-time employees completing twenty-five (25) years of continuous service will be credited with a one-time additional twenty-four (24) hours of annual leave upon the twenty-fifth anniversary date.

Regular full-time employees may carry forward the maximum number of hours listed above each year. Any hours above the maximum may be converted to sick leave if not used by the end of a calendar year. Any employee that intends to retire within the first quarter of the following calendar year may be exempt from the conversion to sick leave after submitting such notice in writing prior to the end of the calendar year. Fire service employees that normally work twenty-four (24) hour shifts will accrue four (4) hours of vacation time per month in addition to the accrual schedule above after one (1) year of completed service. The maximum annual accrual for fire service employees shall be forty-eight (48) hours in addition to the schedule above.

Regular part-time employees will be allowed to accumulate vacation on a proportionate rate based on the amount of time worked. The same maximum accrual and carry forward procedure will apply. All vacation leave should be scheduled several working days in advance and is approved at the discretion of the department head. Vacation leave may be taken only in full or half hour increments.

To reduce the financial liability of the city and to allow employees a fair opportunity to use their vacation leave benefits, the City of Springfield has adopted a mandatory annual leave provision. Leave is required to be taken each year by employees according to the following:

- A. All employees who are on an accrual schedule of twenty-four (24) annual leave days a year shall be required to take during the calendar year at least two (2) annual leave periods each utilizing a minimum of five (5) continuous work days or forty (40) continuous work hours.
- B. All employees who have more than ten (10) years of service, and are not on an accrual schedule of twenty-four (24) days a year, shall be required to take during the calendar year at least one (1) annual leave period utilizing a minimum of five (5) continuous work days or forty (40) continuous work hours.
- C. All employees who have one (1) to ten (10) years of service shall be required to take during the calendar year at least one (1) annual leave period utilizing a minimum of four (4) continuous work days or thirty-two (32) continuous work hours.

Department heads and supervisors are granted the authority, discretion, and flexibility to plan for employee leave in a manner that causes the least disruption to the department work schedule at minimal payroll cost. Vacation leave should typically be requested at least two weeks prior to the anticipated leave date(s) to allow department heads or supervisors time to make any necessary adjustments to the work schedule.

Upon voluntary separation of employment with appropriate notice given, an employee will be compensated for unused vacation leave. Typically, two weeks of notice is expected for non-exempt positions. One month of notice is expected for an exempt position.

8.03 Sick Leave

All regular full-time employees will earn eight (8) hours of sick leave per month. Fire service employees that normally work twenty-four (24) hour shifts will accrue twelve (12) hours of sick leave per month. There is no maximum accrual for sick leave. Regular part-time employees will be allowed to accumulate sick leave on a proportionate rate based on the amount of time worked. Sick leave shall accrue beginning with the first completed month of employment but will only be granted after the satisfactory completion of the probationary period except in emergency situations approved by the City Manager.

The employee must notify the department head or supervisor no later than (2) hours after the beginning of his/her work schedule. If the employee is a single operator or public safety employee, the employee must notify their supervisor or department head two (2) hours prior to the beginning of shift, except in cases of emergency.

If the employee is absent on sick leave for three (3) consecutive days or longer, the department head or supervisor may request a written statement from a licensed physician or medical provider. Additionally, after five (5) sick leave days/shifts have been taken in any year, the department head may require a provider's statement for any and all sick leave used for the remainder of the year. Sick leave may be taken only in full or half hour increments. Sick leave may only be used for personal illness or injury of the employee, to provide care for an immediate family member, or as applicable under prevailing laws (i.e. Military Reservist Leave). For purposes of sick leave, immediate family member includes spouse, children, parents, and spouse's parents, and individuals for whom the employee is standing "in loco parentis".

The department head will be responsible for enforcing documentation requirements with regard to sick leave prior to approving an employee's time sheet. All documentation and provider statements must be forwarded securely from the department head to the personnel office. No medical documentation will be kept at the departments and all efforts shall be made to protect the employee's health information.

Sick Leave Donation

In order to provide relief to individuals who have a serious medical condition or have an immediate family member with a serious medical condition requiring the prolonged use of sick leave, the City of Springfield has established a sick leave donation program. City employees may donate accrued, unused sick leave to a fellow employee who has exhausted all accrued sick leave but is otherwise eligible for leave in accordance with city policy.

Procedure:

- A. An employee may receive donated sick leave according to this policy when an illness or injury causes them to be out of work. An employee may receive hours donated up to their scheduled number of hours each pay period for a maximum of twelve (12) weeks of leave provided that

the employee or immediate family member (as defined by the Family and Medical Leave Act ("FMLA")):

1. Has a serious health condition as defined under the FMLA resulting in incapacitation for at least ten (10) working days as verified by an FMLA certification form, or has suffered an on-the-job injury subject to workers' compensation benefits that results in incapacitation for at least ten (10) working days. Intermittent absences do not qualify for this program.
 2. Has no accrued paid sick leave, vacation leave, or compensatory leave available.
 3. Has been a regular, full-time employee of the city for at least one (1) year.
- B. An employee may donate accrued sick leave, provided the donating employee:
1. Voluntarily elects to donate sick leave to a designated recipient who is qualified for this program, and does so with the understanding that the donated leave, which is used by the designated recipient, will not be returned.
 2. Donates a minimum of eight (8) hours and not more than eighty (80) hours per recipient.
 3. Retains a post-donation sick balance of at least one-half of the employee's sick leave balance in effect at the point the leave is first deducted from the employee's balance. (Minimum 40 hours retained.)
 4. Is on active status at the time their donated sick time is to be used.
 5. Certifies the name of the employee for whom the donated leave is intended and the number of hours to be donated on a "Sick Leave Donation Form," which must be submitted to the personnel office.
 6. Certifies that the leave is donated voluntarily and that the employee understands that any unused donated leave will be returned to the donor.
- C. Sick Leave Donation Administration
1. The sick leave donation policy will be administered on a pay period by pay period basis. There shall be no retroactive payments for time prior to the pay period at the time the application is submitted.
 2. Sick leave will be transferred hour for hour without regard to the rate of pay of the employees involved.
 3. Employees using donated sick leave will be considered to be on active status and will accrue leave and be entitled to any benefits to which they would otherwise be entitled unless otherwise ineligible under a provision of this manual.
 4. Sick and vacation time accrued by the employee while using donated leave must be used in the following pay period before additional donated leave may be used.
 5. Donated sick leave cannot be converted to a cash payment upon the termination of employment, nor may donated sick leave be used as credit to increase service years in the retirement system upon retirement.
 6. Donated sick leave may only be used in increments of full days.
 7. The city will ensure that no employees are forced to donate sick leave. Furthermore, the city will respect an employee's right to privacy. Neither the city nor individual employees shall solicit donations of sick leave from any employee. The donation of sick leave is strictly on a voluntary basis.
 8. FMLA and any other leaves of absence will run concurrently with donated sick leave time.

8.04 Family and Medical Leave Act (FMLA)

Under the federal Family and Medical Leave Act of 1993 (FMLA), eligible city employees are entitled to take up to twelve (12) workweeks of unpaid leave during each 12-month period.

An eligible employee is one who (1) has worked for the employer for at least 12 months (please note this does not have to be consecutive); (2) has worked at least 1,250 hours during the preceding 12-month period; and (3) is employed at a worksite where 50 or more employees are employed by the employer within seventy-five (75) miles of the worksite.

Qualifying Reasons for Leave under the FMLA

- A. Leave related to birth, adoption and foster care, which includes:
 - 1. Leave taken for pregnancy, birth and to be with the healthy newborn child.
 - 2. Leave taken for the placement of a child for adoption or foster care and to care for the child after placement.
 - 3. Both male and female employees are eligible for leave in connection with the birth or placement of a child or a family illness.

- B. Leave for a serious health condition of the employee or an immediate family member that includes:
 - 1. Leave taken to care for spouse, son, daughter, or parent with serious health conditions.
 - 2. Leave taken for the employee's own serious health condition that makes the employee unable to perform the functions of the employee's job.

- C. Military related leave, which includes:
 - 1. Qualifying exigency leave, taken for a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on covered active duty or has been notified of an impending call to covered active duty.
 - 2. Military caregiver leave taken by an employee who is the spouse, son, daughter, parent or next of kin of a covered service member to care for the service member who has incurred a serious injury or illness in the line of duty on active duty.

Medical Certification

If you are requesting leave because of your own or a covered family member's serious and/or chronic health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain FMLA leave request and medical certification forms from the personnel office.

The request must be submitted at least thirty (30) days in advance of the anticipated leave. When the need for leave is not foreseeable, you are expected to notify the city as soon as practicable, generally within one (1) to two (2) business days of learning of your need for leave.

Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. In its discretion and at its own expense, the city may require a second medical opinion, and if the first and second opinions differ, a third medical opinion. The third opinion will be provided by

health care providers and approved jointly by the employee and the city and will be binding. The city may also require re-certification periodically during a leave. Employees returning to work from FMLA leave will be restored to the same position or one with identical pay and benefits. Returning employees may be required to provide a certification of fitness for duty prior to being reinstated.

The FMLA also allows eligible employees to take up to twelve (12) workweeks of job protected leave in the applicable twelve (12) month period for a "qualifying exigency" arising out of the active duty status of a spouse, son, daughter or parent and up to twenty-six (26) workweeks of job-protected leave in a single twelve (12) month period to care for a covered service member with a serious injury or illness. Advance notice is required at least thirty (30) days for foreseeable planned medical treatment and otherwise as soon as applicable certification of the need for leave may be required.

Benefits During Leave

During the period of unpaid leave, you will continue to accrue all benefits, such as sick and vacation leave and seniority, and you will be granted any across-the-board pay raises that may have occurred during the leave. The city will also continue to pay its share of your insurance premiums during your designated leave. It is your responsibility to make your insurance premium payments each payday during your leave of absence. Failure to do so will result in loss of coverage.

"Intermittent" leave (irregular leave) is required to be granted by the city if medically necessary for the employee or care of a child, spouse or parent, but not for the routine care of a new child.

"Reduced" leave (regular reduced number of hours per day of week) is required to be granted by the city for up to twelve (12) weeks a year if medically necessary for the employee or for the care of a child, spouse or parent, but not for the routine care of a new child. The FMLA excludes children nineteen (19) and older unless they are incapable of self-care because of a mental or physical disability. Accrued paid leave may be used concurrent with FMLA leave in accordance with the city's paid leave policies.

8.05 Tennessee Parental Leave Act

In addition to protections provided under the Family and Medical Leave Act, Tennessee Law offers other allowances for pregnancy, childbirth, adoption and nursing an infant. A qualified employee may take leave as outlined below. When applicable, the twelve (12) weeks of Family and Medical Leave shall be counted against the leave under the Tennessee Statute (leave under the two acts will run concurrently). The Tennessee law requires that the employee manual contain a copy of its provision. Therefore, the provisions are set forth below.

- Employees who have been employed by the city for at least twelve (12) consecutive months as full-time employees may be absent from work for up to four (4) months for adoption, pregnancy, childbirth and nursing an infant. With regard to adoption, the four (4) month period shall begin at the time an employee receives custody of the child.
- Employees who give at least three (3) months advance notice of their anticipated date of departure for such leave and their intention to full-time employment after leave shall

be restored to their previous or similar position with the same status and pay as of the date of their leave.

- Employees who are prevented from giving three (3) months advance notice because of a medical emergency or because the notice of adoption was received less than three (3) months in advance are entitled to the same job restoration after leave. Leave under this policy is without pay. Such leave does not affect the employee's right to receive vacation time, sick leave, or any other benefits the employee was entitled to receive as of the date of the leave.

Employees are allowed to use accrued paid leave in accordance with the city's leave policies while taking leave under the Tennessee Parental Leave Act. Such leave shall not affect the employee's right to receive vacation time, sick leave, advancement, seniority or length of service credit, benefits or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment.

8.06 Bereavement Leave

In the case of death in the employee's immediate family, the employee will be allowed three (3) workdays, or a maximum of twenty-four (24) total work hours, with pay which will not be charged to vacation leave in order to grieve and handle family matters. The request for bereavement may be granted by the department head upon approval by the City Manager. Immediate family for purposes of bereavement leave is defined as an employee's spouse, child, grandchild, parent, grandparent, sibling, or a spouse's child, parent, or sibling. If an employee needs additional time such as in the case of an out-of-town relative's funeral, the employee may request to use sick leave to cover the additional leave needed.

8.07 Jury Duty & Court Leave

The city encourages all employees to fulfill their duty to serve as members of juries or to testify when called in both federal and state courts. The following procedures shall apply when an employee is called for jury duty or subpoenaed to court:

- Employees must notify their supervisor or department head the next day of receipt of the jury summons.
- While on jury duty, you will receive regular compensation for the time actually spent serving.
- Anytime you are not required to serve, you will be required to return to work.
- In order to receive jury duty pay, you must present the amount earned from the court to the City Recorder.
- The provisions above do not apply if the employee is involved as a party in private litigation. On such occasions, the employee must take vacation leave or leave without pay.

8.08 Voting Leave

The city encourages all employees to exercise their right to vote. While employees should explore all possible ways to vote while off duty, employees entitled to vote in national, state, or local elections shall be allowed sufficient time off with pay as determined by the department head to exercise their right to vote when necessary. This time off shall not exceed three (3) hours. A voting leave request must be submitted to the department head by noon on the day prior to the day of the election to be considered.

8.09 Military Leave

The city appreciates the service of employees that are members of the armed forces. Employees serving in the armed forces are entitled to certain benefits as outlined below.

MILITARY LEAVE

Any employee who is or becomes a member of the armed forces of the United States (including the Army, Army Reserves, Army National Guard, Navy, Naval Reserve, Marine Corps, Marine Corps Reserve, Air Force, Air Force Reserve, Air National Guard, Coast Guard, Coast Guard Reserve, Commissioned Corps of the Public Health) and leaves work for initial training for the Guard or Reserves, leaves work to join active duty military, or is called to active duty, will be placed on military leave. Such employee must present his/her supervisor or department head with advance notice of the active duty orders. The employee's seniority, status and pay will remain unchanged during his/her time of military leave. Continued health insurance coverage (COBRA) will be offered up to 24 months, with the employee paying premiums due for such policy not to exceed 102% of premiums. An employee wishing to continue health insurance coverage during his/her military leave shall provide a mailing address where notices of premium payments due may be sent.

The process for reinstatement of employees returning from military leave begins when the employee submits an "application for re-employment." Said application must be submitted within ninety (90) days of the end of service, or from the end of hospitalization continuing after discharge for a period of not more than one (1) year for an injury/illness related to deployment.

The returning employee will be re-employed in the position they would have attained had they not been absent for military service, with the same seniority, status and pay.

RESERVISTS LEAVE

Any employee who is member, or may become a member of any reserve component of the armed forces of the United States or of the Tennessee Army and Air National Guard will be entitled to a leave of absence from their respective duties for periods of military service during which they are engaged in the performance of duty or training in the service of this state, or of the United States, under competent orders. While on such leave, the employee will be granted paid leave up to twenty (20) days (160 hours) in any one (1) calendar year.

Qualified employees who seek paid leave under this policy must provide the official order calling for their service or training to their supervisor. Employees serving in the National Guard or Military Reserve

will receive full compensation for a period of twenty (20) days (or 160 hours) of military leave each calendar year, excluding holidays and scheduled off days. Such leave will not be charged to any form of accrued paid leave. An employee requesting military leave shall provide the City the dates for training and travel time in advance. After the twenty (20) working days (or 160 hours) of full compensation, members of any reserve component of the armed forces of the United States, including members of the Tennessee army and air national guard, may use up to five (5) days of sick leave in lieu of vacation leave for the purposes of not having to take leave without pay.

ACTIVE STATE DUTY: Army/Air National Guard and TN State Guard, Civil Air Patrol

In addition to the leave of absence provided above, employees who are members of the Tennessee army and air national guard on active state duty or the Tennessee state guard and civil air patrol shall be entitled to an unpaid leave of absence from their respective duties, without loss of time, pay not specifically related to leave of absence time, regular leave or vacation, or impairment of efficiency rating for all periods of service during which under competent orders he/she is engaged in the performance of duty or training in the service of this state, including the performance of duties in an emergency.

Pursuant to T.C.A. § 42-7-102, members of the United States air force auxiliary civil air patrol who participate in a training program for the civil air patrol, or in emergency and disaster services, as defined in T.C.A. § 58-2-101, are entitled to a leave of absence with pay for a period of not more than fifteen (15) days during a calendar year for such purposes if the leave of absence is at the request of the employee's wing commander or the wing commander's designated representative. Employees granted leave are entitled to their regular salary during the time that they are away from their regular duties. All the rights and benefits of the employee continue as if a leave of absence had not been granted.

It is the responsibility of the employee to make arrangements with their department head for leave to attend monthly meetings on regular off-time, with the expectation that the paid leave granted herein will be applied to the annual training periods required for reservists.

8.11 Unpaid Leave

A regular employee in good standing may request a leave of absence for up to six (6) months when no other leave benefit is available to the employee. The request must be approved by the department head and the City Manager. Each request will be evaluated individually and a determination will be made based on the circumstances of the situation. An employee will not accrue any vacation or sick leave while on a leave of absence under this section.

8.12 Workers' Compensation Leave

All employees of the city are covered by workers' compensation insurance. It is the policy of the city to provide partial compensated leave for employees who incur disabilities which can logically and medically be proven to be the result of accidental injury arising in the course of employment with the city. Workers' compensation leave shall be the necessary absence from duty of an employee because of an injury suffered while properly performing the duties of his or her position.

When an employee is injured in the line of duty or has reason to believe he or she has been injured in the line of duty, the employee shall immediately upon the occurrence or as soon thereafter as is reasonable and practical provide notice to his or her supervisor. The supervisor shall complete a First Report of Injury as well as all necessary supplemental reports relating to the incident. Failure by the employee to timely report an injury may result in the claim being denied and no benefit payment made. To seek treatment, the employee must select one of the physicians from the authorized panel which will be provided upon reporting the injury. After the report is submitted to the workers' compensation insurance carrier, the employee will be assigned an adjuster.

For the first seven (7) calendar days of leave or forty (40) hours of work time after the injury, the employee may use any accrued benefit time. Otherwise, the leave will be unpaid. Workers compensation benefits begin on the eighth day after the injury. While on workers' compensation leave, the employee shall receive sixty-six and two-thirds percent (66 2/3%) of his or her average weekly wage for the fifty-two (52) weeks preceding the accident. No charge shall be made against the employee's sick, vacation, or compensatory leave balances.

Should the disability continue for more than thirteen (13) calendar days, or one hundred and four (104) work hours, the employee is entitled to receive reinstatement of any sick, vacation, or compensatory leave used during the initial period. The employee will remain on workers' compensation leave until the authorized treating physician designated by the workers' compensation carrier releases the employee to return to duty, the employee has reached maximum medical improvement, or four hundred (400) weeks of workers' compensation leave has been paid, whichever occurs first. A release to return to duty does not preclude the city from requiring additional testing for certain safety-sensitive job functions. In cases of permanent, total disability, workers' compensation benefits may extend beyond four hundred (400) weeks. Employees shall accrue sick and vacation leave during workers' compensation leave.

When an employee is injured in an on-the-job accident and is unable to perform his or her duties, light duty assignments may be considered to allow the employee to return to active duty. However, a written release shall be obtained from the authorized treating physician before an employee shall return to either light or full duty. Written releases shall be forwarded to the personnel office. Light duty assignment shall not be an automatic right of the employee, but rather the City Manager shall determine the opportunity for light duty. An employee on light duty assignment shall receive full wages. On the basis of the availability of limited or light duty work, the employee may be assigned to any department where such limited or light duty work is available.

Light duty assignments will be evaluated no later than every thirty (30) days by the City Manager and the employee's department head. Each extension shall not exceed thirty (30) days without an additional review or until such time as an impairment rating is established or the employee is released for full duty. Extended light duty assignments shall not exceed a twenty-six (26) week period.

The employee shall also use workers' compensation leave for any follow-up medical appointments during work hours after the employee has returned to work. Travel expenses, if applicable, must be submitted to the workers' compensation carrier for reimbursement.

After a twenty-six (26) week period, an employee who reaches maximum medical improvement and is still unable to perform the essential functions of his or her position may be transferred to another position within the city if an accommodation cannot be made and if an appropriate position is available.

If these options are not successful, the employee may be terminated. For any questions regarding workers' compensation leave, please contact the personnel office.

Chapter 9 – Benefits

9.01 Health Insurance

As a benefit of employment, the City of Springfield offers its employees and their dependents group health insurance. Coverages include medical, dental, and vision insurance. Regular full-time employees are eligible to participate in the city's plan on the first month following sixty (60) days of employment. The city may pay a portion of the premium on medical, dental, and vision plans. Information regarding current plans, tiers, and premium amounts will be provided during orientation and open enrollment. For current plan information or questions, please contact the personnel office at City Hall.

9.02 Life Insurance

The City of Springfield provides a life insurance policy to all employees. The city pays the entire premium at no charge to the employee. This is an automatic benefit of employment with the city. For current information on this policy, please contact the personnel office.

The city also offers the ability for employees to purchase supplemental accident or life insurance policies in addition to the policy provided by the city. Open enrollment for these products is held once per year and employees will be notified of the opportunity to purchase.

9.03 Retirement

The city participates in the Tennessee Consolidated Retirement System (TCRS). New, full-time employees are automatically enrolled and earn service credit from the date of employment. All eligible employees will receive information regarding this defined benefit plan during orientation.

9.04 Other Benefits

The city may from time-to-time offer additional benefits of employment to its employees. Such benefits may include discounts or discounted opportunities. For current information, please contact the personnel office.

Chapter 10 – Employee Safety

10.01 Policy

It is the policy of the City of Springfield to provide a safe and comfortable work environment for all city employees. The city has established safety procedures and regulations within each department which comply with regulatory requirements and are intended to increase safety and consciousness among all employees.

10.02 Weapons Policy

In order to protect you and all our staff, the City does not allow the possession of any dangerous weapon of any sort, including but not limited to guns, knives (except for ordinary pocket knives with a blade less than four inches in length), or any other perceived dangerous weapon while on City premises or property. This includes city-owned or leased facilities, buildings, parking lot(s), driveways, or sidewalks. Additionally, you may not carry any weapon while in a City-owned vehicle or while conducting City business.

This weapons policy does not apply to duly authorized peace officers commissioned pursuant to Tenn. Code Ann. § 39-17-1315. Any other exception must be in writing and signed by the City Manager. Violations of this policy could result in disciplinary procedures which mean you could lose your job.

10.03 Drug Testing & Employee Assistance

The city is a recognized Tennessee Drug-Free Workplace. The city conducts pre-employment, random selection, post-accident, and reasonable suspicion drug and alcohol testing. Drug testing policies vary by department due to federal and state regulations. A copy of your department's drug policy will be provided during orientation or can be received from the personnel office or department head.

The city also provides an Employee Assistance Program for employees that need assistance with various individual and personal needs. If you need assistance, you may notify your department head, the Assistant City Manager, or the City Manager. This information and your participation in the program will be kept confidential.

Chapter 11 – General Policies

11.01 Employee Conduct

Employees of the city shall not engage in any criminal, dishonest, infamous, immoral, or notoriously disgraceful conduct or behavior, activity, or association which discredits the employee and/or the city

government. Employees are expected to conduct themselves both on and off the job in such a manner as to maintain the public trust.

Employees shall not engage in any malicious gossip or rumors about fellow employees or any other person or situation that distracts from a productive and positive work environment.

Any employee that is arrested for any charge shall report the arrest to their supervisor or department head as soon as possible or no later than 24 hours after the arrest. The department head will notify the City Manager to determine what action, if any, is needed by the city or the employee. Employees are required to keep their supervisor or department head informed as to any changes or disposition in their case.

11.02 Supervisory Chain of Command

Employees shall obey and follow instructions and assignments given from supervisors and department heads unless such an instruction or assignment would violate a state or federal law or city ordinance. Additionally, employees should observe the supervisory chain of command when work-related issues arise unless otherwise provided in this manual.

11.03 Political Activity

City employees are free to participate in political activity and express their political views outside of work hours. No city employee is allowed to engage in any political activity during work hours or while being paid by the city. Additionally, city employees are prohibited from campaigning for, or seeking any elected office of the city while employed.

11.04 Tuition Reimbursement

The city encourages employees to improve themselves and their knowledgebase through advanced education. The city will reimburse any employee pursuing advanced education and training according to the following procedures:

- A. Eligible employees are full-time, regular employees with at least one (1) year of service.
- B. Employees seeking reimbursement must obtain written approval from the department head and city manager prior to beginning the course.
- C. Reimbursement is eligible for the total cost of one course per semester. A semester is considered one half of a school year.
- D. Course of study must relate to and benefit the job functions or career path of the employee within the department.
- E. Only the cost of tuition will be reimbursed. Costs for transportation or mileage, parking, books, or other costs and fees are not reimbursable.
- F. After completion of the course, a receipt for the tuition cost and a copy of the final grade or certification of satisfactorily passing the course will be required before the tuition is reimbursed.

- G. Employees receiving tuition reimbursement will be required to refund money to the city if they leave city employment within one year of receiving reimbursement.
- H. Eligible courses for tuition reimbursement are college courses, trade or technical school courses, and GED courses.

11.05 Outside Employment

No regular employee of the city shall accept or engage in additional employment outside the official hours of duty without the written approval of the department head, confirmed by the city manager. Whether or not such approval may be granted shall be based on whether the outside employment will or can cause a conflict of interest, is likely to interfere with the satisfactory performance of the employee's duties, is incompatible with city employment, or is likely to cast discredit upon or create embarrassment to the city.

No outside employment is allowed for an employee on Worker's Compensation Leave, Sick Leave, or leave under the Family and Medical Leave Act (FMLA).

11.06 Ethics

The City of Springfield is committed to ensuring adherence to the highest standard of ethical conduct by all department heads, supervisors, and employees. The city has a detailed ethics and business conduct policy codified in Title 1, Chapter 2 of the Springfield Municipal Code.

11.07 Solicitation & Gratuities

It is the policy of the City of Springfield that individual officials and employees shall not solicit, accept, or receive, either directly or indirectly, any gift, gratuity, loan, fee, or other thing of value that would not be provided if he or she was not a City official or employee. The only exceptions to this policy shall be the following:

- A. Consumable, non-alcoholic gifts, valued at fifty dollars (\$50.00) or less such as boxes of candy, fruit, popcorn, cookies, etc. delivered to City offices by businesses that provide such gifts to clients at holidays or similar times. Such gifts shall be placed out to be shared by all staff of the office;
- B. Food valued at fifty (\$50.00) or less provided to emergency personnel at the scene of an emergency;
- C. "Giveaways" valued at fifty dollars (\$50.00) or less handed out by vendors and consultants at conferences, training events, and grand openings provided that such items are made available to anyone attending the event;
- D. Small gifts valued at fifty dollars (\$50.00) or less such as pens, paperweights, etc. given to an employee in appreciation for a presentation to a group or organization or in recognition of that individual's accomplishment;
- E. Small gifts valued at fifty dollars (\$50.00) or less with company advertising, such as mugs, calendars, paper, etc. which are appropriate for use in the workplace;

- F. A meal provided to an official or employee who is speaking at a meeting at which a meal is being served, a meal provided to all members of a local government, public or non-profit board or committee on which the official or employee may serve, or a meal provided at a function at which the official or employee is being recognized for service to the community;
- G. Business meals paid for by consultants under contract to the City as part of a project meeting or discussion, when the cost of the meal is included in the consultant's compensation; and
- H. Meals, gifts, lodging and other considerations paid for by any local government, public or non-profit organization or association of which the City of Springfield is a dues paying or contract fee member, as long as such meals, gifts, lodging and considerations are made available to the representatives of the other entities that are members of the same local government, public or non-profit organization or association.

Any official or employee receiving a gift not subject to the exceptions above shall immediately return the gift to the sender along with a letter which expresses appreciation but declines the gift as a result of the City's gift policy.

Any questions regarding the interpretation of this policy shall be discussed with the Business Conduct and Ethics Committee or the employee's department head.

11.08 Electronic Communication & Internet Usage

The City of Springfield provides employees in certain job classifications with computers that have e-mail and internet capabilities to assist with performing their jobs more efficiently. Consequently, the following policy is established to ensure that all employees have a clear understanding of the proper use of computer, the internet and email communications.

All computer systems are to be used for the benefit of the City of Springfield. All e-mail communications, passwords, messages, information created, transmitted, received or stored on City of Springfield computer systems are the property of the City of Springfield and are to be used for the city's legitimate business purposes. In addition, all hardware, software, temporary or permanent files and any related systems or devices used in the transmission of e-mail are considered to be city property. However, any and all opinions made using city computer systems, whether implied or expressed, are those of the individual and not necessarily the opinions of the city or its management.

Employees shall have no expectation of personal privacy with regard to any information or messages created, transmitted, received, or stored on city computers, including disks, drives, or CD's kept within city facilities. If you use the computer system, e-mail system or internet for your personal business, you do so at your own risk with no expectation of privacy. The City of Springfield reserves the right to monitor computer files, the e-mail system, individual e-mail messages, and internet usage as necessary or appropriate from time to time to ensure that the systems are being used for legitimate business purposes. Reasons for monitoring include, but are not limited to, system hardware or software problems, general system failure, regular system maintenance, a lawsuit against the city, suspicion of a crime or violation of policy, or a need to perform work or provide a service when an employee is unavailable.

Electronic records, including e-mails, are subject to public records retention and disclosure requirements. Therefore, do not send e-mail that is confidential in nature. Prior to sending any e-mail, remember that you are creating a public record, and you should use good judgment. Stop and think about what it would look like if your e-mail was printed in the newspaper or read on the radio.

Under no circumstances are pornographic or harassing materials to be sent or received using city equipment. Likewise, no pornographic or harassing materials shall be sent or received using personal equipment during working hours. Further, no pornographic or harassing materials shall be downloaded or viewed on the internet during working hours or on city equipment at any time. These prohibitions do not apply to those authorized to investigate related crimes or misconduct.

Under no circumstances shall any employee of the City of Springfield at any time send or forward any electronic mail or similar communication that is or could reasonably be regarded as derogatory or discriminatory on the basis of any protected class listed in Section 1.03 of this policy manual. Any material received by electronic transmission from a source outside of the city which violates this policy shall be deleted immediately.

The use of chat rooms, instant messaging, music downloads, peer-to-peer networking that shares any City of Springfield asset to the internet, and virtual private networking are prohibited. In addition, the use of programs that constantly monitor the internet for information are prohibited. Examples include updates on weather, sports, stocks, etc. If you occasionally desire to check the status of weather patterns, sports, stocks, etc., please do so manually.

Employees shall refrain from using vulgarities, obscenities, jokes, or sarcasm in e-mail messages. The use of foul or abusive language or any language or material content that could reasonably be expected to embarrass, harass, or demean another may result in severe penalties beyond the city's disciplinary action up to and including federal, state, or local criminal charges.

Employees shall also refrain from using the electronic mail system to: send e-mail anonymously, use another person's password, send chain letters, send copies of documents in violation of copyright laws, compromise the integrity of the city and its business in any way, search for jobs, advertise for personal business, or offer to buy or sell goods or services for personal business.

All employees are expected to comply with this policy. Employees that are aware of misuse of city computers for personal business, e-mail or internet purposes should contact the Assistant City Manager as soon as possible. Any employee who violates this policy may be disciplined and/or terminated from employment.

11.09 Place of Residence

The City Manager shall maintain residence and continually reside within the limits of Robertson County during the term of employment. All department heads of the City of Springfield shall maintain residence and continually reside within the limits of Robertson County or an adjacent county during the term of their employment, provided such place of residence shall permit the employee to report for work at the required time both during normal and emergency periods regardless of road and weather conditions. Failure to comply with the provisions of this section shall be cause for dismissal.

The City Manager or a department head shall be given a period of six (6) months from the date of employment to establish the required residency. The Board of Mayor and Aldermen, in the case of the City Manager, or the City Manager, in the case of a department head, may approve a waiver for the maximum of 90 days in cases involving extreme hardship making such a move impractical, or other good and sufficient reasons considered to be controlling and in the best interest of the city.

11.10 Dress Code

The City of Springfield intends for its employees to project a positive and professional appearance during work hours. Specific dress and uniform requirements will vary by department due to varying duties and required safety equipment. Please check with your department for specific regulations.

11.11 Non-Smoker Protection Act

The city complies with the Non-Smoker Protection Act of 2007 which prohibits smoking in all public places such as buildings, equipment, and city-owned vehicles. All employees who operate city-owned vehicles are prohibited from smoking in the vehicle or piece of equipment. This includes other occupants that are transported in the vehicles. Violators of this policy will be subject to disciplinary action.

11.12 Attendance

Punctual and regular attendance is necessary for the city to operate efficiently. The city provides a variety of forms of leave to cover absence from work. Employees are expected to report for duty, and be ready to begin work by the start of the regular work day or their regular shift, unless on approved leave.

Employees unavoidably late or absent from work due to illness or other causes must notify their supervisor within the time frame established by each department, unless unusual circumstances prevent the employee from making proper notification. Employees must explain the reason for the absence and, if possible, the anticipated time and date they will return to work. When this is not possible due to sudden illness or emergency, the employee is to notify his/her supervisor as soon as possible, and in all cases, prior to the start of the work day in which the employee will be absent. Failure to notify one's supervisor of absences may result in disciplinary action. Employees found cheating on their time sheets or excessively tardy will be subject to disciplinary action.

11.13 Americans with Disabilities Act

The purpose of this policy is to provide a policy in compliance with 42 U.S.C. 12101 et. seq.: The Americans with Disabilities Act (ADA) as amended. The City is committed to the fair and equal employment of individuals with disabilities under the ADA. It is the City's policy to provide reasonable accommodation to individuals with disabilities who are qualified for the job in question unless the accommodation would impose an undue hardship on the City. The City prohibits any harassment of, or

discriminatory treatment of, employees on the basis of a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment and all employees.

Eligibility

The ADA policy applies to any qualified individual with a disability who can perform the essential functions of the job with, or without, a reasonable accommodation.

Disability

“Disability” refers to a physical or mental impairment that substantially limits one or more major life activities. A “qualified person with a disability” means an individual with a disability who has the requisite skills, experience, and education for the job in question, and who can perform the essential functions of the job with or without reasonable accommodation.

Reasonable Accommodation

The City will seek to provide a reasonable accommodation for a known disability or at the request of an individual with a disability. A “reasonable accommodation” is any change or adjustment to the job application process, work environment, or work processes that would make it possible for the individual with a disability to perform the essential functions of the job and does not place undue hardship on the City.

Essential Job Functions

For each position, the job description typically will identify essential job functions. The City Manager or designee generally will review job descriptions on a periodic basis to evaluate job functions designated as essential. An applicant’s or employee’s questions about a job’s requirements should be directed to the supervisor or department head.

Requesting a Reasonable Accommodation

An applicant or employee with a disability is responsible for requesting an accommodation from his/her supervisor, manager and/or the hiring manager, and engaging in an informal process to clarify what the applicant or employee needs and to identify possible accommodations. The City will inform the applicant or employee of his/her rights under the ADA and document the interactive process discussions.

An applicant or employee may be required to provide documentation from an appropriate professional, such as a doctor or a rehabilitation counsellor, concerning the applicant's disability and functional limitations. If an applicant or employee disagrees with the result of the medical examination, the applicant or employee may request a second examination performed and paid for by the applicant or employee. In the event of a disagreement in the two previous medical opinions, a third opinion may be obtained with both parties sharing the cost of the examination.

The applicant or employee should describe the problem created by a workplace barrier so that an appropriate accommodation may be considered. Typically, the City will work with the applicant or employee to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the applicant or employee to complete the hiring process or perform the essential functions of the job.

Based on this interactive process, a reasonable accommodation will be selected that is appropriate for both the City and the individual. While an individual's preference will be considered, the City is free to choose between equally effective accommodations with consideration toward expense and impact on the rest of the organization.

A request for reasonable accommodation may be denied if it would create an undue hardship for the City. The City Manager, or designee, will provide notification in writing of denial based on undue hardship. Factors to be considered when determining whether an undue hardship exists include the cost of the accommodation, the organization's overall financial resources, the financial resources of the particular facility at which the accommodation is to be made, the number of employees at the facility, the total number of employees of the organization, and the type of operation.

Safety

All employees are expected to comply with all safety procedures. The City will not place qualified individuals with disabilities in positions in which they will pose a direct threat to the health or safety of others or themselves. A "direct threat" means a significant risk to the health or safety of one's self or others that cannot be eliminated by reasonable accommodation. The determination that an individual with a disability poses a direct threat typically will be made by the City Manager, or designee, and will be based on factual, objective evidence. A written copy of the determination will be given to the applicant or employee so that he or she may submit additional information and/or challenge the determination that he or she poses a direct threat.

Confidentiality

All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Complaint Procedure

It is the policy of the City to prohibit any harassment of, or discriminatory treatment of, applicants or employees on the basis of a disability for requesting a reasonable accommodation. If an individual feels he or she has been subject to such treatment or has witnessed such treatment, the situation may be reported to any supervisory employee of the City, including the City Manager.

The City's policy prohibits retaliation against an applicant or employee for exercising his or her rights under the ADA or applicable state fair employment laws. Any employee found to have engaged in

retaliation against an applicant or employee for exercising his or her rights or for making a request for reasonable accommodation under this policy will be subject to disciplinary action up to and including discharge. If an applicant or employee feels he or she has been retaliated against, the situation may be reported to any supervisory employee of the City.

11.14 Grievance Policy

It is the City's desire to address grievances informally. Both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be occasional grievances that will be resolved only after a formal meeting and a review. Employees who have a grievance may discuss it with their immediate supervisor, a higher-level supervisor, and/or the Assistant City Manager. An employee shall be free from threats, coercion, intimidation, or discrimination because he/she has made complaints, testified, or assisted in any manner in the grievance procedures.

Chapter 12 – Amendments

12.01 Amendments

Amendments or revisions of these policies and procedures may be recommended by the City Manager. Such amendments or revisions of these policies become effective upon passage by ordinance of the Board of Mayor and Aldermen.

12.02 Severability

Each portion of the policies contained herein are separable and severable. If any portion of any policy found in this manual is determined to be invalid, it shall not affect the validity of any other portion of these policies.