



Village of Lake Isabella
Employee Handbook

Effective January 1, 2015

SECTION 1: ELIGIBILITY & PROCEDURES FOR EMPLOYMENT

1.01 Citizenship

All employees of the Village of Lake Isabella must be either United States citizens or aliens who are authorized by State and Federal laws to work in the United States.

1.02 Age

The minimum age for regular full-time employment in all departments is eighteen (18) years.

1.03 Recruitment

The primary objective of the Village's recruitment and selection process is to employ the applicant best suited for each vacancy on the basis of his/her qualifications for the position without regard to race, color, creed, national origin, sex, sexual preference, age, height, weight, marital status, religion or disability. The Village of Lake Isabella is an Equal Opportunity Employer.

Hiring practices shall be in accord with Village affirmative action plans. Department Heads may hire employees for their departments as authorized by the Village Manager, provided:

- A. The position vacancy has been advertised and includes a statement that the Village of Lake Isabella is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin, sex, sexual preference, age, height, weight, marital status, religion or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
- B. Applications have been received.
- C. Personal interviews have been conducted.
- D. The employee takes a pre-employment physical and/or psychological examination done by a physician designated by the Village at the request and expense of the Village, as contained in the Village's conditional offer of employment.

Falsification of information submitted to the Village for purposes of application for Village employment may result in disqualification or termination of the prospective employee.

1.04 Employment

Upon employment with the Village, all non-union employees must sign as a condition of employment:

- A. A statement that he/she has received a copy of, understands, and agrees to work within the guidelines outlined in this Manual.
- B. An "Employment at Will" statement acknowledging that employment is at the total discretion of the Village and can be terminated by either party at any time without cause.

1.05 Employee Attitude

The average citizen usually forms an opinion of how his or her Village is run by his or her contact with one individual. If this individual is rude or inefficient, it will require much courtesy and efficiency to overcome this bad impression. Every member of an organization who, in any capacity, comes in contact with the public is a salesperson and the impressions

he or she make will reflect on the whole village administration – good or bad. We expect our employees to make good impressions when they make public contacts. We know that this is sometimes a hard thing to do.

The following are some suggestions we would like our employees to read and incorporate into their every day contact with the citizens of the Village of Lake Isabella:

- Smile, use a tone and manner that is pleasant.
- Identify yourself to the citizen with warmth and interest.
- Be attentive, listen closely.
- Do not be in a rush.
- Be courteous at all times.
- Answer the citizen's questions.
- Watch your emotions; keep your mind open.
- Take notes when necessary; you may want to refer to them later.
- Remember we all like to be treated with dignity and we should also treat each other with dignity.

Section 2: ORIENTATION PERIOD

An orientation period of ninety (90) days is established to determine whether the employee relationship meets the goals of the Village. The orientation period may be extended if the Village of Lake Isabella feels the extension is necessary to fully evaluate an employee. This is the time to ask questions and make certain you understand just what you are expected to accomplish on your job. We realize it takes a while to get adjusted to a new job and new co-workers. Don't hesitate to go to your supervisor with questions or concerns. While it is true we retain the right to terminate employment at any time for any reason, we hired you because we felt you could help us provide quality services to the Village.

New employees will go through an orientation period during which time every opportunity will be given to show that required work can be performed satisfactorily in a timely and orderly fashion. All employees should demonstrate that they can give priority to completing their own specific job assignments so that any surplus time may be used for helping other employees or performing other duties as time allows. An employee during orientation may be terminated at any time for unsatisfactory performance or a violation of the work rules.

A performance evaluation will be performed by the employee's supervisor at the end of the orientation period to determine whether the employee has satisfactorily completed the orientation period, and to determine if employment may be continued. An employee will not continue employment beyond the three month period unless, (1) a satisfactory evaluation is received from the supervisor, or (2) the orientation period is extended.

Temporary, seasonal or part time employees who are hired on a full time basis shall begin a new three-month orientation period on the full time hiring date.

Section 3: EMPLOYMENT RULES

The employment relationship is terminable at the will of either the Village or the Employee, at any time. Thus, the employment relationship can be terminated at any time, at the option of either the Village Manager or the employee. The following rules and regulations are to govern the conduct of the employees. They are intended as a general guideline as to the kind of misconduct that will evoke disciplinary action and are not intended as a complete list. This listing of infractions is not all-inclusive and does not alter the fact that the employment relationship is terminable at will of either party. Commission of any of the following violations can be sufficient for disciplinary action up to and including immediate termination, as determined within the sole discretion of the Village Manager.

We recognize that each employee is a different, special, and unique individual, having different needs. Village management reserves the right to tailor disciplinary action to fit the specific situation and individual.

Section 4: PERSONNEL

The Village Manager shall be responsible for maintaining records on each employee to include pertinent personal data such as name, address, telephone number, employment classification, salary and wage history, benefit coverage, and performance evaluations and performance related correspondence as well as other information deemed to be important by the Village. All records shall be for official use only and not available to the public. Such information may only be released to or viewed by someone outside Village administration upon written consent of the employee.

4.01 Personal Information

An employee should notify his/her supervisor whenever there is a change in:

- Address
- Telephone number
- Person to notify in case of an accident/ or illness
- Marital Status
- Number of dependents/Change in withholding tax exemptions
- Insurance beneficiary/Additions or Deletions to Insurance Policy
- Military Status

This information is necessary to enable the Village of Lake Isabella to help in emergencies and to contact employees in cases of changes in working schedules.

4.02 Confidential Information

As an employee, you may have access to certain information, which should be handled with confidentiality. It is improper for you to divulge, remove, or discuss with anyone, on or off the job materials of a confidential nature. Any inquiry by a representative of any government agency or bureau, state, local, or federal agency, should be referred to your supervisor immediately. Any disclosure of confidential information may be grounds for dismissal.

4.03 Personnel Director

It is the policy of the Village of Lake Isabella that the Village Manager shall assume all of the duties and responsibilities as Personnel Director. The manger may delegate such duties to some other officer or employee of the Village who has the necessary training or experience to act in this capacity.

4.04 Nepotism

Relatives of elected or appointive officers of the Village are ineligible for hire during the tenure of their relative. Relatives of immediate supervisor's are ineligible for hire during the employment of said supervisor. Relative is defined as a spouse, child, parent, grandchild, grandparent, sibling, half-sibling, or spouse.

Section 5: JOB DESCRIPTION

5.01 Job Classification

All employees are considered "free-will", the Village in no way guarantees lifelong employment

5.02 Probationary Employee

All employees are on a probationary status for ninety (90) days. This probationary period is a working test period and is designed to acquaint the employee with his new job and allow the supervisors to observe closely the employee's work and attitude. This period may be extended in individual cases, but under no circumstances will the period be longer than twelve months. Employees shall be notified in writing of extension of probation.

5.03 Temporary Employee

A temporary employee is an individual employed for a short period of time either definite or indefinite. A temporary employee is not eligible for benefits provided for permanent employee. He or she may work a regular workweek or reduced workweek, depending upon departmental needs. He or she will be paid for recognized holidays falling during his/her employments if the employee customarily works at least 25 hours per week.

The Village will maintain job descriptions for all positions. The Village of Lake Isabella hires employees to fill full time, temporary, seasonal, or part time positions.

5.04 Full Time

A regular full-time employee covered under this Manual is one who is filling a position established as part of the permanent work force of the Village by action of the Village Council and where the regularly scheduled work periods of the position call for service of not less than 160 hours in each 4 consecutive weeks, exclusive of over-time, but including compensatory over-time, paid holidays, and paid leaves..

5.05 Part time

A part-time employee covered under this Manual is an individual who is hired for an indefinite period, but who works less than a regular full-time employee. If the Village requires, or pursues, the use of part- time employees the hours will generally not exceed 128

hours in each 4 consecutive weeks. Employees hired under this section are not entitled to any benefits provided to full-time employees.

5.06 Temporary or Seasonal

Is a position where the employee works a full or part time schedule for a limited and defined duration.

Employees appointed to Temporary, Seasonal, or Part time positions are not, unless otherwise indicated by the Village Council, eligible to receive the fringe benefits afforded *Full time* positions.

Section 6: EMPLOYEE EVALUATIONS

Each full time employee of the Village shall participate in an employee performance evaluation at least once annually. The purpose of such evaluation is to enhance communication, maintain clearly understood performance expectations, and identify employee's strengths and weaknesses relative to their job duties.

Performance evaluations of part time and temporary employees are encouraged and should be scheduled as appropriate.

All positions in our municipal organization are evaluated as to training and education required, work performed, and assigned responsibilities. The relationship of one position to all others is also considered.

Section 7: APPEARANCE

7.01 Dress Appearance

The Village of Lake Isabella does not require specific dress for non-uniformed employees. The Village does, however, expect a non-uniformed employee to be appropriately attired and groomed for his or her particular job. Examples of clothing that are not considered appropriate include styles that are tight or form fitting, shorts or skirts that are brief, clothes that are "see through", tank tops or similar fashions. Dress appearance is more specifically described in each employee's job description.

7.02 Personal Hygiene

Cleanliness is a must for all Village employees. Personal hygiene shall be tended to not only for the individual's comfort but also for the protection and safety of fellow employees. Body odors, strong perfume, or smoke may all be particularly offensive to the public and co-workers. Employees should take pride in their personal appearance and assure cleanliness and neatness of hair, shoes, clothing, and uniforms.

Section 8: ATTENDANCE

It is understood that employees will be absent from time to time due to illness or other personal situations. Excessive absenteeism generates an undue hardship on fellow workers and is

detrimental to the citizens we are charged to serve. An employee, who fails to notify their supervisor that they will not be reporting for work, is subject to disciplinary action. An employee, who fails to report for three (3) consecutive days without notification, shall be terminated.

Upon accepting employment with the Village, you assume the personal responsibility of being on the job each scheduled day. You should strive for perfect attendance. We recognize that occasional absence and lateness is unavoidable. However, absenteeism and tardiness always cause lost wages to you, and difficulty in meeting Village's obligations to its residents.

If for any reason, you are unable to report to work on a scheduled work day, you are required to notify your direct Supervisor immediately; you must call EACH DAY you are going to be late or absent. Failure to do so, (unless caused by unavoidable circumstances), will result in the employee being recorded as "Late, No-Call" or "Absent, No-Call". Advance notice of two (2) weeks is expected for all absences that the employee has advance knowledge of. Employees who are excessively late or absent are subject to disciplinary action.

8.01 Work Schedule

Employees normally work eight hours a day, Monday through Friday. The Village office is open from 8:00 a.m. to 4:30 p.m. Lunch period is one-half hour unpaid. If an employee works a full eight (8) hour workday, they will receive two (2) fifteen (15) breaks (paid) and a ½ hour lunch (unpaid) period. Employees in the village office building may leave the building.

These are the hours expected to be worked under normal conditions, but in emergencies or where service to the Village is required, reasonable overtime may be required. Additional circumstances may require a change in the normal workweek.

8.02 Absences and Tardiness

It is important to the Village of Lake Isabella that employees report to work on time and work their scheduled hours. (That is to be present and ready to work at 8:00 a.m.) If, however, an employee must be absent, the supervisor must be notified no later than the start of the shift, so any scheduling problems may be taken care of.

Excessive absenteeism or tardiness will not be tolerated and will be grounds for disciplinary action or discharge. In the event an employee is absent for three consecutive days without notifying the supervisor, the employee will be considered to have quit. Tardiness cannot be tolerated. If by chance the employee is tardy, the hours may not be made up, but will result in loss of vacation time, sick time, personal time, or pay as determined by the Village Manager.

8.03 Time Keeping

Accurately recording time worked is the responsibility of every employee. All employees, including salaried, must accurately record the time they begin and end their work day, the beginning and ending of time of each meal period as well as if they have taken a personal/vacation/comp day.

Section 9: PAYROLL

9.01 Pay Period

Paychecks are distributed on a biweekly basis. Paychecks will only be released to other persons upon the signed authorization of the employee. Employees may request up to two pay advances per calendar year. Advance requests must be made in writing to the Village Manager with a minimum of five (5) business days notice.

If a regular payday occurs on a holiday, the pay date will be the working day prior.

It is the employee's responsibility to have the appropriate time accurately completed and given to the Village Manager at the end of the pay period. Failure to do so may result in the employee not receiving a paycheck in that pay period and for the employee to be written up.

9.02 Payroll Deductions

Certain legal deductions are made from paychecks. Federal withholding tax is deducted in accordance with the number of exemptions claimed by an employee on the W-4 withholding exemptions certificate that is on file. A social security tax, Medicare tax and State income tax are also withheld as required by law. Other deductions such as garnishments, child support, and court orders will be withheld as required by the court of law. Defined Contribution may also be deducted from the employees payroll check.

9.03 Compensation

Pay increases will be based on performance determined by the Village Manager through an annual evaluation of the employee at the prior to the beginning of a new fiscal year.

9.04 Overtime General Provisions

Overtime will be paid for any work beyond forty hours a week. Overtime will be computed to the nearest quarter hour. An individual called back to work after normal working hours will receive pay for a minimum of two hours. All employees will receive his or her regular pay, plus time and one half, for hours which he is required to work on a holiday. All overtime must be pre-approved by the Village Manager. (If it is the wishes of the employee to use time and one half (1 ½) comp time instead of overtime pay, this may be discussed with the Village Manager prior to the use of any time).

A salaried employee who is required to work above and beyond their required job duties will be paid their regular salary and will receive equivalent time off during the calendar year at a time agreeable to both the employee and the employee's supervisor(s).

9.06 Hours/Payday

Workday shall be 8:00 AM to 4:30 PM. These hours may vary due to the amount of work and other conditions, but only with the approval of the Village Manager. Every employee is to be at his or her position and ready to start work promptly at the starting time. Failure to do this may result in write-ups. The pay period begins on Thursday morning and ends on Wednesday evening (14 days).

Time sheets must be filled out daily and turned into the Village Manager no later than 4:30 pm every other Wednesday (based on a bi-weekly pay period). The Village may alter the pay period from time to time in order to accommodate the accounting practices of the Finance Department. It is the employee's responsibility to have the time sheet accurately completed, signed, and given to the Village Manager at the required time. Failure to do so may result in the employee not receiving a paycheck in that pay period. Disciplinary action may also result for failure to satisfy this requirement.

Section 10: LUNCH & REST PERIODS

10.01 Meal Periods

Every employee, except those on continuous operations, shall receive a lunch period during each work shift. Meal periods may not be accumulated, if not taken. Nor may they be used to cover an employee's late arrival or early departure from work unless authorized by the employee's supervisor. For an eight (8) hour shift, the meal period is ½ hour.

10.02 Rest Periods

Employees will be permitted a paid fifteen-minute relief period in the morning and paid fifteen-minute relief period in the afternoon. Rest periods may not be accumulated if not taken nor may they be used to cover an employee's late arrival or early departure from work. However, they may be combined for a 1-hour lunch period. (This combined total of one hour will consist of ½ hour unpaid lunch period and ½ paid. The paid portion consists of the combined fifteen minute breaks.)

Section 11: VACATION

11.01 Vacation Schedule

Regular full-time employees who have completed the following years of service shall be entitled to the following vacation time:

<u>Year Completed</u>	<u>Vacation Days</u>
1	5
2	10
4	15
6	20
10	25

Vacation may be taken at any time after the employee's anniversary date. Advance leave may be requested in writing from the Village Manager. Employees shall take their vacations within the fiscal year. An Employee may carry over five (5) days of vacation time however any excess vacation time will be lost if not used within the fiscal year.

Each employee is encouraged to use earned vacation for rest and relaxation.

11.02 Vacation Leave Used

The amount of vacation leave used by an employee shall be equal to the number of regularly scheduled hours they would otherwise have worked during his/her absence. If a change in the workweek occurs for a full-time permanent employee, accumulated vacation leave shall be credited on the basis of the new work schedule.

All vacations shall be scheduled at least (2) weeks in advance through the Village Manager, except in emergency situations when notice shall be given as soon as possible. Vacation requests will then be approved or denied within three (3) days of receipt. To schedule a vacation, an employee shall complete and file a Vacation Request Form (see the Appendix) at least two (2) weeks prior to the beginning of the requested vacation leave with his/her immediate supervisor. The form must include the day that the employee will begin the vacation and the day that the employee will return from vacation.

Vacations will normally be granted for the time period requested by the employee. Although the Village will make every effort to accommodate vacation requests, if there are insufficient employees to operate a department, an employee of that department may be required to reschedule his/her vacation.

11.03 Unused Vacation Time

An employee may roll-over, or carry forward unused vacation time, and may bank no more than the amount of time he or she receives that year in vacation. (For example, an employee that is entitled to 10 days of vacation time, may also roll-over 10 days of vacation time resulting in up to 20 days of vacation time for that year)

11.04 Terminal Vacation Pay:

Upon termination from employment, employees will be paid unused vacation time not to exceed 100 hours of the employee's base rate of pay, this includes:

- Voluntary termination shall receive earned vacation pay;
- Involuntary termination without cause shall receive earned vacation pay;
- Retiring employees shall receive earned vacation pay;
- An employee's widow/widower or legal survivors shall receive earned vacation pay when an employee's employment is terminated by death.

This does not include employees that are terminated for cause.

Section 12: PERSONAL TIME

Personal days are times granted to the employee to conduct business and attend to personal matters which must be attended to including but not limited to sick leave.

All full-time employees are eligible for personal leave days each year based on the following time schedule:

- a) three (3) days the first year (24 hours)
- b) six (6) days after five (5) years (Including year 5) (48 hours)
- c) ten (10) days after ten (10) years (Including year 10) (80 hours)

Credit will not be given for time worked at a part-time classification. These days are allotted on a fiscal year basis. All full-time employees with more than ninety (90) days of service at the same time they are eligible for personal time.

Personal days may be used in any combination of time blocks with a minimum of one-half hour. Time must be rounded to the next one-half hour. Personal days may be used with vacation time.

Prior to the use of any personal days, the employee is required to make a written request, which must receive the approval of the Village manager prior to the personal day being taken. Such approval is at the discretion of the Village Manager. There shall be no accumulation of personal time if not used each year.

If an employee finds that they do not have any time allotted to them before the end of the fiscal year and needs to take time off they may submit a written request to the Village Manager the time off to be unpaid.

Section 13: HOLIDAYS

Each full time employee having completed ninety (90) days of employment with the Village will receive eight (8) hours of pay at his/her regular hourly rate, based on an eight (8) hour shift, for the following holidays, provided that the employee works his/her scheduled hours on the last work day prior to and the next workday after such a holiday:

Holidays observed by the Village of Lake Isabella and time off granted by the Village include:

- i. New Year's Day
- ii. President's Day
- iii. Good Friday
- iv. Memorial Day
- v. Fourth of July (if this falls on a Thursday, the day after 4th of July is a holiday, likewise if the 4th falls on a Tuesday, the Monday is also considered a holiday)
- vi. Labor Day
- vii. Veterans Day
- viii. Thanksgiving Day
- ix. Day after Thanksgiving
- x. Christmas Eve Day
- xi. Christmas Day
- xii. New Year's Eve Day
- xiii. Employee's Birthday

Employee eligibility for holiday pay is subject to the following conditions and qualifications: employee must work the last regularly scheduled day before and the first regularly scheduled day after the holiday unless otherwise excused by the Village Manager. If on vacation at the time of the holiday, the day shall not be charged against vacation time.

Each full-time employee will receive eight (8) hours of pay, or pay equal to the number of hours of the full-time employee's normal work day, at the employee's regular hourly rate.

Holidays falling on a Sunday will be observed by the Village the following Monday. Holidays falling on Saturday will be observed by the Village the preceding Friday. Holidays paid but not worked are not included in calculating weekly overtime pay.

A full-time employee who is scheduled to and does work on a holiday because of the nature of their position and upon the request of the Village Manager will be paid time and one half (1 ½) in addition to their regular hourly straight time pay. Employees who perform no work on a holiday shall be paid their regularly scheduled hours, up to a maximum of eight (8) hours.

A salaried employee who is required to work on a legal or additional holiday will be paid their regular salary and will receive equivalent time off during the calendar year at a time agreeable to both the employee and the employee's supervisor(s).

An employee who is scheduled to work on a holiday and is absent without an excuse acceptable to the village Manager shall, not be eligible for holiday pay.

Section 14: TRAVEL & MILEAGE

The Village of Lake Isabella shall reimburse an employee for expenses incurred while outside the Village on authorized travel. All advances or reimbursements for authorized travel shall be approved by the Village Manager.

It shall be the responsibility of each employee traveling as an official representative of the Village of Lake Isabella to keep sufficient records in order to make a complete and detailed report of all authorized expenses to be paid for by the Village. This shall mean that, when practical, actual receipts will be obtained and attached to the expense report.

Authorized travel shall mean travel by village employees or representative in any one of the following categories:

14.01 Official Village Business

This shall be construed to include (a) any conference, meetings, hearings, consultations, or other business carried on between the Village of Lake Isabella and other governmental agencies; (b) any matter relating to the purchased goods, equipment, or services when such requires personal contact on the part of the representative or Village employee; (c) any travel specifically authorized by action of the Village Council.

14.02 Care of Equipment

The Village of Lake Isabella possesses and maintains a wide array of costly equipment and rolling stock. Employees are expected to follow prescribed procedures for equipment and vehicle usage, refrain from equipment abuse and guard against equipment loss.

Should an employee encounter equipment malfunction or be involved in an accident, the incident should be immediately reported to the appropriate supervisor or department head. Intentional equipment abuse, careless use of equipment, or habitual loss of equipment may result in disciplinary action, up to and including termination.

14.03 Professional Conferences and Conventions

The Village of Lake Isabella may reimburse an employee for expenses incurred as a result of attending approved professional conferences or conventions. All such conferences and conventions must be directly related to the employee's professional field and position with the Village. The Village Manager must specifically approve attendance at such a conference or convention prior to authorizing the reimbursement or advancement or expense.

14.04 Schools and Training Sessions

The Village Manager may authorize an employee to attend schools and training sessions directly connected with their position and duties with the Village of Lake Isabella.

The following is a summary of allowable expenses, which an employee may be advanced or reimbursed by the Village of Lake Isabella when incurred on authorized travel:

14.05 Private Automobiles

A private automobile may be authorized for Village business if prior approval of the Village Manager is obtained before the trip is taken. If a private automobile is permitted to travel within the state, the reimbursement shall be paid at the rate of the current federal per diem plus parking charges. If a private automobile is permitted for travel out of state, reimbursement expenses shall be limited to a maximum dollar amount equal to coach class airplane and shall not include tolls on roads or bridges, lodging, meals, and other expenses en route that would not be paid if commercial transportation were used. In the event approval is received for two or more employees to travel by private car, only the one party will estimate and receive transportation costs.

14.06 Hotels and Lodging Expenses

Employees may be allowed an amount not greater than the cost of a medium priced, single room for lodging while traveling at the expense of the Village. No provisions shall be made for an advance or a reimbursement for lodging expenses for relatives and friends of employees. All lodging must be supported by receipts.

14.07 Meals

Employees traveling for the Village will be allowed reasonable meal expenses and reimbursement based on IRS approved rates. These expenses will be subject to the approval of the Village Manager. No reimbursement will be made for entertainment or for meals for

persons other than Village employees unless such expenses are specifically approved in advance by the Village Manager.

14.08 Miscellaneous

Village employees may be reimbursed for reasonable tips, telephone and tax expenses, provided these expenses were business purposes only. Parking costs will be reimbursed if the employee uses a Village owned or a private vehicle.

Section 15: MEDICAL & DENTAL INSURANCE

EFFECTIVE FOR ALL NEW FULL-TIME EMPLOYEES

Benefit	Coverage
Medical/Drug Insurance	80% Village, 20% Employee
Dental Insurance	80% Village, 20% Employee
Vision Insurance	50% Village, 50% Employee
Short-Term Disability Insurance	50% Village, 50% Employee
Max. Vacation Earned	25 Days Per Year
Max Vacation Earned & Banked	50 Days
Ability to sell back unused days	\$100 per unused full day, maximum of 5 days sold back per year.
Medical Insurance Buy-out (<i>Employee has to show, and maintain, medical coverage elsewhere to qualify</i>)	Single Policy: \$100/month Couple Policy: \$200/month Family Policy: \$350/month

Section 16: RETIREMENT

EFFECTIVE FOR ALL NEW FULL-TIME EMPLOYEES

Benefit	Coverage
457b Retirement Plan	Automatic Village contribution of 1% of base pay into the account, will match up to an additional 4% of base pay.

Section 17: PROFESSIONAL MEMBERSHIP & REQUIRED TRAINING

Membership dues for a related trade or professional organizations may be paid for by the Village at the prior approval of the Village Manager and at their discretion.

All additional continued training required for the employee’s position shall be fully paid for by the Village.

Section 18: CONTINUING PERSONAL EDUCATION

The Village encourages all personnel to continually upgrade their personal knowledge and job proficiency through ongoing education. Educational activities are not compensable and are considered to be self-improvement for the employee above and beyond that required by their position with the Village.

Section 19: EDUCATION AND TRAINING

The Village Council may encourage the improvement of service by providing employees with opportunities for training, which need not be limited to training for specific jobs but include training for advancement and general fitness for public service.

Section 20: WORKSHOPS AND SEMINARS

Attendance of personnel at special workshops and seminars is based upon the needs of the Village for information or training in special areas. Such attendance shall be at the discretion and approval of the Village Manager.

Section 21: EMERGENCIES

In case of serious illness in his/her immediate family, a permanent employee who has completed one year of service may be granted a leave of absence with pay for a period of, not to exceed three days. Such leave shall be in addition to other types of leave to which a permanent employee's status entitles him/her. Such leave shall be subject to approval by the Village Manager.

“Immediate family” is defined as wife, husband, child, brother, sister, parent, parent-in-law, grandparent, and grandparent-in-law.

For a serious illness of one other than immediate family which, because of extenuating circumstances, the Village Manager believes is a proper emergency leave, the Village Manager may grant such a leave with or without pay.

Emergency leave will not be granted if the emergency occurs during a previously scheduled vacation period, unless such leave starts prior to the time that the vacation was previously scheduled. In this case, only the absence will be charged to emergency leave rather than vacation. If the emergency leave is needed after the vacation is started, the time will be charged to vacation and not to emergency leave.

An employee will be permitted up to a total of two days off under the emergency leave provisions when his significant other is having a baby which results in a normal delivery and a

total of three days off for a cesarean delivery. The total time taken need not be in one continuous period.

Section 22: LEAVE OF ABSENCE WITHOUT PAY

At one time or another an employee may find it necessary to take some time off from work for illness, injury, disability (including pregnancy), serious illness in the employee's family, or the other reasons acceptable to the Village. Full-time or part-time employees may be granted a leave of absence upon approval of the Village Manager. An employee may be placed on leave of absence (LOA) without pay by the Village Manager. An employee on LOA without pay will accrue vacation or sick leave, longevity or seniority but will not be covered on the Village's medical health insurance policy unless the employee reimburses the Village in advance.

Leave of absence without pay may be granted to a permanent employee, at the discretion of the Village Manager, for a period not to exceed six months. Such leave shall be granted when the Village will benefit from the grant. A leave of absence up to one week may be approved by the Village Manager, a leave of more than a week must be approved by the Village Manager and the Village Council Personnel Committee.

Reinstatement to Position: Upon expiration of the leave, the employee will be reinstated to the position held before the leave was granted or other similar position. The Village will attempt to return the employee to the same job. Whether or not the employee will be able to return to the same job depends on the employee. An employee who fails to return to work upon termination of the leave of absence shall be presumed to be a voluntary quit.

Normally, leaves of absence in excess of 30 days will not be granted. If additional time is required, the employee must reapply no later than fifteen days prior to the expirations of the approved leave of absence. The extended leave of absence will be reviewed based on the circumstances of the request and the needs of the Village at the time of the leave. Leaves of absence shall not be used to search for other employment.

Requests for leaves of absence shall be made in writing, shall be signed by the employee, shall state the reason the leave is requested and the length of time the employee desires. The LOA must be signed by the Village Manager.

Any absence of an employee from duty, including any absence for any single day or part of day that is not authorized by a specific grant of leave of absence under provisions of these rules, shall be deemed to be an absence without leave. Any such absence shall be subject to disciplinary action. In the absence of such disciplinary action and employee who absents themselves for three consecutive days without leave shall be deemed to have resigned.

Section 23: MILITARY LEAVE

23.01 Military Leave

Any permanent, full-time employee who enters upon active duty with the armed forces of the United States in order to fulfill his required military services, shall if such employee requests it before they leave his/her Village employment, be granted a leave of absence without pay

for the period of service or duty required and for a period of ninety day following the period of actual required service or discharge from a veteran's hospital. An employee who is fulfilling his or her required military service by attending a two-week training session each year for a number of years will be without pay or if such employee chooses to utilize vacation time. The individual who fulfills their military requirement in this manner will have the last choice in their department for their vacation time.

23.02 Reinstatement

At any time before the expiration of such military leave of absence, the employee shall be entitled to re-employment in their former position or a position of like seniority, status, and pay, provided:

- a) They are still qualified to perform the duties of such position.
- b) Their service with the armed forces has been honorable, and they can establish this fact to the satisfaction of the Village.

23.03 Abolishment of Former Position

In the event the employee's former position is non-existent or the employee no longer physically qualifies for their position, then the employee may apply for a different position in the Village.

23.04 Credit for Service Period

Upon reinstatement to their former position, any such employee shall be given credit for their period of service in the armed forces in determining their eligibility for pay increases within their salary or wage range. Vacation time and sick time may not be accumulated during periods of military leave. For the purpose of determining any vacation time, the years or service shall be the total years of employment plus the years of military leave. Length of credit allowed for military leave shall be limited to the time of service

No more than one military training leave can be granted at any one time from a given department. The maximum time that may be charged to military training leave shall not exceed the number of days that an employee would normally have worked during sixteen consecutive calendar days.

Section 24: OCCUPATIONAL INJURY OR ILLNESS

If, during the workday, an employee becomes ill or is injured for reasons attributable to employment; no portion of a sick day or any other leave shall be charged against the employee.

Verification of a job-related injury or illness must be authenticated by an acceptable medical and/or dental authority to qualify the employee to be eligible for full compensation.

The employee is expected to return to work within a reasonable period of time, as authorized by an acceptable physician's report. At the end of twenty-two weeks, the employee's case shall be reviewed by the Village and the employee. If it is determined that the employee will not be able to resume normal duties until after twenty-six weeks have lapsed, the Village may, at its option, proceed as follows:

- The Village may pay the employee full or part pay by using personal leave and/or vacation credits.
- Request the employee go on disability retirement under the provisions of the Municipal Employees Retirement System or other approved system.
- The employee may elect voluntary resignation.

All injuries, no matter how slight, must be reported the day the injury occurs, to your immediate supervisor.

This procedure must be followed if the insurance company carrying our workman's compensation coverage is to honor any claim that develops as a result of the injury occurring during working hours. In the case of compensational injuries, an employee is required to go to the doctor(s) designated by the Village or insurance carrier.

24.01 Worker's Disability Compensation

In accordance with the law, the Village of Lake Isabella provides benefits as prescribed under the Worker's Disability Compensation Act, for injuries/illnesses occurring while engaged in the performance of Village duties. All work-related injuries, no matter how minor, must be reported immediately to the employee's immediate supervisor. All Worker's Compensation claims and incident reports must be filed with the Village Manager within twenty-four (24) hours of the occurrence or detection of work related injuries.

Unless the injury is life-threatening, the employee should be directed to the Village's designated medical care provider.

24.02 Worker's Compensation Payments

Worker's Compensation law requires that loss of work must exceed seven (7) working days before Worker's Compensation payments begin. If an employee is off over fourteen (14) working days, payment is then retroactive to day one. To receive payment for a job related injury, where less than eight (8) working days leave is needed, an employee must use personal leave.

Once payment of Worker's Compensation is received, the employee will not receive Personal Leave benefit payments unless he/she endorses the Worker's Compensation checks back to the Village whereupon he/she will receive full payment for Personal Leave and/or Vacation time as it is used until these are depleted. From that point on, the employee would receive only Worker's Compensation benefits. Employees can never receive both benefit payments at the same time.

24.03 Medical Examination

The Village reserves the right to require medical or psychiatric examination before issuance of benefits. Incident reports are the property of the Village and will be considered confidential information.

Section 25: PARENTAL LEAVE

An employee who becomes pregnant must notify her department head, no later than the fourth month of her pregnancy, of the expected delivery date. An employee who is pregnant will not be prevented from working during pregnancy providing her physician has ascertained it safe for her to do so. After delivery, the employee may return to work at any time, provided her physician has stated it is safe for her to do so. Should the employee have sick leave available, she may choose to use it prior to delivery or during her recovery period, provided her physician has ascertained she cannot safely return to work. An employee who is pregnant will be allowed up to six (6) months leave without pay, prior to or after delivery combined, and her position shall be available to her upon her return. Further, a full-time employee whose spouse delivers a baby shall be entitled to three (3) months of leave without pay, during the first year after birth, and his position shall be available upon his return. The same holds true of adoptive parents, in that they are allowed six months leave without pay, during the year following adoption, and their position shall be available upon their return. Should any employee, for any reason, require additional time off beyond six months, the Village does not guarantee they will be able to return to their previous position. Further, any time beyond six months must be approved by the Village Manager or it will constitute voluntary resignation.

Section 26: JURY DUTY

It is the policy of the Village to cooperate in every way with local and national governmental agencies. The Village also realizes that it is an obligation of citizenship to serve on a jury. If you receive a jury summons, report the fact promptly to your supervisor so that arrangements can be made to excuse you from work. The Village may request that you be excused from jury duty due to the importance of your position.

In the event that an employee is called to jury duty, full compensation shall be received while on jury duty, providing any compensation received for such duty is reimbursed to the Village. Maximum jury duty leave is fifteen days. Additional leave, beyond fifteen days, must be approved by the Village Manager with a report filed by the employee.

Jurors, when not assigned to cases, must report to their work for the remainder of the day.

Section 27: BEREAVEMENT LEAVE

In the event of a death in the immediate family of an employee, the employee should notify their supervisor as soon as possible of an absence due to a funeral.

For all full time employees there shall be:

- **One (1) funeral leave day** allowed for the remaining undefined relative(s) including but not limited to all other in-laws and cousins.
- **Two (2) consecutive funeral leave days** allowed for each of the following relatives: sister-in-law, brother-in-law, nieces, nephews, aunts, and uncles.

- **Three (3) consecutive funeral leave days** allowed for each of the following relatives: brothers, sisters, mother-in-law, father-in-law, and grandparents, daughter-in-law, and son-in-law.
- **Five (5) consecutive days leave** with pay, when a death occurs in the employee's immediate family. Immediate family is defined as: Parents, spouse, children and stepchildren.

If the employee is required to make at least a four hundred (400) mile trip for the funeral, an additional day may be requested and approved by the personnel officer for travel time.

A full-time employee granted bereavement leave shall receive eight hours of pay equal to the number of hours of the employee's normal work day for each day of work missed, at the employee's regular rate of pay.

No bereavement pay will be paid if the funeral falls on holiday, weekend, unscheduled workday, if the employee is on leave of absences or if the employee is on layoff.

If an employee is on a scheduled vacation, he/she may reschedule the vacation at a later time and receive bereavement leave. Bereavement leave, jury leave, sick leave, and leaves of absences shall not be eligible for purposes of computing overtime.

Section 28: CIVIL RIGHTS

The opportunity to obtain employment without discrimination because of race, religion, national origin, color, sex, marital status, age or handicap is hereby recognized and declared to be a civil right. Further, it shall be contrary to the public policy of the Village of Lake Isabella or any employer to discriminate in the hire, promotion, tenure, terms or conditions of employment because of race, religion, national origin, color, sex, sexual orientation, weight, marital status, age or handicap.

28.01 Political Considerations

Employees shall be selected without regard to political considerations and shall not be required to contribute to any purpose.

28.02 Drug-Free Work Place

All employees of the Village of Lake Isabella shall be aware that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Village's work place. Employees may not come to work under the influence of any controlled substances or alcohol. The Village encourages any employee with a chemical dependence problem or concern about a chemical dependence problem to seek professional treatment before the problem becomes a deterrent to job performance. Any employee, who is convicted by a court of law of any criminal drug statute violation occurring in the work place, shall notify the employer no later than five days after such conviction. The Village reserves the right to have an employee tested for drugs and alcohol if the employee is under suspicion. Possession, use or being under the influence of alcohol or a controlled substance is grounds for disciplinary action up to and including immediate termination.

28.03 Safety and Health Policy

The Village of Lake Isabella believes that no job or task is more important than worker health and safety. If a job represents a potential safety or health threat, every effort will be made to plan a safe way to do the task.

28.04 Specific Safety Rules

Any unsafe working conditions should immediately be brought to the attention of supervisor. The following are specific rules and may be amended as necessary.

- All employees are responsible for conducting themselves in a safe manner at all times.
- The observance of all notices and safety signs is required at all times. DO NOT block exit/entrance doors of fire extinguishers.
- NO SMOKING in designated non smoking areas.
- All applicable governmental safety regulations shall be followed by employees.

Section 29: MISCELLANEOUS

29.01 Inclement Weather

Historically, Village services have remained operational through severe weather periods. Employees are expected to report for work unless Village operations are officially closed by a specific order from the Village Manager. Individual employees may decide that weather conditions prohibit reporting for work. In such cases, the employee shall notify their supervisor within the first hour of the workday and indicate whether the day is to be a charged vacation day, personal day, or leave without pay. Authorization for early dismissal will only be by specific order of the Village Manager.

29.02 Employee Suggestion Program

Through the approval of the Village Manager, all employees have been given the right to add input to the everyday affairs of Village business. This has been done through the creation of the Employee Suggestion Program. All rules and suggestions may be filed with the Village Manager.

Section 30: GRIEVANCE & COMPLAINT PROCEDURE

Problems of misunderstandings arise occasionally. No matter what the nature of the particular problem, it is important to employees and it is important to the Village that an employee should have a full opportunity for discussion and consideration. It is the policy of the Village of Lake Isabella to be equitable, honest, and fair in all of our employee relationships. If problems or misunderstandings occur, the employee should use the following procedure:

A grievance may be submitted by an employee for clarification of the administration or interpretation of the rules, regulations, policies or procedures of the Village Manager. All grievances shall be resolved using the following procedure.

STEP 1 –

Within five (5) working days of the event, the grievant shall discuss the matter with the Village Manager and put the grievance in writing. Should that not resolve the matter, the employee shall submit the grievance to that department in written form within five (5) days of the verbal meeting. The department head shall provide the employee a written response within five (5) working days.

STEP 2 –

The grievant may submit the unresolved grievance to the Personnel Committee in writing within five (5) working days of the department head’s written response. The Personnel Committee shall investigate the matter and make a written determination within ten (10) working days of receipt of written grievance.

STEP 3 – If unresolved at Step 2, the matter may be referred to the Village Council.

The Village Council will respond in writing to the employee within ten days of receipt of a written statement of complaint. It should be understood that the Village Council is the final authority in all complaint procedures and their decision is final and binding on all personnel concerned. Documentation regarding resolution of an employee’s complaint will be kept as a permanent part of the employee’s personnel file.

Section 31: RULES & DISCIPLINARY ACTIONS

Minor offenses include all cases where an employee acts in disregard of Village rules, regulations, Policies, procedures, Insubordinate, Tardiness

Discipline for minor offenses will ordinarily be preceded by progressive discipline as set forth below:

1 st offense -	verbal counseling
2 nd offense -	written counseling/reprimand
3 rd offense -	suspension without pay
4 th offense-	termination

Major offenses may cause an employee to be terminated immediately. Following is a list of the type of offenses, which are considered “major”. Similar offenses not listed below may also subject employees to immediate termination.

- Commission of a felony.
- Sale, possession, use or being under the influence of alcohol or other controlled substances while performing duties for the Village.
- Any act which jeopardizes the health or safety of a citizen or fellow employee while performing duties for the Village.
- Refusal to complete a legitimate function of the employee’s position having received direct instruction from their supervisor to do so.

- Deliberate destruction of abuse of Village property or that of other employees or citizens.
- Use or threat of physical violence while performing duties for the Village.
- Failure to report accidents involving Village property or personnel.

Section 32: RULES OF CONDUCT

Each job depends on how an employee and his/her coworkers conduct themselves. In any organization, it is necessary to have established and understood policies and rules to protect the interests of all employees and to assure that all employees are treated fairly.

Violation of work rules will result in progressive disciplinary action. Discipline ranges from a written reprimand to immediate discharge, depending on the seriousness of the violation and whether it is a first violation or reoccurrence. A combination of work rule violations will be dealt with according to the circumstances of each case.

Documentation regarding all appropriate disciplinary action shall be kept in the employee's personnel file. An employee's personnel file is considered to be private and can only be opened by the employee, the Village Manager, and the duly elected members of the Village Council. An employee can inspect his/her own personnel file after either the Village Manager, or the Personnel Committee receives a written request.

If a circumstance arises which is not specifically covered by these rules, the village may take appropriate disciplinary action. The following are examples of improper conduct, together with guidelines for disciplinary action. Disciplinary action in any case will depend on the facts of that case and the employment record of the person involved.

32.01 Reasons for a Reprimand

- Late to work without an excuse acceptable to the Village.
- Failure to report personal injury or accident.
- Inattentiveness to work (e.g. loafing, wasting time, failing to start work at the designated time, quitting work before the proper time or leaving the job during working hours without permission of the Village.)
- Disregarding job duties by neglect of work, carrying on personal business.
- Unexcused or unauthorized absence on one or more scheduled days of work.
- Establishment of a pattern of sick leave abuse or excessive absenteeism.
- Failure to observe precautions or personal safety, posted rules, signs, safety instructions or to use protective clothing or equipment. Neglect or carelessness' that leads to unsafe conditions of self, other employees or the public.
- Violating traffic regulations, reckless driving or improper operation of a motor vehicle owned by the Village.
- Careless workmanship resulting in spoilage or waste or materials or delay in production.
- Failure or delay in carrying out orders, work assignments or instructions.
- Incompetence, inefficiency, or unsatisfactory work performance.

- Stopping work or making preparations to leave work without authorization before the lunch period, official break in work, or before specified quitting time.
- Distraction of the attention of other employees.

32.02 Reasons for an Automatic Write Up

- Smoking in unauthorized areas.
- Permitting any person who is not an employee of the Village of Lake Isabella to enter or ride in a Village vehicle without the written authorization of the supervisor.
- Unauthorized possession of, loss of, or damage to Village property or the property of others, or endangering the same through carelessness.
- Gambling or unlawful betting on Village premises.
- Covering up or attempting to conceal defective work, removing or destroying the same without permission.
- Unauthorized posting of notices or unauthorized removal of notices or signs from bulletin boards on village property.
- Failure to report for overtime without good reason after being scheduled to work according to overtime policy.
- Use of Village vehicles or Village equipment or Village buildings for other than employer directed use.
- Disrespectful conduct; use of insulting, abusive, threatening, or obscene language toward subordinate, fellow employees or supervisor.
- Failure to report in a prompt and timely manner (repeatedly).

32.03 Reasons for Suspension or Dismissal

- Disorderly conduct; fighting or engaging in dangerous horseplay.
- Mistreating, intimidating, coercing, or interfering with employees or supervision at any time.
- Resisting competent authority.
- Reporting for duty or being on duty under the influence of intoxicants; unauthorized possession of, or attempting to bring, intoxicants on Village premises.
- Selling intoxicants or narcotics on Village premises.
- Sleeping during working hours.
- Possession of firearms, explosives, or other weapons on the employer's premise, unless the employee has a valid license to carry a concealed pistol, and has informed the Village Manager that he/she has a valid CPL and has a firearm in his/her possession. In such cases the employee shall be solely responsible for the safety of the firearm, and shall not openly display or brandish the firearm in view of the public.
 - ❖ Police personnel are exempt.
- Conviction of a felony while in the employ of the village.
- Conviction of drunk or reckless driving while operating a Village owned vehicle.
- Being under the influence of narcotics or drugs without the written orders of a physician during working hours.
- The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, the Village, or its operations.
- Actual or attempted theft of Village property or the property of others.
- Immoral, indecent or notoriously disgraceful conduct.

- Discrimination against any employee or applicant because of race, color, religion, sex, national origin, weight, sexual orientation, age, or handicap, and any reprisal action against an employee for reporting such discrimination.
- Falsification, misstatement, exaggeration, or concealment of material facts in connection with the employment, promotion, and record investigations or other proper proceeding concerning an employee or applicant.
- Falsifying attendance record for oneself or another employee.
- Disobedience to constituted authorities, or deliberate refusal to carry out any proper order from any supervisor having responsibility for the work of the employee.
(Insubordination.)
- Making false claims or misrepresentations in attempt to obtain sickness or accident benefits, workmen's compensation, or unemployment compensation payments.
- Accepting bribes in the course of work.

Section 33: POLICIES

33.01 Personal Use of Village Equipment

The personal use of Village owned equipment outside of the scope of employment is prohibited for uses of a personal nature. Any exceptions to this policy shall be approved by the Village Manager.

33.02 Conflict of Interest

Interest could conflict with, or appear to conflict with the interest of the Village

- No use of Village assets for any unlawful or improper purpose including personal use.
- No undisclosed or unrecorded asset is to be established for any purpose, in the Village accounting procedures.
- No false entries are to be made in the Village accounting procedures for any reason, and no employee shall engage in any arrangement that results in such prohibited act.
- No payments are to be approved or made with the intention that any part is to be used for any purpose other than that described in supporting documentation to such payment.

Any employee who knows of any unrecorded assets or any prohibited act must promptly report such to the Village Manager or Treasurer.

Section 34: RESIGNATION & TERMINATION

34.01 Separation

The tenure of every employee shall be conditioned on the good behavior and the satisfactory performance of duties. An employee may be temporarily separated by layoff or suspension or permanently separated by resignation or dismissal.

34.02 Layoff

Whenever there is a lack of work or lack of funds requiring reductions in the number of employees in a department or division of the Village government, the required reduction

shall be made in such job class or classes as the department head may designate, upon approval of the Village Council.

34.03 Resignation

An employee resigning from the employment of the Village should give sufficient advance notice to enable the Village to secure and train a replacement. Normally, this notice should be at least two weeks prior to time of termination. Resignation should be made in writing to the Village Manager.

34.04 Lack of Work

It is the employee's duty to find work to fulfill their workday. Upon the occasion of down time, the employee may ask their immediate supervisor for assignments. However, ultimately the employee must find tasks to do. If they cannot, it may become apparent that their job description is not sufficient to justify their job classifications. This may lead to shifting of responsibilities or a down size in their job status.

Section 35: SEXUAL HARASSMENT

35.01 Sexual Harassment

It is Village of Lake Isabella policy that all employees are responsible for assuring that the work place is free from harassment. Because of the Village's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which would be viewed as sexual harassment, including: (1) Unwelcome sexual advances, (2) Requests for sexual acts or favors, (3) Other verbal or physical conduct of a harassing nature.

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, customers, or visitors, must bring the problem to the attention of responsible Village officials. Employees should bring their complaint to the Village Manager, or any Village Council Member.

All complaints will be promptly handled. All employees should be aware that the privacy of the charging party and the person accused of sexual harassment will be kept strictly confidential.

The Village will retain confidential documentation of all allegations and investigations and will take appropriate corrective action, including disciplinary measures if necessary, up to and including discharge, to remedy all violations of this policy.

35.02 Non-Retaliation

Any supervisor, agent, elected/appointed member, or employee of the Village of Lake Isabella who is found to have taken actions determined to be retaliatory in nature against a complainant shall be subjected to immediate discipline up to and including immediate discharge. Any person who believes they were retaliated against for exercising his or her rights should immediately file a complaint.

Section 36: READING OF EMPLOYEE MANUAL

A clear understanding of personnel policies by both employees and their supervisors is necessary in order to avoid possible misunderstandings and/or inappropriate conduct. In order to ensure that all employees have read and understand the personnel policies of the Village of Lake Isabella, all employees will be given a copy of the personnel manual. All employees are required to read the personnel manual and sign the Employee Statement of Understanding stating that they have read and understood the personnel manual. This form must be completed and returned to the Village manager within one week from the date the employee receives a copy of the village of Lake Isabella Personnel Manual and shall become a permanent part of the employee's personnel file.

36.01 Employee Statement of Understanding

A complete and proper understanding of employee benefits, policies, and procedures is essential in order to avoid possible misunderstandings and/or appropriate conduct. In order to facilitate this objective, the Village of Lake Isabella requires all employees to read the Personnel Manual and sign the following statement.

I, the undersigned, do hereby certify that I have read the Village of Lake Isabella Personnel Manual and addressed any questions or concerns concerning the Personnel Manual to the Village Manager. I understand the employee benefits, policies, and procedures as outlined in the Personnel Manual and have had any questions or concerns regarding the Personnel Manual adequately addressed by the Village Manager.

Employee Signature

Date

Note: A copy of this form is required by Village Policy to become a permanent part of each employee's personnel file.