

ACKNOWLEDGEMENT OF RECEIPT

This will acknowledge receipt of the City of Fairfield Employee Handbook. I understand that any previously issued handbook is superseded by this Handbook, and that City of Fairfield retains the right to change this Handbook as required.

I understand that nothing in this Handbook is intended to create any type of employment agreement or guarantee of hours of work or grant any contractual or legal rights not already in existence. Furthermore, I understand that this Handbook is intended for general reference and in the event of a discrepancy between this Handbook and any applicable contract, the appropriate valid contract shall prevail.

I further understand that it is my responsibility to fully read and comply with all the rules and regulations in this Handbook. I agree to insert and replace any revised or new policies, rules or regulations as implemented by the City of Fairfield and will comply with them as they are implemented.

I acknowledge that the City of Fairfield has provided me information about the fraud-reporting system as described in Ohio Revised Code 117.103(B)(1) and Section 124.341. I also acknowledge I have received and read the information regarding the protections provided me if I utilize the before-mentioned fraud reporting system.

I have read and understand the material in this handbook and agree to abide by the provisions set forth herein.

Employee Signature

Date

(PLEASE PRINT INFORMATION BELOW)

NAME

TITLE

DEPARTMENT

WELCOME TO THE CITY OF FAIRFIELD

Serving Our Community With Pride

The City of Fairfield believes that you should be provided basic information and guidance when you first become a part of our organization. We also believe that it is important to keep you fully informed about the City's policies, procedures, practices, and benefits, as well as what you can expect from the organization and the obligations you assume as an employee. These practices, as condensed in this binder, are designed to provide consistent and fair treatment of employees. We urge you to become familiar with them. If you have any questions on any matter pertaining to your employment, please contact your supervisor or the Human Resources Office.

City policies can be found in their entirety in your department director's office, in the City Manager's Office or on the City of Fairfield Employee's Intranet website. Additionally, City ordinances that affect many City policies may be found online, in the City Manager's Office, or in the Clerk of Council's Office.



Congratulations on joining our team!

Employees of the City of Fairfield take pride in providing the highest levels of service to our citizens. We work hard to meet their needs. We believe in our motto – “Serving Our Community With Pride.”

Please consult your supervisor or the Human Resources Office if you have questions related to any of the information supplied in this Handbook.

About the City of Fairfield

The City of Fairfield is governed by a council-manager form of government as established in the City's Charter adopted by the voters of the community. The citizens of Fairfield elect a mayor and three council members at large for four-year terms at a November election in odd-numbered years every four years. At the November election in the alternate odd-numbered years, the citizens in each of four wards (districts) elect one council member to serve a four-year term. The seven members of Council, three elected at large and four from wards, enact legislation, called ordinances, which are then implemented by the City Manager through the City's employees, including you. The Mayor serves as the chairperson of the Council and performs other duties established in the Charter. The voters also elect the Municipal Judge who supervises the operations of the Municipal Court.

The City Council appoints the City Manager, the Law Director, and the Clerk of Council, each of whom serves at the pleasure of Council. The City Manager is the chief executive, administrative, and law enforcement officer of the City. Except for employees of the other Council appointees and of the Municipal Court, the City Manager is responsible for the hiring of all City employees. The City Manager's Office, which includes the Human Resources Office, coordinates the efforts of the seven City departments as well as implementing Council's policy actions. A department director who reports to the City Manager supervises each of the departments. Some departments are further divided into divisions. On the next page is a Service Delivery Chart which depicts the overall organization of the City's operations.

YOUR WORKPLACE

Equal Employment Opportunity

The City of Fairfield is an Equal Employment Opportunity (EEO) employer. Discrimination against employees on the basis of race, color, religion, national origin, handicap, age, or sex is prohibited. All employment practices, including, but not limited to hires, promotions, transfers, separations, layoffs, compensation, and training are administered without regard to race, color, religion, national origin, disability, age or sex.

Retaliation against persons reporting alleged discrimination is strictly prohibited. If you believe that you have been discriminated against on the job, you should contact your supervisor or the Human Resources Manager.



Americans With Disabilities Act

The City of Fairfield complies with the Americans with Disabilities Act that grants specific rights to people with disabilities, including accommodations in public areas and telecommunications. As such, all written materials distributed to the public must contain the telecommunication device for the deaf (TDD) number as well as an indication that the information is available in alternative formats. Special items such as newsletters and bills do not need to be made available in an alternative format. The City will also provide an interpreter for the deaf, if necessary, when given sufficient notice.

Just as the City of Fairfield strives to accommodate the needs of the public, the City also strives to accommodate its employees' needs where necessary. If you have a disability that requires appropriate accommodations, please bring it to the attention of your supervisor.

Harassment

The City of Fairfield strives to maintain a working environment free from all forms of harassment or intimidation (including but not limited to sexual, racial, or religious harassment). This policy pertains to all employees, customers, suppliers, and non-employees. Unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, racial slurs, anti-semitic remarks, and bullying are examples of violations of our policy and will not be permitted. Not only is harassment a violation of our policy, but it may also violate Title VII of the Civil Rights Act and other federal and state laws.

If you are subjected to harassment or intimidation, you should contact your supervisor or another member of management for immediate help. All complaints of harassment will be promptly investigated and appropriate action will be taken against anyone found to have violated this policy. An employee who reports unlawful harassment or who assists in any investigation by the City of Fairfield will not be subjected to retaliation of any sort, as retaliation is a violation of City policy. Anyone violating this policy will be subject to disciplinary action up to and including discharge.

Safe Work Environment

The City of Fairfield is dedicated to ensuring a safe work environment. Employees are expected to abide by all safety rules, report unsafe conditions or practices, and use or wear safety equipment and clothing as required.

Under the Ohio Public Employment Risk Reduction Program, City employees may exercise a good faith refusal to work if they believe that their working conditions are unsafe. However, this good faith refusal must be exercised in exact accordance with the guidelines established in City policy 2-23, **Ohio Public Employment Risk Reduction Act-Refusal to Work**, in Section VIII of this Handbook. The City strongly suggests that employees carefully read this policy prior to making such claims.

Additional workplace safety information may be found on safety posters that are posted in each City building. These posters contain information relative to employer duties, employee duties, enforcement of safety measures, refusal to work, complaints, inspections, citations, and protection.

If you are concerned about the safety of your workplace or if you would like more information about safety training or safety practices, please contact your supervisor.

Reporting of Accidents and Injuries

All accidents and injuries occurring during working hours, while on City property, or while using City vehicles or machinery, should be reported as soon as possible to your supervisor so that he/she can notify the appropriate departments or managers. If you have sustained personal injuries, you should inform your supervisor and go to Mercy Health Solutions or the nearest hospital emergency room for treatment. There are certain forms that you and the treating physician are required to complete as you seek treatment. These forms are available from the Human Resources Office or from your supervisor.

Mercy Health Solutions is primarily to be used for non-serious injuries. The office is currently located at 12029 Sheraton Lane in Springdale.

For more information, see also the City policy 2-32, **Injury Investigation Reports/Workers' Compensation Claim Handling**, in Section VIII of this Handbook.

Workers' Compensation

All employees are covered by the State of Ohio's Workers' Compensation Law. If you sustain a job-related illness or injury while employed by the City, you may be eligible to receive benefits through the City's self-insured Workers' Compensation program.

If it is determined that you are eligible for benefits, you may receive compensation for reasonable medical, surgical, and hospital service expenses as well as medication and equipment required for treatment. If your condition prevents you from working for more than seven (7) calendar days, you may also qualify to receive benefits for loss of wages. You are not eligible to receive lost wage benefits for dates when sick leave benefits were used.

There is a death benefit payable to beneficiaries of employees whose death is the direct result of job-related accident or illness.



Questions regarding Workers' Compensation should be directed to the Human Resources Office.

Emergency Situations

Generally, City offices do not close for emergencies or inclement weather. However, if any City offices are unexpectedly closed, notices will be sent out through the Code Red Emergency Notification System and through local television and radio stations. You should assume that you are to work as scheduled unless you are notified otherwise. For more information on specific departmental emergency plans, contact your supervisor.



Physical Examinations and Drug/Alcohol Testing

Your offer of employment with the City of Fairfield was made contingent on successful completion of a physical examination and a drug screen. As part of our commitment to provide a drug-free workplace, we do not hire people who have tested positive on a drug screen. See also the City policy 2-25, **Drug-Free Workplace**, in Section VIII of this Handbook.

In accordance with City policies, you will also be included along with all other City employees in the City's drug testing program. Testing candidates are randomly selected from a pool of City employees. Certain employees are required to maintain a commercial driver's license (CDL). If you have a CDL, you will be included in a separate random drug and alcohol testing process. Should you fail a drug or alcohol test, you will be subject to disciplinary action, up to and including termination. In accordance with City policies, an employee may be subjected to a drug screen whenever the supervisor has reasonable suspicion that the employee is under the influence of drugs or alcohol. See City policy's 2-2 & 2-24 **CDL Alcohol and Drug Testing**, in Section VIII of this Handbook.

Drivers Licenses

Since most jobs with the City require a valid driver's license, your ability to drive and be insured is critical. The City's insurance carrier is unlikely to insure employees with a poor driving record or an OVI (operating a vehicle under the influence) conviction. **You are to notify the Human Resources Office by the next business day if you receive points on your license, if you are convicted of an OVI, and/or if you experience a change in driving status.**



Some jobs with the City require a commercial driver's license (CDL). The regulations and requirements associated with such licenses are explained in greater detail both in the union contracts and in City policy 2-24, **Commercial Driver's License Alcohol and Drug Testing**, in Section VIII of this Handbook.

Hours of Work

Offices of the City of Fairfield are generally open from 8:00 a.m. to 5:00 p.m., Monday through Friday, except for specified holidays. The various departments may have different operating hours due to the nature of their work. Your supervisor will notify you of your appropriate starting time and quitting time.

The Fair Labor Standards Act mandates that non-exempt employees be compensated at the rate of one and one-half times their regular rate of pay for all time worked in excess of 40 hours in a workweek or as assigned in the applicable labor agreement. You are not permitted to work before or after your work shift or during your unpaid lunch period or take work home without your supervisor's knowledge and permission.

Meal Periods

Generally, meals are to be consumed during scheduled breaks, although special arrangements for meal times can be made with your supervisor. Meals should be taken away from the employee's principle workstation, except where working conditions are such that this is not possible. Employees with access to a break room are encouraged to use the room accordingly.



Tobacco Use

Smoking or other use of tobacco products, including chewing tobacco, is not permitted within City buildings or City vehicles, which includes golf carts and other equipment. Smoking breaks should be limited and must not interfere with an employee's work. The following areas at each City building are designated outside smoking areas.

Municipal Building- within the exterior area of the building bounded by the three wings of the building including the picnic table area to the rear of the facility

Municipal Annex Building- south side (rear) of building

Justice Center- east side (rear) of building

Community Arts Center- area adjacent to the loading dock

Fire Headquarters- south side (rear) of building

Fire Station No. 2- east side (rear) of building

Fire Station No. 3- east side (rear) of building

Water Plant- west side of the building (behind building atrium)

Streets Division/Garage- east side (rear) of building

Wastewater Administration Building- picnic table area near entrance

Wastewater Collection Building- parking area near door

South Trace Golf Course- southwest corner of building near the loading area

See also the City policy 2-36, **Employee Use of Tobacco Products**, in Section VIII of this Handbook.

Solicitation Policy

The City of Fairfield has a no solicitation policy. Generally, employees should not solicit for raffles or personal business or bring articles to the workplace to sell. Exceptions are allowed when there is a City contract in effect or the City Manager otherwise gives approval of the sales or solicitation.

Concealed Weapons

The Ohio Concealed weapons Law specifically prohibits concealed weapons inside public buildings, thus, the following is posted at entrances to the City buildings:

“Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a dangerous weapon or dangerous ordnance onto these premises.”

City employees, except authorized law enforcement officers, are not permitted to carry weapons or dangerous ordnance on City property or in City vehicles.

YOUR EMPLOYMENT

Job Classifications

In accordance with federal law and the rules of the Fairfield Civil Service Commission, the City categorizes its jobs using the following definitions:

Status

Exempt: An exempt job, as stipulated in the federal Fair Labor Standards Act (FLSA), is exempt from the provisions of that law which requires the payment of premium pay for hours worked in excess of 40 per week. Generally, the term “Exempt” refers to positions in Band 2 and 3 of the Salary Structure.

Non-exempt: Under the FLSA, employees in a non-exempt job must be paid an overtime premium rate for hours worked in excess of 40 per week. Because of their varying work schedule, police and firefighters have different hourly limitations; however, their jobs are still considered non-exempt jobs. Generally, the term “non-exempt” refers to positions in Band 1 of the Banded Salary Structure, all bargaining unit positions, and clerical positions in the Municipal Court.

Classification

Classified: Jobs in the Classified service of the City are those which are covered by the rules of Civil Service. All bargaining unit positions are considered “Classified”, as are the Police and Fire Chiefs and several other positions. Most of these positions require a Civil Service Examination and the establishment of eligibility lists from which persons may be hired. Such positions are also covered by the Civil Service rules concerning employment rights of incumbents.

Unclassified: Jobs considered “unclassified” are those excluded from Civil Service protection. Many of these positions are documented in the City Charter. In addition, the term unclassified refers to all positions in the Fairfield Municipal Court and all part-time positions.

The Position Description is the foundation document for the City’s Job Classification System. The completed document indicates whether the job is exempt or not; whether the job is Classified or not; a title; a description of job duties, responsibilities, requirements, and qualifications to perform the duties of the position. Viable Position Descriptions are critical to the mission of the City because they form the basis for Performance Appraisals of each employee. The Position Description defines what an employee is responsible for, and the Performance Appraisal describes how well the employee fulfills those responsibilities.

A copy of your Position Description is available from your supervisor or the Human Resource Office.

Most of our non-exempt Classified positions are covered by collective bargaining agreements with one of the labor unions that represent City employees. Those unions and the employees they represent are as follows:

Fraternal Order of Police Lodge #166: Represents Police Officers and Police Supervisors.

American Federation of State, County, and Municipal Employees (AFSCME) Local #3646: Represents Account Clerks, Animal Control Officers, Clerks, Custodial Workers,

Dispatchers, Greenskeepers, Building Inspectors, Heating Inspectors, Electrical Inspectors, Maintenance Worker/Laborers (except for Wastewater Division), Mechanics, Meter Readers, Operator/Maintenance Workers for the Water Division, Park Rangers, Turf Mechanics, and Zoning/Inspector Clerks.

International Association of Firefighters Local #4010, AFL-CIO: Represents Fire Captains, Fire Lieutenants and Firefighter/Paramedics.

International Union of Operating Engineers Local #20, AFL-CIO: Represents Laboratory Technicians, Maintenance Workers for the Wastewater Division, Construction Inspectors, and GIS/GPS Mapping Technicians/Traffic Analysts.

Probationary Period

The probationary period is a period of assessment, when the employee, the supervisor, and the Appointing Authority (generally the City Manager or the Municipal Court Judge, depending on your job classification) determine if the employee can perform the job satisfactorily. It also provides for a period of training and counseling by your supervisor to help you succeed. The probationary period for a Police Officer, Fire Captain, Fire Lieutenant, Dispatcher, or Firefighter/Paramedic is one (1) year. For all other Classified employees, the probationary period is six (6) months. Unclassified employees are considered “at will” employees and serve at the pleasure of the Appointing Authority.

This probationary period does not guarantee a full-time position with the City, nor does it guarantee that a person will be employed for the period of six months or one year. The City reserves the right to terminate any employee at any time.

If you are promoted or appointed to a new position, you will also serve a probationary period. Should you be unable to adapt to the responsibilities of your new position, it may be possible to return you to your previous classification and pay.

Employment of Minors

Under certain circumstances, usually for part-time temporary summer jobs such as lifeguards or golf course personnel, the City may occasionally employ individuals under the age of 18. If hired, these employees must obtain the appropriate work permit issued by the school superintendent and must provide accurate proof of age. The immediate supervisor will ensure that these individuals are not assigned to any work that is considered a “hazardous occupation” according to child labor laws.

Transfers

A transfer is a change in assignment within the same or similar job classification. Transfers may be initiated by either management or the employee.

Employees may make transfer requests in writing in response to posted job openings and in accordance with the appropriate labor contract.

An employee cannot be transferred to a lower class or position, unless in conjunction with a disciplinary demotion or unless he/she makes such a request in writing to the Civil Service Commission.

Reduction in Force

In the event it is necessary for the City to reduce its workforce, the City will follow the procedures set forth in the Civil Service regulations. Seniority and efficiency are the main criteria used in establishing who will be laid off. Employees who are laid off have recall rights for one year. In most instances, probationary, temporary, and other non-full-time employees are affected by layoff prior to Classified full-time employees.

Resignation and Reinstatement

Exit interviews are conducted by the Human Resource Office with all individuals who choose to leave the City. During this interview, arrangements will be made for return of City property and any arrangements discussed regarding continued benefits coverage. Your supervisor will make arrangements for your exit interview.

If you decide to resign or retire and wish to remain in good standing with the City, you should submit a written notice to your supervisor at least two weeks prior to the effective date. To encourage employees to notify the City of their intended retirement or resignation, the City has implemented incentive plans which pay lump sum amounts for early notifications for Unclassified and Classified **(as outlined in the individual labor contracts)** employees.

A full-time employee who separates from City service and provides the City with a minimum of six (6) months binding written notice of resignation or retirement shall be paid a notice incentive of one thousand five-hundred dollars (\$1,500) with their final pay, provided that the employee does not use more than fifty percent (50%) of the total of the employee's most recent annual accruals of vacation leave, sick leave, or personal leave during the employee's final six (6) months of employment. Standard procedures for approval of leave time will be observed.

A full-time employee who separates from City service, who does not qualify for the notice incentive above, and provides the City with (3) months binding written notice of resignation or retirement shall be paid a notice incentive of seven hundred fifty dollars (\$750) with their final pay provided that the employee does not use more than twenty-five percent (25%) of the total of the employee's most recent annual accruals of vacation leave, sick leave, or personal leave during said three (3) month period. Standard procedures for approval of leave time will be observed.

In order to qualify for either of the incentives described above, the employee must actually separate from City service on the date specified in the written notice of resignation or retirement unless the date is extended by mutual agreement of the City and the employee.

An employee in the Classified service who voluntarily leaves his/her position in good standing may be reinstated with the consent of the Civil Service Commission within one year, provided there is a vacancy within the employee's job classification in the same department. Employees leaving the Classified civil service due to injury or physical disability shall be reinstated to their original position within a specified time frame upon proper certification of total recovery from the injury or disability.

Unclassified employees who voluntarily leave their position in good standing may be reinstated with the approval of the Appointing Authority at any time.

Unemployment Compensation

Employees of the City of Fairfield may be eligible for unemployment compensation benefits, which are administered by the Ohio Department of Jobs & Family Services. To be eligible for such benefits, the employee must have worked for at least twenty (20) qualifying weeks, have earned at least 27.5% of the state-wide average weekly wage during this base period, and have had six (6) weeks of intervening employment since his/her last valid application. Former employees may be eligible for benefits if the termination of their employment was by no fault of their own. Employees who voluntarily terminate their employment without just cause or whose employment is terminated by the City for cause may not be eligible for unemployment compensation benefits. For more information, contact the Ohio Department of Jobs & Family Services.

EMPLOYER RESPONSIBILITIES

Wage and Salary Administration

The City strives to maintain competitive wage and salary structures by which it will be able to attract and retain qualified employees. The City negotiates wages and working conditions with several labor unions that represent the majority of full-time employees. Additionally, there are various other salary structures for non-represented and professional employees.

City Council authorizes the various positions in the City and the pay rates for these positions by ordinance.

Your supervisor can explain the salary structure that applies to your position. Questions may also be directed to the Human Resources Office

Pay

Generally, employees are paid every other week. Every effort is made to ensure that payroll processing and checks are completed and available on the appropriate Thursdays by 2:00 p.m. When this is not the case, checks are made available on the following Friday.

The City has arranged for direct deposit of paychecks upon written authorization of the employee. All employees are required to participate in this program.

Wage Garnishments

The City of Fairfield must comply with all applicable laws governing the garnishment of wages. Court ordered garnishments will be accepted and handled in accordance with the law. If you are subject to garnishment procedures, the City may be required to withhold money from your check to pay debts, taxes and other legal obligations. We will act as dictated by the court.

Disciplinary Action

From time to time, an employee may behave in a manner inconsistent with City policies or regulations. In these circumstances, disciplinary action may be appropriate. The City of Fairfield generally uses a progressive disciplinary plan. However, corrective action is determined on a case-by-case basis after considering the facts of the incident, the disciplinary history of the employee and the seriousness of the infraction. It is very important that employees are familiar with this Employee Handbook and the applicable City policies. If you have any questions on those policies, contact your supervisor. For more specific information on the City's disciplinary procedures, please refer to the policy titled **Corrective and Disciplinary Actions**.

Employee Performance Appraisals

Our performance appraisal systems are intended to be beneficial to both the employee and the employer. The written documentation and the discussion that takes place with an appraisal should:

- Provide an effective, honest communication between manager and employee
- Recognize accomplishments and effective performance
- Point the way to employee training and development
- Define examples of insufficient performance, where expectations are not being met
- Define performance improvements needed and specific expectations to be met
- Build a sense of commitment and ownership from both the employee and the manager
- Increase the effectiveness of the overall team of City employees
- Provide the basis for merit pay increases when appropriate

Process

Appraisals are normally conducted each year on or near an employee's anniversary date. An appraisal may also be conducted at other intervals as deemed appropriate by the supervisor.

Generally, the steps in the appraisal process are:

1. As the time for the appraisal nears (usually within a week or ten days), the manager advises the employee and delivers a copy of the appraisal form to the employee.
2. Both the employee and manager complete a rough draft of the appraisal. Each may choose to get input from others familiar with the employee's work.
3. The employee and manager meet to discuss the appraisal.
4. The manager prepares the final appraisal document, signs the form and gives it to the employee for signature and comments.
5. Appraisal document is reviewed by next higher level manager and signed.
6. Manager provides a copy for the employee, and submits the original appraisal form to Human Resources.

Either the employee or the manager may seek counsel during the appraisal process from the Human Resources Office.

If you have questions about the performance appraisal process, contact your supervisor or the Human Resources Office or refer to City policy 2-24 **Performance Evaluation – Classified and Certain Unclassified**.

Personnel Files



The Human Resources Office maintains personnel information for each employee. It is important that you keep the Human Resources Office apprised of any changes to your address, emergency contacts, marital status, dependents, etc.

The Human Resources Office is required by law to make the contents of an employee's personnel file accessible to the public upon request. However, medical information and workers' compensation information are confidential and are kept separately from the primary personnel file.

If you have questions about the contents of your personnel file, contact the Human Resources Office. See also the City policy 2-1, **Availability of Personnel Public Records**, in Section VIII of this Handbook.

EMPLOYEE RESPONSIBILITIES

Attendance

Your division's or department's success depends on you. The City requires that you be in regular attendance and on time with respect to your starting schedule. This also includes any scheduled overtime. Attendance is more than just being on the premises. It means being at one's place of work, ready to start a day's work. Due to variations in the type of work performed across the City, work schedules vary significantly. Your supervisor will inform you of your starting and quitting time as well as rest breaks and lunch schedules.

Unavoidable absences due to illness or other legitimate reasons are normally considered excused absences. It is your responsibility to notify your supervisor as far in advance of your shift as possible and state the reasons for your absence.

Poor attendance inconveniences other employees, incurs unnecessary overtime costs, and brings into question your interest in your job. Poor attendance and tardiness may result in discipline, lowered performance ratings, or delays in receiving a merit increase.

Attendance Incentive Award

The City provides an attendance incentive award to encourage employee attendance. Full-time employees are eligible for an annual incentive of \$225 if the employee achieves perfect attendance for the previous calendar year.

Employees absent from work due to vacation, holiday leave, funeral leave, personal days, attendance at seminars, training functions, or other duty-related absences from the normal work schedule shall not be considered absent from work for purposes of this benefit. See the appropriate City policy or labor agreement for details.

Uniforms and Work Apparel



Certain jobs require uniforms and/or accessories that the City will furnish. Uniforms and accessories are to be worn while on duty. Generally, they are not to be worn during any off-duty activity. City uniforms are not to be worn with any unauthorized adornments.

Many of our jobs do not require uniforms. Employees are expected to dress appropriately in accordance with their work responsibilities. Casual dress for non-uniformed employees is allowed each Friday, unless otherwise announced, and is permitted on a daily basis from May 15 to September 15.

Attire must be neat, clean, and in good taste. Halter tops, tank tops, thong sandals/flip-flops, and clothing in need of repair (e.g. pants with torn knees, seats, etc.) are not permitted. Clothing must not display vulgar or obscene language or pictures.

As clothing styles change, the apparel policy may change as well. Good judgment is the main criteria for allowable business attire. See also the City policy 2-31, **Apparel/Personal Wardrobe of Employees** in Section VIII of this Handbook and the appropriate labor agreement.

City Identification Cards

Employees are issued an identification card so that they may identify themselves to other employees and the public as City of Fairfield employees. Employees are expected to carry these picture identification cards on their person at all times while working. Employees having extensive contact with the public are encouraged to display the card so it is clearly visible.

Lost, damaged, or stolen cards should be reported to the Human Resources Office immediately so that a replacement card can be issued.

Cards are for City identification purposes only and should not be used for unauthorized purposes. See the City Policy 1-19, **City Identification Card**, for more information.

Internet, E-Mail, Cellular Phones and Telephones

City-Issued Cell Phones

Employees who are assigned City-owned cell phones are responsible for its safe-keeping and proper logging of calls. These phones are to be used strictly for City business only. Additionally, employees should note that using a cell phone while driving or operating machinery could be a distraction and increases the possibility of an accident.



The City recognizes that cell phones make many jobs easier, particularly those that require a great deal of field work. These phones are provided by the City and the City pays for all legitimate calls and service needs. Cell phones are generally to be used when regular land lines are unavailable or highly inconvenient, see City policy 1-13, **Cellular Phone Policy**, in Section VIII of this Handbook.

Use of Computers and Personal Phones

Personal use of cellular phones and telephones is discouraged except in the event of an emergency. Such use should be limited and must not interfere with work productivity.

Personal use of e-mail or the internet is also discouraged, and use of such devices in an offensive or disruptive way is prohibited. See also the City policy 3-3, **E-mail and Internet Access**, in Section VIII of this Handbook.



Ethics

Ethical behavior is an integral part of operations in the City of Fairfield. This Handbook contains a copy of the OHIO **ETHICS LAW AND RELATED STATUTES**. Please take the time to review this information and familiarize yourself with your rights and responsibilities as a public employee. Additionally, the complete ethics law is available in the policy manual in your department director's office, in the City Manager's Office, in the Human Resources Office, or on the employee intranet.

Political Activity

Generally, employees are prohibited from: candidacy for public office in a partisan election; candidacy for public office in a nonpartisan general election if the nomination to candidacy was obtained in a partisan primary or through the circulation of nominating petitions identified with a political party; filing of petitions meeting statutory requirements for partisan candidacy to elected office; circulation of official nominating petitions for any candidate participating in a partisan election; service in an elected or appointed office in any partisan political organization; acceptance of a party-sponsored appointment to any office normally filled by partisan election; campaigning by writing for publications, by distributing political materials, or by writing or making speeches on behalf of a candidate for partisan elected office, when such activities are directed towards party success; solicitation, either directly or indirectly, of any assessment, contribution or subscription, either monetary in-kind, for any political party or political candidate; solicitation of the sale, or actual sale, of political party tickets; partisan activities at the election polls, such as solicitation of votes for other than nonpartisan candidates and nonpartisan issues; service, as witness or challenger, for any party or partisan committee; participation in political caucuses of a partisan nature; and participation in a political action committee which supports partisan activities.

Outside Employment

As a City employee, you may be required to make decisions that could affect the successful operations of the City. For this reason, the City of Fairfield insists that your job here comes before any other occupational interests. The City requires that if you currently have another job or before you accept any job outside your City employment, such outside employment must be approved. To seek this approval, you must fill out an “Other Employment Notification” form, which is available from your supervisor. See also the City policy 2-18, **Outside Employment**, in Section VIII of this Handbook.

Outside employment may be denied if it appears that it will negatively affect your performance as an employee of Fairfield or result in a conflict of interest. Once approved, any change in outside employment should be reported to your supervisor immediately.

Residency Requirements

Some job positions require employees to live within certain geographical parameters. Please refer to your applicable labor agreement for these requirements.

Grievance Procedures

Grievance procedures are provided for City employees to enable them to raise problems and issues and seek relief when management actions are considered to be inappropriate.

Employees represented by one of our bargaining units have formal procedures documented in their labor agreement for filing complaints involving the alleged violation, misinterpretation, or misapplication of the terms of the written Agreement.

Non-represented employees may bring issues to the attention of management. Generally, the employee should first present the matter to the immediate supervisor. The employee can thereafter bring the matter to the next levels of management and/or the Human Resource Office, if desired. Retaliation against an employee who makes a complaint is prohibited.

Using Safety Training in the Workplace

While the City of Fairfield provides its employees with necessary safety equipment and training, the City expects its employees to use the equipment and training appropriately. Employees who believe that their equipment is unsafe or that another employee is acting in an unsafe manner should inform their supervisor of the potential problem. See also *Safe Work Environment*, page 7 of this Handbook.

Use of Vehicles



The City provides vehicles to several departments for various tasks under the direction of the Fleet/Facilities Manager. City employees, other than the Public Works Director, Public Utilities Director, Police Chief, Fire Chief, Street Superintendent, Water Superintendent, and the Director of Parks and Recreation, are not permitted to take these vehicles home without the permission of department director or Fleet/Facilities Manager.

Drivers of these vehicles are not to use them for personal errands, are not allowed to take them outside of the City without permission from the department director, will keep their department or division apprised of their whereabouts if they do leave the City, will not congregate at various restaurants, will park the vehicles at the end of the shift with the doors locked and windows up, and will operate the vehicles in accordance with Ohio traffic laws.

It is the City's policy to require seat belts or shoulder belts to be used at all times.

Accidents

If an accident occurs, the appropriate police department must be notified. The driver and all passengers must give a statement and have a State of Ohio accident report filled out by the police department. The department director or supervisor should be notified of the accident as soon as possible because it is their responsibility to notify the Fleet/Facilities Manager of the accident. Insurance claims should be directed to the City Manager's Office.



Personal Vehicles

Personal vehicles may be used for City purposes with the advance approval of the department director.

Employees using their personal vehicle during normal working hours are encouraged to keep a mileage log for reimbursement by the City at the rate approved for mileage reimbursements by the IRS. These logs are to be submitted to the Finance Department after they are approved by the City Manager or the department director. For more information, see the City policy 1-6, **City Fleet**.

Public Records Retention Compliance

The City of Fairfield acknowledges that it maintains many records that are used in the administration and operation of the City. The records maintained by the City and the ability to access them ensure accountability of government to those being governed, expose government activity to public scrutiny, and allow the public to monitor the conduct of the government.

It is the duty and obligation of each employee to comply with the City policy 1-9, **Public Records**, in Section VIII of this Handbook. Any questions regarding the contents of the policy are to be directed to the City Manager's Office located at 5350 Pleasant Ave., Fairfield, OH 45014, or by calling 513-867-5350.

EMPLOYEE BENEFITS

Health and Dental Insurance

The City of Fairfield provides both a health and dental insurance plan(s) to its full-time employees. Some vision costs are also covered as part of the medical insurance. An employee may opt not to have this coverage, provided that choice to opt-out does not affect the City's coverage requirements as determined by the City's agreement with the provider and the opt-out is allowed in the employee's collective bargaining agreement.

Costs of insurance are presently shared between the City and the employee. Employees may elect Single, Employee + Spouse, Employee + Dependent Children, or Family coverage; and the employee portion of the cost is deducted from their compensation. The specific provisions of the multiple plans offered and current premium rates are available from the Human Resources Office.

A Health and Dental Benefits Plan Committee, made up of representatives from each of our bargaining units and from management, has been established to manage these benefits. Further information is available in City policy 2-20, **Employee/Employer Health and Dental Benefit Plan Committee**, from your representative, from your supervisor, from the appropriate union contract, and from the Human Resources Office.

Life Insurance

As part of the overall benefits package, the City of Fairfield provides a \$50,000.00 life insurance policy on all full-time employees at no cost. You may choose to supplement this policy with additional coverage, if approved by the insurance carrier, by paying the appropriate premium. Full-time employees are also eligible to purchase \$10,000.00 of life insurance on spouses or eligible dependents.

Different optional insurance packages are available for various groups of employees. For more information on your insurance options, call the Human Resource Office.

Life insurance through the City ends once your employment terminates. However, you may be able to convert it to a private policy or "port" it to another employer. In either case, you would need to contact the insurance carrier within 30 days of your termination date.

Disability Insurance

The City of Fairfield offers its full-time employees the option to purchase both long and short term disability insurance. Short-term disability insurance benefits are based on 60% of your weekly salary. Long-term disability insurance is offered at 60% of your monthly salary. The premiums for both products vary depending on the employee's age and salary.

Continued Health and Dental Insurance Benefits (COBRA)

Full-time employees of the City of Fairfield may be able to continue health and dental insurance coverage after they leave their service with the City. If you lose benefits due to reduction in hours or termination of employment for reasons other than gross misconduct, you, your spouse, and your children may apply for continuous coverage within 60 days of the event. This continuation of benefits is also available to spouses and children in the event of the employee's death, divorce, the employee becoming entitled to Medicare, or the child ceasing to be considered a "dependent" under the health/dental plans.

Continuous coverage provides the same level of coverage as was provided before the qualifying event or as is currently provided to similar employees. Coverage periods range from 18-36 months, depending on your circumstances, if you do not choose continuous coverage, your group health insurance through the City will end. For more information or to determine your eligibility for this program, please contact the Human Resources Office.

LEAVES OF ABSENCE

Sick Leave

Sick leave is accrued at a rate of twelve (12) days annually, unless otherwise modified by a labor agreement. Sick leave time may be accumulated, but balances generally may not exceed 120 total days. Generally, you must call your supervisor prior to the start of your workday or shift to request sick leave. Failure to notify your supervisor can result in disciplinary action.

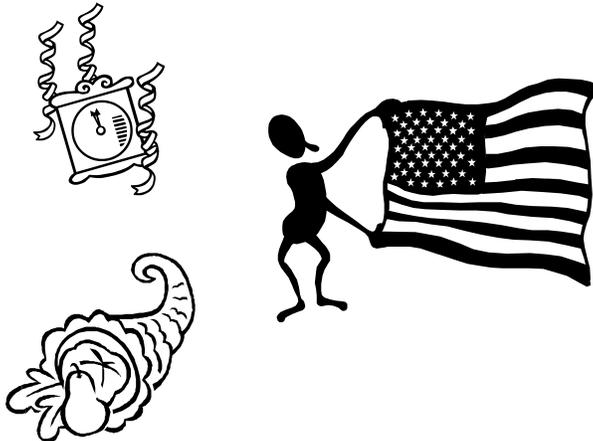
Each year, employees in AFSCME, FOP, IUOE and unclassified employees who have an unused sick leave hours balance as of December 31 may convert up to forty (40) hours of that balance to vacation leave on a one-for-one (1:1) basis. An employee opting for such conversion shall make written application to the Finance Department during the month of December. Such applications must be received in the Finance Department no later than December 31.

See the City policy on sick leave, or consult your supervisor or the Human Resources Office for more details.

Holidays

Generally, the City of Fairfield recognizes the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve (only as identified in various employee union contracts)



Holidays that fall on Saturday will be observed on Friday, and those that fall on Sunday will be observed on Monday, excluding employees who are on a continuous schedule.

In order to receive holiday pay, you must work your regular shift or be on approved paid leave prior to and following the holiday. Employees who take sick leave immediately prior to or after a holiday must present a doctor's excuse for his/her absence upon return to work.

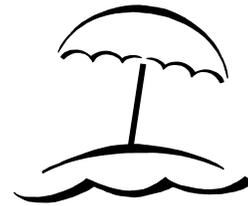
If your job is in continuous operations and you are required to work on a holiday, your compensation will be determined as provided in the respective collective bargaining agreement.

Certain bargaining units have elected to have a bank of holiday/personal days in lieu of specified holidays. The amount of leave in this bank varies with the labor agreements. Consult the labor agreement for the guidelines for this leave or if you have questions regarding your leave.

Vacation

Full-time employees with at least one (1) year of continuous service are eligible for the following vacation benefits:

<u>Length of Service</u>	<u>Vacation Benefit</u>
1 year	2 weeks
7 years and over	3 weeks
14 years and over	4 weeks
24 years and over	5 weeks



Each five (5) years after 24 years will add one (1) additional week or 40 hours of vacation. In some cases, labor agreements and varied working schedules have modified this vacation leave schedule.

Any full-time employee of the City of Fairfield who has previously worked full-time for the State of Ohio or any political subdivision of the State of Ohio shall be allowed to transfer the full-time seniority from his/her previous employer for the purposes of determining eligible vacation time with the City of Fairfield.

Selection and scheduling of vacation dates is based on seniority in accordance with procedures specified by the employee's respective collective bargaining agreement. Non-bargaining unit employees' vacations will be scheduled with the approval of their supervisor. Employees on the Exempt Banded Pay Structure who have accrued at least 40 hours of vacation leave will be required to take a mandatory vacation consisting of at least five (5) consecutive works days (40 hours) each calendar year (the 5 consecutive days may be interrupted by weekends or holidays).

Unused vacation time may not be accrued beyond that accumulated by the employee over the most recent three (3) year period of his/her employment as of December 31 of each year. Any accumulation over that amount will be lost and will not be credited to an employee for the purposes of compensation. For example, an employee with 17 years of service, who earns 4 weeks of vacation time per year, would only be allowed to accumulate a vacation time balance of 12 weeks.

Funeral Leave

An employee will be granted up to three (3) scheduled working days with straight-time pay to attend the funeral of an immediate family member. Said days should coincide with the memorial service and/or interment service. For the purposes of this section, "immediate family" shall be construed to mean husband, wife, child, mother, father, brother, sister, stepchild, stepmother, stepfather, grandmother, grandfather, grandchild, great-grandmother, great-grandfather, mother or father of spouse, foster parents, son-in-law, daughter-in-law, grandmother or grandfather of spouse, brother-in-law, sister-in-law, or legal guardians. To be eligible for payment, the employee must complete a leave of absence form and produce evidence of said death in the form of a public notice.

Military Leave



Permanent Public Employees of the City of Fairfield who are performing Military Duty shall receive pay in accordance with Ohio Revised Code Section 5923.05. Employees called to service will be granted a leave of absence and may be eligible for additional compensation as provided by law and/or collective bargaining agreements applicable to the employee's job classification.

Permanent Public Employees receiving insurance benefits from the City of Fairfield may choose to drop their benefits while they are on military leave. Employees choosing to drop their benefits have thirty days upon return to work in which to apply for reinstatement of benefits. Employees wishing to maintain their insurance benefits while on military leave will continue to pay the same insurance premiums as they paid prior to leave.

You may be eligible for additional leave time. For more information, call the Human Resources Office.

Witness or Jury Duty

Employees shall receive full pay for regularly scheduled hours on any day when an employee is required to appear as a witness before any court in any jurisdiction where the employee is not a plaintiff or a defendant in the court case, or for jury duty by the United States or Ohio courts. If you are required to appear before a civil or criminal court pertaining to your personal life or actions, such appearances will not be compensated.

Employees will be compensated for regularly scheduled hours when participating in jury duty. Employees must remit to the City all fees earned from jury duty unless such duty is performed outside the scheduled working hours for such employee. Employees are required to return to work if the agency or court authority dismisses you within normal your normal working hours. For more information, see Fairfield City Ordinance 163.15, **Witness and Jury Duty**, or the applicable union contract.

Leave Without Pay

Requests for leave without pay should be accompanied by a written statement from the employee including the reason for the leave, and the expected start and end dates for the leave. If the leave is health-related, the employee must include a statement from a physician attesting to the need for the leave. Leave without pay may only be approved by the Appointing Authority, and application for such leave does not guarantee that it will be approved. The appropriate bargaining unit may establish specific rules relative to Leave Without Pay. Please refer to your labor contract for details.

This type of leave for Classified employees is also contingent upon approval by the Civil Service Commission.

Personal Leave

The City will grant full-time employees (except Police Officers and Firefighter/Paramedics) a total of thirty-two hours (four days) personal leave per calendar year at straight time which the employee can take off work. Personal leave may only be taken provided twenty-four hours advance notice of the request has been given to the supervisor and the requested time off does not create a requirement for overtime operation. Personal time off may be granted with less than twenty-four hours notice at the supervisor's discretion.

Personal leave for new full-time employees will be earned on the basis of eight hours personal leave for each complete calendar quarter worked during the remainder of the first calendar year of employment. All other full-time employees will be credited with thirty-two hours personal leave on January 1 of each year. Personal leave may be accumulated by an employee up to a total of sixty-four hours, and may be used in conjunction with an employee's vacation with the approval of the department director. Personal leave accumulated in excess of sixty-four hours shall be lost.

Employees represented by the FOP and IAFF bargaining units are provided with different provisions for personal time off in accordance with their bargaining agreement.

Family and Medical Leave Act

It is the City's policy to grant up to twelve (12) weeks of family and medical leave on a rolling twelve (12) month period to eligible employees in accordance with the Family and Medical Leave Act of 1993. FMLA leaves run concurrently with qualified absences such as sick leave, vacation, personal time, etc. Medical needs must be sufficiently verified. See City policy 2-19, **Family Medical Leave Act (FMLA)**, in Section VIII of this handbook.

Prior approval of FMLA is required. When possible, 30 days notice of impending leave is requested. Contact the Human Resources Office for more information.



RECOGNITION

Longevity Pay

Longevity shall be paid at the following rate on an equal basis to all permanent, full-time, non-elected employees, excluding Police Officers and Firefighters:

Sixty dollars (\$60) for each full year an employee has been consecutively employed by the City of Fairfield as of November 1, 2010, for all employees with one (1) to eight (8) years of service. One hundred dollars (\$100) for each full year an employee has been consecutively employed by the City as of November 1, 2010, for all employees with nine (9) or more consecutive years of employment.

Generally, this pay will be made on the last payday in November.

Any employee who resigns his or her position (except to immediately accept another position with the City of Fairfield), retires, or is terminated shall immediately cease to be entitled to such longevity payments until he or she has again completed one (1) full year of service and shall then begin receiving longevity payments as described above.

Determination of the addition of each year of service shall be calculated as of the employee's anniversary of employment with the City.

Service Awards



The City has established a Service Awards program to recognize the contributions of those with extended service. Active, non-seasonal, employees are first eligible for a service award after five (5) full years of service. Every five (5) years thereafter, employees will be provided with a gift catalog from which to choose a gift. These awards express the City's appreciation for employee efforts. These service awards are recognized at the annual Employee Recognition Dinner.

Merit Pay

The concept of Merit Pay or Pay-for-Performance generally means that an individual employee's pay is impacted, in whole or in part, by the employee's performance and contributions to the success of the organization. Usually, the employee's written performance appraisal is a critical ingredient in the process, and the employee is rewarded with higher pay for exemplary performance.

At the City of Fairfield, all employees on the Banded Salary Structure are paid under a Merit Pay System. Their pay is directly correlated with their performance and the documented Performance Appraisal rating they receive from their supervisor.

There are other employees in the City whose job provides that they receive a Merit Bonus. Also, some of the positions provide for extra pay for certain job skills, certificates, and licenses (operating pieces of heavy equipment, for example, or acquiring a water or wastewater license).

Your supervisor can explain whether Merit Pay is available in your position. The appropriate union contract is another source of information or contact the Human Resources Office.

OTHER BENEFITS

Retirement Programs

All City employees are required to participate in and contribute to a retirement system. There are presently three retirement systems. Police Officers and full-time Firefighters participate in the Police and Firemen's Disability and Pension Fund (PFDPF). The City contributes 19.5% of Police Officers' paycheck to PFDPF and 24% of full-time Firefighters' paycheck to PFDPF. The employee contribution rate is 10% of your salary until July 1, 2013. The employee contribution rate then increases annually by 0.75 percent for three years until it reaches 12.25 percent on July 1, 2015.

After July 1, 2013:.....10.75%

After July 1, 2014:.....11.50%

After July 1, 2015:.....12.25%

All of the part-time Firefighters contribute to Social Security (the deduction marked as FICA on the paycheck). These employees contribute 6.2% of their paychecks to the fund while the City makes a matching contribution.

All other employees are required to participate in the Ohio Public Employees Retirement System (OPERS). The employee contributes 10% of their paycheck to OPERS, and the City contributes an amount equivalent to 14% of the paycheck.

OPERS and PFDPF are administered by the state, while Social Security is a federal program. Payments to the retirement plans are made according to the applicable law. Detailed information on all retirement plans is available at the Human Resources Office.

Deferred Compensation

The City of Fairfield offers its employees three deferred compensation plans that provide an easy, systematic way of saving money. The first plan, the Ohio Deferred Compensation Plan, allows employees to reduce current taxable income by allowing pre-tax salary contributions to a retirement savings account and deferring taxes on all growth of the investments.

The second plan, available through ICMA, operates similarly to the Ohio Deferred Compensation Plan. For more information on either plan, contact the Human Resources Office.

The third plan, The Ohio Association of Professional Firefighters 457 Deferred Compensation Plan, is available only to full-time Firefighters. Contact the Payroll Administrator in the Finance Department for more information.

Your participation in these investment plans is purely voluntary. Be sure you have all your questions thoroughly answered before participating.



Credit Union

As a City employee, you are eligible to become a member of AurGroup, a local credit union. Once you are a member of this credit union, you can maintain your membership, regardless of where you are employed. The credit union offers useful banking services to its members such as savings and checking accounts, IRAs, money orders, discount tickets to area attractions and much more. For more information, contact the Human Resources Office or AurGroup Financial Credit Union at (513) 942-4422.

Workers' Compensation

Employees injured on the job may be eligible for Workers' Compensation benefits. For more information, refer to **Workers' Compensation** on page 7-8 of this Handbook.

Employee Assistance Program

The Employee Assistance Program (EAP) is a resource for employees and their immediate families. The current EAP program is administered by Life Management Systems. It is paid for by the City and is a confidential program that provides assistance for employees dealing with stress, family, finances, addiction or other health issues. Counseling and referrals are available. The employee or their family member may contact the EAP provider themselves, or a member of management may refer the employee to the program. The program is available 24 hours-a-day, 7 days-a-week by calling (513) 551-1500 or (800) 733-0257 or visiting the provider's website at www.lifemanagementsystems.net. Details of counseling sessions are held strictly confidential by the provider and NO employee-specific information is provided to the City, or any of its representatives, by the EAP.



Tuition Reimbursement

Employees are encouraged to take advantage of learning and training opportunities as they are made available. Employees taking approved college coursework or similar classes will be reimbursed for the cost of the class, not including textbooks, at a rate up to the hourly classroom rate at a predetermined local university. Employees interested in such classes should contact their supervisor, as classes must be approved prior to their start. See the policy titled **Tuition Refund & Reimbursement for Professional Licenses Program** for more information.

Training

Certain jobs within the City may require employees to further their skills and knowledge through training and other educational opportunities. The City encourages employees to take advantage of these opportunities if they are necessary and directly related to the scope of the employee's position. Employees wishing to participate in such training, either on-site or off-site, must have their supervisor's permission prior to starting the training. For more details, contact your supervisor.

Parks and Recreation Discounts

Employees of the City who do not live within the City but would like to participate in the various programs and memberships that the Parks and Recreation Department offers, may do so for the same price as Fairfield residents would pay. For information on upcoming programs, please see the most recent issue of the City's residential newsletter "The Fairfield Flyer" or call the Parks and Recreation Department.



YMCA

Fairfield employees can join the Greater Miami Valley YMCA and have their membership dues deducted from their paycheck. As a City employee joining the YMCA, there is no enrollment fee, and you may cancel your membership at any time. For more information or to fill out enrollment and payroll deduction forms, please contact the Human Resources Office.

Exercise Facilities

The City has several exercise facilities that are open to all employees. These facilities are located at the Public Works, Water and Waste Water facilities and each of the three firehouses. Police Officers can also use the facility located at the Justice Center. For more information, please call the department that contains the exercise facility you would like to use.

