

EMPLOYEE HANDBOOK

2023

This Employee Handbook provides answers to many questions you may have about policies and procedures. You are responsible for reading, understanding, and complying with the policies contained in this Handbook. If anything is unclear, please discuss it with your supervisor, department director or other appropriate city official.

THE CITY
OF
MAUMEE

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WELCOME TO THE CITY OF MAUMEE

We believe that every employee helps to make the City of Maumee successful. We hope that you will be proud to be a member of our team.

This Employee Handbook (“Handbook”) provides answers to many of the questions you may have about our policies and procedures. You are responsible for reading and understanding this Handbook. If anything is unclear, please discuss the matter with your supervisor, department director or other appropriate city official. Any reference to your supervisor throughout this Handbook refers to the person that you report to directly. Throughout this Handbook, the City of Maumee is referred to as “the City”.

This Handbook has been developed to inform you of the philosophy, expectations, employment practices and policies, as well as some of the benefits provided to you as a valued employee. The information in this Employee Handbook is to be considered as guidelines. The provisions of this handbook are not to be interpreted as a contract, promise of continued employment, a guarantee of institutional due process, or a commitment to existing or prevailing compensation. The policies are subject to change at the discretion of the City Administrator.

This Handbook supersedes any Employee Handbook and employment policy that the city has published prior to the release of this Handbook. The city has the right to make changes. The only exception is that the city will not change its employment-at-will policy. The only official changes to this Handbook are changes that are authorized by City Council.

Your employment with the city is at-will unless otherwise specified by a collective bargaining agreement or the rules and regulations of the Civil Service Commission of the city. You are free to terminate your employment with the city at any time, with or without reason. Likewise, the city has the right to terminate your employment or otherwise change your employment status at any time, with or without reason, at the sole discretion of the city.

Each employee will be provided a copy of this handbook upon employment. All employees shall have access to this policy online and are expected to understand and abide by this handbook.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Sincerely,

The City of Maumee

HANDBOOK APPROVED BY:

Patrick Burtch City Administrator

EMPLOYMENT POLICIES

1.1 EMPLOYEE RELATIONS

The City of Maumee has a positive employee relations philosophy. If you have concerns about your work environment, we strongly encourage you to discuss these concerns with Human Resources, your supervisor, department directors or other appropriate city official. The city fully demonstrates its commitment to employees by responding effectively to employee concerns.

1.2 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions of the city are based on merit, qualifications, and abilities. The city does not discriminate in employment opportunities or practices on the basis of race, color, religious affiliation, gender, gender identity, sexual orientation, national origin, age, disability, veteran status, genetic information, political affiliation, pregnancy, or any other characteristic protected by law. The city will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy covers all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training unless otherwise specified ordinance or contract. The city shall follow the spirit and intent of all federal, state, and local employment laws and is committed to compliance as an equal opportunity employer.

If you have a question or concern about any type of discrimination in the workplace, you are encouraged to bring the issue to the attention of the human resources division, your supervisor, department director Law Director, or other appropriate city official. At the City of Maumee, be assured that you can raise concerns and make reports without fear of reprisal. Further, anyone found to be engaging in any type of retaliation or unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

1.3 NONDISCRIMINATION

The city will not aid, promote, or finance any employee group or organization which purports to engage in collective bargaining or make any agreement with any group or organization for the purpose of undermining the employee groups for which dues deductions are made upon the effective date of this Handbook.

The employee organizations, their officials, employees, affiliates, or members shall not discriminate against, intimidate, coerce, or interfere with any employee of the city, whether

represented by any such employee organization or not, with respect to the employee's work or with the right to refrain from engaging in any employee organization activities or membership, and further that there shall be no solicitation of nonmembers for employee organization membership or dues on city time.

The City of Maumee is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the City and are valued for their skills, experience, and unique perspectives. This commitment is embodied in City policy and the way we do business at the City of Maumee and is an important principal of the City Administration.

1.4 DISABILITY ACCOMMODATION

The city is committed to complying fully with the Americans with Disabilities Act (ADA) and to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

The city is also committed to avoid discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. The city will follow any state or local law that gives more protection to a person with a disability than the ADA gives. The city is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

Any applicant or employee who has a disability, or becomes temporarily disabled, may request an accommodation from any supervisor, department director, Human Resources, or the Law Director. The city commits that such applicants and employees needing an accommodation shall be afforded a meaningful discussion as to potential accommodations. The city is committed to an interactive process in accordance with the ADA.

1.5 BUSINESS ETHICS AND CONDUCT

We expect all city employees to be professional and ethical in their conduct as it affects our reputation and success. The city requires employees to carefully follow all laws and regulations and have the highest standards of conduct and personal integrity. Our continued success depends on our constituents' trust. Employees have a responsibility to the city and our constituents to act in ways that will earn the continued trust and confidence of the public.

As an organization, the city will comply with all applicable laws and regulations. We expect all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and not to do anything that is illegal, dishonest, or unethical, or gives the perception of such. As such, the city is committed to equal employment opportunity but will no longer hire family members of sitting elected officials and/or current employees of the city for full-time positions, which include the following: spouse, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, grandson or

granddaughter, or any of those relationships arising as a result of marriage or domestic partnership (for example, brother-in-law), unless said positions are considered part-time, seasonal, and temporary. Additionally, no currently employed individual may serve in the chain of command of a relative as defined above. This prohibition also means that no one may supervise a relative directly or serve in the same department or division as. If you are not sure about this nepotism restriction, if an action is ethical or proper, you should discuss the matter openly with the Human Resources Manager, Law Director, or the City Administrator.

As public employees entrusted with the care and safeguarding of public funds it is critical that employees conduct themselves in a professional manner that avoids the appearance of favoritism, retaliation, or other unlawful conduct. Also Refer to (4.17).

1.6 IMMIGRATION LAW COMPLIANCE

The city is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin. If you leave the city and are rehired, you must complete another Form I-9 if the previous I-9 with the city is more than three years old, or if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

If you have questions or want information on the immigration laws, contact Human Resources Division or the Law Director.

1.7 CONFLICTS OF INTEREST

The State of Ohio has enacted laws and the Ohio Ethics Commission has issued opinions to prohibit conflicts of interest by public employees. It is your responsibility as an employee of the city to adhere to the laws about conflicts of interest. If you have questions about conflicts of interest, you should contact the Human Resources Division or the Law Director for further information.

All new employees shall be provided with information on Ohio Ethics Laws.

1.8 CONFIDENTIALITY

It is very important to the city that we protect our confidential information. Confidential information includes, but is not limited to, the following examples:

- Medical records
- Income tax records
- Personal information of users of city services which is protected from disclosure by federal law
- Confidential law enforcement investigatory information
- Personal information of safety personnel
- Personal information of current elected officials and employees

In the event that your employment with the city terminates, either voluntarily or involuntarily, you may not disclose any confidential information to any other individual or city. While employed with the city, if you improperly use or disclose confidential business information, you will be subject to disciplinary action, up to and including termination of employment and legal action.

This applies even if you do not get any benefit from releasing the information. The City of Maumee Privacy Policy must be signed at the start of your employment and may be redistributed from time to time throughout your employment to reaffirm the importance of confidentiality within our city. Each employee of the city is required to review, understand, and acknowledge the City of Maumee Privacy Policy. All information regarding an employee requested from the public must be first reviewed by the city Law Director to ensure compliance with privacy considerations.

1.9 FRAUD REPORTING

The City of Maumee
Auditor of State Fraud Reporting System Notification

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

Auditor of State's fraud contact information:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's office
 Special Investigations Unit
 88 East Broad
 Street P.O. Box
 1140
 Columbus, OH 43215

Web: www.ohioauditor.gov

OHIO AUDITOR OF STATE KEITH FABER



Auditor of State
Bulletin 2022-005

DATE ISSUED: June 21, 2022
TO: All Public Offices
Community Schools
FROM: Keith Faber
Ohio Auditor of State
SUBJECT: Fraud Hotline

Ohio Rev. Code § 117.103 requires the Auditor of State to maintain a system for fraud reporting, including misuse and misappropriation of public money by any public official or office. The system allows all Ohio citizens and employees of any public office the opportunity to make anonymous complaints through a toll-free telephone number, the Auditor of State's website, a mobile app or through the United States' mail. Public entities should inform the Auditor of State's office as soon as they become aware of any fraud through any of the aforementioned methods or by letting their auditors know.

The Auditor of State is required to keep a log of all complaints filed. The log is a public record under Ohio Revised Code § 149.43 and must contain the following: the date the complaint was received, a general description of the nature of the complaint, the name of the public office or agency with regard to which the complaint is directed, and a general description of the status of the review by the Auditor's office. Information in the log may be redacted if Ohio Revised Code § 149.43 or another statute provides an applicable exemption.

Additionally, all public offices, including community schools, must provide information about the fraud reporting system and the means of reporting fraud to all new hires. All new employees must confirm that they received this information within thirty days after beginning employment. Ohio Revised Code § 117.103 requires the Auditor of State to confirm during the course of an audit, as provided in Ohio Revised Code § 117.11, that public offices have so notified new employees. The statute provides two ways to verify compliance. First, public offices may require new employees to sign forms acknowledging the employees were notified of the fraud-reporting system. After an employee has signed the acknowledgement form, the form should be placed in the employee's personnel file. Public offices do not need to send signed copies of these forms to the Auditor of State. The Auditor of State has created a model form, which is appended to this Bulletin and may be found on the Auditor of State website. Alternatively, public offices may consider providing the fraud reporting system information in the employee manual for the public office. The employee should sign and verify the employee's receipt of such a manual.

Finally, Ohio Revised Code § 124.341 extends whistleblower protections to employees who file a complaint with the new fraud-reporting system. If a classified or unclassified employee becomes aware of a situation and reports it to the Auditor of State's fraud-reporting system, the employee is protected against certain retaliatory or disciplinary actions. If retaliatory or disciplinary action is taken against the employee, the employee has the right to appeal with the State Personnel Board of Review within thirty (30) days after receiving actual notice of the action. This is the employee's sole and exclusive remedy.

You may direct questions about this bulletin to the Auditor of State's Special Investigations Unit at (800) 282-0370.

A handwritten signature in black ink that reads "Keith Faber". The signature is written in a cursive, flowing style.

Keith Faber
Ohio Auditor of State

EMPLOYMENT STATUS AND RECORDS

2.1 NATURE OF EMPLOYMENT

You became an employee of the city voluntarily. Unless you were presented with and agreed to an employment contract, your employment is at-will. At-will means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, at-will means that the city may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Sometimes the city may need to change, add, cancel policies and/or benefits. We want you to know that this could happen, and that the city has the right to make changes. The only exception is that the city will not change its employment-at-will policy. The only official changes to this handbook are changes that are in writing and authorized by City Council, or those by the City Administrator for the purposes of clarification, consistency, reclassification, and correction.

2.2 EMPLOYMENT CATEGORIES

Understanding the definitions of the employment classifications at the city is important because your classification is one of the factors that determine your employment status and benefit eligibility. These classifications do not guarantee employment or benefits for any specified period of time. Since employment with the city is based on mutual consent, either you or the city has the right to terminate the employment relationship at-will at any time, with or without cause or advance notice.

Depending on your position, you are designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state wage and hour laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Exempt or Nonexempt classification may be changed only with written notification by the city Administration.

In addition to the Exempt and Nonexempt categories, you also belong to one of the following employment categories:

FULL-TIME employees are employees who are not in a temporary status and who are regularly scheduled to work at least 40 hours per week or more. Generally, full-time employees are eligible for all City of Maumee benefit programs, subject to the terms, conditions, and limitations of each benefit program and employment ordinances, policy, and regulation.

PART-TIME employees are employees who are not in a temporary status AND who are regularly scheduled to work less than 30 hours per week or 130 hours per month. While part-time/non-temporary/non-seasonal employees receive all legally mandated benefits, they are ineligible for many of the other city benefit programs.

TEMPORARY employees are employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond the initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until they are notified of a change. While temporary employees receive all legally mandated benefits, they are ineligible for all other city benefit programs.

In addition, certain employees of the city are subject to Civil Service Commission of the City of Maumee, and the rules and regulations issued by the Civil Service Commission for testing, hiring, promotion, demotion, termination, and layoffs. These employees are designated as in the CLASSIFIED SERVICE of the city. The complete rules and regulations of the Civil Service Commission may be obtained from Human Resources.

2.3 EMPLOYMENT RECORDS ADMINISTRATION

The city keeps personnel files on all employees. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records. The personnel records are the property of the city.

If you wish to review your own file, you may contact the Human Resources Division. You will need to give advance notice if you wish to see your file. You may request and receive copies of all documents in your personnel file which you have signed.

It is important that the city has certain personal information about you in our records. It is your responsibility to update your personal data promptly. Data that you may need to update may include:

- Name
- Address
- Phone Number
- Marital Status
- Emergency Contacts
- Educational Credentials
- Beneficiaries
- Exemptions on W4 Form

Personal data may be changed using the Personnel Action Form available from Human Resources Division. Changes to address, phone number and emergency contact information may be made directly through Human Resources. Name changes will need to be accompanied by a copy of a new social security card or a letter from the Social Security Administration office, documenting your name change.

Changes in information should be reported within 5 business days, failure to report changes in information could result in disciplinary action.

2.4 EMPLOYMENT APPLICATIONS

We rely on the accuracy of the information you provide on your employment application. We also expect that you and your references give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or was purposely omitted, we may reject an applicant from further consideration. If you are already hired and have provided false information, it could result in termination of employment.

2.5 CRIMINAL CONVICTIONS

The city may disqualify an applicant for employment that has been convicted of certain criminal offenses. Furthermore, conviction of a crime after an individual is already employed may result in corrective action, up to and including termination. In determining whether an applicant or employee will be disqualified, the city will conduct individualized assessment. In doing so, the city may evaluate several factors, including, but not limited to, the nature and circumstances of the conviction, whether the conviction is a misdemeanor or felony, the length of time since the conviction, the number of offenses for which the individual was convicted, and the job sought or held. The Law Director shall perform the individualized assessment and engage in communication with applicants or employees relative to the process. The hiring policy provides more information regarding the assessment and the criteria.

2.6 REDUCTION IN FORCE

Whenever a reduction in force becomes necessary, the Department Director will notify the affected employee in writing at least 14 workdays prior to the effective date of the action and may state the reasons for such reduction unless other stated in an employment contract or collective bargaining agreement. *Reasons shall include all relevant work-related factors, including but not limited to employee evaluations.*

2.7 PERFORMANCE EVALUATIONS

The city may conduct performance evaluations at minimum on an annual basis. Performance will be assessed against goals and objectives established by your supervisor at the beginning of the review period and/or the stated responsibilities of your job description.

2.8 SEPARATION FROM EMPLOYMENT

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and leave time off will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally eligible for rehire.

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to collect all City property and discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary ~~because of~~ to reduce the number of employees or work hours, this may be done at the discretion of the City. . An employee shall return any City owned property to the City immediately upon termination of employment, including access cards, computers, cell phones, keys or any records in their possession. An employee upon termination of employment shall not access any City owned computer systems and shall not retain or transfer emails, records or other documents.

EMPLOYEE BENEFIT PROGRAMS

3.1 LIST OF BENEFIT PROGRAMS

The city currently offers a comprehensive, competitive benefits package to **full time employees**. Following is a listing of benefit programs that may be available.

- Public pension through Ohio Public Employee Pension and Ohio Police & Fire Pension Fund in lieu of (or in addition to, depending upon federal law) Social Security.
- Health Care Plans, a voluntary comprehensive program which includes coverage for medical, dental, prescription, and vision.
- May provide flexible Spending Plan, a voluntary program which allow the use of pre-tax dollars to cover the cost of certain medical and dependent care expenses.
- Group Life Insurance coverage, an employer-provided program which includes Accidental Death & Dismemberment.
- Voluntary Term Life Insurance, a voluntary program offering additional life insurance at group rates which is portable at the time of separation.
- Voluntary Accidental Death & Dismemberment, a voluntary program offered through the Ohio Municipal League.
- Employee Assistance Program (EAP), an employer-provided program which provides confidential assessment, short-term problem resolution, and referral services.
- 457 Deferred Compensation Plans, voluntary programs which allow saving pre-tax dollars for retirement.
- Workplace Giving Programs, voluntary programs which allow for workplace giving, via payroll deduction, to public agencies, such as United Way or Community Shares, who seek ways to invest in local communities and/or seek social, economic, and environmental justice.
- Mandatory Direct Deposit for up to five (5) accounts and/or financial institutions.
- Employee Banking Benefits offered through local financial institutions, such as Fifth Third Bank, Glass City Federal Credit Union, or Key Bank.

The City of Maumee reserves the right to change, alter or eliminate any benefit herein referred for additional information on these programs, please refer to the City of Maumee website, Human Resources page or contact Human Resources.

3.2 WORKERS' COMPENSATION

The city provides a comprehensive workers' compensation program for our employees. All employees are entitled to workers' compensation benefits, upon compliance with the applicable legal requisites. This coverage protects you in the event of a compensable on-the-job injury. An on-the-job injury is defined as an accidental injury sustained in the course of and arising out of your employment with the city, or an illness which would be directly related to performing your assigned duties. The city pays for this job injury insurance. If you cannot work due to a job-related injury or illness, workers' compensation could pay your related medical treatment bills. In the event that you would be unable to return to work, payment for lost wages is not made for the first seven days (including weekends) of lost time. Thereafter, the city may decide to continue your payroll through the city for the period of disability resulting from your claim, providing the extent of such injury or disability would prevent you from performing the duties as may be assigned and provided further, such period should not exceed 60, 8-hour workdays. In order to be eligible, the Employee must comply with the provisions set forth in the city's injury leave policy and be approved by the appropriate Director and the City Administrator. The city reserves the right to deny extra paid time following the original worker's compensation period.

It is critical that you immediately inform your supervisor of any work-related injury or illness, regardless of how minor it might appear at the time. Immediate reporting ensures that you could qualify for workers' compensation benefits, if eligible, as quickly as possible, upon prompt investigation.

Workers' compensation is intended to cover only work-related injuries and occupational diseases sustained in the course of and arising out of employment with the city.

EMPLOYEE CONDUCT IN THE WORKPLACE

4.1 GENERAL CODE OF PERSONAL CONDUCT

As custodians of the public trust, the employees of the city must be held to a high standard of conduct in the performance of their duties. Therefore, all employees of the city are expected to conduct themselves in accordance with the following general guidelines in all aspects of their employment:

1. An employee shall exhibit professionalism in conduct, speech, behavior, and appearance. This includes respecting another's expression of personal opinion, particularly on matters of public concern.

2. An employee shall treat the public and fellow employees with courtesy and respect and shall refrain from the use of obscene, abusive, slanderous, libelous, or threatening language whether written or oral.
3. An employee shall maintain the highest standards of integrity and honesty to avoid the appearance of favoritism, retaliation, or other unlawful conduct.
4. An employee shall at all times, whether on duty or off, refrain from engaging in conduct or encouraging others to engage in conduct which brings disrepute or discredit to the city and/or city officials which will tend to undermine public confidence in the workings of the government of the city. This includes use of social media.
5. An employee shall discharge the responsibilities of their position by thorough, diligent, and prompt performance of their duties. An employee shall not be insubordinate or refuse to follow instructions or direction from a supervisor or manager or refuse or be unwilling to accept a job assignment or to perform job requirements.
6. An employee shall not disclose to or discuss with unauthorized persons any information acquired in the course of employment which is required by law to be kept confidential or that which will undermine the efficiency, timeliness, and/or cost effectiveness of city endeavors .
7. An employee shall conduct themselves with due regard for the health and safety of coworkers, the public, and the employee, and shall refrain from conduct which endangers persons or property.

4.2 ATTENDANCE

Teamwork is a key element of our success. Good attendance and punctuality are essential if we are to successfully achieve the levels of service expected by residents and those that conduct business with the city. Accordingly, we expect the city employees to be reliable and punctual. We expect all employees to assume diligent responsibility for their attendance, because recurring absences and/or tardiness adversely impacts customer service, workflow, productivity, and morale.

Issues regarding attendance and punctuality could result in discipline and/or discharge.

4.3 TARDINESS

An employee is considered to be tardy, or to have left early, if he or she is not at work at their scheduled starting time or ending time, including scheduled overtime, meals and breaks. Tardiness is defined as beginning work after the designated starting time. It is important to understand that the employee must begin working at their start time, rather than walking

through the door at that time. Frequent, excessive, or patterned tardiness is unacceptable and grounds for corrective action up to and including termination.

In addition, other related behavior will be considered when assessing an employee's attendance record (i.e., leaving work early, taking extra time at lunch or during breaks, etc.). Employees who leave early without proper notification are also subject to further disciplinary action up to and including termination.

4.4 NOTIFICATION PROCEDURES

If you are unable to come to work or you will be late for work, you are required to properly notify your supervisor or your supervisor's designee no later than 30 minutes before your scheduled start time, on the first day of the absence or lateness and for each subsequent day, unless the supervisor authorizes less frequent call-ins. Similarly, if you must leave work early you are required to notify your supervisor or designee. Proper notification requires that you speak directly with your supervisor or your supervisor's designee. You may only leave a voice mail or send an email in the event that your supervisor is unavailable to speak with you directly. If you leave a voice mail for your supervisor, you are required to call back and speak to your supervisor or your supervisor's designee as soon as the office is open to ensure that the message has been received and appropriate action has been taken to provide coverage for your job duties, *unless you are physically unable to do so*.

4.5 CORRECTIVE ACTION FOR ATTENDANCE PROBLEMS

Supervisors may take early and appropriate action on potential attendance problems. To determine whether a problem exists, the supervisor may consider each instance of unplanned absence or tardiness. The reasons for and frequency of the absences, the length of the absences and the degree of tardiness should be considered. In some cases, the employee's performance record, length of service and past attendance record may be taken into consideration as well, in judging whether a problem or potential problem exists. An employee should be informally counseled about the city's attendance policy whenever appropriate.

4.6 PERSONAL CELL PHONE USAGE

The use of personal cell phones, smart phones and pagers should not be allowed to interfere with the normal course of business. Personal cell phones, smart phones and/or electronic equipment should be turned off or be set to operate in vibrate mode during regular working hours, unless they are being used for business purposes. Personal calls or text messages should be conducted during rest or meal periods, away from the regular work area. Employees who use cell phones for excessive personal use during business hours will be subject to disciplinary action up to and including termination.

4.7 CITY OWNED COMMUNICATION DEVICES

The city has found it necessary for many of its employees to have access to numerous communication devices to conduct city business, including, but not limited to cell phones, smart phones, hotspots, telephones, computers, and fax machines. These communication devices are designated for business use only. City employees with access to communication devices are not permitted to engage in personal calls on city communication systems. Employees shall also not use City Wi-Fi, hotspots or other internet connection for personal use, including the streaming of movies, videos or other media. Any employee violating this policy or making or receiving personal phone calls and/or e-mail on a city communication device will be subject to discipline up to and including termination. Minimum standards of flexibility will be permitted in limited circumstances demanding immediate attention.

Further, employees for the city should be aware that the use of city communication devices including, but not limited to, cell phones, hot spots, Wi-Fi, computers, radios, video, audio, and GPS may be monitored, recorded, or otherwise observed to ensure quality control, adherence to city work rules, ordinances, and employee safety and security.

While the city does recognize that, from time to time, certain employees may be required to conduct city business from a city owned cell phone while away from the office, any such employee shall not be permitted, under any circumstance, to text or email while driving. Moreover, employees are not permitted to talk on their cell phone while driving without a hands-free device.

Employees using city devices for city business must understand that all texts, photos, e-mails, call logs, social media posts etc. are public records of the city and must be preserved. Failure to follow this policy and failure to preserve such records of city activity could result in disciplinary action up to and/or including termination.

4.8 DRUG AND ALCOHOL USE

The city is committed to being a drug-free, healthful, and safe workplace. To that end, and in accordance with the Drug-Free Workplace Act of 1988, any employee who demonstrates impaired judgment, performance, or behavior, which is reasonably judged to be the result of drugs or alcohol, may be subject to drug testing. The city reserves the right to search and inspect the workplace for illegal or unlawful possession of drugs.

Drug/Alcohol screening/testing shall be conducted at times of pre-employment, annual physical, if given, for reasonable suspicion, randomly, or otherwise in accordance with the Drug Free Workplace Policy (DFWP) of the City of Maumee. Under no circumstances may the results of drug/alcohol screening or testing be released without following HIPPA guidelines or court order. This procedure shall not preclude the Employer from other administrative or disciplinary action up to and including termination or other court action.

City employees may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on the city premises or while conducting any business-related activity

away from the city premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you violate this policy, it may lead to disciplinary action, ranging from educational and rehabilitation efforts up to and including termination of your employment and referral for prosecution for violations of the law.

If you have questions or concerns about substance dependency or abuse, you are encouraged to use the Employee Assistance Program. You can also discuss these matters with your Supervisor, Department Director, or the Human Resources Division to get help and referrals to community resources. Questions about this policy or issues related to drug or alcohol use at work can be directed to your Supervisor, Department Director, or the Human Resources Division.

If you have a drug or alcohol problem, you may request unpaid time off not to exceed the limits depicted in the employment ordinances, to participate in a rehabilitation or treatment program through our health care benefit coverage if your substance abuse problem has not already resulted in disciplinary action and you are not currently subject to immediate disciplinary action.

The city may approve the time off without pay if you agree to stop using the problem substance; follow all the city policies and rules relating to conduct at work; and if giving the time off will not cause the city an undue hardship. An employee who wishes to be paid during this type of leave they may utilize accrued, unused, vacation, compensatory, or sick leave in this order.

4.9 VIOLENCE IN THE WORKPLACE

Zero Tolerance Policy - The City of Maumee is committed to providing a work environment that is safe, secure and free of harassment, threats, intimidation and violence. In furtherance of this commitment, the City enforces a zero-tolerance policy for workplace violence. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect City employees, or which occur on City property, will not be tolerated. Employees threatening or committing acts of violence will be subject to appropriate corrective action, up to and including termination. City employees who are found to have committed acts of workplace violence will be referred to law enforcement for potential criminal prosecution, depending on the nature of the offense. Employees must report such activity to their Supervisor, Department Director, Human Resources, the Law Director, or other appropriate city official in a timely manner.

4.10 HARASSMENT – SEXUAL OR UNLAWFUL

The City of Maumee, as part of its continuing equal opportunity efforts and pursuant to the guidelines on gender discrimination issued by the Equal Employment Opportunity Commission, fully supports legislation to protect and safeguard the rights and opportunities of

all people to seek, obtain and hold employment without being subjected to sexual harassment or discrimination of any kind in the workplace, *including retaliation for reporting instances of such conduct by employees or other persons having business with the city.* It is the policy of the city to provide an environment free of sexual harassment.

Sexual harassment is a violation of Title VII of the Civil Rights Acts of 1964 and it is against the policies of the city for any employee, male or female, to sexually harass another employee by:

- (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's employment, or
- (b) making submission to or rejections of such conduct the basis for employment decisions affecting the employee, or
- (c) creating an intimidating, hostile or offensive working environment by such conduct which unreasonably interferes with an employee's job performance, or
- (d) retaliating in any manner against any employee or other person who has reported instances of such conduct by employees or other persons having business with the city.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, which lowers morale and that, therefore, interferes with our work effectiveness. Sexual harassment may take different forms and is often non-exclusive in nature. One specific form is the demand for sexual favors. Other forms of harassment include, but are not limited to:

Verbal Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, *or any form of retaliation for the reporting of such.*

Non-verbal Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures, *or any form of retaliation for the reporting of such.*

Physical Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault, *or any form of retaliation for the reporting of such.*

Sexual harassment or retaliation for reporting sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the workplace. But whatever form it takes, verbal, non-verbal or physical, sexual harassment can be insulting and demeaning to the recipient and cannot be tolerated in the workplace.

Sexual harassment or any form of retaliation for reporting sexual harassment by any employee, Department Director, or Supervisor, will not be tolerated. All employees, Supervisors, and non-supervisors alike, will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against

any employee who violates this policy against sexual harassment. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination.

4.11 SEXUAL HARASSMENT COMPLAINT PROCEDURE

1. Any employee who believes he or she has been the subject of sexual harassment should report the alleged act immediately to their Supervisor, Department Director, Human Resources, Law Director, Administrator, or Mayor.
2. If the complaint involves the direct supervisor of the person bringing the complaint forward, the complaint shall be filed with the next highest level of supervision up to and including the mayor.
3. All complaints will be handled in a timely and confidential manner. In no event will information concerning a complaint be released by the city to third parties or to anyone within the city who is not involved with the investigation, except as may be required by law. The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any employee wrongfully charged with sexual harassment.
4. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. Employees shall be guaranteed an impartial and fair investigation, and where the evidence so warrants, a fair and impartial hearing. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation.
5. If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken.

The city recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a determination based on all relevant and ascertainable facts. Given the nature of this type of discrimination, the city recognizes also that false accusations of sexual harassment can have serious effects on innocent individuals. It is hoped that all employees of the city will continue to act responsibly to establish and maintain a pleasant working environment, free of discrimination, for all.

Any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise his or her supervisor or the Human Resources Manager so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action up to and including termination of employment.

4.12 WORKPLACE HARASSMENT/INTIMIDATION

The City of Maumee as part of its continuing affirmative action efforts and pursuant to the guidelines on discrimination issued by the Equal Employment Opportunity Commission and further developed by the courts, fully supports legislation to protect and safeguard the rights and opportunities of all people to seek, obtain and hold employment without being subjected to harassment or other forms of discrimination of any kind in the workplace, including retaliation for reporting instances of such conduct by employees or other persons having business with the city. It is the policy of the city to provide an environment free of harassment of any nature.

Harassment in the workplace can be a violation of Federal and/or State law; it is against the policies of the city for any employee to harass another employee in the workplace by:

- (a) creating a hostile work environment by any means, where the intention or result is to unduly, inappropriately, or adversely affect the working conditions of another employee(s) in a manner that is inconsistent with city policy, rules or regulations, or
- (b) making submission to or rejections of such conduct the basis for employment decisions affecting the employee, or
- (c) creating an intimidating, hostile or offensive working environment by such conduct which unreasonably interferes with an employee's job performance, or
- (d) retaliating in any manner against any employee or other person who has reported instances of such conduct by employees or other persons having business with the city.

Harassment does not refer to behavior or occasional verbal discourse, other conduct of a socially acceptable nature, or legitimate corrective, rehabilitative or disciplinary action taken pursuant to and in accordance with city policy, rules, or regulations. It refers to unreasonable behavior, conduct, or other verbal or non-verbal gestures intending to or resulting in a situation that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale, unreasonably interferes with another employee's employment relationship with the city and that which may, therefore, interfere with our municipality's and/or employee's work effectiveness. Harassment may take different forms, is often non-exclusive in nature, and is determined by the facts and circumstances of each individual situation. Harassment or retaliation for reporting harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the workplace. But whatever form it takes, verbal, non-verbal or physical, harassment can be insulting and demeaning to the recipient and cannot be tolerated in the workplace.

Harassment or any form of retaliation for reporting harassment by any employee, department Director, or supervisor, will not be tolerated. All employees, supervisors, and non-supervisors

alike, will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy against workplace harassment. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination.

Any supervisor, employee, and/or potential victim who becomes aware of possible workplace harassment or other intimidation must immediately advise his or her supervisor or the Human Resources Manager so it can be investigated in a timely and confidential manner.

4.13 WORKPLACE HARASSMENT COMPLAINT PROCEDURE

1. Any employee who believes he or she has been the subject of workplace harassment should report the alleged act immediately to his or her Supervisor, Department Director, Human Resources, Law Director, Administrator, or the Mayor.
2. If the complaint involves the direct supervisor of the person bringing the complaint forward, the complaint shall be filed with the next highest level of supervision up to and including the Mayor.
3. All complaints will be handled in a timely and confidential manner. In no event will information concerning a complaint be released by the city to third parties or to anyone within the city who is not involved with the investigation, except as may be required by law. Nor will anyone involved be permitted to discuss the subject outside the investigation, except as may be required by law. The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of workplace harassment, and to protect the reputation of any employee wrongfully accused of workplace harassment.
4. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. Employees shall be guaranteed an impartial and fair investigation, and where the evidence so warrants, a fair and impartial hearing. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation.
5. If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken.

The city recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a determination based on all relevant and ascertainable facts. Given the nature of this type of discrimination, the city recognizes also that false accusations of workplace harassment can have serious effects on innocent individuals and making false accusations may constitute

harassment as well. It is hoped that all employees of the city will continue to act responsibly to establish and maintain a pleasant working environment, free of discrimination, for all.

An employee who has reported concerns of harassment pursuant to the process above but believe that the complaint is not being investigated in a timely manner should report same to the next level within the organization.

4.14 POLICY ON EMPLOYEE RELATIONSHIPS

PURPOSE:

The purpose of this Policy is to establish city policy on relationships between and among city employees, which give rise to an actual or perceived potential conflict of interest with professional responsibilities, which creates an adverse impact on supervision, safety, security, or morale within the city and/or any of its departments or divisions, and/or exposes the city to the potential for legal ramifications.

POLICY:

1. The city recognizes the rights of employees to become involved in and/or maintain personal or business relationships with co-workers and members of the community at large. However, it is the policy of the city to ensure that its employees carry out their duties with impartiality and fairness so that public and organizational confidence in the actions of its employees is maintained. It is important to remain vigilant of perceptions and to eliminate all appearances of impropriety.
2. Public trust, safety, and morale require that employees avoid the appearance of any conflict between their professional responsibilities and their involvement in a romantic relationship with other employees. In order to promote efficient operation of the city and avoid misunderstandings, complaints of sexual or workplace harassment of any nature, or inconsistent application of city policies and/or benefits as a result of inappropriate personal, business, or romantic relationships as defined by this policy, and/or inappropriate conduct related thereto, will be addressed under this policy.
3. This policy is not intended to apply to casual social interactions and friendships between city employees.

DEFINITIONS:

1. "Personal relationship" means a family relationship between two employees, whether by marriage or by blood, including former spouses or cohabitants.
2. "Business relationship" means a relationship between two or more people that is based on a common financial or business interest.
3. "Supervisor" means an employee who has authority, direct or indirect, over another by virtue of their rank, pay grade, or job classification.
4. "Subordinate" means an employee who is answerable to another employee based on rank, pay grade, or job classification.
5. "Conflict of interest" means a conflict between the private interests and public obligations of an employee, based on a personal, business, or romantic relationship which creates a substantial risk of an adverse impact on job performance, or may reasonably be perceived as such.

6. "Dating" means social interaction under circumstances that are intended to or may lead to exchange of personal affection, emotional attachment, and/or sexual or physical intimacy.
7. "Romantic relationship" means a relationship between two city employees which includes dating, exchange of personal affection, emotional attachment, any form of sexual or physical intimacy, and/or cohabitation.
8. "Employee" means any person who is employed by the city on a full or part-time basis, including elected and appointed persons, whether paid or unpaid.

PROCEDURES:

1. Supervision

- A. An employee generally shall not directly supervise another employee where a personal, business, or romantic relationship exists between the two.
- B. An employee shall not recommend advancement, contribute to a performance rating, or decide the assignment or placement of another employee where a personal, business, or romantic relationship exists between the two.
- C. An employee shall not be assigned or contribute to the investigation of a complaint and/or disciplinary action of another employee where a personal relationship, business, or romantic relationship exists between the two.
- D. Permanent assignments that place a supervisor anywhere in the chain of command over another employee where a personal, business, or romantic relationship exists between the two must be approved by the director of that department and the director of law.
- E. Occasional functional supervision of another employee with whom a personal, business, or romantic relationship exists may be unavoidable, but should not be the norm. The supervisor will be excluded from involvement in any disciplinary or evaluation process involving the other employee where such a relationship exists.
- F. In order to protect employees from sexual and other workplace harassment and to protect the city from potential liability, employees who are involved in a romantic relationship may be asked to sign a statement that the romantic relationship is consensual.

2. Personal, Business, or Romantic Relationships

- A. All employees of the city are obligated to perform their duties and responsibilities consistent with the best interests of the city. No employee of the city shall allow a personal, business, or romantic relationship or personal financial or business interests to conflict with the employee's professional, ethical, or fiduciary responsibilities toward the city or with the employee's job performance. The avoidance of all actual or perceived conflicts of interest is important not only for co-workers, but particularly for superiors and subordinates within the city.

3. Duty to Notify

- A. In the event a supervisor and subordinate become involved in a personal, business, or romantic relationship which gives rise to an actual, perceived, or potential conflict of interest, both the supervisor and the subordinate shall notify the Director of the Department, or in the case of a Department Director, the Mayor, and the Director of Law, in person as soon as possible.

B. Once the Director of the department, the Director of Law, or Mayor becomes aware of a personal, business, or romantic relationship which gives rise to an actual, perceived, or potential conflict of interest, the Director of the department, City Administrator, or Mayor shall take appropriate action to eliminate the conflict of interest. In evaluating the circumstances, the Director of the department or Mayor and Director of law shall consider both the interests of the city and the interests of the employees, but the interests of the city shall take precedence.

C. Employees who find themselves working in close proximity to other employees with whom a personal, business, or romantic relationship exists shall immediately notify their supervisor.

D. Failure by an employee to report a listed relationship as required by this policy could compromise the integrity of the city's chain of command, disrupt the work environment, cause decline in morale, and reduce productivity. Any failure to report a relationship as required by this policy is a violation of city policy and may subject an employee to disciplinary action.

4. Marriage or Cohabitation

If a supervisor and a subordinate marry or cohabit, the City Administrator or Mayor will review the working relationship of the two employees and determine if it creates a potential conflict of interest or an adverse impact on supervision, safety, security, or morale. If it does, reasonable effort will be made to transfer, reassign, or otherwise resolve the situation so that one of the employees is placed in a position where the conflict no longer exists. Prior to any reassignment, the city will receive input from the involved employees.

5. Members of the Public

A. Employees shall refrain from developing romantic or business relationships with parties to matters of official business pending with the city.

B. Employees who believe they may have an actual or potential conflict of interest shall make their circumstances known to the Director of the department and the Director of law. In evaluating the circumstances, the Directors shall consider both the interests of the city and the interests of the employees, but the interests of the city shall take precedence.

4.15 INFORMATION TECHNOLOGY & OTHER CITY OWNED BUILDINGS, PROPERTY, EQUIPMENT USAGE, AND PURCHASING POLICY

The city has implemented electronic mail and internet access to enhance internal and external communications and augment its business capabilities. In order to ensure the business objectives of e-mail and internet access are attained and to protect and preserve proprietary and confidential information and perpetuate a professional working environment, the city sets forth the following policies and reserves the right to change them at any time as circumstances may require.

1. Internet /email system is provided by the city to its employees to assist in the conduct of business within the city and, with but not limited to, external carriers, vendors, prospects, and clients. The email programs are to remain open and minimized at all times. If daily work functions do not require an employee to utilize Windows, employees are advised to review their electronic mail system for messages twice per business day. Checking for messages upon a.m. arrival and following lunch are suggested.
2. Employees should ensure they log-off any secure, controlled-access computer or other form of electronic data system to which they are assigned when they leave such computer or system unattended.
3. The electronic mail system hardware is the property of the city. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of the city. They are not the private property of any employee. All records, including emails, documents, plans, contracts or other related records are the property of the public office concerned and shall not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of, in whole or in part, at any time, except as provided by law or under the rules adopted by the Maumee records commission provided for under sections 149.38 to 149.42 of the Revised Code. These records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, destroyed, mutilated, or transferred unlawfully. Violation of this provision can subject an employee to possible civil and/or criminal sanctions. Any records requested by an individual, business or entity that are public records shall not be transferred or provided to the requestor without a proper public records request and payment of any applicable fees.

In the event a request is made to inspect and/or obtain a copy of a record maintained by the City whose release may be prohibited or exempted by either state or federal law, the request shall be forwarded to legal counsel for evaluation. The person submitting the request shall be advised that their request is being reviewed by legal counsel to ensure that protected and/or exempted information is not improperly released by our office. Records, whose release is prohibited or exempted by either state or federal law, or not considered public records as defined by R.C. 149.43(A)(1), shall NOT be subject to inspection.

4. The internet/email system nor city employment may not be used to solicit or promote commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. City equipment or software shall not be used to do including the

following but not limited to accessing, sending, or receiving private social networking, (Facebook, Meta, LinkedIn, Google), microblogging, (Twitter, Tumblr) photo sharing, (Instagram, Snapchat, Pinterest), and/or video sharing, (YouTube, Facebook Live, Periscope, Vimeo) unless expressly approved by the City Administrator. Sending chain letters is prohibited, as are the dissemination of jokes and use of on-line recreational games.

5. The internet/email system is not to be used to view or disseminate any offensive or disruptive information or to engage in unlawful or malicious activities. Among that which is considered offensive, are any web sites which contain sexual images or comments, racial slurs, or any other comment that offensively addresses someone's age, sexual orientation, gender identity, physical ability, economic or social class, religious or political beliefs, national origin, or disability.

6. Downloading of software should be handled with extreme caution as to prevent the propagation of viruses. Deliberately propagating any virus, worm, Trojan horse, trap-door program code or other code or file designed to disrupt, disable, impair, or otherwise harm the city's networks is prohibited. No software should be downloaded without prior consultation with the IT department.

7. Deliberately causing congestion, disruption, disablement, alteration, or impairment of the city's networks or systems is prohibited.

8. The internet/email system shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior written authorization by the owners.

9. The city reserves and intends to exercise the right to review, audit, intercept, access and disclose all internet/email activity. This includes but is not limited to; internet sites accessed, and time spent using internet software. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the city without the permission of the employee.

10. Notwithstanding the city's right to retrieve and read any email messages, messages should be treated as confidential by other employees, including the system coordinator, and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by an authorized City Administrator or the Mayor.

11. Employees shall not use a code, PIN number, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission without the express permission of the City Administrator or the Mayor.

12. Unsanctioned Internet Service Providers (ISP) connections to the city's computer systems are not permitted. Only connections authorized and properly protected by required security devices and precautions are permitted.

13. Defeating or attempting to defeat security restrictions, including but not limited to sharing codes, PIN, security IDs numbers and installed on city systems and/or fuel cards, credit cards, and/or applications is prohibited.

14. All activities undertaken by users may ultimately become the responsibility of the city. It is the policy of the city to hold individual users liable for their actions.

15. Any employees who discover a violation of this policy shall immediately notify the Human Resources Division and their direct supervisor.

16. According to the US Copyright Act, the illegal reproduction of software is subject to civil damages of as much as \$100,000 per title infringed and criminal penalties including fines of as much as \$250,000 per title infringed and imprisonment of up to five years. A user, who makes, acquires, or uses unauthorized copies of software will be disciplined as appropriate under the circumstances. Such discipline may include termination of employment. The city does not condone and will not permit the illegal duplication of software.

17. A user who introduces a virus onto any computer system owned, operated, or otherwise controlled by the city will be disciplined as appropriate under the circumstances.

18. Any employee who violates this policy or uses the internet/email system for improper purposes shall be subject to disciplinary action, up to and including termination of employment and criminal prosecution, where appropriate.

19. Elected officials, employees, employees' friends, non and former employees, and/or family members of either, as stated (family member) in this ordinance may not utilize city owned property, buildings, or equipment for personal use or business use unrelated to their job function with the city. This includes but is not limited to; phones, radios, computers, printing or copying equipment, offices, land, training and storage facilities, motor vehicles (regardless of licensure), mailing systems, waste management facilities and storage, and any other buildings or structures which house department operations or repairs.

20. Employees must familiarize themselves with the City of Maumee purchasing policy which provides a guide for requisitioning purchases, acknowledging the receipt of goods and services procured, and also the payment process for goods and services. The guide includes statements of purchasing objectives and policies, as well as the procedures to be followed in performing the purchasing functions. All employees or elected officials utilizing City of Maumee credit cards must familiarize themselves with the City's Credit Card Policy regarding the requirement to submit itemized credit card receipts, and also certifying that an employee's use of City credit cards was for a proper public purpose in the event an itemized receipt is lost.

21. An employee will also be subject to discipline up to and including termination for the following: Theft, misappropriation or unauthorized possession or use of property, documents, credit cards, records or funds belonging to the City or another employee;

removal of the same from City premises without authorization. (ii) Changing or falsifying City records, including personnel and pay records; recording work time for another employee, or having time recorded to or by another employee; or falsifying of one's employment application, including past employment and educational history. (iii) Insubordination or refusing to follow instructions or direction from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements. (iv) Sleeping during regular working hours.

4.16 SOCIAL MEDIA MESSAGING

City equipment, software, or property shall not be used to view, access, download, contribute to, store, send or receive private social networking including but not limited to, (Facebook, Meta, Reddit, TikTok, LinkedIn, Google, WeChat, Skype), microblogging, (Twitter, Tumblr) photo sharing, (Instagram, Snapchat, Pinterest), and/or video sharing, (YouTube, Facebook Live, Periscope, Vimeo) unless expressly approved by the City Administrator, Law Director, or Mayor. Exceptions for conferencing Apps such as zoom, GoToMeetings, Microsoft Teams, Cisco WebEx and other may be utilized for official City of Maumee business only and may not be utilized while operating equipment, driving or otherwise that may endanger the employee or others. City employees may maintain personal websites or web logs on their own time using their own facilities and equipment. .

You may not do any of the above referenced activities on the internet during business hours using the city property, software, or systems. Each employee is responsible for ensuring that internet and/or social media activity does not interfere with his or her work. The content of web logs maintained by employees should not be purposefully offensive, obscene, defamatory, threatening, infringe on intellectual property rights, invade the privacy of anyone, contain illegal content, or be illegal or injurious to the city or other employees of the city. The city has access to all city-provided electronic equipment and property, and may from time to time, and without notice inspect the condition of that equipment and the communications, content, data, and imagery stored on it. If you access, view, create, or save any communications, content, data, or imagery in city-provided digital equipment, you have no privacy rights as to it and any such communications, content, data, and imagery are subject to monitoring by the city. You must cooperate in such monitoring. Any employee who posts, forwards, and/or participates in production of pornographic, sexual, or obscene material that which is viewable by others either on public or private media, in violation of the law, or by employees of the City of Maumee via any means shall be subject to immediate dismissal.

You may not post any material or information that:

- Violates the privacy rights of another city employee
- Intentionally or inadvertently discloses any confidential business information of the city
- Comments on the future business performance, business plans or prospects of the city
- Includes copyrighted materials or other intellectual property of someone other than you

- Uses or displays the logo, graphics, or trademarks of the city
- Displays false or misleading information whether by and/or through innuendo, insinuation, aspersion, reference, implication, or accusation about the city, its staff, and/or elected officials.
- Displays any information that violates any other city policy
- Displays any content, information, reports, or documents that purport to represent the position, viewpoint, statements, opinions, or conclusions of the city
- Violates any law, such as laws that prohibit defamation, harassment, discrimination, and retaliation memorialized in this Handbook and policy.

You may not use the city's name to endorse or promote any product, commercial enterprise, opinion, cause, or political candidate, yourself in soliciting work or outside additional employment while still in the city's employ. If your post or entry identifies or mentions the city, you must also identify yourself by your real name and state in a prominent way that any entries or posts express your personal view and are not written by or on behalf of the city and do not represent the views of the city. However, an employee simply identifying that what they communicate represents a personal view or opinion, in no way absolves said employee from adhering to and being regulated by this entire handbook or other federal, state, or local law and/or policy. Links to other websites or locations are also subject to this policy.

This policy applies to all written narratives, posts, and other sites, without regard to whether it is accessible by the public or requires a password.

Remember, you are personally responsible for any posting that you make. You can be held personally liable for any statements deemed to be defamatory, libel, obscene, harassing, discriminating, retaliatory, violating privacy rights, or including confidential or copyrighted information (e.g., music, videos or text that belongs to someone else). The city is not responsible for protecting you from the consequences of any information that you post. No confidential or proprietary city information may be posted on any media without the express permission of the City of Maumee.

If you identify yourself as a city employee on your web log, you must place a prominent disclaimer stating that you are only expressing your personal views and not those of the city. However, an employee simply identifying that what they communicate represents a personal view or opinion, in no way absolves said employee from adhering to and being regulated by this entire handbook or other federal, state, or local law and/or policy. You may not link the city's website or post city material on a website or web log unless written permission is obtained from the City Administrator, or the Mayor.

4.17 MONITORING IN THE WORKPLACE

The city may conduct workplace monitoring to help ensure employee safety, security, and constituent satisfaction.

All computer equipment, services, or technology that we furnish you are the property of the city. We reserve the right to monitor computer activities and data that is stored in our computer systems. We also reserve the right to find and read any data that you write, send, or receive by computer. A stated herein, the city also reserves the right to monitor all vehicle usage, communication, and video in and outside of said vehicles.

4.18 SECONDARY EMPLOYMENT

An employee may obtain employment in addition to their city job as long as the secondary employment does not; interfere with the satisfactory performance of their city job duties, constitute an ethical violation, or represent a conflict of interest. Employees must disclose any secondary employment to the Human Resources Manager and the City Administrator in writing. City administrator must approve secondary employment after review by the city Law Director.

All employees will be held to the same performance standards and scheduling expectations regardless if they have secondary employment. In order to remain employed by the city, you will be asked to terminate secondary employment if it is determined that it is impacting your performance or your ability to meet the city's requirements, which may change over time.

Any employee who is on leave from the city due to illness or injury covered by sick leave, including FMLA leave for themselves, or a family member shall not be permitted to work such secondary employment during their inability to work their primary job for the city. Employees who are determined to be working secondary employment while on FMLA or sick leave may be subject to discipline or other corrective action up to and including termination.

4.19 PERSONAL APPEARANCE/DRESS CODE

We want city employees to reflect a business appropriate image to the public. How you dress, your grooming and personal cleanliness standards all contribute to that image and also to the morale of your co-workers. We expect our employees to use good judgment in their selection of clothing. Below is a list of clothing items that are not acceptable at any time in the workplace:

A business casual dress policy calls for everyone exercising good judgment. The following lists are not intended to be all inclusive. They are intended to set general parameters for proper business casual dress for City of Maumee staff whose duties are considered administrative and clerical and shall serve as assistance when making appropriate dress decisions.

Slacks

Slacks, khakis, and blue jeans are acceptable. Both men and women are expected to wear clothes that are laundered and pressed. Inappropriate choices include , shorts, sweatpants, workout wear. Blue jeans and stretch jeans and spandex may be worn if there are accompanied by an appropriate blouse, and/or collared shirt.

Shirts

Casual collared shirts, blouses, sweaters, sport jackets, and turtlenecks are within guidelines. Inappropriate choices include midriff or spandex tops, printed T-shirts, sweatshirts, muscle shirts, and halter tops unless otherwise authorized by a Department Director.

Dresses and skirts

Dresses and skirts are appropriate. They should be reflective of an office environment.

Footwear

Flip-flops, slippers, and tennis shoes are prohibited. However, tennis shoes may be allowed for medical or comfort reasons if approved by an appropriate Director and shall be allowed if the individual receiving approval is not visible from the public.

Please remember that you should always dress appropriately for your duties and schedule for the day regardless of the business casual dress policy which suggests that you keep a sport coat, footwear, and shirts on hand for meetings as appropriate. If you have any questions, please contact your supervisor.

Your supervisor is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave work until you can return properly dressed or groomed. If this happens, you will not be paid for the time away from work. Be sure to consult your supervisor if you have questions as to what constitutes appropriate appearance.

4.20 SAFETY

Workplace safety is a top priority for the city. Although the city strives to provide a safe working environment, workplace safety remains the responsibility of each employee.

You must immediately report any unsafe act or working condition to the appropriate supervisor so that corrective measures can be implemented. Examples of unsafe work conditions may be liquid spills on a hard floor, file drawers left open in high traffic areas, or other similar potentially hazardous conditions.

It is very important that you inform your supervisor or the Human Resources Manager immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly; follow the laws and start insurance and worker's compensation processing if necessary.

4.21 SECURITY INSPECTIONS

The city wants to have a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. The possession, transfer, sale, or use of these materials is prohibited on city premises unless said employee is a sworn police officer or current bailiff for the courts.

You may be provided with desks, lockers, and other storage devices for your convenience, but these are always the sole property of the city. Because they are city property, we may inspect them at any time, either with or without advance notice to you. We may also inspect

any items that we find inside them. However, employees do have some limited reasonable expectation of privacy in a locked office.

We also want to discourage theft and the unauthorized possession of property that belongs to our employees, the city, visitors, and the public. To help enforce this policy, we may require inspection of employees and other persons who enter or exit our premises as well as any packages or other belongings they carry with them. If you wish to avoid having your belongings inspected, the best thing is to not bring them to work.

4.22 SOLICITATION

The city does not allow people who are not employees to solicit or distribute literature in the workplace at any time for any reason.

We realize that many employees participate in events and organizations outside work. However, during working time, employees may not solicit for these activities or distribute information about them. Working time does not include lunch periods, work breaks, or any time when you are not scheduled to be working.

Employees may not put information on our bulletin boards. The bulletin boards are reserved for official city communications such as:

- Employer announcements
- Organization announcements
- Union announcements
- Payday notice
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

4.23 SMOKING

The city is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. The use of tobacco products, smoking and vaping are prohibited in all buildings occupied by the city and its owned vehicles and property.

Employees wishing to use tobacco products, smoke or vape must decide to do so on other scheduled breaks off city owned property. No special smoking breaks will be permitted. Employees found to be taking excessive breaks to smoke or vape may be subject to discipline.

4.24 VEHICLE OPERATION

BACKGROUND: The operation of vehicles is an integral and essential activity in the conduct of the city's business. Each employee's and division's productivity are affected by the way the vehicles are operated. Vehicular accidents can be the costliest losses considering personal injury, property damage, lost time, and liability suits. A perfect driving record is the goal of all the city's divisions because less than perfect is too costly.

POLICY: The safe operation of vehicles and other related activities is the responsibility of each individual entrusted with equipment. Each department may establish work rules appropriate for its operations. However, those work rules will not override or substitute for this policy. Each department shall maintain records that assure equipment is properly maintained and all operators are eligible to drive. The department director shall maintain records of injury and losses from accidental or related occurrences. From time to time, the city shall recommend to the department directors, personnel actions, or operation methods to reduce losses. Exceptions to this policy must be approved by the City Administrator, Law Director, and the respective department director.

PROCEDURES:

A. Qualifications for Driving on City Business

Any full or part-time employee operating a vehicle on city business must meet all of the following requirements.

1. Must be at least 18 years old.
2. Must have current, valid Ohio driver's license with the proper endorsements, or CDL as may be required by the employee classification. A copy of the license must be on file as directed by the department head.
3. Must be familiar with the safe operation of equipment and refrain from any activity while operating equipment that might serve to violate the law or this policy, endanger themselves or others, or damage property.
4. Within prior 36 months, must have no more than six (6) driving violation points, 2 or more serious violations as described on ORC 4506.16 as amended or conviction of any of the following: OVI, DUI, DWI, hit and run, vehicular homicide, or other serious or major violation, except where the law or administrative rules impose more stringent requirements.
5. In the last 36 months, two incidents may be cause for corrective or disciplinary action up to and including termination.
6. Must be insurable under the city's vehicle insurance carrier.
7. In case of a vehicular accident an employee may be required to submit to a physical examination and/or blood, urine, or other chemical or breath testing for any impairment. A physician's report regarding determination of fitness to operate a vehicle on city business shall be reviewed by the Risk Manager for purposes of continuing driving privilege. If an employee is suspected of operating a City vehicle or equipment while under the influence of alcohol or drugs, they may be requested to submit to a breath test, blood, urine or other chemical test. Refusal to submit to drug and alcohol tests as ordered by the City will be grounds for disciplinary action. A refusal to test constitutes conduct that obstructs the proper administration of a test. The following is a list of some, but not all, of the actions an employee may take which will be considered by the City to be evidence of an employee's refusal to test: (i) Refusal to sign the form releasing test results to the City; (ii) A non-medical delay in providing urine, breath, blood, saliva or any other specimen; (iii) Failure to report directly to the testing facility upon notification; or (iv) The use of any product to invalidate the test results.
8. The city may have GPS, video, and/or audio units installed on all licensed and non-licensed vehicles owned by the City of Maumee and reserves the right to download and

review including, but not limited to, speed, location, vehicle wear and tear, idling time audio and video. The City reserves the right to discipline employees based upon information obtained from GPS, video and/or audio units installed in vehicles. No one shall tamper with or removed said units. Doing so will result in discipline up and to including termination.

Failure to maintain these requirements shall mean loss of driving privileges for activities of city business. Lack of driving privileges may be cause for reassignment, demotion, or dismissal. An employee's failure to provide proof of current valid Ohio driver's license with proper endorsements to the department may be grounds for disciplinary action. Each department director is responsible that the above information is maintained on file.

The city shall obtain Motor Vehicle Reports (MVR's) for prospective employees and shall advise the appointing authority of the prospective employee's status.

Any employee driving on city business shall attend at least one training session or course each year as provided by the department director or other appropriate city resource.

B. Prospective and New Employees

Prospective and new employees must have a history of safe operation of vehicles and meet the requirements of Section A. An adverse driving history may be cause for elimination from consideration for employment or promotion.

1. The Department Director or other appropriate city official shall request an MVR for prospective employees and shall advise the appointing authority of the prospective employee's status.

C. Operation of City Vehicles

1. Drivers must inspect the vehicle prior to operation. Defects in any components must be noted and reported to the employee's supervisor prior to use. Otherwise, damages could be attributed to the driver using the vehicle when the damages are discovered.
2. If the vehicle is believed to be unsafe, the employee must report it to the supervisor who will determine how to proceed.
3. Seat belts where provided must be worn by all vehicle occupants. Passengers may ride only where the vehicle is designed to carry passengers.
4. Only those on official business may be passengers in any city vehicle. See section E.
5. No personal use of a city Vehicle is permitted.
6. When not attended, non-emergency vehicles must be kept locked.
7. No personal equipment shall be installed in a city-owned vehicle.
8. Vehicles shall be maintained through a preventative maintenance program.
9. Fuel card usage must comply with Administrative Policy number 1 specifically regulating said use.
10. All employees must comply with state and/or local law for distracted driving while operating a city owned vehicle or while operating their own vehicle on City time.
11. All employees must immediately report any suspension of their driver's license to their supervisor and shall not operate any city owned vehicle while under suspension without written approval of the city, even if granted occupational driving privileges.

12. No one is allowed to smoke or vape in a City owned vehicle.
13. No one shall operate a City owed vehicle while taking prescription medication that restricts operation of vehicles.

D. Accidents Occurring in City Vehicles or During Conduct of City Business

1. Drivers and passengers must report any accident in writing listing the events before and after the accident regardless of where the accident happened. This report shall be delivered to the employee's supervisor and forwarded to the Department Director and the City Administrator. Failure of the employee or his or supervisor to report an accident or vehicle damage may result in disciplinary action up to and including termination of employment.
2. The driver must complete and review with his supervisor the Accident Analysis Worksheet provided by the city and forward it to the Department Director.
3. The Department Director shall review the worksheet and forward to the Law Director and other appropriate city officials. The City Administrator, Law Director and/or other appropriate city officials shall recommend any action to be taken with the driver. This action could include: No action, training/development program, warning, or suspension of driving privileges or termination.
4. The employee's department/division is responsible for repair of the vehicle and must contact the Risk Manager before allowing any repairs.

E. Operation of City Vehicles Away from Work

1. Vehicles shall be used only for city business except as noted below. Each department shall issue directives regarding assignment of vehicles which may include commuting. Commuting is limited to those on specific assignments as authorized by the department director. Vehicles driven home by employees must be parked in off-street sites after dark.
2. Use of the vehicle that does not relate directly to the performance of the driver's work assignment is prohibited unless approved by the department director and the City Administrator. Non-authorized drivers or passengers are prohibited unless approved by the department director and the City Administrator. Insurance may not be in effect during unauthorized use.
3. No personal use of a city vehicle is permitted.
4. The city may have GPS, video, and audio units installed on all licensed and non-licensed vehicle owned by the City of Maumee and reserves the right to download and review including, but not limited to, speed, location, vehicle wear and tear, and idling time. No one shall tamper with or removed said units. Doing so will result in discipline up and to including termination.

F. Passenger Restrictions

Persons other than City employees may be passengers in City-owned vehicles:

1. When such persons are official guests of the City or guests of the employee responsible for the vehicle, and the vehicle is being used for purposes relating to City business. The City considers official guests to be any individual other than direct or indirect family members of City employees.
2. Unless specific authorization has been granted by the City Administrator or Police Chief, employee family members will be prohibited from riding in City vehicles regardless if the employee is providing a service to the City. The City may take disciplinary action against any employee who does not obtain proper authorization for any family members riding in City vehicles.
3. When required for the conduct of official City business.
4. In any case when specific approval is granted in advance by the City Administrator.

DISCIPLINE

You became an employee of the city voluntarily. Unless you were presented with and agreed to an employment contract, your employment is at-will. At-will means that the city may terminate your employment at any time, with or without cause or advance notice, if we do not violate federal or state laws. Discipline up to and including termination may be initiated and concluded by Directors and/or the City Administrator; or the Mayor subject to City Council approval in the case of officers, employees, or the Administrator.

5.1 COMPLAINTS

When a complaint is made against an employee, the immediate supervisor of the employee shall investigate the complaint and determine whether grounds exist for the filing of a charge against the employee. If the complaint involves a director or the administrator, then the mayor is responsible for designating someone to conduct the initial investigation. Further, in certain situation whereby it is necessary to maintain public confidence in the integrity of the disciplinary process, the mayor may designate a person to conduct the investigation and report his or her findings to a person higher in the employee's chain of command for appropriate action. The complaint shall be reduced to writing and the employee against whom the complaint has been made shall have a right to be notified of the complaint and shall have the right to review the written complaint.

The complaint shall be investigated promptly. Findings of the investigation of complaints shall conclude with the following:

1. **Unfounded** - The investigation proved that the acts alleged did not occur or that the individual charged was not involved in the alleged acts. The complaint/s, records of investigation, and no reports shall be retained and shall be immediately expunged.

2. **Exonerated** - The acts which provided the basis for the investigation occurred in substantially the manner alleged, but the investigation has revealed that such conduct was lawful and in accordance with established policy and procedures. The complaint/s, records of investigation, and no reports shall be retained and shall be immediately expunged.
3. **Not sustained** - The investigation has failed to disclose sufficient evidence to substantiate the allegation made in the complaint. The complaint/s, records of investigation, and no reports shall be retained and shall be immediately expunged.
4. **Sustained** - The investigation disclosed sufficient evidence to substantiate the allegation made in the complaint.

5.2 CHARGES

When the investigator has determined the complaint to be sustained, the investigator shall initiate a charge by filing a written statement setting forth the conduct complained of and requesting disciplinary action. The charge shall be filed with the investigator's immediate superior in the chain of command. The charged employee shall immediately be provided with a copy of the charges that have been alleged and may, within three working days after receipt of notice of the charge, file a written request for a hearing on the charge. If a request for a hearing is filed, the supervisor shall schedule a hearing within 15 working days to determine the validity of the charges. Written notice of the hearing shall be given to the employee and the employee shall have the right to inspect all documents and reports concerning the charges.

At the hearing, the employee shall have the right to be present throughout the hearing, to have an attorney, or one other designated representative present, to give testimony, and witness on his or her behalf. The employee filing the charge shall also have the right to appear, to give testimony, and to present evidence and witness in support of the charges. The supervisor conducting the hearing shall determine the facts of the case and the validity of the charges, and shall make a finding of Unfounded, Exonerated, Not sustained, as defined above. If the supervisor conducting the hearing decides that the charge is sustained, such supervisor and Department Director shall also determine the corrective action to be taken. If the corrective action determined to be appropriate is Discharge, the supervisor shall recommend such discipline to the next highest employee, officer, or body in the chain of command. The determination of Discharge as the appropriate discipline shall only constitute a recommendation until the charge is brought before the person or body authorized under the Charter and Ordinances of the city to discharge such employee.

5.3 EXPUNGEMENT

Upon written request to the employee's department head (or, in the case of a department head, to the mayor), records of verbal reprimands, written reprimands, and minor suspensions may be expunged from an employee's record after one year has elapsed from the date of the reprimand. Such an expungement is subject to all of the following criteria:

1. There has been no occurrence of a similar or more serious type of incident within the respective time period.
2. The Law Director has given written approval after determination that such expungement will not adversely impact upon the city's legal position in any pending or reasonably foreseeable court action; and
3. The City Administrator or Mayor, at his or her sole discretion, determines that the expungement is not contrary to the public interest.

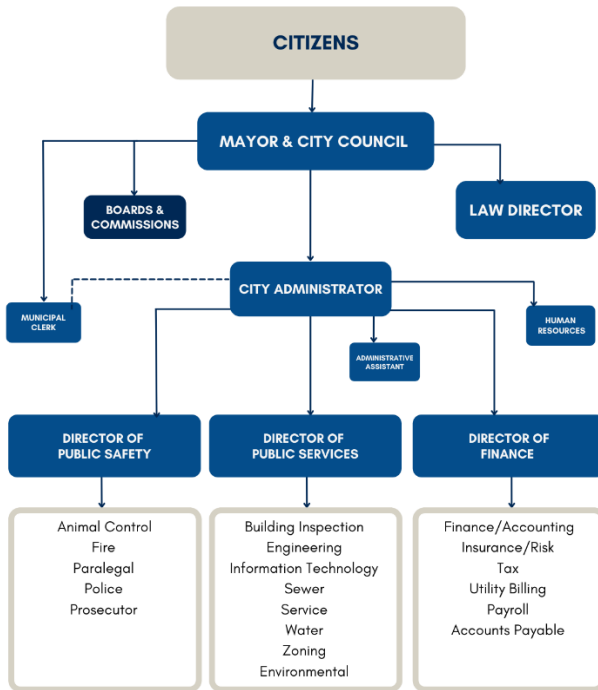
Upon written request to the employee's department head (or, in the case of a department director, to the mayor), records of major suspensions may be expunged if all of the following criteria are met:

1. There has been no occurrence of a similar or more serious type of incident within a three-year time period.
2. The Law Director has given written approval after determination that such expungement will not adversely impact upon the city's legal position in any pending or reasonably foreseeable court action; and
3. The City Administrator, or Mayor, at his or her sole discretion, determines that a similar or more serious type of offense is unlikely to recur, and that the expungement is not contrary to the public interest.

Records of demotion or discharge may not be expunged unless petitioned and expunged as part of a court action.

5.4 City Organizational Chart

The purpose of this chart is to clearly outline the reporting structure within the City of Maumee organization and indicates the relationships shared between individual positions and aids in the proper delegation of tasks, responsibilities, and workload within our city. City Administrator shall have the authority to enter into Water/Sewer bill payment plans with city customers and development agreements which may vary zoning ordinance standards in the best interests of the city.



POLICIES REQUIRING EMPLOYEE SIGNATURE

6.1 THE CITY OF MAUMEE PRIVACY POLICY

The City of Maumee is committed to maintaining the proper environment to ensure the confidentiality of the nonpublic information the city collects. The city is required by federal law and state law to have a privacy policy in effect. The privacy policy must set forth the city's philosophy and commitment to protect the nonpublic information we receive as we conduct our business.

To meet our own privacy code of conduct and the federal and state privacy requirements, we must have in place systems and procedures which we must actively monitor to protect the privacy of all of the files and records of the city, as well as the integrity and security of information in all of our electronic systems.

Our privacy plan initially researched and identified all of the areas within the city where confidential nonpublic information is processed or maintained. Once the areas within the city were identified, appropriate steps were taken to assure ourselves that we can represent to the public that every employee and contractor who works with us holds their nonpublic information in confidence.

Nonpublic financial information is considered to be personal information, personal financial information and personal health information. The city's privacy policy requires that we maintain all of the information which we receive in confidence and that we do not sell or distribute that information to anyone inside or outside of the city who does not have a need to know about the confidential information. This means that as we work with information in our respective jobs, we will diligently strive to make sure that other employees who do not need to have the information will not have access to unprotected information. We will also not discuss with anyone inside or outside of the city any nonpublic information. The consequences for failure to adhere to the city policy are severe, including termination from employment.

In order to maintain in our records and in your employee record that you have been instructed concerning the city's privacy policies, we are asking that you sign the attached statement which confirms that you have been advised of the city's privacy requirements, that you understand that you as an employee are to minimize the exposure of the information that you may have access to in the course of your work to only those who need to know the information for their specific job duties, and that you will not disclose in any form or fashion the information which you obtain during the course of your job responsibilities to anyone inside or outside the city who does not need to know the information. Any questions should be directed to Human Resources Division. Please sign and return the attached agreement to Human Resources Division. The city will strive to review and secure fresh employee signatures regarding important policies every five years or when an amendment to such policy is issued.

Note: While this Handbook does not supersede any specific language in a current collective bargaining agreement for city employees represented by Unions, it does, however, cover said employees where the handbook is not in direct conflict. Failure to sign the acknowledgements below does not negate an employee's responsibility to adhere to and comply with this handbook and its policies herein stated.

**THE CITY OF MAUMEE PRIVACY POLICY-EMPLOYEE
ACKNOWLEDGEMENT (6.2)**

I, _____, have read the City of Maumee Privacy Policy. I have also asked appropriate city personnel any question(s) that I may have had. Having read the policy and having had the opportunity to ask any question(s), I acknowledge that I understand: That as an employee of the City of Maumee, I must comply with a number of State and Federal laws which regulate the handling of confidential and personal information regarding customers, clients, citizens and other employees of the City of Maumee.

The city's privacy requires, that as an employee I must minimize the exposure of nonpublic information that I may have access to in the course of my job requirements, and I cannot disclose in any form or fashion the information that I obtain from my job responsibilities to anyone inside or outside the city who does not need to know the information. I cannot disclose or in any other way convey any nonpublic information, and that there are consequences for failure to adhere to the city's privacy policy, up to and including termination from employment.

Employee Name _____

Date _____

**THE CITY OF MAUMEE ACKNOWLEDGEMENT OF RECEIPT OF AUDITOR
OF STATE FRAUD REPORTING SYSTEM INFORMATION (6.3)**

Pursuant to Ohio Revised Code 117.103(B)(1) as amended, a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has thirty days after beginning employment to confirm receipt of this information. The City of Maumee has chosen to notify all current employees as well.

By signing below, you are acknowledging that the City of Maumee provided you information about the fraud-reporting system as described by Section 117.103(A) of the Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections you are provided as a classified or unclassified employee if you use the before-mentioned fraud reporting system.

I _____, have read the information provided by my employer, the City of Maumee, regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

Print Name

Print Title

Print Department

Signature

Date

HANDBOOK RECEIPT AND ACKNOWLEDGMENT FORM (6.4)

I understand that it is my responsibility to read and understand the contents of the City of Maumee's Employee Handbook and that any policy or benefit described herein is subject to change at the sole discretion of the city at any time. I understand that this Handbook does not supersede any current labor agreement for city employees represented by unions.

At-Will Employment

I further understand that my employment with the city is at-will, unless specified by an employment contract. I am free to terminate my employment with the city at any time, with or without reason. Likewise, the city has the right to terminate my employment, or otherwise change my employment status at any time, with or without reason, at the sole discretion of the city. I acknowledge and understand my duty to return any City owned property to the City immediately upon termination of employment, including access cards, computers, cell phones, keys or any records in my possession. I also acknowledge and understand that upon termination of employment that I will not access any City owned computer systems and will not retain or transfer emails, records or other documents.

Information Technology Usage Policy

I have read and understand the city's Information Technology Usage Policy and agree to function within the limits of this policy and to act in the best interests of the city. By signing this declaration, I am stating that:

- I have received a complete copy of this policy which is on pages 26 through 28 of this Handbook.
- I acknowledge that I have read this policy.
- I agree to actively seek from the city the appropriate training and/or assistance required in fulfilling the obligations of this policy.
- I agree to function within the limits established by this policy and to act in the best interest of the city.
- I declare that I fully understand this policy and the consequences for violating this policy.
- I agree not to disclose or convey any identification or password for use on any city owned or operated system.
- I understand that the city's Information Systems are to be used mainly for business purposes. Limited personal use of the internet is permitted during break periods. Guidelines for appropriate use of the internet must be followed.

Use of the phone, computer systems, and software provided by the city is conditional upon my understanding and agreement of this policy. I have read and agree to adhere to the policies referred to in this acknowledgment.

Employee's Printed Name

Date

Employee's Signature