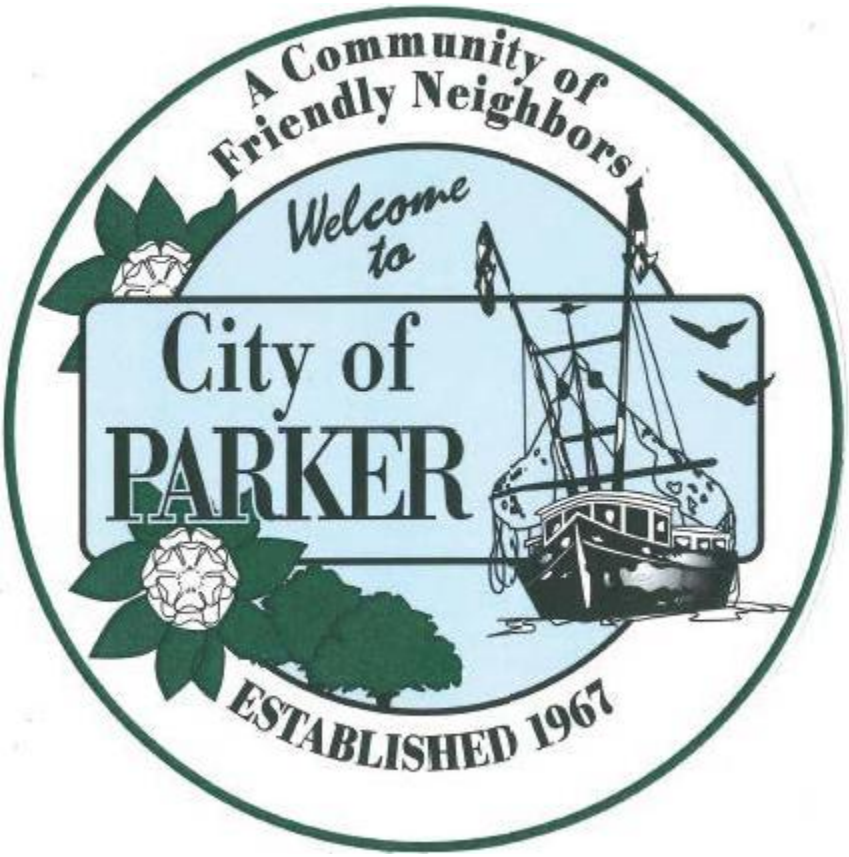
City of Parker

Employee Handbook



February 7, 2023

TABLE of CONTENTS

CORE POLICIES 4

1.0 WELCOME 4
1.1 A Welcome Policy 4
1.2 At-Will Employment 4
2.0 INTRODUCTORY LANGUAGE AND POLICIES 5
2.1 Ethics Code 5
2.2 Our Organization 5
2.3 Revisions to Handbook 6
3.0 HIRING AND ORIENTATION POLICIES 7
3.1 Conflicts of Interest 7
3.2 Employment Authorization Verification 7
3.3 Employment of Relatives and Friends 7
3.4 Job Descriptions 7
3.5 New Hires and Introductory Periods 7
3.6 Posting of Openings 8
3.7 Pre-Employment Drug Screening 8
3.8 Training Program 8
4.0 WAGE AND HOUR POLICIES 8
4.1 Attendance 8
4.2 Business Expenses 8
4.3 Direct Deposit 9
4.4 Introduction to Wage and Hour Policies 9
4.5 Job Abandonment 9
4.6 Pay Transparency (Federal Contractors) 9
4.7 Paycheck Deductions 9
4.8 Recording Time 10
4.9 Travel Expenses 10
4.10 Use of Parker Credit Cards 12
5.0 PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION 12
5.1 Criminal Activity/Arrests 12
5.2 Exit Interview 12
5.3 Open Door/Conflict Resolution Process 12
5.4 Outside Employment 13
5.5 Pay Raises 13
5.6 Performance Improvement 13
5.7 Post-Employment References 13
5.8 Promotions 13
5.9 Resignation Policy 14
5.10 Standards of Conduct 14
5.11 Transfers 15
5.12 Workforce Reductions (Layoffs) 15
6.0 GENERAL POLICIES 16
6.1 Authorization for Use of Personal Vehicle 16
6.2 Bulletin Boards 16
6.3 Computer Security and Copying of Software 16
6.4 Use of City Vehicles 17
6.5 Employer Sponsored Social Events 17
6.6 Employer-Provided Cell Phones/Mobile Devices 17
6.7 GPS Monitoring of Employer Vehicles 18
6.8 Incentive Programs 18
6.9 Mail Use 18
6.10 No Solicitation/No Distribution Policy 18
6.11 Off-Duty Use of Employer Property or Premises 19
6.12 Personal Appearance 19
6.13 Personal Cell Phone/Mobile Device Use 19
6.14 Personal Data Changes 20
6.15 Security 20
6.16 Social Media 20
6.17 Suggestion Policy 21
6.18 Telephone Use 22
6.19 Third Party Disclosures 22

6.20 Use of City Technology 22
6.21 Workplace Privacy and Right to Inspect 23
6.22 Retaliation and Your Rights 24
7.0 BENEFITS 24
7.1 Bereavement Leave 24
7.2 COBRA 24
7.3 Dental Insurance 24
7.4 Compensatory Time for Exempt Personnel 24
7.5 Flexible Time 25
7.6 Health Insurance 25
7.7 Holidays 25
7.8 Life Insurance 26
7.9 Military Leave (USERRA) 26
7.10 Paid Time Off 26
7.11 Pension Plan 28
7.12 Personal Leave of Absence 28
7.13 Sick Pay 30
7.14 Unemployment Compensation Insurance 30
7.15 Vision Care Insurance 30
7.16 Workers' Compensation Insurance 30
8.0 SAFETY AND LOSS PREVENTION 30
8.1 Business Closure and Emergencies 30
8.2 Drug and Alcohol Policy 32
8.3 General Safety 32
8.4 Workplace Violence 32
9.0 TRADE SECRETS AND INVENTIONS 33
9.1 Confidentiality and Nondisclosure of Trade Secrets 33
FLORIDA POLICIES 35
HIRING AND ORIENTATION POLICIES 35
Disability Accommodation 35
EEO Statement and Non harassment Policy 35
Religious Accommodation 37
WAGE AND HOUR POLICIES 37
Accommodations for Nursing Mothers 37
Meal and Rest Periods 38
Preemployment Drug Screen 38
Overtime 38
Pay Period 38
PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION 39
Disciplinary Process 39
GENERAL POLICIES 39
Access to Personnel and Medical Records Files 39
OTHER BENEFITS 39
Jury Duty Leave 39
Voting Leave 40
SAFETY AND LOSS PREVENTION 40
Workplace Smoking 40
CLOSING STATEMENT 41
ACKNOWLEDGMENT OF RECEIPT AND REVIEW 42

Core Policies

1.0 Welcome

1.1 A Welcome Policy

Welcome! You have just joined a dedicated organization. We hope that your employment with The City of Parker (“City” or “Parker”) will be rewarding and challenging. We take pride in our City as well as in the products and services we provide.

The City complies with all federal and state employment laws, and this handbook generally reflects those laws. The City also complies with any applicable local laws; although, there may not be an express written policy regarding those laws contained in this Employee Handbook (“Handbook”).

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This Handbook supersedes any previously issued handbooks, manuals or policy statements dealing with the subjects discussed herein. The City reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. As a result, not every current policy may be included in this Handbook. Neither this Handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this Handbook, contact the City Clerk.

We wish you success in your employment here at the City.

1.2 At-Will Employment

Your employment with Parker is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the City at any time, with or without notice and with or without cause.

Nothing in this handbook or any other City document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only a department head has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Mayor.

Certain select employees may enter into a contract with the City wherein the City agrees to pay for training or other expenses to satisfy the requirements of your position; however, such contracts shall still create an at-will employment situation. If a written contract between you and the City is inconsistent with this Handbook, the terms of the written contract shall prevail.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

2.0 Introductory Language and Policies

2.1 Ethics Code

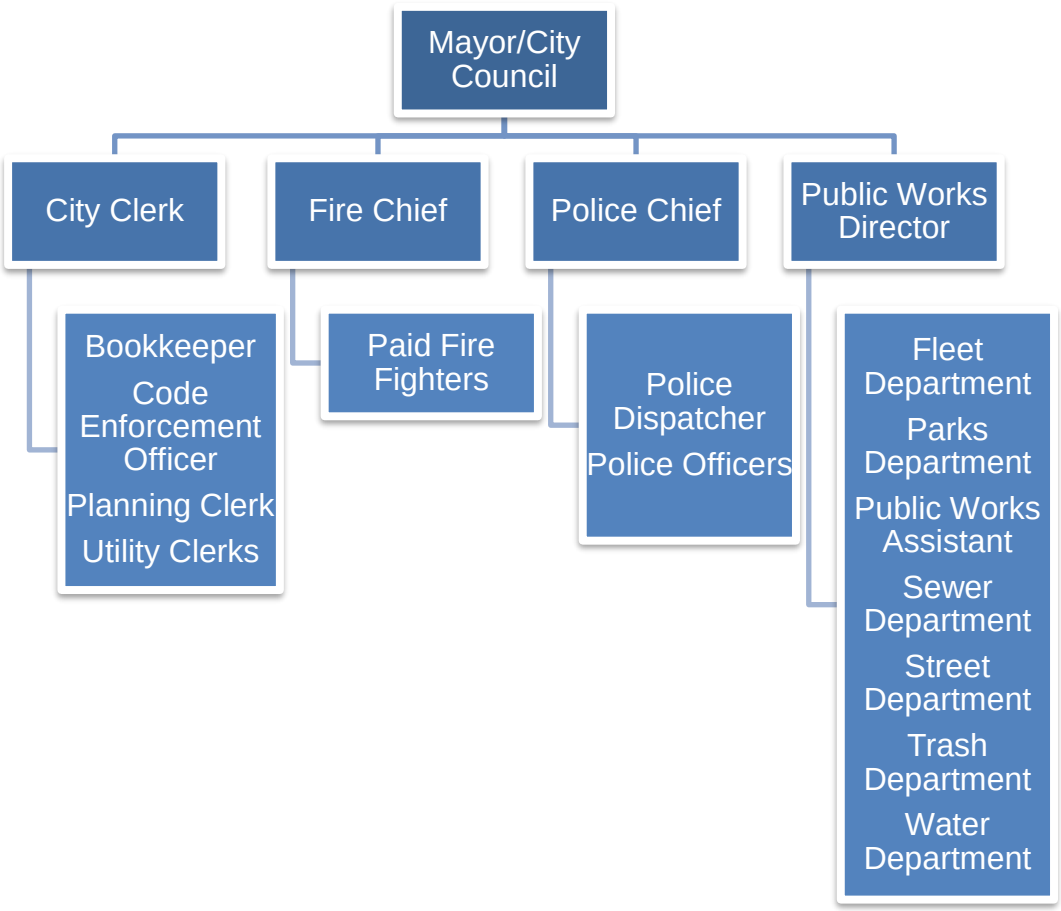
The City will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and we will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our department heads and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the City.

We expect that City Council members and employees will not knowingly misrepresent the City and will not speak on behalf of the City unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about Parker or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.2 Our Organization

The policy decisions of Parker are made by the City Council that includes the Mayor. The Organizational chart below the Mayor for the City's employees is as follows:



2.3 Revisions to Handbook

This Handbook is our attempt to keep you informed of the terms and conditions of your employment, including Parker's policies and procedures. The Handbook is not a contract. The City reserves the right to revise, add to, or delete from this Handbook at any time as we determine it to be in our best interest, except the policy concerning at-will employment. When changes are made to these policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion through the department heads. Such changes may result in a written supplement to this Handbook or shall simply be a policy adopted but not yet included in this Handbook.

3.0 Hiring and Orientation Policies

3.1 Conflicts of Interest

The City is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the City, you must disclose it to your department supervisor. If an actual or potential conflict of interest is determined to exist, Parker will take such steps as it deems necessary to reduce or eliminate this conflict.

3.2 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment eligibility no later than the third business day following the start of employment with Parker. If you are currently employed and have not complied with this requirement or if your employment eligibility status has changed, inform your department supervisor.

If you are only authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the City.

3.3 Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at the City. It is your obligation to inform Parker of any such potential conflict so the City can determine how best to respond to the particular situation.

3.4 Job Descriptions

The City anticipates having a job description for each position. If you do not have a current copy of your job description, you should request one from your department head.

Job descriptions prepared by the City serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the may need to revise, add to, or delete from your job duties depending on business needs. Any revisions to job descriptions may be made with or without advance notice to an employee

If you have any questions regarding your job description or the scope of your duties, please consult your department head.

3.5 New Hires and Introductory Periods

The first 365 days of your employment is considered an introductory period and may sometimes be referred to as a probationary period. During this period, you will become familiar with the City and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the at-will employment relationship.

3.6 Posting of Openings

The City desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals.

3.7 Pre-Employment Drug Screening

New hires for certain positions will be required to complete a 10-panel drug screen by a City designated physician prior to starting work. The necessary paperwork will be given to a new hire by the Human Resources Clerk, Mayor, or safety officer. The new hire must return the paperwork to the City prior to starting work.

3.8 Training Program

In most cases, and for most departments, training employees is done on an individual basis by the department manager. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your department supervisor.

In specific instances, the City may enter into agreements with certain select employees in connection with the City paying/reimbursing an employee for various training or other expenses necessary to qualify an employee for a specific position. In those instances, the terms of each agreement shall be approved by the City and shall obligate an employee to repay the City for the training and other expenses if the employee terminates their employment or is terminated for cause by the City prior to the expiration of a certain period of time. Even in those agreements, each employee shall be an at-will employee.

4.0 Wage and Hour Policies

4.1 Attendance

Unless excused by your department head, you are expected to report to work during normal business hours of the City. If you know ahead of time that you will be absent or late, provide advance notice to your department head. You will be required to provide a medical note of any medical leave at the discretion of the department supervisor or a mandatory note after an absence of three days or more. Vacation leave should be requested in writing one week prior to absence.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

The City reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

4.2 Business Expenses

The purpose of this policy is to define approved nontravel business expenses and the authority for incurring and approving such expenses at City.

Approved business expenses are the reasonable and necessary expenses incurred by employee to achieve legitimate business purposes that are not covered by normal employee procurement processes.

4.3 Direct Deposit

Parker strongly encourages all employees to enroll in direct deposit. Selecting the direct deposit payroll service, a written explanation of your deductions will be provided to you on paydays.

4.4 Introduction to Wage and Hour Policies

At Parker, pay depends on a wide range of factors. If you have any questions about your compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, speak with your department head or payroll clerk.

4.5 Job Abandonment

If you fail to show up for work or fail to call in with an acceptable reason for the absence when expected for work for any given day, you will be considered to have abandoned your job and voluntarily resigned from employment with the City.

4.6 Pay Transparency (Federal Contractors)

The City will not discharge or in any other manner discriminate against an employee or applicant because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information for other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

4.7 Paycheck Deductions

The City is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (collectively “FICA”) taxes, Florida Retirement System and any other deductions required under law or by court order for wage garnishments. The amount of your deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your compensation where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact the payroll clerk. Review your paycheck for errors each pay period and immediately report any discrepancies to your department supervisor.

If not prohibited by law, in the event of a termination of employment, your final paycheck may be reduced or negated by any amounts owed to the City including but not limited to vacation time and sick leave time used in excess of what has been accrued.

The City will not make deductions to your pay that are prohibited by federal, state, or local law. You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found,

you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The City will not retaliate against employees who report erroneous deductions in accordance with this policy.

4.8 Recording Time

The City is required by applicable federal, state, and local laws to keep accurate records of hours worked by all employees. To ensure that the City has complete and accurate time records and that employees are paid for all hours worked, employees are personally required to accurately record all working time using weekly time sheets. All time sheets should be signed by the employee and the department supervisor prior to submitting to the payroll clerk.

You must accurately record all of your time to ensure you are paid for all hours worked and must follow established Parker procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

All time sheets are to be turned in to your supervisor by the end of your shift weekly on Mondays.

Notify your department supervisor of any pay discrepancies, unrecorded or mis-recorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock" or claiming time that you did not work on your timesheet. If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to your department supervisor or payroll clerk any employee, supervisor, or department head who falsifies time entries or encourages or requires you to falsify your time entries or work off the clock.

4.9 Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at Parker.

Travel expenses are the reasonable and necessary expenses incurred by an employee when traveling on approved the City business trips. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval has been received from the City Council or, if appropriate, the Mayor or department head.

Advances

The City does not generally provide cash travel advances. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form.

Travel Expenses

The City pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Meals and lodging.
- Car rental, bus, taxi, parking.
- Telephone and fax.
- Laundry and dry cleaning (trips exceeding one week only, unless emergency).
- Business supplies and services.
- Associated gratuities.
- Other expenses necessary to achieve business purposes.

Family Members

The City will pay the travel expenses of spouses or other family members only when their presence is necessary to the business purpose of the trip and when approved in advance by the City Council.

Air Travel

Use economy or tourist class airfares when traveling on Parker business. In addition, private, noncommercial aircraft or chartered aircraft shall not to be used, and no more than two city officials should travel together on the same flight.

Airfares are to be charged to personal credit cards and subsequently submitted for reimbursement on a monthly expense report.

Hotel and Other Expenses

The City will reimburse you for the cost of an approved hotel stay. No expenses such as in-room movies, food and beverages shall be paid by Parker.

Travel Insurance

The City does not pay for personal travel insurance for employee.

Rental Cars

You are to use rental car firms having existing relationships with the City and, where feasible, have negotiated discount rates. Available reasonable transportation is to be used.

Personal Vehicles

When using your own vehicle for approved business purposes, you must maintain insurance coverage as required by law and you may not have more than 2 points on your driving record. Travel between your home and primary business location is probably not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services in order to avoid potential hazards and the time away from work. If you use a City credit card for gas, you will not be reimbursed for mileage. The City may require you to use a City approved rental vehicle. Otherwise, you will be reimbursed for a personal vehicle use at the standard IRS mileage rate. The Mayor or City Council must authorize any deviation from this policy.

Reporting

Report approved expenses and include a description of the expense, its business purpose, date, place, and the participants.

Travel Reservations

Airline travel, rental cars, and hotels must be booked through the corporate designated travel agency in order to be reimbursed, or pre-approved online booking can be made by the City Clerk or department supervisor.

4.10 Use of Parker Credit Cards

All employees in the possession of a credit card issued by Parker shall adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to City vehicle use (gas, oil, etc.) under $100 do not require prior approval. Credit card purchases for vehicle use over $100 and any other business purchases over $25 must receive prior approval from your department head.

Submit all sales receipts generated by use of a City credit card weekly to your department supervisor. Department supervisors must submit receipts weekly to the bookkeeper, they should be signed, dated and coded for expenditures. Your Parker credit card may not be used for personal expenses. Use of a City credit card is restricted to approved business-related expenses only.

Any unauthorized purchases made with a credit card issued by the City will be the cardholder's responsibility. You must reimburse any such purchase to the City within 1 business day.

Immediately report lost or stolen Parker credit cards to your department head and bookkeeper. Failure to follow this policy may result in disciplinary action up to and including termination.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Criminal Activity/Arrests

The City will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the City, whether on or off City property, may result in disciplinary action including suspension or termination of employment.

5.2 Exit Interview

You may be asked to voluntarily participate in an exit interview when you leave Parker. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the City in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

5.3 Open Door/Conflict Resolution Process

The City strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your department supervisor and, if necessary, to the Mayor and City Council. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of Parker management, its employees, vendors, customers, or any other persons or entities related to the City, bring your concerns to the attention of your department supervisor at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate supervisor. If you have already brought this matter to the attention of your supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your

concerns to the City Clerk or the Mayor. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

5.4 Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at the City is prohibited. The City recognizes that you may seek additional employment during off hours, but in all cases expect that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will create a conflict of interest or affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties for the City should be reported to your department supervisor. Failure to adhere to this policy may result in discipline up to and including termination.

5.5 Pay Raises

Depending on financial health and other employment factors, efforts will be made to give pay raises consistent with Parker's finances, your job performance, and the consumer price index. The City may also make individual pay raises based on merit or due to a change of job position.

5.6 Performance Improvement

The City may make efforts to periodically review your work performance. The performance improvement process will typically take place annually, or as business needs dictate. You may specifically request that your department supervisor assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises, promotions and continued employment are based on numerous factors, only one of which is job performance.

5.7 Post-Employment References

The City policy is to confirm dates of employment and job title only. With written authorization, the City will confirm compensation. Forward any requests for employment verification to the payroll clerk.

5.8 Promotions

To match you with the job for which you are best suited and to meet the business needs of Parker, you may be transferred from your one job to another. It is our policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employee possessing the needed skills, education, experience, and other qualifications that are required for the job.

All employees promoted into new job positions will undergo an introductory period as described in the New Hires and Introductory Periods policy. Unlike new hires, however, such employees will continue to receive City benefits for which they are eligible.

5.9 Resignation Policy

The City hopes that your employment with the City will be a mutually rewarding experience; however, the City acknowledges that varying circumstances can cause you to resign from employment. The City intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

Parker requests that you provide a minimum of two weeks' notice of your resignation; however, the City may terminate you as of the date of your notice. You should provide a written resignation letter to your department supervisor. If you provide less notice than requested, the City may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

Final Pay

The City will pay separated employee in accordance with applicable laws and other sections of this Handbook. Those employees who have been with Parker for at least one year are able to be compensated for their accrued annual leave upon separation. Employees who have been with the City for 10 years will receive their accrued annual leave and sick leave upon separation paid at 25% of the amount accrued up to a maximum of 240 hours.

Notify the City's payroll clerk, if your address changes during the calendar year in which separation occurs to ensure tax information is sent to the correct address.

Return of Property

Return all City property at the time of separation, including credit cards, uniforms, cellphones, tools, laptops identification cards, keys and other City owned items. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the City may pursue criminal charges for failure to return City property.

5.10 Standards of Conduct

Parker wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employee for any reason permitted by law.

Examples of inappropriate conduct include (not in order of severity):

- Violation of the policies and procedures set forth in this Handbook.
- Possessing, using, distributing, selling, or negotiating the sale of alcohol, illegal drugs or other controlled substances on or in City property or while working for the City.
- Being under the influence of alcohol or drugs during working hours on City property (including in City of Parker vehicles), or on City of Parker business.
- Inaccurate reporting of the hours worked by you or any other employee.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the City or in the preparation of any employment-related documents including, but not limited to, job

applications, personnel files, employment review documents, intra-company communications, or expense records.

- Theft or unauthorized removal of City property or the property of another.
- Willfully or gross negligently destroying or damaging City property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with or harassment of (as defined in our EEO policy) any fellow employee, vendor, customer or any other person.
- Provoking or instigating a fight, attempting to do bodily injury to any person.
- Immoral conduct or indecency.
- Improper conduct or behavior which would cause adverse publicity upon another employee or the City.
- Profanity or offensive language during work hours.
- Engaging in discrimination or harassment.
- Conviction of a felony. Being charged with a felony, to include moral turpitude, will be handled on a case by case basis with the advice of the City attorney.
- Disclosure of Parker's trade secrets and proprietary and confidential commercially sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the City or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions of a supervisor or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Absence with a negative leave balance without supervisor permission.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on City premises during working hours.
- Failure to dress according to Parker policy.
- Use of harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this City of Parker.
- Gambling on City premises.
- Lending keys or keycards to Parker property to unauthorized persons.
- Violation of any other City rule, regulation or policy.

5.11 Transfers

The City may transfer your employment from one position to another with or without notice, as required by production or service needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

5.12 Workforce Reductions (Layoffs)

If necessary, based upon business needs, the City management may decide to implement a reduction in force ("RIF"). We acknowledge that RIFs can be a trying experience for all involved, and the City will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

6.0 General Policies

6.1 Authorization for Use of Personal Vehicle

All employees required to operate a personal motor vehicle as part of their employment duties must maintain a valid driver's license and possess an driving record acceptable to the City. Parker may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license to the City Clerk. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the City.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
2. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If you use your own vehicle as a part of your employment duties, you must provide management with a current proof of insurance statement or card. New proof of insurance is required every time your policy expires and renews.

6.2 Bulletin Boards

The City maintains an official bulletin board located at City Hall to provide employees with official Parker notices, including wage and hour laws, changes in policies, and other employment-related notices. At times the City may also post information of general interest to employees on the bulletin board. You are responsible for being informed about this material by periodically reviewing the bulletin board. Only authorized personnel may add and remove notices from the bulletin board.

6.3 Computer Security and Copying of Software

Software programs purchased and provided by the City are to be used only for creating, researching, and processing materials for City use. By using Parker hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable city policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the City or developed by a City employee or contract personnel on behalf of the City, is and shall be deemed City property. It is the policy of Parker to respect all computer software rights and to adhere to the terms of all software licenses to which the City is a party. The City’s IT contractor is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the City to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your department supervisor's approval. All software acquired by the City must be purchased through the department supervisor and may require City Council approval.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the City.

6.4 Use of City Vehicles

City vehicles are to be used for Parker business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

If you drive a City vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be immediately reported to your department supervisor.

When a City vehicle cannot be operated, is unsafe for use, or has been damaged, notify your department supervisor immediately.

All employees required to operate a City owned or leased motor vehicle as part of their employment duties at the City must maintain a valid driver's license and driving record acceptable to the City. As the driver of a City vehicle, you are responsible for the vehicle while in your charge and must not permit unauthorized persons to drive it. You are also responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

Parker may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to the department supervisor or Human Resources Clerk. Multiple driving moving violations that appear on the annual state department of motor vehicle check will result in suspension of rights to drive a Parker vehicle or drive a personal vehicle on City business. Suspension of rights will continue until one year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, you may be terminated.

If you use a City vehicle in the course and scope of employment, you may not operate such vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
2. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

6.5 Employer Sponsored Social Events

The City holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by the Mayor prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi, a ride share service or appoint a designated driver.

6.6 Employer-Provided Cell Phones/Mobile Devices

The City may issue certain employees a cell phone/mobile device for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device.

Parker owns and remains entitled to all cell phone/mobile devices issued to employees, including all passwords controlling access to them.

You may not change the passwords on City owned or leased devices except with permission. At the time of employment termination, all such equipment must be returned to the City in operable condition and the active passwords must be delivered to the City.

Violation of this policy may result in discipline, up to and including termination of employment.

6.7 GPS Monitoring of Employer Vehicles

Parker desires to strike the appropriate balance between today's technologies, your desire for privacy, and our interests in protecting City vehicles, equipment, and drivers. Due to safety, efficiency, and other business reasons, Parker may use GPS technology to monitor the whereabouts of our vehicles at all times.

Questions concerning vehicle monitoring should be directed to your department supervisor. Questions concerning the proper use of any vehicles should be directed to your department supervisor and/or safety officer.

If you abuse the privilege of driving City vehicles, you will be subject to disciplinary action, up to and including termination of employment. If necessary, the City will also advise law enforcement officials of any illegal conduct.

6.8 Incentive Programs

In certain instances, Parker provides tuition reimbursement for employees who have completed their probationary period. If you qualify, the City will pay the average cost of a credit hour at Gulf Coast State College at up to 90% for an "A" received grant and 80% for a "B" received grade.

6.9 Mail Use

You are required to limit usage of City mail service to business purposes only. You may not use the City address to receive personal mail. Do not use the City postage meter for your personal mail. Report any suspicious packages or envelopes to the police department immediately.

6.10 No Solicitation/No Distribution Policy

To avoid disruption of business operations or disturbance of other employees, visitors, and others, the City has implemented a No Solicitation/No Distribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the No Solicitation/No Distribution Policy.

You are prohibited from soliciting other employees during your assigned working time. For this purpose, working time means time during which either you and the other employee who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, breaks, or other authorized nonworking time, so long as you do so when the other employee are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunchrooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (“EEO”) and non-harassment policies (including threats of violence),

or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on City premises at any time.

This policy is not intended to restrict the right of free speech of employees, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to your department supervisor.

6.11 Off-Duty Use of Employer Property or Premises

You may not use Parker property for personal use during working time. In the event that Parker allows you to use its property in your off hours, you are responsible for returning City property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, vehicles, or office supplies for personal use without prior authorization.

It is the City's policy to control off duty and nonworking hour use of Parker facilities either for business or personal reasons. You are prohibited from using City facilities during off duty or nonworking hours without the written consent of your department supervisor.

Each employee is entitled to rent either the Community Building or PEEP Park Building one time per calendar year at no cost.

6.12 Personal Appearance

Your personal appearance reflects the reputation, integrity, and public image of the City. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work. If you have concerns that an outfit is inappropriate, please ask your department supervisor, prior to coming to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The City, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on Parker. Contact your department supervisor to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.13 Personal Cell Phone/Mobile Device Use

While the City permits employees to bring personal cell phones and other mobile devices (i.e., smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of

productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During those times, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on City property unless authorized in advance by your supervisor or when they are used in a manner consistent with your right to engage in concerted activity under Section 7 of the National Labor Relations Act ("NLRA").

You are expected to comply with Parker policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the City requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

Nothing in this policy is intended to prevent employee from engaging in protected concerted activity under the NLRA.

You will be subject to disciplinary action up to and including termination of employment for any violation of this policy.

6.14 Personal Data Changes

It is your obligation to provide the City with your current contact information, including current mailing address and telephone number. You should also inform Parker of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact the Human Resources Clerk.

6.15 Security

All employees are responsible for helping to make the City a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your department supervisor immediately. Refrain from discussing specifics regarding the City security systems, alarms, passwords, etc. with those outside of the workspace.

Immediately advise your department supervisor of any known or potential security risks and/or suspicious conduct of an employee, customers, or guests of the City. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

6.16 Social Media

At the City, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, the use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to Parker, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for the City.

Guidelines

For purposes of this policy, ***social media*** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the City, as well as any other form of electronic communication.

The City principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any citizen, City Council member, supervisor, or employee of the City.

Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

The City cannot force or mandate respectful and courteous activity by an employee on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Parker policy. Your personal posts and social media activity should not reflect upon or refer to the City.

Maintain Accuracy and Confidentiality

When posting information:

- Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Agency.
- Do not create a link from your personal blog, website, or other social networking site to a City website that identifies you as speaking on behalf of the City.
- Never represent yourself as a spokesperson for Parker. If the City is the subject of the content you are creating, do not represent yourself as speaking on behalf of the City. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by the City.

6.17 Suggestion Policy

At Parker, we welcome suggestions for continued improvement and welcome your ideas for better ways to do your job, produce or sell the products or services of our city, or meet customer and client needs. Discuss your ideas with your supervisor or another member of the management team.

We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources

of information you believe would add value to the City.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with City tools or property are considered to be the property of Parker.

6.18 Telephone Use

The City phones are principally for work-related communications. Unless there is an emergency, limit long-distance telephone calls to business purposes only. Limit personal use of the City telephones to brief communications during rest periods where possible. Casual conversation with friends and relatives during working hours is strongly discouraged. Telephone use is subject to the Use of Company Technology Policy.

6.19 Third Party Disclosures

From time to time, Parker may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you are not authorized to speak on behalf of the City and should immediately refer any person requesting the position of the City to the Mayor. If you have any questions about this policy or are not certain what to do when such a contact is made, contact the City Clerk.

6.20 Use of City Technology

This policy is intended to provide the City employee with the guidelines associated with the use of Parker's information technology ("IT") resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the City, and all use of such resources and systems when accessed using your own devices, including but not limited to:

Email systems and accounts.

- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

General Provisions

The City's IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in City IT resources and communications systems are the property of the City. Messages created, sent, and received using the City's email system are the property of the City and may be subject to access and disclosure. Therefore, employees should have no expectation of privacy in any

message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on the City electronic information and communications systems.

The City reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over City IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the City will exercise this right periodically, without prior notice and without prior consent.

The interests of the City in monitoring and intercepting data include, but are not limited to: protection of city trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting employee in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on the City's IT resources and communications systems.

In its sole discretion, Parker may permit use of its electronic devices, email, and the internet system for personal use; however, any such content created or retained on those devices or systems becomes property of Parker, is subject to inspection by Parker officials, and may be subject to public disclosure pursuant to Florida's public records laws. Do not use Parker IT resources and communications systems for any matter that you would like to be kept private or confidential. The City's electronic devices, email, and internet systems may not be used to solicit any commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. In addition, Parker's electronic devices, email, and internet systems are not to be used to create any offensive or disruptive messages. Offensive or disruptive messages include, but are not limited to, those that contain sexual connotations, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, gender, sexual orientation, religious or political beliefs, national origin, or disability. The electronic devices, email, and internet systems are also not to be used for any illegal purposes whatsoever.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the City will also advise law enforcement officials of any illegal conduct. Any employee who is in violation of this policy or uses the electronic devices, email, or internet systems improperly will be subject to discipline up to and including termination. Any and all employees who discover a violation to this policy are responsible for notifying their supervisor immediately.

6.21 Workplace Privacy and Right to Inspect

Parker property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of the City and is subject to inspection at any time, without notice to any employee, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on the City premises, including that kept in lockers and desks.

6.22 Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent an employee from communications

7.0 Benefits

7.1 Bereavement Leave

The City recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the City will provide bereavement leave as follows:

All employees who have completed 30 days of service are eligible for 3 days of paid bereavement leave for the death of an immediate family member.

You may use accrued but unused vacation leave if additional time is needed.

For purposes of this policy, ***immediate family member*** includes the following and applies both to the family of the employee and the employee's spouse: child (including foster child and stepchild), spouse, sister, brother, parents (including foster parents and stepparents), and grandparents.

You must provide notice of your need for bereavement leave as far in advance as possible. The City may require documentation supporting your need for bereavement leave.

7.2 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible City employees and their beneficiaries to continue health insurance coverage under the employee health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact the Human Resources Clerk to learn more about your COBRA rights.

7.3 Dental Insurance

All regular full-time employees are eligible for the dental plan beginning the 1st day of the month following 60 days of employment with the City.

7.4 Compensatory Time for Exempt Personnel

Department supervisors are classified as exempt at the time of your hiring. As such, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are exempt or nonexempt, contact the Mayor or the City Council for clarification.

Department supervisors are eligible for compensatory time which is calculated at 1.5 times the hours worked over 40 for a pay period; however, no compensatory time shall be earned or accrued without the prior permission of the Mayor. Compensatory time earned must be used within a reasonable period of time depending on the work requirements of the City and, at a minimum, shall be used at the earlier of 26 pay periods from the pay period in which it was earned or the end of the calendar year in which it is accrued.

The Police Chief and any paid Fire Chief who are engaged in public safety activities or emergency response may accumulate and hold at any given time not more than 200 hours of compensatory time. Other department supervisors may accrue and hold at any given time not more than 100 hours of compensatory time. In lieu of using up compensatory time annually, any employee with unused compensatory time within the foregoing limits shall have it bought out at the termination of their employment . Compensatory time shall be paid at a rate of compensation not less than the greater of the average regular rate received by such employee during the last 3 years of the employee's employment, or the final regular rate received by such employee.

7.5 Flexible Time

The City, at the discretion of the department supervisor, may allow an employee to take flexible time instead of working more than 40 hours in a pay week. An employee would be allowed to leave and not work over 40 hours; therefore, not be eligible for overtime pay. Flexible time may or may not be approved by a department supervisor based on the needs of the City.

7.6 Health Insurance

Parker offers group health insurance benefits to all eligible full-time employees beginning the 1st day of the month following 60 days of employment with the City.

Your group health benefits are paid in part by the City. The remainder of the costs are paid by you through deductions from your paycheck.

Benefits may be canceled or changed at the discretion of the City, unless otherwise prohibited by law.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your health benefits under federal or state law. In such an event, the City will provide you with information about your rights to continue your benefits coverage.

7.7 Holidays

The City offers the following paid holidays each year:

1. New Year's Day
2. Martin Luther King Day
3. President’s Day
4. Good Friday
5. Memorial Day
6. Juneteenth
7. 4th of July
8. Labor Day
9. Columbus Day
10. Veteran's Day

11. Thanksgiving Day and Friday after
12. Christmas Eve and Christmas Day

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

If a holiday falls on your regular day off, ask your department supervisor how it affects you.

You will be compensated for holidays in accordance with federal and state law. In order for an employee to receive holiday pay, they must have worked the scheduled workday preceding the holiday and the scheduled workday following the holiday, unless they had received prior approval to be off one or both of these days. Exceptions to this can be made at the discretion of the department supervisor.

7.8 Life Insurance

The City provides term life insurance to all regular full-time employees beginning the 1st day of the month following 60 days of employment with the City. You will be required to notify the benefits administrator of your intended beneficiary.

7.9 Military Leave (USERRA)

The City complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended ("USERRA") and all applicable state law. You must submit documentation of the need for leave to the Human Resources Clerk. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your department supervisor of your intent to return to employment based on the requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the Human Resources Clerk.

7.10 Paid Time Off

The City provides employees with annual leave and sick leave.

All full-time employees are eligible to use annual leave after 90 days of employment.

Leave Accrual

Leave is calculated according to your the fiscal year, which begins on January 1 and ends on December 31.

Employees hired after 2019 shall follow the below credit of hours for annual leave and sick leave.

Each employee except fire suppression employees who has been employed 0 to 5 years, will be credited with two (2) hours of annual leave and two (2) hours of sick leave a week. Annual leave is available for use as soon as accrual has been posted, as long as you have been employed by the City for at least 90 days.

Fire suppression employees who has been employed 0 to 5 years, who work are on duty in rotating shifts (53 hours/48 hours) shall be credited with 2.6 hours of annual leave and 2.6 hours of sick leave a week. Annual leave is available for use as soon as accrual has been posted, as long as you have been employed by the City for at least 90 days.

Employees (other than fire suppression employees) who have been employed 6 to15 years will earn three (3) hours of annual leave and two (2) hours of sick leave per pay period. Fire suppression employees will earn 3.9 hours for each of annual leave and sick leave for working a rotating shift of 53 hours/48 hours.

Employees (other than fire suppression employees) who have been employed sixteen (16) years + will earn four (4) hours per pay period for annual leave and two (2) hours of sick leave per pay period. Fire suppression employees will earn 5.2 hours each for annual leave and for sick leave for working a rotating shift of 53 hours/48 hours.

Employees hired before 2019 shall follow the bellow credit of hours for annual leave/sick leave.

CONTINUOUS SERVICE ACCRUED LEAVE EACH YEAR

Start date through four (4) years = Two (2) hours per pay period

Fire personnel on rotating 53/48-hour shift =Two. Six (2.6) hours per pay period

Five (5) years through nine (9) years = Three (3) hours per pay period

Fire personnel on rotating 53/48-hour shift =Three.Nine (3.9) hours per pay period

Ten (10) years+ = Four (4) hours per pay period

Fire personnel on rotating 53/48-hour shift = Five.Two (5.2) hours per pay period

Leave Usage and Requests for Leave

Parker encourages you to use your annual leave time. You are eligible to begin using annual leave after 90 days of employment.

You must request annual leave from your department supervisor as far in advance as possible, but at least 7 days in advance. The City will generally grant requests for annual leave when possible, taking business needs into consideration. When multiple employees request the same time off, their length of employment may determine priority in scheduling PTO times.

You must take PTO in increments of at least one hour.

During a leave of absence

You will not accrue annual leave or sick leave during unpaid leaves of absence, or other periods of inactive service, unless annual leave/sick leave accrual is required by applicable federal, state, or local law.

Carryover

The maximum amount of annual leave carried from one calendar year (December 31st) to the next shall be two hundred forty (240) hours. Employees who complete the end of a calendar year with more than two hundred forty (240) hours of annual leave, shall forfeit all hours in excess of two hundred forty (240) hours.

Employees are allowed to buy back annual leave one time per year. Employees may only buy back leave if they have a balance of 40 hours of annual leave in their leave bank. The buyout of leave will be in 40-hour increments. Employees on probation may not buy out leave.

LEAVE SHARING PROGRAM

A leave sharing program is available to full-time employees where employees may donate leave to employees who qualify to receive such leave. This leave-sharing program shall be administered by the Human Resources Clerk, after approval by the City Council. Unless otherwise provided for by law, shared annual/sick leave of more than 30 days shall be considered a non-salaried supplement, and will not be utilized in the calculation of pensions, deferred compensation(s), or any other benefit.

A. Donating Leave

Employees may donate up to half the leave available in their annual/sick leave accounts. To donate leave, an employee must complete and turn in a leave transfer form to the Human Resources Clerk for verification of leave balance and processing by their department supervisor. The employee receiving the donation of leave must exhaust all of their annual and sick leave before receiving a donation of leave.

B. Tax Treatment

Employees who donate leave are not subject to any taxes because of their donation. However, employees who receive donated leave are subject to regular income tax and it will be reported as income.

Separation of Employment

Employees who separate from City employment after their probationary period has ended and quit in good standing by retirement, resignation, or layoff, shall be paid the balance of their accrued annual leave.

Employees who separate employment having greater than ten years (10) in good standing by retirement, resignation, or layoff, shall be paid up to twenty five percent (25%) of their sick leave not to exceed two hundred and forty hours (240).

Entry into Florida Retirement System (FRS) DROP

Employees eligible to enter the Deferred Retirement Option Plan (“DROP”) under the Florida State Retirement System may be eligible to receive a leave payout upon entry into DROP. Eligibility for this payout will be handled in accordance with Florida Retirement System (“FRS”) regulations and City policy as required at the time of eligibility.

7.11 Pension Plan

All regular full-time employees at the City are eligible to participate in the FRS. After a specified period of employment, this plan provides you with a vested interest related to your length of employment.

As with your insurance benefits, refer to the Summary Plan Description (“SPD”) provided by the benefits administrator for specifics or contact Human Resources Clerk for more information.

7.12 Personal Leave of Absence

The City recognizes that you may need time off from work in special circumstances that other leave policies may not address. In such cases, you may request a personal leave of absence.

Requesting Leave

Requests for unpaid personal leave must be submitted to your department supervisor and the Mayor in writing at least seven (7) in advance where practical. In emergency situations, written notice must be provided as soon as possible. The request should include the reason for the leave as well as the dates you expect to begin and end the leave.

Job performance, absenteeism, and departmental requirements will be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted for any reason and are within the sole discretion of the City.

You will be required to use all available paid leave balances prior to taking an unpaid personal leave of absence.

Sick leave, annual leave, or other benefits will not accrue during an unpaid personal leave of absence. Holidays that occur during an unpaid personal leave of absence will not be paid.

If you are granted a personal leave of absence, reinstatement to your former position or any position is not guaranteed.

Your City-provided insurance benefits will be continued at the same level and under the same conditions as prior to the leave, for up to two months as shown in the benefit plan document. You are responsible for payment of your portion of the insurance premium while on personal leave.

If you are on a personal leave of absence that exceeds two months or you fail to pay your premium payment in a timely manner, the City will provide you with information about your rights under COBRA and/or applicable state continuation coverage policies.

Extension of Leave

You are required to return from unpaid personal leave on the originally scheduled return date. If you are unable to return, you must request an extension of the leave in writing at least two weeks in advance of the return date. Leave extensions will be considered on a case-by-case basis. If the City denies the extension request, you must return to work on the originally scheduled return date or be considered to have voluntarily resigned from your employment.

Return to Work

In advance of your scheduled return date, the department supervisor will arrange for you to resume your previous position, if available. However, Parker's need to fill a position may override the ability to hold a position open until your return. Therefore, Parker cannot assure you of our ability to reinstate you to any position after your leave. The City retains the discretion to determine the similarity of any available positions and your qualifications. If we are unable to reinstate you to your former position or you refuse the offer of reinstatement to a different position, your leave status will be changed to a voluntary termination.

Failure to Return from Leave

If you fail to return to work after an unpaid leave of absence, you will be considered to have resigned your employment.

Alternative Employment

While on an unpaid leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the City. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

7.13 Sick Pay

The City allows its regular full-time employees sick days yearly. Notify your department supervisor as far in advance as possible if you are going to take sick time off. There may be occasions, such as sudden illness, when you cannot notify your department supervisor in advance. In those situations, provide notification of your circumstances as soon as possible. You shall provide a certificate of illness from a health care practitioner to the Human Resources Clerk upon request of your department supervisor or if you miss more than three (3) days of work for an accident or illness.

Before returning to work from a sick leave absence of three (3) calendar days or more, you may be required to provide a health care practitioner's verification that you may safely return to work. You may not be able to return to work without the physician's verification.

You may use sick leave benefits for dental or doctor visits or to care for immediate family members who are sick. There may also be state mandated use of sick time. Unused sick days may not be converted to a cash payment. You may be required to use available sick leave during family and medical leave, disability leave, or other leave.

7.14 Unemployment Compensation Insurance

Unemployment compensation insurance is paid for by the City and provides temporary income for an employee who has lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the City.

7.15 Vision Care Insurance

All regular full-time employees, beginning the 1st day of the month following 60 days of employment with the City, are eligible for the employee paid vision care plan.

7.16 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at the City, no matter how slightly, you are to report the incident immediately to your department supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your department supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

8.0 Safety and Loss Prevention

8.1 Business Closure and Emergencies

Parker recognizes that inclement weather and other emergencies may affect your ability to get to work. In such situations, your safety is paramount.

Company Closure

Examples of emergencies when the City may close include, but are not limited to, power outages, hurricanes, other natural disasters.

Notification

In an emergency, the City will make every effort to notify you of the closing by phone or email. These notification efforts assume that you have access to electricity and internet and/or phone service.

When the City is unable to notify you of the closure, use common sense to assess the safety and practicality of the situation. In a regional power outage, for example, the City is likely to have no power. If there is reported flash flooding in your area, report to work only if you can make it safely.

Partial-Day Closure

If an emergency event such as inclement weather or a power outage occurs, the City may decide to close at midday. When Parker closes mid-day, you will be instructed to leave immediately so that the conditions do not further deteriorate and affect your ability to travel safely.

If you are exempt and are working at home with prior permission, or at the office on the day of the partial day closure, you will be paid your normal salary for the week. If you are nonexempt, you will be paid for the hours you worked, unless state law dictates otherwise.

Notified of Closure Prior to Reporting to Work

If you are nonexempt and are notified of a closure prior to reporting to work, you will not be paid during the closure, unless state law dictates otherwise. If you are exempt, you will be paid your normal salary for the week.

Benefits Coverage

Your health insurance coverage will be maintained by the City during the closure on the same basis as if you were still working.

Extending Leave

When the City closure ends, you are expected to report to work. Contact your department supervisor if you cannot return to work at the end of the closure. The City recognizes that you may need additional time off to repair extensive home damage or for other emergency situations. These will be assessed on a case-by-case basis.

If You Cannot Get to Work

Unique circumstances may affect your ability to come to work even when the City is able to remain open. The City recognizes that in a severe national or regional disaster, all methods of communication may be unavailable; however, you should continue to try and contact your department supervisor, by any method possible.

Time missed under circumstances where the City remains open and you are unable to report to work is to be used as vacation time, personal time, or is unpaid.

8.2 Drug and Alcohol Policy

The City is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the City to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others and will not be tolerated.

Prohibited Conduct

The City expressly prohibits employees from engaging in the following activities when they are on duty or conducting city business or on city premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law.

Illegal drug use and/or alcohol abuse, whether on or off the job, may be subject to disciplinary action up to and including termination. Illegal drug use and/or alcohol abuse jeopardizes the safety of other employees and the public. The City may preform random drug testing. Testing will be conducted by the physician's office contracted by the City. Employees will be selected at random to immediately report for drug testing. The employees will be selected by the Mayor by a blind drawing of names.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your supervisor if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

8.3 General Safety

It is the responsibility of all Parker employees to maintain a healthy and safe work environment. Report any health or safety hazards, and follow the City health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The City also requires that all occupational illnesses or injuries be reported to your department supervisor as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

8.4 Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Parker, we are committed to working with our employees to try to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The City has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on city property or while performing City of Parker business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your department supervisor or the Mayor, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to Human Resources Clerk, Mayor or the City Council.

9.0 Trade Secrets and Inventions

9.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Parker employees are required to protect the confidentiality of City trade secrets, proprietary information, and confidential commercially sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents,

trademarks, etc.) related to the City. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that an employee is sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your department supervisor, the City Clerk or the Mayor.

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

Florida Policies

Hiring and Orientation Policies

Disability Accommodation

The City complies with the Americans with Disabilities Act ("ADA"), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the City will provide reasonable accommodation to otherwise qualified individuals upon request where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your department supervisor. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the City will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the City in connection with a request for accommodation will be treated as confidential.

The City encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the City is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the City.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave required by state and federal law.

The City will not discriminate or retaliate against employee for requesting a reasonable accommodation.

EEO Statement and Non harassment Policy

Equal Opportunity Statement

The City is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. The City is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination and all other terms conditions

and privileges of employment.

Parker will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The City will take appropriate corrective action, if and where warranted. The City prohibits retaliation against an employee who provides information about, complains about, or assists in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your department supervisor or any other designated member of management.

Policy Against Workplace Harassment

The City has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 and older), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors.
- Lewd or derogatory comments or jokes.
- Comments regarding sexual behavior or the body of another.
- Sexual innuendo and other vocal activity such as catcalls or whistles.
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature.
- Repeated requests for dates after being informed that interest is unwelcome.
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Agency or any government agency.
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age (40 and older), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories,
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify the Human Resources Clerk, your supervisor, or the Mayor or to any member of department supervisor.

The City prohibits retaliation against an employee who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the City determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the City may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the City will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Religious Accommodation

Parker is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the City dress code or the individual's schedule, basic job duties, or other aspects of employment. The City will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation.

If you require a religious accommodation, speak with your department supervisor or city clerk.

Wage and Hour Policies

Accommodations for Nursing Mothers

The City will provide nursing mothers reasonable unpaid break time to express milk for their infant child(ren) for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock out for any time taken that does not run concurrently with normally scheduled rest periods.

You must make reasonable efforts to not disrupt City operations.

You are encouraged to discuss the length and frequency of these breaks with your supervisor.

Meal and Rest Periods

The City strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your supervisor regarding procedures and schedules for rest and meal breaks. Parker requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your supervisor know; in addition, notify your supervisor as soon as possible if you were unable to or prohibited from taking a meal or rest period.

Preemployment Drug Screen

In all cases for safety-sensitive positions and for other positions allowed by law, employees are required to obtain a 10-panel drug screen at the physician's office contracted by the City. The necessary paperwork will be given to the employee by the City Clerk, Mayor, or Safety Officer. Proof of the 10-panel drug screen must be turned in prior to starting work for the City.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your department supervisor.

At certain times the City may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek.

Pay Period

At Parker, the standard pay period is weekly for all employees. Pay dates are currently on Thursday. If a pay date falls on a holiday, you will be paid on the preceding workday. Special provisions may be required from time to time if holidays fall on pay dates. Check with your department supervisor if this type of date arises. The City reserves the right to adjust the pay dates at any time.

Review your paycheck for accuracy. If you find an issue, report it to your Human Resources Clerk immediately.

Performance, Discipline, Layoff, and Termination

Disciplinary Process

Violation of City policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The City encourages a system of progressive discipline depending on the type of prohibited conduct. However, Parker is not required to engage in progressive discipline and may discipline or terminate employee who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

Depending upon the circumstances, management may first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the City is concerned with consistent enforcement of our policies, Parker is not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

General Policies

Access to Personnel and Medical Records Files

The City maintains separate medical records files and personnel files for all employees. Files containing medical records are stored in a separate secure location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others appropriate officials may have access to your personnel file. If you wish to review and/or copy your personnel or medical records file, you must give the City reasonable notice. Inspection must occur in the presence of the Human Resources Clerk, City Clerk or Mayor.

All requests by an outside party for information contained in your personnel file will be directed to the City Clerk, who is the only person authorized to provide such information.

Other Benefits

Jury Duty Leave

The City encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your supervisor as soon as possible to make scheduling arrangements.

The City reserves the right to require an employee to provide proof of jury duty service to the extent authorized by law.

Parker will not retaliate against an employee who request or take leave in accordance with this policy.

Voting Leave

If your work schedule prevents you from voting on Election Day, the City will allow you a reasonable time off to vote at the closest voting location. The time when you can go to vote will be at the discretion of your supervisor, consistent with applicable legal requirements.

Safety and Loss Prevention

Workplace Smoking

The City is concerned about the effect that smoking and secondhand smoke inhalation can have on its employees and clients. Smoking inside City buildings including but not limited to in the office, customer areas, and restrooms is prohibited.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful working relationship and a safe, productive, and pleasant workplace.

Andrew Kelly, Mayor

Tonya Barrow, Mayor Pro Tem

Ron Chaple, Council Member

Stacie Galbreath, Council Member

April Gibson, Council Member

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the City of Parker Employee Handbook ("Handbook") and that I have read it, understand it, and agree to comply with it. I understand that the City of Parker has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this Handbook. Changes can only be made if approved in writing by the City Council of the City of Parker. I also understand that any delay or failure by the City of Parker to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the City of Parker or affect the right of the City of Parker to enforce such rule, regulation, or procedure in the future.

I understand that neither this Handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized City of Parker representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

This Handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This Handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this Handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This Handbook supersedes any previous handbook or policy statements, whether written or oral, issued by the City of Parker.

If I have any questions about the content or interpretation of this handbook, I will contact the Human Resources Clerk, the Mayor or the City Council.

_____ _____

Signature Date

_____

Printed Name