RESOLUTION 2009-792

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING THE NEW PERSONNEL MANUAL-HANDBOOK

WHEREAS, The Town of Camp Verde Personnel Manual was first adopted in 1995, updated in November 2007 and needs to be updated and revised.

WHEREAS, *it is in the best interest of the Town to update this manual periodically, to keep current with personnel issues and laws:*

NOW THEREFORE, **Be it resolved by the Mayor and Common Council of the Town of Camp Verde, Arizona;**

That certain document entitled the Personnel Manual-Handbook is hereby declared a public record, and said document is on file in the office of the Town Clerk.

PASSED AND APPROVED by the Mayor and Common Council of the Town of Camp Verde on the 21st day of October, 2009.

Bob Burnside, Mayor

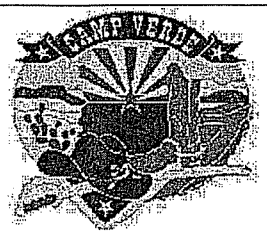
Attest:

Deborah Barber 10-28-09

Deborah Barber, Town Clerk

Approved as to form:

William Sims, Town Attorney



CHAPTER 1

GENERAL EMPLOYMENT RIGHTS AND RESPONSIBILITIES

POLICY 1-1 Equal Employment Opportunity

The Town of Camp Verde provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or veteran status in accordance with applicable federal laws.

Section 1-1-1 Non-Discrimination

The Town complies with applicable state and federal laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absences, compensation and training.

The Town also provides equal treatment for disabled employees who are able to perform, with reasonable accommodation, the essential tasks of the position. The town is not required to make such accommodation if it would impose an "undue hardship" on the business of the town. Undue hardship is an action, which would require significant difficulty or expense in light of the town's size, financial resources, and nature of the operation involved.

Section 1-1-2 Consequences of Prohibited Conduct

Violations of this policy may be cause for the full range of disciplinary action, up to and including termination.

Section 1-1-3 Equal Employment Opportunity Program

The Equal Employment Officer shall undertake the following actions to ensure equal employment opportunities in the Town:

A) Periodically review all position qualifications and descriptions to ensure requirements are relevant to the tasks to be performed and make recommendations as needed to delete requirements not reasonably related to the tasks to be performed.

B) Ensure that pay and benefits depend upon position responsibility and, along with overtime work, are administered on a non-discriminatory basis.

C) Inform and provide guidance to staff and management personnel who make hiring decisions so that all applications for selections, promotion and termination, including those of minorities and women, are considered without discrimination and all applicants be given equal opportunity regardless of race, color, national origin, sex, age, disability or status as a veteran in accordance with applicable federal laws.

D) Create a pool of qualified candidates to encourage diversity and ensure equal employment opportunity in hiring. The following practices for listing jobs will be followed under the Equal Employment Opportunity Officer's direction:

1) Regular full time jobs must be open for a minimum of 10 working days.

2) Jobs must be advertised to the broadest audience available and appropriate for the position.

E) Provide orientation for new employees that specifically emphasize how the Town assures equal opportunity and encourages all employees to avail themselves of equal employment services.

F) Distributes the Equal Opportunity Policy to employees, contractors, and suppliers.

G) Include an equal employment opportunity phrase on applications and job announcements.

Section 1-1-4 Program Responsibility

The Human Resources Director shall serve as the Equal Opportunity Officer to carry out the Equal Employment Policy and Program.

A) The Equal Employment Opportunity Officer shall be the focal point for the Town's equal opportunity efforts and shall advise staff and management personnel in all matters regarding implementation of and compliance with the Equal Employment Opportunity Policy and be responsible for the successful execution of the program, utilizing the assistance of appropriate state and community agencies.

B) The Equal Employment Opportunity Officer will have the responsibility to examine existing internal policies and procedures that may serve as barriers to implementing the Equal Employment Opportunity Program.

Section 1-1-5 Anti-Harassment Policy

The Town of Camp Verde strictly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, status as a veteran or status in any group protected by federal, state, or local law. Harassment is unwelcome conduct that is based on the above listed protected groups. Such harassment is unlawful if:

a) The offensive conduct is a condition of continued employment, or

b) The conduct is severe or pervasive causing a work environment that a reasonable person would find intimidating, hostile or abusive.

State and federal discrimination laws also protect employees against retaliation by other employees for complaining about discrimination, participating in an investigation relating to the discrimination laws, or proceeding under such discrimination laws including the filing of a discrimination charge or lawsuit. Improper interference with the ability of the Town's employees to perform their expected job duties will not be tolerated. Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers.

With respect to sexual harassment, the Town prohibits the following:

A) Unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment:

2) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or

3) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

B) Offensive comments, jokes, innuendoes, and other sexually oriented statements. Example of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

1) Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair or brushing against another's body;

2) Sexually suggestive touching;

3) Grabbing, groping, kissing, fondling;

4) Violating someone's "personal space";

5) Lewd, off-color, sexually oriented comments or jokes;

6) Foul or obscene language;

7) Leering, staring, or stalking;

8) Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons;

9) Sexually oriented or explicit remarks;

10) Questions about one's sex life or experience;

11) Repeated requests for dates.

Section 1-1-6 Plan for Harassment Prevention and Elimination

A) Education

The Human Resources Department shall be responsible for formally notifying all employees, Department Heads, elected or appointed officials, volunteers, and contractors/vendors of the existence of this policy. The Human Resources Director shall periodically conduct training on the topic of offensive behavior/harassment, and attendance will be mandatory for all employees and will be offered to elected or appointed officials and others.

B) Implementation

The Town Manager and the Department Heads are responsible for creating a productive work environment in which offensive conduct or harassment is completely out of place; taking immediate and appropriate corrective action in response to any confirmed violation of this policy; and assuring that no reprisals are taken against those who complain or against corroborating witnesses.

C) Enforcement

The Town is committed to promptly and thoroughly investigate each complaint and take immediate and appropriate corrective action on all confirmed violations of this policy. The Human Resources Director is responsible for auditing the operation of this policy, providing the Town Manager, or appropriate Department Head is responsible for thoroughly investigating and resolving any complaints.

Section 1-1-7 Reporting Possible Harassment

A) If an Employee experiences any job-related harassment based on sex, race, national origin, disability, or other protected factor, or believes that he or she has been treated in an unlawful, discriminatory manner, the incident should be reported promptly to a Department Head, the Human Resources Director, or the Town Manager, who will immediately investigate, as necessary, to determine the cause of the complaint and work with the employee to affect an equitable solution. Every effort shall be made to resolve the difficulty at the lowest level practicable. The complaint will be kept confidential to the maximum extent practicable.

B) All other employees, including supervisors, managers, or directors, who become aware of possible harassment of an employee, either as a result of having received a complaint directly from the employee, from any other reliable source of information, or from his or her personal observations, shall report the situation to a Department Head, the Human Resources Director, or the Town Manager.

Section 1-1-8 Investigation

A) The goal will be to investigate any such complaint promptly and thoroughly.

B) If the Town determines that an employee has harassed another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

Section 1-1-9 No Reprisals

No reprisals of any kind by any employee or manager shall be taken against an employee because that employee has asserted a complaint or because that individual has reported, witnessed, or has assisted in any way in the investigation of a harassment complaint.

Section 1-1-10 Option to Report to Outside Agency(ies)

At the option of the employee, the State of Arizona Department of Law Civil Rights Division, 1275 West Washington, Phoenix Arizona 85007 or the Federal Equal Employment Opportunity Commission, 3300 N. Central Avenue, Suite 690, Phoenix Arizona 85012 may be contacted for assistance.

Employees also have the option to use the Town's Ethics Hotline 1-888-264-9727.

Section 1-1-11 Employee Development

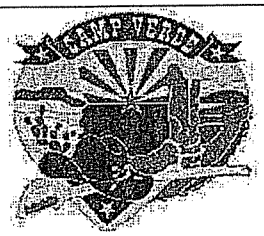
The Following actions shall be undertaken to achieve employee job satisfaction and fair treatment:

A) Assure that there shall be no discrimination with regard to training and educational opportunities, upgrading, promotions, layoffs, and termination of any employee. Any action that might adversely affect employees in accordance with state and federal laws shall be brought to the attention of the Equal Opportunity Officer.

B) Actively encourage employees to increase their skills and job potential through training and educational opportunities. Offer guidance and counseling in developing programs tailored to individual aptitudes and desires, taking full advantage of programs offered by state and federal agencies and other appropriate programs.

Section 1-1-12 Coordination with State and Federal Laws

The Town recognizes its responsibilities to comply with and ensure that equal opportunity and non-discrimination policies of state and federal agencies with which it conducts business are carried out in compliance with Executive Order No. 11246, as amended.



CHAPTER 1

GENERAL EMPLOYMENT RIGHTS AND RESPONSIBILITIES

Section 1-1-13 Definitions

A) Equal Employment Opportunity Policy: The commitment to ensure equal employment opportunity for all employees and appointed officials to the full extent of state and federal law.

B) Equal Employment Opportunity Program: The written, results-oriented program specifically set forth in this policy detailing the steps to be taken to ensure equal employment opportunity.

C) Equal Employment Opportunity Officer: That person designated by the Town Manager who is responsible for meeting the obligations and requirements of the Equal Employment Opportunity Policy and Program.

POLICY 1-2 CODE OF CONDUCT

As employees of the Town of Camp Verde, we must manage our personal and business affairs so as to avoid situations that might lead to conflict, or the appearance of conflict, between self-interest and our duty to the Town, to the persons served by the Town and to the general public.

Common sense and good judgment will dictate the proper course of action in most situations. However, if there is a question of even a slight conflict with our Code of Conduct, others will tend to exaggerate it. The best policy is to resolve such questions by addressing them at the outset so they will not become embarrassing problems later. Such matters can easily be addressed by discussing them with the Department Head or Human Resources Director. Handling these matters in this manner should avoid any occasion for disciplinary action. However, any violation of this Code of Conduct may result in disciplinary action. Depending upon the severity of the violation, such disciplinary action could include any one or a combination of the following: oral warning, written reprimand, probation, suspension or discharge. Situations may arise that have not been directly addressed in this Code of Conduct. The final resolution of such situations rests with the Town Manager.

Section 1-2-1 Performance of Duties

A) Employees should perform official duties diligently, conscientiously and to the best of their ability, remembering that they are public servants.

B) Employees should always perform their duties with courtesy and respect for the public and for co-workers and without bias or prejudice, manifested by words or conduct, based upon age, race, religion, national origin, gender, sexual orientation, veteran status, disability or political affiliation.

C) With support from the Town, employees should seek to maintain and improve their personal and professional growth and development and that of their co-workers through cooperation and participation in training and educational programs relevant to their duties and through any licensing or certification required for their position.

D) Employees should perform their duties impartially in a manner consistent with the law and the public interest, unswayed by kinship, position, partisan interests, public pressure or fear of criticism or reprisal.

E) Employees should bring to the attention of their supervisor any information that, by its nature or inference, could disclose or cause to be addressed any condition or situation that is detrimental to the image of the Town of Camp Verde or that they regard as a threat of liability, a threat to safety, or a breach of law. The Town will not retaliate against any employee who makes such a disclosure in good faith. Resolution shall be pursued in accordance with the provisions of applicable local, state, and federal law.

Section 1-2-2 Abuse Of Position

A) No employee should use or attempt to use his or her official position to secure unwarranted privileges or exemptions.

B) No employee or a member of the employee's immediate family should accept, solicit, or agree to accept any gift, favor, or anything of value with the understanding that the official actions, decisions, or judgments of any employee will be influenced.

C) No employee should request or accept any fee or compensation beyond that received by the employee in his or her official capacity for advice or assistance given in the course of his or her public employment.

D) Each employee should use the public resources, property, and funds under the employee's control responsibly and for the public purpose intended by law and not for any private purpose.

Section 1-2-3 Conflict of Interest

Every employee has an obligation to diligently identify, disclose, avoid, and/or manage conflicts of interest. Potential conflict of interests exists when an employee or an employee's immediate family may be directly financially impacted, whether favorably or detrimentally, by a decision made by the Town of Camp Verde in which the employee participates. Even if no abuse of position actually occurs, a conflict of interest or its appearance can seriously undermine the public's confidence and trust in the Town's governmental system.

A) Outside Contracts: Employees and their immediate family members should not enter into any contract with any component of the Town government for financial gain apart from an employment appointment without full disclosure and satisfactory management of any potential conflict of interest in accordance with policies established by the Town of Camp Verde.

B) Nepotism: Employees should not be involved in the decision to hire or in the supervision of any member of their immediate family.

1) Immediate family or employees who reside in the same household, will be allowed to work in the same department, and neither will be required to transfer or terminate employment, as long as neither is in a position that requires supervising the other.

2) If a supervisory responsibility is involved, then the affected employees will determine which of them will transfer or resign in order to ensure compliance with this policy. The Town will assist in exploring transfer opportunities to like or similar positions for either employee.

3) If no transfer opportunity exists after 90 days, one of the employees will be required to resign employment with the Town.

4) For purposes of this policy, immediate family members and relatives is defined as spouse, daughter (in-law), son (in-law), parent (in-law), brother (in-law), sister (in-law), Niece, Nephew, Uncle, Aunt, step children, step parents (in-law), grandparents or grandchild of an employee or other legal dependent of an employee or the employee's relatives.

C) Business with Private Party or Vendor: Employees should not participate in decisions regarding conduct of Town business with any private party or vendor by whom the employee or an immediate family member is employed or is actively seeking employment.

D) Acceptance of Gifts, Gratuities, Hospitality: Employees should not accept gifts, loans, gratuities, discounts, favors, hospitality, services, or other compensation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the employee in the performance of duties. Examples of acceptable courtesies include a meal for speaking at a meeting or event; floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, and promotions; or a sample or promotional gift of nominal value ($25 or less).

Section 1-2-4 Outside Employment

A) While the Town of Camp Verde does not oppose employees engaging in outside employment, each full-time employee should consider his or her position with the Town of Camp Verde to be his/her primary place of employment. The outside employment of part-time employees may also reflect on the Town. Therefore, the Town of Camp Verde will oppose outside employment when it interferes with any employee's duties with the Town of Camp Verde, involves a potential conflict of interest, or compromises the integrity or credibility of the Town. Consequently, in addition to conflict of interest situations addressed above, employees should avoid:

1) Outside employment with an entity that conducts business with the Town or requires the employee to have frequent contact with entities that regularly do business with the Town without full disclosure and satisfactory management of any potential conflict of interest.

2) Outside employment that cannot be accomplished outside of the employee's normal working hours or is otherwise incompatible with the performance of the employee's duties by placing the employee in a position of conflict between the employee's role at the Town of Camp Verde and the employee's role in the outside employment.

3) Performance of work for any governmental entity within the State of Arizona without written consent of both employers.

4) Outside employment that exploits official position or confidential information acquired in the performance of official duties for personal gain.

5) Outside employment that the public may view as work on behalf of the Town of Camp Verde.

B) An exception to restrictions on outside employment pertains to the police. Outside employment of police must conform to the Marshal's Office Policies and Procedures.

C) Due to the importance of the public's perception of the governmental system, the Town of Camp Verde requires that all employees who engage in outside employment disclose such work to the Department Head, who will notify the Human Resource Director. Outside employment is subject to review for conformance to the Code of Conduct. Employees engaged in outside employment determined not to be in conformance may be required to cease such employment.

Section 1-2-5 Volunteer Activities

Employees are encouraged to engage in volunteer activities. However, employees should evaluate their volunteer activities in the same manner as outside employment to identify any potential conflict with the employee's position with the Town of Camp Verde. Employees should discuss these potential conflicts with their Department Head.

A) An employee should declare volunteer activities only if the employee believes there is some reason of concern consistent with the spirit of this Code of Conduct.

B) All reported volunteer activities will be reviewed for appropriateness under the guidelines in this policy by the Department Head and the Human Resources Director.

C) Should an employee disagree with the decision of the Department Head and Human Resources Director, he/she may request an additional review by the Town Manager, whose decision is final.

Section 1-2-6 Confidentiality

Employees of the Town of Camp Verde should carry out their duties in a manner, which would withstand public scrutiny. Some employees handle confidential court-related, law enforcement-related, or employee-related documents, while others handle sensitive matters concerning the operation of the government. Employees should maintain the confidentiality of these matters, ensuring information about these activities is made public only upon appropriate authorization by the Department Head, Human Resources Director or Town Manager.

Section 1-2-7 Political Activity

The Town seeks to maintain neutrality concerning political matters to the extent humanly possible. Employees of the Town of Camp Verde have a right to entertain and express personal opinions about political candidates and issues, but when performing their duties on behalf of the Town during working hours, employees of the Town of Camp Verde should endeavor to maintain neutrality in action and appearance, except here an employee's position entails political advocacy on the part of the Town.

A) Political Campaigns

1) Each employee retains the right to vote as the employee chooses and is free to participate actively in political campaigns during non-working hours. Such activity includes, but is not limited to, membership and holding office in a political party, campaigning for a candidate in a partisan election by making speeches, and making contributions of time and money to individual candidates, political parties, or other groups engaged in political activity.

2) An employee who chooses to participate in political activity during off-duty hours should not use his or her position or title within the Town in connection with such political activities.

B) Candidate for Office

1) An employee who declares an intention to run for partisan elective office must take an unpaid leave of absence upon filing of nomination papers, unless more than 50% of the employee's salary is paid by federal funds, in which case the employee must resign. If elected, he or she must resign.

2) An employee may be a candidate for an unpaid non-partisan elective office or may be appointed to an unpaid non-partisan office in another jurisdiction, without separating from employment, provided that the employee otherwise complies with this Code of Conduct.

C) Political Activism

Employees should not engage in political activity during scheduled work hours, or when using government vehicles or equipment, or on Town property except in the performance of their duties on behalf of the Town. Political activity includes, but is not limited to:

1) Displaying literature, badges, stickers, signs, or other items of political advertising on behalf of any party, committee, agency, candidate for political office, or political issues sought to be placed on the ballot.

2) Using official authority or position, directly or indirectly, to influence or attempt to influence any other employee in Town employment to become a member of any political organization or take part in any political activity.

3) Soliciting signatures for political candidacy or for the purpose of placing an issue on the ballot.

4) Soliciting or receiving funds for political purposes.

D) Political Discrimination: Employees should not discriminate in favor of or against any employee or applicant for employment on account of political contributions or permitted political activities.

Section 1-2-8 Use of Public Property

A) Vehicles owned by the Town of Camp Verde will be used for official business only.

1) Employees may, with approval of their supervisor, use their personal vehicle to conduct Town business and will be reimbursed at the current approved mileage rate.

2) All employees who drive Town vehicles or drive their own vehicle on Town business must have in their possession the appropriate Arizona driver's license when driving on Town business.

3) Town vehicles shall not be used for transportation to an employee's place of residence as a take-home vehicle unless the employee lives within the town limits and is required by the Town to commute in the vehicle for the following reasons:

   a) The department assignment of the vehicle shall be to a position that is responsible for responding to an emergency situation related to public health or safety and the protection of property on a 24-hour basis.

   b) Use of a Town vehicle to commute between home and work, under U.S. Internal Revenue Service (IRS) regulations, is required to be reported as auto fringe benefit compensation unless the vehicle is a qualified non-personal use vehicle. Examples of qualified non-personal use vehicles include clearly marked police vehicles and unmarked police vehicles used by law enforcement officers if the officer is authorized to carry a firearm, execute search warrants, and make arrests.

ب) No employee of the Town shall request, use or permit the use of Town-owned clothing, equipment, materials, or other property for the unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such Town property is to be restricted to such services as are available to the Town generally and for the conduct of official Town business.

C) Authorized personnel uses include taking a Town vehicle to lunch when going to and from meetings on workdays as needed and occasional use of a Town copy machine at cost.

Section 1-2-9 Driver's License Status

A) The Town reserves the right to authorize the Human Resources Director to verify annually the driver's license status of employees who use Town vehicles in performing their job duties.

B) Any Town employee who drives Town vehicles as part of their job duties and has their license suspended or revoked must report this fact to their Department Head.

   1) The employee will be automatically suspended from driving a Town vehicle followed by a notice to the employee to explain the revocation or suspension of his/her license.

2) An inadequate explanation could be grounds for dismissal.

C) If a Town employee drives Town vehicles as part of their job duties, has their license suspended or revoked and they do not report this fact to their Department Head, this shall be considered grounds for dismissal.

D) Department Heads will advise the Human Resources Director and the Town Manager of such revocation or suspension.

Section 1-2-10 Investigation by Outside Agency

Complaints or allegations against employees that may be criminal in nature may be referred to an appropriate outside agency for investigation.

Section 1-2-11 Restriction on Children and Non-Employees in the Workplace

A) So long as a professional ambiance is maintained and the productivity and safety of the employee, nearby co-workers, the visitor or the public is not compromised, a child or non-employee of the Town is permitted to accompany or visit an employee in the workplace in the following circumstances:

1) Friend or family member visits are reasonable in length and frequency to the extent that it does not compromise work productivity or customer service. It will be the Department Head's responsibility to monitor this activity.

2) An unexpected emergency when a minor child or legal ward of an employee has no other available reasonably safe alternative than to stay with the employee, provided that the child shall in no event remain in the workplace for more than four hours. If a child is contagious with an illness, the child will not be allowed in the workplace.

3) Occasional Town-sanctioned activities, such as bring your child to work day.

B) An employee should not permit children and non-employees to use Town computers and other equipment.

CHAPTER 2

EMPLOYMENT PROCESS

POLICY 2-1 HIRING PROCESS

Vacancies may be filled by transfer, promotion, demotion, re-employment, or from an employment list or other selection process established for filling that particular vacancy. A current employee must have completed the initial evaluation period in order to be eligible for a vacancy. After each recruitment or promotion and subsequent appointment, the employment list established for that purpose may be destroyed after six months.

POLICY 2-2 JOB POSTING FOR CURRENT EMPLOYEES

When job openings arise, qualified internal candidates will be given full consideration in filling those openings where possible. To encourage employees to express their interest, the Town has established a job-posting program. The program will notify employees of openings below the senior management level and provide a method for employees to apply.

Section 2-2-1 Eligibility

To be eligible, an employee must be in good standing, meaning that the employee's overall work record is acceptable, and have completed the initial evaluation period. The Town Manager may approve a promotion or transfer for an employee who has not completed the initial evaluation period in his or her current position upon the recommendation of the Department Head.

Section 2-2-2 Employee Responsibilities

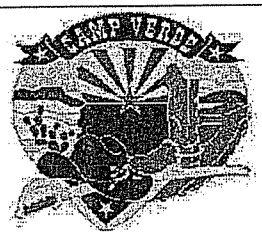
Employees are responsible for monitoring job vacancy notices and submitting their application forms for jobs posted to the Human Resources staff. They are also responsible for demonstrating that they are qualified for the open position(s).

Section 2-2-3 Review of Qualifications

The hiring supervisor will contact employees who may apply to discuss the job opportunity and the employee's qualifications. If the employee is not selected, the hiring supervisor will explain why.

Section 2-2-4 Notification of Current Supervisor

Employees are not required to notify their supervisors when applying for a posted position in a different department. However, if an employee is a finalist for a position, the hiring supervisor will then contact the current supervisor for, among other purposes, a recommendation.



CHAPTER 2

EMPLOYMENT PROCESS

POLICY 2-3 JOB ANNOUNCEMENT

Section 2-3-1 Full-Time Positions

A) All positions other than temporary shall be publicized to the general public by advertisement in a newspaper of appropriate circulation; by posting announcements in the Town building; through electronic means such as the Internet; or other methods determined by the Human Resources Director.

1) The announcements may specify the title of the position, the nature of the work to be performed, minimum requirements for the position, the manner of making application, salary range, and other pertinent information. The announcement shall indicate that the Town is an equal opportunity employer.

2) The announcement will normally be open for 10 working days and contain a closing date for receipt of applications as determined by the Human Resources Director in conjunction with the Department Head or Town Manager. The Human Resources Director may extend the application deadline.

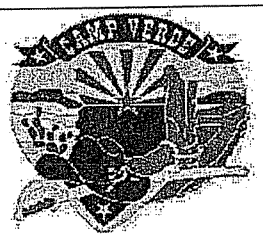
3) If a position vacancy occurs within 60 calendar days of the closing date of a previously advertised position in the same classification, the position will not require re-advertisement. If there are not a sufficient number of qualified applications received for position openings, the position may be re-advertised.

Section 2-3-2 Part-Time Positions

The Town Manager may make part-time appointments where positions require someone less than full-time. Part-time employees hired after September 2009 are not eligible for employee benefit programs offered by the Town.

Section 2-3-3 Temporary Positions

The Town Manager may authorize temporary appointments, provided budgeted funds are available. Temporary positions shall generally be limited to a maximum of 3 full calendar months. Temporary positions may be extended for up to an additional 3 months. Temporary employees may apply for part-time or full-time positions through the normal application for the general public.



CHAPTER 2

EMPLOYMENT PROCESS

POLICY 2-4 APPLICATION

Section 2-4-1 Definition of Applicant

An applicant is an individual who applies to the Town by completing an official Town employment application or delivering a resume. An applicant can deliver an application or resume by mail (electronically or U.S. mail) or in person.

Section 2-4-2 Application Forms

A) Application forms shall be accepted for positions that are open.

B) An Applicant may apply for more than one position, provided that each position is open for applications.

C) Application forms require information regarding training, work experience, other pertinent personal and employment information and employment references. Each applicant, including senior management, must submit a completed application.

D) Each application must be signed by the person submitting the application and filed with the Human Resources Department. All applications, together with accompanying materials, become the property of the Town.

E) The employment process may require that applicants submit to a physical examination in compliance with the American with Disabilities Act and/or to fingerprint background investigations as defined in the Fingerprinting Policy.

F) When recruiting for key leadership positions, the employment process shall require the H. R. Director to form a hiring committee who will be responsible for objectively evaluating and rating the qualifications of all applicants and making recommendations of which applicants should move forward in the process.

Section 2-4-3 Rejection of Application

The Town may reject any application that indicates that the applicant does not possess the minimum qualifications required for the position, has made a misstatement of any material fact, or has practiced any deception or fraud in his/her application.

Section 2-4-4 Application Retention

Applications shall be kept active for six months and may be destroyed two years after the end of the calendar year received.

CHAPTER 2

EMPLOYMENT PROCESS

POLICY 2-5 EXAMINATION

Selection techniques used by the Town are impartial, practical, and job-related, and are designed to determine the candidate's knowledge, skills, and abilities for the position. The examinations used may include but are not limited to oral, written, performance, assessment center, physical/mental fitness, and training/experience evaluations. In addition, evaluation of past work performance, work samples, personal interviews, and background investigations may be used in the selection process.

Section 2-5-1 Physical and Mental Fitness

A) All applicants for Town employment shall be of sufficient mental and physical fitness to be able to perform the essential functions of the positions for which they have applied. The physical and mental fitness of individuals entering Town employment may be evaluated by physicians or employee assistance professionals approved by the Town. Current employees may be subject to medical examinations or inquiries when they are job-related and consistent with business necessity.

B) Reasonable accommodations for a qualified individual with a disability shall be provided unless provision of such an accommodation would impose an undue hardship upon the Town. The physical and mental qualifications of entering or current employees with disabilities may be evaluated by physicians approved by the Town.

C) Sworn police employees who belong to the Arizona Public Safety Retirement Plan must continue to meet the physical, mental, psychological and emotional requirements for their job classifications as defined by the Marshal's Office policy.

Section 2-5-2 Pre-Employment Drug Test

Applicants selected for employment to certain positions will submit to a pre-employment drug test for illegal drugs. These positions include police employees, positions that require a commercial drivers' license (CDL), and any position considered a safety-sensitive position. Potential hires who test positive for illegal drug use will be ineligible for employment with the Town.

Section 2-5-3 Test Development

The hiring department develops the examination contents with assistance provided by the Human Resources Department. Examination contents are confidential, and unauthorized disclosure to any candidate is grounds for discipline. In certain situations, outside consultants may be contracted to assist with test development.

Section 2-5-4 Test Administration

The Human Resources Department will administer the testing process unless otherwise designated to the hiring department.

Section 2-5-5 Reasonable Accommodation

The Human Resources Department shall ensure that reasonable accommodations are made in test procedures so that persons with disabilities can be tested in an appropriate manner.

POLICY 2-6 DISABILITY PREFERENCE

Any person certified as a qualified individual with a disability who meets the requirements set forth in the selection process may be given additional consideration. Proof of eligibility for the disability preference (e.g., signed physician's statement) must be presented to the Human Resources Department at the time of application or examination.

POLICY 2-7 INTERVIEWING

Interviews may be conducted to gather information specific to the candidate's ability to meet job requirements. Interviewers will prepare an appropriate process that relates to the applicant's ability to meet educational, technical, and other requirements of the position to be filled. The focus of the interview will normally be on the applicant's work and pertinent non-work experience.

Section 2-7-1 Interview Process

A) The Human Resources Director shall coordinate the interview process unless otherwise designated to the hiring department.

B) An interview panel will be selected and confirmed by the Human Resources Director with input by the hiring department. The panel shall generally consist of personnel who have expertise with the technical elements of the position and other persons who can professional contribute to the process. A Human Resource representative will also be present. Relatives or personal friends of the applicant will be excluded from serving on the panel. Reasonable accommodations shall be made for disabled applicants to allow participation in the interview process.

C) The Department Head and the Human Resources Director shall be responsible for the development of interview questions and standards for measurement of candidate responses.

1) Consistency will be maintained in the questions asked of all candidates.

2) The questions must be job related.

3) Questions that pertain to race, religion, sex, marital status, or other protected classes or other inquiries that directly or indirectly disclose such information are prohibited.

4) Inquiries about an applicant's ability to read, write, or speak a foreign language are permitted when such inquiries are based on job requirements.

5) The Human Resources staff will provide the interview panel with copies of the applications of final candidates prior to the interview, along with proposed interview questions and a schedule of interviews. Human Resources Staff will also meet with panel members prior to the interview for an orientation on appropriate interview and assessment techniques needed to evaluate each candidate objectively on an as-needed basis.

6) Each panel member will score the candidates independently.

7) Following the interview, the interview panel shall reach consensus and report the interview results and recommendations to the Human Resources Director.

POLICY 2-8 REFERENCE CHECK

It is the policy of the Town to carefully investigate the backgrounds of all prospective applicants selected for employment to ensure that the relevant facts about an applicant's employment history and personal background have not been misstated, either on the employment application or resume or during the job interview.

Section 2-8-1 Procedure

A) After an applicant has been selected for employment, the Human Resources staff will conduct employment verification and reference checks on the applicant. Parts of the reference check may be delegated to the hiring department.

B) Police personnel will conduct an employment verification and reference check as part of its process of qualifying candidates before selection.

C) Certain safety-sensitive positions may be designated by the Human Resources Department to undergo a thorough background check by the Marshal's Office.

D) Applicants are required to sign a release authorizing the respective employer or educational institution to release the appropriate information to the Town.

E) Results of the reference check and/or background check will help determine the applicant's fitness for the position.

POLICY 2-9 VETERAN'S PREFERENCE

Section 2-9-1 Eligibility

A) Any veteran who served on active duty for 6 months or longer in any branch of the United States Military, has an honorable discharge and meets the requirements set forth in the selection process may be given additional consideration.

B) Veterans entitled to compensation for a service-connected disability will receive consideration in addition to the duty-served consideration.

C) Proof of eligibility for veteran or special disability preference must be submitted at the time of application or examination.

Section 2-9-2 Spouse Eligibility

A) Veterans' spouses are given additional consideration if the veteran, during active duty as a member of any branch of the United States Armed Forces, is either missing in action, captured or forcibly detained by a foreign power, or has a total, permanent service-connected disability; or died while having such disability.

B) Proof of eligibility must be submitted at the time of application or examination.

POLICY 2-10 SELECTION

A recommendation to hire will be forwarded to the Town Manager for final approval to extend an offer of employment.

Section 2-10-1 Notification

A) The Human Resources Department or the appropriate Department Head shall notify the successful candidate unless otherwise delegated to the appropriate supervisor.

B) The applicant shall be notified by telephone within 24 hours of the Town Manager's approval of the applicant's hiring. A completed Personnel Action Form (PAF) signed by the Town Manager constitutes approval. The candidate will be asked to accept or reject the offer within a set number of days.

C) If the first offer is rejected, the Human Resources Director will decide, with input from the department, whether to hire another candidate or to re-open the position.

Section 2-10-2 Appointment

A) For all positions, the Human Resources Department in cooperation with the hiring department will contact the final accepting candidate to outline, in writing, the terms of employment.

B) Personnel Action Forms will be prepared for the new employee by the hiring department.

ɐction 2-10-3 Applicant Expenses

A) The Town does not reimburse any applicant for travel costs in conjunction with the hiring process.

B) If selected, the employee pays relocation costs in full.

C) For Key Leadership positions, the Town Council may consider travel and relocation cost.

Section 2-10-4 Notice To Unsuccessful Applicants

Once a candidate accepts the employment offer, all other candidates are notified that they were not selected for the position.

POLICY 2-11 Fingerprinting

The Town appreciates and values potential employees, current employees, and volunteers who assist the Town in serving the citizens of our community. The Town believes that employees and volunteers have an obligation to the public to demonstrate a high level of integrity and ethical standards in both personal and official conduct. It is, therefore, the Town of Camp Verde's policy that when hiring and appointing employees ıd volunteers, steps are taken to ensure a safe working environment for our children, employees, citizens, and visitors.

CHAPTER 2

EMPLOYMENT PROCESS

Section 2-11-1 Affected Positions

A) All potential employees, current employees, and volunteers will need to be background checked and fingerprinted if they:

1) Are being appointed to a position that involves the supervision or working with children, (i.e., managing, coaching, refereeing, teaching,) and/or

2) Appointed to a position that involves public safety/ security sensitive positions, and/or

3) Appointed to a position that involves the handling of Town funds, and/or

4) Discloses on their application that they have a prior criminal conviction.

B) The hiring department has the responsibility for insuring that fingerprints are taken and a background investigation is completed before an employee or volunteer is appointed.

Section 2-11-2 Failure to Comply

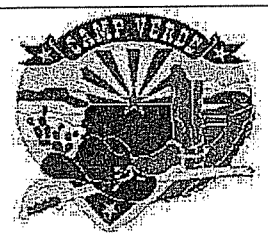
A) Any potential employee who is subject to the requirements of this policy and who fails to agree to be fingerprinted shall not be offered employment with the Town.

B) Any volunteer who is subject to the requirements of this policy and who fails to agree to be fingerprinted will not be allowed to volunteer for the Town.

C) Any current employee who is or becomes subject to the requirements of this policy and fails to agree to be fingerprinted shall be subject to immediate termination.

POLICY 2-12 EMPLOYEE ORIENTATION

All new full-time and part-time employees will be scheduled to meet with Human Resources staff on their first day of work for general orientation. Each employee will be provided with information on employee benefits and Town policies. Human Resources will distribute and explain the benefits enrollment forms and their completion deadlines.



CHAPTER 2

EMPLOYMENT PROCESS

Section 2-12-1 Citizenship

All newly hired employees must present evidence of United States citizenship or registration as a legally documented worker in accordance with the Immigration Reform and Control Act of 1986. All newly hired employees shall complete a Form I-9, Employment Eligibility Verification. All applicants for sworn police officer positions must be United States citizens.

Section 2-12-2 Loyalty Oath

All Town employees, except temporary employees, shall take the oath or affirmation as prescribed by state law at the time of orientation.

Section 2-12-3 Hiring Department Responsibilities

The hiring department provides additional information, including:

) Work standards and regulations

B) Hours of work, time sheets, leave requests;

C) Description and duties of the position;

D) Safety rules and procedures, location of safety or protective equipment;

E) Tour of the work area, including location of equipment, supplies, etc. and the procedures for use of the work area materials;

F) Introduction to co-workers;

G) Schedules for lunch and breaks;

H) When and to whom to report absence from work;

I) Who is responsible for performance planning and review.

Section 2-12-4 Date of Hire/Length of Service Anniversary

Date of hire shall mean the effective starting date of the individual's employment with ·e Town to determine length of service.

CHAPTER 2

EMPLOYMENT PROCESS

POLICY 2-13 INITIAL EVALUATION PERIOD

All new classified employees placed in full-time and part-time positions must serve a period of initial evaluation. The evaluation period is designed to give the employee time to learn the position and to give the supervisor time to evaluate the employee's potential and performance.

Section 2-13-1 Length of Time

A) All newly hired full-time employees shall be subject to an initial evaluation period of not less than 6 full calendar months of actual service during which the supervisor and employee are to evaluate the employee's ability to learn and do the job.

B) Part-time employees shall be subject to an initial evaluation period of 9 full calendar months.

C) The initial evaluation period for certified peace officers shall be for a period of not less than 12 full calendar months.

D) All promotional appointments, voluntary transfers, and voluntary demotions shall be subject to an initial evaluation period of 6 full calendar months.

E) Informal evaluations should be conducted during the course of the evaluation period to assess performance and to advise the employee of expectations regarding performance.

Section 2-13-2 Completion of Initial Evaluation Period

At the end of the evaluation period, the employee is formally evaluated and provided written documentation of progress. This formal evaluation will accompany a Personnel Action Form and becomes official acknowledgement of successful completion of the initial evaluation period. The evaluation and Personnel Action Form will be placed in the employee's personnel file.

Section 2-13-3 Extension of Initial Evaluation Period

A) Under unusual circumstances, the initial evaluation period may be extended. This extension is only after a review of the situation and the employee's abilities and demonstrated potential on a case-by-case basis. An initial evaluation period extension is made only upon the recommendation of the supervisor and the Department Head and approval of the Town Manager and may only be extended one time.

B) If an emergency arises during an employee's initial evaluation period that requires a leave of absence, such time off, if granted, will not be considered as time worked. Granting of such time off is solely the responsibility of the Department Head.

Section 2-13-4 Employment Classification Change

When the employee successfully completes the initial evaluation period, he/she will become a regular employee. Once the employee becomes a regular employee, he or she becomes eligible to use vacation leave accumulated from the person's date of hire.

Section 2-13-5 Dismissal During Initial Evaluation Period

A) During the initial evaluation period, a newly hired employee may be dismissed at any time by the Department Head with the approval of the Town Manager, with or without cause and without any recourse through the Disciplinary Appeals Procedure.

B) Written notification of the termination shall be given to the employee and a copy filed in his/her personnel file.

POLICY 2-14 EMPLOYEE IDENTIFICATION CARDS

Town identification cards may be issued to Town employees who may require Town identification while working or representing the Town. The Human Resources Department is responsible for the issuance of identification cards.

Section 2-14-1 Issuance, Use and Return of Card

A) The card shall be carried when an employee is acting in an official capacity. The card shall be used as identification if requested by a member of the public or another employee.

B) Unauthorized or inappropriate use of the employee identification card is prohibited and will result in disciplinary action.

C) Each employee is responsible for possession of the identification card and to take care to protect it from loss, theft, or misuse. If a card is lost, damaged, or destroyed, it is the responsibility of the employee to report to the Human Resources Department so that it can be replaced.

) All cards remain the property of the Town and shall be returned to the Human Resources Department upon termination of employment or upon special request by the employee's Department Head or the Human Resources Department.

CHAPTER 3

COMPENSATION

POLICY 3-1 CLASSIFIED AND UNCLASSIFIED SERVICE

The Town of Camp Verde employment service is divided into unclassified and classified service.

Section 3-1-1 Classified Positions

All employees of the Town not specifically listed, as unclassified employees, shall be part of the classified service.

Section 3-1-2 Unclassified Positions

A) Unclassified employees are part of a management team designed to carry out the goals and policies of the Town.

B) The following are unclassified employees:

1) All Town Officers appointed by the Town Council:
   a) Town Manager
   b) Town Attorney
   c) Town Magistrate

2) All Town Officers appointed by the Town Manager:
   a) Town Clerk
   b) Community Development Director
   c) Library Director
   d) Town Marshal/Human Resources Director
   e) Finance Director
   f) Parks and Recreation Director
   g) Public Works Director/Town Engineer
   h) Special Projects Administrator

C) The Camp Verde Town Code states:

1) The Town Manager and Town Attorney (if serving as an employee) may be removed from their positions for cause or removed by the Council other than for cause, by offering severance pay of six (6) months salary. All other department heads and classified employees report to the Town Manager and may be removed for cause.

2) The Town Magistrate shall serve for a term or either two or four years. During such term, a magistrate may be removed only for cause.

CHAPTER 3

COMPENSATION

POLICY 3-2 CLASSIFICATION PLAN

The Town Manager will ensure the preparation and maintenance of a classification plan consisting of descriptions of positions defined by essential tasks, qualifications, and knowledge, skills, and abilities characteristic of the position.

Section 3-2-1 Purpose

The classification plan shall be developed and maintained so that all positions substantially similar with respect to duties, responsibilities, authority, and character of work are similarly classified and compensated, and positions substantially different in scope complexity are appropriately classified and compensated.

Section 3-2-2 Plan Amendment

A) The classification plan may be amended from time to time by ordinance, resolution, motion, or adoption of the Town's budget.

B) When a new position is created, the classification plan shall be amended. The Town Council must approve any additions to the Town's Classification Plan.

Section 3-2-3 Positions Classifications

A) Position descriptions shall be maintained by the Human Resources Department for all regular full-time and regular part-time positions.

B) Position descriptions are descriptive only and are not restrictive in nature. Examples of essential task listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of tasks does not exclude them from the position if the work is similarly related or a logical assignment to the position. Supervisors may assign different tasks to a position when the duties are similar in type and responsibility to those described in the classification description.

C) The position description does not constitute an employment agreement between the Town and employee and is subject to change as the needs of the Town and the requirements of the job change.

D) When the duties or responsibilities of positions have changed significantly, the Town Manager will ensure that the position is reclassified accordingly.

E) Each employee's position description is maintained as part of his/her Personnel File.

F) Abolished Positions

1) The Town Council may abolish any position not established by Title 9, Arizona Revised Statutes.

2) Employees transferred, demoted, or laid-off because a position is abolished do not have the right to appeal.

Section 3-2-4 Employment Classifications

A) Work Schedule Classifications

1) Full-time – An employee hired for an indefinite period in a position for which the normal work schedule is 35 - 40 hours per week.

2) Part-time – An employee hired for an indefinite period in a position for which the normal work schedule is less than 35 hours per week.

3) Initial Evaluation – An employee hired for an indefinite period in a position for which the normal work schedule is up to 40 hours per week whose performance is being evaluated to determine if further employment in a specific position or with the Town is appropriate.

4) Promotion Evaluation – An employee who has been promoted and is being evaluated to determine if the promotion is appropriate.

5) Regular – An employee who has successfully completed his or her initial evaluation period.

6) Temporary – An employee hired for a position for which the scheduled work week can range from any number of hours up to 40 hours, but the position is required for only a specific, known duration, usually less than 3 months. Employment beyond any initially stated period does not in any way imply a change in employment status. .

7) Seasonal – An employee hired for only a limited time period for which the scheduled work week can range from less than 20 up to 40 hours. .

8) Intermittent – An employee qualified to work in one or more job assignments who is on call to work at irregular intervals in one or more Town departments. (i.e. scorekeepers, flagman, reserve peace officers, etc.) .

9) Special Program Employee – An employee who is regularly enrolled as a student in a recognized educational institution or special program for adults and/or seniors and is assigned to a full or part-time position for a finite period of time..

B) Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. A nonexempt employee devotes most of his or her hours to activities that are not managerial, administrative, or professional.

C) Exempt employees are excluded from specific provisions of federals and state overtime wage and hour laws and are not entitled to overtime pay. An exempt employee devotes most of his or her hours to activities that are managerial, administrative, or professional.

OLICY 3-3 SALARY PLAN

It is the policy of the Town to establish a compensation system that will allow the Town to effectively compete for qualified personnel and to ensure that salaries are equitable and commensurate with the duties performed by each employee. All employees are paid a salary or wage established for a job classification under the Classification and Salary Plan adopted by the Town Council. In arriving at rates or ranges, consideration is given but not limited to prevailing rates of pay for similar work in other public and private employment arenas of similar size and environment as well as the Town's financial condition and other relevant factors. The Town Manager shall direct such further studies of the salary plan as may be requested or approved by the Town Council. Compensation is stated in terms of monthly salary or hourly wage.

Section 3-3-1 New Employees

New employees will ordinarily be paid the minimum rate to mid-point rate in the appropriate salary range. When circumstances warrant, the Town Manager may authorize new employment or re-employment at other than the minimum rate dependent upon the experience and qualifications of the individual being hired.

Section 3-3-2 General Increases

General salary increases, adjustments, or modifications may be granted at the sole discretion of the Town Council.

Section 3-3-3 Salary Schedule

A) The salary schedule shall be adopted by the Town Council in conjunction with the budgetary process. Copies are available for viewing in the Human Resources Department.

B) Pay is an administrative decision and is not subject to appeal.

Section 3-3-4 Anniversary Dates

A) Date of Hire/Length of Service Anniversary means the effective starting date of the individual's employment with the Town. This date is used to determine how long an employee has worked for the Town.

B) Performance Evaluation Anniversary means the date the employee began his or her employment in the most recent position.

C) An employee who is promoted, demoted, or transferred will have his/her performance evaluation anniversary date changed to the effective date of the promotion, demotion, or re-employment.

D) An employee returning from a leave of absence without pay will have his or her performance evaluation anniversary date extended by the same length of time the employee was on leave without pay.

E) There will be no change in an employee's performance evaluation anniversary date where there has been a reallocation of an employee's position to a new classification title when there have been no recent, abrupt, and/or significant changes in tasks and responsibilities.

F) An employee reinstated to the same position or a position in the same class following layoff from the Town will have his/her performance evaluation anniversary period extended by the same length of time as the duration of the layoff.

Section 3-3-5 Pay Adjustments

Performance pay adjustments are effective on the performance evaluation anniversary date.

A) Employees may qualify for a pay increase after 12 consecutive calendar months of service in the current classification. If service is interrupted or if the employee is promoted, a new performance evaluation date and 12 consecutive calendar month period will begin on the date of rehire or promotion.

B) Pay increases are not automatic but must be earned by maintaining or exceeding expected standards of performance. Pay increases depend upon increased service value of an employee to the Town as exemplified by written recommendation of the supervisor, length of service, performance evaluation, special training undertaken, licensing relevant to the position, or other pertinent evidence in compliance with the adopted salary plan.

C) No pay increase shall exceed the maximum rate established in the pay plan for the position to which an employee has been appointed.

D) If the performance evaluation reflects below average performance, action may be taken to demote, reassign, or terminate employment for performance reasons. At a minimum, an employee whose evaluation reflects an overall below average performance shall not receive a performance pay increase.

E) A position may be reclassified to a higher-level classification, or the classification may be assigned to a higher salary maximum. An affected employee may or may not receive a salary increase.

F) A position may be reclassified to a lower level classification, or the classification may be assigned to a lower salary range. An employee's salary will be frozen if the new maximum is lower than the incumbent's salary. The employee will receive no salary increase until the new maximum salary is higher than the employee's salary.

G) The grant, or lack of grant, of a pay adjustment is not subject to review or appeal.

Section 3-3-6 Plan Amendment

A) The salary plan may be amended from time to time by action of the Town Council. Amendments and revisions shall be submitted to the Town Council through the Town Manager.

B) In the event that a salary of any position is re-evaluated by the Town Manager, and the Town Council authorizes implementation, and results in an increased salary range for the position, the employee shall retain his/her current salary within the range or assume the entry level step of the new range, whichever is greater.

POLICY 3-4 PERFORMANCE EVALUATION

The purpose of the performance evaluation is to provide employees with timely reports of their progress and allow for correction of deficiencies; to provide employees with positive recognition of strengths and special abilities; to provide an ongoing performance record that may become part of documentation used in making personnel decisions; to provide employees with an opportunity to discuss ways and means for improvement; to provide a means to focus on expectations; and to provide direction for future performance.

Section 3-4-1 Timely Evaluations

A) Employees on initial evaluation status shall be evaluated two weeks prior to the end of the initial evaluation period, at which time the employee shall be advised of his or her status. Department Heads may choose to evaluate each employee more often during the evaluation period. The initial evaluation period is not tied to the pay plan.

B) All regular full-time and regular part-time employees shall be evaluated at least once a year within 30 days of the performance evaluation anniversary date. Department heads may choose to evaluate employees more often. The annual performance evaluation period is tied to the pay plan.

C) It is the responsibility of each Department Head to maintain a list of employee performance anniversary dates and to evaluate employees within the appropriate time frame.

Section 3-4-2 Process

A) The supervisor is responsible for completing the performance evaluation and discussing it with the employee. The evaluation shall be forwarded to the Department Head. The Department Head may return it for reconsideration due to evidence of rating error, bias, or other relevant factors.

B) Completed evaluations are subject to review and approval by the Department Head, whose determination shall be final.

C) The completed evaluation shall be forwarded to the Human Resources Department for processing.

   1) If the evaluation meets the criteria for a pay adjustment, a completed Personnel Action Form and evaluation will be forwarded to the Town Manager for his/her approval of the pay adjustment.

   2) If the evaluation does not meet the criteria for a pay increase and is not an initial evaluation, the evaluation will be filed with no Personnel Action Form completed.

D) The original employee performance evaluation and employee comments, if any, are placed in the Personnel File and will remain filed for the length of time required by law.

Section 3-4-3 Rating Definitions

A) Exceeds Expectations: A clear and obvious strength. The employee's performance is definitely and clearly superior, extraordinarily motivated and well above the expected general performance of essential tasks set for the position.

B) Meets Expectations: Totally competent performance. Good solid contributor. The employee performs consistently at the trained and qualified level of efficiency and effectiveness.

C) Needs Improvement: Needs development. Performance is inconsistent and fluctuates. Some improvement required. More skill, experience, and time in the job are required to attain successful performance.

D) Unsuccessful: Fails to meet minimum levels of acceptable performance. Employee does not perform or make consistent, visible effort to achieve established performance standards.

Section 3-4-4 Appeal of Evaluation

A) If, after discussion of the evaluation between the employee and the supervisor, there is disagreement about the evaluation, the supervisor's comments shall take priority. The employee may submit a separate page that explains the employee's disagreement and includes documentation, if available, to support the employee's comments.

B) Evaluations may be appealed within 3 working days of the completion date of the evaluation to the next higher supervisor, with final appeal to the Town Manager or the Town Manager's appointee.

POLICY 3-5 PAY PERIODS AND PAY DATES

Section 3-5-1 Pay Periods

A pay week begins every Sunday at 12:01 AM and ends the following Saturday at 12:00 midnight. There are 26 pay periods in the year.

Section 3-5-2 Time Sheets and Payroll Records

A) Time sheets are to be completed by all employees. Falsification of time sheets is reason for disciplinary action.

B) Changes in rate, position, and status shall be supported by a Personnel Action Form (PAF) approved by the Town Manager. The PAF shall be made a part of the employment history record of the employee. No salary change shall be implemented unless accompanied by an approved PAF.

C) Payroll records shall be maintained by the Town for a minimum of seven years.

D) The Finance Department is responsible for answering inquiries concerning payroll matters.

Section 3-5-3 Pay Dates

Town employees are paid biweekly. If a pay date falls on a holiday, the day of pay shall be the last working day preceding the normal pay date.

Section 3-5-4 Pay Checks

A) Checks or vouchers are distributed by the Finance Department to each department by noon on the Wednesday following the close of the pay period.

B) With each paycheck or voucher, employees receive a statement of earnings, deductions, leave balances, and compensatory time balances for the period covered by the payment.

C) In the absence of specific instructions or direct deposit, the Finance Department or employee's Department Head or supervisor will hold checks for those who are away on the regular pay date until the employee returns to work. Other arrangements must be made in writing.

D) An employee's paycheck may be released to the employee's spouse, designated family member or to another person only if authorized in writing by the employee.

E) For safety, loss prevention, and overall efficiency, employees are encouraged to use Direct Deposit. Employees are expected to cash their paychecks on their personal time.

Section 3-5-5 Pay Advances

The Town of Camp Verde does not grant requests for pay in advance of regular paychecks.

POLICY 3-6 OVERTIME/COMPENSATORY TIME

It is the Town's policy to avoid the necessity of overtime whenever possible, but overtime work may sometimes be necessary to meet emergency situations, seasonal or peak workload requirements of a critical nature. Department Heads are responsible for the planning required to minimize the need for overtime. If, in the judgment of a Department Head, work beyond the normal workday or workweek is required, the Department Head may authorize such work. This policy shall not contravene the provisions of the Federal Fair Labor Standards Act (FLSA) pertaining to the minimum rate of compensation for employment in excess of an established work period, excluding exempted positions.

Section 3-6-1 Nonexempt Employees

A) Whenever any nonexempt employee is required to work overtime in excess of 40 hours per week, that person shall be compensated for such excess time at the rate of either:

1) Pay for Service – One and one-half (1 ½) times the regular rate of pay at which such person is employed; or

2) Compensatory Time Off – One and one-half (1 ½) hours of compensatory time off for each hour worked in lieu of cash payment.

B) The determination of whether an employee receives Pay for Service or Compensatory Time Off for overtime worked will depend on the current budget capacity. In all cases, the Department Head's decision is final. Department Heads may adjust the weekly work schedule to avoid overtime at the end of the workweek.

C) "Hours worked" for purposes of calculation of overtime pay shall be defined as time on the job performing a responsible work assignment.

D) Time shall begin once the employee is at the workstation or at the call origination for emergencies.

E) Employees who participate in required training are paid only for actual time in training sessions and, if the training is off-site, for travel time to and from the training. Overtime will be compensated for travel time only if travel time is compensable under the FSLA. Employees who are on out-of-town business for the Town will be compensated only for actual hours worked during the trip.

F) Vacation, sick, and other leave shall not be considered time worked and shall be deducted from "hours worked" during overtime calculation for each workweek.

G) The Department Head must specifically authorize the rendering of overtime services. Employees shall obtain such authorization prior to working any overtime if possible.

H) Employees who are required by their supervisors to work on a day observed by the Town as a holiday shall be compensated overtime for actual hours they are required to work in addition to the holiday pay.

l) The Town Manager will ensure that all overtime is recorded and that work schedules that will allow all employees full opportunity to use accumulated compensatory time off within reasonable periods of time are developed as delineated under the Town's Compensatory Leave Policy.

1) An employee may accumulate no more than 120 hours of compensatory time.

2) Accumulated compensatory time in excess of that permitted must be used within 60 calendar days from the date the compensatory time is recorded.

3) The Town Manager may make an exception in the accumulated compensatory time as recommended by the Department Head.

Section 3-6-2 Exempt Employees

A) The overtime provisions shall not apply to employees whose positions have been determined to be exempt from the provisions of the Fair Labor Standards Act. The Town Council shall be responsible for these designations, and the Human Resources Department shall maintain a list of exempt employees.

B) Exempt employees may receive paid leave called Administrative time off. Administrative time off shall not exceed 40 hours annually and will be accrued quarterly at 10-hour increments. Hours not used by the end of the Calendar year will be lost and cannot carry over to the next year. Exempt employees shall not have claims or property rights on administrative time off. (ref: 3-2-4C)

POLICY 3-7 HOLIDAY PAY

It is the policy of the Town to pay for a selected number of holidays. The Town administration is generally closed on those days.

Section 3-7-1 Eligibility

A) Holidays observed by the Town are:

New Year's Day	Independence Day	Day after Thanksgiving
Civil Right's Day	Labor Day	Christmas Eve
President's Day	Veteran's Day	Christmas Day
Memorial Day	Thanksgiving Day	

B) Employees eligible for holiday pay are:

1) Full-time employees
2) Employees in their initial evaluation period
3) Other classifications of employees approved by the Town Manager

C) The Town will grant paid holidays to all eligible employees immediately upon assignment to an eligible classification.

D) An employee who is absent without authorized leave on the day immediately preceding or following a holiday shall lose holiday pay as well as pay for the day absent.

E) When a holiday date falls on a Saturday, the preceding Friday shall be observed as a holiday. When a holiday date falls on a Sunday, the following Monday shall be observed as a holiday.

F) If a recognized holiday falls during an eligible employee's paid absence (i.e. vacation, sick leave) holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Section 3-7-2 Work on Holiday for Health or Safety Reasons

A) If an employee must work on the actual holiday because of health or safety reasons, holiday pay is paid.

1) Employees who are required to work on a paid holiday shall receive overtime pay or comp time for the time actually worked in addition to the holiday pay.

2) If a holiday falls on an employee's regularly scheduled day off then the employee will be paid eight (8) hours holiday pay or a vacation day off in lieu of the holiday.

B) Public Safety and other essential service employees may be required to work on holidays.

C) If the actual holiday is different than the observed holiday, employees will receive holiday pay for working the actual holiday and not the observed holiday.

CHAPTER 3

COMPENSATION

POLICY 3-8 PAYROLL DEDUCTIONS

Section 3-8-1 Mandatory Deductions

Deductions required by law are withheld from the employee paycheck each pay period. These include federal income tax, state income tax, Social Security, Medicare (FICA), retirement, and any legal wage garnishment.

Section 3-8-2 Voluntary Deductions

Other deductions require an employee's written authorization. Examples include but are not limited to direct deposit, deferred compensation, United Way, dependent health insurance coverage, and supplemental health or life insurance.

POLICY 3-9 PROMOTION

The Town attempts to fill vacant positions with qualified Town employees before advertising to the general public, following a policy of upward mobility whenever possible. A promotion is a change to a position in a salary range higher than the one an employee currently occupies. Employees are encouraged to apply for any vacancy for which they may qualify.

Section 3-9-1 Eligibility

A) Regular employees who have completed the designated initial evaluation period in the current position at a satisfactory level of performance may apply for promotion outside the employee's current department. An exception to this policy may be granted with prior approval of the Town Manager.

B) Selection of an employee for a promotion is based on past work record and performance appraisal, education and special training undertaken, knowledge of the job duties, licensing relevant to the position, length of service, or other pertinent evidence of increased service value of an employee to the Town.

C) Only employees who meet requirements set forth in promotion examination announcements may compete in promotion examinations.

Section 3-9-2 Procedure

Procedures for requesting consideration vary among departments, and supervisors can advise an employee on how to proceed within the department. Promotion examinations shall be conducted whenever necessary in the opinion of the Department Head and with the approval of the Town Manager.

A) A job posting application shall be submitted to Human Resources.

B) When considering the promotion of Town employees having the same or similar qualifications, the position will be filled after considering the factors listed above.

C) In cases where only one employee applies for a position and the hiring department knows the person's abilities and qualifications, the formal selection process may be dispensed with upon concurrence with the Human Resources Director.

D) The Department Head may make temporary assignments for a specified time or assignment as necessary. Such appointments are made on an "acting" basis, and the employee returns to his or her regular position upon completion of the assignment. The salary for "acting" appointments is set by the Department Head in consultation with the Human Resources Director.

Section 3-9-3 Salary for Promotion Position

A) Upon promotion to another class, the employee shall be placed at a rate within the new pay range corresponding to the qualifications for the class. Generally, this rate would be the minimum of the range, but not less than a 5% increase from their former base rate of pay.

B) Upon promotion to a supervisory position, employees shall receive a salary at least 10% higher than their former base rate of pay.

Section 3-9-4 Promotion Evaluation Period

A) The promotion evaluation period shall be used by both the supervisor and the employee for closely observing and assessing work performance suitable for the new position.

B) Promoted employees shall be subject to an evaluation period of not less than 6 full calendar months of service in the promotion position.

C) A formal evaluation will be conducted 2 weeks prior to the end of the promotion evaluation period.

D) Promoted employees who successfully complete their promotion evaluation period will be notified by their Department Head. The performance evaluation will be submitted to Human Resources, who will complete a Personnel Action Form for processing.

E) Successful completion of the promotion evaluation period does not create any contractual rights for promoted employees.

Section 3-9-5 Promotion Performance Evaluation Period

A) Promotions do not change the person's date of hire/length of service anniversary. However, the performance evaluation anniversary date for future performance evaluations and pay adjustments will be revised to coincide with the promotion date.

B) Promoted employees who fail to meet the standards for the promoted positions will be reinstated to the position, if available, in the classification in which he or she most recently completed an evaluation period, within the department in which that evaluation period was completed, and at the same salary that he or she received prior to promotion. The employee's performance evaluation date prior to his or her promotion will be reinstated.

C) Promoted employees who fail to complete the promotion evaluation period because of a lay-off are entitled to return to their former position and salary held before promotion if the position is available. Their performance evaluation anniversary date will return to the date prior to promotion.

POLICY 3-10 LATERAL TRANSFER

A lateral transfer is a change in position at the same or lower salary range than the one currently occupied.

Section 3-10-1 Eligibility

A) A regular full-time or part-time employee is eligible to seek a lateral transfer to another position within the same department any time a position is vacant.

B) A full-time or part-time employee is eligible to seek a lateral transfer to another department after successfully completing the current department's initial evaluation period.

Section 3-10-2 Procedures

A) Any current eligible employee interested in applying for a transfer must file a completed Town application form with the Human Resources Department according to instructions listed on the job posting.

B) If the employee meets the stated requirements for the position, she/he will proceed through the regular hiring process with all other general public applicants.

C) All else being equal, current Town employees will be given priority for open positions.

D) The Personnel File of the transfer applicant will be made available to the Department Head responsible for filling the open position.

E) If the current employee is selected, his/her Department Head will be advised prior to the offer being made to the employee.

F) If the employee accepts the position, it will be the responsibility of the two Department Heads, along with the employee, to reach agreement on a transfer date. Every effort should be made to accomplish the transfer within two weeks of the offer's acceptance.

Section 3-10-3 Salary for Transfer Position

The salary offered to the employee must be consistent with the salary and requirements of the new position.

A) An employee who meets only the minimum requirements for the position will be started at the minimum of the salary range regardless of the employee's current salary.

B) An employee who exceeds the minimum requirements for the position may be offered a salary in the new range that reflects the same percentage to the mid-point of the previous salary range.

Section 3-10-4 Transfer Evaluation Period

A) Transferred employees are subject to an evaluation period of not less than 6 full calendar months in the transfer position.

B) The evaluation period is used by both the supervisor and the employee for closely observing and assessing work performance suitability for the new position.

C) Formal evaluation will be conducted 2 weeks prior to the end of the evaluation period.

D) Transferred employees who successfully complete their evaluation period will be notified by the Department Head. The performance evaluation will be submitted to Human Resources, who will complete a Personnel Action Form for processing.

E) Successful completion of the evaluation period does not create any contractual rights for transferred employees.

F) Transfers do not change the employee's performance evaluation anniversary.

G) If an employee is not able to perform the new duties satisfactorily, the employee may have the opportunity to return to his/her previous position if it has not been filled or may be referred to other job openings upon the approval of the Town Manager. If another position is not secured, the employee may be placed on administrative leave without pay.

POLICY 3-11 DEMOTION

An employee reassigned to a position in a lower classification regardless of the reason (disciplinary, voluntary, in lieu of layoff, for reasons of disability or incapacity, department reorganization, response to market data, etc.) will receive a cut in pay commensurate with the nature of the demotion as determined by the Department Head (unless it involves the Department Head) in consultation with the Human Resources Department and approved by the Town Manager.

Section 3-11-1 Anniversary Date Change

A) Demotions do not change the person's date of hire. However, the performance evaluation anniversary date for future salary adjustments changes to the effective date of the demotion.

B) Employee in position classifications that are downgraded or upgraded in salary to reflect changes in market conditions will retain their existing anniversary date for future performance-based adjustments.

Section 3-11-2 Procedure

A) No employee shall be demoted to a position for which he or she does not possess the minimum qualifications.

B) An employee being demoted shall be notified two weeks prior to the effective date of demotion except in emergency situations.

C) Any demotion to prevent layoffs may be revised when the employee's previous position is reopened.

D) Persons demoted to new positions will be subject to the standard evaluation period for the new position, unless specifically waived by the Town Manager.

POLICY 3-12 RECLASSIFICATION PROCEDURE

Revision of position descriptions and re-allocations within the classification plan shall be made as often as is necessary to provide current information on positions and classes. It is the duty of the Human Resources Director to examine the nature of all positions and to allocate them to existing or newly created classes; to make changes in the classification plan as are made necessary by changes in the duties and responsibilities of existing positions; and to periodically review the entire classification plan and recommend appropriate changes in the allocations of positions in the classification plan.

Section 3-12-1 Procedure

A) When a new position is requested by a Department Head or the duties of an old position are substantially changed, the Department Head shall submit a written recommendation to the Human Resources Director including justification for the reclassification and emphasizing changes in the position responsibilities or requirements for qualifications, such as experience, education, certifications, etc.

B) The request will be reviewed by the Human Resources Director. A job audit, which is an analysis of the critical elements of a position and placement in the Town's classification/salary schedule, will be undertaken.

C) If the request is justified, the budget impact will be determined and a report prepared for review by the Town Manager and Town Council.

D) Any reclassification involving an upgrade of salary that is not requested and approved as part of the budget process must have specific Council approval.

E) If approved, the Human Resources Department will take the necessary steps to implement the reclassification.

F) If the requested action is for downgrading of a position, and the Town Manager agrees, the Human Resources Director shall coordinate implementation steps.

G) If the Town Manager does not concur with the request for the downgrade, the Department Head will be provided with reasons. The decision of the Town Manager is final.

H) As a result of reclassification, the salary range shall be increased or decreased.

I) Any employee who considers his or her position improperly classified shall first submit a request in writing for reclassification to his/her Department Head, who shall review the request and transmit with written recommendation to the Human Resources Director, who will follow the justification procedures above.

POLICY 3-13 PAY FOR WORKING OUT OF CLASSIFICATION

Increased compensation for working out of classification is provided as monetary recognition to an employee for the assumption and performance of duties normally performed by an employee of a higher or professional classification.

Section 3-13-1 Justification

A) The assumption and performance of the duties of the higher or professional classification must encompass the full range of responsibilities of the classification. It does not pertain to a temporary assignment made for the purpose of providing a training opportunity to the employee.

B) The performance of duties must be for an extended period of time to fill the needs of the vacant position. An extended period of time is generally considered as an assumption of duties and responsibilities that will last in excess of 30 working days.

C) Compensation for working out of classification shall be allowed only after written recommendation of the Department Head and Human Resources Director and approval of the Town Manager. Recommendation and approval shall be accomplished prior to the assumption of the higher or professional classification responsibilities.

D) The employee's compensation will increase to the starting salary of the higher or professional classification in which the employee is substituting, or 5% whichever is greater.

E) When the temporary assignment is completed, the employee's salary will be readjusted to its previous level or the level it would have attained, including general salary increases and performance-related adjustments, if the out-of-classification pay had not been made.

F) The employee's date of hire anniversary and performance evaluation anniversary will remain unchanged throughout the temporary assignment.

CHAPTER 4

EMPLOYMENT BENEFITS

POLICY 4-1 BENEFITS CONTINUATION/COBRA

The federal Consolidation Omnibus Budget Reconciliation Act (COBRA) of 1985, amended by the Health Insurance Portability and Accountability Act (HIPAA) of 1996, gives covered employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Town of Camp Verde's health plan when a "qualifying event" would normally result in a loss of eligibility. Some common qualifying events are resignation, voluntary or involuntary termination of employment, death of an employee; a reduction in an employee's hours or a leave of absence, transition between jobs, an employee's divorce or legal separation; or a dependent child no longer meeting eligibility requirement.

Section 4-1-1 Who Pays

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Town's group rates plus an administration fee as prescribed by federal law. Qualified individuals may be required to pay the entire premium for coverage up to 102 percent of the cost of the plan.

Section 4-1-2 Written Notification of Eligibility

The Town of Camp Verde, through its health insurance supplier, provides each eligible employee with a written notice describing rights and responsibilities under COBRA when the employee becomes eligible for coverage under the Town's health insurance plan; when the employee experiences a qualifying event; and at various federally required dates depending upon the employee's election of COBRA.

POLICY 4-2 COMPENSATORY LEAVE

Compensatory time is credit for hours worked in excess of a person's normal workweek in accordance with the Fair Labor Standards Act (FLSA). Use of compensatory time as compensatory leave must be pre-approved by the immediate supervisor or Dept Head.

Section 4-2-1 Nonexempt Employees

A) Nonexempt employees shall be paid overtime or given compensatory leave at the rate of time and one-half for all hours worked in excess of the normal 40 hour work week if the employee actually worked in excess of 40 hours in one week.

B) Upon termination of employment, a nonexempt employee will be paid at the employee's prevailing salary rate for unused compensatory time that has been earned through the last day of work.

Section 4-2-2 Exempt Employees

Executive, administrative, and professional employees are considered exempt employees and are not covered by the overtime pay provisions of the FLSA.

POLICY 4-3 FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act (FMLA) of 1993, the Town of Camp Verde provides family and medical leaves of absences without pay, for up to 12 weeks, to eligible employees who are temporarily unable to work due to a serious health condition or disability as defined by the act; who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or who must care for a child, spouse, or parent with a serious health condition. The Town of Camp Verde will maintain group health insurance coverage during the FMLA term.

Section 4-3-1 Definition of Serious Health Condition

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a licensed health care provider.

Section 4-3-2 Eligibility

A) Employees in the following employment classifications are eligible to request FMLA leave as described in this policy:

   1) Regular full-time employees who have worked for the Town at least 52 weeks (12 months).

   2) Regular part-time employees who have worked for the Town at least 1,250 hours in the previous 12 months.

B) Eligible employees shall make written requests for FMLA leave to their supervisor at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events or within no more than two working days after learning of the unforeseen need for leave. An employee requesting unforeseen FMLA leave has the obligation to comply with the Town's regular reporting requirements.

C) It is the responsibility of the employee to notify the Human Resources Department of the need to take leave for a serious health condition. The notice must make clear that the serious health condition makes the employee unable to perform his job functions.

D) Department Heads must notify the Human Resources Department of all absences for medical leave reasons that exceed three working days, regardless of whether sick leave, vacation leave, or unpaid leave is used. The Human Resources Director will determine if the absence is under the FMLA.

Section 4-3-3 Verification of Need

Employees requesting family leave related to the serious health condition of a child, spouse, or parent shall be required to submit a health care provider's statement verifying the need for family leave to provide care, its beginning and expected ending dates, and the estimated time required. FMLA leave may be used to maintain a reduced workweek for intermittent leave for preplanned and pre-scheduled medical treatment. Certification by a licensed health care provider shall be required. Certification forms are available from the US Department of Labor or at www.dol.gov.

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Section 4-3-4 Maximum Leave Time Available

A) Eligible employees may request up to a maximum of twelve (12) weeks of FMLA leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. An eligible employee who is a spouse, son daughter parent or next of kin of a current member of the Armed Forces, including a member of the Nation Guard or Reserves, with a serious injury or illness may be granted up to a total of 26 workweeks of unpaid leave during a single 12 month period to care for the service member.

B) Married employee couples shall be restricted to a combined total of twelve (12) weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition.

C) If this period of absence proves insufficient, consideration may be given to a written request for an extended (administrative) leave without pay, which shall not exceed one year.

Section 4-3-5 How FMLA Leave is measured

The Town uses a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Each time an employee uses FMLA leave, the remaining leave entitlement is the balance of the 12 weeks that has not been used during the immediately preceding 12 months.

Section 4-3-6 Use of Accumulated Leave

Employees are required to first use any accumulated paid leave time before taking unpaid FMLA leave.

Section 4-3-7 Continuation of Health Insurance Benefits

A) Subject to the terms, conditions, and limitations of the applicable plans, the Town of Camp Verde will continue to provide benefits for health insurance for the full period of the approved family or medical leave in accordance with COBRA coverage mandates.

B) The employee will continue to be responsible for the cost of supplemental benefits and dependent care coverage if continued coverage is desired. Payments must be made by the 10th day of each month. If payment is more than 30 days overdue, coverage will be dropped.

Section 4-3-8 Suspension of Accumulation of Other Town-Provided Benefits

Employees on FMLA who are receiving vacation or sick leave pay will continue to be paid for holidays while on leave and accrue vacation and sick leave.

B) Employees who are on unpaid FMLA leave will have vacation and sick leave accrual and holiday benefits suspended during the unpaid leave and will resume upon return to active employment.

C) Use of FMLA leave is not considered a break in service when determining eligibility for vesting or for participation in a benefit.

Section 4-3-9 Return to Work

A) So that an employee's return to work can be properly scheduled, an employee on FMLA leave is required to provide the Town with at least two days' advance notice of the date the employee intends to return to work.

B) If the employee was on FMLA leave due to a serious health condition, before returning to work, the employee must provide a work release from the health care provider attesting that they are able to resume work. The work release must be accepted by the Human Resources Department prior to the employee returning to work.

C) When a FMLA leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

D) The only exception may be for a highly compensated position. The employee in this position will be notified when he/she requests leave that the Town may choose to fill the position because it is key to the Town's operations. If the Town chooses to fill the position, it will first offer the employee the opportunity to return to work immediately.

Section 4-3-10 Intermittent Leave or Reduced Work Week

A) In certain cases, intermittent use of the 12 weeks of FMLA leave or a part of a reduced workweek may be allowed by the Town. Employees wishing to use leave intermittently or to utilize a reduced work week schedule for FMLA birth, adoption, or foster care purposes will need to discuss and gain approval of such use from the employee's Department Head and the Human Resources Department.

B) If the need is for preplanned and prescheduled medical treatment of the employee, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt the Town's operations. Intermittent or reduced workweek use of FMLA is subject to medical certification by a license health care provider.

C) In some cases, the Town may temporarily transfer an employee using FMLA leave intermittently or on a reduced workweek schedule to a different job with equivalent pay and benefits if another position would better accommodate the intermittent or reduced workweek schedule.

Section 4-3-11 Termination of Employment

A) If an employee resigns voluntarily before returning from FMLA, health insurance benefits are subject to COBRA law.

B) If an employee fails to report to work promptly at the end of the approved leave period, the Town will assume that the employee has resigned.

POLICY 4-4 WORKER"S COMPENSATION

Worker's Compensation is a program of insurance administered by the State Industrial Commission to protect workers, their families and dependents from loss due to a work-related or "industrial" accident or illness without assessing fault or blame for the accident or illness. The program provides for payment of medical bills, physical and vocational rehabilitation and financial compensation while the worker is disabled – either temporarily or permanently – and is unable to work while on industrial leave. It also provides for lump sum payments for particularly serious injuries such as the loss of a finger, eye, foot, etc., and assures death benefits and compensation to the worker's family or dependents in the event the injury is fatal. Industrial leave is defined as leave to obtain treatment and/or recuperation necessitated by an injury or condition sustained in the course and scope of employment with the Town of Camp Verde as determined by an authorized health care provider. Industrial leave is not accumulated but is available through the State Industrial Commission in conjunction with state law.

Section 4-4-1 Reporting Requirement

A) Any employee involved in an industrial injury or an occupational illness as defined by the State Worker's Compensation laws must report the incident to his or her immediate supervisor or Department Head within 24 hours or as soon thereafter as possible.

B) Hours lost due to the injury or illnesses are reported on the employee time sheet as "industrial disability."

Section 4-4-2 Payments

A) Worker's Compensation does not pay for the first seven days off unless the total number of days off exceeds 14 days. If the claim is approved for payment, paid leave used for the injury or illness may be reinstated to the employee's leave balance record upon reimbursement to the Town of the amount paid.

B) Worker's Compensation pays a State-mandated percentage of the employee's daily wage.

Section 4-4-3 Use of Paid Leave While on Industrial Leave

A) An employee receiving disability payments under the Worker's Compensation laws may use accumulated paid leave in order to continue to maintain regular income. Arrangements to maintain regular income may be made through the Human Resources Department.

B) Sick leave or vacation leave may be used to supplement any payments that an employee is eligible to receive from State disability insurance. The combination of any such disability payments and Town paid sick or vacation leave benefits shall not exceed the employee's normal weekly earning. The purpose of this policy is to ensure that an employee does not suffer an economic hardship as a result of a work-related injury or illness; however, the employee should not realize a financial gain as a result of injury or illness.

C) Lost time for worker's compensation in excess of three days will run concurrent with Family Medical Leave (FMLA).

D) No employee shall receive sick leave or use vacation time as a result of a job injury, illness, or disease incurred while employed by another employer.

Section 4-4-4 Return to Work

An employee returning from Worker's Compensation leave must notify their supervisor of their intent to return to work, and must provide a work release from the health care provider attesting that they are able to resume their normal work duties or modified duties. The work release must be accepted by the Human Resources Director prior to the employee's return to work.

POLICY 4-5 MILITARY LEAVE

A military leave of absence will be granted to any employee, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services. Military leave shall be granted in accordance with the provisions of applicable state and federal law. (i.e. A.R.S. § 26-168, 26-171, 38-610)

Section 4-5-1 No Break in Service

Active military service of an employee who is restored to employment with the Town of Camp Verde is not a break in service and shall be counted as credited service.

Section 4-5-2 Limit of Paid Time Off

Paid time off, in accordance with the law shall be limited to an equivalent of thirty (30) workdays in a 24-month period. The period of time spent in training or scheduled drills under orders shall not be deducted from the paid vacation leave balance to which the employee is otherwise entitled unless it exceeds the thirty workdays.

POLICY 4-6 SPECIAL LEAVE OF ABSENCE

Employees may be granted a special leave of absence as approved by the Town Manager. An employee shall not use a special leave of absence to work for another employer or to pursue self-employment. Leaves are designed to accommodate employees who have critical personal situations only. An employee who fails to return to work on the date specified in the leave request without receiving an extension in advance is considered to have resigned.

Section 4-6-1 Special Leave of Absence with Pay

A) In some cases, an employee may be granted a special leave with pay in the event the Town Manager or Mayor grants a temporary emergency leave for a natural disaster or other situation that may jeopardize the safety and/or health of employees, such as weather, fire, flood, or pandemic, or in a declared state of emergency, disaster or grief.

B) In some instances, it may be necessary to remove an employee from the workplace to allow for an investigation by the Town into matters concerning possible discipline of the employee and/or other Town employee(s). This type of leave is not disciplinary action, and in general, should not exceed fifteen (15) working days without written approval from the Town Manager or the Town Manager's designee.

C) The Town Manager, with Council approval, may also approve a special leave with pay for an employee for a fixed period of time when such leave is considered by the Town Manager to be beneficial to the Town or in the best interest of the Town.

Section 4-6-2 Special Leave of Absence without Pay

A) A special leave of absence without pay for a period not to exceed 90 calendar days may be granted by the Town Manager to any full-time employee who has completed one year of employment. The granting of such an extended leave without pay must be for the benefit of the Town and must be approved by the Town Manager after recommendation from the respective Department Head. Such leave may be granted only after accrued vacation leave and compensatory leave has been exhausted.

B) Under extenuating circumstances, the Town Manager may grant an extension of a leave period upon written request by the employee. Such extension may not exceed 3 months and will be based on departmental as well as employee consideration.

C) Any employee who has been granted a leave without pay shall retain his/her original date of hire but shall not accumulate any vacation or paid leave time during the unpaid leave of absence nor be entitled to holiday pay.

D) Any employee who is on a leave without pay at the time of his/her performance evaluation anniversary may not be eligible for a regular annual review of job performance nor for an adjustment in pay until the performance evaluation anniversary immediately following the return to active employment.

E) Employees on leave without pay may elect to continue group insurance coverage. However, the employee must bear the entire cost of both employee coverage and dependent coverage. Payment must be submitted to the Finance Department by the 10th of each month to ensure continued coverage.

F) The Town is not obligated to hold the employee's position open while the employee is on leave without pay. The position may be filled on a temporary or regular basis. The employee's right to return to the Town from leave without pay shall depend on the availability of an appropriate position.

POLICY 4-7 BEREAVEMENT LEAVE

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately.

Section 4-7-1 Approval

A) Approval of bereavement leave for up to 3 days shall occur in the absence of unusual operating requirements. A supervisor shall extend the leave up to two additional days if travel outside the state is required.

B) Any employee may, with the supervisor's approval, use any available paid leave balances for additional time off as necessary.

Section 4-7-2 Immediate Family Defined

The Town of Camp Verde defines "immediate family" as the employee's spouse, parent, child, brother or sister, grandparent or grandchild; the employee's spouse's parent, child, brother or sister, grandparent or grandchild; and the child's spouse. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

POLICY 4-8 SICK LEAVE

The Town of Camp Verde provides sick leave with pay to eligible employees. Sick leave credit is cumulative with a maximum accumulation of 480 hours.

Section 4-8-1 Eligibility

Employees in the following employment classifications are eligible for sick leave as described in this policy:

A) Regular full-time employees

B) Employees who are in an initial evaluation period.

Section 4-8-2 Rate of Accumulation

A) Regular full-time employees and employees who are in an initial evaluation period shall accumulate sick leave at a rate of 3.69 hours per pay period, equivalent to 12 days per year.

Section 4-8-3 Allowable Uses

A) Sick leave benefits are intended solely to provide income protection in the event of illness or injury. Sick leave shall be allowed for:

1) Personal illness, disease, or injury, which renders the employee unable to perform the duties of the position and travel time to and from a physician's office;

2) Surgical, medical, dental, or optical treatments, examinations, or fittings that must be made during working hours; or

3) Illness, injury, examination or treatment by a health care provider of a member of the employee's immediate family.

B) The immediate family shall consist of the spouse; children, parents, grandparents, brother, sisters or other individuals whose relationship to the employee is that of a dependent.

C) An employee may be granted use of sick leave to care for an ill or injured immediate family member in compliance with the Family Medical Leave Act.

D) Sick leave cannot be used to care for well family members.

Section 4-8-4 Notification to Supervisor

A) Employees who are unable to report to work due to illness or injury shall notify their direct supervisor before the start of their workday or within two hours after the time set for beginning their daily duties.

B) The direct supervisor must also be contacted on each additional day of absence unless the sick leave is part of the FMLA leave program.

C) Employees who are unable to report to work to perform assigned duties due to illness are expected to be at home, or in transport to or from a physician's office or medical facility. Employees who fail to comply with this stipulation are subject to disciplinary action.

Section 4-8-5 Physician's Verification

A) If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement shall be requested verifying the disability and its beginning and expected ending dates.

B) Verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits and/or to authorize that the employee may safely return to work.

C) If the evidence of illness provided is determined by the Department Head to be inadequate, the absence may be charged to another category of leave or considered leave without pay.

D) Physician's or other qualified medical practitioners verification statements are to be forwarded to the Human Resources Department.

Section 4-8-6 Additional Conditions

A) Sick leave shall not be used in lieu of vacation nor shall it be used in addition to vacation.

B) An employee who is absent more than three workdays shall be subject to the Family Medical Leave Act. Department Heads are responsible for ensuring the Human Resources Department is immediately notified of absences of more than three days.

Section 4-8-7 No Sick Leave Available

An employee who has a non-work related illness or injury and has exhausted accumulated sick leave may apply for special leave without pay.

Section 4-8-8 Transfer of Hours to Vacation

Sick leave accumulated in excess of 480 hours must be converted on the 15th of December each year to either vacation time or cash value.

A) If converted to vacation time, the conversion shall be one hour of vacation for every two (2) hours of accumulated sick leave in excess of 480 hours.

B) If converted to cash value the conversion rate shall be made at 50% of the employee's current hourly wage multiplied by the number of hours in excess of 480 hours.

Section 4-8-9 Termination of Employment

A) At the time of resignation or retirement, an employee in good standing shall receive the cash value of their accumulated sick leave balance as calculated below:

Years of Continuous Service	Payout Percentage
One to less than ten (10) years	10%
Ten (10) to less than fifteen (15) years	25%
Fifteen (15) plus years	50%

B) Years will be calculated on the employee's Date of Hire/Length of Service Anniversary.

C) Employees, in good standing, who leave Town employment and become re-employed with the Town within 120 days, will use their original Date of Hire anniversary for calculating years of continuous service.

POLICY 4-9 SICK LEAVE BANK

The Sick Leave Bank provides a short-term option to alleviate undue hardship to eligible member employees who become unable to work due to a serious personal illness or injury and has exhausted all available paid leave (vacation, sick leave, and compensatory time). This policy is based on compassion and generosity and is meant to promote a spirit of mutual support among employees. Membership in the Sick Leave Bank is voluntary.

Section 4-9-1 Definitions

A) Serious Personal Illness or Injury: Is an illness or injury as defined by the Family and Medical Leave Act of 1993 that requires an employee to be absent from work for more than (3) three consecutive days.

B) Eligible member employee: means all regular employees eligible to accrue sick leave who have enrolled in the Sick Leave Bank after six months of continuous employment.

C) Governing board: is the employee advisory group, charged with administrating the provisions set forth in this policy and the Sick Leave Bank by-laws.

D) By-laws: are a rule, or set of rules, formally adopted by an organization chiefly for the government of its members and the regulation of its affairs.

E) Sick Leave Bank: is a common pool of hours to which employees contribute hours on an annual basis to become members.

Section 4-9-2 Eligible Recipient

A) A recipient of donated hours must currently be on an approved medical leave of absence without pay and possess a physician's certification specifying that the recipient is not yet able to return to work.

B) The recipient:

1) Must have exhausted all paid vacation leave, sick leave, and compensatory time from his/her accounts; and

2) Is not eligible to receive benefits through an insurance program paid by the Town; and

3) Is not eligible to receive payments from the retirement system, which he/she is a member; and

4) Is not eligible to receive payments from Social Security; and

5) Has elected membership in the Sick Leave Bank.

Section 4-9-3 Compliance

The Sick Leave Bank Governing Board is responsible for overseeing and administering the Sick Leave Bank in accordance with this policy and the provisions set forth in the Sick Leave Bank by-laws.

Section 4-9-4 General Provisions

A) Prospective Sick Leave Bank Governing Board members shall be recommended by their Department Head and shall serve a two (2) year term. One member and one alternate shall be selected from current Sick Leave Bank members in each Town Department.

B) The maximum award a Sick Leave Bank member may receive is 480 hours per year as measured forward from the date of the last request.

The Sick Leave Bank is funded by the annual contribution of sick leave hours from each participating member. The amount of the contribution required is:

1) Full-time (35 - 40 hours a week) employee donating eight (8) hours of sick leave annually.
2) Part-time (working between 25 and 35 hours per week) employee donating six (6) hours of sick leave annually if qualified per section 2-3-2.
3) Part-time (working less than 25 hours per week) employee donating four (4) hours of sick leave annually if qualified per section 2-3-2.
4) Sick Leave Bank donations are deducted and credited to the Bank following each open enrollment period.

D) Requests for Sick Leave Bank hours shall be made with the Human Resource Department, who will contact the Sick Leave Bank Governing Board members. The Board shall meet within seven (7) days of a formal request to use Sick Leave Bank hours.

POLICY 4-10 VACATION LEAVE

Vacation leave with pay after six months of employment is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

Section 4-10-1 Eligibility

Employees in the following employment classification are eligible to earn vacation leave as described in this policy:

A) Regular full-time employees

B) Employees who are in an initial evaluation period.

Deleted: Regular part-time employees

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Section 4-10-2 Benefit Year

A) The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when an employee starts to earn vacation leave.

B) The benefit year for all eligible employees begins on the employee's effective date of hire.

C) An employees benefit year may be extended for any significant leave of absence except military leave of absence.

D) Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule.

E) After completion of six months of the first benefit year, employees can request use of vacation leave after it is earned.

Section 4-10-3 Rate of Accumulation

A) The amount of paid vacation time employees receive each year increases with the length of their employment as shown on the following charts:

1) Eligible nonexempt employees

Years of Service	Annual Vacation Accrual	Per Pay Period
Less than 1 to less than 5	80 hours	3.08 hours
5 to less than 10	104 hours	4.00 hours
10 or more	120 hours	4.62 hours

2) Eligible exempt employees

Years of Service	Annual Vacation Accrual	Per Pay Period
Less than 1 to less than 5	120 hours	4.62 hours
5 to less than 10	144 hours	5.54 hours
10 or more	160 hours	6.15 hours

B) Part-time employees eligible for benefits (see section 2-3-2) will accumulate a prorated amount of vacation time according to the number of hours per week they are officially scheduled to work.

C) The maximum allowed accrued vacation time will be equal to double (x2) the employee's annual accrual based on years of service.

D) Vacation leave will not accumulate while an employee is on leave of absence without pay.

E) Employees, in good standing, who leave Town employment and become re-employed with the Town within 120 days, will use their original Date of Hire anniversary for calculating years of service.

Section 4-10-4 Request for Leave

A) Paid vacation time can be used in minimum increments. Employees are encouraged to use five consecutive workdays (40 consecutive hours) of paid vacation time each year for rest, relaxation, and personal pursuits.

B) To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including Town needs and staffing requirements.

Section 4-10-5 Termination of Employment

Upon termination, employees will be paid for unused vacation time that has been earned through the last day of work at their prevailing rate.

POLICY 4-11 CIVIC DUTY

The Town of Camp Verde encourages employees to fulfill their civic responsibilities as citizens. The periods of absence will be with pay and related benefits while serving on a jury, responding to a subpoena to appear as a witness or voting, according to the provisions below.

Section 4-11-1 Jury Duty

A) The Town of Camp Verde encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 10 days of paid jury leave over a one-year period. Employee classifications that qualify for paid jury duty leave are:

1) Regular full-time employees

2) Employees who are in an initial evaluation period

Deleted: Regular part-time employees

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B) Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

C) Employees summoned to jury duty shall be paid their regular salary, provided they submit their jury duty fee amounts to the Finance Department.

D) Mileage and per diem amounts may be kept by the employee.

E) If employees are required to serve beyond the period of paid jury duty leave, they may use any available paid leave balances (i.e., vacation, comp time) or may request an unpaid jury duty special leave of absence.

F) Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence.

G) Employees are expected to report to work whenever the court schedule permits.

H) Either the Town of Camp Verde or the employee may request an excuse or postponement from jury duty if, in the Town's judgment, the employee's absence would create serious operational difficulties.

I) The Town will continue to provide health insurance benefits until paid leave is expended. At that time, the employee will become responsible for the full costs of these benefits if continued coverage is desired. When the employee returns from jury duty, benefits will again be provided by the Town according to the applicable plans.

J) Benefit accumulation, such as vacation, sick leave, or holiday benefits, will be suspended during unpaid jury duty and will resume upon return to active employment.

Section 4-11-2 Witness Duty

The Town of Camp Verde encourages employees to appear in court for witness duty when subpoenaed to do so.

A) If employees have been subpoenaed or otherwise requested to testify as witnesses, they will be granted a maximum of 40 hours of paid time off per instance to appear in court.

Employees will be paid at their base rate and are free to use any remaining paid leave benefits (i.e. vacation, comp time) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

C) The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence.

D) The employee is expected to report for work whenever the court schedule permits.

E) Time spent in court on personal matters will not be paid.

Section 4-11-3 Voting

Every employee is encouraged to exercise the right to vote in all public elections. Any employee eligible and registered to vote in any public election held within this state may request time off for voting.

A) The employee may be absent for three hours with pay on the day of the election for the purpose of voting after notifying his/her supervisor or Dept. Head.

B) The Department Head may specify the hours during which the employee may be absent for the purpose of voting. Before leaving their assigned duties or workplace, the employee shall notify his/her supervisor or Department Head that they are leaving for the purpose of voting.

C) An employee may be required to provide evidence of eligibility to vote prior to approval for time off.

POLICY 4-12 GROUP BENEFITS

The Town of Camp Verde provides group benefits coverage, which may change from time to time for eligible employees. The Town contributes towards all mandated programs such as Social Security, Worker's Compensation, Unemployment Insurance, etc. The Human Resources Department is responsible for implementation and administration of all group insurance plans.

Section 4-12-1 Eligibility

A) Regular employees of the Town are generally eligible for coverage under all of the Town's benefit programs, depending upon the restrictions and limitations of a particular benefit plan.

B) Where applicable, the employee may elect to cover dependents under these programs in accordance with current contract requirements and rate schedules. Normal eligibility rules must be met.

C) Other employment classifications are not eligible for benefit coverage except as specifically provided for in a particular benefit plan.

Section 4-12-2 Group Insurance Coverage

The Town contributes to the cost of providing group insurance coverage for full-time employees, who participates in the group insurance programs offered by the Town, depending upon the restrictions and limitations of the particular benefit plan.

Deleted: The Town may also contribute to dependent coverage for eligible employees.¶

Section 4-12-3 Voluntary Benefits

Voluntary benefits such as benefits for dependents, supplemental health benefits and additional employee-related benefits are offered by the Town through the Human Resources Department, depending upon the limitations and restrictions of the particular plan. Voluntary benefits are offered at the discretion of the Town Manager. Voluntary benefits are fully paid by the employee.

Section 4-12-4 Retirement Plan

A) Employee whose normal workweek is 20 hours or more and who have met the eligibility requirement of the retirement plan are required to participate in a retirement plan offered by the Town.

   1) Certified police personnel normally participate in the Public Safety Retirement System.

   2) All other eligible employees participate in the Arizona State Retirement System.

B) Retirement benefits accumulate from both employee and employer contributions. Contributions to the retirement system are mandatory for eligible positions and are deducted from the employee's salary each payroll period.

C) Employees are vested in accordance with the retirement plan in which they are enrolled.

D) If an employee terminates service without retiring, accumulated vested contributions, with earned interest, are refundable upon request.

Section 4-12-5 Employee Assistance Program

A) The Town provides an employee assistance program (EAP) to all full-time employees.

B) When an employee voluntarily seeks assistance from the EAP, confidentiality is maintained. The Town will not be informed that help has been sought unless the employee requests that the information be released.

C) When stress or personal problems interfere with job performance, the Town will encourage and may require participation in the EAP to deal with job-related performance issues. When participation is required, confidentiality is maintained. The EAP will only verify that the employee has participated as required.

D) Use of the employee assistance program may be a condition of continued employment if the Town's drug and alcohol abuse policy is violated or at the discretion of the supervisor.

E) No employee will have his or her employment or promotional opportunities jeopardized solely by participating in the EAP, nor will participation in the EAP protect the employee from disciplinary action for substandard performance.

CHAPTER 5

WORK RULES

POLICY 5-1 HOURS OF WORK

An employee is expected to work the days and hours necessary to perform all assigned responsibilities and tasks in order to provide continuity in access by and service to the citizenry and facilitation of teamwork and supervisory assistance. Attendance shall be a consideration in determining promotions, transfers, satisfactory completion of evaluation periods and continued employment with the Town.

Section 5-1-1 Normal Work Week and Work Hours

A) The basic workweek is generally 40 hours of work. This begins for most employees at 12:01 AM Sunday and ends at 12:00 midnight on Saturday.

B) The following work schedules for all employees may be approved by the Department Head:

1) 5-8's. In this schedule, the employee works five 8-hour days, completing a 40-hour workweek in five days.

2) 4-10's. In this schedule, the employee works four 10-hour days, completing a 40-hour workweek in four days.

3) 9-80. In this schedule, the employee works four 9-hour days and one 8-hour day in one week and then working four 9-hour days the following week, completing 80-hours in a pay period. (exempt employees only)

4) Other schedules may be used, by Departments who have special operational needs, as approved by their Department Head with concurrence from the Town Manager.

C) Modifications to the workweek and work schedule may be made to provide essential Town services, subject to any federal and State statutory or constitutional limitations relating to hours of work.

Section 5-1-2 Absences and Tardiness

A) Advanced notice of absence is expected; notice of unavoidable absences is expected within one-half hour of the beginning of duty or as soon as possible if the employee is physically unable to notify his or her supervisor or Department.

B) Advanced notice of anticipated tardiness is expected; notice of unavoidable tardiness is expected as soon as possible. Tardiness must be made up during the pay period in which it occurs.

C) Notification of an absence or tardiness by another employee, friend, or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification.

D) Poor attendance and frequent tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

POLICY 5-2 PERSONNEL FILES

The Town maintains a personnel file on each employee. The personnel file contains documentation regarding all aspects of the employee's tenure with the Town, such as performance appraisals, beneficiary designation forms, disciplinary action notices and employment history. Employees may review their personnel files at reasonable intervals during normal business hours in the presence of Human Resources staff.

Section 5-2-1 Access to Official Personnel File

Access to information in an employee's personnel file is confidential to the extent permitted by federal and state law. During the normal course of employment, the following individuals are authorized to review an employee's personnel file: The Town Manager, Department Head, immediate supervisor, the employee, Town Attorney (or his/her designee) or a state or federal enforcement employee conducting an official investigation.

Section 5-2-2 Updating Personnel Records

A) Department Heads are responsible for forwarding documents for inclusion in the personnel files of those employees assigned to their department.

B) To ensure that personnel files are up-to-date at all times, employees should notify their supervisor or Human Resources staff of any changes in name, telephone number, home address, marital status, number of dependents, beneficiary designation, scholastic achievements, the individuals to notify in case of an emergency and so forth.

) Each employee may inspect audit or copy, his or her personnel file to ensure accuracy and completeness of the file. A Human Resources representative must be present when a file is reviewed or copied.

D) The following portions of the employee's personnel file are matters of public record: Name of the employee, date of employment, current and previous duties and dates received, name, location, and dates of previous assignments, current and previous salaries, and dates of each change, and the name of the employee's current or last known supervisor.

Section 5-2-3 Maintenance of Personnel Files

A) The Human Resources Director is responsible for maintaining personnel files and must approve materials for inclusion in a file.

B) An employee may submit a written statement for inclusion in his/her personnel file if he or she believes that any of the included materials requires correction and/or clarification.

C) Items not included in the official personnel file may not be used for either promotional or disciplinary proceedings, unless the employee falsified a time sheet or other information.

Section 5-2-4 Records Retention

A) An employee's personnel file will be retained during the tenure of the employee and for a minimum of 3 years after the employee's employment with the Town has terminated, unless a longer period is required by law. During this retention period, nothing will be removed from the personnel file.

B) Name, position, the date of hire, and the date of termination will be retained indefinitely.

Section 5-2-5 Records Release

A) Human Resources treat as confidential all employee information except when requested to verify information relating to job title, department, base salary, and dates of employment.

B) Other information contained in the personnel file will be released with express written permission of the employee or to the extent allowed by law.

CHAPTER 5

WORK RULES

POLICY 5-3 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the organizational image the Town of Camp Verde presents to the general public. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Department Heads are responsible for determining and enforcing the dress code for their respective areas of responsibility.

Section 5-3-1 Acceptable Attire

Because of the changing nature of fashion, regulations pertaining to acceptable employee attire and grooming are flexible. There are, however, certain expected norms of professional appearance, of personal neatness, cleanliness, and good grooming that are applicable to all employees.

Section 5-3-2 Unacceptable Attire

A) Extravagance and extremes of style and attire are not in good taste in a public service environment. The Town of Camp Verde reserves the right to advise any employee at any time that his or her grooming, attire, or appearance is unacceptable.

B) After having been so advised, the employee will be expected to comply with the suggested change. Failure to do so will result in the employee's suspension without pay until corrective action by the employee is taken.

C) Repeated lack of compliance may result in further disciplinary action, up to and including discharge.

Section 5-3-3 Uniforms

A) Employees who are required to wear a uniform of any type in the performance of their duties will either be provided such uniforms by the Town or provided a uniform allowance.

B) Uniforms that are provided by the Town become the property of the employee during the employment service to the Town.

`) Laundering, cleaning, and general upkeep of uniforms is the responsibility of each employee.

D) Employees should be aware that furnishing of uniforms and maintenance or replacement allowance, if any, may under certain circumstances, be considered a taxable benefit.

POLICY 5-4 ELECTRONIC MAIL, COMPUTER, AND ON-LINE SERVICES USAGE

Section 5-4-1 Conditions of Employment

As a condition of employment and continued employment, employees agree as follows:

A) All electronic storage and communication systems (including without limitation facsimiles, copiers, computers, software, and telephone) and all information transmitted by; received from or stored in these systems are the property of the Town;

B) These systems are to be used solely for job related purposes and not for personal purposes, unless expressly authorized by the employee's supervisor;

C) Employees have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt or storage of information in the equipment;

D) The Town may monitor an employee's use of this equipment at any time at its discretion, which may include printing and reading all e-mails entering, leaving, or stored in these systems as well as listening to any voice mail messages;

E) No employee will use a pass code or voice mail access code that is unknown to the Town or that is not expressly authorized; and

F) To obtain approval for, and have virus-scanned, all outside files prior to loading such files in the Town's computer system.

Section 5-4-2 Software Copyright

The Town purchases and licenses various computer software for business purposes and does not own the copyright to this software or its related documentation. Employees may not reproduce such software or use it on more than one computer unless authorized to do so by the software license agreement. Employees with questions or concerns regarding the use of software or its related documentation should contact their Department Head.

Section 5-4-3 Prohibited Use

Improper use of the Town's electronic storage and communications equipment is strictly prohibited. This includes, without limitation, transmission or reception of any material in violation of federal, state, or local law or regulation (including copyright material, threatening or obscene material or material that is trade secret or confidential); using the Town's equipment or resources for commercial activities, religious, or political causes, outside organizations, or other non-employment related matters; and transmitting offensive jokes, sexually explicit messages, chain letters, or material that is otherwise disruptive to the orderly operation of the Town.

Section 5-4-4 Passwords

Employees should remember that log-on and other passwords should not be shared with anyone else, unless an authorized town official requests such information. Failure to cooperate with an authorized Town official in any investigation involving the Town's electronic communications system is a violation of the policy an shall result in discipline, ›› to and including termination of employment.

Section 5-4-5 Consequences of Prohibited Use

Any violation of this policy shall result in disciplinary action, up to and including termination of employment.

POLICY 5-5 DISCIPLINARY SYSTEM

Effective discipline is a positive process when its purpose is to train or develop by instruction. Whenever appropriate, training is encouraged as a means of improving employee productivity and effectiveness through positive and constructive methods. However, improper employee conduct shall be considered good cause for disciplinary action.

Each supervisor shall have the responsibility and authority, with approval of the Department Head, to administer appropriate discipline to his/her subordinates using a positive progressive discipline process as a corrective measure.

Section 5-5-1 Discipline Process

A) In general, the concept of progressive discipline means that a series of increasingly severe disciplinary actions will be administered to correct employee behavior or performance.

B) This shall only be a guideline for supervisors, however. Not all discipline will begin with counseling or reprimands.

C) The totality of the circumstances will dictate the appropriate level of discipline for each incident. Review of the particular facts and circumstances, such as the severity of the offense or an employee's disciplinary history, regardless of whether for the same offense, may indicate that more severe disciplinary measures, up to and including immediate termination, are appropriate.

D) Whether or not the procedures are followed, all employees are subject to discharge when, in the sole opinion of management, an employee's job performance or conduct threatens the well being of the Town, its employees or its citizens.

Section 5-5-2 Definitions

A) Employee: Includes all Town employees of any status or classification except elected officials.

B) Initial evaluation employee: New employee whose continued regular employment depends upon the successful completion of an initial evaluation period. An employee may be terminated at any time with or without cause during the initial evaluation period.

C) Notice of proposed disciplinary action: A written five (5) day advanced notice given to an employee documenting the proposed disciplinary action and the proposed effective date.

D) Pre-action meeting: A meeting with the employee, the employee's representative, if desired, and the Department Head where the employee may present reasons in writing or orally as to why the proposed disciplinary action should not be taken.

E) Progressive Discipline: A series of increasingly severe disciplinary actions, ranging from oral counseling to discharge.

F) Termination: Used interchangeably with the word "discharge," meaning dismissal from employment. This does not include a layoff.

Section 5-5-3 Grounds for Disciplinary Action

A) Discharge may occur as the result of a single serious infraction that warrants immediate dismissal, including but not limited to:

1) Dishonesty, including intentionally giving false information, intentionally falsifying records or making false statements when applying for employment, lying to supervisors in connection with the employee's job; falsifying time sheets for payroll.

2) Discrimination or failure to abide by Equal Employment Opportunity regulations, including sexual or other harassment of a protected class.

3) Reporting to work under the influence of intoxicants or nonprescription/illegal drugs or using such substances while on Town property.

4) Theft or removal of Town money, merchandise, or property, including property in custody of the Town, without permission.

5) Possession of firearms, other weapons or explosives not authorized by the Town in Town facilities or while on Town business.

6) Conviction of a felony or gross misdemeanor.

7) Other reasons deemed valid by Town officials.

B) Other grounds for disciplinary actions, up to and including discharge, include but are not necessarily limited to the Following:

1) Being absent from work without permission or failure to report to the supervisor or Department when one is absent;

2) Being habitually absent or tardy for any reason;

3) Failure to follow the orders of one's supervisor(s);

4) Inability or unwillingness to perform the assigned job; failure to perform assigned work in an efficient or effective manner;

5) Participation in prohibited political activities;

6) Acceptance of fees, gifts, or other valuable items in the performance of the employee's official duties for the Town;

7) Any action, on or off the job, bringing discredit to the Town;

8) Violations of any of the Town policies, Town ordinances, State or federal law;

9) Violating safety rules and regulations; being wasteful of material, property or working time; failure to observe security or safety procedures;

10) Two written reprimands or other disciplinary actions in 24 consecutive months;

11) Inability to get along with fellow employees so that the work being done is hindered and not up to required levels; speaking critically or making derogatory or false accusations so as to discredit other employees or supervisors;

12) The use of profanity or abusive language towards a fellow employee or member of the general public while performing official duties as a Town employee;

13) Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses;

14) Divulging or misusing confidential information, including removal from Town premises without proper authorization any employee lists, records, designs, drawings, or confidential information of any type;

15) Improper use of the Town's electronic storage and communications equipment, including without limitation the transmission or reception of any material in violation of federal, state, or local law or regulation or use for non-employment related matters;

16) Such other act, error or omission detrimental to the mission of the Town;

17) Other reasons deemed valid by Town officials.

Section 5-5-4 Types of Disciplinary Action

A) Oral warning or Counseling: A verbal notice to the employee discussing a problem of relatively minor degree of the employee's performance. The oral warning or counseling shall be given in private. The supervisor shall inform the employee that the supervisor is issuing an oral warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action. A written notation of the warning is to be included in the employee's personnel file after acknowledgment by the employee (see 5-5-4B3).

B) Written Reprimand

1) A written reprimand is issued if the initial measure of oral warning is not sufficient or if the infraction is severe enough to warrant a written reprimand in the employee's personnel file.

2) Written reprimand notices must be issued within ten days after the occurrence of the violation claimed by the supervisor or ten days after completion of an administrative investigation. The contents of this notice will be explained to the employee in an interview.

3) The original will be signed by the employee and placed in the employee's personnel file. If the employee refuses to sign the acknowledgement, then the supervisor and one other witness shall note on the reprimand that the employee received a copy and refused to sign it.

4) A copy will be given to the employee and included in the employee's department file.

C) Suspension With Pay: A suspension with pay is involuntary time off without loss of pay as a result of a severe infraction of policies or for repeated violation. For minor infractions, a suspension may often be given after the employee has received a written warning.

1) Employee Decision-Making Suspension: The employee shall be instructed to decide during this "decision-making" suspension if he or she will commit to the correction of each performance deficiency and meet the Town's expected standards. Upon return to work, the employee will be required to submit, in writing, to the Department Head if and how he/she intends to meet the expected standards or has decided to leave the Town's employment. This type of suspension will not exceed one working day.

2) Town Investigative Suspension: This action may be used to remove an employee from the work site in order to allow for an investigation by the Town of behavior that is suspected of being illegal, that is not in the best interests of the Town, or that places other employees or citizens in jeopardy.

a) If charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense, and may include recovery of salary and benefits paid during the suspension.

b) If charges are unfounded, the employee will be restored to duty and a letter of exoneration will be placed in the employee's official personnel file.

c) This type of suspension is normally paid and shall ordinarily not exceed 21 calendar days. The Town Manager, however, may authorize an extension when a comprehensive investigation will require more time to reach a conclusion.

D) Suspension Without Pay: Suspension without pay is involuntary time off with loss of pay. This type of action may be taken when the offense is of a serious enough nature to warrant discharge but when circumstances related to an employee's overall performance would not warrant immediate discharge. The length of suspensions should not normally exceed 15 working days. The number of days of suspension, whether a specific number of days or indefinitely, will depend on the severity of the infraction.

E) Involuntary Demotion: An involuntary demotion consists of a reassignment to a lower position classification. This type of action may be taken for serious improper conduct and/or consistent inability to meet job performance expectations. Generally, it will occur in a situation in which it is determined the employee is either unwilling or unable to perform his or her responsibilities of that position. Demotion is not a substitute for dismissal when dismissal is warranted. Employees who are returned to their previous assignments before completing a promotion evaluation period are not considered to have been involuntarily demoted.

F) Reduction in Pay: A reduction in pay occurs with a reassignment to lower pay within the same position classification. This type of action may be taken as the result of consistent poor employee performance. No change in classification occurs. Reduction in pay is imposed for either repeated poor performance or flagrant violations of rules and regulations and is considered to be a final behavior correction opportunity. Employees who do not successfully complete their promotion evaluation period and are returned to their previous assignment are not considered to have been disciplined with a reduction in pay. A disciplinary reduction in pay does not include assignments, transfers or reassignments, including those to or from lead positions or special positions.

G) Discharge:

1) Discharge is the involuntary, permanent removal or termination of an employee from employment. Immediate removal of an employee from the job site pending review for discharge may be warranted in instances involving serious insubordination; theft; serious, illegal, or destructive acts while on the job; or other substantial reasons deemed appropriate by the Town Manager. An employee may also be discharged after repeated offenses of a less serious nature if the supervisor has documented the offenses and appropriate performance-related changes have not resulted from previous progressive disciplinary action. This does not include a layoff.

2) During the initial evaluation period, employees may be terminated at any time with or without cause and without the right of appeal. Written notification of dismissal shall be signed by the employee who has not completed the initial evaluation period and placed in the employee's personnel file, with a copy given to the employee. Dismissal of such employees requires the concurrence of the Department Head, the Human Resources Director, and the Town Manager.

Section 5-5-5 Notice to Employee

An employee who has completed the initial evaluation period shall receive a 5-day written notice of intent whenever the Town intends to take a disciplinary action resulting in termination, reduction in pay, demotion, or suspension without pay. Notice under this section is not required for layoffs, assignments, transfers, or reassignments, including those to or from lead positions. The notice will generally provide the following information:

A) Notice of the intended disciplinary action and the proposed date of implementation.

B) The reasons for the action.

C) The date and time, not more than 3-days after the notice is given to the employee, of a pre-action meeting with the Department Head (or his or her designee), for the employee to present reasons in writing or orally as to why the proposed disciplinary action should not be taken.

1) The affected employee may have a non-attorney co-worker of the employee's choosing present during the pre-action meeting. The co-worker may not speak on behalf of the employee, but may advise the employee during the meeting.

2) Any relevant information presented by the employee regarding the proposed disciplinary action shall be considered.

D) Failure by the employee either to attend the pre-action meeting or to timely submit reasons in writing why the proposed disciplinary action should not be taken will be deemed a waiver of the employee's right to do so and the proposed disciplinary action will be implemented as written.

POLICY 5-6 PERSONNEL ACTION REVIEW PROCEDURES

Section 5-6-1 Purpose

The Town of Camp Verde provides personnel action review procedures as a means to:

A) Ensure all employees fair and equitable treatment;

B) Promote harmonious relations among employees, supervisors, and managers;

C) Encourage the settlement of disagreements informally at the employee-supervisor level;

D) Provide an orderly procedure to handle disagreements through the various supervisory levels when necessary;

E) Resolve grievances as quickly as possible.

Section 5-6-2 Sole Remedy

Policy 5-6 is the sole and exclusive internal remedy available to employees for resolving disputes arising from Town employment.

Section 5-6-3 Informal Personnel Action Review Procedures

A) An employee who has a problem or complaint, which does not qualify as a reviewable issue as defined below, should promptly inform and discuss it with his or her immediate supervisor, endeavoring to resolve the matter expeditiously and informally at the employee-supervisor level.

B) If informal discussion does not resolve the problem or complaint to the employee's satisfaction, the employee should discuss it with his or her supervisor's immediate supervisor, if any, the Department Head, the Human Resources Director, or the Town Manager or designee.

C) Every effort should be made to find an acceptable solution by informal means at the lowest level of supervision.

Section 5-6-4 Formal Personnel Action Review

Except where formal review of the employment matter is not authorized by these procedures, any regular employee, not appointed by the Town Council, may file a request for formal review of an employment action involving termination, reduction in pay, involuntary demotion, or suspension without pay in accordance with the Formal Personnel Review Procedures set forth in Section 5-6-7.

Section 5-6-5 Employment Matters Not Subject to Review

The following employment matters are not subject to formal review:

A) Placement of an employee in, or the content or structure of, the Town's Classification Plan;

B) Placement of an employee in, or the content or structure of, the Town's Salary Plan;

C) The content or structure of the Town's benefits programs;

D) An employee's performance evaluation;

E) Extension of an evaluation period;

F) Assignments, transfers, or reassignments, including those to or from lead positions or special positions.

G) Municipal finance or budgetary issues; and

H) Layoffs

Section 5-6-6 Miscellaneous Rules

A) Employees who have not completed an initial evaluation period with the Town are not permitted to use the formal personnel action review procedures.

B) After an issue has been initially presented for review, an employee may not add new allegations at a subsequent step.

C) Time limits provided in these procedures may be extended to a date assured by mutual written agreement of the Town and the appealing employee.

D) An employee's failure to file a timely appeal in writing to the next step in the process will constitute a waiver, and the decision shall be final, binding and not subject to further review.

E) Meetings held under these procedures shall be conducted at a mutually agreed upon time and place that affords a fair and reasonable opportunity for all persons entitled to present to attend.

F) No discipline, retaliation, or threats of retaliation shall be taken against any employee, representative, witness or other participant, whether testifying or not, in these personnel action review procedures by reason of such participation.

G) All information obtained during the processing of a request for personnel action review will be maintained confidentially to the extent permitted by state law.

H) Employees may have an observer present at any interview in the process. The observer may not participate in the interview; rather, the observer may merely attend and watch the interview.

I) If the observer is a Town employee, the time spent attending the interview shall be counted as time worked for pay and benefit purposes.

J) During any interview in the process, the employee seeking review shall be permitted to take reasonable breaks of limited duration to consult with any other person.

K) For pay and benefit purposes, time spent by employees in discussions with management or in testifying before a "Hearing Officer" is considered time worked.

L) Employment matters subject to review may be resolved or settled at any step in the process. Such matters will be processed until: (a) the employee is satisfied; (b) the employee does not file a timely appeal (as defined by the formal steps); or (c) a decision has been made in the final step.

M) All employment decisions (and resulting wage and/or benefit losses flowing from them) are effective when made by the Department Head. Upon reversal of the decision at any step in the review process, the successful employee may recover any such wage and/or benefit losses previously incurred.

Section 5-6-7 Formal Personnel Action Review Procedure Steps

A) Step One: Appeal to Department Head

1) Within five business days of the time the employee receives written notification of an employment matter that is subject to review, the employee must file a request for formal personnel action review with the Town's Human Resources Department on a form provided by the Town.

2) The Department Head (or in the Department Head's absence, the person designated to act on the Department Head's behalf) shall investigate the issue, attempt to resolve it, and give a written decision to the employee within ten business days of having received the employee's request for formal personnel action review from the Town's Human Resources Department.

3) If the issue involves the employee's Department Head, the Human Resources Department shall give the request for formal personnel action review to the Human Resources Director who shall proceed as stated in Step Two.

B) Step Two: Appeal to Human Resources Director

1) If the employee is not satisfied with the Department Head's decision or if no decision has been rendered within ten business days after submission to the Department Head, the employee may appeal the decision to the Human Resources Director.

2) The appeal must be submitted in writing to the Human Resources Department within ten business days after delivery to the employee of the decision (Step One) being appealed.

3) The Human Resources Director will review the appeal and communicate a decision in writing to all concerned parties within ten business days of the Human Resources Department having received the employee's written notice of appeal.

4) If the issue involves the Human Resources Director, the Human Resources Department shall give the request for formal personnel action review to the Town Manager who shall proceed as stated in Step Three.

C) Step Three: Appeal to Town Manager

1) If the employee is not satisfied with the Human Resources Director's decision or if no decision has been rendered within ten business days after submission to the Human Resources Director, the employee may appeal the decision to the Town Manager.

2) The appeal must be submitted in writing to the Human Resources Department within ten business days after delivery to the employee of the decision (Step Two) being appealed.

3) The Town Manager will review the appeal and communicate a decision in writing to all concerned parties within ten business days of having received the employee's written notice of appeal from the Human Resources Department.

4) The Town Manager may delegate the duties under Step Three.

D) Step Four: Appeal to a Hearing Officer

1) If the employee is not satisfied with the Town Manager's decision or if no decision has been rendered within ten business days after submission to the Town Manager, and provided the employment matter is subject to a Step Four appeal, the employee may appeal the decision to a qualified, independent Hearing Officer appointed by the Town. The Town shall maintain a list of qualified, independent, Hearing Officers.

2) Provided they are not otherwise excluded under Section 5-6-5, only disciplinary actions taken by the Town that involves termination, reduction in pay, involuntary demotion, or suspension without pay are subject to a Step Four appeal to a Hearing Officer.

3) An appeal must be submitted in writing to the Human Resources Department within ten business days after delivery to the employee of the Town Manager's decision. If the employee fails to submit a written appeal within ten business days, the lower action will be automatically affirmed.

Section 5-6-8 Rules of Appeal to the qualified Hearing Officer

A) The appeal will be a written statement, addressed to the Hearing Officer through the Human Resources Department, explaining the employment matter appealed, the action desired, and the reasons for it. The appeal shall also include all previous correspondence concerning the matter.

B) Upon receipt of a notice of appeal, the Human Resources Department shall set a date and place for the hearing on the appeal within three (3) months from the effective date of the disciplinary action. The Human Resources Department shall notify all interested parties of the date, time, and place of the hearing.

C) If an appeal is made the Human Resources Director in consultation with the Town Manager and Town Attorney, if necessary, shall determine whether the appeal complies with these procedures and is subject to review. If so, a qualified Hearing Officer shall be appointed by the Town.

D) Both the appellant and the Department Head shall submit to the Human Resources Department a list of witnesses, including names, addresses, and nature of the expected testimony from each, and a list of exhibits to be introduced at the hearing no later than seven (7) calendar days prior to the commencement of the hearing. No other witnesses or exhibits may be introduced at the hearing unless approved by the Hearing Officer. The Hearing Officer may grant a time extension beyond the required limits if requested by either party in writing and good cause is shown for granting the extension.

E) The Town Attorney shall represent the Town and present the case to the Hearing Officer. The employee has the right: to be represented by counsel at the employee's expense, to written notice of the specific grounds for termination, to disclosure of the evidence supporting the termination, the opportunity to confront and cross examine available adverse witnesses, the opportunity to be heard, in person, and present evidence, and to subpoena witnesses.

F) Both the Town and the appellant will have the opportunity to present witnesses and evidence, to cross-examine witnesses, and to be heard in person.

G) The findings and recommendation of the Hearing Officer shall be made to the Town Manager and shall include a written statement as to the evidence relied upon by the Hearing Officer and the reasons for his or her decision. The Town Manager has final decision on all personnel appeals, and can modify, accept, or reject the recommendations of the Hearing Officer. If the Town Manager rejects the Hearing Officer's recommendation he or she must state the reasons therefore in writing.

CHAPTER 6

EMPLOYEE DEVELOPMENT

POLICY 6-1 EDUCATION ASSISTANCE

Section 6-1-1 Purpose

The Town of Camp Verde recognizes that the skills and knowledge of its employees are critical to the success of the organization. The education assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the Town.

Section 6-1-2 Eligibility for Participation

A) All regular full-time employees with satisfactory work and attendance standards who have successfully completed the initial evaluation period are eligible to participate.

B) Employees who are receiving grants, scholarships, or veteran's benefits are eligible to participate, but only to the extent that employee's course tuition costs are not covered by these external funds.

C) Only those courses beginning after the new employee's initial evaluation period ends will be considered for reimbursement.

D) Employees participating in the program are required to achieve grade C or higher in order to remain eligible.

1) An original grade report or transcript must be provided to Human Resources within 45 days of the completion of each course. Failure to submit the grade report or transcript within the time limit will result in disqualification for tuition assistance.

2) Courses taken on a pass/fail basis must be "passed." Non-graded courses (graded satisfactory/unsatisfactory) must be completed with a "satisfactory" grade. No courses may be audited.

E) Generally, only those courses requiring attendance during off-work hours will be considered for tuition assistance. With approval from their Department Head, an employee may flex their work schedule to attend an approved tuition assisted course.

Section 6-1-3 Criteria for Approval

A) All applications for educational assistance are expected to have the prior approval of their Department Head. The initial step to qualify for the educational assistance program is to apply for the assistance with the Human Resources Department. Human Resources will budget for and administer the educational assistance program.

B) The program provides tuition assistance for courses that are:

1) Directly related either to the employee's present job or to a position within the Town to which the employee could logically progress in the future; or

2) A part of a planned program leading to an undergraduate or graduate degree in a field that has applicability to Town business (e.g. accounting, engineering, criminal justice, management).

) The course must be:

1) Taken on the employee's own time and

2) Approved by the applicable Department Head, and the Town Manager.

D) Courses may be taken at Town-approved:

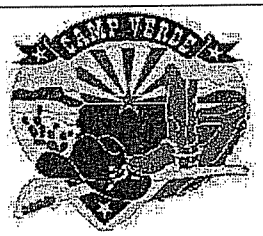
1) Accredited colleges, universities, community colleges;

2) State or public school systems, adult education systems, vocational and trade schools.

Section 6-1-4 Reimbursement

A) The Town will reimburse 100% of the actual tuition as identified by the school, college, or university and agreed upon by the Human Resources Director and available funding.

B) The employee must bear all other expenses, which include but are not limited to: Books, supplies, parking, transportation, transcripts, application and administrative fees, lab fees, and other non-tuition expenses.



CHAPTER 6

EMPLOYEE DEVELOPMENT

Section 6-1-5 Termination of Employment

A) Each employee will be required to sign an agreement stating that if he or she separates from Town employment for any reason within two years of receiving reimbursement, an amount will be withheld from the final paycheck according to the following schedule:

Date of Separation	Percentage of Reimbursement Withheld from Final Paycheck
Up to 12 months after receiving reimbursement	100%
13 to 24 months after receiving reimbursement	50%
24 to 36 months after receiving reimbursement	25%
Over 36 months after receiving reimbursement	0%

B) If the amount of the employee's final paycheck is not sufficient to cover costs, the individual will be required to reimburse the Town for the amount due at the time of termination.

POLICY 6-2 TOWN-SPONSORED and REQUIRED TRAINING

It is the policy of the Town to encourage and coordinate training opportunities for employees and supervisors in order that services performed by the Town will be more efficient and effective. Training is defined as any work-related seminar, conference, convention, or workshop attended by an employee whose registration and expenses are funded in whole or in part by the Town.

Section 6-2-1 Procedures

A) Attendance at training programs within the state will be approved at the Department Head level.

B) Attendance at training programs out-of-state require approval by the Town Manager prior to registration.

C) After returning from a training program, employees will normally summarize for the Department Head what new expertise they have gained that may be shared with other employees. The Department Head will disseminate the information as appropriate.

D) Town-sponsored and required training shall generally be arranged during regularly scheduled work hours. A Department Head may change the standard work hours to accommodate or require attendance at such training activities. Required training shall be recorded as time worked within the meaning of this policy.

E) Employees who acquire training on their own time and expense are encouraged to notify the Human Resources Department so the information can be noted in the employee's personnel file. A copy of any certificates awarded should be forwarded for inclusion in the employee's personnel file.

F) The Human Resources Department shall maintain an employee training history and shall periodically audit training attendance and policy compliance.

CHAPTER 7

SAFETY AND HEALTH

POLICY 7-1 SAFETY AND LOSS MANAGEMENT

The Town is committed to providing a safe and healthy working environment. In this connection, the Town makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment. The Town's policy is aimed at minimizing the exposure of its employees and visitors to its facilities to health and safety risks.

Section 7-1-1 Employees Support for Safe Work Practices

A) All employees are expected to work diligently to maintain safe and healthy working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

B) The responsibilities of all employees in this regard include:

1) Exercising maximum care and good judgment at all times to prevent accidents and injuries;

2) Reporting to supervisors and seeking first aid for all injuries, regardless of how minor;

3) Reporting unsafe conditions, equipment, or practices to supervisors;

4) Using safety equipment provided by the Town at all times;

5) Observing conscientiously all safety rules and regulations at all times;

6) Notifying their supervisor, before the beginning of the work day, of any medications they are taking that may cause drowsiness or other side effects that could lead to injury to them and their co-workers; and

7) Participating in appropriate safety training.

Section 7-1-2 Safety Coordinator

The Town designates a full-time employee as its Safety Coordinator. The Safety Coordinator, along with the Town Manager, Department Heads, Supervisors, and Human Resources staff, will monitor and encourage compliance with safety and loss prevention programs, including education and training.

Section 7-1-3 Evaluation of Safety Performance

Employees are rated on appropriate safety performance as part of their performance evaluation.

Section 7-1-4 Use of Town Equipment and Vehicles

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, shall result in disciplinary action up to and including termination of employment.

POLICY 7-2 RETURN TO WORK

Employees of the Town who are, or could be, on leave of absence from their duties as a result of work-related illness or injury may be eligible for the Return-to –Work Program upon written certification of a medical care provider. The medical care provider must certify that the employee may return to work with restrictions on physical requirements of the job in question, and that those restrictions are not expected to last more than 180 days.

Section 7-2-1 Temporary and Permanent Restrictions

A restriction identifies a physical condition that prevents an employee from performing the full scope of his or her job duties as outlined in the job description. There are two types of restrictions.

A) Temporary restrictions are defined as those limitations placed on an injured employee by a physician that is of a relatively short duration (less than 180 days) and the employee is expected to fully recover and to return to normal working conditions.

B) Permanent restrictions are defined as those limitations placed on an employee by a physician that are expected to be long term (more than 180 days) or from which recovery is not expected. Employees who fall into this category are not eligible for participation in the Return-to-Work Program. They may elect to seek alternative employment or file for a "reasonable accommodation" under the Americans with Disabilities Act.

Section 7-2-2 Alternative Job Placement

A) When an employee is approved for participation in the Return-to-Work Program, primary consideration will be given to job placement within the employee's department and normal job duties.

B) A secondary consideration will be alternative placement into another department or another assignment. That may mean an assignment that is a lower classification than the normal job assignment and commensurate wages for the duration of the temporary assignment.

C) A critical consideration is to place the employee in a position to perform productive work that is both useful to the Town and achievable within the restrictions placed on the employee. Under no circumstances will a position be created solely for the purpose of providing work for an employee who is eligible to return to work under a temporary restriction. If there is no work available within the employee's department or in another department or assignment, the employee may remain on industrial leave.

D) An employee shall not be returned to work to any job that is punitive in nature.

Section 7-2-3 Placement Not Substitute for Filling Vacancies

Alternative placement will not be used to avoid the filling of vacancies within the department in question.

Section 7-2-4 Participant Required to Obey Rules

An employee participating in the Return-to-Work Program is subject to all rules, regulations, standards, policies, and procedures of the Town and the specific department.

Section 7-2-5 Procedure

A) An employee must submit a written request and a written certification signed by a physician, noting the employee's restrictions and length of those restrictions. The Department Head and the Human Resources Director will evaluate the request in order to determine whether or not an employee is able to return to the assigned position.

B) If authorized to participate in the Return-to-Work Program, the employee will be notified by the Department Head of the date he or she is expected to return to work.

C) In no case will an employee authorized to participate in the Return-to-Work Program be placed in an area that will pose a health or safety risk to the Town, other staff, or the injured employee.

POLICY 7-3 NO SMOKING

Smoking is prohibited throughout the Town's buildings and immediate workplace and in Town vehicles. This policy applies equally to all employees and visitors.

Section 7-3-1 Smoking Areas

Employees who smoke may do so outside of the Town buildings in the properly designated areas. State law prohibits smoking in places of employment as well as within 20 feet of entrances/exits, windows, and ventilation intakes.

Section 7-3-2 Smoking Breaks

Smoking breaks shall be limited to the same number of breaks that other Town employees receive.

Deleted: The immediate supervisor may limit smoking breaks, particularly if they interfere with work

Section 7-3-3 Smoking Cessation

Employees who smoke but who want to quit should contact Human Resources staff for information on possible medical insurance carrier and community resources, literature, smoking cessation programs that may be available.

POLICY 7-4 VIOLENCE IN THE WORKPLACE

Section 7-4-1 Consequences of Prohibited Conduct

Any threats or acts of violence made by an employee against another person's life, health, well-being, family, or property are entirely unacceptable and are cause for immediate dismissal, even for a first offense. This policy holds for any threats made on Town property, at Town events or under other circumstances that may negatively impact the Town's ability to conduct its business.

Section 7-4-2 Infringement on Safe Workplace

A) Acts or threats of violence, whether made directly or indirectly, explicitly or implied, by words, gestures, or symbols, infringe upon the Town's right or obligation to provide a safe workplace for its employees and are prohibited.

B) Possession of firearms, explosives, or weapons not authorized by the Town is considered threats of violence and is prohibited. The consequences of such prohibited possession is disciplinary action, up to and including immediate discharge.

Section 7-4-3 Complaint Procedure

Any employee who believes that he or she has been, is or may be the target of threats or acts of violence or has witnessed or otherwise learned of violent conduct by another employee or by a third party, should contact a supervisor, Department Head, Human Resources Director, or the Marshal's Office immediately.

POLICY 7-5 DRUG AND ALCOHOL FREE WORKPLACE

It is the policy of the Town of Camp Verde that its employees be free of substance and alcohol abuse. Consequently, the use of illegal drugs by employees is prohibited. Further, employees shall not use alcohol during work hours or engage in "prohibited conduct" as defined in this policy. The overall goals of this policy are to ensure a drug-free and alcohol-free work environment and to reduce accidents, injuries, and fatalities.

Section 7-5-1 Consequences of Prohibited Conduct

Illegal drug use, alcohol abuse, and failure to participate are grounds for discipline up to and including discharge, even for a first offense.

Section 7-5-2 Definitions of Prohibited Conduct

A) Illegal Drug Use includes possessing, using, purchasing, distributing, or selling illegal drugs, or reporting to work impaired by illegal drugs. Under this policy, "illegal drugs" include any drug or drug-like substance that:

1) Is not legally obtainable;

2) May be legally obtainable but has not been legally obtained; or

3) Is being used in a manner or for a purpose other than prescribed.

B) Alcohol Abuse includes possessing, using, purchasing, distributing, or selling alcoholic beverages at any time during the hours between the beginning and ending of the employee's work day, or reporting to work or working impaired by alcohol in any way.

C) Failure to Participate in the Town's drug and alcohol testing policy includes:

1) Failure to submit to drug or alcohol testing;

2) Failure to report immediately for drug or alcohol testing when requested to do so;

3) Refusal to sign all appropriate consent forms; or

4) Any other failure to cooperate to the Town's complete satisfaction.

Section 7-5-3 Use of Legal Drugs

A) While this policy does not prohibit the use of legal drugs, employees are required to notify their supervisors if the use of any legal drug may endanger their safety or the safety of others. For example, an employee should tell their supervisor if they are using any legal drug that warns about drowsiness or cautions against operating heavy machinery after use.

B) "Legal Drugs" as used in this policy include prescribed and over-the-counter drugs or medications that have been legally obtained and are being used only for the purpose for which they were prescribed or manufactured.

C) Anyone who fails to notify his or her supervisor about the use of legal drugs will be subject to disciplinary action up to and including discharge, even for a first offense.

Section 7-5-4 Types of Tests

The Town has implemented four circumstances for drug and alcohol testing.

A) Pre-employment Testing

1) Candidates selected for "safety-sensitive" positions must submit to a drug test. Any potential hire who tests positive for drug use will be ineligible for employment with the Town.

2) "Safety-sensitive" positions include those positions involving work that may pose a great danger to the public. (i.e. peace officers, work involving the operation of dangerous instrumentalities, any position that requires an employee to be behind the wheel of a car for a substantial part of their job, jobs requiring a CDL).

B) Post-Accident Testing for all employees

1) Any employee, while on-duty and driving a Town vehicle, is subject to drug and alcohol testing any time he or she is involved in an accident where:

   a) A fatality is involved;
   b) The driver receives a citation for a moving violation arising from an accident where anyone involved requires immediate treatment for an injury away from the accident scene; or
   c) Any vehicle involved incurs "disabling damage" (for example, must be towed away).

2) Following any accident, the employee must notify the Town as soon as possible.

3) Any time a post-accident drug or alcohol test is required, it must be performed as soon as possible following the accident. If no alcohol test can be made within 8 hours, attempts to perform an alcohol test shall cease. If no urine collection can be obtained for purposes of post-accident drug testing within 32 hours, attempts to make such collection shall cease.

4) In the event that federal, state, or local officials conduct tests for the use of alcohol or controlled substances following an accident, these tests may meet the requirements of this policy, provided the tests conform to applicable federal, state, or local requirements. The Town may request or require testing documentation from such agencies and may ask or require the employee to sign a release allowing the Town to obtain such test results.

5) In the event a driver is so seriously injured that he or she cannot provide a sample of urine, blood, breath, or saliva at the time of the accident, the driver must provide necessary authorization for the Town to obtain hospital records or other documents that would indicate the presence of controlled substances or alcohol in the driver's system at the time of the accident.

C) Random Testing for certain Safety-Sensitive employees

1) Any employee who holds a CDL or assigned to a Narcotics Enforcement Unit shall be subject to random drug and alcohol testing. The Town or its agents will submit all the required names to a random selection system. The random selection system provides an equal chance for each employee to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year.

   a) To meet DOT requirements, the Town will test the average number of employee positions requiring a CDL in each calendar year at a rate established by the Department of Transportation (DOT) for the given year.

2) Random selection, by its very nature, may result in employees being selected in successive selection or more than once a calendar year. Alternatively, some employees may not be selected in a calendar year.

3) If an employee is selected at random for either drug or alcohol testing, a Town supervisor will notify the employee. Once notified, every action the employee takes must lead to a collection. If the employee engages in conduct that does not lead to a collection as soon as possible after notification, such conduct shall be considered a refusal to test.

D) Reasonable Suspicion Testing

1) The Town will require an employee to submit to alcohol and/or drug testing when there is reasonable suspicion to believe that the employee is engaged in illegal drug use or alcohol abuse.

2) For purposes of this policy, "reasonable suspicion" will be based on specific observations concerning the appearance, behavior, speech, or body odors of an employee, including, without limitation, slurred speech, red eyes, dilated pupils, incoherence, unsteadiness, unexplained carelessness or accidents, erratic behavior, inability to perform the job and other unexplained behavior changes.

3) These observations will be made by a supervisor, a peace officer, or other Town official who has been trained to recognize signs of alcohol and/or drug use.

Section 7-5-5 Authorization For Previous Test Records of CDL Holders

As a condition of employment, any employee who is required to hold a commercial driver's license (CDL) for the position shall sign a release authorizing the Town to obtain drug and alcohol testing records from the employee's previous employers for the previous two years. The Town will verify that no prior employer of the employee has records indicating a violation of any DOT rule pertaining to controlled substance or alcohol use within the previous two years.

Section 7-5-6 Drug Testing

Drug testing will be performed through urinalysis or blood testing. Urinalysis or blood testing will test for the presence of drugs and/or metabolites of the following controlled substances: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP) and all other controlled substances.

A) Laboratory Testing: The procedure starts with the collection of a urine or blood specimen.

   1) Specimens will be submitted to a Substance Abuse Mental Health Services Administration (SAMHSA) certified laboratory for testing.

   2) As part of the collection process, the specimen provided will be split into two vials; a primary vial and a secondary vial.

   3) The SAMHSA certified laboratory will perform initial screening on all primary vials.

   4) In the event that the primary specimen tests positive, a confirmation test of the specimen will be performed prior to the laboratory reporting the results to the Town.

B) Laboratory Results: All laboratory results will be reported to the Human Resources Director for the Town. At the Human Resources Director's sole discretion, a determination will be made as to whether a result is positive or negative.

   1) Negative test results will be reported to the Department Head.

2) Before reporting a positive test result, the Human Resource Director will contact the employee to discuss the test results. After being contacted, the employee shall report to the Human Resources Director immediately. If the employee fails to report to the Human Resources Director within five days after notification, the Human Resources Director may verify the test is positive.

3) After any positive verification, the employee may petition the Human Resources Director to reopen the case for reconsideration.

C) Confidentiality: Individual test results for employees will be released to the Town and will be kept strictly confidential unless consent for the release of the test results has been obtained from the employee.

D) Request for Results: Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of the drug testing upon a timely written request.

Section 7-5-7 Alcohol Testing

A) The Town will perform alcohol testing using a device that is on the National Highway Traffic Safety Administration's (NHTSA) conforming products list (CPL) and meets the DOT's testing requirements. This may be a breath-testing device, a saliva-testing device or any other approved device and may be provided through a trained supervisor or the Camp Verde Marshal's Office.

1) The device will be operated by a technician who is certified and trained on the specific device he or she will be operating.

2) The employee shall report to the alcohol-testing site as notified by the Town. The employee shall follow all instructions given by the alcohol technician.

B) Any initial test indicating a Blood Alcohol Concentration (BAC) of .02 or greater will be confirmed on a breath testing device. The confirmation test will be performed no sooner than 15 minutes and no later than 30 minutes following the completion of the initial test.

1) In the event the confirmation test indicates a BAC of .02 to .0399, the employee shall be removed from duty for 24 hours or until his/her next scheduled on-duty time, whichever is longer.

2) Employees with tests indicating a BAC of .04 or greater are considered to have engaged in prohibited conduct, which shall result in disciplinary action up to and including termination, even for a first offense.

C) All alcohol tests shall be performed just prior to, during, or just after duty.

Section 7-5-8 Substance Abuse Evaluation, Return-To-Duty, and Follow Up Testing

A) Any employee who engages in prohibited conduct shall be provided with the names, addresses, and telephone numbers of qualified Substance Abuse Professionals (SAPs). If the employee desires to become re-qualified for employment with the Town, the employee must be evaluated by a SAP and submit to any treatment the SAP prescribes.

B) Following evaluation and treatment, if any, in order to become re-qualified for employment with the Town, an employee must submit to and successfully complete a return-to-duty drug and/or alcohol test.

C) The employee is also subject to follow-up testing. Follow-up testing is separate from and in addition to the Town's reasonable suspicion, post-accident and random testing procedures. The schedule for follow-up testing shall be unannounced and in accordance with the instructions of the SAP. Follow-up testing may continue for a period of up to 60 months following the employee's return to duty. No fewer than 6 tests shall be performed in the first 12 months of follow-up testing.

D) The costs of any SAP evaluation or prescribed treatment shall be borne by the employee. The Town does not guarantee or promise a position to the employee should he/she regain qualified status.

Section 7-5-9 Discipline and Appeals

A) The disciplinary procedures included in this policy are subject to the notice provisions of the Discipline System Policy and appeal provisions included in the Problem Resolution Policy.

B) The disciplinary guidelines contained in this policy supersede the progressive discipline policies of the Discipline System Policy.

Section 7-5-10 Contractors and Visitors

Contractors and their employees or representatives and visitors will be notified that the Town of Camp Verde prohibits the use, possession, sale or distribution of drugs or alcohol on its property or at its work sites. Any person who is reasonably suspected to have drugs in his or her system or to be impaired by alcohol while on Town of Camp Verde property or work site is in violation of this policy. Contractors and their employees or representatives and visitors violating this policy will be refused entry onto Town property or Town work sites. In addition, appropriate legal entities may be contacted as required and appropriate.

Section 7-5-11 Not a Contract

This policy is not intended nor should it be construed as a contract between the Town and the employee. This policy may be changed at any time at the sole discretion of the Town Council.

CHAPTER 8

TERMINATION OF EMPLOYMENT

POLICY 8-1 EMPLOYMENT END

Employment with the Town of Camp Verde may be ended voluntarily or involuntarily.

Section 8-1-1 Service Retirement

Service retirement is voluntary termination after having satisfied the employment requirements of applicable retirement system procedures.

Section 8-1-2 Disability Retirement

Disability retirement is voluntary termination necessitated by an injury or illness that renders the employee incapable of performing the essential tasks of his or her usual job. The termination is preceded by a letter from the employee to his or her supervisor advising of the disability ruling, date of termination, supporting documentation, and a ruling by the appropriate agency verifying the disability and approving the retirement.

Section 8-1-3 Employee-Initiated Resignation

An employee-initiated resignation is voluntary termination for any reason other than formal retirement. An employee wanting to leave the Town in good standing should provide a written resignation to his or her immediate supervisor at least 14 calendar days prior to the effective date of resignation. During the two weeks before the effective date, the employee will be available for work to aid in the training of a replacement. Exceptions to the time limit requirement may be granted by the Town Manager.

Section 8-1-4 Termination during Initial Evaluation

During the initial evaluation period, an employee may be terminated at any time, with or without cause, by the Department Head after consultation with the Human Resources Director and the Town Manager.

Section 8-1-5 Discharge

Discharge is involuntary termination or dismissal of an employee by the Town.

Section 8-1-6 Layoff and Recall

A) Layoff means the reduction of employees due to budgetary constraints, shortage of work, a material change in duties or organization, or other reasons determined by the Town Manager. Layoff shall not be used in lieu of discipline.

B) A Department Head may lay off an employee with the approval of the Town Manager because of material change in duties or organization or because of shortage of work or funds. Affected employees shall be given written notice as soon as possible, but not later than a minimum of 14 calendar days prior to the effective date of a proposed layoff.

C) Layoff decisions, recall and filling of regular job vacancies may be made based on documented ability and performance of the duties required in the job and consideration of an employee's length of continuous service with the Town in the classification. Where documented performance, experience, and qualifications are equal, decisions to lay off, recall, and fill vacancies will normally be made on seniority within the affected classification within the department.

D) Layoff decisions shall be coordinated among the various Town departments to provide possible transfer of employees to positions for which the employees qualify.

E) An employee who has been laid off by the Town may be recalled within one year of the layoff if the employee's previously-held job is reopened or if a similar job for which the laid off employee is qualified becomes available. The Town is not required to follow the competitive hiring process to recall a laid off employee.

POLICY 8-2 EXIT PROCESS

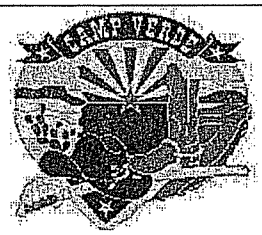
The Department Head is responsible for coordinating the exit process with the Human Resources Department.

Section 8-2-1 Exit Clearance

Included in the final clearance is a verification that all Town equipment, materials, and supplies, such as keys, identification card, Town credit cards, and uniforms, depending upon the department, etc., have been returned.

Section 8-2-2 Exit Interview

Regular full-time and regular part-time employees can participate in an exit interview. The interview will be scheduled prior to the last day of employment. The Exit Interview shall be maintained separately from the employee's personnel file. Temporary employees do not ordinarily participate in an Exit Interview unless they volunteer to complete the interview.



CHAPTER 8

TERMINATION OF EMPLOYMENT

Section 8-2-3 Final Pay Check

A) The Finance Department shall be notified of the employee's separation date through the Personnel Action Form. Employees shall receive pay for work performed through the last hour worked and for unused benefits as stipulated by Town policy and laws governing such payments.

1) Involuntarily terminated employees must be issued their final paycheck within 3 working days of the termination. It is the responsibility of the Department Head to forward to Human Resources all completed paperwork to meet this federal requirement.

2) All other employees who leave the employment of the Town will be paid at the next regular pay period.

3) Costs of unreturned Town property will be deducted from the final paycheck.

B) Before the final paycheck is issued to the employee, it is the responsibility of the Department Head to ensure that the employee has completed final clearance. Verification of clearance must accompany the Personnel Action Form.

Section 8-2-4 Continuation of Benefits

A) Benefits continue through the time actually worked by the employee. If the employee works any part of the month, Town-provided insurance benefits will continue through the last day of the month.

B) Employees eligible to continue health benefits through C.O.B.R.A. and H.I.P.A.A. will be notified by the Town's Health Insurance Administrator within the time limit determined by law.

C) For those employees who are not retiring, monies accumulated in the employee's retirement account are refundable. Forms required to request this refund are available through the retirement plan.

CHAPTER 8

TERMINATION OF EMPLOYMENT

POLICY 8-3 VERIFICATION OF TOWN EMPLOYMENT

It is the policy of the Town of Camp Verde that employee personnel records are confidential.

A) Dates of employment, job classification, current or last rate of pay, department in which employee works or worked and eligibility for rehire will be verified in response to outside requests. Additional information may be shared in conformance with state law.

B) All requests or phone calls for verification of employment or wages of current or former employees, written or verbal, should be forwarded to the Human Resources Department for processing.

POLICY 8-4 RE-EMPLOYMENT

Section 8-4-1 Eligibility

A) Regular employees who resign from Town service in good standing after completing their initial evaluation period may be re-employed, upon approval of the Department Head, to an equivalent or lower position class occupied at the time of resignation. Employees re-employed within 120 days are considered to have continuous service for purposes of benefits.

B) Promoted employees who resign during their promotion evaluation period are not eligible for re-employment in that position class but may be re-employed in the position occupied before promotion.

C) Persons interested in re-employment should file a completed Town application form with the Human Resources Department. The individual will then proceed through the regular hiring procedures with other applicants as described in the Hiring Process Policy.

D) The individual's previous personnel file will be re-activated once re-employed by the Town, provided re-employment is within seven years after the original resignation.

E) The date of hire will take the person's previous service with the Town into account; however, future performance pay increases will coincide with the re-employment date.

F) Re-employed individuals must serve the required initial evaluation period.

Section 8-4-2 Compensation and Benefits

A) An individual re-employed in his or her former position may be paid at the same pay at the time he or she left the Town, provided that the re-employment is within 120 days of the previous resignation.

B) Compensation of an employee re-employed to a position other than the former position will be subject to provisions for new hires.

C) Re-employment after 30 days requires employees to serve the required waiting period for insurance benefits.

D) Vacation leave eligibility will be based on previous Town service if re-employment occurs within 120 days of the previous resignation.