



KENTWOOD
Michigan



CITY OF KENTWOOD

2023 Employee Handbook

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INTRODUCTION

This Employee Handbook will help employees learn more about their working relationship with the City. The success of this relationship enables City employees to meet the many challenges involved in providing the highest level of service to the public. The intentional outcome of the interaction between the City and its employees is to reflect a culture of genuine care and concern that is replicated in the way each person interacts with their fellow employees and members of the public. The satisfaction of the people the City serves is the foundation for the entire City of Kentwood organization.

This Handbook applies to all City employees and administrative officials (as identified by the City Charter). To the extent this Handbook conflicts with explicit terms and conditions of a collective bargaining agreement or the City Charter, the applicable agreement or City Charter provision shall govern.

The City wants each employee to enjoy a challenging and rewarding career. Each employee's individual contribution is important for the success of the organization. The City hopes you find fulfillment in the challenges of your work here, and that you will grow and prosper with the City. This Handbook outlines the main features of the City's employment policies, procedures, and certain other information. The City may from time to time in its discretion make exceptions to stated policies or take action in a particular way where no policy has been established. These instances are based on special circumstances and should not be considered as revising or establishing policy.

This Handbook cannot cover every issue regarding employment with the City and may be changed from time to time at the City's discretion. Every provision in this Handbook is intended for business application (whether a specific business-related reason is identified or not) and no provision should ever be read to interfere with—and should never deter you from—the full exercise of your legal rights, which the City respects and will protect regardless of any interpretation of this Handbook.

VISION, MISSION AND CORE VALUES

Vision Statement

The City of Kentwood is a diverse Michigan community where people can find opportunity, safety, health, and happiness.

Mission Statement

The City of Kentwood provides high-quality services to foster a thriving community for all.

Core Values

- *Extraordinary Customer Services:* We provide responsive and consistent customer service. We listen to each other and to the public in our effort to deliver service in a respectful manner.

- *Integrity:* We safeguard our fiscal and natural resources through best management practices and transparency. We hold ourselves accountable to ensure public trust.
- *Equity:* We believe in fairness and helping people in the way they need to be helped. We recognize, embrace, and champion the differences that make us unique.
- *Communication:* We actively inform the community of our activities and encourage community collaboration in all aspects of municipal government.
- *Leadership:* We are team players that encourage innovative solutions to meet community needs. We work to the highest standards of proficiency and are creative problem solvers.

CITY ORGANIZATIONAL STRUCTURE

A current version of the City of Kentwood's organizational chart can be found on the City's human resources information system.

EMPLOYMENT AT-WILL

Unless provided otherwise by a valid collective bargaining agreement or the City Charter, the employment relationship between the employee and the City is terminable at the will of either the employee or the City at any time, with or without reason, and with or without notice. No employee, administrative official, agent, or other representative of the City has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or representation, verbally or in writing, which amends or contradicts the at-will employment relationship. The only exceptions are variances expressly authorized in writing and signed by the Mayor.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the City to ensure equal employment opportunity and prohibit discrimination in its personnel practices. This includes equal treatment in hiring selection, promotion, transfer, compensation, benefits, training, discipline, and other personnel practices and terms or conditions of employment without regard to race (including traits historically associated with race such as hair textures and protective hairstyles), color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, height, weight, marital status, veteran status, disability, citizenship or other legally protected characteristic in accordance with all applicable federal, state, and local laws and ordinances.

If an employee feels that they have been subjected to or witnessed any such discrimination, the employee should contact the Department Head, Human Resources Director, or another member of the City's leadership team with whom the employee feels comfortable. Any complaint of discrimination will be investigated thoroughly and promptly. No employee will be retaliated against for making legitimate complaints. Should a supervisor, employee, or agent of the City be found to have violated this policy, prompt and appropriate remedial action will be taken, up to and including termination of employment.

DISABILITY ACCOMMODATIONS

The City supports the employment of qualified individuals with disabilities. The City will provide reasonable accommodation for a qualified individual's disability, where the accommodation is necessary for the employee to perform the essential functions of their job.

If any employee believes that accommodation of a disability is necessary to perform the essential functions of a position, Michigan law requires the employee to notify the Human Resources Director of this in writing within 182 days after the employee knows or reasonably should have known of the need for accommodation.

Each request will be evaluated based on the circumstances of that particular situation. As a result, your participation and cooperation in the accommodation process will be important. Human Resources will work closely with you to obtain and evaluate the relevant medical and job information, identifying and evaluating possible accommodations, and ensure appropriate confidentiality in the process.

The City may decline to make accommodation where it would be unreasonable, would present a direct threat to health or safety, or where it would impose an undue hardship on the City, other employees, or the City's citizens.

IMMIGRATION LAW COMPLIANCE

The City is committed to employing only individuals who are legally authorized to work in the United States. The City does not discriminate because of a person's citizenship or national or ethnic origin.

Because the City complies with the Immigration Reform and Control Act of 1986, every new employee at the City is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave the City and are rehired, you must complete another Form I-9 if the previous I-9 with the City is more than three years old, or if the original I-9 is not accurate anymore, or if the City no longer has the original I-9.

EMPLOYMENT TYPES

When hired by the City your employment type will be designated as either full-time, part-time, irregular part-time, temporary, seasonal, intern, on-call, or election worker. The City uses the designations below for all purposes except health care eligibility under the Affordable Care Act, where the hourly requirement for eligibility is an annual average of 30 hours per week.

Full-time: An employee who regularly works a minimum of 40 hours per week on a year-round basis, or pertinent related full-time shift hours as related to the employee's collective bargaining agreement and is classified by the City as a full-time employee.

Part-time: An employee who regularly works some hours each pay period on a year-round basis and is classified by the City as a part-time employee. Part-time employees are eligible for some paid leave benefits.

Irregular part-time: An employee hired for an ongoing part-time position that is less than 40 hours per week and does not work year-round and is classified as irregular part-time by the City. Irregular part-time employees work sporadically off and on throughout the year and are not eligible for employee benefits.

Temporary: An employee who is hired for a pre-designated period or for the duration of a particular project, regardless of hours worked, and is classified as Temporary by the City.

Seasonal: An employee who is hired to work for a specific season or period of the year and is classified as Seasonal by the City.

Intern: An employee currently enrolled or recently graduated from an educational institution hired for purposes of fulfilling an educational institution's internship requirement or to gain experience and/or skills related to their education and is classified as an Intern by the City. Internships can be several weeks to several months in duration. Internships may or may not be paid depending upon the specific details of the internship criteria.

On-Call: An employee who works when called on to do so on an as-needed basis and is classified as On-Call by the City.

Election Worker: An employee hired specifically to work elections in any of the election worker roles and is classified as an Election Worker by the City.

PROBATIONARY PERIOD

The first six months of employment are a probationary period for both the employee and the City. A new employee can evaluate the job and work environment to decide if they are suited to the City and their position. It is also the time for the City to evaluate the employee's skills and performance to determine whether they should be considered as a regular employee. The completion of the probationary period is not intended to be construed as a promise or contract for continued employment rights or the providing of any compensation or benefit, nor does it alter any rights of the City or the employee regarding termination of employment or the employee's at-will employment relationship.

REDUCTION IN WORKFORCE

It is the City's goal to maintain full employment for everyone. However, there may be times when layoffs become necessary to provide more cost-efficient services. Some examples of a need for layoff include shortage of funds or work, elimination of a position, changes in duties, or changes in organization. Layoffs may be implemented on a City-wide basis, or in one or more departments or job classifications.

In the event it becomes necessary to reduce the workforce, the City will determine which employees will be affected based upon several factors, including but not limited to classification, need, department,

qualifications, productivity, attitude, attendance, general performance, and any other factors the City deems important. The exact method or manner of this reduction and subsequent recall is at the sole discretion of the City. The duties performed by an employee scheduled for layoff may be reassigned to other employees. No vacation, sick leave, holidays, or other benefits will be earned during a layoff.

RESIGNATION

When an employee leaves the City, it is requested that they provide their supervisor or Department Head with at least two (2) weeks' advance written notice (and work that notice period) to permit the City to prepare for the separation of employment, the disbursement of job duties, and ensure a smooth transition. Supplementing a two-week notice with any paid benefit (e.g., vacation, comp time, etc.) is generally not permitted.

The City understands that there may be extenuating circumstances that prevent an employee from fulfilling their notice period. Should this arise, these circumstances shall be discussed with the Human Resources Director.

Upon separation of employment, employees will be paid for accrued but unused benefits (such as vacation and sick leave) in accordance with the terms of the applicable collective bargaining agreement (CBA) or *Benefits and Paid Leave Summary* applicable to their employment type.

OUTSIDE EMPLOYMENT

Employees who are considering outside or supplemental employment (including self-employment) must receive prior written approval from their supervisor or Department Head and the Human Resources Director by completing and submitting a Supplemental Employment Request form through the human resources information system. In no case should outside, supplemental, or self-employment conflict with or impair an employee's ability to safely and effectively perform their job responsibilities to the City. Further, employees engaged in outside, self, or supplemental employment shall:

- Not solicit for outside employment while conducting their City job functions.
- Not be engaged in outside employment activities while conducting their City job functions.
- Not use the name of the City as a reference or credential in advertising or soliciting customers.
- Not use City supplies, facilities, staff, or equipment in conjunction with any outside, self, or supplemental employment or private practice.
- Maintain a clear separation of outside, self or supplemental employment from activities performed for the City.
- Not cause any incompatibility, conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of the employee's duties for the City.

The City shall not be liable, either directly or indirectly, for any activities performed during any outside, self, or supplemental employment.

WORKPLACE ETIQUETTE

Employees are expected to show respect and courtesy to each other. Sometimes there are problems or situations in which one employee does not realize that they are bothering or annoying another employee. If this happens to you, you should first try to solve the problem by politely telling your co-worker what is bothering you.

In most cases, if you use common sense, the problem can be resolved. You are encouraged to keep an open mind. If another employee tells you about something that you are doing that makes it hard for that person to work, try to understand the other person's point of view.

The following are some guidelines and suggestions for how to be considerate of others at work. If you have comments or suggestions about workplace etiquette, talk to your Department Head or the Human Resources Director.

- Avoid public accusations or criticisms of co-workers in front of other employees. Address these issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Be conscious of how your voice travels and try to lower your volume when talking on the phone or to others in open areas.
- Keep socializing to a minimum and try to conduct conversations in areas where the noise will not be distracting to others.
- Try not to block walkways or common areas while carrying on conversations.
- Refrain from using inappropriate language (such as swearing) that others may overhear.
- Avoid discussions of your personal life/issues in public conversations that can be overheard.

HARASSMENT, DISCRIMINATION, RETALIATION & EMPLOYEE DIGNITY

The City expects all employees to conduct themselves with dignity and respect for fellow employees, the public, vendors, and others. Each employee has the right to work in an environment free from unlawful harassment and discrimination. Harassing anyone (including, but not limited to, sexual or race-based harassment) will not be tolerated. Unlawful harassment is any severe or pervasive unwelcome conduct, whether verbal, physical, or in another form, that is based on a person's race (including traits historically associated with race such as hair texture and protective hairstyles), color, religion, sex, sexual orientation, gender identity or expression, age, national origin, height, weight, marital status, veteran status, disability, citizenship, or other legally protected characteristic.

Harassment includes:

- a) Sexual Harassment - Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature a condition of any person's continued employment or association with the City. It also includes making submission to, or rejection of, such conduct the basis for employment decisions affecting any person. It also includes situations where such conduct has the purpose or effect of unreasonably

interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of prohibited actions and statements include derogatory or vulgar comments regarding a person's gender, sexually suggestive language, remarks about a person's anatomy, threats of physical harm, and distribution of written or graphic sexual materials. Also prohibited are nude pictures, sexually oriented publications or posters, and other words or pictures of a sexually suggestive nature. Prohibited actions include touching another person in an intimate or sexually suggestive way or in a gender/sexual location, and physical contact such as hitting and pushing or threats to take such action.

- b) Other Harassment - Unwelcome verbal or other conduct based on a person's protected characteristics that creates an intimidating, hostile, or offensive working environment. Such conduct includes, but is not limited to, derogatory comments, jokes, slurs, epithets, graffiti, or physical acts.

Each employee is responsible to ensure that their behavior complies with these standards. Behavior that is harassing towards others will not be excused simply because the actor(s) did not intend any harm or offense. The City does not condone or allow harassment of others, whether engaged in by fellow employees, supervisors, managers, or vendors or other non-employees who conduct business with the City. Any employee who violates this policy may be subject to discipline, up to and including termination of employment.

Any person who believes they have been subjected to or has witnessed harassment must report the alleged conduct immediately to their Department Head, the Human Resources Director, or any other City management member with whom the employee feels comfortable.

Each report will be given serious consideration and investigated thoroughly, promptly, and as confidentially as practicable. Prompt and appropriate remedial action will be taken to eliminate harassment from the workplace. The City's policy not only prohibits discrimination and harassment, but also prohibits any retaliation against any employee who, in good faith, has made a complaint or report under this procedure. Retaliation in any form is unacceptable. Any employee who is found to be retaliating against another may be subject to discipline, up to and including termination of employment.

INCLUSION, DIVERSITY, EQUITY & ACCESSIBILITY (IDEA)

The City of Kentwood is deeply committed to cultivating and sustaining a culture centered on the values of inclusion, diversity, equity, and accessibility. Collectively, we refer to these values as IDEA, and define them as follows:

- **Inclusion:** The ongoing behaviors and actions that:
 - (1) make people feel they are being heard, are respected, and are valued for their perspectives and experiences, and
 - (2) provide ample opportunities to inform the decisions that impact them.
- **Diversity:** The varying and unique characteristics or traits that tie individuals to a particular group or group(s).

- **Equity:** The process to make policies, procedures, and resources available to all, especially those that are underrepresented or marginalized, and the outcomes that result in fairness across all situations.
- **Accessibility:** The structures and systems that enable and empower any individual to use resources, spaces, processes, etc. with a similar amount of effort or time regardless of their ability status or identity.

By committing to these values, the City of Kentwood affirms that our employees are the most important resource in ensuring that Kentwood residents are effectively served by its municipal government. The richness of perspectives, backgrounds, and identities that are collectively represented by our employees enhances the City's capacity to meet our strategic goals and continue the inclusive and rapid growth of the Kentwood community.

We fully acknowledge and celebrate the differences and similarities of our employees across different dimensions of diversity: age, ability status, education, ethnicity, family or marital status, gender identity or expression, language, national or ethnic origin, political affiliation, race, religious or spiritual practice, sexual orientation, socioeconomic status, veteran status, and the multitude of other characteristics that contribute to the diversity of our staff.

It is our intent to embed these values across the City. To achieve this, the City of Kentwood will integrate IDEA as a lens through which we develop and implement our practices and policies related (but not limited to): recruitment, hiring and contracting; compensation and benefits; promotions and career advancement; professional development, training, and education; disciplinary actions and terminations; and other structures that support an inclusive, equitable, and accessible work environment for a diverse workforce. It is the City's intent to ensure that our practices and policies are adequate, effective, and culturally adaptive to an increasingly diverse workforce.

We are also committed to ensuring that the organizational culture of the City of Kentwood reinforces a work environment in which employees feel a sense of belonging, psychological safety, and spirit of collaboration and servant leadership. Doing so maintains productive cooperation, communication, innovation, and trust among all employees and the residents, board and committee members, and other community stakeholders with whom they engage.

To achieve our vision for IDEA, all City employees have the responsibility to invest in this commitment. As such, all employees are expected to demonstrate behaviors and actions that align with our defined IDEA values as part of their responsibilities as a City of Kentwood employee. They should also participate in ongoing training and other activities that support the competencies and skills to fulfill their IDEA responsibilities. Employees should act in accordance with established policies that reflect or reinforce IDEA at the City.

When employees believe they have been subjected to or have observed behaviors or actions that conflict with the City's IDEA policy and/or other related policies, they should seek out a supervisor or Human Resources Department team member for support or assistance.

COMMUNITY RELATIONS

Good community relations are essential to City's employees' success as public servants. All employees are responsible for promoting the very best relationships with the community we serve. To achieve this end, it is imperative that all employees be friendly, courteous, and helpful at all times. Employees must always project a professional and businesslike image. If a situation arises beyond an employee's ability to handle, consult with a supervisor.

COMMUNICATION & COOPERATION

The City strives to create an atmosphere of trust, cooperation, and respect among employees. To achieve this goal, an open-door policy is maintained and is intended to encourage open communications and to quickly settle differences, misunderstandings, or complaints. Please discuss any work-related concerns you may have with your Department Head or the Human Resources Director.

All employees should work together, regardless of their designated positions, and work to the best of their ability and cooperate with fellow employees. Any spare working time should be spent helping someone else. City employees do not work entirely as individuals, but as a team, all doing their best. Please be interested, helpful, and considerate while working. You are expected to treat fellow employees with respect and consideration.

ETHICAL CONDUCT

City employees are expected to be ethical in their conduct. It affects the entire organization's reputation and success. The City requires employees to carefully follow all laws and regulations and have the highest standards of conduct and personal integrity. The City's continued success depends on the community's trust. Employees owe a duty to the City and the community to act in ways that will earn the continued trust and confidence of the public. As an organization, the City will comply with all applicable laws and regulations. All employees are expected to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

If you are not sure if a decision or an action is ethical or proper, you should discuss the matter openly with your supervisor or Department Head. If necessary, you may also contact the Human Resources Director for advice and consultation.

It is the responsibility of every City employee to comply with the City's policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including termination of employment.

EMPLOYEE RULES OF CONDUCT

All City employees are required to conduct themselves in a manner that reflects a positive image for the City. Employees are expected to perform their duties safely with honesty and integrity.

All City rules apply while employees are at work or on City property. The City rules also apply when employees are away from City property to the extent that such behavior harms the City's reputation or product, render the employee unable to fully perform their duties, or leads to the reasonable refusal, reluctance, or inability of employees to work with the offender.

Below is a list of rules that all employees are required to adhere to. The list is not all-inclusive, and the City reserves the right to change, add, and/or revise these as it deems appropriate and necessary. None of these rules are intended to, none should be interpreted to, and none will be enforced in such a fashion as to interfere with employee rights protected by any state or federal law. Further, nothing stated in this policy, including the list of rules below, changes the at-will employment relationship.

Violation of any rules, or failure to perform assigned duties, may subject employees to discipline, up to and including termination, depending on the seriousness of the violation in the sole judgment of the City. Although in some situations the City may elect to use corrective action, an employee has no right to or guarantee of a specific progression or number of disciplinary steps.

Prohibited employee conduct includes, but is not limited to, the following:

1. Insubordination and Related Misconduct
 - a. Failure or refusal to follow lawful instructions or orders from a supervisor, disrespect toward a supervisor, neglect of duty, failure or refusal to carry out job duties or assignments, or other forms of insubordination.
2. Dishonesty and Related Misconduct
 - a. Theft of any amount or dishonesty of any kind is prohibited. This includes, but is not limited to, lying, falsification (either written or verbal) of City personnel records or City records or reports, or withholding information in a City investigation.
3. Improper Treatment of Others and Related Misconduct
 - a. Discrimination or reprisal against an employee, participant in a City program or activity, member of the community, or other person doing business with the City because of color, race, religion, sex, national origin, height, weight, age, disability, or any other reason prohibited by applicable federal or state law.
 - b. Sabotaging or interfering with the work of another employee, including, but not limited to, restricting production or influencing another to do so.
 - c. Discourteous, unprofessional, abusive, offensive, indecent, intimidating, threatening, and/or coercive treatment of City employees or officials, customers, vendors, member of the community, or visitors.
 - d. Making or publishing false, vicious, or malicious statements concerning anyone.
 - e. Misuse of City property and records and related misconduct.
 - f. Carelessness or negligence relating to, or misuse or intentional destruction of, City property or monies or another employee's property.
 - g. Misuse or removal of any City record of any nature or disclosing such record or confidential information without proper authorization.
 - h. Unauthorized use of City vehicles, machines, tools, and/or equipment.
 - i. Accessing City facilities or being present on City property without authorization.
 - j. Excessive or improper time spent for personal purposes, or excessive or improper personal use of phones, computers, equipment, or other technology.

- k. Removal or defacing of any material on City bulletin boards or posting of unauthorized materials.
- 4. Unsafe Acts and Related Misconduct
 - a. Horseplay.
 - b. Provoking, instigating, or participating in a fight on City time or premises.
 - c. Failure to observe safety rules and common safety practices.
 - d. Smoking in an unauthorized area or City vehicle.
 - e. Failure to report any job-related accidents or injuries to a supervisor as soon as possible.
 - f. Failure to report damage, defects, or hazardous conditions relating to City property or a City vehicle to a supervisor as soon as possible.
 - g. Any deliberate or careless conduct endangering the safety of oneself or others.
 - h. Unauthorized carrying, use or possession of firearms, weapons, fireworks, or explosives while on duty or on City property.
- 5. Absenteeism, Sick Leave Abuse and Related Misconduct
 - a. Abuse of sick leave (or other forms of leave).
 - b. Failure to report known or anticipated absence or late arrival sufficiently in advance of the employee's work shift.
 - c. Quitting work or leaving the duty area without authorization.
 - d. Habitual or excessive absenteeism, tardiness, or leaving early.
 - e. Absence from work without authorized leave.
- 6. Illegal and Unethical Acts and Related Misconduct
 - a. Using, or threatening or attempting to use, personal or political influence in an effort to secure promotion, leave of absence, transfer or change of pay grade, pay or character of work, or other advantage.
 - b. Inducing, or attempting to induce, any City employee to act in violation of the law or any City rule, policy, regulation, or order.
 - c. Accepting any fee, gift, or other considerations of value as an employee of the City for personal gain or preferential treatment.
 - d. Conviction or violation of any criminal or penal statute or ordinance.
 - e. Engaging in actions which constitute a conflict of interest toward the City or adversely affect the City's regard or reputation in the community.
- 7. Other Misconduct
 - a. Violation of any policy, procedure, rule, regulation, guideline, or other standard contained in this Handbook or otherwise issued by the City, including those issued by any department or division of the City.

DRESS & APPEARANCE

The City expects employees to dress and groom themselves appropriately to effectively carry out their job responsibilities and serve the public in a professional and exemplary manner. Due to the diversity of City operations, appropriate dress and grooming largely depends upon the employee's position.

In many positions, uniforms are required and provided by the City. These uniforms should be worn in accordance with applicable departmental policies. Non-uniformed employees should dress in a manner appropriate to the nature of their job, both in terms of functionality and appearance.

Department heads and supervisors are responsible for ensuring that employees under their supervision adhere to the policies, practices, and expectations of the City.

ACCIDENTS

All accidents or incidents involving City vehicles or equipment, a community member's property, or people, no matter how minor, must be reported immediately to your supervisor or Department Head with as much information as possible.

CONFIDENTIALITY

Except in regard to the performance of your normal job duties, all information regarding the affairs of community members and City business that an employee obtains due to their position at the City shall be kept in strict confidence. Examples of inappropriate sharing include sharing tax account status, water shut-off notices, and the general affairs of community members with others who do not have a legitimate business reason to know such information. A typical example of inappropriate sharing would be to inform a friend of a water shut-off notice of someone they know.

The City holds many public documents and information, but as City employees you are not permitted to disclose these informally or discuss them as common knowledge. You must not access documents that are not in relation to your specific job duties.

All requests for non-routine information which are not normally provided in the course of your job duties from any non-employee should be sent to your Department Head for response.

CONFLICTS OF INTEREST

It is very important that all employees of the City earn and maintain the trust of the community. Credibility with the public should not in any way be jeopardized. In order to maintain this trust and credibility, everyone who deals with the City should be treated fairly and equally.

Except as specifically authorized in writing by the Mayor, where there is an appearance of influencing, or the actual influencing of any decision made by the City or its employees, employees are prohibited from the following:

- a. individually accepting money, gift cards, or other forms of currency;
- b. individually accepting non-monetary gifts (including ticketed events, paid trips, or conferences) with an annual value greater than \$300 (or individual value greater than \$150) from any of the City's community members or suppliers; and
- c. owning an interest in, or being employed or compensated by, any organization which does business with the City.

All employees are required to disclose in writing to the Mayor any proprietary or financial interest they may have in any organization with which the City does business so that a determination can be made as

to whether a conflict of interest exists. Paid meals during business meetings are an exception to this section if the meal's value is "de Minimis" in accordance with the Internal Revenue Service (IRS) definition.

Nothing in this Handbook is intended to restrict investment or require disclosure of any investment by any employee in a stock or other security of any corporation listed on a national securities exchange or regularly traded by national securities dealers, provided that such investment does not exceed one percent of the market value of the outstanding securities of such corporation.

SOLICITATION & DISTRIBUTION

To avoid disruption of operations, the following must be observed without exception:

- Solicitation by one employee of a fellow employee during the working time of either employee, on behalf of any individual, organization, association, club, or cause, is not allowed.
- Physical distribution of any literature, pamphlet, or other material to an employee during the working time of either employee, or at any time in any working area, is not allowed.

"Working time" does not include an employees scheduled rest or meal period, or just before or after a work shift.

Any employee who violates this policy shall be subject to disciplinary action up to and including discharge.

Persons who are not employees may not solicit employees during working time or physically distribute literature for any purpose in any customer area, working area, or any area restricted to employee's only, unless authorized by the Mayor. Unauthorized entry, solicitation, or physical distribution of materials pertaining to non-City business by non-employees is prohibited at all times on all City premises, except for City-sponsored programs.

City property is defined as any City-owned, leased, or occupied building, vehicle, parking lot, or storage facility.

Note: The above prohibition does not apply to charitable solicitations or postings by City employees from time to time in keeping with its corporate values and beliefs in good citizenship, nor does it apply to purely personal solicitations by employees (such as selling a vehicle, school /sports fundraising etc.) so long as it is limited to the breakroom area.

FREEDOM OF INFORMATION ACT (FOIA)

Any formal or specific Freedom of Information Act (FOIA) requests need to be directed to the designated FOIA Coordinator in your department and not responded to unless first filtered through one of the FOIA Coordinators.

FAMILY OR DATING RELATIONSHIPS IN THE WORKPLACE

When relatives or persons involved in a dating relationship work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from

outside can sometimes carry over to work. For this policy, the City defines a relative as any person who is related to the employee by blood or marriage, or whose relationship with the employee is similar to that of a relative. The City defines a dating relationship as a relationship that might reasonably be expected to lead to a consensual romantic or sexual relationship.

An employee may not directly report to or supervise a relative or a person with whom they are in a dating relationship. There may be opportunities where relatives (or those involved in a dating relationship) may be allowed to work together in the same department. These instances will be considered on a case-by-case basis and will require prior approval from the Mayor.

The City also reserves the right to take quick action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship who are in positions at any level (higher or lower) in the same line of supervisory authority that may affect the review of employment decisions.

If two employees become relatives, or start a dating relationship, and one of them supervises the other, the one who is the supervisor is required to inform management about the relationship. The City will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days, the City will decide which one will be transferred or, if necessary, terminated from employment.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship involved. In that case, the City may separate the employees by reassignment or termination of employment. If an employee is in a close personal relationship with another employee, the City asks that they avoid displays of affection or excessive personal conversation at work.

Relatives of administrative officials of the City (as identified by the City Charter) are not eligible for employment with the City in any capacity, in accordance with the City Charter provisions.

ACCESS TO PERSONNEL FILES

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

Personnel files are the property of the City. Because personnel files contain confidential information, only those with a legitimate business reason are permitted access to personnel files. If you wish to review your own file in accordance with applicable law, please contact the Human Resources Director. You will need to give advance notice if you wish to review your file. You may review your file only when a representative of the City is present.

CHANGES IN EMPLOYEE INFORMATION

It is important for you to notify your Department Head and Human Resources of any change in your name, address, telephone number, number of dependents, beneficiaries, and/or your emergency contact person(s).

INCENTIVES

The City, acting through the Mayor or the Mayor's designee and in accordance with Michigan law, may, on occasion, grant to employees or administrative officials awards or other benefits of employment of minimal value to encourage and reward exemplary service to the City. Acceptance of these awards or benefits does not constitute a violation of City policies.

LEGAL LIABILITY PROTECTION

It is the policy of the City to defend and indemnify its elected and appointed officials and employees from any claims, liabilities, costs, or judgments which these officials or employees are legally obligated to pay as a result of actions taken or not taken by them while in the course of their employment and/or scope of their authority. However, this policy shall not apply to any claims, liabilities, costs, or judgments arising out of criminal misconduct or willful misconduct with knowledge of wrongdoing, intentional tortuous acts, actions taken outside the course of employment and/or scope of authority, acts of gross negligence, or actions taken while under the influence of intoxicating liquor or under the influence of controlled substances illegally possessed or consumed in excess of any validly prescribed amount.

SOCIAL SECURITY NUMBER PRIVACY

All employees are required to have a Social Security Number (SSN) in order to be employed by the City to allow accurate tax reporting. However, the City takes each employee's privacy very seriously, and maintains a strict policy to protect the confidentiality of SSNs that are obtained by or provided to the City and its employees, officials, agents and representatives in the course of employment, activities, or services performed on behalf of the City.

Documents containing SSNs shall be kept in confidential files. No employee is permitted to have access to SSNs (including documents that contain any SSNs), to request or require an employee or applicant to transmit their SSN, or to send a SSN to another person, unless the access is (1) authorized by a manager, and (2) reasonable and necessary for legitimate business purposes. Except as required by necessary and legitimate business purposes, no employee is permitted to have access to SSNs (including documents containing SSNs) or to keep, view, use, copy, disclose, or distribute another person's SSN. One who accesses SSNs for necessary and legitimate business purposes is prohibited from using or accessing the SSN in a manner that may permit an unauthorized individual to view, use, or access the number.

When documents or other electronic records containing SSNs are no longer needed and are to be discarded, such documents and records will be disposed of in a manner that ensures the confidentiality of

the SSNs. The City has developed a practice of shredding, electronically deleting, or otherwise disposing of confidential records, including those containing SSNs. In each case, employees should contact their immediate supervisor to obtain instructions for the specific method to be used, and to confirm that the appropriate disposal has been completed.

Violation of this policy is subject to disciplinary action, up to and including termination of employment.

POLITICAL ACTIVITIES

Engaging in political activities during the course of your employment at the City interferes with the City's significant governmental interest in providing efficient and cooperative services to the public. Under the Michigan Political Activities by Public Employees Act ("Act"), employees are not allowed to actively engage in political activities during hours for which they are paid by the City. Specifically, the Act prohibits employees from actively engaging in any of the following activities during the employee's working time:

- Acting as a political party committee member.
- Acting as a delegate to a state convention, or a district or county convention.
- Other political activities on behalf of a candidate or issue in connection with a partisan or nonpartisan election.
- Becoming a candidate for nomination and election to any state elective office, or any district, county, city, village, township, school district, or other local elective office.

In addition, if you become a candidate for an elective office within the City while you are employed here, the City may require you to request and take a leave of absence without pay at the time you comply with the candidacy filing requirements, or 60 days before any election relating to that position, whichever date is closer to the election. If you are elected to an office within the City you must resign, or you may be granted, at the sole discretion of the City, a leave of absence from your original City employment during the elected term.

Political expression is inherently controversial and can be disruptive to the City's workplace. Thus, in addition to the prohibited activities stated above, political expression or speech that undermines the City's legitimate interest in efficient provision of public services is prohibited during an employee's working time, such as speech that interferes with the performance of your duties, undermines discipline by supervisors, negatively impacts close working relationships, or impairs harmony amongst your fellow employees.

Violations of this policy may result in discipline up to and including termination.

SOCIAL MEDIA

In general, the City views social media positively, but like all employers, it must acknowledge that an employee's online activities, however, can reflect negatively on the City or have negative consequences for the City. This is true whether an employee is accessing social media sites at work or from their home, on or off the clock.

The City respects employee privacy, and this policy does not apply to personal use of social media that is unconnected to City business. It is also not intended to restrict employee rights in any way, including the right to discuss workplace issues or concerns. However, the City can and will respond to any unprotected employee conduct that adversely impacts the organization, its reputation, or its business interests.

Social media includes all means of communicating or posting information or content of any sort on the internet, including social networking sites (such as Facebook); video and photo-sharing websites (such as YouTube and Instagram); micro-blogging sites (such as Twitter); blogs, including corporate blogs, personal blogs, or blogs hosted by traditional media publications; forums and discussion boards; online encyclopedias (such as Wikipedia); and any other form of electronic communication or website that allows individuals to publish their own content or comment on content posted by others.

Some employees, as part of their job duties and responsibilities with the City, will be authorized to create social media content on behalf of the City. These employees will receive written authorization describing the content they are entitled to create and any restrictions or policies that apply to their individual circumstances.

When you use social media, here are some guidelines to keep in mind:

1. When referring to the City or identifying yourself as a City employee, please make it clear that the views you express are yours only and that they do not necessarily reflect the views of the City. You should neither claim nor imply you are speaking on the City's behalf.
2. Do not disclose any information that is confidential or proprietary, or otherwise harmful to the City's legitimate business interests. Once such information is disclosed, it is impossible to "undo" the damage. In such cases, it does not matter where you were when the information was posted or shared.
3. Do not make personal use of any City logo or trademark in any social media posting.
4. Your social media postings must not violate any other applicable policy of the City, including those set forth in the Employee Handbook. You may not harass, defame, demean, or threaten any other person or entity. The City will promptly address any violation of this Handbook policy that occurs on social media but carries over into the workplace.
5. Never post any information about the City or its employees, vendors, or competitors that you know to be false.
6. If a member of the news media or blogger contacts you about a social media posting that concerns the City, refer that person to the Mayor or Deputy City Administrator.

This policy is designed to protect the City's interests, while allowing its employees to engage in the use of social media as freely as possible, and nothing in this policy should be interpreted to, or will be enforced in such a way as to, infringe upon employee rights protected by law.

USE OF CITY PROPERTY & VEHICLES

All employees are required to be as careful as possible while using vehicles, tools, or any other property owned by the City. All property owned by the City is to be used only for conducting City business. The personal use of City property or equipment is strictly prohibited. Only authorized personnel are allowed

to drive or ride in City vehicles. All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cell phones and/ or other mobile devices at all times.

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their cell phone and/ or other mobile devices while driving. The use of these devices while driving is not required by the City. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call or using your mobile device.

When Law Enforcement and Fire Department employees are carrying out their official duties of their position, they will be exempt from this policy.

Employees who are charged with traffic violations resulting from the use of their cellphone and/ or other mobile devices while driving will be solely responsible for all liabilities that result from such actions.

PARKING

Employee parking areas are provided. There are designated areas or spaces in the parking lots that are reserved for visitors. You are always advised to lock your car and not to leave any valuables in your car when parking in any City parking area.

MILEAGE & OTHER EXPENSE REIMBURSEMENT

Employees will normally be required to use an available City vehicle for non-overnight travel on City business. The City will reimburse employees for mileage on personal vehicles for travel necessitated by an employee's job duties only if authorized in advance by the appropriate City official. Reimbursement will be at the City's current approved mileage rate provided an expense report is submitted.

The City will also reimburse employees who spend their own money for City business provided the employee gets pre-authorization for the expenditure from their supervisor. Receipts and acceptable documentation of expenses may be required. Employees should refer to the City's *Travel Expense Policy* for details.

SMOKING & TOBACCO USE

Smoking (including e-cigarettes and vaping) and tobacco use of any kind (including chewing tobacco) is prohibited in all City buildings, facilities, vehicles and equipment, and on all City grounds and property, with the sole exception that smoking is allowed outdoors in authorized areas only. Violation of this policy may result in discipline, up to and including termination of employment.

PROHIBITED SUBSTANCES POLICY

It is the policy of the City to maintain a safe, healthy, and efficient environment for all its employees and the public. The unauthorized possession, use, or abuse of any legal or illegal drugs or alcohol in the workplace poses an unacceptable risk to that critically important goal.

The following activity is prohibited and will ordinarily result in immediate discharge from employment:

Having a detectable level of alcohol or a prohibited substance in one's bodily system while engaged in City business, on City time or using City equipment;

1. Unauthorized use, consumption, possession, manufacture, distribution, dispensation, storage, solicitation, or sale of a prohibited substance while on City working time or premises;
2. Possession, use, consumption, manufacture, distribution, dispensation, solicitation, or sale of a prohibited substance off City time or premises that adversely affects the employee's work performance, their own or others' safety at work, or the City's regard or reputation in the community.
3. Being convicted of using, selling, or possessing prohibited substances or other material violation of federal or state drug and alcohol laws
4. Storing any prohibited substance or drug paraphernalia in any City property (a locker, desk, automobile, or other repository) or in personal property that employees bring to work (purses, lunch bags, etc.).

For purposes of this policy, prohibited substances include:

1. Drugs that are illegal under local, state, and/or federal law (including recreational or medical marijuana in any form), other controlled substances (including trace amounts), and other substances that affect or may affect employees' ability to competently or safely perform their job duties (regardless of any claim that the substance is for medicinal purposes).
2. Imitation controlled substances as defined by applicable law.
3. Alcoholic beverages and any beverage, mixture or preparation, including any medication, containing alcohol.

Prescription Medication:

No prescription medication may be brought upon City property by any person other than the person for whom the drug is prescribed by a licensed medical practitioner. An employee using a prescription drug or over-the-counter medication that may affect their ability to safely and effectively perform their duties and must inform the Human Resources Director of their use of the drug. Such reports will be treated as confidential. In addition, employees must maintain a prescription drug in its original container showing it has been prescribed to the employee and use the drug only as directed.

The City of Kentwood is a drug-free workplace. Because of the seriousness of the substance abuse issue, applicants for employment may be required to undergo pre-employment prohibited substance and alcohol testing.

Active employees may also be required to undergo prohibited substance and alcohol testing if the City has reasonable suspicion of prohibited substance or alcohol use by the employee, or following an on-the-job accident, or incident where safety precautions may have been violated or careless acts may have occurred. This testing will be performed by a reputable hospital or independent laboratory using qualified and trained medical technicians or professionals. This facility will be chosen by the City.

In the case of an on-the-job prohibited substance or alcohol testing, the employee will be transported to and from the testing center by the supervisor. Should the test prove negative, the employee will be returned to work without discipline or loss of pay. A positive test result or refusal to submit to testing (or failure to submit in full to the testing) will be grounds for discipline, up to and including termination. Additionally, law enforcement personnel may be notified, as appropriate, when criminal activity is suspected. For a more comprehensive understanding regarding the policy and procedure, please refer to the *City of Kentwood Criminal Conduct Policy & Guidelines*.

“Reasonable suspicion” included but it not limited to: observation of behavior such as slurred speech, unsteady walking, abrupt mood swings, breath or odor, needle marks, sudden nosebleeds, frequent illness unexplained by medical conditions, absenteeism, declining productivity, excessive tardiness, and activity suggesting possible involvement with prohibited substances in violation of this policy.

This policy encompasses and includes by reference all the provisions of the United States Department of Transportation controlled substance testing regulations as contained in 49 CFR Part 391, Subpart H, and all other pertinent provisions, as they apply to certain vehicle operators and supervisory personnel. Among other things, these regulations mandate the random testing of certain vehicle operators, and the training of such employees and their supervisors in the issues of substance abuse.

The City has established an Employee Assistance Program (EAP) to inform employees about the dangers of drug abuse in the workplace and to help employees understand the City’s policy of maintaining a drug-free workplace. Contact the Human Resources Department for more information.

All employees must abide by the terms of this Prohibited Substances Policy if they are to remain employees of the City. For everyone’s health and safety, please help maintain a drug-free and alcohol-free work environment.

INFORMATION TECHNOLOGY ACCEPTABLE USE

The City owns and operates various computer equipment, software, and systems, which are intended to be used by employees to facilitate and in support of City activities. All users are responsible for seeing that these systems are used in a proper, effective, ethical, and lawful manner, and these systems, software, and equipment may never be used in any manner that violates this Handbook. This policy applies regardless of the user’s location when accessing the network.

Violations of this policy are subject to discipline, up to and including termination of employment. Persons who use City systems or equipment for defamatory, illegal, or fraudulent purposes, or who break into unauthorized areas of the City’s systems, may also be subject to civil liability and criminal prosecution.

Use of City Systems and Equipment

All City property, including computers, computer systems, e-mail, voicemail, internet service, telephone systems, fax machines, wire services, and other equipment and services, are provided for business use. Very limited, occasional use of these City systems for personal, non-business purposes is permitted. Personal use of City systems must be limited to non-working time, must not be disruptive to the work of any employee, and must not put the City’s technology at risk to be infected with viruses or other adverse

technologies. Also, use of City systems for promoting, buying or selling goods or services, or group solicitations is prohibited. Equipment may not be modified in any way except by authorized personnel.

City System Security

All users of City systems are required to maintain the security and integrity of City systems and information from access by unauthorized persons. Workspaces and equipment must not be left unattended in a manner that could permit any unauthorized person to obtain unauthorized access. Authorized use must be only with the user's own username, password, or other access device. Users may not share usernames, passwords, or access devices with any other person, except when business needs require, and an appropriate manager has given written authorization.

City Access and Monitoring

Employees should have zero expectation of privacy in any electronic information, messages, voice mails, e-mails, or files sent, received, or stored in the City's computers, e-mail, voicemail, assigned phones, or software systems. Security procedures, such as passwords, are designed to control access to City systems, not to guarantee the personal privacy or confidentiality of any message or document. Employees should keep personal records and information at home, as the City does not provide privacy or confidentiality of non-business information stored in files (electronic or hard copy) at work.

The City reserves the right at its sole discretion, to access, intercept, monitor, copy, download, disclose, and review everything on all information systems and equipment, including directories, discs, files, databases, e-mail messages, voicemail messages, and any data stored or used in connection with City information systems, at any time without notice. Electronic files that have been deleted or erased may remain stored in the City's computer or telephone systems. The City retains the right to access such information for as long as it may be obtained from any source, even after it has been deleted or erased. All e-mail messages are archived and stored on a City server pursuant to the City's retention policies. Further, at its discretion, the City may suspend without notice any regularly scheduled deletion of all or part of communications or files created or maintained by employees on these systems.

The City may employ web filtering and block websites based on categories determined by the City.

Each employee who uses City communication systems, by doing so, consents to the City monitoring their communications over those systems, as authorized by law, when the City finds that a business reason warrants it.

E-mail and Internet Use

The City strictly prohibits the use of information and communication systems for any communication or activity which is obscene, pornographic, profane, abusive, defamatory, derogatory, discriminatory, a violation of any civil or criminal law or statute, or a violation of any City policy or standard. If a user has any question about whether a particular use or communication is improper, it is the user's responsibility to ask an appropriate supervisor before engaging in the activity.

Revealing City business information, community member or customer information, or trade secret information by e-mail or the internet is prohibited. Any other messages that may adversely affect the City, its customers, the public or employees are also prohibited. Internet and e-mail may not be used for

personal gain, personal business, or advancement of personal views. No one should make any online statement about the City except as expressly authorized by management. If you have any question about whether a particular use is improper, ask an appropriate supervisor before engaging in the activity.

Communicating anonymously or by an assumed name is prohibited. E-mail messages should be written in a professional manner. Consider your routing list carefully and exercise the same care you would with any written document before sending an electronic message.

Delete or archive unwanted and obsolete messages. It is each employee's responsibility to keep their mailboxes manageable and up to date. All messages are archived automatically.

If you receive an e-mail message from an unknown sender, delete the message to prevent viruses and other risks to City information systems. If you receive a message that was not intended for you, inform the sender immediately and delete the message from your mailbox.

Users of City equipment may not access any external or public computer or network, except for specific business purposes with express authorization by a supervisor. Any user who is authorized to connect to any outside computer or network is obligated to take all necessary measures to ensure the security of the City's systems and information. Employees may not install, add, or download any other computer software to City systems without prior approval by the City.

Employees may not monitor or intercept anything on the City's computer system without authorization; obtain unauthorized access to any part of the City's information system; use City systems to obtain unauthorized access to any other computer or system; use anyone else's username or password without City permission; or use City systems in a way that has the purpose or effect of concealing or disguising the user's identity.

City Software

The City has acquired rights to use certain software programs on the City's communication and information systems for business purposes. Software is protected by copyright law. The City's right to use software is subject to license agreements with the publisher or seller of the software. Those license agreements generally prohibit users from copying, selling, loaning, or giving away software, or using or duplicating it in any way that is not expressly authorized by the license agreement. Therefore, any software that is available through the City's information systems may not be used in any way other than in the regular course of City business.

Only IT personnel or agents contracted by them may install or remove software or hardware on any City computer system. IT personnel may, at their discretion, authorize staff to perform specific software or hardware installations. All other software or hardware installations are strictly prohibited.

Mobile Devices

The City may provide employees with mobile devices such as laptop computers, cellphones, smartphones, and tablets to support City business. With the exception of any other applicable City policies, such mobile devices are to be used solely by the employee and solely for the benefit of the City. All information and records transmitted with or stored on the device is the property of the City. Upon termination of

employment, or upon request by the City, each employee must immediately return to the City all equipment which is City property or contains any confidential or proprietary information belonging to the City or its clients/customers or the public. Employees are strictly prohibited from using any mobile devices for City business unless it is owned and provided by the City. Use of non-City-owned mobile devices for City business, including the access, sharing, or retrieval of information from City systems, is not permitted.

Non-exempt employees may not use a mobile device to perform work outside their scheduled work hours, unless this work has been approved in advance by their supervisor.

Telecommuting

Any employee working from home or telecommuting to any significant degree will be required to sign an agreement stating the terms under which they will be permitted to telecommute and creating reasonable protections for the use and transmittal of City information. The decision whether to allow an employee to telecommute is within the sole discretion of the City and depends on many factors, including the nature of the position, whether the job can be performed remotely, and the employee's performance and disciplinary history.

EMERGENCY CLOSINGS

There may be times when emergencies, such as severe weather, fires, floods, power failures, etc., disrupt normal business operations at the City. The City may decide to cease certain operations if conditions are severe and close during working hours. In the event of a closure of a worksite, the City will contact local radio and television stations and use the City's website to post the closings. Your immediate supervisor also may notify you at home.

When worksites are officially closed due to emergency conditions, you will not be paid for the time off. However, you may request to use any vacation time or paid personal time that you may have available.

JOB POSTINGS

In general, all job openings are posted on the City's website, however, the City reserves its right to not post a particular opening except when it may violate a collective bargaining agreement. The City may use other recruiting sources to fill open jobs in addition to website job postings.

Employees may apply for open jobs through the human resources information system (HRIS). The City will not consider applicants who do not apply through the City's HRIS.

WORKPLACE MONITORING

It is the policy of the City to monitor the workplace as it deems necessary. Monitoring systems include telephones, video surveillance systems, computers, GPS, and other devices which may monitor employee and/or non-employee activity. Employee and/or non-employee activity includes but is not limited to computer use (emails, internet, & files), telephone use, cell phone use, vehicle use, badge/building access,

and video surveillance of the workplace. Recorded monitoring activities are retained for varying lengths of time dependent upon the system's capabilities, storage capacities, and the City's retention schedules.

City Department Heads or their designee(s) may access any workplace monitoring activity to assist with their department's operations, to comply with their department's policies and procedures, or to investigate any suspected employee misconduct. The Information Technology Department may only access monitoring information for legitimate business reasons, such as a Department Head request or to perform Information Technology Department operations.

External requests for information will be directed to follow the City's established FOIA procedures.

WORKPLACE SAFETY

Employees are required to comply with all safety requirements, whether established by the City or by federal, state, or local law. Any safety violation or any accidents resulting in injuries or illness to employees must be reported immediately to management. Safety and personal protective equipment must be used at all times when required. An employee who believes they have had a job-related injury or illness must notify their supervisor and Human Resources immediately, regardless of severity.

You are required to report known unsafe working conditions in order that any potential hazard can be eliminated. It is your responsibility to practice safe working habits. Acceptance of this responsibility is essential if you and your fellow employees are to maintain a safe and secure working environment. It is individual action—your action—which results in safe work practices and makes the City a safe place to work.

Proper housekeeping is a very important part of safety. Employees are obligated to put items in its proper place. When everyone does their part, the City becomes a more pleasant and safe place to work.

Labels are placed on the containers of certain potentially hazardous chemicals by the manufacturers and/or the City. These labels identify the chemical in the container along with appropriate hazard warnings and the name of the manufacturer. These labels must not be removed at any time.

The City also maintains a Safety Data Sheet (SDS) for any hazardous chemical used in the workplace. Each SDS identifies chemicals and provides other information relating to spill procedures, personal protection, and health data. Any SDS is available to all employees upon request. All appropriate employees will be trained in the use of these hazardous chemicals and any questions concerning their use should be directed to the applicable Department Head.

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or suggestion on how to improve safety in the workplace, tell your supervisor, Department Head, or Human Resources.

WORKPLACE SECURITY

Knowledge of and compliance with the City's security policies and procedures is required of every employee. Each employee will have an identification badge of some sort, issued by the City, which must be worn or carried at all times when performing their duties.

Visits to employee-only areas of City facilities by friends or family of employees are not generally permitted, unless authorized by a supervisor. In some departments such as the Police Department, it is not allowed at all. Check with your Department Head regarding departmental rules regarding visitors. Should it be necessary for a friend or relative to speak with you during working hours, the individual must wait in the lobby/receptionist area and be escorted by you personally. Employees are responsible for the conduct and safety of their visitors. If an unauthorized individual is observed on City premises, employees should immediately notify their supervisor.

The City will assist its employees in safeguarding their personal property while at work. However, the City cannot assume responsibility for the personal belongings of its employees.

Authorized employees are issued access to City facilities and/or restricted areas where applicable. Your means of access (badge, key code, key, etc.) is not to be loaned to any other employee or person except by authorization of your supervisor or Department Head. Employees shall not have means of access duplicated or have an unauthorized means of access in their possession. An employee with an unauthorized or duplicate means of access in their possession will be subject to discipline up to and including termination.

For the safety and security of City employees, visitors, community members, and property, the City reserves the right to inspect the contents of all vehicles, packages, containers, and other items brought onto City premises. Desks, lockers, and other storage areas may be provided for the convenience of employees, but employees should not have an expectation of privacy of any items stored in these City-provided storage areas. The City reserves the right to examine City property (such as desks, lockers, etc.) and personal property that employees bring to work (purses, lunch bags, etc.) when there is reason to suspect that unlawful or improper activity may have occurred. The City will not search an employee's personal property without the employee's permission. If an employee refuses such a request, however, the employee will be subject to disciplinary action. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto City premises.

WORKPLACE VIOLENCE PREVENTION

The City is committed to preventing workplace violence and making the workplace a safe place to work. This policy explains the City's guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on the premises at any time.

City employees are expected to treat co-workers, including supervisors and temporary employees, with courtesy and respect at all times. Fighting verbally or physically, playing tricks on others, and behaving in any manner that might endanger other people is strictly prohibited. The City does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee or a member of the public. This includes off-duty periods. The City does not permit any act of harassment that is based on an individual's

sex, sexual orientation, gender identity or expression, race, age, or any other characteristic protected by federal, state, or local law.

You should immediately report threats or acts of violence with as many details as you can recall to your supervisor or management. You should also immediately report any suspicious person or activities to a supervisor. Never place yourself in danger. If you see or hear trouble or a disturbance, do not try to see what is happening or try to intervene and stop it. Call a supervisor immediately.

The City will promptly and completely investigate all reports of violent acts or threats of violence, and all suspicious people and activities. The City will protect the identity of any person who makes a report when practical. Until an investigation is completed, an employee may be suspended, either with or without pay, if the City thinks it is necessary for safety reasons or to complete the investigation.

Firearms, weapons, fireworks, and other dangerous or hazardous devices and substances are prohibited on or in City vehicles and City property. A state or federal license to carry a weapon, concealed or otherwise, does not supersede this policy. This policy does not apply to off-duty employees nor to firearms legally possessed and stored in an employee's personal vehicle. The City reserves the right to search all City owned or leased vehicles, as well as all packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering or located on City property where circumstances concerning the enforcement of this policy or other work rules and procedures warrant such action. Any employee failing or refusing a search or committing acts or threats of violence will be subject to discipline, up to and including termination of employment.

DISPUTE RESOLUTION PROCEDURE

The City is committed to an orderly system for resolving employee disputes or complaints. A dispute or complaint includes disciplinary action (excluding termination) or the interpretation or application of this Handbook. This Dispute Resolution Procedure does not affect employee status as defined elsewhere in this Handbook, including the At-Will Employment section.

Step One

An employee who has a dispute/complaint is to schedule a meeting with their immediate supervisor and attempt to resolve the dispute/complaint. At this meeting, or within five working days after the meeting, the immediate supervisor will verbally respond to the employee. This step may be skipped by the employee if there is an aggravated problem which would not be appropriate to take to their supervisor.

Step Two

If not resolved at Step One and the employee wishes to pursue the matter, the employee should schedule a meeting with their Department Head and attempt to resolve the dispute/complaint. At the meeting, or within five working days after the meeting, the Department Head will verbally respond to the employee. The Department Head will also keep a written record of the response.

Step Three

If not resolved at Step Two and the employee wishes to pursue the matter, the employee is to submit the dispute/complaint in writing to the Mayor within one week after Step Two is completed, but in no event later than two weeks after the events giving rise to the dispute/complaint. The written dispute/complaint should state what happened, when it happened, the policy or procedure in dispute, and the resolution sought. Within two weeks after receiving the written dispute/complaint, the Mayor will schedule a conference and discuss the dispute/complaint with the employee. Within five working days after the conference, the Mayor will provide a decision in writing to the employee. This decision will be final and binding on all concerned.

Time Limitations

Time limits may be extended by mutual agreement in writing. Late appeals at any step may be filed only upon showing good cause in writing for the delay. Any unanswered dispute/complaint not appealed within the time limits will be considered settled on the basis of the City's last answer. The City will try to respond to the dispute/complaint; however, if the City fails to respond at any step within the specified time limits, the employee may appeal to the next step of the procedure.

ATTENDANCE & PUNCTUALITY

Regular and predictable attendance and punctuality are essential functions of every job at the City. It is expected that you will be in regular attendance since irregular attendance interferes with the productive efforts of other employees and scheduled commitments of the City.

The City recognizes that occasionally circumstances beyond your control may cause you to be absent from work for all or part of a day. However, all full or partial absences must be charged to sick leave, vacation, or another form of authorized leave in accordance with your collective bargaining agreement (CBA), if applicable. Excessive and/or unauthorized absences or tardiness will not be tolerated and may result in disciplinary action, up to and including termination of employment.

Certain absences from work for which the employee followed the notice requirements and that are covered under current City policies or federal, state or local law will be considered excused and not subject to discipline. Examples include, but are not limited to:

- Approved FMLA leave
- Absences due to a work-related illness or injury under the applicable workers' compensation law
- Jury Duty
- Approved military leaves of absence
- Continuous leave that is approved as a reasonable accommodation under the ADA or state disability laws.
- Other absences that are protected under applicable state or local law

When your tardiness or absence from work is unavoidable, your supervisor or Department Head must be notified in accordance with your department's procedures. If your absence is to continue beyond the first day, you must notify your supervisor or Department Head on a daily basis unless other arrangements have been made. You will be considered as having voluntarily quit if you are absent for two consecutive working

days without reporting to the City, unless you have reasons satisfactory to the City both for the absence and for the failure to report your absence.

WORK SCHEDULES

Work schedules are set by the City. You will be advised of your work schedule through your specific department. In addition, you may be required to work overtime or hours other than those normally scheduled.

REST & LUNCH PERIODS

Full-time, non-exempt employees are provided with at least one half (1/2) hour of unpaid time for lunch plus two 15-minute paid rest periods for each workday consisting of eight hours or longer. When possible, rest periods will be scheduled in the middle of work periods. Because rest time is paid as time worked, employees must not be absent from their workstation longer than the rest period allows.

TIMEKEEPING

Non-exempt employees are responsible for accurately recording the hours they work on the designated form or computer program. The law requires the City to keep accurate records of time worked in order to correctly calculate employee pay and benefits. Non-exempt employees must accurately record the time they start and stop work, when they start and end any meal periods, and when they leave the workplace for personal reasons.

Falsifying time records is a serious matter. Employees must not change time after it is already recorded, purposely enter a false time, tamper with time records, or record other employees' time for them. If an employee does any of these actions, they may be subject to disciplinary action, up to and including termination of employment.

Non-exempt employees must not perform work if they are not “on the clock.” Unless authorized in writing by management, they are not expected to perform any work before or after their shift and are not expected to answer phone calls, emails, or texts after their shift.

PAY POLICIES

Pay Periods and Paychecks

For pay purposes, the workweek is a seven-day period which begins on Saturday and ends on Friday. The normal payroll period is bi-weekly for all employees. Paychecks are normally distributed on Thursday following the end of the payroll period.

Direct Deposit

The City offers employees direct deposit of their payroll checks into a banking institution of their choice. Employees may start, stop, or change their direct deposit at any time by completing a Direct Deposit Form through the City's human resources information system.

Payroll Deductions

Deductions from each employee's pay are made for taxes as required by law. Employee paychecks will show the amounts withheld for local, state, and federal income taxes, and the amount withheld for Federal Social Security and Medicare taxes (FICA). In addition to the employee's FICA withholding, the City contributes an equal amount of FICA tax on to fund the employee's Social Security and Medicare benefits. Other deductions from the employee's paycheck will be made as required by law, or in accordance with a written authorization signed by the employee.

Paycheck Errors

It is the City's policy and practice to pay employees in compliance with federal and state law. The City prohibits improper deductions from employee pay, including any deduction that might affect exempt status, and is prepared to correct any mistakes or improper deductions. Employees must carefully review all paychecks and paystubs and, if they believe any mistakes or improper deductions have been made to their pay, they must report their concerns immediately to the Finance Department's payroll personnel. The City will make all appropriate corrections as soon as reasonably possible and take steps necessary to ensure future compliance.

Overtime

Employees are required to work overtime when directed to do so by management. Except for those employees authorized and required to perform occasional emergency work in order to maintain essential City services, employees are not permitted to work overtime without prior approval from the employee's Department Head. Employees who work unapproved overtime may be subject to discipline, up to and including termination of employment.

The overtime pay rate is equal to one and one half (1½) times the employee's regular pay rate. Full-time non-exempt employees are paid the overtime pay rate for all hours worked beyond the employee's scheduled shift. Employees who work on Sunday are paid at two times the regular pay rate.

Non-exempt employees classified as other than full-time are paid overtime only for hours actually worked beyond 40 hours in a workweek in accordance with the Fair Labor Standards Act.

Employees Working Elections

Full-time and part-time City employees are paid in accordance with their compensation classification and collective bargaining agreement (if applicable) for Election Day and the prior Saturday. Part-time employees earn a stipend for hours worked over eight (8) hours on Election Day equal to one half (1/2) of their regular hourly pay rate (thus they are paid a total of one and one half (1½) times their hourly pay rate for hours worked past eight hours).

Compensatory Time

Full-time non-exempt employees may choose to receive compensatory time in lieu of paid overtime. Employees may accumulate up to 60 hours of compensatory time each fiscal year. Employees may request to have compensatory time paid out at any time. The City will pay out all compensatory time balances near the end of each fiscal year in June.

Compensation and Performance

The City has established a pay grade and corresponding pay range for all job classifications. Pay grades and pay ranges are reviewed as needed by management. Adjustments to pay grades and pay ranges are made by the City as it deems appropriate.

Non-union employees classified as full-time or part-time shall be evaluated and eligible for a merit pay increase of up to five percent (5%) at six months, one year, and annually from date of hire or job change. Merit increases shall be recommended by the employees department head and requires final approval by the Mayor. Employees' merit pay may be suspended or discontinued at the discretion of the City.

The City believes that each employee needs and appreciates feedback on overall performance. The City also believes each employee should be given the opportunity to share thoughts about their job and performance and about the City in general. This interchange should occur on a continuing basis. In most situations the appraisal process is informal, by regular communications between the employee and supervisor.

Performance reviews and corresponding pay increases are normally conducted upon completion of six months of employment or change in job and annually thereafter. You will be given the opportunity at these times to individually speak with your supervisor about the quality and quantity of your work. Job knowledge, work habits, teamwork, regular attendance, and punctuality will also be discussed. Your job performance may affect your progression within the applicable pay range. Pay increases are not automatic and may be granted or withheld at the sole discretion of the City. Performance reviews become part of the employee's personnel file.

Pay Transparency and Nondiscrimination

The City will not discharge or in any manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is:

- a) in response to a formal complaint or charge,
- b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or
- c) consistent with the City's legal duty to furnish information.

For more comprehensive information on compensation practices, please refer to the *City of Kentwood Compensation Philosophy & Guidelines*.

PAID PARENTAL LEAVE

Please refer to the City's Paid Parental Leave Policy for more information. Employees covered by the Kentwood General Employees' Association (KGEA) collective bargaining agreement (CBA) should refer to their CBA for details.

HOLIDAYS, PAID TIME OFF & EMPLOYEE BENEFITS

Employees not covered by a collective bargaining agreement (CBA) should refer to the *Benefits and Paid Leave Summary* relevant to their employment type for information regarding holidays, paid time off, and employee benefits. Employees covered under a CBA should refer to their CBA for information and details concerning holidays, paid time off, and employee benefits.

FAMILY & MEDICAL LEAVE ACT (FMLA)

The FMLA provides eligible employees with up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons. In all respects, leaves of absence under this policy shall be administered and provided in a manner consistent with the FMLA and its regulations.

Eligibility

Employees are eligible for FMLA leave only if they have been employed for at least twelve months, have worked at least 1,250 hours over the previous 12 months of employment, and work at a covered location. A location is covered if at least 50 employees of the City work within a 75-mile radius.

Basic Leave Entitlement

Eligible employees may take up to a total of 12 work weeks of leave in any 12-month period for the following reasons:

- For the employee's own serious health condition (defined below) that makes them unable to perform the essential functions of their job.
- To care for the employee's spouse, parent, or dependent child because of that family member's serious health condition.
- For incapacity due to pregnancy, prenatal medical care or childbirth.
- To care for the employee's child after birth, placement for adoption, or foster care placement.
- For an employee's "qualifying exigency" resulting from the fact that the employee's spouse, parent, son or daughter (1) is a member of a regular component of the Armed Forces and is deployed (or has been notified of an order of deployment) with the Armed Forces to a foreign country; or (2) is a member of a reserve component of the Armed Forces and is deployed (or has been notified of an order of deployment) with the Armed Forces to a foreign country under a call or order to active duty. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment and reintegration briefings.

The amount of FMLA leave time an employee has available (for the above reasons) on any given date is equal to 12 weeks minus the amount the employee has used in the preceding 12 months.

Servicemember Family Leave

An eligible employee may request up to 26 weeks of FMLA leave in a single FMLA year to care for the employee's spouse, son, daughter, parent, or next of kin who is a covered servicemember, defined as either:

1. a current member of the Armed Forces who incurred or aggravated a serious illness or injury in line of duty on active duty; may be medically unfit to perform the duties of their office, grade, rank or rating because of the serious illness or injury; and is undergoing medical treatment, recuperation or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or
2. a veteran of the Armed Forces who incurred or aggravated a qualifying injury or illness in line of duty on active duty; is undergoing medical treatment, recuperation or therapy for a serious injury or illness; and was a member of the Armed Forces at any time during the five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

In a year in which an employee uses leave to care for a covered service member, 26 weeks is the maximum amount of FMLA leave that the employee may use in total for all types of FMLA leave.

Definition of a Serious Health Condition

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either:

1. an overnight inpatient stay in a medical care facility; or
2. continuing treatment by a health care provider for a condition that either prevents the employee from performing the essential functions of the employee's job or prevents the qualified family member from participating in work, school, or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by:
 - a. a period of incapacity of more than three consecutive full calendar days combined with either at least two visits to a health care provider within certain time frames, or one visit to a health care provider within a certain time frame and a regimen of continuing treatment;
 - b. incapacity due to pregnancy or prenatal care;
 - c. incapacity due to a chronic condition that continues for an extended period and requires at least two visits to a health care provider per year for treatment; or
 - d. permanent or long-term incapacity, or conditions requiring multiple treatments.

Use of Leave

When medically necessary, leave may be taken on an intermittent basis or by a reduced work schedule. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt City operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employee Responsibility to Give Notice of the Need for Leave

Employees must notify the Department Head and Human Resources of any need to take FMLA leave (including any absence, late arrival, or early leaving related to FMLA leave). Employees must give this notice at least 30 days in advance of a foreseeable need for FMLA leave. If it is impossible to give 30 days advance notice, employees must notify their Department Head and Human Resources as soon as practicable. Employees must follow all City rules for calling in to report absence, tardiness, or leaving early.

Whenever requesting FMLA leave, employees must provide sufficient information for the City to determine whether the leave qualifies as FMLA leave and the anticipated timing and duration of the leave. Employees must also inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Once an employee has requested FMLA leave, the City will inform the employee whether he or she is eligible to take FMLA leave and explain the employee's rights and responsibilities under FMLA. After the employee returns all required forms, the City will inform the employee whether or not the leave will be designated as FMLA leave.

Medical Certification

When the City requests it, an employee must provide complete and sufficient certification from a health care provider verifying the need for leave (at the employee's expense), using the City's form. The employee must return the completed certification form to Human Resources within 15 days. Failure to do so may result in the delay and/or denial of FMLA leave. The City may require subsequent opinions from a different health care provider (at its expense). The City may also require periodic re-certifications of the need for leave.

Communication with the Employee

The City may send notices and forms to the employee via e-mail. Once the City receives notice that the e-mail has been "read," the employee will be considered to have received the information.

Wages and Insurance Benefits during FMLA Leave

Wages are not paid during FMLA leave. The City will maintain any applicable health coverage under any group health plan for covered FMLA leave as long as the employee maintains their contributions during the leave. Under certain circumstances, the City may recover its share of the health plan premiums it paid during unpaid FMLA leave from an employee if the employee fails to return to work after the employee's FMLA leave entitlement has been exhausted or expires.

Using Paid Leave Time during FMLA Leave

An employee taking a leave of absence under FMLA must use all available paid leave to cover the absence from work in accordance with the employee's collective bargaining agreement (CBA), if applicable. For example, if the employee's CBA states that sick leave may only be used for the personal serious health condition of the employee, and the approved leave of absence under FMLA is for a family member's serious health condition, the employee would not be able to use sick leave to cover the FMLA period and would instead be required to use other available paid leave such as vacation leave. In order to use paid

leave during FMLA leave, the employee must comply with all policies concerning paid leave. Whether or not paid leave is available, all time off which is covered by FMLA will be charged against the employee's yearly FMLA allowance.

Contact with the City during the Leave

While on FMLA leave, employees are required to report to their Department Head and Human Resources regarding their status and intention to return to work. Likewise, it may be necessary for the City to contact an employee for those reasons. If the employee cannot be reached at the phone number on file with the City and the leave is more than five working days, the employee must provide a telephone number and address at which they can be contacted.

Returning to Work

Before returning to work from a leave due to their own serious health condition, employees must provide medical verification of their fitness for duty. The City will provide a list of the essential functions of the employee's job for that purpose. If the employee is taking leave intermittently or on a reduced work schedule, the City may require a certification of fitness to return to duty under certain circumstances.

Most employees will be returned to their original position or an equivalent one, with equivalent pay, benefits, and other employment terms. Use of FMLA leave will not result in the loss of any benefit that accrued prior to the start of the leave. Employees will not continue to accrue benefits while taking FMLA leave.

Termination of FMLA Leave

An employee's FMLA leave and accompanying benefits will cease under the following circumstances:

- The employment relationship would have terminated if the employee had not taken FMLA leave;
- The employee informs the City of their intent not to return from leave;
- The employee fails to return a medical certification as required;
- The City honestly believes that the employee fraudulently obtained FMLA leave or misused FMLA leave;
- The employee fails to return to work at the end of an approved FMLA leave and is not approved for additional leave;
- The employee continues unapproved leave after exhausting their FMLA leave entitlement;
- While on FMLA leave, the employee engages in conduct that is inconsistent with the need for leave; or
- The employee begins employment with another employer or engages in self-employment without the City's approval during FMLA leave.

Enforcement

Any employee who believes that their rights under the FMLA have been violated is to report this immediately to their Department Head or Human Resources. Any complaint will be investigated thoroughly and promptly. No employee will be retaliated against for making a good faith complaint. The FMLA also states that employees can file a complaint with the U.S. Department of Labor or in an appropriate court.

NON-FMLA MEDICAL LEAVE

Non-FMLA medical leave may be granted to employees upon proper written application, at the City's sole discretion and subject to the City's right to require satisfactory medical proof. Except as may be approved in advance and in writing by the City or as otherwise required by law, employees on any form of leave of absence from the City may not engage in outside employment (including self-employment) during leave.

The employee must promptly notify the City of the necessity for the leave as soon as the employee becomes aware of the condition for which a leave will be needed. The employee must supply the Human Resources Director with a written statement from a licensed healthcare professional of the necessity for such a leave of absence and the expected duration of leave needed. The City reserves the right to have its own independent evaluation of any request for non-FMLA medical leave. Non-FMLA Medical leave, if granted, will normally not exceed 90 calendar days. In accordance with applicable state and federal law, the City may make exceptions to the 90-calendar day maximum leave period to offer reasonable accommodation to qualified individuals with disabilities where appropriate.

The City may require, as a condition of continuation of any non-FMLA medical leave, certification of continuing disability. An employee returning to work from a non-FMLA medical leave of absence must present a physician's statement satisfactory to the City indicating the employee is able to return to work. Although non-FMLA medical leaves of absence are generally without pay and benefits, an employee on non-FMLA medical leave of absence may be entitled to payment under some other policy, such as through use of accrued sick leave.

The City cannot guarantee that it will be able to return an employee to the same or similar position he or she occupied before starting the non-FMLA leave. If the employee's original position is no longer available when a non-FMLA leave of absence ends, the employee may be laid off and considered for rehire within a reasonable period of time if a position becomes available that is suitable for the employee's qualifications or separated from employment.

PERSONAL LEAVE OF ABSENCE

At the sole discretion of the City, a personal leave of absence without pay may be granted upon the showing of a proper need. Except as may be approved in advance and in writing by the City or as otherwise required by law, employees on any form of leave of absence from the City may not engage in outside employment (including self-employment) during leave.

This leave shall not exceed 30 consecutive calendar days or 25 workdays per year. Requests for a Personal Leave of Absence must be in writing and approved by the Mayor and Department Head prior to taking the leave.

Employees who are absent from work due to any authorized unpaid personal leave will not be eligible for holiday pay or vacation and sick leave accrual during the specified time period.

Any employee who desires to maintain insurance coverage while on an approved unpaid personal leave of absence must make appropriate arrangements in advance with the Payroll Clerk to pay for all missed payroll deductions.

MILITARY LEAVE

The City complies with the protections provided to employees serving their country by applicable state and federal laws. Please contact the Human Resources Director for further information as it pertains to the administration of military leave.

In addition to the protections provided by law, and subject to the conditions stated in this policy, an employee in the National Guard or a branch of the Armed Forces Reserves who takes military leave for the purpose of fulfilling their annual field training obligations and/or responding to a civil disorder shall be paid the difference, if any, between the pay received from the military for such period of service and the base pay they would have received from the City during such period, up to a maximum per calendar year of 14 calendar days for annual field training and 28 calendar days for responding to civil disorders.

An employee must provide documentation satisfactory to the City in order to receive payment under this policy. Generally, such documentation will include at a minimum the employee's Leave Earnings Statement or similar official statement from the military. The required documentation must be submitted to the Human Resources Department within 30 days of the end date of the pay period for which payment is requested. The City may decline the request if the required documentation is not timely submitted.

PREGNANCY & PREGNANCY-RELATE MEDICAL CONDITIONS, ACCOMMODATIONS

An employee or applicant may request accommodation due to pregnancy, childbirth, or a related medical condition by submitting the request in writing to human resources. The accommodation request should include an explanation of the pregnancy-related limitations and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a healthcare provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if accommodation is reasonable and can be provided without significant difficulty or expense, i.e. undue hardship.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the City will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

The City prohibits any retaliation, harassment, or adverse action due to an individual's request for accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

WORK-RELATED INJURY OR ILLNESS

Any work-related injury or illness, no matter how minor, must be reported immediately to your direct supervisor or to Human Resources. Federal and state law requires that certain work-related injuries be reported to the appropriate federal or state agency. The City accident/incident report form must be completed at the time of the injury and can be found either on the City's employee intranet, Human Resources Department, or directly through your department supervisor.

WORKERS' COMPENSATION LEAVE

A Workers' Compensation Leave for a period of not more than 52 consecutive weeks may be granted to an employee who is unable to continue work for the City because of a work-related illness or injury for which the employee is entitled to receive benefits under the workers' compensation laws of the State of Michigan. Any workers' compensation leave of absence will be considered a leave of absence under the Family and Medical Leave Act (FMLA) and count towards the employee's annual 12-week FMLA allowance as these benefits run concurrently.

An employee returning to work from a Workers' Compensation Leave must present a physician's certificate establishing that the employee is physically and mentally able to perform the job they are returning to. In addition, an employee may need to undergo their internal departmental physical agility test to return to duty. Any time spent in a possible alternate duty assignment will be considered to be a continuation of the Workers' Compensation Leave rather than a return to work for the purpose of calculating time periods.

In the event the City determines that an employee is capable of returning to work, the employee's leave shall end immediately. Employees who are not covered under a CBA should refer to their applicable *Benefits and Paid Leave Summary* for more information and details on workers' compensation pay and benefits. Employees covered under a CBA should refer to their CBA for more information and details on workers' compensation pay and benefits.

Insurance Fraud Warning

Workers' compensation insurance fraud is a serious crime. In Michigan, insurance fraud is a felony punishable by up to four years in jail and up to \$50,000 in fines. The City strictly prohibits any attempt to make false claims for benefits, exaggerate injuries, or engage in deceitful practices to obtain insurance benefits. These activities may result in disciplinary action up to and including termination of employment and potentially legal consequences. The City is committed to maintaining a fair and transparent system for all employees, and fraudulent activities undermine the trust placed in our team. Report any suspicions of fraud to Human Resources or your Department Head immediately.

HANDBOOK REVISIONS

This Handbook may be revised prospectively at the sole discretion of the City. However, no one is authorized to make changes in the terms of this Handbook, except through written revision adopted by the City Commission. No officer, employee, agent, or other representative of the City has any power to

create, modify, or enter into any agreement for employment or relating to terms and conditions of employment, including termination, except the Mayor through a written and signed agreement. Any representation by any other person or in any other manner is without authority and is not valid.

EMPLOYEE ACKNOWLEDGEMENT AND AGREEMENT

I acknowledge that I have received a copy of the City of Kentwood Employee Handbook, (the "Handbook"). I agree to read the Handbook, to keep it for future reference, and to abide by all current or future policies, standards, and rules outlined in the Handbook. For the purposes of this Acknowledgment and Agreement ("Acknowledgement"), the terms "City of Kentwood" and the "City" mean the City of Kentwood and any of its affiliates, subsidiaries, divisions, parent and sister entities, successors, and assigns.

I understand that the terms of the Handbook are not intended to establish a contract between the City and me for either employment or the providing of any term, condition, compensation, or benefit of employment. The City may review, revise, or terminate the policies, procedures, and guidelines in the Handbook as circumstances warrant at any time, for any reason, and without prior notice. The City also reserves the unqualified right to interpret all policies and programs and to make departures from these policies on a case-by-case basis as circumstances warrant.

I understand that unless otherwise indicated by an applicable collective bargaining agreement, I am an at-will employee. This means that I have the right to terminate my employment with the City with or without cause, and with or without notice at any time. I understand that the City retains the same right.

By signing below, I also agree to contract with the City on the following matters:

1. Authority to Contract. No manager, employee, or representative of the City other than the Mayor has the authority to enter into any agreement for employment for any specific, definite period of time, or to make any agreement contrary to the terms of the Handbook. Any such agreement must be made in writing and signed by the Mayor to be effective. The City reserves the right to modify, amend, or terminate policies and benefits in the Handbook in a manner that it believes to be in the City's and its employees' best interests. Any such changes or modifications shall only be effective prospectively. In addition, where insurance or retirement plans are concerned, the terms of the policies or official plan documents control, regardless of any statements contained in the Handbook to the contrary.
2. Limitations on Claims. I agree that any claim, charge or lawsuit ("claims") against the City or any of its employees or agents arising out of my employment or termination of employment, including but not limited to claims arising under state or federal civil rights statutes, must be brought within the following time limits or be forever barred: (a) for claims requiring a Notice of Right to Sue from the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other claims, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by statute, whichever is shorter. I waive any statute of limitations that exceeds this time limit.
3. Confidentiality of City Information. "Confidential Information" includes all processes, programs, codes, customer lists, customer preferences, financial information, marketing strategies, research, technological data, and all other confidential information to which employees have access in the course of their employment. "Confidential Information" includes information that is in existence as of the date of this Agreement, and also includes

information that is prepared, created or developed by the employee or any other person or entity after the date of this Acknowledgement. Confidential Information is and will remain the sole property of the City. I agree to treat all Confidential Information as strictly confidential. I will not, during or after my employment with the City disclose Confidential Information to any other person or entity, nor use Confidential Information for my benefit or the benefit of any party other than the City. In the event that my employment with the City ends, I will immediately return to the City all documents or materials containing any Confidential Information.

4. City Property. I understand that I am responsible for returning any City property in my possession, including but not limited to any Confidential Information, immediately upon the termination of my employment.
5. Reimbursement. Upon termination of my employment, I agree to pay the City for any expenses or other amounts that I owe the City at that time. By signing below, I authorize the City to deduct the amount(s) owed from any wage or benefit payments that may be due to me upon the termination of my employment. I agree that I am voluntarily giving the City my consent to make this deduction, that the deduction is for my personal benefit and not for the benefit of the City and that I may revoke my agreement to make this deduction at any time by sending written notification to the City.
6. Consent to Monitor Communications: I agree that the City may monitor all oral and electronic communications, including all email and phone calls on any City-owned computers, networks, servers, and electronic devices (to the extent permitted by law) and I hereby give the City permission to do so. In other words, I agree that I should have no expectation of privacy in my communications or documents that have been created on or transmitted through the City owned equipment, networks, servers, and electronic devices.
7. Consent to Video Monitoring: I agree that the City may utilize video cameras to monitor City facility entrances and other locations where the City determines video monitoring is necessary to protect City property and employees (to the extent permitted by law). I hereby give the City permission to do so. In other words, I agree that I should have no expectation of privacy in these locations.
8. Choice of Law. All provisions of the Employee Handbook and any disputes arising out of the Handbook, this Employee Acknowledgement and Agreement, or my employment or termination of employment with the City shall, in all respects, be governed by the laws of the State of Michigan.
9. Acknowledgment. I acknowledge that I have read this Employee Acknowledgment and Agreement, that I understand it, and that I agree to it and sign below knowingly and voluntarily.

Employee Signature

Date