

**THE CITY OF FREDERICK
MAYOR AND BOARD OF ALDERMEN**

RESOLUTION NO: 20-12

A RESOLUTION concerning

Policies and Procedures Handbook for the Employees of The City of Frederick –
Alternative Work Arrangements

BACKGROUND

On June 2, 2011, the Board of Aldermen adopted Resolution No. 11-14, adopting a new Policies and Procedures Handbook for Employees of The City of Frederick. Subsequently, the Board of Aldermen has adopted numerous additional resolutions amending various sections of the Handbook.

The Board of Aldermen wishes to amend the Handbook by adding a new policy regarding alternative work arrangements and revising certain other policies to accord therewith.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF FREDERICK, That the Policies and Procedures Handbook for Employees of The City of Frederick is hereby amended by adding to the “Operational Policies” section a policy entitled “Alternative Work Arrangement Policy”, attached hereto as Exhibit A and incorporated herein by this reference.

AND BE IT FURTHER RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF FREDERICK, That the Policies and Procedures Handbook for Employees of The City of Frederick is hereby amended by repealing the policy entitled “Use of Communication and Computer Systems”, within the “General Standard of Conduct” section, and adding a new such policy, attached hereto as Exhibit B and incorporated herein by this reference.

AND BE IT FURTHER RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF FREDERICK, That the Policies and Procedures Handbook for Employees of The City of Frederick is hereby amended by repealing the policy entitled “Hours of Work/Implementation of Work Schedules”, within the “Operational Policies” section, and adding a new such policy, attached hereto as Exhibit C and incorporated herein by this reference.

AND BE IT FURTHER RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF FREDERICK, That the Policies and Procedures Handbook for Employees of The City of Frederick is hereby amended by revising the “Glossary” section to add or update certain terms based on the new and amended policies described herein. The new “Glossary” section is attached hereto as Exhibit D and incorporated herein by this reference.

AND BE IT FURTHER RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF FREDERICK, That except as amended by this resolution, the Policies and Procedures Handbook for Employees of The City of Frederick remains as adopted on June 2, 2011 and subsequently amended by the Board of Aldermen.

ADOPTED AND APPROVED THIS 2ND DAY OF JULY, 2020.

WITNESS

Phyllis McAtee

Michael C. O'Connor
Michael C. O'Connor, Mayor

APPROVED FOR LEGAL SUFFICIENCY:

Laundrea A. Nichols
City Attorney

THE CITY OF FREDERICK

EMPLOYEE POLICIES AND PROCEDURES HANDBOOK

Section: OPERATIONAL POLICIES	Page: 1 of 7
Title: Alternative Work Arrangements	Approved: July 2, 2020

PURPOSE:

The City of Frederick permits alternative work arrangements as a management tool to enhance work life balance, increase productivity, improve recruitment and retention, and support continuity of operations/ delivery of essential City services during extreme weather events, or emergencies.

ELIGIBILITY:

Alternative work arrangements are a benefit and are managed on a department-by-department basis and must be approved in advance. These schedules give employees greater flexibility in managing work/life needs. However, not all jobs, types of work, and/or departmental functions lend themselves to alternative work arrangements.

Eligibility of employees to utilize alternative work arrangements shall be based on objective work-related criteria including:

- Employee duties and responsibilities
- Determination of the impact of the alternative work arrangement on the successful operations of the department
- Employee job performance

An employee may be deemed ineligible for an alternative work arrangement if the employee is unable to remain productive and successful while working the alternative arrangement. Also, if the department can no longer support the alternative work arrangement or the employee is no longer performing tasks that are conducive to the alternative work arrangement, the supervisor may cancel the agreement. The supervisor must provide the employee at least a two (2) week notice of the cancelation. Additionally, an employee may cancel the arrangement if the employee no longer needs the flexibility of the arrangement. The employee shall provide a minimum of a two (2) week notice to the supervisor.

TYPES OF ALTERNATIVE WORK ARRANGEMENTS:

The City of Frederick recognizes four (4) categories of alternative work arrangements:

- Flexible Work Schedule
- Compressed Work Schedule
- Reduced Work Schedule
- Teleworking

An employee's compensation, benefits, work status and work responsibilities will not change due to an alternative work arrangement, unless the employee is working reduced work schedule. A reduced work schedule will reduce the employee's compensation by the corresponding percentage of the schedule reduction. The employee's accrual rates for sick leave, vacation, floating holidays and holidays will also be prorated according to the reduction in the work schedule. The employee will continue to be responsible for his/her portion of elected benefits. Notifications of sick leave and requests for vacation leave shall comply with City procedures. Employees may not work overtime under any of the alternative work arrangements without prior approval from his/her supervisor.

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The charts below provide descriptions, examples, the approval process, and required documents for each type of alternative work arrangement.

Alternative Work Arrangements

Flexible Work Schedule			
Description	Scenarios	Approval Process	Required Documents
Employee's work schedule is adjusted to meet the needs of the department and the employee. For example, an employee arrives at 7:00 a.m. and departs at 3:30 p.m.; or arrives at 10 a.m. and departs at 6:30 p.m.	Employee needs to pick up a child after school at 4:00 p.m. each day. The responsibilities of the position and the needs of the department can be met with regular flextime, so the supervisor approves a regular daily work schedule for the employee of 7:00 a.m. to 3:30 p.m.	Employee discusses with supervisor and completes an alternative work arrangement agreement that requires supervisory approval. Written approval is maintained at department level. A pay and classification form must be completed and submitted to Human Resources, and then forwarded to Payroll. This request must be reapproved after six (6) months .	Alternative work arrangement agreement Pay and Classification form
	Another employee in the same department cares for a relative from 7:00 a.m. to 9:30 a.m. each day. The responsibilities of the position and the needs of the department can be met with regular flextime, so the supervisor approves a regular daily work schedule for the employee of 10:00 a.m. to 6:30 p.m.		
	Employee responsibilities include assignments and projects that occasionally take place on weekends or beyond usual business hours on weekdays. The responsibilities of the position and the needs of the department can be met with occasional flextime, so the supervisor approves a later arrival time or an earlier departure time for the employee following the work beyond usual hours.		

CORE HOURS

With flexible work schedules, the supervisor establishes "Core Hours" in the department during which meetings will be held, and staff can interact with teammates as needed.

Core Hours must be approved by the Department Head to ensure the department's ability to accomplish the work. **The standard core hours for the City are 10:00 a.m. to 3:00 p.m.** The City recognizes that some departments may need to establish core hours outside the common 10:00 a.m. to 3:00 p.m.

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Compressed Work Schedule			
Description	Scenarios	Approval Process	Required Documents
<p>A fixed work schedule in which an employee fulfills their normal work week in fewer days. For example, the responsibilities of the position and the needs of the department can be met when the employee works four (4) longer days and is off the fifth (5)th day.</p>	<p>Employee needs extra time in which to accomplish personal or professional goals. The responsibilities of the position and the needs of the department can be met by the employee regularly working four (4) 10-hour days each week, for eight (8) 10-hour days each pay period.</p> <p>Exempt employees have the option to schedule their time over nine (9) days within the 2-week pay period.</p>	<p>Employee discusses with supervisor and completes an alternative work arrangement agreement that requires supervisory, department head and Human Resources approval. Written approval is maintained at department level and Human Resources.</p> <p>A pay and classification form must be completed and submitted to Human Resources, and then forwarded to Payroll.</p> <p>This request must be reapproved after six (6) months.</p>	<p>Alternative work arrangement agreement</p> <p>Pay and Classification form</p>

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Reduced Work Schedule			
Description	Scenarios	Approval Process	Required Documents
<p>A reduction in an employee's work hours to accommodate an event such as personal or family needs. An employee may request a 12.5%, 20%, or a 25% reduction of their normal work week schedule, for a specified period of time. These arrangements will reduce pay and sick leave accrual by the corresponding reduction in the work schedule. Consultation with the Human Resources Department is required to fully analyze the effects on benefits. This alternative work arrangement is rare and utilized in unique employee cases.</p> <p>Note: In appropriate situations, the City may consider other reductions.</p>	<p>Employee or employee's spouse has a child or a family member in need of care for a period of time. The employee and the department agree on a reduced work schedule to accommodate these needs. Reduction in FTE percentage can be considered for a specified period of time.</p>	<p>Employee consults with Human Resources regarding impact to pay and sick leave, vacation, floating holidays and holidays. Employee completes an alternative work arrangement agreement that declares the specified period of time, not to exceed six (6) months. This agreement requires supervisory approval, as well as approval of department head, Human Resources and Mayoral approval. Written approval is maintained at department level and Human Resources.</p>	<p>Alternative work arrangement agreement</p> <p>Pay and classification form</p>
	<p>Employee is pursuing an educational program (not job-related) for professional development and needs extra time to complete it. The employee and the department agree on a reduced work schedule to accommodate these needs.</p>	<p>A pay and classification form must be completed and submitted to Human Resources, and then forwarded to Payroll.</p> <p>This request must be reapproved after six (6) months. The reapproval is for three (3) months. A second three (3) month approval may be granted. No additional approvals will be granted for one (1) year. Following one (1) year of the conclusion of the first Reduced Work Schedule request, the employee may request a second Reduced Work Schedule with a six (6) month duration and two (2) subsequent three (3) month reapprovals as outlined for the first request. Once an employee has exhausted two (2) approved series of Reduced Work Schedules, no other Reduced Work Schedules will be approved for the remainder of the employee's employment.</p>	

With a reduced work schedule, the employee is expected to work fewer hours than he/she would normally work and therefore there will be a corresponding pay adjustment that aligns with the reduction in hours.

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Teleworking			
Description (Three Types)	Scenarios	Approval Process	Required Documents
<p>Regular Telework: Employee works on specified projects at an alternate location on specified days and times. For example, an employee works at home every Monday. Telework must not exceed 60% of your normal work week to be considered Regular Telework (see Full Time Telework)</p>	<p>Employee's position includes responsibilities for developing and maintaining the department's budget, which requires close attention to detail and accuracy. The employee and supervisor agree that the employee can accomplish this work most effectively and efficiently by doing it at home, without the interruption of office phones and traffic.</p>	<p>Employee discusses with supervisor and completes an alternative work arrangement agreement. The agreement requires supervisory, department and Human Resources approval. Written approval is maintained at department level and Human Resources.</p> <p>This request must be reapproved after six (6) months.</p>	<p>Alternative work arrangement agreement</p> <p>Telework Safety and Security checklist</p> <p>The City of Frederick Use of Communications and Computer Systems policy</p>
<p>Episodic Telework: Employee could work from home infrequently such as during a severe weather event or other emergency.</p>	<p>The employee learns of an upcoming snowstorm. The employee and supervisor agree that the employee has tasks that can be completed successfully off site for a short period of time. The employee has a pre-approved telework agreement in place and requests to telework for the duration of the snowstorm.</p>	<p>Employee discusses with supervisor and completes an alternative work arrangement agreement*. The agreement requires supervisory approval and is maintained at the department level and Human Resources.</p> <p>This agreement will be referenced for subsequent storms/emergencies for six (6) months.</p>	<p>Alternative work arrangement agreement</p> <p>Telework Safety and Security checklist</p> <p>The City of Frederick Use of Communications and Computer Systems policy</p>

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Teleworking			
Description (Three Types)	Scenarios	Approval Process	Required Documents
Full Time Telework: The employee works from an alternate location on a full-time basis. This alternative work arrangement is rare and utilized in unique employee cases.	An employee needs a reasonable accommodation to work from home every day.	Employee advises Human Resources of the need for an accommodation. Human Resources sends an ADA request form for completion. Human Resources reviews the ADA request and consults with the supervisor and department head regarding the feasibility of the request. Human Resources maintains the ADA request. This agreement will continue concurrently with the ADA accommodations.	ADA request form Alternative work arrangement agreement Telework Safety and Security checklist The City of Frederick Use of Communications and Computer Systems policy Mayoral approval
	An employee can successfully complete all job tasks remotely. The department is not impacted by the employee not being on site.	Employee discusses with supervisor and completes an alternative work arrangement agreement. The agreement requires supervisory, department head, Human Resources and Mayoral approval. Written approval is maintained at department level and Human Resources. This request must be reapproved after six (6) months.	Alternative work arrangement agreement Telework checklist The City of Frederick Use of Communications and Computer Systems policy Mayoral approval

Supervisors should proactively discuss the Episodic Telework arrangement with eligible employees so when a severe weather event or emergency occurs, the employees are prepared and approved to telework to ensure business continuity.

ARRANGEMENT REAPPROVAL:

The employee is required to schedule a meeting with his/her supervisor at least two (2) weeks prior to the expiration of the arrangement to discuss the reapproval of the arrangement. Failure to do so, may render the employee ineligible to continue the arrangement.

ARRANGEMENTS PRIOR TO JULY 2, 2020:

Employees participating in work arrangements prior to the adoption of this policy, July 2, 2020, will need to request an Alternative Work Arrangement according to this policy.

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ALTERNATE WORK LOCATIONS:

Telework agreements require the employee to designate a specific alternate work location (AWL). The AWL is considered an extension of the City's workspace and thus is subject to workplace safety and security requirements. The employee is responsible for ensuring that a safe and secure work environment is maintained at all times in the AWL. Employees are responsible for the security of any City-owned equipment in the AWL. A safety and security checklist is provided for the employee to use to self-certify the adequacy of the location. Furthermore, employees are bound and shall conform to standards of conduct and all other applicable City personnel policies and procedures while on duty at the AWL.

CRITICAL PERSONNEL:

Critical Personnel are employees whose job duties affect the security, safety, or physical operation of the City. Depending on the nature of work, alternative work arrangements may be suspended in certain situations for Critical Personnel.

DURATION OF AN ALTERNATIVE WORK SCHEDULE AGREEMENT:

Once an employee's request for an alternative work schedule has been approved, the agreement will remain in effect for specific periods of time as outlined in the charts above. The continuation of the alternative work schedule must be reapproved according to the approval process listed above. The department's needs, the employee's performance and current work duties will be considered for the approval. If the alternative work arrangement is approved to continue, the extension shall be noted on the original alternative work schedule agreement and a copy maintained at the department and Human Resources, if applicable.

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Section: GENERAL STANDARDS OF CONDUCT	Page: 1 of 2
Title: Use of Communication and Computer Systems	Approved: July 2, 2020

The City's communication and computer systems, internet, computer equipment, and cellular telephones with (or without) internet / e-mail capability are intended for business purposes—to facilitate efficient communication and to locate research, and exchange information in electronic format for the benefit of the City. These tools may be used only during working time; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other City policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the systems.

COMPUTER AND INTERNET USAGE

Computers and equipment are provided by the City to facilitate the performance of City work. Incidental personal use is secondary and should not interfere or conflict with business use or job performance. Excessive personal use of City computers, e-mail, and internet access is strictly prohibited. All communication systems must be used in compliance with applicable statutes, regulations, and the City's policies including those that require a work environment free from discrimination and harassment. Any communication which is disrespectful, offensive, or illegal is strictly prohibited.

All City information technology (IT) services and equipment, including the messages transmitted or stored by them, are the sole property of the City. Directors and department heads may request the IT department to monitor employee communications and files as deemed necessary.

Employees must bear in mind that e-mail is not private, and its source is clearly identifiable. E-mail messages may remain part of City business records long after they have been deleted. Electronic records, including e-mail messages, are public records subject to the Maryland Public Information Act, and will be disclosed upon request unless an exemption to disclosure is found to apply. In general, e-mail is subject to discovery in civil lawsuits. E-mail may not be used for spam (unsolicited bulk e-mail) or to send or post chain letters, messages of a political or religious nature, or messages that contain obscene, profane, or otherwise offensive material or language.

The City as provider of access to communication systems reserves the right to specify how the City's network resources will be used and administered to comply with this policy.

The City reserves the right to restrict access to any data source if/when, in its sole discretion, the City determines such a source to be problematic. These restrictions do not constitute an implication of approval of other non-restricted sources. Without exhausting all of the possibilities, the following are examples of inappropriate use of City IT systems:

- Exposing others, either through carelessness or intention, to materials which are offensive, obscene or in poor taste. This includes information which could create an intimidating, offensive, threatening, or hostile work environment.
- Accessing or attempting to access, display, exchange, send, print, download, or otherwise handle or view pornography.

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- Sending messages or information which is in conflict with applicable law or City policies, rules, or procedures.
- Unauthorized attempts to access data or break into any City or non-City system.
- Theft or unauthorized copying of electronic files or data including documents, photographs, and music or video files.
- Intentional misrepresentation of one's identity for improper or illegal acts.

City property or equipment may not be removed from the premises without prior authorization from your supervisor. Some resources (designated laptop computers and audio-visual equipment) are made available through a reservation system and generally require supervisory approval before being removed from City premises. Employees who telework are permitted to take their laptops home when scheduled to telework.

TELEWORKING

When teleworking, employees will only be provided a city owned laptop or tablet to connect to the City network. City IT staff will not support or troubleshoot any other equipment used by the employee during telework. This includes monitors, keyboards, mouse, printers, wireless network equipment, etc. Employees must adhere to the same security and usage processes as listed above. Additionally, employees should only work through a private internet connection and not a public one such as internet services at a coffee shop. Employees will need to login to the Virtual Private Network (VPN) to access City files.

PERSONAL CELLULAR TELEPHONE USAGE

Employees must adhere to all federal, state or local laws regarding the use of cellular telephones if such conduct is prohibited by law, regulation or other ordinance. Employees are prohibited from using a handheld cellular telephone while driving, either to talk or text, at all times and in all areas in the course of employment.

Should an employee need to make a business call while driving, they should locate a lawfully designated area to park and make the call or use a hands-free speaking device such a speaker phone / earpiece.

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of City phones. Personal calls during the work hours, regardless of the phone's use, can interfere with productivity and be distracting to others. Employees are therefore asked to make personal calls during breaks and lunch periods, and ensure that friends and family members are aware of the department's policy.

If an employee's use of a personal cell phone causes disruptions or loss in productivity, they may become subject to disciplinary action.

SOCIAL MEDIA

Use of City computers to post information on a social media website is subject to all applicable policies of the City regarding use of City computers.

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Only directors, department heads, and authorized employees, are authorized to post on a social media website on behalf of the City.

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Title: Hours of Work/Implementation of Work Schedules	Approved:		July 2,2020

HOURS OF WORK

The City has established a 40-hour work week for full-time employees.

WORK SCHEDULES

Department heads and supervisors implement work schedules to meet the general requirements of the City and to provide for other specific requirements of the department. You are expected to work all scheduled hours unless other arrangements have been made with your supervisor in advance or leave is taken in accordance with these Policies. It is the responsibility of each department head to minimize the cost of providing services. In addition, the department head is responsible for minimizing staffing levels and overtime costs when setting work schedules and hours.

ESSENTIAL PERSONNEL

If you are designated as "essential personnel," you must report to work as directed.

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HANDBOOK**

EMPLOYEE POLICIES AND PROCEDURES

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ANNIVERSARY YEAR

The 12-month period following your date of hire or date of reemployment and each succeeding 12-month period.

ALTERNATIVE WORK ARRANGEMENTS

Work schedules that provide flexibility in managing employee work/life needs. Eligible employees can participate in the following options; Flexible Work Schedules, Compressed Work Schedules, Reduced Work Schedules and Teleworking.

BENEFICIARY

A person or organization designated by you to receive assets that are held in your name in a retirement plan, or are paid on your behalf by an insurance company, after your death. Such benefits include the proceeds of a term life or personal accident insurance policy and/or benefits from a pension plan.

BENEFITS

Non-monetary compensation paid directly to you, including mandated and voluntary items such as medical plans, retirement plans, unemployment insurance, educational assistance, flexible work schedules, and banking services.

CITY POLICIES

Includes the Policies and Procedures Handbook for Employees of The City of Frederick and any other rules, policies, or procedures that the City adopts in order to manage the business of the City.

COMPRESSED WORK SCHEDULE

A fixed work schedule in which an employee fulfills their normal work week in fewer days.

CORE HOURS

A set time established by the department during the workday in which meetings will be held and staff can interact with teammates as needed.

CORRECTIVE ACTION

Disciplinary action taken to correct a behavioral or performance problem.

CRITICAL PERSONNEL

Critical Personnel are employees whose job duties affect the security, safety, or physical operation of the City.

DEATH BENEFIT

Amount payable to a pension plan or insurance policy beneficiary after the death of the insured person.

DISABILITY

As generally used in disability non-discrimination law, a physical or mental impairment that substantially limits one or more of a person's major life activities. Under workers' compensation law, "disability" may be a temporary or permanent injury.

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DISCRIMINATION As generally used in employment law, discrimination refers to the adverse treatment of an employee or group of employees, whether intentional or unintentional, based on any protected basis (race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, gender identity, genetic information) or retaliation.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

A program provided by employers to help employees handle problems such as alcohol and drug abuse, or emotional disturbances.

EMPLOYEE CONTRIBUTIONS

Any contributions/cost share premium paid by the employee to a benefit plan in which they have elected to participate.

EMPLOYMENT-AT-WILL

The employment relationship defined by the employer's freedom to release an employee at any time and the employee's freedom to separate from employment at any time.

EPISODIC TELEWORK

Employee works at a location other than a City facility on an infrequent basis.

EXEMPT

An employee classification designated by the Fair Labor Standards Act (FLSA). Your status as exempt or nonexempt establishes whether you are subject to overtime under the FLSA. Executives, professional employees, and employees engaged in outside sales who meet the FLSA specifications for each category are classified as exempt (salaried) and are not entitled to FLSA protections, for example overtime pay requirements.

EXIT INTERVIEW

A structured, confidential interview at the time of termination to inform employees of rights and benefits. The exit interview is also used to gather information from departing employees about their views on organizational climate, culture and problems.

FLEXTIME

Employee's work schedule is adjusted to meet the needs of the department and the employee, in accordance with the department's core hours.

FULL-TIME EMPLOYEE

An employee who is regularly scheduled to work forty (40) hours per work week.

FULL-TIME TELEWORK

The employee works from a location other than a City facility on a full-time basis.

GARNISHMENT

A court order requiring the employer of a debtor to regularly deduct a portion of the debtor's pay and deliver it to the creditor. The garnishment of wages is subject to federal and state laws.

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GENDER IDENTITY

As defined in the Fairness for All Marylanders Act of 2014, the gender-related identity, appearance, expression or behavior of a person regardless of the person's assigned sex at birth.

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GRADE**

EMPLOYEE POLICIES AND PROCEDURES

A pay range within the job classification plan and pay system that has a minimum and maximum salary and a defined number of incremental steps.

GRIEVANCE

A complaint made by an employee expressing dissatisfaction or a feeling of personal injustice relating to his/her employment relationship.

GROUP TERM LIFE INSURANCE

Annual renewable term life insurance covering a class of employees.

HANDICAPPED INDIVIDUAL

Under federal law, an individual who (1) has a physical or mental impairment that substantially limits one or more of his/her major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment. A handicap is substantially limiting if it is likely to cause difficulty in securing a job, retaining a job, or advancing in employment.

HEALTH INSURANCE

A generic term applying to all types of insurance indemnifying or reimbursing for costs of hospital and medical care or lost income arising from an illness or injury.

I-9 FORM

The employer verification record that all employers must complete for every employee hired after November 6, 1986. I-9 forms verify eligibility to work in the United States.

INCUMBENT

An individual currently occupying a particular position and performing the essential job duties.

JOB DESCRIPTION

A summary of the essential functions of a job, including the general nature of the work performed, specific task responsibilities, reporting relationships and working conditions.

JOB TITLE

The name of the position as stated in the annual budget and job classification plan and pay system. The position title shall be used for all employee records and actions.

LIFE STATUS CHANGE

Events (such as marriage, divorce, childbirth, death of family member, or change in job status) that qualify you to change your level of medical coverage during the year without waiting until annual enrollment. You must contact Human Resources within thirty (30) days of the event in order to be eligible to request a change in your benefits.

NONEXEMPT

A term used to describe employees who are subject to the minimum wage and overtime standards of the Fair Labor Standards Act are paid for hours worked, and who must be paid one-and-one-half times their regular rate of pay for hours worked in excess of forty (40) per week.

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NON-GRADED PART-TIME EMPLOYEE

An employee who is scheduled to perform work for less than fifty-two (52) weeks per fiscal year, e.g., work of a short-term duration, work for a specific purpose or program, or work that is seasonal in nature.

OPEN ENROLLMENT

A specified period of time occurring annually, during which employees may opt in or out of benefit plans for themselves and/or eligible dependents

ORIENTATION

A guided introduction for new employees to the City, policies, benefits, jobs, work groups, the work environment, and the culture of the City.

PERFORMANCE EVALUATIONS

A system for review and measurement of your job performance. This system involves your completion of a self-evaluation and your supervisor completing an annual performance evaluation to evaluate your skills, job-related behaviors and performance toward meeting or exceeding established goals/objectives with the goal of consistently improving your performance.

PROBATIONARY PERIOD

A period of time (90 days) commencing from the date of hire during which a new employee receives close supervision to perform the job. It is also a time during which the new employee and the employer may evaluate the appropriateness of the employee for the position.

QUALIFYING EVENT

A series of actions which occur that lead to an employee's right to claim continued healthcare coverage under COBRA. Qualifying events include: an employee's death, termination, and resignation.

REASONABLE ACCOMMODATION

Changes in the job, the workplace, and/or terms or conditions of employment, which will enable an individual to perform a particular job successfully. Reasonable accommodations are required for religious beliefs and for disabilities.

REDUCED WORK SCHEDULE

An employee's hours of a regular work week are reduced to accommodate a specific employee need.

REFERENCE CHECK

A process of verifying education and employment history information provided by external job applicants.

REGULAR PART-TIME EMPLOYEE

An employee who is regularly scheduled to work one (1) to thirty-nine (39) hours per work week on a continuing basis throughout the fiscal year.

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REGULAR TELEWORK

An employee works at a location other than a City facility on a regular basis, such as once a week

SALARY RANGE

The minimum and maximum pay rates within a specific grade.

SEPARATION

Termination of the employment relationship for any reason, including voluntary resignation, involuntary termination for cause, death or retirement.

SEXUAL HARASSMENT

Unwelcome sexual conduct where submission to or rejection of such conduct affects terms or conditions of employment that substantially interferes with your ability to perform the job or that creates a hostile work environment.

SICK AND SAFE LEAVE (SSL)

Earned time for which you receive pay when you are not working due to your own (or an eligible family member's) illness or injury.

SUPERVISOR

An individual with the employer's delegated responsibility and authority to hire, transfer, suspend, promote, discharge, discipline, or direct other employees - or effectively recommend such action.

VESTING

A benefit plan provision that ensures that a participant will, after meeting established requirements, retain a right to the benefits he/she has accrued or some portion of them, and that the money will not be forfeited for any reason.

WORKERS' COMPENSATION INSURANCE

Medical benefits and pay provided for eligible employees who sustain injuries, or occupational illnesses in the course of and arising out of their employment.