



# City of Hudson Employee Handbook

Last Revised: 2/6/2024

*Issued: 12/12/2000*

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Welcome New Employee!

On behalf of your colleagues, we welcome you to the City of Hudson and wish you every success here.

We believe that each employee contributes directly to the City of Hudson's growth and success, and we hope you will take pride in being a member of our team.

This Employee Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the City of Hudson.

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

Sincerely,

*Hudson City Council*

## INTRODUCTORY STATEMENT

This employee handbook is designed to acquaint you with the City of Hudson and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the employee handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the City of Hudson to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the City of Hudson continues to grow, the need may arise and the City of Hudson reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or the City of Hudson to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

This Employee Handbook does not cover policies or provisions regarding elected or appointed officials or volunteers.

Citizens are among our organization's most valuable assets. Every employee represents the City of Hudson to the public. The way we do our jobs presents an image of our entire organization. Citizens judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any citizen. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to citizens.

The City of Hudson will provide customer relations and services training to all employees with extensive citizen contact. Citizens who wish to lodge specific comments or complaints should be directed to the Department head in charge and the City Manager for appropriate action. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of the City of Hudson. Positive customer relations not only enhance the public's perception or image of the City of Hudson, but also pay off in greater citizen loyalty.

The Employee Handbook does not supplant Collective Bargaining Unit Agreements.

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## **101 NATURE OF EMPLOYMENT**

effective date: 12/12/2000

Employment with the City of Hudson is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the City of Hudson may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this employee handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the City of Hudson and any of its employees. The provisions of the employee handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the City of Hudson's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Hudson City Council.

## **102 EMPLOYEE RELATIONS**

effective date: 12/12/2000

The City of Hudson believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in government employment in general. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the City of Hudson amply demonstrates its commitment to employees by responding effectively to employee concerns.

## **103 EQUAL EMPLOYMENT OPPORTUNITY**

effective date: 12/12/2000

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City of Hudson will be based on merit, qualifications, and abilities. The City of Hudson does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, marital status, or any other characteristic protected by law.

The City of Hudson will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Hudson City Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **104 BUSINESS ETHICS AND CONDUCT**

effective date: 12/12/2000

The successful business operation and reputation of the City of Hudson is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the City of Hudson is dependent upon our citizens' trust, and we are dedicated to preserving that trust. Employees owe a duty to the City of Hudson, its citizens, and elected officials to act in a way that will merit the continued trust and confidence of the public.

The City of Hudson will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Hudson City Manager for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every City of Hudson employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

## **105 HIRING OF RELATIVES**

effective date: 12/12/2000

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Although the City of Hudson has no prohibition against employing relatives of current employees, we are committed to monitoring situations in which such relationships exist in the same area. In case of actual or potential problems, the City of Hudson will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

## **106 EMPLOYEE MEDICAL EXAMINATIONS**

effective date: 12/12/2000

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering a designated job category, a medical examination may be performed at the City of Hudson's expense by a health professional of the City of Hudson's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the City of Hudson's expense.

Unless otherwise required by law, information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

## **107 IMMIGRATION LAW COMPLIANCE**

effective date: 12/12/2000

The City of Hudson is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City of Hudson within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the City Manager. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **108 CONFLICTS OF INTEREST**

effective date: 12/12/2000

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City of Hudson wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the City Manager for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the City of Hudson. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be

interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City of Hudson's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their supervisor or the City Manager as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City of Hudson does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City of Hudson.

#### **110 OUTSIDE EMPLOYMENT**

effective date: 12/12/2000

Employees may hold outside jobs as long as they meet the performance standards of their job with the City of Hudson. All employees will be judged by the same performance standards and will be subject to the City of Hudson's scheduling demands, regardless of any existing outside work requirements.

If the City of Hudson determines that an employee's outside work interferes with performance or the ability to meet the requirements of the City of Hudson as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the City of Hudson.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the City of Hudson for materials produced or services rendered while performing their jobs.

#### **112 NON-DISCLOSURE**

effective date: 12/12/2000

The protection of confidential information is vital to the interests and the success of the City of Hudson.

In working for the City of Hudson as a paid employee or a volunteer, one may become aware of certain confidential information. Employees and volunteers are obligated to NOT disclose, communicate, or publish any official or confidential information in any form to any unauthorized person or organization. This applies during or after the performance of their duties with the City of Hudson regarding confidential information of an individual's personal records or information without written approval from the individual or the expressed permission of the City Manager.

If an employee or volunteer has any questions or concerns about the release of confidential information, they are encouraged to consult with their supervisor or the City Manager. Employees and volunteers will be required to read and sign the City of Hudson Non-Disclosure Agreement form upon employment with the City of Hudson.

Any City employee or volunteer who fails to comply with this Policy shall be subject to disciplinary action up to and include discharge, and possible civil and criminal penalties.

#### **114 DISABILITY ACCOMMODATIONS**

effective date: 12/12/2000

The City of Hudson is committed to complying with the Americans with Disabilities Act as well as the Persons with Disabilities Civil Rights Act and ensuring equal opportunity in employment for qualified persons with disabilities.

#### **116 JOB POSTING**

effective date: 12/12/2000

The City of Hudson provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although the City of Hudson reserves its discretionary right to not post a particular opening.

Job openings will be posted on the employee bulletin board and normally remain open for 5 days. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities). The City of Hudson will notify eligible employees that are currently on leave of the job opening.

To be eligible to apply for a posted job, employees must have performed competently for at least 90 calendar days in their current full-time position. Employees who have a written warning on file or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting letter of interest to the City Manager and department head, listing job-related skills and accomplishments. It should also describe how their current experience with the City of Hudson and prior work experience and/or education qualifies them for the position.

The City of Hudson recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform full-time employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring department. Other

recruiting sources may also be used to fill open positions in the best interest of the organization.

## **201 EMPLOYMENT CATEGORIES**

effective date: 12/12/2000

It is the intent of the City of Hudson to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the City of Hudson.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the City of Hudson management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the City of Hudson's full-time schedule. Generally, they are eligible for the City of Hudson's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 35 hours per week. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance), they are ineligible for all of the City of Hudson's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the City of Hudson is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification in writing.

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

**202 ACCESS TO PERSONNEL FILES**

effective date: 12/12/2000

The City of Hudson maintains a confidential personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City of Hudson, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the City of Hudson who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Hudson City Clerk. With reasonable advance notice, employees may review their own personnel files in the City of Hudson's offices and in the presence of an individual appointed by the City of Hudson to maintain the files.

**203 EMPLOYMENT REFERENCE CHECKS**

effective date: 12/12/2000

To ensure that individuals who join the City of Hudson are well qualified and have a strong potential to be productive and successful, it is the policy of the City of Hudson to check the employment references of all applicants.

The City Clerk will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

**204 PERSONNEL DATA CHANGES**

effective date: 12/12/2000

The City of Hudson will maintain personnel files on each employee. Employees will be allowed to review their personnel file consistent with the Bullard Plawecki Right to Know Act.

**205 INTRODUCTORY PERIOD**

effective date: 12/12/2000

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City of Hudson uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the City of Hudson may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within the City of Hudson must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If the City of Hudson determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended in 90-day increments.

In cases of promotions or transfers within the City of Hudson, an employee who, in the sole

judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the City of Hudson's needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as Social Security and Workers' Compensation Insurance. They may also be eligible for other City of Hudson-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Employment status is not changed during the secondary introductory period that results from a promotion or transfer within the City of Hudson.

## **208 EMPLOYMENT APPLICATIONS**

effective date: 12/12/2000

The City of Hudson relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## **209 PERFORMANCE EVALUATION**

effective date: 12/12/2000

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar-year end.

## **210 JOB DESCRIPTIONS**

effective date: 12/12/2000

The City of Hudson makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.



The City Manager and the hiring Department Head prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the City Manager if you have any questions or concerns about your job description.

## **212 SALARY ADMINISTRATION**

effective date: 12/12/2000

The salary administration program at the City of Hudson was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, the City of Hudson is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. The City of Hudson periodically reviews its salary administration program and restructures it as necessary. Incentive bonuses may be awarded based on each employee's individual contributions to the organization.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The City Manager is also available to answer specific questions about the salary administration program.

## **213 LONGEVITY POLICY**

effective date: 2/20/2001

In an effort to reward full time employees for extended years of service, the Hudson City Council has created a longevity policy that recognizes and rewards certain employment milestones.

The following procedure shall apply to all full-time employees.

5 years of service	a Certificate of Appreciation from City Council
10 years of service	a Certificate of Appreciation from City Council
15 years of service	Certificate of Appreciation from City Council + monetary award of \$50
20 years of service	Certificate of Appreciation from City Council + monetary award of \$500
25 years of service	Certificate of Appreciation from City Council + monetary award of \$500
30 years of service	Certificate of Appreciation from City Council + monetary award of \$500
35 years of service	Certificate of Appreciation from City Council + monetary award of \$500
40 years of service	Certificate of Appreciation from City Council + monetary award of \$500

Part-time employees may receive longevity recognition for years of service without a monetary award. The department head of the part-time employees will determine if their part-time

employees receive the longevity recognition certificate. The department head will also be responsible for the commemoration dates of their employees.

### **301 EMPLOYEE BENEFITS**

effective date: 12/12/2000

Eligible employees at the City of Hudson are provided with a wide range of benefits. A number of the programs (such as Social Security, Workers' Compensation Insurance, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- 457 Savings Plan
- 401 Savings Plan
- Auto Milage
- Bereavement Leave
- Cafeteria
- Credit Union
- Dental Insurance
- Educational Leave
- Family Leave
- Health Savings Account (HSA)
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability
- Major Medical Insurance
- Medical Leave
- Military Leave
- Paid Time Off (PTO)
- Short-Term Disability
- Supplemental Life Insurance
- Vision Care Insurance
- Witness Duty Leave

Some benefit programs require contributions from the employee, but most are fully paid for by the City of Hudson.

### **304 CHILD CARE BENEFITS**

effective date: 12/12/2000

The City of Hudson provides child care assistance to all eligible employees as a benefit of employment. Eligible employee classifications are:

Eligible employee classification(s):                      Regular full-time employees

Given below is a brief description of child care assistance that may be provided when feasible. For more detailed information, please contact the City Manager.

#### ***CAFETERIA PLAN/FLEXIBLE SPENDING ACCOUNT:***

Employees choose benefits (including child care) from a list of options and contribute a part of pretax salaries to a child care account. This option allows employees to minimize the federal tax they must pay on child care dollars.

### **305 HOLIDAYS**

effective date: 12/12/2000

The City of Hudson will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Good Friday (one half-day)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Friday after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

The City of Hudson will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

Eligible employee classification(s): Regular full-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

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

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

In addition to the recognized holidays previously listed, eligible employees will receive one (1) floating holiday for their birthday in each anniversary year. This holiday must be scheduled within 30 calendar days of the actual birth date, and with the prior approval of the employee's supervisor.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

### **306 WORKERS' COMPENSATION INSURANCE**

effective date: 12/12/2000

The City of Hudson provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

The City of Hudson will cover the difference between what Workman's Compensation pays and

the employee's net earnings after taxes for a period of twelve (12) weeks.

Neither the City of Hudson nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City of Hudson.

### **309 BEREAVEMENT LEAVE**

effective date: 12/12/2000

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to three (3) days of paid bereavement leave will be provided to eligible employees in the following classification(s):

Eligible employee classification(s):                      Regular full-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

The City of Hudson defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

### **311 JURY DUTY**

effective date: 12/12/2000

The City of Hudson encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Any reimbursement from the court will be submitted to the City of Hudson by the employee. Employee classifications that qualify for paid jury duty leave are:

Eligible employee classification(s):                      Regular full-time employees

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the City of Hudson or the employee may request an excuse from jury duty if, in the City of Hudson's judgment, the employee's absence would create serious operational difficulties.

The City of Hudson will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during paid jury duty leave.

### **312 WITNESS DUTY**

effective date: 12/12/2000

The City of Hudson encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by the City of Hudson, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the City of Hudson. Employees are free to use any available paid leave benefit (such as PTO leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

### **313 BENEFITS CONTINUATION (COBRA)**

effective date: 12/12/2000

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City of Hudson's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City of Hudson's group rates plus an administration fee. The City of Hudson provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City of Hudson's health insurance plan. The notice contains important information about the employee's rights and obligations.

### **314 EDUCATIONAL ASSISTANCE**

effective date: 12/12/2000

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

The City of Hudson may provide educational assistance to all eligible employees upon assignment to an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Employees in the following employee classification(s) are eligible for educational assistance:

Eligible employee classification(s):                      Regular full-time employees

Individual courses or courses that are part of a degree, licensing, or certification program must

be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. The City of Hudson has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact the City Manager' for more information or questions about educational assistance.

While educational assistance is expected to enhance employees' performance and professional abilities, the City of Hudson cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

### **315 PAID TIME OFF (PTO)**

effective date: 2/21/2017

Paid Time Off (PTO) is an all-purpose time-off policy for eligible employees to use for vacation, illness or injury, and personal business. It combines traditional vacation and sick leave plans into one flexible, paid time-off policy. Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy:

Eligible employee classification(s):                      Regular full-time employees

Once employees enter an eligible employment classification, they begin to earn PTO according to the schedule below. They can request use of PTO after it is earned.

The amount of PTO employees receives each year increases with the length of their employment as shown in the following schedule:

For hourly (nonexempt) employees:

- Upon initial eligibility the employee is entitled to sixteen (16) PTO days each year.
- After ten (10) years of eligible service the employee is entitled to twenty-one (21) PTO days each year.

For salaried (exempt) employees:

- Upon initial eligibility the employee is entitled to twenty-one (21) PTO days each year.
- After 10 years of eligible service the employee is entitled to 26 PTO days each year.

The length of eligible service is calculated on the basis of a "benefit year". This is the 12-month period that begins when the employee starts to earn PTO. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

PTO can be used in minimum increments of quarter hours (0.25). Employees who have an unexpected need to be absent from work should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of unexpected absence.

To schedule planned PTO, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

In the event that available PTO is not used by the end of the benefit year, employees may carry up to 15 days of unused time forward to the next benefit year. If the total amount of unused PTO reaches a "cap" equal to 20 PTO days, further accrual will stop. When the employee uses PTO and brings the available amount below the cap, accrual will begin again.

Upon termination of employment, employees will be paid for unused PTO that has been earned through the last day of work.

**316 TEMPORARY SUPERVISORY ASSIGNMENT** effective date: 09/09/2008

Where no other policy has been established or set by contract, etc., the following policy will be used to reimburse employees for assuming supervisory duties in the absence of the normal supervisor (Department head).

*When a Department head is to be absent from work for more than three (3) consecutive work days, the senior employee (if qualified) in the department unless otherwise specified, will normally assume the supervisory duties. For the first ten (10) work days after temporarily assuming the supervisory position, the employee shall receive (retroactively to the first day) an additional fifty-cents (\$0.50) per hour. During this ten (10) day period, overtime will be paid at the applicable rate including the additional fifty-cents (\$0.50) per hour. After the Department head has been absent from work for more than ten (10) consecutive work days, the employee assuming the supervisory duties shall receive an additional amount per hour. This additional amount shall be eighty-percent (80%) of the difference between the employee's normal hourly rate of pay and the Department head's normal hourly rate of pay. During this time period the employee will be considered to be on salary and will not be paid for overtime. At the end of sixty (60) days, the situation will be reviewed and a decision made as to whether to go to full pay or make an alternative decision. (For example, hire a qualified department head on a temporary basis, etc.). The sixty (60) day review is needed to evaluate the performance of the temporary department head to see if he/she is handling the position adequately. Any discrepancies or problems arising from this policy shall be handled by the City Manager.*

The following positions are covered by this policy:

Police Chief	Police Sergeant or Senior Officer
Police Sergeant	Senior Officer
DPW Superintendent	Senior Streetworker II
WWTP Superintendent	Senior WWTP Operator
City Clerk	Deputy City Clerk

### **317 HEALTH INSURANCE**

effective date: 11/11/2013

The City of Hudson's health insurance plan provides employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees
- Qualified retired employees (\*\* see requirements below)

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the City of Hudson and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the City Clerk for more information about health insurance benefits.

**\*\* Retired employees may qualify for coverage under a Retiree Group Health Plan after accruing a minimum of 30 years of employment with the City of Hudson and reaching a minimum age of 62. The City is not required to contribute toward paying for this coverage. This coverage must be elected prior to the date of retirement. Exceptions to the employer contribution policy may be granted on a case-by-case basis by Resolution of City Council.**

### **318 LIFE INSURANCE**

effective date: 12/12/2000

Life insurance offers you and your family important financial protection. The City of Hudson provides a basic life insurance plan for eligible employees. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular full-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the City of Hudson and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the City Clerk for more information about life insurance benefits.



### **319 SHORT-TERM DISABILITY**

effective date: 12/12/2000

The City of Hudson provides a short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Employees in the following employment classifications are eligible to participate in the STD plan:

- Regular full-time employees

Eligible employees may participate in the STD plan subject to all terms and conditions of the agreement between the City of Hudson and the insurance carrier.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working. Disabilities covered by workers' compensation are excluded from STD coverage.

Details of the STD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Contact the City Clerk for more information about STD benefits.

### **320 LONG-TERM DISABILITY**

effective date: 12/12/2000

The City of Hudson provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan:

- Regular full-time employees

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between the City of Hudson and the insurance carrier. Eligible employees may begin LTD coverage only after completing 90 calendar days of service.

LTD benefits are offset with amounts received under Social Security or workers' compensation for the same time period.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the City Clerk for more information about LTD benefits.

### **321 401/457 SAVINGS PLAN**

effective date: 12/12/2000

The City of Hudson has established a 401 savings plan and a 457 savings plan to provide employees with the potential for future financial security for retirement.

To be eligible to join either savings plan, you must be 21 years of age or older. You may join the plan only during open enrollment periods. Eligible employees may participate in either plan subject to all terms and conditions of the plan.

The 401/457 savings plan allows you to elect how much salary you want to contribute and

direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs. The City of Hudson may also contribute an additional matching amount to each employee's 401 contribution.

Because your contribution to a 401/457 plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 401/457 distributions.

Complete details of the 401/457 savings plan are described in the Summary Plan Description provided to eligible employees. Contact the City Clerk for more information about the 401/457 plans.

### **322 HEALTH SAVINGS ACCOUNT (HSA)** effective date: 7/1/2023

The City of Hudson offers the opportunity to enroll in a Health Savings Account to qualifying employees. Employees may contribute to their HSA through payroll deductions. The City may contribute to the employees HSA. based on the law, the City health care plan eligibility, and budget appropriations approved by the City Council.

Eligibility: Classified Regularly Scheduled Full-Time employees after successfully completing the initial hire 90-day introductory period.

### **401 TIMEKEEPING** effective date: 12/12/2000

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the City of Hudson to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, to the nearest quarter hour, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing.

### **403 PAYDAYS** effective date: 12/12/2000

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available on the regular payday, or upon his or her return from vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the City of Hudson. Employees will receive an itemized statement of wages when the City of Hudson makes direct deposits.

#### **405 EMPLOYMENT TERMINATION**

effective date: 12/12/2000

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- \* Resignation - voluntary employment termination initiated by an employee.
- \* Discharge - involuntary employment termination initiated by the organization.
- \* Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- \* Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The City of Hudson will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the City of Hudson, or return of City of Hudson-owned property; suggestions, complaints, and questions can also be voiced.

Since employment with the City of Hudson is based on mutual consent, both the employee and the City of Hudson have the right to terminate employment at will, with or without cause, at any time and in compliance with all state and federal labor laws. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid by the City of Hudson. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

#### **409 ADMINISTRATIVE PAY CORRECTIONS**

effective date: 12/12/2000

The City of Hudson takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the immediate Department head so that corrections can be made as quickly as possible.

#### **410 PAY DEDUCTIONS AND SETOFFS**

effective date: 12/12/2000

The law requires that the City of Hudson make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The City of Hudson also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The City of Hudson matches the amount of Social Security taxes paid by each employee.

The City of Hudson offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. (MERS 457, HAS)

Pay setoffs are pay deductions taken by the City of Hudson, usually to help pay off a debt or obligation to the City of Hudson. or for Retirement Fund Loans, Supplemental Medical Insurance and Child Support. If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

#### **501 SAFETY**

effective date: 12/12/2000

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the City of Hudson has established a workplace safety program. This program is a top priority for the City of Hudson. Each Department head has responsibility for implementing, administering, monitoring, and evaluating the safety program in their department. Its success depends on the alertness and personal commitment of all.

The City of Hudson provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of their Department head. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their Department head or the appropriate

supervisor. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefits procedures.

**502 WORK SCHEDULES**

effective date: 12/12/2000

The normal work schedule for all employees is 8 hours a day, 5 days a week. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

**504 USE OF PHONE AND MAIL (POSTAGE) SYSTEMS**

effective date: 12/12/2000

Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse the City of Hudson for any charges resulting from their personal use of the telephone, cellular phone, and pagers that are owned by the City of Hudson.

The use of City of Hudson paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

**505 TOBACCO USE**

effective date: 12/12/2000

In keeping with the City of Hudson's intent to provide a safe and healthful work environment, tobacco use in the workplace and in city owned vehicles is prohibited.

This policy applies equally to all employees, customers, vendors and visitors.

**506 REST AND MEAL PERIODS**

effective date: 12/12/2000

Each workday, full-time nonexempt employees are provided with two 15-minute rest periods. Supervisors will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

**507 OVERTIME**

effective date: 12/12/2000

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked.

Failure to work scheduled overtime, or overtime worked without prior authorization from the supervisor, may result in disciplinary action, up to and including possible termination of employment.

**508 USE OF EQUIPMENT AND VEHICLES**

effective date: 12/12/2000

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

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

Unless authorized by the City Manager, after-hours use of City equipment or vehicles is not permitted.

**512 BUSINESS TRAVEL EXPENSES**

effective date: 12/12/2000

The City of Hudson will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Department head and City Manager or his/her designee.

Employees whose travel plans have been approved should make all travel arrangements through the Hudson City Office.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the City of Hudson. Employees are expected to limit expenses to reasonable amounts.

Employees shall use the city vehicle while traveling. If the city vehicle is not available employee

shall be reimbursed mileage at the current IRS rate.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the City of Hudson may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 10 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

#### **516 COMPUTER AND E-MAIL USAGE**

effective date: 12/12/2000

Computers, computer files, the e-mail system, and software furnished to employees are City of Hudson property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

The City of Hudson strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the City of Hudson prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Employees should notify their immediate supervisor, the City Manager or his/her designee or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

## 517 INTERNET USAGE

effective date: 12/12/2000

Internet access to global electronic information resources on the World Wide Web may be provided by the City of Hudson to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the City of Hudson and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the City of Hudson. As such, the City of Hudson reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the City of Hudson in violation of law or City of Hudson policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission



- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling.
- Jeopardizing the security of the organization's electronic communications system
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

## **522 WORKPLACE VIOLENCE PREVENTION**

effective date: 12/12/2000

The City of Hudson is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the City of Hudson has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the City of Hudson without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management, by calling 911 or the Hudson Police Department. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril.

The City of Hudson will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. Employees who report violations of the policy will not be retaliated against or suffer any form of reprisal. In order to maintain workplace safety and the integrity of its investigation, the City of Hudson may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The City of Hudson encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the City Manager or his/her designee before the situation escalates into potential violence. The City of Hudson is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

### **523 CREDIT CARD USE POLICY**

effective date: 10/17/2023

The City of Hudson permits the use of City-issued credit cards by authorized personnel who have signed the City's Cardholder Agreement and abide by the Credit Card Use Policy.

Requirement for the use of a Municipal Credit Card:

- The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of the City of Hudson.
- The credit card must be used in accordance with the provisions of the Credit Card Policy established by the City of Hudson.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the City for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action may be taken per the City's Personnel Policies up to and including termination of employment. The City of Hudson will investigate and commence in appropriate cases criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

### **524 COMPENSATORY TIME POLICY**

effective date: 9/20/2022

The City of Hudson salaried (Exempt) employees typical work week will be 36-45 hours a week, Monday through Friday. Any hours worked over 45 hours in a work week shall have prior approval from the City Manager prior to the work being performed except in cases of an emergency. The City Manager will be advised of the work beyond 45 hours as soon as possible after the emergency.

Exempt Employees that are required to work on a Saturday or a Sunday will adjust their work

schedule Monday through Friday to stay within the 45-hour week schedule. If an exempt employee works over the 45 hours a week and has approval from the City Manager, the exempt employee will receive compensatory time at rate of one and one-half hours of compensatory time for each hour over the 45 hours in a workweek.

Exempt employees may accrue no more than 60 hours of compensatory time. If 60 hours of compensatory time is accrued, the exempt employee must use the accrued comp time before any further compensatory hours can be accrued.

The City may decline an employee's request to use compensatory time off when the proposed use would be unduly disruptive of the operations of the department or City. On separation of employment an employee shall be paid for all unused compensatory time.

The City of Hudson hourly (Non-Exempt) full-time employees paid at an overtime rate for hours worked over 40 hours a week may elect to receive compensatory time off in lieu of overtime pay if approved by the department head in advance. Hours worked over 40 hours in a week are earned at the rate of one and one-half hourly of compensatory time for each hour worked over 40 hours in a workweek. For compensatory time to be granted in lieu of payment of overtime, the following conditions must be met:

- A. The employee must agree to the compensatory time arrangement prior to the overtime hours being worked.
- B. The employee must not have more than 60 hours of accumulated unused compensatory time.

The City may decline an employee's request to use compensatory time off where the proposed use would be unduly disruptive of the operations of the department or City. On separation of employment an employee shall be paid for all unused compensatory time.

This policy does not supersede collective bargaining agreements regarding overtime and compensatory time.

## **525 WORKPLACE VIDEO RECORDING POLICY**

effective date: 02/06/2024

### **Purpose:**

The City of Hudson utilizes video cameras on city owned buildings and properties to ensure the safety and security of employees, visitors and city assets. This policy outlines the acceptable use and guidelines concerning the installation, operation, and access to video surveillance equipment.

### **Scope:**

This policy applies to all employees, contractors, visitors, and any individuals present on the City of Hudson premises.

Video cameras will be placed in strategic locations such as entryways, hallways, common areas in and on city buildings. Cameras may also be located on city streets, parks, and parking lots.

Cameras WILL NOT be installed in private areas such as restrooms, locker rooms or where an individual has a reasonable expectation of privacy. The use of surveillance cameras is not

intended for monitoring individual employees.

Video surveillance is primarily for security purposes, including but not limited to theft prevention, ensuring employee safety, and protecting city assets.

A notice will be prominently displayed at the entrances informing individuals that video surveillance is in operation.

**Access to Recordings, Retention, and Storage:**

Recorded footage will be stored securely and retained for a limited period, typically 30 days, following which it will be deleted or overwritten unless required for law enforcement or legal purposes. Access to recorded footage will be limited to authorized management, security, and information and technology personnel. Any request for access to recorded footage must be made to the designated administrative staff personnel.

**Prohibited Activities:**

Tampering with, obstructing, or disabling cameras is strictly prohibited. Unauthorized access, viewing, or distribution of recorded footage is strictly prohibited and will result in disciplinary action, up to and including termination of employment.

**601 MEDICAL LEAVE**

effective date: 12/12/2000

The City of Hudson provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility, and continuing treatment by a health care provider.

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

- Regular full-time employees

Eligible employees should make requests for medical leave to the City Manager at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the City Manager. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 26 weeks within any 12-month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any accrued paid time-off (PTO) before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, the City of Hudson will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the City Manager with at least two weeks' advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the City of Hudson will assume that the employee has resigned.

## **602 FAMILY LEAVE**

effective date: 12/12/2000

In accordance with the Family Medical Leave Act (FMLA) the City of Hudson will grant leave of absence for one or more of the following:

- a. because of the birth of a son or daughter of the employee, and in order to care for such son or daughter;
- b. because of the placement of a son or daughter with the employee for adoption or foster care;
- c. to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- d. the employee is unable to perform the essential job functions because of a serious health condition, whether or not such serious health condition is work related.

FMLA leaves are only available to employees who have been employed by the City of Hudson for at least twelve (12) months and have worked 1,250 hours during the previous twelve (12) month period.

Such leaves are counted against an employee's annual FMLA leave entitlement. Under the FMLA, an employee is eligible for a total of twelve (12) workweeks of leave in a twelve (12) month period. This twelve (12) month period is measured back from the date the employee used any FMLA leave. Continuation of medical benefits and the right to job restoration cease when an employee has used twelve (12) workweeks of FMLA leave in the twelve (12) month period.

An employee requesting FMLA leave must provide the City of Hudson with at least thirty (30) days advance notice of when the leave is to begin. If such notice is not practicable, then notice is to be provided as soon as practicable.

When a leave as (a) or (b) above is granted, the leave must be taken in one continuous increment, and must be concluded within twelve (12) months of the date of birth or placement.

When a FMLA leave is granted, the employee must utilize accumulated leave days.

Leave denoted as (c) or (d) above must be supported by medical certification from a health care provider stating (1) the date on which the serious health condition commenced, (2) the probable duration of the condition, (3) the appropriate medical facts, and (4) a statement that the employee is unable to perform the essential functions of his/her position, or that the employee is needed to care for the person. The City of Hudson reserves the right to require the employee to obtain the opinion of a second health care provider designated by or approved by the City of Hudson concerning any information within the medical certification.

The City of Hudson may require an employee to report periodically upon his or her status and intent to return to work.

At the expiration of a medical leave or if the employee wishes to return to work before the completion of the leave, there must be a physician's certification confirming his/her fitness to return to work. The City may delay the return to work until the certification is provided. The City of Hudson may also require, at the employee's expense, periodic reports from his or her physician while he or she is on leave.

The City of Hudson will continue to provide an employee's medical insurance while he/she is on a FMLA leave for a period of twelve (12) weeks on the same terms and conditions as prior to the leave.

An employee on FMLA leave shall not engage in any outside or supplemental employment.

The City of Hudson may recover insurance premiums paid while an employee was on an unpaid FMLA leave if:

- a. The employee fails to return to work for at least thirty (30) days after the expiration of the leave; and
- b. The failure to return is for a reason other than a serious health condition, or other circumstances beyond the control of the employee. Certification from the health care provider may be required for this purpose.

An employee returning from FMLA leave will be restored to the position he/she left, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

### **603 PERSONAL LEAVE**

effective date: 12/12/2000

The City of Hudson provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

- Regular full-time employees

As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave may be granted for a period of up to 30 calendar days every 1-year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. With the City Manager's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the City of Hudson until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by the City of Hudson according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the City of Hudson cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, the City of Hudson will assume the employee has resigned.

#### **604 EDUCATIONAL LEAVE**

effective date: 12/12/2000

The City of Hudson provides educational leaves of absence without pay to eligible employees who wish to take time off from work duties to pursue course work that is applicable to their job duties with the City of Hudson. Employees in the following employment classification(s) are eligible to request educational leave as described in this policy:

- Regular full-time employees

Eligible employees may request educational leave for a period of up to 4 months. Requests will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. Educational leave requests must be approved by the City Manager

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the City of Hudson until the end of the month in which the approved educational leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from educational leave, benefits will again be provided by the City of Hudson according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When an educational leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the City of Hudson cannot guarantee reinstatement in all cases.

If an employee fails to report to work at the end of the approved leave period, the City of Hudson will assume that the employee has resigned.

## **605 MILITARY LEAVE**

effective date: 12/12/2000

The City of Hudson will grant military leave in accordance with applicable law. These leave(s) will be handled on a case-by-case basis.

## **701 EMPLOYEE CONDUCT AND WORK RULES**

effective date: 12/12/2000

To ensure orderly operations and provide the best possible work environment, the City of Hudson expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that will result in disciplinary action, up to and including termination of employment. The infractions listed are not all-inclusive and the City of Hudson reserves the right to discipline employees for acts or omissions not specifically listed.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or citizen-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace



- Excessive absenteeism or any absence without notice
- Unauthorized absence from workstation during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business 'secrets' or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with the City of Hudson is at the mutual consent of the City of Hudson and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## **702 DRUG AND ALCOHOL USE**

effective date: 12/12/2000

It is the City of Hudson's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the City of Hudson premises and while conducting business-related activities off the City of Hudson premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol, marijuana or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the City of Hudson's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all City of Hudson policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the City of Hudson any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the City of Hudson of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five (5) days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the City Manager or his/her designee without fear of reprisal.

### **703 SEXUAL AND OTHER UNLAWFUL HARASSMENT**

effective date: 12/12/2000

The City of Hudson will not tolerate unlawful discrimination or harassment by any of its employees, officers, directors, vendors, contractors or others doing business with them. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to any individual's sex, race, color, national origin, age, religion, height, weight, marital status or handicap/disability constitutes harassment when:

- Submission to the conduct is made either by explicit or implicit condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment substantially interferes with an employee's work performance; creates an intimidating, hostile, offensive, or abusive work environment; or otherwise adversely affects an individual's employment opportunities.

Any employee or applicant who believes he or she has suffered discrimination or harassment shall report the incident(s) to his or her supervisor or to an officer of the City of Hudson.

The City of Hudson guarantees that an employee reporting incident(s) of discrimination or harassment will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the nature of the discrimination or harassment and the context in which the alleged incident(s) occurred will be investigated. The City of Hudson has the responsibility of investigating and resolving complaints of discrimination and harassment. The results of an investigation and any action taken thereon will be communicated to the complaining employee.

The City of Hudson considers discrimination or harassment on the basis of religion, race, color, native origin, age, sex, height, weight, marital status or handicap/disability to be a major offense which may result in disciplinary action against the offender, regardless of the offender's position with the City of Hudson.

### **704 ATTENDANCE AND PUNCTUALITY**

effective date: 12/12/2000

To maintain a safe and productive work environment, the City of Hudson expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City of Hudson. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

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

## **705 PERSONAL APPEARANCE**

effective date: 12/12/2000

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the City of Hudson presents to customers and visitors.

During business hours or when representing the City of Hudson, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance.

## **706 RETURN OF PROPERTY**

effective date: 12/12/2000

Employees are responsible for all City of Hudson property, materials, or written information issued to them or in their possession or control. Employees must return all City of Hudson property immediately upon request or upon termination of employment. Where permitted by applicable laws, the City of Hudson may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The City of Hudson may also take all action deemed appropriate to recover or protect its property.

## **708 RESIGNATION**

effective date: 12/12/2000

Resignation is a voluntary act initiated by the employee to terminate employment with the City of Hudson. Although advance notice is not required, the City of Hudson requests at least 2 weeks written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

## **710 SECURITY INSPECTIONS**

effective date: 12/12/2000

The City of Hudson wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the City of Hudson prohibits the possession, transfer, sale, or use of such materials on its premises. The City of Hudson requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees

but remain the sole property of the City of Hudson. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the City of Hudson at any time, either with or without prior notice.

The City of Hudson likewise wishes to discourage theft or unauthorized possession of the property of employees, the City of Hudson, visitors, and citizens. To facilitate enforcement of this policy, the City of Hudson or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the City of Hudson's premises.

## **712 SOLICITATION**

effective date: 12/12/2000

In an effort to ensure a productive and harmonious work environment, persons not employed by the City of Hudson may not solicit or distribute literature in the workplace at any time for any purpose.

The City of Hudson recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty).

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications.

## **716 PROGRESSIVE DISCIPLINE**

effective date: 12/12/2000

The purpose of this policy is to state the City of Hudson's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The City of Hudson's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the City of Hudson is based on mutual consent and both the employee and the City of Hudson have the right to terminate employment at will, with or without cause or advance notice, the City of Hudson may use progressive discipline at its discretion.

Disciplinary action may call for any of three steps--written warning, suspension with or without pay, or termination of employment--depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The City of Hudson recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

In cases where termination is the result of the disciplinary process, the employee will be entitled to a hearing before the Hudson City Council. If the employee wishes to request this hearing, the City Manager must be notified in writing within 10 days of the termination date. The hearing will be scheduled at the earliest convenience of the Hudson City Council.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By having the option to use progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the City of Hudson.

**717 SOCIAL SECURITY NUMBER PRIVACY POLICY** effective date: 08/14/2008

Pursuant to Michigan state law, it is the policy of the City of Hudson to protect the confidentiality of social security numbers. No person shall knowingly acquire disclose, transfer, or unlawfully use the social security number of any employee or other individual unless in accordance with applicable state and federal law and the procedures and rules established by this policy.

**Social Security Number Defined**

As used in this policy, the term "*Social Security Number*" includes both the entire nine-digit number and more than 4 sequential digits of the number.

**Public Display**

Social security numbers shall not be placed on identification cards or badges, membership cards, permits, licenses, time cards, employee rosters, bulletin boards, or any other materials or documents that are publicly displayed. Documents, materials, or computer screens that display social security numbers or other sensitive information shall be kept out of the public view at all times.

**Access to Social Security Numbers**

Only persons authorized by the responsible department or other administrative unit head shall have access to information or documents that contain social security numbers.

### **Mailed or Transmitted Documents**

Documents containing social security numbers shall only be mailed or transmitted in the following circumstances:

State or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that a social security number appear in the document.

The document is sent as part of an application or enrollment process initiated by the individual whose social security number is contained in the document.

The document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, or employee or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit.

The document or information is a copy of a public record filed or recorded with the county clerk or register of deeds office and is mailed by that office to a person entitled to receive that record.

The document or information is a copy of a vital record recorded as provided by law and is mailed to a person entitled to receive that record.

The document or information is mailed by or at the request of an individual whose social security number appears in the document or information or his or her parent or legal guardian.

Documents containing social security numbers that are mailed or otherwise sent to an individual shall not reveal the number through the envelope window, nor shall the number be otherwise visible from outside the envelope or package.

Social security numbers shall not be sent over the internet or a computer system or network (e.g. through e-mail) unless the connection is secure, or the transmission is encrypted. No individual shall be required to use or transmit his or her social security number over the internet or a computer system, or to gain access to an internet website, computer system, or network (e.g. through e-mail) unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access to the internet website or computer system or network.

### **Storage and Disposal**

All documents or files that contain social security number(s) shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

Documents or other materials containing social security numbers shall not be thrown away in the trash; they shall be discarded or destroyed only in a manner that protects their confidentiality, such as shredding.

**Information Collected**

Social security numbers should only be collected where required by federal and state law or as otherwise permitted under the Michigan Social Security Number Privacy Act. If a unique identifier is needed, a substitute for the social security number shall be used.

**Accountability**

Any person who fails to comply with this policy shall be subject to discipline up to and including discharge.

**Policy Guidance**

If any questions regarding social security number privacy and security should arise, contact the City Clerk for policy clarification and guidance.

**END OF DOCUMENT**