

The City of New Meadows PERSONNEL POLICY MANUAL

ADOPTED BY NEW MEADOWS RESOLUTION # 227-2016
OCTOBER 11, 2016



THIS PERSONNEL POLICY IS NOT A CONTRACT. NO CONTRACT OF EMPLOYMENT WILL BE VALID UNLESS IT IS SIGNED IN ACCORDANCE WITH PROPER PROCEDURES BY A SPECIFICALLY AUTHORIZED REPRESENTATIVE OF THE CITY COUNCIL OF NEW MEADOWS AND UNLESS IT IS SIGNED BY AND CONTAINS THE NAME OF THE EMPLOYEE WHO WOULD BE BENEFITED BY THE CONTRACT. CHANGES TO THE POLICIES AND BENEFIT OFFERINGS OUTLINED IN THIS HANDBOOK ARE SUBJECT TO CHANGE AT ANY TIME, WITHOUT NOTICE. CHANGES MAY BE MADE IN THE SOLE DISCRETION OF THE CITY COUNCIL OF NEW MEADOWS.

PERSONNEL POLICY TABLE OF CONTENTS

Article I. General Policies: _____ **4**

Section 1.01 Purpose of Manual _____ **4**

Section 1.02 Introduction to Public Employment _____ **4**

Section 1.03 Equal Opportunity Statement & Affirmative Action Policy _____ **4**

Section 1.04 Veteran’s Preference _____ **5**

Section 1.05 Nepotism _____ **5**

Section 1.06 Preference for Promotion from Within _____ **5**

Section 1.07 Reference to Drug & Alcohol Testing / Screening Policy _____ **5**

Article II. Employment Startup: _____ **5**

Section 2.01 Employment Forms to be completed _____ **6**

Section 2.02 Payroll Reporting Systems _____ **6**

Section 2.03 Distribution of Policy _____ **6**

Section 2.04 Introductory Period _____ **6**

Article III. Rules of Employee Conduct _____ **7**

Section 3.01 Personal Performance & Behavior _____ **7**

Section 3.02 Outside Employment _____ **8**

Section 3.03 Secondary Employment _____ **9**

Section 3.04 Workplace Conduct _____ **10**

Section 3.05 Prohibited Workplace Conduct _____ **11**

Section 3.06 Prohibited Discriminatory Harassment Policy _____ **12**

Section 3.07 Sexual Harassment Defined _____ **13**

Section 3.08 Other Types of Unlawful Harassment _____ **13**

Section 3.09 Complaint Procedure _____ **14**

Section 3.10 Retaliation Defined _____ **14**

Section 3.11 Disciplinary Actions _____ **15**

**Section 3.12 Phone, Mail, Email, Internet Access, Computer Systems, & Other City Owned
Equipment** **15**

Article IV. Employee Classification, Compensation and Benefits: _____ **20**

Section 4.01 CLASSIFYING EMPLOYEES FOR POLICY PURPOSES _____ **20**

Section 4.02 Compensation Policies _____ **22**

Section 4.03 Employee Benefits _____ **26**

Article V. Employee Evaluation & Discipline:	29
Section 5.01 Evaluation Procedures	29
Section 5.02 Employee Personnel Files	29
Section 5.03 Employee Discipline Procedures and Principles	30
Article VI. Separation from Employment:	32
Section 6.01 Reductions in Force	32
Section 6.02 Reinstatement Policy	32
Section 6.03 Retirement	32
Section 6.04 COBRA Benefits	32
Section 6.05 Exit Interview	32
Section 6.06 Resignation	33
Section 6.07 Abandonment	33

Appendices

- Appendix A – Employee Personnel Policy Manual Acknowledgement / Receipt
- Appendix B – Employee Performance Evaluation
- Appendix C – Employee Performance Criteria Sheet
- Appendix D – Employee Performance Summary Score Sheet
- Appendix E – Employee Performance Comment Sheet
- Appendix F – Travel Reimbursement Schedule
- Appendix G – Outside (Secondary) Employment Agreement
- Appendix H – Social Media Policy
- Appendix I – Adopting Resolution

Article I. General Policies:

Section 1.01 Purpose of Manual

The purpose of this handbook is to provide all employees with general information relating to personnel rules, employee benefits, and general obligations. This handbook applies to all employees.

The manual is intended to be used as a guide. There may be occasions when the City must change the rules or give current rules a different interpretation than previously made. The City of New Meadows has the right to modify policies, both written and unwritten, as business requires.

This manual is not an employment contract and both the employee and the City understand that this handbook may be changed with notice to the employee.

This manual and its contents supersede any representations made prior to its issuance, whether such were verbal or written, implied or expressed, or otherwise stated / given, even if such prior representations covered areas not addressed in this guide.

Section 1.02 Introduction to Public Employment

Working for The City of New Meadows may be somewhat different from any employer for which you may have worked in the past. The City of New Meadows is a political subdivision of the State of Idaho, though it is not a part of state government. The New Meadows City Council serves as the governing body for The City of New Meadows, carrying out local legislative duties and fulfilling other obligations as elected officials. The Mayor also appoints personnel to help carry out its administrative responsibilities and those individual appointments are approved by the City Council. As with all elected public officials, the Council is ultimately responsible to the voters of The City of New Meadows.

The terms set forth in this booklet reflect public entity policy at the time of its printing, but they are subject to change at any time, with prior notice, and at the sole discretion of the Council. Only the Council has authority to establish general policy for City of New Meadows employees.

Each employee should recognize that although he/she may serve as an employee in the office of an elected or appointed official, he/she remains an employee of The City of New Meadows, not of the official who supervises his/her work. The terms and conditions set forth in this policy, and in the resolutions and policy statements which support it, cannot be superseded by any other official's commitment, without the express written agreement of the Council or chief executive. That is particularly true for terms or conditions which would establish a financial obligation for The City of New Meadows, now or in the future. It is important that all employees understand the relationship between policy adopted by the Council and department policy implemented by other elected officials.

Section 1.03 Equal Opportunity Statement & Affirmative Action Policy

All selection of The City of New Meadows employees and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to race, religion,

gender, age, national origin, or non-job related disability. No job or class of jobs will be closed to any individual except where a mental or physical attribute, gender, or age is a bona fide occupational qualification. It is the policy of The City of New Meadows to comply in all respects with the Americans with Disabilities Act. All objections to application of The City of New Meadows policy in this regard shall be brought to the attention of the office of the mayor, or in the case of objection to actions undertaken by the mayor, to legal counsel for the City of New Meadows.

Section 1.04 Veteran's Preference

The City of New Meadows will accord a preference to employment of veterans of the U.S. Armed Services in accord with provisions of Idaho Code § 65-502 or its successor. In the event of equal qualifications for an available position, a veteran who qualifies for preference pursuant to Idaho Code § 65-502 or its successor will be employed.

Section 1.05 Nepotism

No person shall be employed by The City of New Meadows when said employment would result in a violation of the anti-nepotism provisions found in Idaho Code § 59-701, §18-1359 or their successors. Any such appointment may be void.

Section 1.06 Preference for Promotion from Within

Qualified individuals who are already employees of The City of New Meadows may be given preference over outside applicants to fill vacancies in the work force.

Section 1.07 Reference to Drug & Alcohol Testing / Screening Policy

The City of New Meadows complies with Federal Requirements and State guidelines concerning Drug and Alcohol Testing/Screening of applicants and employees. The City of New Meadows has developed a policy in conformity with the Department of Transportation (DOT) Drug and Alcohol Testing Program Regulation 49 CFR Part 40 and Federal Motor Carriers Safety Administration Regulation 49 CFR Part 382.

Article II. Employment Startup:

Section 2.01 Employment Forms to be completed

The following pre-employment forms must be completed before the employee may begin work for The City of New Meadows:

1. Employment application form.
2. Insurance forms.
3. Immigration form (I-9).
4. Insurance information about self & dependents (if applicable).
5. Any other benefit forms necessary for employee information.
6. Any and all Drug & Alcohol Testing Forms (if applicable).

Section 2.02 Payroll Reporting Systems

Reports of hours worked and time on and off the job must be completed in a timely manner in accord with procedures established by the payroll officer. Each report of employee time must be signed by both the supervisor and by the employee and shall contain a certification that it is a true and correct record of the employee's time and benefit usage for the time period covered.

Each employee may be required to maintain an accurate and detailed record of work performed and hours worked. Other information may also be required. All employees are urged to submit monthly status reports to the City Council at regularly scheduled meetings.

Section 2.03 Distribution of Policy

At time of employment each employee should receive a copy of this personnel policy. It is the responsibility of the employee to familiarize him or herself with the contents of the personnel policy and to acknowledge its receipt. Periodic updates or changes should be distributed and acknowledged.

Section 2.04 Introductory Period

New employees to The City of New Meadows are subject to a six-month introductory period with a preliminary evaluation to be completed by the Mayor, City Council and other supervisory staff after 3 months of employment. Another evaluation will be completed after the six-month introductory period ends. During this six-month introductory period either the employee or the City of New Meadows may end the employment relationship at will, with or without cause or advance notice. An employee's supervisor may extend the introductory period to 90 days if they deem it necessary to work with an employee who is only marginally meeting the requirements for their position. Before any employee is released from their introductory period, an evaluation shall be completed.

Employees who transfer or promote to another position within the City of New Meadows will be subject to a six-month introductory period for the new position they hold. If the introductory employee is terminated in this situation, they may be returned to their previous position or transferred to another position they are fully qualified for if such a vacancy exists with the City of New Meadows.

After three (3) months of employment, a preliminary evaluation of the employee will be made by the Mayor, City Council, and other supervisory staff, at which time the job description and the employee's adherence to the parameters of the employee's responsibilities will be reviewed

with the employee. If deemed appropriate, an increase in wages may be considered by the Mayor, Council, and other supervisory staff.

After six (6) months of employment, an evaluation of the employee will be made again. If there are any deficiencies noted during this evaluation, an employee's introductory period may be extended by the City for up to ninety (90) days by motion of the City Council and approval by the Mayor and by giving written notice of the reason(s) for such extension prior to the end of the introductory period.

Article III. Rules of Employee Conduct

Section 3.01 Personal Performance & Behavior

Each employee of The City of New Meadows is expected to conduct him or herself in a manner which does not reflect adversely upon The City of New Meadows. Each employee must

recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. In order to accomplish the goals of The City of New Meadows as a public institution, each employee is expected to scrupulously avoid personal behaviors which would bring unfavorable public impressions of The City of New Meadows and its officials. In order to accomplish this, each employee:

1. Shall be prompt and regular in attendance at work or other required employer functions.
2. Shall comply with dress standards established in a department for which the employee works. Dress standards shall be set by the managing official, but in the absence of any departmental dress standards, clothing shall be appropriate for the functions performed and shall present a professional appearance to the public.
3. Shall dedicate primary efforts to The City of New Meadows employment with secondary employment subject to approval by the appointing official. Individual department rules may spell out permissible examples of "moonlighting" wherein employees may hold additional positions.
4. Shall avoid conflicts in appointments and working relationships with other employees in The City of New Meadows and related agencies. No employee shall engage in conduct which violates Idaho Code §18-1356 conflict of interest laws.
5. Shall not accept gifts or gratuities in any personal or professional capacity which could create the impression that the giver was seeking favor from the employee or official.
6. Shall not serve on any board or commission which regulates or otherwise affects the official duties or personal interests of said official or employee in a way that could create disadvantage for other members of the public or advantage for the employee.
7. Shall not release personnel information or any other public record without the express authority of the public official responsible for custody of the record or without an order from a court of competent jurisdiction.
8. Shall not engage in conduct away from work which results in a misdemeanor or felony charge. The City of New Meadows City Council shall review, on a case by case basis, any conduct, though not criminal, that may reflect adversely upon the City of New Meadows or its officials.
9. Shall not use substances, unlawful or otherwise, which will impair the employee's ability to function as a valued and competent part of The City of New Meadows work force.
10. Shall not engage in the operation of a motor vehicle which impairs the ability of the employee to perform job functions or results in the issuance of a misdemeanor or felony charge, even though the driving conduct does not occur during hours of employment.
11. Shall not engage in workplace or public conduct otherwise detrimental to the accomplishment of the goals established by the Council or the official or department for whom he or she works.

Section 3.02 Outside Employment

A written statement, accepted by the Mayor, City Council and employee, shall be required for all employees who have outside employment while an employee of the city. Such statement shall be signed and a copy placed in the employee's personnel file. Such a statement shall be reviewed if the following terms are not met or the situation regarding outside employment changes.

- Must be compatible with the employee’s city duties and not constitute a conflict of interest.
- Must not detract from the efficiency of the employee in his or her city work.
- Must not be a discredit to city employment.
- Should outside employment occur during the employee’s regular or assigned working hours, the agreement shall spell out the specific expectations and protocol the employee must comply with when their responsibilities to the city are in direct conflict with the demands of their outside employment.
- A written agreement shall also be required when any employee engages in regular community volunteer duties during their regular or assigned working hours.

If the City determines that any employee’s outside employment does not comply with the above requirements or that such employment interferes with performance, the employee may be asked to terminate the outside employment if he or she wishes to remain employed by the City.

Section 3.03 Secondary Employment

The purpose of this policy is to provide a procedure governing Secondary Employment for City Employees. This policy is an attempt to avoid a conflict with performance of assigned duties and responsibilities in situations when a City Employee wishes to accept Secondary Employment.

Secondary Employment includes:

- Employment with an external employer;
- Performing work on a voluntary basis;
- Engaging in a private business in any capacity;
- Self-employment;
- Undertaking any form of paid activity such as lecture fees, director’s fees, consultant fees, etc.

It is the policy of the City of New Meadows to permit employees to engage in Secondary Employment when it does not create a conflict of interest or constitute an incompatible activity. This policy shall be considered to be a permissive policy and shall be liberally construed. Each employee is required to complete a Secondary Employment Agreement (Appendix E) before engaging in Secondary Employment, as described above. The agreement shall be reviewed and approved by the Mayor and City Council to ensure that the Secondary Employment is compatible with the employee’s job and does not impair the employee’s ability to perform his/her job for the city or create a potential conflict of interest.

An employee’s outside employment, activity or enterprise may be prohibited if:

- Involves time demands that would impair the employee’s mental or physical capacity to perform City duties;
- Involves activities or business dealings that are likely to cause criticism or embarrassment to the City;

- Involves working for an employer or doing business with a client who has a contract with the City;
- Promotes the use of the employee's title or position with the City or implies an official City endorsement of the secondary employment's business, service, product, etc.;
- Creates a real or apparent conflict of interest;
- Requires the employee to share or make use of official information that is confidential or not available to the general public except by request.

Section 3.04 Workplace Conduct

Each employee will be expected to conduct him or herself in the workplace in accordance with the following rules. These rules are not all-inclusive of conduct expected of The City of New Meadows employees. Each employee of The City of New Meadows shall:

1. Give his/her best efforts to accomplish the work of The City of New Meadows for public benefit in accordance with policies and procedures adopted by the Council and elected officials. Each employee shall be subject to the administrative authority of the official who supervises the department where the employee works.
2. Adhere to any code of ethics in his/her profession and avoid conflicts of interest or using his/her public position for personal gain.
3. Follow all rules for care and use of public property to assure that the public investment in equipment is protected and that the safety of the public and other workers is maintained.
4. Abide by all departmental rules whether they be written or issued orally by the supervisor. No employee shall be required to follow the directive of a supervisor which violates laws of any local jurisdiction, the state, or nation.
5. Abide by pertinent State and Federal Statutes, and The City of New Meadows rules concerning the dissemination of information to the public from public records or about public matters. The decision to release information from the public records or to disclose writings or other information in the hands of a public official belongs with the responsible official who has official custody of that record. Each employee shall maintain the confidential nature of records which are not open to public scrutiny in accordance with the direction of the responsible official.
6. Adhere to the defined work schedule. If unable to work the regular schedule, the employee must request an exception through proper procedures.
7. Each employee shall follow the rules regarding the reporting of work hours and the approval which must be given for pay record submittal. Failure to follow such rules may be grounds for delayed payment of wages, salaries, or reimbursements or for imposition of appropriate disciplinary penalties.
8. Follow rules regarding breaks and lunch periods, including provisions granting supervisors authority to adjust them. Timing of breaks or lunch periods may be changed to accommodate the completion of necessary work.
9. Follow all rules for reporting accidents on the job. Each employee shall cooperate in the reporting and reconstruction of any job-related accident in order that workplace hazards can be eliminated and that proper consideration can be accorded to injured workers and the public.

10. Report any accidents observed to have happened on entity property or involving entity property. Each employee shall provide as much information as he or she can from the observations made in the course of activities associated with one's work. Such information should be reported to the employee's immediate supervisor as soon as physically possible and reasonable efforts should be made to assist those in need.
11. Follow all rules regarding safety in the workplace whether established formally by the department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
12. Maintain a current Idaho driver's license when necessary in the conduct of work for The City of New Meadows.
13. Each employee must report any state-imposed driving restrictions to his/her immediate supervisor.
14. Each employee is also obligated to notify his/her supervisor in the event that his/her driving abilities are impaired by anything other than state restrictions.
15. Perform such obligations as are necessary to carry out the work of The City of New Meadows in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.
16. Perform to their specific written Job Description as set by The City of New Meadows Administrator, Supervisor, and / or Elected Official.

Section 3.05 Prohibited Workplace Conduct

Within the workplace, employees of The City of New Meadows shall not:

1. Be present in the workplace under the influence of drugs, alcohol, illegal substances or other substances which would impair the ability of the employee to perform his/her work competently or which would threaten the safety or well-being of other workers or the public. No worker should be absent from work on account of such conduct, even though such conduct does not occur during regular working hours.
2. Engage in abusive conduct to fellow employees or to the public, or use abusive language in the presence of fellow employees or the public. Abusive language shall include profanity and loud or harassing speech.
3. Sleep or be absent from the employee's work station when on duty. Employees shall be attentive to their work at all times.
4. Engage in malicious gossip and or/spreading rumors; engaging in behavior designed to create discord and lack of harmony; willfully interfering with another employee's work output or encouraging others to do the same.
5. Use work time for personal business including selling of goods or services to the general public or preaching religious or political views to members of the public during the work day. Employees should minimize the amount of work time spent on similar activities engaged in with fellow employees.
6. Engage in political activities while on duty in public service. This rule shall not apply to elected officials. Employees shall enjoy full political rights when not carrying out their work obligations.
7. Provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
8. Discriminate in the treatment of co-workers or members of the public on the basis of race, religion, gender, age, disability or national origin.

9. No smoking, except in designated smoking areas within the public office or other public buildings and shall not smoke cigars or pipes in any indoor space.
10. Violate state statutes or local rules regarding the inappropriate use, alteration, destruction, or removal of any public records required by law to be kept by the entity or by other public officials.
11. Abuse employee benefit offerings by taking unjustified sick leave, unearned vacation, or otherwise participate in a scheme or deception designed to create incorrect personnel records or to claim benefits which are not deserved in accordance with the City of New Meadows policy.
12. Violate rules concerning absence from the workplace without proper authorization. Employees must obtain prior permission as required by the City of New Meadows policy for use of vacation, sick, bereavement, or other types of leave granted by this personnel policy.
13. Engage in prolonged visits with co-workers, children, friends, or family members who interfere with the course of work in the office or department in which the employee serves.
14. Neither use telephones or computers in the office or workplace in a manner which violates policy or which disrupts the work or work flow. Workplace telephones shall be used for city business and personal calls will be kept to a minimum. No personal photos should be saved on city computers or equipment. ***(NOTE: information saved on city computers becomes public record and must follow retention schedules, including disposal of records.)***
15. Engage in criminal conduct of any kind while on duty or off. City of New Meadows employees are expected to behave in a lawful and socially acceptable manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.
16. Violated any lawful rule established by the appointing official to maintain order and productivity in the workplace.
17. Unlawfully harass a fellow worker or member of the public at any time while in the City of New Meadows active service. As outlined in the following policy:

Section 3.06 Prohibited Discriminatory Harassment Policy

The City of New Meadows is committed to providing all of its employees with a work place free of discriminatory harassment. The City of New Meadows maintains a strict policy prohibiting sexual harassment and harassment on the basis of race, color, national origin, religion, sex, physical or mental disability, age, veteran status or any other characteristic protected by applicable law. This prohibition applies to all employees, vendors, or customers of The City of New Meadows. No employee of The City of New Meadows is expected to tolerate any conduct prohibited by this policy from anyone while at work or engaged in The City of New Meadows business. This policy is not intended to protect anyone who makes a false allegation of

discriminatory harassment. The City of New Meadows reserves the right to take appropriate disciplinary action against any employee who makes a false allegation of harassment.

Section 3.07 Sexual Harassment Defined

All employees are required to comply with the intent and provisions of Title VII of the Civil Rights Act which declares the sexual harassment of any employee by another employee is unlawful. Sexual harassment prohibited by this policy includes any unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

The following is a partial list of conduct, which would be considered sexual harassment:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening retaliation after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress.
- Written communications of a sexual nature distributed in hard copy or via a computer network.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct such as touching, assault, impeding or blocking movements.
- Retaliation for making harassment reports or threatening to report harassment.
- Sexual harassment can occur between employees of the same sex. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females.

Section 3.08 Other Types of Unlawful Harassment

The City of New Meadows also prohibits harassment on the basis of race, color, national origin, religion, gender, physical or mental disability, age, veteran status or any other characteristic protected by applicable law. Such prohibited harassment includes but is not limited to the following examples of offensive conduct:

- Verbal conduct such as threats, epithets, derogatory comments or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures.
- Written communications containing statements, which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures.
- Physical conduct such as assault, unwanted touching or blocking normal movement.
- Retaliation for making or threatening to make harassment reports to The City of New Meadows, or for participating in an investigation into harassment allegations.

Section 3.09 Complaint Procedure

- Any employee who believes he or she has been subjected to unlawful harassment prohibited by this policy should immediately tell the harasser to stop his/her unwanted behavior and immediately report that behavior, preferably in writing, to the Personnel Manager or any other Personnel Department representative with whom the employee works.
- If an employee becomes aware of harassing conduct engaged in or suffered by a The City of New Meadows employee, regardless of whether such harassment directly affects that employee, the employee shall immediately report that information, preferably in writing, to the Personnel Manager or any other Personnel Department representative with whom the employee works. Employees also have the right to contact the Idaho Human Rights Commission (208) 334-2873), or a private lawyer to discuss their legal rights. The City of New Meadows encourages each employee to use the procedures set forth in this policy to address any sexual harassment problems as quickly as possible.
- Whenever The City of New Meadows is made aware of a situation which may violate this policy, The City of New Meadows will conduct an immediate, thorough and objective investigation of any harassment claims.
- If The City of New Meadows determines that prohibited harassment has occurred, it will take appropriate action against a person found to have engaged in prohibited harassment to ensure that the conduct will not reoccur. A determination regarding the discriminatory harassment alleged will be made and communicated to the person claiming harassment as soon as practical. The type of discipline administered will be dependent upon the severity of the conduct, as well as any other factors presented in the particular circumstances. Employees violating the policy, however, are subject to discipline up to and including termination.

Section 3.10 Retaliation Defined

The City of New Meadows strictly prohibits retaliation against any person by another employee or by The City of New Meadows for using this complaint procedure, reporting harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by The City of New Meadows or a governmental enforcement agency. Prohibited retaliation includes, but is not limited to;

- termination,
- demotion,
- suspension,
- failure to hire or consider for hire,
- failure to give equal consideration in making employment decisions,
- failure to make employment recommendations impartially,
- adversely affecting working conditions,
- or otherwise denying any employment benefit.

The City of New Meadows does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including elected officials or management employees.

Section 3.11 Disciplinary Actions

The foregoing lists are not all-inclusive. Violation of any of the rules set forth above shall be grounds for disciplinary action, including possible dismissal. The rules contained in this personnel policy manual are subject to change at any time in the sole discretion of the City Council.

Potential penalties for violation of any such rules may include but shall not be limited to:

- Reprimand
- Leave with or without pay
- Demotion to position with lower compensation and/or authority
- Suspension for a variable or fixed period
- Dismissal

Section 3.12 Phone, Mail, Email, Internet Access, Computer Systems, & Other City Owned Equipment

(a) Phone & Mail

Personal use of city owned or leased telephones for outgoing calls, including local calls, is discouraged. Any charges resulting from the personal use of the city owned or leased telephone shall be reimbursed by the employee.

The City recognizes there are times when a personal phone call is necessary to either make or receive. Therefore, in the case of an emergency or when necessitous and compelling circumstance occurs beyond the control of the employee, phone calls may be made or received, upon the notification to the proper supervisor and with approval.

The City does allow employees to call from City Hall on problems or questions with regard to employee benefits.

Those employees required to carry a City cell phone may use it for personal business, but must reimburse the City for all costs incurred related to personal calls.

To assure 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.

The mail system is reserved for business purposes. Employees may send or receive personal mail at the workplace, when circumstance may compel such, and upon the approval of the supervisor or department head.

(b) Email & Internet Access Policy

(i) Purpose

The City of New Meadows (herein after called “Employer”) may provide electronic mail and internet access to its employees to be used as tools that improve their efficiency and effectiveness in conducting official business.

(ii) Authorized Users

Electronic mail and internet access is provided only to Regular Full-time employees. No visitors, contractors, or non-Regular Full-time employees may use email or internet access unless authorized by the Mayor or the City Clerk. Users **must not** allow anyone else, whether or not they are a city employee, to use their account or have knowledge of their password.

(iii) Oversight Authority

Internet and email use is subject to oversight by the City Clerk within guidelines set by this policy, including, but not limited to, oversight of the nature of discussions on the system, the amount of time used, when it is used, and which email and internet addresses are accessed. The parameters of allowed usage may be different for each employee. The City Clerk may also limit use to something less than the guidelines for purposes including, but not limited to, preserving the functionality and cost of the system as a whole.

(iv) Personal Use

Limited personal use is acceptable as long as it doesn’t incur any cost or damage to the City or the City’s equipment, is not done when the employee is working for the city and does not facilitate any private commercial purpose. Use of electronic mail services or internet access for purposes constituting clear conflict of the City’s interests or in violation of information security policies is expressly prohibited. Personal posts to Facebook or other social media sites shall not be allowed while on City time. Personal downloads to city owned or leased computers is prohibited and discovery of such information shall be cause for review and possible termination. Use of City email to participate in chain letters or personal business is not permitted. *(see attached Resolution 215-2015 – Social Media Policy)*

Personal use can be beneficial to the Employer when the above rules are followed because it allows the employee to train themselves on use of the internet and email on their own time and promotes greater morale by offering a benefit to the employee that costs the City nothing.

(v) Content

Use of email can be considered the same as communicating using the City’s official letterhead. If something shouldn’t be sent on that letterhead, it shouldn’t be sent through the email system either.

All software to be downloaded through email, the Internet or any other method, must first be authorized by the City Clerk or Mayor.

i) Prohibited Actions

- a. *Except for law enforcement purposes, to post, download or transmit any unlawful, harassing, profane, obscene or pornographic messages, or files of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to a civil liability, or otherwise violate any local, state, national, or international law, including without limitation the U.S. export control laws and regulations.*
- b. *Transmittal of messages or files that are derogatory, inflammatory or unlawfully discriminatory with respect to a person's race, color, sex, age, disability, religion, national origin or physical attributes is prohibited.*
- c. *Intentionally post or transmit any information or software which contains a virus, worm, cancelbot or other harmful component.*
- d. *Copy, upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by a copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or right-holder.*

Only authorized email software may be used. Anonymous re-mailer software may not be installed. Employees may not use anonymous re-mailers for any purpose.

If confidential or proprietary information must be sent via email, it may be encrypted so that it is only readable by the intended recipient, using Employer approved software and algorithms.

(vi) Disclaimer

The employee understands that the City, its officials, and employees do not control the Internet or what may be transmitted to the employee's computer. The employee understands that the internet contains unedited materials, some of which are sexually explicit and / or illegal. The employee assumes total responsibility and risk for his / her own use. The Employer makes no express or implied warranties whatsoever with regard to any merchandise, information, or service provided through the internet.

(vii) Ownership

All electronic messages or files that are created, sent, retrieved, or stored on Employer computers or networks are property of the Employer and not considered private. Email messages may be retrieved by the Employer even though they have been deleted by the sender and the reader may be spot-checked to ensure that this policy is being followed and may be used in disciplinary actions. The Employer reserves the absolute right to access and monitor all messages and files on the Employer's or service provider's systems.

(viii) Violations

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

(c) Computer Equipment & Other City Owned Equipment

(i) Passwords

Employees must understand that the secrecy of passwords and the preservation of information on the City computer systems are of extreme importance to continue proper function of City government.

Passwords must not be shared with anyone, including supervisors, except with an appointed computer systems security officer who already has authority to change the employee's password. Of course, after a password is set up in the system, even the security officer does not need to be reminded of it. Passwords should not be written down and should not be easily attributed to the employee, such as a birthday, phone number, etc. To prevent misuse of a password, employees should sign off of the computer system whenever they are away from their computer for more than a short period of time.

An employee's use of another person's password or the disclosure of their own or another person's password, regardless of permission or presence of that person, is prohibited. Knowledge of circumstances contrary to this policy must be immediately reported to the City Clerk or Mayor.

(ii) Personal Use

Limited personal use is acceptable as long as it doesn't incur any cost or damage to the City, and is not done on Employer time. Personal use can be beneficial to the City, because it allows the employee to train themselves on their own time and promotes greater morale by offering a benefit to the employee that costs the city nothing.

(iii) Installation of Software or Data

Intentionally loading any information or software which contains a virus, worm, cancelbot, or other harmful component is prohibited. Any software to be loaded by any method must first be authorized by the City Clerk or Mayor.

(iv) Ownership

All files that are created, sent, retrieved or stored on City computers or networks are property of the City and not considered private. Files may be retrieved by the City even though they have been deleted. They may be spot-checked to ensure that this policy is being followed. They may also be used in disciplinary actions. The City reserves the absolute right to access and monitor all files on the City's or service provider's systems.

(v) Violations

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

(d) City Vehicles / Equipment / Tools / Shop

(i) Vehicle / Equipment / Tool Use / Shop

City employees may use City owned / leased / rented highway vehicles for official city business only. Personal use is prohibited and this type of use will not be tolerated. If personal use is absolutely necessary in the case of an emergency, the employee shall reimburse the city for the use of the vehicle at the governing rate.

City owned / leased / rented heavy equipment may not be used for personal use. Use of City owned heavy equipment is strictly prohibited and grounds for dismissal.

City owned hand tools, power tools, and other minor equipment must not be used for personal use on employee time. Incidental use of this type may be tolerated if on the employee's break time or time off of work. City owned hand tools, power tools, and other minor equipment must remain at the official designated City location.

Employees may use the City shop to work on personal projects only when the employee is on their own time, such as weekends or after hours. The employee will not be covered by workman's compensation insurance, but if they are injured would be responsible for any injuries they may sustain during their off hours. Employees that wish to use the City shop after hours or on weekends will sign a waiver waiving all liability from the City of New Meadows. The waiver will include issues such as; fire, theft, injury, or any other issue that may arise.

Employees may not store personal vehicles or personal property on City owned property without the consent of the Mayor, except for those vehicles or property that assist the employee in their job. Personal property is not covered by City purchased insurance except for the employee owned property that is required for employment.

The employee shall turn in an accurate inventory list showing the personal property owned by the employee that they use for City employment. This inventory list will be maintained at City Hall so that in case of fire, theft, or other issue, the tool may be replaced by the City or insurance company.

Article IV. Employee Classification, Compensation and Benefits:

Section 4.01 CLASSIFYING EMPLOYEES FOR POLICY PURPOSES

(a) Employment Status

Except as otherwise provided in this paragraph, employees of The City of New Meadows will not be suspended without pay, demoted with an accompanying change in pay, or discharged from their positions except for cause related to performance of their job duties or other violations of this policy. Cause shall be determined by the employee's supervisor/elected official and shall be communicated in writing to the employee when employee status is changed. (Contract Attorneys of the City of New Meadows are not subject to the personnel appeal procedure, being subject instead to the rules of professional conduct for their profession.) Only suspension without pay, demotion with change of pay, or discharge for cause shall be subject to the appeal procedure set forth in this personnel policy. The appeal procedure is to be construed in a directory manner. It is the duty of the appellant to show by clear and convincing evidence that the factual basis for the personnel action is incorrect or that the reasons for the personnel action are contrary to the public interest or violate existing law. Should the appellant establish such basis, the employee's back wages and benefits shall be restored as if the specified action had not been taken. Changes in employment status which are the result of budgetary needs, reductions in force, reorganization of work duties

through transfer or reassignment, or general changes in the terms or conditions of employment or of benefit offerings shall not be subject to the appeal procedure set forth herein. The City of New Meadows retains full authority, with prior notice, to modify the general terms and conditions of employment. Additional information may be obtained in the personnel office or by appointment with the administrator.

(b) Employee Classification For Benefit Purposes

The classification of the position you hold with the City of New Meadows may affect the status of obligations or benefits associated with your employment. The primary classes of employees and their respective status is outlined as follows:

(i) Full-Time Regular Employees

Employees whose typical work schedule calls for at least 140 hours of scheduled work during each 30 calendar-day payroll period is classified as a Full-Time regular employee. Full-time regular employees shall receive all employee benefits provided by The City of New Meadows as such benefits now exist or may be subsequently changed.

(ii) Part-Time Regular Employees

Employees whose typical work schedule calls for less than 139 hours of scheduled work during each 30 calendar-day payroll period are classified as Part-Time Employees. Part-time regular employees shall receive reduced employee benefits in accordance with policies adopted by the City Council and certain mandatory state benefit programs.

(iii) Casual / Seasonal Employees

Employees who provide services for The City of New Meadows on an irregular or temporary basis or whose scheduled hours of employment for the entity are typically fewer than 20 hours each payroll period are classified as casual employees. Casual employees will receive no benefits provided to regular employees, except those required by law or those provided by express written authorization of the Council.

(iv) Probationary / Introductory Employees

Employees whose performance is being evaluated to determine whether further employment in a specific position or with the City is appropriate are classified as a Probationary / Introductory Employee. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

(v) Temporary Employees

Employees who are hired as an interim replacement, to temporarily supplement the work force, or to assist in the completion of a specific project are classified as a Temporary Employee. 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 this status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as Worker's Compensation insurance and Social Security), they are ineligible for all of the City's other benefit programs.

(vi) Significance of Employee Classification

The procedures for hiring, promotion, and transfer of full-time employees shall be subject to the provisions of this policy. Personnel actions concerning part-time or casual employees are not subject to guidelines set forth herein unless the handbook provisions expressly provide therefore.

Section 4.02 Compensation Policies

(a) Establishment of Pay System

- i) The City of New Meadows compensates employees in accord with level of responsibilities and decisions by the Council as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time period.
- ii) The supervising elected official or administrator may make suggestions about salary compensation and other pay system concerns but the final decision regarding compensation levels rests with the Council. The Council reserves the right to make budget adjustments, and consequently pay adjustments, during the course of the budget year in order to manage cash flow or to deal with other circumstances which they think justify changes in entity expenditures. Employees may participate in a performance evaluation system established by the Council or by an individual department with the approval of the governing board. Such evaluation systems may be the basis for allocating changes in compensation in each budget year. Should such an evaluation system be established, records of any such evaluations shall be kept in the personnel file of each employee.

(b) Compliance with State and Federal Pay Acts

- i) The City of New Meadows shall comply with all State and Federal pay acts respecting the compensation of employees for services performed in the public service.

(c) Classification Plan

- i) All employees of the City of New Meadows shall be classified in the position they hold with the City of New Meadows in the following manner:
 - a. *Elected official.*
 - b. *Classified full-time employee subject to the testing and placement standards established by this personnel policy manual.*
 - c. *Part-time or casual employee exempt from placement standards cited herein.*

(d) Overtime Compensation - Compliance with Fair Labor Standards Act

- i) In addition to the employee classifications set forth elsewhere in this policy, all employees are classified as exempt or hourly for purposes of complying with the Federal Fair Labor Standards Act
- ii) (FLSA). The FLSA is the Federal wage and hour law which governs the obligation of employers to pay overtime compensation. Elected Officials and certain other employees are exempt from operation of this law because they hold positions which are professional or primarily executive or administrative in nature. As such, exempt employees are not required to receive overtime pay for hours worked beyond the limits provided by the statute. Employees who serve as sworn law enforcement officers and as fire fighters will be subject to special exceptions found in the FLSA (See 207K). Please contact your department supervisor or the office of the chief executive for further clarification of your FLSA status.

(e) Compensatory Time Policy

- i) The City of New Meadows allows the accumulation and use of compensatory time, in amounts not to exceed accumulation of 24 hours. Departments wishing to use compensatory time in lieu of overtime compensation must get express permission from the Council and the maximum hours must be set by resolution of the Council.

(f) Reporting and Verifying Time Records

- i) It is the responsibility of each employee to properly record time that he or she has worked during a payroll period. Each time sheet shall bear the signature of the employee with a statement verifying its accuracy and a counter signature by a supervisor indicating that the hours claimed were actually worked. These records shall be retained for at least five years following a pay period or the conclusion of an employee's service.

(g) Work Periods

- i) Employment with the City of New Meadows is subject to the Federal Fair Labor Standards Act as previously described. Each employee is responsible for monitoring the status of hours worked in each work period. Overtime will be allowed only when authorized by an appropriate supervisor or when absolutely necessary in an emergency. The work week for all regular employees who are subject to the FLSA will begin at 12:00 (midnight) on Sunday of each week and concludes at 11:59 p.m. of the succeeding Saturday. For regular employees, hours actually worked in excess of forty in a work week will be computed at one and one-half (1&1/2) times the hours worked. This time will be paid, or compensatory time will be allowed to accrue on the next paycheck following the work period during which it was earned. Sworn law enforcement officers and fire fighters are subject to the special exception for their respective professions (§ 207(k)) which allows establishment of their work period up to twenty-eight days. Overtime compensation is to be paid for qualifying law enforcement hours beyond 171 in a 28-day work period or for qualifying fire fighter's hours beyond 212 in a 28-day work period. For these special exception employees, payment of overtime compensation will be paid, or authorized compensatory time will accrue, on the paycheck which follows the conclusion of a 28-day work period by at least one week. Questions about overtime and compensatory time should be directed to your supervisor or the personnel/payroll office.

(h) Promotions and Compensation

- i) Compensation for all employees is established by action of the Council. The annual budget of The City of New Meadows sets the funding available for compensation of employees in various departments.
- ii) Promotions and changes in status may be recommended and made by officials in each of the operating departments but final authority regarding compensation rests with the Council.

(i) Payroll Procedures and Paydays

- i) Employees are paid twice each month throughout the year.
- ii) Paychecks are issued by the office of the City Clerk at the end of the month and mid-month.
- iii) Paychecks compensate employees for work performed in that pay period.
- iv) Paychecks are to be distributed at the workplace prior to 4:00 p.m. on the day following the end of the pay period.
- v) It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only. The paycheck is generated by a computer program that does not have the capacity to think or to understand individual circumstances.
- vi) Actual practices respecting the issuance of paychecks and allocation of employee benefits must be consistent with official policy of the entity.

- vii) In the event of disagreement between the computer-generated paycheck stub and official policy as interpreted by the Council with the assistance of the City Clerk, the policy shall prevail.

(j) Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding

- i) Leave will be granted to full-time employees called to jury duty or to serve as a court witness in accordance with Council-adopted policy. Full pay will be provided during the first three days of such service. After the first three days the employee may elect to use accrued vacation time or unpaid leave of absence. Special allowance may be made by the Council upon a showing of inordinate hardship.

(k) Military Leave

- i) Unpaid leave of absence will be granted to participate in ordered and authorized field training. Our public entity employment policy will comply with the provisions of Idaho Code § 46-224, et seq., or its successor, as those Code provisions govern leaves of absence for military service and Uniformed Services Employment and Reemployment Rights Act of 1994.

(l) Reduction in Force

- i) Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and workload. The Council reserves the right to make any changes in work force or assignment of resources that it deems to be in the organization's best interests. The Council may also specify at the time reductions in force are made what reinstatement preferences may accompany the reductions. Said reinstatement preferences may be tied to the classification of the employee or to specialized skills possessed by the employee.

(m) Payroll Deductions

- i) In accord with Idaho Code § 45-609 or its successor, no payroll deductions will be made from an employee's paycheck unless authorized by the employee or required by law.

(n) Travel Expense Reimbursement

- i) An employee on City business shall be reimbursed for expenses incurred in completing his / her work related assignment in accord with the policies established by the Council. Each employee is responsible for providing verified receipts for any expenses for which reimbursement is requested in accord with Idaho Code § 31-1506 or its successor. All reimbursement requests shall be requested with proper documentation, and on an approved form provided by the City Clerk.

Reimbursement shall be no more than the following, or as set by Resolution from time to time;

- a. Breakfast - \$10.00
- b. Lunch - \$15.00
- c. Dinner - \$15.00
- d. Lodging - Actual Reasonable Costs
- e. Mileage - Current Rate as set forth by the IRS
- f. Registration - Actual Fees

(o) On-the-Job Injuries

- i) All on-the-job injuries shall be reported to the City Clerk within 24 hours to allow filing of worker's compensation claims in the proper manner. If an employee is disabled temporarily by an on-the-job accident, he/she shall be eligible for worker's compensation benefits. Return to employment will be authorized on a case-by-case basis upon consultation with the supervising official and the State Insurance Fund. Concerns associated with an injured worker's status may be brought before the City Council and Mayor.

Section 4.03 Employee Benefits

The City of New Meadows offers a number of employee benefits for full-time regular employees. These benefit offerings are subject to change or termination in the sole discretion of the City Council. Each is subject to the specific terms of its respective insurance policy and / or official resolution of the City council.

(a) Vacation Leave

- i) Vacation leave is available to those employees who are classified as Regular Full-Time or Regular Part-Time Employees who have completed the equivalent of 6 months of employment. Vacation accrues from the start of employment in the following manner:

Length of Service Vacation Accrual

Regular Full-Time Employees	
Length of Service	Vacation Accrued
1-7 years	2 weeks
8-15 years	3 weeks
Over 15 years	4 weeks
Regular Part-Time Employees	
For each hour worked, 0.04168 hours are earned.	

- ii) Vacation leave can only accrue to a 25-day maximum. Any excess, over 5 days, not used during the year in which it accrues will be forfeited, without right of compensation, at the conclusion of the fiscal year in which it became excess.

This rule may be subject to an exception for one year's additional accrual upon written permission of the responsible elected official and the Council.

- iii) Use of vacation leave of 8 hours or more shall be scheduled with the consent of the employee's immediate supervisor or Mayor if no immediate supervisor is available. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of departments.
- iv) No employee shall receive pay in lieu of vacation unless specific approval is given by the Mayor and City Council.

(b) Personal Leave

- i) Personal leave benefits are provided to employees at a rate of 1 day per month served. Personal leave is a benefit to the employee and shall be requested at least two hours before the time when the scheduled work period is to begin. Personal leave may be denied if there is no illness or injury that prevents the employee from working productively or safely and the scheduled work duties include imminent and necessary activities that will jeopardize city operations if not carried out in a timely manner. Excessive use of personal leave with no regard for the city's schedule and activities may result in an employee review and a subsequent change in approval requirements.
- ii) Personal leave can accrue to a maximum of 90 days. There is no personal leave carry-over provision comparable to that provided in the city's vacation policy. Personal leave benefit recipients will receive their normal compensation when using personal leave benefits. Other provisions of policy regarding personal leave can be found in resolutions adopted by the City Council.
- iii) Personal leave shall be allowed to employees only in the case of actual sickness or disability of the employee or for medical, dental, or eye examination or treatment for which arrangements cannot be made outside of working hours for the employee, spouse, or dependents.
- iv) Upon application of a regular employee, the Mayor and the City Council may grant sick leave without pay when earned sick leave is not sufficient on a case by case basis on such conditions and terms as may then be set.

(c) Holidays

Ten official holidays are provided for full-time employees. Employees having full-time active status on the date of any holiday shall receive compensation for that day even though they do not work. Holidays which fall on Saturday shall be observed on the preceding Friday. Those which fall on Sunday shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the Council.

(d) Recognized Holidays

New Year's Day	Human Right's Day	President's Day	Memorial Day	Independence Day
Labor Day	Columbus Day	Veteran's day	Thanksgiving Day	Christmas Day

(e) Disability Leave

The City of New Meadows shall allow any employee who is disabled in such a manner that his/her return to work is anticipated, a maximum of 120 days unpaid leave for purposes of recovering from said disability. The employee may, at his or her option, choose to use vacation and/or sick leave to receive pay as long as such benefits are available in accordance with the Family and Medical Leave Act of 1993.

(f) Bereavement Leave

Up to three days of paid leave of absence for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters). Additional leave may be granted from accrued vacation leave or unpaid leave of absence.

(g) Leaves of Absence

Up to thirty days of unpaid leave can be granted by the Mayor for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of thirty days shall require written approval of the Council.

(h) Reduction of Benefits

The City of New Meadows, through its Council, reserves the right to change, condition, or terminate any benefits set forth in this section. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

(i) Benefits for Temporary Employees

Temporary employees shall not receive benefits.

(j) Insurance Coverage Available to Employees

The City of New Meadows provides comprehensive health, dental, and eye insurance to employees and offers family coverage at the employee's option. Insurance coverage begins on the first day of the month following the three-month anniversary month in which an employee's first regular full-time paycheck was issued. All coverage is subject to policy terms and to change at any time with notice. Claims procedures are administered by the personnel office. Information may be obtained from the personnel office. Limited life insurance coverage and limited disability programs may be provided to full-time employees. The terms of these programs are contained in booklets and administrative policies available for inspection in the personnel office. Worker's compensation insurance covering job related injuries is provided for all employees. Questions about worker's compensation issues should be directed to the City Clerk.

(k) Retirement

The retirement plan of The City of New Meadows combines benefits of the Public Employees Retirement System of Idaho (PERSI) with Social Security (FICA). PERSI charges a percentage of an employee's gross salary, which is presently exempt from Federal and State income taxes, and The City of New Meadows matches this with an additional larger contribution. Contact the City Clerk for further information.

(l) Miscellaneous Benefits

In addition to the benefits listed on the previous pages, the City Council may offer additional miscellaneous benefits in accordance with the benefit / program policies.

(m) Transfer of Benefits with Employee Transfer

Accrued benefits for each employee continue to the benefit of that employee if the employee transfers from one department to another within The City of New Meadows. Any such transfer will not result in a reduction of benefit offerings separate and apart from those realized by employees similarly situated.

Article V. Employee Evaluation & Discipline:

Section 5.01 Evaluation Procedures

(a) Standard Procedures

Each employee may be evaluated on a semi-annual/annual basis to assess the performance of that employee in the job being performed for The City of New Meadows. Each evaluation will be given on the basis of the direct supervisor's observations of the employee's performance, the accuracy of the employee's work in addition to the quantity, and additional efforts expended by the employee on behalf of The City of New Meadows. Each supervisor is authorized to use necessary evaluation tools. At the same time the supervisor must fill out a standard The City of New Meadows evaluation form, which shall be placed in the employee's permanent record file.

(b) Interviews (Evaluation)

Each evaluation shall be concluded with an interview between the evaluated employee and the immediate supervisor in which the employee will be told what the findings of the employer's evaluation are. Each employee will be given an opportunity to respond to the evaluation both orally, in which case notes may be taken by the supervisor, or the employee may submit a written response to the employer's evaluation to be placed in the employee's personnel file, provided that it is filed with the employer within 10 days of the date of the oral presentation of the evaluation.

Section 5.02 Employee Personnel Files

(a) Personnel Records

The official employee records for The City of New Meadows will be kept in the office of the City Clerk. Within these personnel files will be kept all records of payroll, employee performance evaluation, employee status, and other relevant materials related to the employee's service with The City of New Meadows. Any supervisory personnel or the employee him or herself may contribute materials to the personnel files deemed relevant

to the employee's performance and tenure. Each employee shall have the right to review materials placed in his or her personnel file at any reasonable time. Copies of materials in a personnel file are available to each employee without charge. Personnel files shall not be removed from the premises.

(b) Access to Personnel Files

It is the policy of The City of New Meadows to allow limited access to the personnel file for any employee. Those authorized to evaluate materials in a personnel file include the employee's supervisor, administrator, clerical payroll personnel, Mayor or members of the City Council, and the employee him or herself. Based upon the inherent confidentiality of personnel matters, access of others to personnel files shall be only with authorization of the supervising official and the Council. Information regarding personnel matters will only be provided to outside parties with a release from the employee or in other circumstances where release is deemed appropriate or necessary with the concurrence of both the official supervising the records and the Council.

(c) Management of Information in Personnel Files

Each employee shall be provided an opportunity to contest the contents of a personnel file at any time. This is to be done by filing of a written objection and explanation which will be included in the file along with the objectionable material. In the sole judgment of the supervising official, with the concurrence of the Council, any offending material may be removed upon a showing by the employee that it is inaccurate or misleading.

Section 5.03 Employee Discipline Procedures and Principles

(a) Purpose of Discipline Policy

The purpose underlying the discipline policy of The City of New Meadows is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

(b) Disciplinary System Framework

The City of New Meadows adopts the following framework for actions to be taken in the event that employment policies are violated by any employee subject to this manual. Progressive steps may be implemented in order to invoke disincentives to policy violations. The City of New Meadows reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step. Such steps shall be documented in the record of the disciplinary action. Progressive discipline shall be applied only where the supervisor believes that the potential for improvement and correcting the behavior is possible.

(c) Hierarchy of Disciplinary Actions Available

The following actions are among the progressive disciplinary steps which can be taken by the supervisor in response to personnel policy violations:

- a. Oral warning.
- b. Written warning or reprimand.
- c. Suspension with or without pay.
- d. Demotion.
- e. Probation.
- f. Dismissal.

***All steps may be taken, but some may be skipped depending on the actionable violation.

(d) Appeal Hearing

The personnel policy of The City of New Meadows establishes the right to a hearing in the event of a discharge or demotion with attendant change in pay or suspension. The elements of procedure to be followed in any such hearing to be undertaken at the direction of the supervisor, unless waived by the employee, are the following:

1. The employee shall be provided notice of the charges against him and the time the hearing is to be conducted.
2. The employee shall be heard before the department supervisor responsible for department management with the oral hearing to last no longer than two hours, unless otherwise approved by the department supervisor.
3. There shall be a record maintained, including a tape recording of the hearing.
4. The employee shall have a right to an explanation of the conduct complained of.
5. The employee shall have an opportunity to be represented by legal counsel at his own expense.
6. The employee shall be provided an opportunity to present evidence and to rebut the information upon which his/her charged misconduct or inadequate performance is based.
7. Every such hearing shall take place as soon as it can be accommodated by the schedules of those involved. Additional time may be granted at the request of the employee upon a showing that additional time is needed to provide facts necessary to respond to the charges. Said decision shall set forth the reasons for the personnel action.

Note: Any appointive office responsibilities may be removed by the Mayor for any cause deemed by the Mayor to be sufficient, section 50-206, Idaho Code. The affirmative vote of three (3) members of the Council is required to confirm such dismissal of such responsibilities. Dismissal of the employee from employment with the City of New Meadows shall follow the City's Disciplinary Policy.

Article VI. Separation from Employment:

Section 6.01 Reductions in Force

When financial circumstances or changes of workload require, The City of New Meadows reserves the right to reduce forces in such manner as it deems necessary to maintain the effective functioning of The City of New Meadows services. Decisions about the functions to be reduced are not subject to the appeal procedure established by The City of New Meadows.

Section 6.02 Reinstatement Policy

Employees who leave The City of New Meadows employment due to a reduction in force shall retain a first right to return in the event of work force rebuilding for one year from the date of their separation. Employees shall retain a preference only for work for which they are fully qualified and for which available service requirements can be met.

Section 6.03 Retirement

The retirement policy of The City of New Meadows shall comply in all respects with federal and state requirements respecting mandatory retirement and the obligations established by the Public Employee's Retirement System of Idaho (PERSI). No employee shall be compelled to retire except in compliance with said acts.

Section 6.04 COBRA Benefits

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) benefits are not available to employees or former employees of The City of New Meadows because the City's employment status does not apply according to government rules.

Section 6.05 Exit Interview

Each employee who terminates from employment with The City of New Meadows is encouraged to participate in an exit interview with the designated person, or in the event of involuntary termination with the personnel officer. In such interview, the employer shall notify the employee when certain benefits will terminate and when final pay will be issued. The employee will inform the interviewer about his/her impressions of employment in such

interview. An employee exit form may be completed at this point and will be retained in the employee's personnel file.

Section 6.06 Resignation

Voluntary resignations will only be accepted if made in writing. Any oral resignations will be treated as leave without approval, unless authorized by the supervising official. Under leave without approval an employee may be terminated for "job abandonment" after 3 days of leave that has not received prior written approval. If the employee wants his formal records to indicate "voluntary resignation", they must do so in writing to their supervisor or the administrator.

Section 6.07 Abandonment

Employees who have an unexcused or unauthorized absence of three working days or more may be terminated for job abandonment.

APPENDIX-A

**ACKNOWLEDGMENT RECEIPT OF
The City of New Meadows
PERSONNEL POLICY MANUAL**

I, _____ acknowledge receipt of the new Personnel Policy Manual.

I understand that I have fifteen (15) days to read and review this document and that I may provide input to the Council of the City of New Meadows on the same.

I understand that this manual is not a contract and cannot create a contract.

I understand that I am obligated to perform my duties of employment in conformance with the provisions of the new City of New Meadows Personnel Policy Manual and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the new Manual.

DATED this _____ day of _____, 20____.

Employee

I, _____, provided a copy of the new City of New Meadows Personnel Manual to: _____, this _____ day of _____, 20__.

(Name - Title - Department)

EMPLOYEE PERFORMANCE EVALUATION

Name: _____

Date: _____

Job Title: _____

Date of Last Evaluation: _____

Please complete this form carefully and thoroughly. Remember its purpose is to:

- Provide objective criteria for personnel performance evaluations on a standard basis within the employment of the City of New Meadows
- Compel you to examine all of the individual traits affecting employee performance
- Help you to support your conclusions and recommendations for job classification and compensation improvements
- Produce fair employee evaluations

Directions for use:

Rate the employee for each of the 15 personal traits identified with. Make sure that you are rating the employee for the period of time in which indicated. Mark the employee's rating in the far left column and total the score at the bottom

Transfer the total to the rating scale on the following page. This will indicate and support your overall opinion of the employee's performance.

Make additional comments on the employee's principal strengths and weaknesses. Your comments should be consistent with your rating of the employee's traits.

Describe the employee's reaction to this evaluation, if you discuss it with the employee. Make your recommendations for any changes in the employee's classification or rate of pay.

Finally, the entire performance evaluation should be reviewed by the Mayor & City Council for approval of rate of pay or classification changes.

Employee Name: _____

Evaluation Date: _____

Evaluator: _____

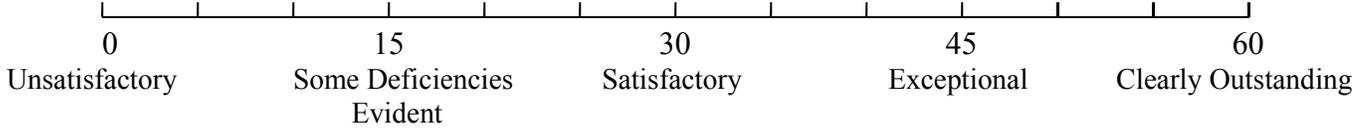
Personal Trait	Unsatisfactory (0)	Some Deficiencies Evident (1)	Satisfactory (2)	Exceptional (3)	Clearly Outstanding (4)	Rating
Knowledge- The blending of job related education, skills and experience	Severely lacking in knowledge	Noticeable deficiencies in job knowledge	Understands job routine. Some knowledge still to be acquired	Completely understands all aspects of the job	Understands why all job functions are performed and interrelationship with other jobs. An expert	
Quantity- Level of satisfactory output generated per unit of time	Usually below acceptable standard	Barely acceptable level of output. A slow worker	Satisfactory. Meets expectations of average output	Usually exceeds the norm. A fast worker	Exceptional producer. Generates maximal output	
Accuracy- Absence of errors	Usually below acceptable standard	Error level too high. Needs improvement	Makes average number of mistakes	Very accurate. Commits few errors	Extremely accurate. Rarely commits an error	
Judgment- Capacity to make reasonable decisions	Frequently makes irrational decisions. Poor judgment	Too often selects wrong alternative	Usually exercises sound judgment	Above average reasoning ability. Seldom errs in judgment	Sustains high level of sound judgment. Decisions usually best under circumstances	
Innovation- Imagination and creativity used to lower costs and improve profits	Never offers a new procedure or new idea	Rarely suggests new ideas	Average number of suggestions for improving methods and procedures	Often suggests beneficial changes and profit / loss improvements	Very innovative. Constantly offers imaginative suggestions for improving operations	
Appearance & Habits- Personal habits, clothing and grooming (evaluation should consider the nature of the job)	Frequently offensive	Occasionally sloppy appearance or display of offensive habits	Usually properly dressed and groomed. Few poor personal habits	Rarely exhibits poor appearance or offensive habits	Always properly dressed for the job. Personal habits are never offensive or in poor taste	
Orderliness- Organization of the individual's work and work area	Usually disorderly & chaotic	Frequently unorganized for work are in disarray	Work sufficiently organized to efficiently perform the job	Highly organized and efficient worker. Few instances of poor performance form lack of order	Exceptionally precise in organization work. Has immediate access to anything needed. Extremely efficient	
Courtesy- Respect for feelings of others on the job	Frequently rude. Causes noticeable discomfort to others	Occasionally impolite to coworkers or others	Observes common courtesies, does not offend	Very conscientious of other's feelings and rights. Always polite	Extremely courteous, well mannered and polite. Always considers the comfort and ease of others	
Cooperation- Willingness to help others accomplish their objectives	Usually uncooperative. A 'roadblock' to coworkers, customers or suppliers	Too often uncooperative when faced with reasonable request for assistance	Generally, a cooperative person on the job	Very cooperative. Often offers assistance. Can usually be counted on to help	Extremely cooperative. Constantly offers aid and always available to help others	
Initiative- Voluntarily starts projects. Attempting routine jobs & tasks	Shows little initiative. Never volunteers. Sticks closely to job routine	Shows some initiative. Should do more without having to be told	Does not shirk, voluntarily attempts to solve non-routine job problems as they occur	Above average. A self-starter. Will generally volunteer	Places highest priority on getting things done. Constantly accepts difficult or unpleasant jobs	
Reliability- Dependability & trustworthiness	Not reliable. Often fails to deliver complete job	Occasionally leaves routine tasks incomplete	Can be relied on to complete all aspects of job	Completes work with little supervision. Will complete occasional special projects	Extremely motivated, loyal and trustworthy. Accepts all assignments. Always performs as expected	
Perseverance- Steadfast pursuit of job objectives when face with unexpected obstacles	Frequently quits when faced with unexpected obstacles	Is sometimes deferred by obstacles which should be overcome	Is not stopped by most obstacles, works through them	Displays sufficient drive to overcome unusually difficult obstacles	Always displays extreme determination. Will rarely quit until objective is reached	
Stability- Even temperament. Acceptance of unavoidable tension & pressure	Volatile, inconsistent personality. Disrupts work environment	Occasional display of temper or emotion sufficient to disrupt others and hinder own performance	Even tempered, absorbs routine pressure of job	Can tolerate unusual pressure and tension without hindering performance	Performs consistently and effectively under extreme pressure. Never visibly falters	
Attendance- Availability to work	Frequent unexcused lateness or absence from work. Very poor attendance record.	Absences or lateness below standards	Satisfactorily attendance record	Rarely late or absent	Almost never late or absent. Always accepts overtime work, if offered	
Alertness- Ability to quickly understand new information & situations	Very slow to grasp ideas and events	Usually needs extra instruction	Understands most new ideas and developments without excessive explanation	Fast learner, grasps new information quickly	Extremely bright. Analyzes and understands with minimum instruction	
Total						

Appendix D – Summary Score Sheet

Employee Name: _____
Date: _____

Summary Score

(Mark total numerical rating on scale below)



Comments on Principle Strengths:

Comments on Weakness & Suggestions for Improvements:

Has this evaluation been discussed with the employee? Yes No

Comments:

Evaluator recommendations for present & future classification:

Evaluation by: _____

Reviewer recommendation for present & future classification:

Reviewed by: _____

Appendix E – Employee Comment Sheet

Employee Name: _____

Date: _____

Employee’s Comments

(Please use additional paper if necessary)

Do you agree with your supervisor’s rating on JOB PERFORMANCE? If you indicate NO on any criteria, please explain. Be as specific as possible.

YES NO **Knowledge**

YES NO **Quantity**

YES NO **Accuracy**

YES NO **Orderliness**

YES NO **Courtesy**

YES NO **Cooperation**

YES NO **Initiative**

YES NO **Reliability**

YES NO **Judgment**

YES NO **Innovation**

YES NO **Appearance**

YES NO **Perseverance**

YES NO **Stability**

YES NO **Attendance**

YES NO **Alertness**

Does your job description differ from the work you actually do? If you feel there are differences, please describe them as specifically as possible:

What improvements could be made to enhance your ability to do your job?

Does your present job match your interest and goals? What action would aid you in achieving your career goals? (Explain)

Employee Signature: _____ Date: _____

Evaluator: _____ Date: _____

Reviewed By: _____ Date: _____

Appendix F – Travel Reimbursement Schedule

Employee / Elected Official / Appointed Official Reimbursement Schedule

- **Private Vehicle Travel**
 - Employees, Elected Officials, and Appointed Officials that are required to travel by private vehicle for the City will be reimbursed at a rate not to exceed the reimbursable rate set by the federal government. Travel will be accomplished by the most direct route. A mileage log showing the actual number of miles traveled shall be maintained and turned into the City Manager for reimbursement on an approved form.
- **Airline Travel**
 - Employees, Elected Officials, and Appointed Officials that are required to travel by commercial carrier for the City will be reimbursed for the full price of the ticket. No employee shall be required to fly, but should travel by the most efficient mode of travel. In all cases the cost paid will be based on the most practical and least extensive route.
- **Lodging**
 - Overnight lodging will not be permitted for one day seminars, schools, city business, if within 100 miles. When lodging is permitted, frugal judgment shall be used. Any amount over Sixty Dollars (\$60.00) per night must be approved by the Mayor and City Council.
- **Meals**
 - Up to Forty Dollars (\$40.00) per day for three (3) meals will be reimbursed to any Employee, Elected Official, or Appointed Official for city business when: the individual is required to be gone before 7:00 a.m., the individual is required to be gone before 12:00 p.m., and / or the individual is unable to return before 7:00 p.m. Exuberant meals shall not be reimbursed to the individual. Standard meal reimbursement for Breakfast should not exceed Ten Dollars (\$10.00), Lunch should not exceed Fifteen Dollars (\$15.00), and Dinner should not exceed Fifteen Dollars (\$15.00).
- **Registration Fees**
 - The full cost of registration at Seminars, Schools, or other activity and all related costs pertaining to the purpose of the trip will be paid by the City. Every effort should be made for the registration fees to be paid for in advance by the City. All registration fees must be pre-approved by the City Council and Mayor prior to the Seminar, School or other activity.
- **Receipts**
 - All expenses must be accounted for and verified by receipts and shall be turned into the City Manager for processing. All travel expenses shall be written onto an Travel Expense Sheet and signed by the individual requesting reimbursement.
- **Travel**
 - Travel for all individuals must be in the best interest of the City and must be pre-approved by the Mayor and City Council.

SECONDARY EMPLOYMENT AGREEMENT

This Secondary Employment Agreement is between _____, employee of the City of New Meadows, hereinafter referred to as “Employee” and the City of New Meadows, hereinafter referred to as “City”. This agreement shall be reviewed and accepted by the Mayor and City Council of New Meadows, Idaho and placed in Employee’s personnel file.

Employee has requested to engage in the following secondary employment:

The secondary duties may occur during hours normally scheduled for employee to work for the City.

Employee will not allow the requirement of their job as a City Employee to suffer or put other employees or citizens of the City of New Meadows in danger or jeopardy by taking care of the responsibility of their secondary employment.

If there are time-sensitive activities that need to be accomplished in the course of Employee’s employment with the City, any secondary employment activities will take second place to City deadlines.

When Employee takes care of Secondary Employment activities during normal scheduled City employment hours, a City staff member, Mayor or other City official shall be made aware of their absence.

Emergency situations shall be reviewed on a case-by-case basis, but Employee shall maintain primary regard for the needs of the City when an emergency arises.

Employee shall not use City tools and equipment to accomplish secondary employment activities.

Employee shall not share or make use of official information that is confidential or not available to the general public except by request while performing secondary employment.

Appendix G – Secondary Employment Agreement

Employee shall not use their position or title with the city in order to advance or increase their secondary employment work opportunities. This includes advertising or soliciting secondary employment opportunities during City employment time or using City property or equipment (i.e. giving out secondary employment business cards while on-the-clock as a City employee).

When secondary employment is in the form of self-employment, the Employee shall have at least one other person who is available to take care of potential business needs if the Employee’s City responsibilities conflict with the needs of the self-employment business.

If the Employee’s responsibilities to the City cannot be performed during regularly scheduled business hours because of the needs of secondary employment, the Employee shall work after hours – without overtime pay – to accomplish the responsibilities required by the City.

Secondary employment which results in a decrease in hours worked for the City of New Meadows and inability to complete tasks in a timely manner shall be reviewed to determine if this agreement has been compromised.

Failure to comply with this agreement shall result in a review by the City Council and Mayor of New Meadows to determine if secondary employment continues to fall within the parameters of the Secondary Employment Policy of the City of New Meadows.

I agree that the description of secondary employment written above is correct and agree to abide by the terms of this agreement. Should there be a change in secondary employment, I agree to let the City Council and Mayor know immediately. I understand that this agreement may be reviewed periodically to ensure compliance.

Employee

Date

Mayor

Date

Approved by New Meadows City Council on _____.

RESOLUTION # 215-2015

**CITY OF NEW MEADOWS
SOCIAL MEDIA POLICY AND PROCEDURE**

A RESOLUTION OF THE CITY COUNCIL AND MAYOR FOR THE CITY OF NEW MEADOWS, IDAHO CREATING A SOCIAL MEDIA POLICY AND PROCEDURE; TO ESTABLISH PROTOCOL FOR EMPLOYEES TO FOLLOW IN USING SOCIAL MEDIA SITES FOR WORK-RELATED AND PERSONAL PURPOSES; TO PROVIDE GUIDANCE TO EMPLOYEES REGARDING THE ESTABLISHMENT AND ADMINISTRATION OF CITY SOCIAL MEDIA SITES

WHEREAS, social media is a way to communicate with the citizens, residents, property owners, and visitors of New Meadows, Idaho; and

WHEREAS, the City Council and Mayor of New Meadows wish to continue to support open communications with the public; and

WHEREAS, social media is a prevalent part of communications in society today and is a tool that should be utilized.

THEREFORE, BE IT RESOLVED, that the City Council and Mayor of the City of New Meadows hereby enacts resolution Number 215-2015.

PURPOSE

The purpose of this resolution is to establish policy and guidelines for the use of social media by the City of New Meadows (“City”) and its employees. The City of New Meadows has an overriding interest and expectation in deciding what is “spoken” on behalf of the City on City social media sites.

The goals of the City’s use of social media are as follows:

1. To connect with the public, particularly current, future, and former residents, visitors, and businesses;
2. To educate, inform, and energize the public regarding the City and its activities and operations;
3. To establish and maintain a forum for public dialogue regarding topics relevant to the City and the Meadows Valley community;
4. To elicit, listen to, and implement feedback from customers and observers regarding the City, its activities, and operations,
5. To promote and support the community served by the City.

DEFINITIONS

Comments: Information, commentary, dialogue, links, pictures, videos, and/or other forms of communicative content posted on a social media site.

Site Administrator: The City employee or official designated to establish, monitor and maintain a City social media site.

Social media site: A publicly accessible online publishing application, technology, or website that provides information to the public via subscription, reference, network, or drop-in. A social media site may provide a forum by which individuals may post comments or other information. Examples of social media sites include blogs, podcasts, Delicious, ExposureRoom, Facebook, Flickr, Google +, LinkedIn, MySpace, RSS, Second Life, Twitter, and YouTube.

User: Any person who accesses, views, follows, likes, links to in any manner, and/or posts comments on a City social media site.

ESTABLISHMENT OF CITY SOCIAL MEDIA SITES

1. No City department, commission, employee, or any other person shall establish a City social media site without prior approval by the Mayor. Persons seeking to establish a City social media site shall submit to the Mayor a written proposal, which shall include the following information:
 - a. The mission, vision, and objectives of the proposed site;
 - b. The City employee(s) or official(s) designated to establish, monitor and maintain the site;
 - c. Design, content, and features of the proposed site;
 - d. Whether Users may post comments or messages on or through the site, and if so the schedule and plan for reviewing and following up on such comments; and
 - e. The proposed approach to removal of any comments pursuant to this policy.
2. All City social media sites shall be administered or overseen by a Site Administrator designated by the director of the department creating the new social media site. Upon creation of the site, the Site Administrator shall provide to the Mayor or designee all login information and passwords necessary to administer the social media site, and shall provide any updated login or password information to the City Clerk. Upon separation from City employment, the Site Administrator shall provide to the Mayor and City Clerk all login information and passwords necessary to administer the social media site, and shall relinquish and transfer all administrator rights to the City Clerk.
3. The Mayor or City Council may require that a social media site be wholly removed, though removal of individual messages may occur only pursuant to the criteria and procedures set forth in this policy.
4. Where ever possible, the following information must be displayed to Users, or made available by hyperlink, on each City social media site:

“Terms of Use of [Name of Site]
This [type of social media] is intended to [description of purpose]. Any comment or materials posted by a User of this site may be attributed only to that User, and does not necessarily reflect the opinions or ideals of the City of New Meadows, its employees or officials. The City of New Meadows does not warrant the accuracy of any statement or claim made here, is not responsible for any User-generated content, and does not endorse any opinion expressed here. All Users must comply in all respects with [name of social media site]’s terms of use and the City of New Meadows Social Media Policy, found at [link].”

CITY’S USE AND MAINTENANCE OF CITY SOCIAL MEDIA SITES

1. All City social media sites shall make clear that they are maintained by the City and that they follow the City’s Social Media Policy.

Appendix H – Social Media Policy

2. The City of New Meadows’ website at <http://www.newmeadowsidaho.us> will remain the City’s primary and predominant internet presence. Wherever possible, City social media sites should link back to the official City of New Meadows website for information, documents, online services and other information necessary to conduct business with the City of New Meadows.
3. The site administrator shall respond within two working days to all comments or posts in which a User asks a question or requests feedback. When the site administrator responds to a comment, in his/her capacity as a City of New Meadows employee, the employee’s name and title should be made available. The employee shall not share personal information about himself or herself, other City employees or any elected or appointed officials.
4. The Mayor or designee will monitor content on all City social media sites to ensure adherence to the City’s Social Media Policy, consistency with the interest and goals of the City of New Meadows, and enterprise-wide consistency in messaging and information across platforms and site administrators.
5. All City social media sites shall adhere to applicable federal, state and local laws, regulations and City policies.
6. Content posted by the City and comments posted by Users social media sites contain records that will be subject to the Idaho Public Records Act. Any content posted or maintained in a social media format that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure.
7. Any comments removed based on these guidelines must be retained by the site’s administrator in accordance with the City’s records retention schedule. The time, date and identity of the poster, may be retained with this record whenever available.
8. City employees or officials using or administering City social media sites shall conduct themselves at all times as a representative of the City and in accordance with all City policies. A failure to do so may result in disciplinary action.

TERMS OF PUBLIC’S USE OF CITY SOCIAL MEDIA SITES

1. The City seeks to serve all its constituents by hosting an open but civil dialogue. Reasonable arguments for opposing views are encouraged.
2. Users shall have no right of privacy on the City’s social media sites, as such sites may be or contain public records subject to disclosure pursuant to the Idaho Public Records Act and the City’s records retention schedule.
3. A comment posted by a member of the public on any City of New Meadows social media site is the opinion of the commentator or poster only. Publication of a comment does not imply endorsement of, or agreement by, the City of New Meadows, nor do such comments necessarily reflect the opinions or policies of the City of New Meadows.
4. Comments should relate to the topic being discussed in the original post, should not contain random or unintelligible information or text and should not be wholly an advertisement of commercial products or services.
5. Comments containing or uploading any of the following inappropriate forms of content are subject to removal and/or restriction by the site administrator or City Clerk:
 - a. Content that is deemed in violation of this Social Media Policy or any applicable federal, state or local law;
 - b. Profane, obscene, indecent, violent, or pornographic content and/or language;
 - c. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, sexual orientation, or national origin;

Appendix H – Social Media Policy

- d. Defamatory or personal attacks;
 - e. Threats to any person or organization;
 - f. Encouragement or incitement of illegal activity;
 - g. Information that may tend to compromise the safety or security of the public or public systems;
 - h. Content that violates a known legal ownership interest, such as a copyright, of any party; or
 - i. Any content that contains or perpetuates a virus, corrupted file, or other defect or program that may cause damage.
6. All comments posted to a social media site shall be bound by the terms and conditions of use of such social media site. Where appropriate, the City may report any violation of such terms and conditions to the respective social media site.
 7. A User's submission, posting, or other publication of a comment constitutes acceptance of this policy.
 8. This Policy may be revised at any time.

CITY EMPLOYEES' USE OF NON-CITY SOCIAL MEDIA SITES

1. City employees or officials using personal or non-City social media sites should be aware that all social media sites are or may be accessible to the public, including to other City employees and officials.
2. City employees or officials shall not use personal or non-City social media sites in any way that may adversely affect his or her employment, workplace and/or that of other City employees, including, but not limited to, bullying, gossiping, sexual harassment, abuse of City or other public resources, violation of City policies, or illegal activity. Such use of a personal or non-City social media site may result in disciplinary action.
3. Where a City employee or official wishes to use or comment on a social media site in his personal capacity regarding work or subjects associated with the City, or where such employee is or would reasonably be believed to be speaking in his/her professional capacity as a representative of the City, the provisions of this and other City policies shall apply and where necessary, the following disclaimer should be used: "The postings on this site are my own and don't necessarily represent the City's positions or opinions."
4. City employees or officials shall not access or use personal or non-City social media sites in a manner that causes loss of productivity during working hours.

Passed and approved by the Mayor and City Council, this 13th day of April, 2015.

This Resolution shall be in full effect upon its adoption this 13th day of April, 2015.

/s/ Anthony J Koberstein
Anthony J Koberstein, Mayor

ATTEST: /s/ Jacob M Qualls
Jacob M Qualls, City Clerk

**Personnel Policy Manual Adoption
Resolution 227-2016**

A Resolution of the Mayor and Council of the City of New Meadows, Adams County, Idaho, to approve a Personnel Policy Manual dated October 11, 2016, to help govern the employees of the City of New Meadows.

WHEREAS, the City requires employees to secure and maximize public investments and infrastructure,

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of New Meadows, that the Personnel Policy Manual is hereby adopted and in full force after its passage and approval.

DATED this 12th, October, 2016

City of New Meadows, Adams County, Idaho

/s/ Julie Good
Julie Good, Council President

ATTEST: */s/ Jacob M Qualls*
Jacob “Mac” Qualls, City Clerk / Treasurer