

City of Torrington Policy Handbook

Mike Varney, Mayor

Council Members:

Randy Adams
Deanna Hill
Dennis Kelly
Rick Vonburg

Oversite Officers:

Bob Juve
Billy Janes
Jim Eddington

January 13, 2011

CITY OFFICIALS

| | | |
|-------------------|----------------------------|--------------|
| Sandy Pittman | City Clerk | 307-532-5666 |
| Lynette Strecker | Treasurer | 307-532-5666 |
| Jim Eddington | City Attorney | 307-532-5666 |
| City Court | Clerk of Court | 307-532-3966 |
| Robert Juve | City Engineer | 307-532-4815 |
| Jim Foster | Dir. Of Utilities & Safety | 307-532-3577 |
| Tom Troxel | Sewer/Water Department | 307-532-2012 |
| Dana Youtz | Electrical Department | 307-532-2422 |
| Steve Harold | Streets/Sanitation | 307-532-4689 |
| Kelly Matlock | Purchasing | 307-532-4841 |
| Billy Janes | Chief of Police | 307-532-7001 |
| Dennis Estes | Building Official | 307-532-4213 |
| Ambulance | Accounts Receivable | 307-532-7052 |
| Dave Dent, Pro | Municipal Golf Course | 307-532-3868 |
| Park Reservations | City Hall | 307-532-5666 |
| Utility Billing | City Hall | 307-532-5666 |
| City Shop | Shop | 307-532-8600 |

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CITY OF TORRINGTON

Section 1

City of Torrington
436 East 22nd Avenue • P. O. Box 250
Torrington, WY 82240
Phone 307.532.5666 • Fax 307.532.2010

DEVELOPMENT AND MAINTENANCE OF CITY'S PERSONNEL POLICIES AND PROCEDURES

PURPOSE:

To outline the procedure for creation and maintenance of the City of Torrington's personnel policies and procedures, the reasons for these policies and procedures, and to provide for the organization of personnel policies and procedures.

STATEMENT OF POLICY:

It is the policy of the City of Torrington to provide supervisors and employees with a document providing a uniform system of personnel administration throughout the city.

PROCEDURE:

The City of Torrington shall have one set of Personnel Policies and Procedures for administrative use. The administrative set of policies and procedures may be reviewed by employees upon request to the City Clerk.

The City of Torrington shall provide all employees a City Handbook written in a more informal, easy to read style summarizing most of the city's policies and procedures.

The Wage Committee shall coordinate the development, drafting and maintenance of personnel policies and procedures. Considerations:

1. **Drafting:** In drafting a set of personnel policies, there are a number of considerations to keep in mind. In general, the objective should be to produce a document that is clear, concise and understandable. It should be drafted so as to provide the city with a reasonable degree of flexibility, because not every conceivable employment situation or problem can be anticipated and dealt with in advance. On the other hand, it must be sufficiently specific so that it can be used on a day-to-day basis by supervisors and other personnel who may be referring to it.
2. **Format:** A looseleaf binder printed from a master computer generated format will be used. This allows changes to be made easily and new policies to be added as the need arises. The published additions of the policies and procedures and handbook will be amended in a timely manner. Care must be taken to reduce the possibility that supervisors or employees will refer to outdated policies. When in doubt reference should be made to the master approved binder.
3. **Consistency:** Once the policies have been drafted, they should be specifically reviewed for consistency of terms throughout the document.
4. **Gender:** The document will be written in the third person and gender neutral. For example, "his/her" or "employee" will be used to describe either gender.
5. **Tone:** It is important to strike a balance between a legalistic tone and informal tone.

PURPOSE AND DISCLAIMERS

PURPOSE:

- 1. Purpose of Personnel Policies and Procedures*
- 2. Disclaimers*
- 3. Organization of Personnel Policies and Procedures*

STATEMENT OF POLICY:

General Purpose: These policies are enacted by the City of Torrington in order to further the following goals:

1. To provide a uniform system of personnel administration throughout the City service.
2. To ensure that recruitment, selection, placement, promotion, retention and separation of City employees are based upon employees' qualifications and fitness and are in compliance with federal, state and local laws.
3. To assist supervisors and managers in the development of sound management practices and procedures, and to make effective and consistent use of human resources throughout the City.
4. To promote communication between Mayor and Council, supervisors, managers and employees.
5. To protect and clarify the rights and responsibilities of supervisors, managers and employees.

Scope: Except for wages, benefits and conditions of employment, these Personnel Policies and Procedures shall apply to all City employees except elected officials and independent contractors. **The violation of any of City of Torrington policies shall be deemed beyond the scope of employment and may result in Personal Liability.** In the event of conflict between these policies and any personnel services contract, City ordinance, or state or federal law, the terms and conditions of that contract, policy or law shall prevail. In all other cases, these policies and procedures shall apply.

In the event of the amendment of any ordinance, rule or law incorporated in this document or upon which these provisions rely, these policies shall be deemed amended in conformance with those changes.

THE CITY SPECIFICALLY RESERVES THE RIGHT TO REPEAL, MODIFY OR AMEND THESE POLICIES AT ANY TIME, WITH NOTICE. NONE OF THESE PROVISIONS SHALL BE DEEMED TO CREATE A VESTED CONTRACTUAL RIGHT IN ANY

EMPLOYEE NOR TO LIMIT THE POWER OF THE MAYOR OR COUNCIL TO REPEAL OR MODIFY THESE POLICIES. THE POLICIES ARE NOT TO BE INTERPRETED AS PROMISES OF SPECIFIC TREATMENT.

EFFECTIVE: Immediately DATE:

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: *11/14/2007*

CITY OF TORRINGTON
Section 2

City of Torrington
436 East 22nd Avenue • P. O. Box 250
Torrington, WY 82240
Phone 307.532.5666 • Fax 307.532.2010

AMERICANS WITH DISABILITIES ACT (ADA) POLICY AND GRIEVANCE PROCEDURE

PURPOSE:

To comply with the Americans with Disabilities Act (ADA) and its amendments.

STATEMENT OF POLICY:

It is the intent of the City to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of City services, programs, or activities, and to provide disabled employees a bias free work environment. The City, upon request, will provide reasonable accommodation in compliance with the Americans With Disabilities Act (ADA).

The City is committed to creating an environment in which facilities for public meetings and general public use are accessible. Furthermore, the City will provide auxiliary aids and services if necessary and if such reasonable accommodation can be provided without undue hardship to the City. Disabled persons may request the auxiliary aids and services of their choice, which will be given primary consideration.

Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during an application/interview process.

The City is also committed to ensure equal opportunity for disabled persons to participate on boards and commissions. Boards and commissions will be held in accessible locations, requested auxiliary aids will be provided, and accommodation will be provided during the selection process of board and commission members.

EFFECTIVE: Immediately **DATE:**

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: *11/14/2007*

CITY OF TORRINGTON

Section 3

City of Torrington
436 East 22nd Avenue • P. O. Box 250
Torrington, WY 82240
Phone 307.532.5666 • Fax 307.532.2010

DRUG TESTING POLICY

PURPOSE:

This policy has been enacted to insure that all employees are fit for duty. Drug and alcohol abuse is a problem of serious concern and one which affects all segments of the community, including the workplace. Such behavior poses risks to members of the public and to the City employees. Employees have the right to work in an alcohol and drug-free environment. Members of the public have the right to be free from the harmful effects of alcohol and drug abuse in the provision of public services.

STATEMENT OF POLICY

It is hereby made a condition of employment that all employees of the City of Torrington be free from drug dependence, illegal drug use, drug abuse or other substance abuse, and that employees be required to submit to drug and/or blood alcohol testing under the following circumstances:

1. All employees receiving a conditional employment offer for a position with the City of Torrington.
2. All employees for a reasonable suspicion during work hours.
3. For all employees operating City motor vehicle or motorized equipment, refer to CDL guide lines.

Submission to drug testing shall include compliance with all testing requirements set forth in this policy.

City employees shall not ingest, inhale, inject or otherwise take any narcotics or controlled substances unless same have been prescribed for the employee for medical purposes by a person licensed to practice medicine or prescribe medication. Pursuant to this policy, any employee for whom such medication has been so prescribed shall, when reporting for duty, notify his/her immediate Supervisor of what the drug is, duration of intake and any possible side effects. Failure to give such notification may be cause for disciplinary action against the employee including termination.

Any employee who fails or refuses to submit to a drug or blood alcohol test under the circumstances, terms and conditions set forth in this policy shall be subject to disciplinary action, up to and including dismissal. Any employee who does submit to drug or blood alcohol testing pursuant to the circumstances, terms and conditions of this policy, and whose confirmatory drug test or blood alcohol test indicates a positive result, shall be subject to disciplinary action, up to and including dismissal.

Drug Testing follows an established written policy and procedure.

Drug Testing Based Upon Reasonable Suspicion

“Reasonable Suspicion” is a belief based on objective facts sufficient to lead a reasonable person to suspect that an employee is under the influence of drugs or alcohol so that the employee’s ability to perform the functions of the job is impaired or that the employee’s ability to perform his/her job safely is reduced. Examples may include but are not limited to any of the following, alone or in combination, may constitute reasonable suspicion:

1. Slurred speech;
2. Irregular or unusual speech patterns;
3. Impaired judgment;
4. Alcohol odor on breath;
5. Uncoordinated walking or movement;
6. Unusual or irregular behavior such as inattentiveness, listlessness, hyperactivity, hostility or aggressiveness;
7. Possession of alcohol or drugs.

Any Supervisor who has a reasonable suspicion that an employee is using drugs or controlled substances shall immediately advise the employee of the basis for the reasonable suspicion and order the employee to take a drug test. The Supervisor must stay with the employee or ensure that the employee is in a secure location and if necessary notify responsible parties to take care of the employee.

Results of the Drug Testing

The laboratory will review the results of the test and determine if the sample contains any illegal drug or legal drug or alcohol at levels that would cause impairment or reveal its use in an illegal manner. The lab director will also review the medical history made available by the subject when a confirmed positive test could have resulted from a legally prescribed medication.

For all CDL holders, mechanics and City employees the results shall be forwarded immediately to the City designated Safety Director for further review. The Oversight Officer will send a copy of the drug testing results to the employee’s home address. The employee shall be advised of the positive test result by the City Safety Director.

The employee shall be afforded the opportunity to have the original urine sample retested. Retests must be requested within a period of 72 hours after notification of an initial positive test by the Safety Director.

A re-test will be done by the original lab (at the City’s expense) unless the employee wishes to pay for a re-test at a different laboratory. The second test must be done under SAMHSA procedures, or for CDL holders by a SAMHSA certified lab. If the subject declines a re-test, or the re-test confirms the results of the initial test, the Safety Director shall be notified. The Safety Director shall notify the department head of the results and a determination of appropriate action made.

Treatment and Rehabilitation

The City provides an Employee Assistance Program for employees needing treatment or rehabilitation, a portion of which may be covered by medical plan for both inpatient and outpatient treatment. Accrued leaves may be used for treatment and rehabilitation purposes.

Drug and Alcohol Testing for Commercial Driver's License (CDL) Holders and On-Call Employees

Purpose:

To establish compliance with the Federal Highway Administration regulations requiring drug and alcohol testing for Commercial Driver's License holders pursuant to Federal law.

All employees of the City who are required to have a Commercial Drivers License (CDL) as part of their jobs are subject to drug and alcohol testing as required by the current rules and regulations of the U. S. Department of Transportation and the Federal Highway Administration.

<http://www.fmcsa.dot.gov/rules-regulations/rules-regulations.htm>

EFFECTIVE: Immediately DATE:

APPROVAL: **by Mayor, City Attorney & Committee**

LAST REVISED: **11/2/2010**

CITY OF TORRINGTON
Section 4

City of Torrington
436 East 22nd Avenue • P. O. Box 250
Torrington, WY 82240
Phone 307.532.5666 • Fax 307.532.2010

ADMINISTRATION OF EMPLOYEE PERSONNEL RECORDS

PURPOSE:

To establish procedures and responsibilities for the maintenance of employee Personnel Records.

STATEMENT OF POLICY:

1. Establishment of procedures and responsibilities for the maintenance of personnel records.
 - a. The City Clerk is responsible for establishing and maintaining an official personnel file for each employee of the City. The Chief of Police is responsible for establishing and maintaining an official personnel file for each employee of the Police Department.
 - b. Official files will be maintained, which will include all material of a confidential nature to include, but not limited to:
 - Psychological Profiles
 - Employment Test
 - Polygraph Results
 - Background Checks
 - Oral Board Results
 - Performance Plans and Evaluations
 - c. Access to the files may be allowed if the Supervisor and/or Department Head feels access would be helpful, necessary or warranted for administrative purposes.
 - d. Department Heads are responsible for the forwarding of documents for inclusion in the Personnel files of those employees assigned to their department.
 - e. Each employee is responsible for the verification of information contained in the personnel file. An administration representative must be present when file is reviewed. Only the City Clerk or Chief of Police may remove items from the respective files with notification to respective Department Head and City Attorney. All audits or inspection of records by employees shall be scheduled by the City Clerk's Office. The purpose of the inspection is to ensure accuracy and completeness of the file.
 - f. Separate personnel files shall not be maintained by individual departments.
2. Identification of information to be included in the employee's personnel file:
 - a. Permanent Documents. Documents retained in the folder throughout the association of an employee with the City:
 - Employee application

- Job description and specification information
 - Job performance ratings and evaluations
 - Education/training information
 - Personnel data card
 - Personnel action forms
 - Letters of appreciation, accommodation, or discipline.
- b. Review of personnel files are treated as confidential except when requested to verify information relating to job title, department, base salary, and dates of employment.
 - c. Information contained in the personnel file (other than items listed in Section 3a) will not be released to the public without the express written permission of the employee.
 - d. Access to information contained in the personnel file will be limited to the Mayor, City Attorney, City Clerk, respective Department Heads, immediate supervisor and the individual employee. Files pertaining to employees who are bonafide candidates of interdepartmental transfer will be accessible by the prospective gaining Department Head.
4. These records are maintained during the tenure of the employee and for a minimum of seven years after the employee leaves City employment or pursuant to Wyoming Law.

EFFECTIVE: Immediately DATE: Done 121207

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: *12/12/07*

STANDARDS OF CONDUCT AND DISCIPLINE

PURPOSE:

To establish expected standards of conduct and outline disciplinary action which may be taken for certain types of offenses.

STATEMENTS OF POLICY:

The City of Torrington is involved in providing the public a number of highly responsible services in which many individuals and businesses rely on the quality and reliability of our programs and services. Thus, all employees are expected to provide excellent and reliable service to the public. Any failure to meet this high standard is cause for concern, discipline, or possible discharge.

The City of Torrington generally adheres to the concept of progressive discipline. This means that the City will take appropriate action based on the seriousness of the situation and the circumstances. Discipline, less than termination, may take the form of a verbal or written documented warning, a performance appraisal indicating substandard performance in one or more areas, probation or suspension. Which of these options is chosen or whether any of them are used, prior to termination depends on the seriousness of the infraction. The evaluation of the seriousness of the offense will be made solely by management.

There are certain kinds of action that cannot be permitted to occur because of their unfair impact on citizens, customers, suppliers, or co-workers. Such offenses may result in discharge on the first occurrence. Some examples of such offenses are:

- Failure or refusal to carry out job assignments and management requests;
- Unauthorized release of City information;
- Verbal abuse while on City premises;
- Falsification of any work, personnel, or other City records;
- Removal of City property without permission;
- Unauthorized taking of City funds or property or unauthorized charges against a City account;
- Dishonesty;
- Discrimination against or harassment of co-workers
- Being under the influence of alcohol or a controlled substance at work or on City premises;

- Deliberate damage to City property;
- Fighting or threatening to fight with another employee;
- Participation in a business directly competing with the City;
- Serious misconduct of any kind;

These examples are not all-inclusive; other behavior may also lead to discharge on the first occurrence.

There are other actions that should not occur, but normally it is either the repeated occurrence of the action or the commission of more than one offense that results in termination. For such actions, an employee normally will receive some lesser discipline prior to discharge. Some examples of such offenses are:

- Inefficient performance of an assigned duty or responsibility;
- Substandard performance of an assigned duty or responsibility;
- Absenteeism or tardiness in reporting to work or returning from rest periods or meal periods;
- Failure to report an absence in accordance with the absenteeism policy;
- Failure to comply with safety or security rules and procedures;
- Carelessness or negligence in the performance of an assigned duty or in the care and use of City property;
- Sleeping on the job;
- Violation of City policy.

The City of Torrington reserves the right to take disciplinary action, up to and including termination, as warranted by the seriousness of any given situation and the circumstances.

EFFECTIVE: DATE: Done 121207

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: *11/14/2007*

GRIEVANCE PROCESS

PURPOSE:

To establish standardized grievance procedures for employees.

STATEMENT OF POLICY:

A “grievance” shall mean a claim or dispute by an employee with respect to the interpretation, meaning or application of the provisions of City’s policies and procedures.

It is the policy of the City of Torrington to afford all employees a means of obtaining further consideration of problems when they remain unresolved at the supervisory level, and to establish policies and procedures that provide for timely resolution of grievances.

Strict adherence to the procedures outlined below is mandatory for all concerned, except that time limits may be extended for good cause shown unless other procedures are provided by Federal or state law regulations.

Every attempt will be made to resolve the grievance to the mutual satisfaction of the employee and the City.

PROCEDURE:

Step 1. An Employee shall present a written grievance to the employee’s immediate supervisor within ten (10) working days of its alleged occurrence, who shall attempt to resolve it within five (5) working days after it is presented to them. If the grievance is not in writing, it will not be considered.

Step 2. If the employee is not satisfied with the solution by the immediate supervisor, the employee shall submit the grievance, in writing, to the Oversight Officer or his/her designee within twenty (20) working days of the alleged occurrence. This written notice shall include the following:

- a. Statement of the grievance and relevant facts.
- b. Remedy sought.
- c. Reasons for dissatisfaction with the immediate supervisors solution.

The Oversight Officer shall attempt to resolve the grievance within five (5) working days after it has been presented to him/her. The Oversight Officer or his/her designee is the final authority within the City on grievances presented.

No part of the above procedure shall be in conflict or violation of state or Federal laws and regulations.

No punitive action shall be carried out against the employee for utilizing the grievance procedure outlined above. *(See Appendix A, Municipal Code Chapter 2.36)*

EFFECTIVE: Immediately DATE:

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: *12/12/2007*

POLICY CONCERNING HARASSMENT

PURPOSE:

- 1. To establish policy prohibiting all forms of harassment.*
- 2. To define procedure for reporting harassment.*
- 3. To establish guidelines for administration of discipline.*

DEFINITION:

Harassment is unwarranted and unwanted verbal or nonverbal conduct which threatens, intimidates, pesters, annoys, or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading, or hostile environment, or interferes with or adversely affects a person's work performance.

Harassment does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance.

STATEMENT OF POLICY:

It is the policy of the City that harassment will not be tolerated. All employees are prohibited from engaging in the harassment of any other employee or other person in the course of or in connection with employment. The desired standard of City of Torrington employee behavior is one of cooperation and respect for each other, despite any differences.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical advances of a sexual nature. It is City policy to fully support enforcement of State and Federal anti-discrimination laws which provide that sexual harassment is prohibited where (1) Submission to such conduct is made either explicitly or implicitly a term of condition of employment; (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. It is the right of all employees to seek, at any time, redress by the State Human Rights Commission, the Equal Employment Opportunity Commission or through a court of law; however, employees are encouraged to exhaust the City's Administrative remedies before consulting outside agencies.

PROCEDURE:

1. In any case in which the supervisor is witness to or confronted with a situation of harassment, the supervisor shall immediately notify the offending party that harassment is not appropriate and will not be tolerated. Ultimate disciplinary action will await completion of the reporting procedure.
2. An employee subjected to any form of harassment should report such activity to

his/her non-involved supervisor, department head, Oversight Officer, or directly to the Mayor.

3. A supervisor is required to report harassment cases to his/her Department Head, who, in turn, is required to report the matter to the Oversight Officer. Such reports to superiors and to the Oversight Officer are to be made regardless of how knowledge of the case was acquired.
4. The Oversight Officer or his/her designee shall investigate and submit to the appropriate supervisor or Mayor a report setting forth the facts of the case and a recommendation for action.
5. The results of the investigation and the nature of the disciplinary action will be communicated by the Oversight Officer or his/her designee to both the complainant and the offender as well as the affected Supervisor. Either party may appeal the decision through the normal grievance procedure if it is felt the findings were incorrect or the disciplinary action inappropriate.

DISCIPLINARY ACTION:

An employee who harasses another employee or member of the public may be subject to the full range of disciplinary action, including discharge.

EFFECTIVE: Immediately DATE:

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: *12/12/2007*

CITY OF TORRINGTON

Section 5

City of Torrington
436 East 22nd Avenue • P. O. Box 250
Torrington, WY 82240
Phone 307.532.5666 • Fax 307.532.2010

HIRING PROCESS

PURPOSE:

To provide guidelines when hiring new employees for the City of Torrington.

STATEMENT OF POLICY:

Because Law Enforcement must meet standards set by the state statute, a separate law enforcement application process shall be followed by the police department.

Applications for City job openings:

1. Applications for city employment may be picked up at city hall or any other appropriate location.
2. No one will be denied the opportunity to submit an application.
3. Applicants should be reminded that failure to complete or fraudulent completion of the application may result in their application being denied.

Resume:

1. Applicants are requested to submit a resume with their completed application.
2. A resume outline will be provided.

The City Clerk will keep all applications on file for 12 months.

Departments in need of an employee:

1. May review all applications on file.
2. Based on the application and resume the department supervisor may accept applications which could meet their job opening needs.
3. Shall create an advertising strategy.

Applicant information is provided the Police Department for criminal and drivers license history checks.

Department supervisors conduct reference checks based on the applicant's resume and other related information.

Based on a review of the application, resume, history checks and any other pertinent information the Department Head schedules an applicant interview:

1. The interview shall be conducted by the Department Head, DPW, and City Clerk or any appropriate designee for the interviewers.
2. All interview questions must meet the current legal standards.

Post interview procedure:

1. Applicants **not selected** shall be given a "Thanks for Applying" note from the City Clerk or designee.
2. Successful applicants **who are not given an offer of employment** shall be advised by

the hiring authority that their applications shall be kept on file and that they may be called if the position is not filled or another opening is available.

3. Successful applicants **chosen to fill the position** shall be given a conditional offer of employment. The conditional offer of employment is based upon the applicant meeting all preemployment standards, drug tests, license requirements, background checks, finger printed, etc...

New Employee:

1. Department Head will set a starting wage, according to the City Wage Scale.
2. The employee shall be advised that wage adjustments above the starting wage are only made at budget time, unless the employee's position is changed under the wage scale.
3. The employee will be given safety orientation by the City Safety Officer.
4. Department Head or designee shall provide city orientation, policies and procedures.
5. City Clerk or designee shall have the employee complete all required paper work, city benefits, insurance, etc...

EFFECTIVE: Immediately

DATE:

APPROVAL:

LAST REVISED:

JOB DESCRIPTIONS

PURPOSE:

To provide for job descriptions for all City positions.

STATEMENT OF POLICY:

Job descriptions and specifications shall be maintained by the City Treasurer.

The Job descriptions shall include: Title, Grade Level, Department, Effective Date, General Purpose, Supervision Received, Supervision Exercised, Examples of Duties, Minimum Qualifications, and Special Requirements.

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

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position, i.e., all other duties as assigned.

Copies of job descriptions may be requested through the Department Head.

Updates or revisions to job descriptions will be handled in accordance with the Administrative Policy on RECLASSIFICATION PROCEDURE.

EFFECTIVE: Immediately DATE:

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: *1/7/2009*

RECLASSIFICATION PROCEDURE

PURPOSE:

To establish City policy and procedures for the request, consideration, and approval of job re-classification.

STATEMENT OF POLICY:

Revision of job descriptions and re-allocations within the classification plan shall be made as often as is necessary to provide current information on positions and classes.

It shall be the duty of the Mayor's Wage Committee to examine the nature of all positions and to allocate them to existing or newly created classes, to make changes in the classification plan as are made necessary by changes in the duties and responsibilities of existing positions, and to periodically review the entire classification plan and recommend appropriate changes in the allocations or in the classification plan.

When a new position is requested by a Department Head or the duties of an old position are substantially changed, the Department Head shall submit a written recommendation to the Wage Committee including justification for the reclassification, emphasizing changes in position responsibilities or requirements for qualification (i.e. experience, education, certifications, etc.).

The request will be reviewed by the Oversight Officer and Treasurer. If the request is justified, the budget impact will be determined by the Treasurer and reviewed by the Mayor, and Wage Committee and subsequently the City Council. If approved, the Treasurer will take the necessary steps to affect the reclassification. Upgrade of the salary must be part of the approved budget.

Any employee who considers his/her position improperly classified shall first submit a request in writing for reclassification to his/her Department Head who shall review the request and transmit it with written recommendation to the Wage Committee.

EFFECTIVE: Immediately **DATE:**

APPROVAL:

LAST REVISED: 10/26/10

PROMOTIONS, DEMOTIONS & TRANSFERS

PURPOSE:

To establish a policy for application and appointment to vacant positions by current employees, the policy for a demotion of an employee and the lateral transfer of an employee.

Promotions

The City attempts to fill all vacant positions with qualified City employees before advertising to the general public, following a policy of upward mobility whenever possible.

Employees are encouraged to apply for any vacancy for which they may qualify in accordance with the Administrative Policy on HIRING PROCESS (page 29).

Selection of an employee for a promotion (or lateral transfer) is based on past work record, education, knowledge of the job duties, as well as time in service.

When considering the promotion (or lateral transfer) of City employees having the same or similar qualifications, the position will be filled after considering the factors listed above.

No offer of promotion may be made to any employee prior to completion of the recruitment and selection process. Temporary assignments may be made by the Department Head for a specified time or assignment as necessary. Such appointments are made on "temporary" basis and the employee returns to his or her regular position upon completion of the assignment. The actual salary for "temporary" appointments is set by the Department Head in consultation with the Mayor, pursuant to the Administrative Policy on WORKING OUT-OF-CLASSIFICATION.

Whenever an employee is promoted, their salary shall be determined by the Department Head and Treasurer, with final approval of the Mayor.

Promotions do not change the person's date of hire.

Persons so promoted will be subject to the standard probationary period for the new position, unless specifically waived by the Mayor. Those who fail the probationary period may resume the prior position held prior to the promotion unless that position has been filled.

Demotions

An employee reassigned to a position in a lower classification regardless of the reason (disciplinary, in lieu of layoff, for reasons of disability or incapacity, department reorganization, etc.) will receive a cut in pay commensurate with the nature of the demotion as determined by the Department Head in consultation with the City Treasurer.

Demotions do not change the person's date of hire.

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

Persons demoted to new positions will be subject to the standard probationary period for the new position, unless specifically waived by the Mayor or designee.

Employees in position classifications which are downgraded (or upgraded) in salary to reflect changes in market conditions will retain their existing anniversary date.

Transfers

All openings for City positions will be posted for a minimum of seven calendar days at each City facility.

Any current employee (regular part-time or regular full-time) interested in applying for a transfer must file a completed City application form with the City Clerk's Office in accordance with instructions listed on the employment opportunities notice.

Generally, employees are expected to serve in their current position for at least a year before being considered for a lateral transfer.

If the employee meets the stated requirements for the position he/she will proceed through the regular hiring procedures with all other applicants as described in the Administrative Policy on HIRING PROCESS (Page 29). Transfers are made only when the City's service will benefit. Generally, employees are expected to serve in their current position for at least one year before being considered for promotions or transfers. All else being equal, current City employees will be given priority for open positions.

The personnel file of the transfer applicant will be made available to the department head responsible for filling the open position.

If the current employee is selected, his/her department head will be advised prior to the offer being made to the employee.

If the employee accepts the position, it will be the responsibility of the two department heads, along with the employee, to reach agreement on a transfer date. In the event satisfactory agreement cannot be reached on this matter, it will be forwarded to the Mayor for a decision. Every effort should be made to accomplish the transfer within two weeks of the offer's acceptance.

The salary offered to the employee must be consistent with the salary and requirements of the new position. Thus, an employee who meets only the minimum requirements for the position will be started at the bottom of the salary range regardless of the employee's current salary. Employees who exceed the minimum requirements for the position may be offered a salary consistent with the employee's level of skills, experience, and knowledge.

Transfer employees will serve a probationary period in his/her new position. Transfer employees

remain eligible for all fringe benefits, included with the previous position.

If the position to which an employee transfers carries benefits different from those of the previous position, the benefits of the new position apply. Any exceptions must be stated in writing and be authorized by the Mayor.

Transfers do not change a person's date of hire. However, the anniversary date for future step increases will be revised to coincide with the transfer date.

Transfers may also be initiated by the City in instances where the City's best interests may be served.

EFFECTIVE: Immediately DATE:

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: 1/7/2009

WORKING OUT OF CLASSIFICATION PAY

PURPOSE:

To define and delineate circumstances when an employee will receive compensation for the performance of duties in a higher classification than he/she normally performs.

APPLICABILITY:

The provisions of this policy apply to all employees of the City unless existing labor contracts specifically provide for a Working Out of Classification procedure.

STATEMENT OF POLICY:

1. Compensation for working out of classification is provided as monetary recognition to an employee for the assumption and performance of duties normally performed by an employee of higher classification.
2. The assumption and performance of the duties of the higher classification must encompass the full range of responsibilities of the higher classification. This shall not apply to temporary assignments which are made pursuant to prior mutual agreement between the employee and his or her immediate supervisor for the purpose of providing a training opportunity to the employee, for a mutually agreed upon period of time.
3. The performance of such duties must be for an extended period of time, wherein a need exists to fulfill the duties and responsibilities of the vacant position. An extended period of time is considered as an assumption of duties and responsibilities that will last in excess of thirty (30) work days.
4. Working out of classification compensation shall be allowed only after written recommendation of the department head and concurrence by the Treasurer. Recommendation and designation shall be accomplished prior to the assumption of higher classification responsibilities.
5. The employee's compensation will be increased to the starting salary of the higher classification in which the employee is substituting, or five percent (5%), whichever is higher.
6. When the temporary assignment is completed, the employee's salary will be readjusted to its previous level on the level where it would have attained, including general salary adjustment and within range increases, if the out-of-classification pay had not been made. The employee's date of hire and anniversary date will remain unchanged throughout the temporary assignment.

EFFECTIVE: Immediately **DATE:**

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: 1/7/2009

COMPENSATORY TIME/OVERTIME

PURPOSE:

To establish policy guidelines for the recording, utilization, and auditing of overtime and compensatory time performed by employees of the City.

STATEMENT OF POLICY AND AUTHORITY:

1. FLSA: This policy shall not contravene the provisions of the Federal Fair Labor Standards Act (FLSA) pertaining to the minimum rate of compensation for employment in excess of an established work period, excluding exempted positions.
2. The City's responsibility for payment of overtime and the granting of compensatory time is as follows:
 - a. The City is not obligated by statute to grant all employee requests for compensatory time off instead of overtime pay.
 - b. The City is required to compensate overtime at the rate of one and one-half for hours worked in excess of the number of hours allowed per work week as designated under the Fair Labor Standards Act.
 - c. Upon request of the employee, the supervisor may grant compensatory time off in lieu of overtime at its discretion.
 - d. Compensatory time off may be accumulated to a maximum of 40 hours to be used at a later time upon mutual agreement. Departments with special needs may extend the maximum number of hours to 80 with written approval from the mayor.
 - e. With the mayors approval accrued time may be granted. The time granted must be used within the fiscal year.

RESPONSIBILITIES:

1. Department Heads:
 - a. It shall be the responsibility of each Department Head to equitably administer the provisions of this policy within their respective departments.
 - b. Department Heads are the authorized authority for the approval of over time requests. It shall be the responsibility of the Department Head to determine whether overtime or compensatory time be granted to the employee when compensatory time is requested in lieu of overtime.

- c. Department Heads shall ensure that all overtime and compensatory time earned and used is recorded on the employee's time card as it occurs.
 - e. Department Heads will exercise extreme discretion in the utilization of overtime within their departments. Temporary adjustments in working hours or realignment of duties within the department should be considered as alternatives to the use of overtime. Overtime shall be considered, wherein additional effort is needed to complete a task which is critical in nature.
2. Individual Employee: It is the responsibility of the individual employee to request compensatory time in lieu of overtime if so desired. Additionally, it is the responsibility of the employee to ensure that accrued compensatory time is used within the time limitation set forth by this policy.
3. City Clerk's Office:
- a. The City Clerk shall ensure that a permanent record of overtime/compensatory time accrued and used is kept on all employees based on information provided by Department Heads, and that the proper financial transactions are completed at the end of each pay period.
 - b. Upon termination of employee, the City Clerk shall ensure that eligible employees are given credit for all overtime accrued and all unused compensatory time within the limitations established by this policy.
 - c. The City Clerk shall conduct a semi-annual audit of the overtime/compensatory time record of each employee through a comparison of pay roll office records and individual departmental records.

EFFECTIVE: Immediately DATE:

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: *5/6/2009*

COMPENSATION

PURPOSE:

To establish policy and procedures for compensating City employees.

STATEMENT OF POLICY

The City of Torrington 2010 compensation policy/process is to ensure that salaries are equitable and commensurate with the duties performed by each employee.

The salary schedule shall apply to all employees, excluding contract employees and elected officials.

New Employees

All new employees will ordinarily be paid the minimum rate to mid-point rate in the appropriate salary range except as approved by the Mayor and/or his designee.

Cost-of-Living

Cost-of-living adjustments/salary modifications shall be applied to salary scale. If modifications are granted by the City Council upon a recommendation of the Mayor, they will be effective July 1st of each year.

Performance Pay Increases

Employees who have successfully completed their probationary period will be eligible for a performance pay increase. Performance pay adjustments are effective July 1 of each year. Employees who have not been in their positions prior to April 1 will receive a pro-rated adjustment.

Maintenance of the Salary Plan:

The Treasurer's Office shall be responsible for the continuous maintenance and administration of the City's Compensation Plan. The review will include an analysis of prevailing rates of pay for similar positions in comparable labor markets, organizations, cost-of-living factors, budgetary considerations, and other related factors. On the basis of this information, the Wage Committee shall recommend to the City Council changes to keep the plan current, uniform and equitable. Such changes shall be approved by the Treasurer's Office and shall then be submitted in the annual budget to the City Council.

Service Awards

Service Awards shall be provided at \$5 a year per 5 year interval.

Wage Increase

No wage increases shall be made except at fiscal year or new hire, unless increase is budgeted and approved.

Longevity

After fifteen (15) years of full-time employment with the City, reaching the top of the salary scale and with an average or above average employee evaluation, an employee will be eligible for a stipend which shall be calculated by taking the years of service times \$30.00. Longevity stipend shall be paid the first payroll in December each year.

Average or above average performance is required before wage increase is granted.

EFFECTIVE: Immediately DATE:

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: *1/23/2008*

SEPARATION OF EMPLOYMENT

Purpose:

To establish City policy for final severance pay to employees upon separation of employment with the City of Torrington..

Employees

In all cases of layoff, except for cause, an employee will be given the number of days notice shown in the table below. He/she will receive his/her regular pay for these days, but will not be expected to work.

An employee with less than five (5) years service:

Two (2) days notice
Sixteen (16) hours plus earned vacation

An employee with more than five (5) years service:

Five (5) days notice
Forty (40) hours plus earned vacation

In the event of discharge for cause, no notice need be given and there will be no severance pay.

Appointed Officials

Refer to City of Torrington Municipal Code, Chapter 2.08 City Appointees Pursuant to W.S. 15-3-204(a) And (b). Severance compensation for appointed officials who have not been re-appointed shall be not less than three (3) months as affirmed in resolution 2006-21.

Exit

An exit interview will be conducted, if possible, by an oversight officer upon separation of employment with the City of Torrington. City equipment and keys will be returned by the departing employee before final check is issued to the employee. If keys are not returned within five (5) business days cost of city equipment and keys will be deducted from final paycheck pursuant to Wyoming Statute.

EFFECTIVE: Immediately DATE:

APPROVAL: by Mayor, City Attorney & Committee

LAST REVISED: 1/7/2009

PAY PERIODS/TIME SHEETS/PREPARATION OF PAYROLL

PURPOSE:

To establish guidelines for preparation of employee time cards and City payrolls.

Pay Periods

City employees are paid every other Thursday. There are 26 pay periods in the year.

If a pay day falls on a holiday, the day of pay shall be the last working day preceding the normal pay day.

Wages and salaries are calculated on an hourly basis.

Time Sheets

Time Sheets are to be completed by all employees. Standard time sheets shall be used by all departments and provided by the City Treasurer. Hours to be compensated broken down on a daily basis into hours worked; holiday time, sick leave, compensatory time, vacation, leave without pay, etc; original employee signature; and supervisor's signature. Electronic timekeeping may be used at discretion of Treasurer.

Preparation of Payroll

Staff shall compute earnings as well as deductions. Changes in rate, position, and status shall be approved by the Department Head/Supervisor. The written statement shall be made a part of a personal history record of employee. No salary change shall be implemented unless accompanied by a written statement from the Department Head/Supervisor.

Checks are distributed by the City Clerk's office to each department by noon on the Thursday following the close of the pay period. Employees receive, with each paycheck, a statement of earnings, deductions, vacation, sick leave balances, and compensatory time balances for the period covered by the payment. An employee's paycheck may be released to the employee's spouse, designated family member, or to another person only if authorized in writing by the employee. Employees are expected to cash their paychecks on their personal time.

Payroll records shall be maintained by the City for a minimum of seven years. Falsification of time records for payroll purposes is reason for discipline as per the Administrative Policy on EMPLOYEE CONDUCT.

Employees may direct inquiries concerning payroll matters to the payroll staff.

EFFECTIVE: Immediately DATE:

APPROVAL: by Mayor, City Attorney & Committee

LAST REVISED: 1/28/2009

PAY ADVANCES

PURPOSE:

To establish a uniform policy for City employees regarding pay advances.

STATEMENT OF POLICY:

Requests for paychecks in advance of the regular pay date will be allowed twice by the employee in a calendar year.

An employee requesting a paycheck in advance shall:

1. Provide his/her Department Head with a written request.
2. Department Head will approve or disapprove request. Approved requests will be forwarded to the City Clerk.

Those who are away on the regular pay date may have their checks mailed to them upon request. In the absence of specific instructions, checks will be held in the safe by the City Clerk until the employee returns to work.

Pay advances may be granted provided the City Clerk is provided with sufficient notice.

EFFECTIVE: Immediately **DATE:**

APPROVAL: by Mayor, City Attorney & Committee

LAST REVISED: 1/28/2009

PAYROLL DEDUCTIONS

PURPOSE:

To define required and voluntary payroll deductions for City employees.

STATEMENT OF POLICY:

The following deductions are required by law from each employee paycheck:

1. Federal Income Tax withholding.
2. Social Security
3. Retirement contributions (eligible employees only).
4. Deductions authorized by law, such as garnishments.

Additional deductions which are optional and may be requested by the employee include:

1. Payment to a City approved credit union.
2. Deferred compensation.
3. Payment of health insurance premium (if applicable).
4. FLEX insurance plan.
5. Other approved deductions.

With each paycheck, the City employee receives a statement of deductions and earnings which itemizes the various deductions made, as well as appropriate cumulative totals. A record of sick leave and vacation time will also appear on the paycheck stub.

It is the employee's responsibility to maintain current payroll deduction information with the Clerks Office.

Employees wishing to add or change their payroll deductions should contact the Clerks Office.

EFFECTIVE: Immediately **DATE:**

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: *1/28/2009*

GROUP MEDICAL INSURANCE

PURPOSE:

To establish procedures for the administration and eligibility of the employee medical program.

STATEMENT OF POLICY:

The City offers to all regular full-time employees and all eligible dependents: group medical, vision and dental insurance.

Coverage becomes effective the first day of the month following the date of employment.

Specific benefits of both plans are described in insurance brochures provided to each new employee by the City Clerk's Office. Each December there is an open enrollment period during which an employee may elect enroll or make changes to medical plan. Medical coverage may be continued during an approved leave of absence up to three months at the employee's own expense. Extensions may be granted with approval by the Mayor and the appropriate insurance carrier.

PROCEDURES:

Enrollment cards should be completed in the following instances:

1. New Employees beginning service with the City.
2. Employees wanting to add an eligible dependent.
3. Employees who want to drop a dependent.

Enrollment forms are available from the City Clerk. It is the employee's responsibility to notify the City Clerk of any change in dependent status by completing updated enrollment cards.

Upon termination of employment with the City, the employee may elect to continue medical coverage under the Consolidated Omnibus Budget Reconciliation Act (R.L. 99-272) (COBRA). The City Clerk provides eligible employees with information on COBRA.

EFFECTIVE: Immediately **DATE:**

APPROVAL:

LAST REVISION: 6/25/2002

RETIREMENT SYSTEM

PURPOSE:

To outline procedures for the administration and eligibility of the Retirement System.

STATEMENT OF POLICY:

Permanent full-time employees, of the City must participate in the following retirement plans:

The Federal Social Security System and the Wyoming Retirement System.

Employees are encouraged to obtain detailed descriptions of the plan from the Clerk's Office.

Volunteer Firefighters and EMT's are provided pension benefits through the City's participation in the State Volunteer Firefighter's Relief and Pension Act and the State EMT Act.

EFFECTIVE: Immediately **DATE:**

APPROVAL:

LAST REVISED: 2/25/2009

EARLY RETIREMENT POLICY

PURPOSE:

To outline procedures for the administration and eligibility for Early Retirement .

STATEMENT OF POLICY:

The Early Retirement stipend can be calculated by using the “Early Retirement Schedule” on page 49. This stipend is payable at the time of retirement and shall be paid out in equal bi-weekly payments at the time of regular paycheck payments and at an amount not to exceed the employee’s pre-retirement bi-weekly paycheck.

Any person seeking benefits for early retirement or, restructuring of jobs, should notify in writing the Clerk’s Office by April 1st of the year of intended retirement. The Council will act upon this and notify the applicant by May 1st of approval or denial. Applicants should understand that the Council will consider all facts including availability of funds and related items. Any employee taking advantage of the City’s Early Retirement program shall only be re-employed by the City in a part-time, non-benefited capacity.

This Early Retirement Policy will be phased out in Fiscal Year 2012-2013. Employees intending to take advantage of this Policy shall make application prior to 4:00 pm on Monday, April 02, 2012 and application shall be made on the form provided by the Treasurer.

EFFECTIVE: Immediately **DATE:**

APPROVAL:

LAST REVISED:

EARLY RETIREMENT SCHEDULE

| | | AGE | | | | | | | | | | | | |
|---|------|------|------|------|------|------|------|------|------|------|------|-----|-----|---|
| | | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | |
| T O T A L Y E A R S O F S E R V I C E | 35 | | | | | | | | | | | | | P E R C E N T A N N U A L W A G E |
| | 34 | 180% | 180% | 170% | 160% | 150% | 140% | 130% | 120% | 110% | 100% | 90% | 80% | |
| | 33 | 176% | 176% | 166% | 156% | 146% | 136% | 126% | 116% | 106% | 96% | 86% | 76% | |
| | 32 | 170% | 173% | 163% | 153% | 143% | 133% | 123% | 113% | 103% | 93% | 83% | 73% | |
| | 31 | 166% | 170% | 160% | 150% | 140% | 130% | 120% | 110% | 100% | 90% | 80% | 70% | |
| | 30 | 163% | 166% | 156% | 146% | 136% | 126% | 116% | 106% | 96% | 86% | 76% | 66% | |
| | 29 | 160% | 163% | 153% | 143% | 133% | 123% | 113% | 103% | 93% | 83% | 73% | 63% | |
| | 28 | 156% | 160% | 150% | 140% | 130% | 120% | 110% | 100% | 90% | 80% | 70% | 60% | |
| | 27 | 153% | 156% | 146% | 136% | 126% | 116% | 106% | 96% | 86% | 76% | 66% | 56% | |
| | 26 | 150% | 153% | 143% | 133% | 123% | 113% | 103% | 93% | 83% | 73% | 63% | 53% | |
| | 25 | 146% | 150% | 140% | 130% | 120% | 110% | 100% | 90% | 80% | 70% | 60% | 50% | |
| | 24 | 143% | 146% | 136% | 126% | 116% | 106% | 96% | 86% | 76% | 66% | 56% | 46% | |
| | 23 | 140% | 143% | 133% | 123% | 113% | 103% | 93% | 83% | 73% | 63% | 53% | 43% | |
| | 22 | 136% | 140% | 130% | 120% | 110% | 100% | 90% | 80% | 70% | 60% | 50% | 40% | |
| | 21 | 133% | 136% | 126% | 116% | 106% | 96% | 86% | 76% | 66% | 56% | 46% | 36% | |
| | 20 | 130% | 133% | 123% | 113% | 103% | 93% | 83% | 73% | 63% | 53% | 43% | 33% | |
| | 19 | 127% | 130% | 120% | 110% | 100% | 90% | 80% | 70% | 60% | 50% | 40% | 30% | |
| | 18 | 123% | 127% | 116% | 106% | 96% | 86% | 76% | 66% | 56% | 46% | 36% | 26% | |
| | 17 | 120% | 123% | 113% | 103% | 93% | 83% | 73% | 63% | 53% | 43% | 33% | 23% | |
| | 16 | 117% | 120% | 110% | 100% | 90% | 80% | 70% | 60% | 50^ | 40% | 30% | 20% | |
| 15 | 113% | 117% | 107% | 97% | 87% | 77% | 67% | 57% | 47% | 36% | 27% | 17% | | |
| 14 | 110% | 113% | 103% | 93% | 83% | 73% | 63% | 53% | 43% | 33% | 23% | 13% | | |
| 13 | 106% | 110% | 100% | 90% | 80% | 70% | 60% | 50% | 40% | 30% | 20% | 10% | | |
| 12 | 103% | 106% | 96% | 86% | 76% | 66% | 56% | 46% | 36% | 26% | 16% | 6% | | |
| 11 | 100% | 103% | 93% | 83% | 73% | 63% | 53% | 43% | 33% | 23% | 13% | 3% | | |
| 10 | 97% | 100% | 90% | 80% | 70% | 60% | 50% | 40% | 30% | 20% | 10% | 0% | | |

Sec

HOLIDAYS

PURPOSE:

To establish the legal holidays observed by the City of Torrington.

The following have been designated as legal holidays for all full-time permanent employees of the City and shall be granted with pay:

- Floating Holiday
- New Year's Day—January 1st
- President's Day
- Memorial Day—Last Monday in May
- Independence Day—July 4th
- Labor Day—First Monday in September
- Veteran's Day—November 11th
- Thanksgiving Day—Fourth Thursday in November
- Thanksgiving Friday—The day after Thanksgiving
- Christmas Eve Day—1/2 Day
- Christmas Day—December 25th

Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday, and when it falls on Sunday, the following Monday shall be observed. When a holiday falls within a period of paid leave (i.e., vacation, sick, etc.), the employee shall be paid for the holiday and the holiday shall not be subtracted from accrued leave.

Effective July 1, 2006, On-Call Holiday Pay be paid at time and one-half times the employees regular wage rate for the time worked during the City recognized holiday time period. This pay procedure is an exception to the 40 hour work week requirement.

EFFECTIVE: Immediately **DATE:**

APPROVAL:

LAST REVISED:

VACATION LEAVE

PURPOSE:

It is the policy of the City to grant vacations with pay to provide qualifying employees with periods for rest and recreation in recognition of services performed.

Vacations will be scheduled by Department Heads or Supervisors with due consideration given to staffing requirements, employees length of service and employee preferences, in the order listed. Employees will request less than thirty (30) days in advance. Vacations shall be used in not less than 1/2 day increments.

The vacation allowances for eligible employees for each vacation year is based upon length of service according to the following schedule:

| | |
|-----------------|------------------|
| 1 to 5 years: | 10 days annually |
| 6 to 10 years: | 15 days annually |
| 11 to 15 years: | 18 days annually |
| 16 to 24 years: | 20 days annually |
| 25+ years: | 22 days annually |

Vacation time is earned on an accrued basis, but since it may be taken starting in January before it is actually earned, employees may be required to pay back vacation time from their final pay check, if their employment is terminated for any reason. Employees will be paid for any accrued vacation time at the time of termination.

All employees are urged to use their vacation leave during the calendar year in which it is earned. Forty (40) hours of vacation time can carry over from year to year, but any hours over forty (40) hours will result in a loss of vacation time. Preference in scheduling vacation will be given to employees on the basis of seniority with the City. Exceptions shall be subject to approval of the supervisor and mayor.

EFFECTIVE: Immediately DATE:

APPROVAL:

LAST REVISED:

SICK LEAVE

PURPOSE:

Sick leave is a benefit provided by the City of Torrington to the employees, not a privilege which an employee may use at his/her discretion, but only allowed in cases of illness of the employee, his/her spouse, child, etc.

Employees with ten (10) years of service and upon their retirement will have two choices:

1. Sick leave hours are multiplied by the employees rate of pay and that dollar amount is put in a special fund, the monthly cost of their health insurance is then deducted until their account is zero (0) or,
2. They can “cash out” their sick leave at 50% of the value, not to exceed \$5,000.

Sick leave may be accumulated to the total of 1500 hours.

All sick leave is at the discretion of the Supervisor, employees should schedule elective surgery or sick with their fellow employees and the City in mind, to allow for efficient operations.

Sick leave shall apply to all regular full-time employees.

1. Full-time employees shall earn twelve (12) days per year for sick leave and unused sick leave may be accrued up to a maximum of 1500 hours.
2. Sick leave shall accrue at the rate of one working day of leave for each calendar month of service and shall be available to full-time employees after working ten working days of full-time employment (8 hours per day) with the City.
3. The employee accrues eight (8) hours per month. Sick and emergency leave must be taken in at least half (1/2) day increments. One to two hours may be given for Dr. appointments without leave with the Supervisor’s permission.
4. In an emergency situation, employees with no sick time available may “borrow” against future sick time earnings to a maximum of five (5) days. Burden of proof as to the situation constituting an “emergency” shall be employee’s. Sick time which has been advanced shall be paid back as soon as practicable.
5. An employee who has accrued a sick leave balance of over one hundred twenty (120) hours may donate up to forty (40) hours of sick leave to another employee who has an immediate and reasonable need for such assistance. The requesting employee must have used all his vacation, sick and comp time before donation will be credited to him.

ACCRUAL DURING ABSENCE:

Employees absent from work on regular holidays, sick leave, vacation, disability arising from injuries sustained during the course of the employment, or special leave of absence with pay, shall continue to accumulate sick leave at the regular prescribed rate during such absence.

QUALIFICATIONS FOR SICK LEAVE

An employee eligible for sick leave with pay shall be granted such leave for the following reasons:

1. Personal Illness
Illness or physical incapacity resulting from causes beyond employee's control.
2. Personal Medical Appointments
3. Illness of immediate family member.

A physician's statement may be required after three (3) days of continuous illness. An employee absent on sick leave shall be responsible for notifying the appropriate supervisor prior to the beginning of his/her work schedule, explaining the circumstances of his/her absence.

False use of a sick leave may be cause for disciplinary action and the Supervisor may choose to investigate illness claims and may request a physician's statement at any time.

Employees who are unable to return to work due to illness, or other health related reason shall be granted leave in the following order:

1. All accrued sick leave shall be taken and all accrued vacation leave shall be utilized.
2. If all accrued leave time available has been used, he/she will be granted a leave without pay at the discretion of the Supervisor and Mayor.
3. All provisions of the leave without pay policy shall then apply in this case.

FUNERAL

Sick leave will be allowed for immediate family.

COMPLIANCE

The City complies with the Family and Medical Leave Act of 1993.

EFFECTIVE: Immediately DATE:

APPROVAL:

MILITARY LEAVE

PURPOSE:

To establish policy for military leave.

All employees shall be eligible for leave for military service for the purpose of attending military training or active status. Employees shall notify their Supervisors in writing immediately after receiving orders for active duty.

If the total military pay receive for military training exceeds that which would be earned by the employee through the City, the leave shall be granted without pay. If the military pay is less than that which would be earned through the City, the City shall pay the employee the difference between City earnings and military pay for a period not to exceed thirty (30) days.

EFFECTIVE: Immediately **DATE:**

APPROVAL:

LAST REVISED: 11/16/10

JURY DUTY LEAVE

PURPOSE:

To establish the policy for jury duty leave .

Leave of absence for jury duty will be granted to employees. Upon presentation of proof of such duty, the City will pay the employee the difference between the amount he receives for jury duty and his/her regular straight time wage or salary for the period. Travel pay reimbursement if applicable will be considered on a case by case basis.

An employee on jury duty will be expected to work as much of their regularly scheduled shift as his/her jury duty schedule permits, to the extent that combined time on jury duty and at work does not exceed eight hours on a given day.

EFFECTIVE: Immediately **DATE:**

APPROVAL:

LAST REVISED: 11/16/10

LEAVE WITHOUT PAY

PURPOSE:

To establish policy for leave without pay.

All employees shall first use all leave accrued as an employment benefit, subsequently employees shall be entitled to leave without pay pursuant to the FMLA up to a maximum of twelve (12) weeks, including accrued leave.

EFFECTIVE: Immediately **DATE:**

APPROVAL:

LAST REVISED:

ABSENCE WITHOUT LEAVE

PURPOSE:

To establish policy for absence without leave.

Unauthorized absence of an employee from duty shall be grounds for disciplinary action which may include dismissal. Any employee absent for three (3) consecutive working days without notice shall be considered to have resigned. Where extenuating circumstances are found to have existed, the absence may be charged to leave with or without pay at the discretion of the Mayor.

SEE DISCIPLINARY PROEURES.

EFFECTIVE: Immediately DATE:

APPROVAL:

LAST REVISED:

ELECTION LEAVE

PURPOSE:

To establish policy for employee voting during elections.

Employees may, on the date of national, state or municipal elections be absent with pay for the purpose of voting for a period of (1) hour with the approval of the appropriate Supervisor.

EFFECTIVE: Immediately **DATE:**

APPROVAL:

LAST REVISED:

LEAVE MONITORING

PURPOSE:

To establish the policy for City of Torrington record keeping process.

All records of leave accrued, including comp time, and expended for all City employees shall be maintained by the City Clerk, as designated.

EFFECTIVE: Immediately **DATE:**

APPROVAL:

LAST REVISED:

SAFETY DAY

PURPOSE:

To establish the policy for issuing a safety day to employees who have worked a calendar year accident free..

Department heads shall review the conduct of each employee relevant to issuing a safety day. This should include personal injury, vehicle and equipment damage. It should assess care and use of all City owned and issued tools, equipment and personal protective gear.

Department Heads or Supervisors will report to the City Clerk the names of all employees that are eligible for a safety day before the last pay period in December.

Safety day shall be used within the calendar year.

EFFECTIVE: Immediately DATE:

APPROVAL:

LAST REVISED:

CITY OF TORRINGTON
Section 6

City of Torrington
436 East 22nd Avenue • P. O. Box 250
Torrington, WY 82240
Phone 307.532.5666 • Fax 307.532.2010

VEHICLE COMMUTING POLICY

PURPOSE:

To establish policy and procedures for city owned vehicles used for commuting between home and work.

STATEMENT OF POLICY:

City owned vehicles may be assigned to key personnel for quick response and commuting purposes. Employees who are assigned a vehicle for commuting are not allowed to use the vehicle for personal use unless it is for de minimis personal use (has very little value to employee and is infrequent). For example, stopping on an errand on your way home on your own time would be de minimis in nature.

The following positions are authorized by the Mayor to utilize a city owned vehicle for commuting purposes:

1. On-Call Water/Wastewater Personnel
2. On-Call Electric Personnel
3. On-Call Streets Personnel
4. Water/Wastewater Department Head
5. Director of Utilities and Safety
6. Engineer
7. Streets/Sanitation Department Head
8. All other positions authorized by Mayor

Unless otherwise approved by the Mayor no other employees are allowed to commute between home and work with city owned vehicles.

Employees assigned a vehicle for commuting purposes will report the number of one-way commuting trips made during the pay period on his/her timesheet. The City will add a non-cash fringe benefit income to the employee's pay record at a rate of \$1.50 per one-way commute, or as IRS regulations allow under section 3 of IRS Publication 15-B "Commuting Rule". The vehicle maintenance, insurance and fuel will continue to be provided by the City of Torrington. A daily log detailing the number of one-way commutes should be recorded in the vehicle at all times.

EFFECTIVE: Immediately DATE:

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: *5/6/2009*

CLOTHING/UNIFORM ALLOWANCE

PURPOSE:

To establish guidelines for clothing and uniform allowance for the City of Torrington employees.

STATEMENT OF POLICY:

Clothing will be provided to employees at no cost to the employee if both of the following conditions are met:

1. The clothing is required to be worn by the employee as a condition of employment.
2. The clothing is not suitable for everyday wear.

The City will not order or provide the following items:

1. Jeans (of any color)
2. Jackets or Coats (unless for safety)
3. Boots or shoes (unless for safety)

The City of Torrington will provide safety clothing such as steel toed boots, safety glasses, hard hats, and work gloves at no cost to the employee as the budget allows.

Firefighter uniforms, law enforcement uniforms, and ambulance uniforms will be provided to employees at no cost to the employee as the budget allows.

EFFECTIVE: Immediately DATE:

APPROVAL:

LAST REVISED: 4/11/05

SAFETY GLASSES

PURPOSE:

To establish the policy for City of Torrington's purchase of safety glasses for employees requiring them for their jobs.

The City of Torrington will provide prescription safety glasses to its employees that have prescription needs and are required to wear safety glasses. This is a revolving twenty-four (24) month program. All frames must be stamped Z87 certification, or approved alternative, and purchased through either Vision Source or Eastern Wyoming Eye Clinic in Torrington, or other local providers as designated by the City. The bills should be sent, or presented, to the City Clerk for tracking purposes. The City will allow photo gray/brown, bi-focal, tri-focal and multi-focal lenses.

EFFECTIVE: Immediately **DATE:**

APPROVAL:

LAST REVISED:

EQUIPMENT RENTAL OR LOAN POLICY

PURPOSE:

To establish procedures for renting or loaning equipment.

STATEMENT OF POLICY:

The City of Torrington makes available selected equipment to the community and governmental agencies for their local use. Interested persons or agencies must submit a rental or loan request to the City of Torrington Purchasing Agent with a minimum of five working days notice. If approved, upon check-out the responsible person will be required to complete a waiver of liability and submit the appropriate rental fee(s) and or deposit(s)

PROVISIONS:

- A. The responsible Department Supervisor shall evaluate all requests for city equipment use on non-city projects or by non-city agencies:
 - 1. If an emergency exists the Supervisor may approve any request beneficial to public health and welfare.
 - 2. Equipment loans to other governmental agencies may be made if beneficial to the City and or a loan agreements exist. A loss or damage agreement must be signed.

- B. Listing of equipment available and rental fees shall be located with the City of Torrington Purchasing Department.
 - 1. Department Supervisors shall provide the Purchasing Agent with a list of equipment available for non-city use.
 - 2. The responsible Department Supervisor(s) shall have the final decision on any equipment availability and /or use.

- C. Equipment use qualification:
 - 1. The purchasing agent shall confer with the appropriate department supervisor prior to approval of any equipment use request.
 - 2. The requesting person must provide evidence that they were not able to rent the requested equipment form local rental agency(s).
 - 3. The requesting person must provide proof of qualified operator.
 - 4. When available, qualified City equipment operators may be used at a cost determined by the City Treasurer.
 - 5. The responsible Department Supervisor and the requesting party shall set a reasonable length of time for the equipment to be checked out and returned.

- D. Payment for Damage or Loss:
 - 1. All equipment must be returned within the specified time and in working order in no worse condition than when checked-out or additional cost for repair of all damages up to full replacement value will be assessed.

2. In the event equipment is not returned, the City will seek full replacement value.
- E. Equipment Inspection at Check-Out and Check-In:
1. Persons approved for rental or equipment loan must allow adequate time for inspection of equipment at check-out and return. At check-out and upon return, a city employee shall inspect the equipment and note the condition of the equipment. The responsible party or designee will also verify the condition of the equipment.
 2. At time of check-in: All equipment must be returned within the time period set by the responsible Department Supervisor.
- F. Employee off duty use of equipment / facilities:
1. City employees fall under the same equipment use policy as the community and other agencies with the exception of the, for non-profit, use of small (able to be carried) equipment and facilities use.
 2. City Employee's personal use, for non-profit, of small equipment and /or facilities must be approved by the responsible Department Supervisor.
 3. The responsible Department Supervisor shall complete and file with the purchasing department a damage or loss agreement signed by the employee.
 4. The responsible, facility, Department Supervisor may require a facility use form be signed prior to the employee's off duty, for non-profit, facility use.

EFFECTIVE: Immediately DATE: March 4, 2005

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: *12/26/04*

TRAVEL POLICY

PURPOSE:

To establish guidelines for travel authorization, reimbursable travel expenditures, and out-of-town travel.

STATEMENT OF POLICY:

Employees must have prior approval from immediate supervisor for any out-of-town travel. Employees are expected to utilize the most cost effective travel arrangements.

Employees traveling by automobile, on City business, are encouraged to utilize a City owned vehicle when one is available. If a personal vehicle is used for City travel, the employee will be reimbursed actual mileage upon completion of Travel Expense Form (Attachment A) at the current IRS standard mileage rate. Employees are expected to use the most direct route to the travel destination. If an employee does not use the most direct route, then the employee will be reimbursed map mileage.

Reimbursable travel expenses are detailed in the chart on the next page. A dated receipt must be submitted to City Treasurer or Accounts Payable Clerk with a signed Travel Expense Form for any expenditure which the employee will be requesting reimbursement or for expenditures charged on City Credit Card.

Overnight trips are trips in which an employee is required to stay overnight and are not able to return home within one day. Employees will be reimbursed actual cost for meals, hotel and other travel related expenditures (as detailed in chart below) or can charge these expenses to a City Credit Card.

City Credit Cards may be used for eligible travel expenses as outlined in the chart below. Employees are required to follow the Credit Card Use Policy when using a City Credit Card to pay for travel expenses.

Exceptions and Limitations:

Spouses and/or family members may travel with employee on out-of-town business trips so long as any additional expenditure for the cost of the additional traveler is paid by the employee.

Day trips are those trips in which an employee is not required to stay overnight and can return home within one day. Employees will generally not be reimbursed** for meals and are not allowed to charge meals for day trips.

** (Exception) – Meals on day trips may be occasionally reimbursed when the trip is outside of the employees assigned duties, for the sole benefit of the City, and approved by the employee's Department Head. The employee shall be responsible for obtaining dated receipts, completing the appropriate form (Forms may be obtained from the City Treasurer's Office), and attaching

the paperwork to biweekly time card for reimbursement. The meal reimbursement will be reflected on the employee's paycheck as a non-cash fringe benefit and will be subject to all payroll taxes.

Absolutely no alcoholic beverages shall be reimbursed or charged to the City.

| REIMBURSABLE TRAVEL EXPENSES CHART | |
|---|--|
| Transportation | The cost of travel by airplane, train, or bus between Torrington and the business destination. |
| Taxi, Public Transportation | Fares for these and other types of transportation between the airport or station and an employee's hotel, or between hotel and an employee's work/meeting location. |
| Car | The cost of operating and maintaining the city owned vehicle when traveling away from home on business. This includes tolls and parking. When an employee uses a personal vehicle the employee will be reimbursed actual mileage at the standard IRS rate. |
| Lodging | The cost of lodging if the employee's business trip is overnight or long enough to require him/her to stop to get substantial sleep or rest to properly perform duties. |
| Meals | The cost of meals only if the employee's trip is overnight or long enough to require him/her to stop to get substantial sleep or rest. ** |
| Telephone | The cost of business calls while on a business trip, including facsimile or other communication devices. Employees are encouraged to use City Long Distance Calling Cards available at City Hall when traveling out-of-town. |
| Tips | Tips the employees pays for any expenses in this chart. |
| Other | Other similar ordinary and necessary expenses related to employees business travel. |

EFFECTIVE: Immediately

DATE:

APPROVAL:

LAST REVISED:

CREDIT CARD USE POLICY

PURPOSE:

To establish and define proper credit card use practices for City of Torrington Credit Cards.

STATEMENT OF POLICY:

The following employees may be issued credit cards to be kept on a full time basis:

1. Mayor
2. Four Council Members
3. Chief of Police
4. Director of Utilities and Safety
5. City Engineer
6. Purchasing Agent
7. Electric Department Head
8. Water/Wastewater Department Head
9. Street/Sanitation Department Head
10. Ambulance Director
11. Ambulance on-call
12. Building Official
13. Others as designated by Treasurer

All other City Employees may obtain a temporary City Credit Card at City Hall when needed.

The Accounts Payable Clerk is responsible for the maintenance of credit card accounts as well as the safekeeping, distribution, and collection of credit cards.

Credit Cards may be used for the following:

1. Reimbursable travel expenses as defined in the City of Torrington Travel Policy. These expenditures may include lodging, fuel, and meals (reimbursable only for travel that requires an overnight stay).

2. Expenditures that are not related to travel need to be authorized by the City Treasurer or Purchasing Agent. These expenditures may include computer software and support, approved internet purchases, and emergency purchases where vendors will not accept a City Purchase Order or will not invoice the City.
3. Cash advances are not allowed by any person using a City Credit Card.
4. Charges for purchases of alcoholic beverages are not allowed.

Employee's using a City Credit Card for City related business and travel expenses are responsible for obtaining dated receipts and verifying all charges related to the card while in the employee's possession. When using the Credit Card for internet purchases, a screen print detailing the charge is required. The employee's failure to properly document a charge may result in the employee being responsible for the charge.

If a credit card is lost or stolen, the employee needs to contact the City Treasurer or Accounts Payable Clerk immediately so that the card can be cancelled.

If an employee does not comply with the Credit Card Use Policy as stated herein, the City Treasurer has the authority to suspend the employee's access to City Credit Cards.

EFFECTIVE: Immediately DATE:

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: *3/25/05*

CELLULAR PHONE

PURPOSE:

To establish guidelines for purchasing cellular phones for City of Torrington use.

STATEMENT OF POLICY:

Cellular phones will be provided to employees at no cost to the employee as outlined below for jobs requiring communication with customers and/or other employees. Department supervisors and the Mayor will decide which employee will be eligible to receive cellular phones as the budget allows.

The City will allow the following to be purchased at no cost to the employee:

1. Purchasing agent will maintain list of approved phones for purchase.
2. Cellular covers, cases, car chargers, ear pieces.

The City will not allow the following:

1. Service plan will be recommended by supervisor and approved by the Treasurer.
2. Downloads and internet access will not be paid by the City.
3. No personal phone calls unless for an emergency.

The purchasing agent or storeroom clerk will purchase all City cellular phones and accessories. Employees are responsible for proper care of the cellular phone and will be allowed an upgrade every 12 months as the wireless plan allows. Old phones will be surrendered to the purchasing agent upon receiving new phones. The employee may be responsible for replacing the City cell phone, if the phone is lost or the phone is destroyed due to carelessness as determined by the Mayor and Supervisor.

EFFECTIVE: Immediately

DATE:

APPROVAL:

LAST REVISED: 9/22/09

CITY OF TORRINGTON

Section 7

City of Torrington
436 East 22nd Avenue • P. O. Box 250
Torrington, WY 82240
Phone 307.532.5666 • Fax 307.532.2010

INTERNET INFORMATION PROTECTION & CONTROL STANDARDS

A. Statement of Responsibility

All employees are charged with the security and integrity of the computer system. Employees are asked to help maintain the files and hardware that comprise the system, and keep the system safe from harm.

B. Statement of Compliance

By using any part or device of the Goshen Area Network you are showing your compliance and understanding of this policy.

C. Scope

The Goshen Area Network is comprised of, but not limited to, the networks, computers, and servers of Goshen County Government, Goshen County Sheriff's Office, Torrington Police Department, City of Torrington, Lingle Police Department, and Fort Laramie Police Department. Any device attached to, or communicating with any device contained within the listed agencies is subject to the terms of this policy.

D. Statement of Liability

Individuals granted access to the systems are held liable for improper dissemination of sensitive data, even after termination of employment. The employee may be subject to criminal and civil penalties.

E. Policy Changes

This policy is subject to change without notice. The Information Technology Department will attempt to communicate any changes to this policy to employees through any reasonable means. However, it is the responsibility of the employee to inform him/herself of changes to this policy. This policy is maintained at the Information Technology Department's web site.

F. Ownership of Work

E-mail, computer, internet, and voice mail systems are the property of Goshen County. Anything created, loaded, or accessed on these systems becomes the property of the employee's respective governmental agency. Employees have no expectation to privacy rights to the content of e-mail messages or data files, and Information Technology has the right to review, monitor, audit, intercept, copy, download, and disclose any communications or files created or maintained on information systems at any time, without prior notice.

G. Physical Security

Only authorized government personnel may use computers attached to the Goshen Area Network. Moving, connecting or disconnecting equipment is to be done by the direction of the Information Technology Department. Only equipment authorized by the Information Technology Department is to be attached to any part of the computer/network system.

An active terminal or workstation should not be left unattended for any extended period, such as overnight or while the user is otherwise out of the office for several minutes.

H. Encryption

Materials of a sensitive nature or which constitute government confidential information shall not be sent out by the internet unless the information is appropriately encrypted to prevent interception by third parties.

I. Authorized Use

The ultimate goal and purpose of the Goshen Area Network is to facilitate meeting the needs of the involved governmental agencies pursuant to federal, state, and local statutes, and departmental objectives. The devices and software are for the exclusive use of achieving these objectives. Information Technology acknowledges that these systems may be accessed for personal use. However, excessive or habitual use of the Goshen Area Network or computers for non-employment purposes may result in discipline and/or monetary charge.

J. Authorized Access

Employees will be given explicit access to programs, files, and resources needed to perform their assigned duties. Attempted access to programs, files, or resources to which the employee has not been given permission to utilize will subject the employee to disciplinary action.

K. Departmental Barrier

Departmental data will remain under the control of the respective department. Access department generated data by other department(s) will not be allowed without the permission of the respective department head.

L. Programs

Only authorized and licensed programs may be installed and used on computers or servers attached to the Goshen Area Network. All programs must be installed by the direction of the Information Technology Department.

M. Copyright

With the intent to be fully compliant with federal copyright laws, no material which violates copyright may be installed, stored, or used on computers or servers attached to the Goshen Area Network.

Government computers may not be used in the creation or distribution of said material. Items included, and are not limited to:

- Unlicensed software
- Digital music (MP3's, WMA's, CD's)
- Digital video (DVD's, MPEG2/4)

N. E-Mail

Every employee will be assigned an e-mail address. This account is to be used for all official correspondence (no use of services provided by outside internet service providers or free internet-based services such as Hotmail, Yahoo, or Gmail are allowed to be used for official purposes). This address can be used from any workstation in the county, or externally. This e-mail account will be deleted upon the termination of the employee. All employees must use the following guidelines for e-mail access:

- The employee will not allow anyone besides him/herself to access his/her account
- The employee will not utilize his/her assigned account for personal purposes
- The employee will not engage in non-business related mass-mailing (spamming)
- The employee's e-mail is subject to inspection and monitoring by department heads and Information Technology
- The e-mail account is subject to virus and spam filtration
- The e-mail account is subject to storage limitations set by Information Technology
- Pursuant resources e-mail accounts are subject to activity archiving and logging
- E-mail accounts which are inactive for a period of three (3) months or greater are subject to deletion

O. Internet

Every computer located within the facilities attached to the Goshen Area Network has been given access to the internet. All authorized persons are able to access the internet from these computers given that the following rules are followed:

- No one will be allowed to knowingly access sites which contain pornography, hate or anti-government organizations, or anything which could have adverse affects on personnel moral or public reputation. The only exception is when law enforcement is in the official act or investigating or researching an assigned case which evolves the above elements.
- No one will download, install, or access any subversive files or programs. ie: viruses, Trojan horses, Spy ware, Ad ware

- No one will attempt to access another computer system without permission (hacking/cracking)
- All internet activity will be recorded
- Internet access for users or computers is subject to revocation by the decision of department heads or Information Technology
- Internet access to specified sites, or class of sites, or types of media is subject to filtration by the decision of department heads or Information Technology
- Internet access is granted to employees based solely on business need
- Instant messaging other than that managed by Information Technology is prohibited
- Streaming video and audio is expressly forbidden for any use other than work related activities
- Internet access is subject to rate control as deemed necessary by Information Technology

P. Network Access

1. Logon and password

Every employee will be assigned a network logon which will be deactivated upon termination of employment. This logon can be used at any similarly classed governmental department (ie: law enforcement and government). The employee is to use their logon whenever possible to access their e-mail and files. The employee is responsible for all activity on county computers under his/her logon ID. Special station accounts (booking, control) are created for multi-person locations. These logons are to be used for those purposes only.

2. Network Storage

Every employee will be allowed to store files on the network. They will be assigned a private storage place, and have access to a common storage. In order to safeguard and protect data and work files, these files should be stored on the network and not on the local ("C") drive of any workstation. Employees will not attempt to access unauthorized data. Employees will not destroy, damage, or deface files in the common storage area(s).

3. Unauthorized Access/Use

Any unauthorized access to another employee's logon or file(s) is absolutely prohibited. Employees who utilize software applications under another employee's logon identity or access individual file(s) without permission will be subject to disciplinary action.

4. Resource Utilization

No user will utilize network resources (Internet, E-Mail, Storage, Printers, et at.) in a manner in which creates an undue drain on the capacity of the system.

Q. Remote Access

Remote access into the Goshen Area Network systems will be done by encrypted means. All remote activity will be logged and secured by username and password authentication. Remote access will be granted or revoked at the discretion of the Information Technology Department.

R. Notice of Status Change

It is the responsibility of the department head to inform Information Technology of an employee status change so that the employee's status can be reflected in their assigned logon. These status changes are:

- Hire
- Termination
- Extended Leave

S. Removable Media

Employees must have supervisor approval for the use of removable media devices before copying data to or from the computer system. If data is lost due to misplacement of the removable device, the employee is responsible for the financial cost of such a data security breach.

T. Data Disposal

Devices containing sensitive data are to be completely deleted and overwritten, or destroyed before leaving the control of trusted users.

U. Workstation Retire

All computers that are replaced will have their hard drives completely erased and overwritten to ensure no data leakage. Computers from sensitive environments will have their hard drives erased, overwritten, and destroyed..

V. Backup Policy

Backups of all servers are kept for no more than 2 weeks. All data stored on network drives is backed up. Individual workstations are not included in the backup cycle.

EFFECTIVE: Immediately

DATE:

APPROVAL:

LAST REVISED:

PERSONAL TELEPHONE CALLS, MAIL and USE OF OTHER PERSONAL COMMUNICATION DEVICES

PURPOSE:

To provide for control of incoming and outgoing personal telephone calls and mail.

STATEMENT OF POLICY:

City phones and other personal communication devices used during working hours are to be used for City business and may be used for personal business on a limited basis only.

The use of city postage for personal correspondence is not permitted.

Additional requirements may be added by departments on an as needed basis.

All cell phone calls by the driver shall be in a non-moving vehicle unless an emergency exists.

No texting while driving under any circumstances.

PROCEDURE:

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.

Personal telephone calls received during business hours must be held to both a minimum number and time limit and must not interfere with the employee's work.

When a toll call must be placed, the call shall not be billed to the city.

It is the employee's responsibility to ensure that no cost to the City results from their personal telephone calls.

Violation of this policy will minimally result in cost reimbursement to the City and may subject the employee to disciplinary action.

EFFECTIVE: Immediately

DATE:

APPROVAL: *by Mayor, City Attorney & Committee*

LAST REVISED: *12/27/2007*

CITY OF TORRINGTON

Appendix A

City of Torrington
436 East 22nd Avenue • P. O. Box 250
Torrington, WY 82240
Phone 307.532.5666 • Fax 307.532.2010

MUNICIPAL CODE: CHAPTER 2.36 REMOVAL OR DISCHARGE

Note: Employee Handbook Page 34

Section 2.36.010 Statutory authority.

The mayor may remove or discharge an officer or employee pursuant to W.S. 15-2-102.

Section 2.36.015 Discharge by supervisor.

An employee may be discharged or suspended with or without pay by their supervisor or any higher level authority for insubordination, immorality, neglect of duty or any other good or just cause.

Section 2.36.020 Written notice of removal, discharge or suspension.

All non-probationary employees shall receive written notice of the reasons for the action, a copy of which notice shall be placed in the employee's personnel file.

Section 2.36.030 Request for hearing.

All employees who have been removed, discharged or suspended may request a hearing for review with the city council. The employee's request shall be in writing and shall be filed with the city clerk within ten days from receipt of the written notice of the action. The failure or the employee to timely file a written request for hearing shall bar any further review of the action.

Section 2.36.050 Hearing board and authority.

The board shall consist of the city council excluding the mayor. The presiding officer shall be the mayor pro-tem. The presiding officer shall have authority to issue subpoenas for the appearance of witnesses of production of documents upon written request by any party.

Section 2.36.060 Hearing procedure.

Every employee who has been removed, discharged or suspended shall have the right to appear in person, with or without legal council; shall have the right to be heard and to present testimony or witnesses and other evidence bearing upon the stated reasons for the removal, discharge or dismissal; and shall have the right to cross-examine witnesses at the hearing. The mayor's or supervisor's position shall be presented by the city attorney. The hearing shall be recorded or reported for purposes of having a permanent record. The hearing shall be open to the public.

Section 2.36.070 Written decision.

The city council shall deliver a written decision to all parties within 15 days of the date of the hearing stating whether the mayor's or supervisor's decision is affirmed or reversed. The decision of the city council shall be final.

Section 2.36.080 Probationary employees.

All city employees that are on probation may be discharged or suspended by their supervisor or any higher level authority with or without cause and for no reason whatsoever. Probationary employees shall have no right to a review hearing pursuant to Chapter 2.36.

Section 2.36.090 Employment at will.

Notwithstanding the right to a hearing set forth above, all officers and employees of the city shall be employees at will. This chapter shall not be construed or interpreted to give any officer or employee contractual or due process rights to employment with the city. This chapter shall be construed only to permit the city officers and employs to have any action of removal, discharge or suspension reviewed by the city council.

Section 2.36.100 Personnel policy.

The city's personnel policy and rules and regulations are hereby repealed, revoked and superseded to the extent they apply the disciplinary actions, removals, terminations, discharge or suspension of city officers or employees. All city officers and employee's removal, discharge and suspension shall be governed by this chapter.

DEFINITIONS

The words and terms used in this Section shall have, unless otherwise defined, the following meaning within reason.

Compensatory Time— Compensatory time is defined as time off granted an employee in compensation for hours worked in addition to the employee's regularly scheduled work day or work week.

Employer—The term employer refers to supervisory personnel with the authority to authorize the use of overtime.

Grievance – A misunderstanding or disagreement between an employee and a supervisor or co-worker that relates to working conditions, established policy, benefits, and/or compensation, or discriminations.

Immediate Family – Applies to Emergency Leave, Bereavement Leave and Sick Leave. Relative by blood or marriage including wife, husband, children, parents, grandchildren, grandparents, brothers, sisters, nephews, nieces, aunts, uncles, brothers-in law, sisters-in-law, daughters-in-law, sons-in-law and parents-in-law.

Overtime — Overtime shall be defined as all work performed in excess of the hours permitted under the FLSA work week or as determined by existing contractual agreement.

Overtime shall be paid at a rate of one and one-half times the employee's straight time hourly rate.

Regular Full-Time – Employee who works at least 40 hours per week for an approved year around position with the City of Torrington. Full-time employees are eligible for all benefits as outlined in this policy.

Regular Part-Time – Employee who works less than 40 hours per week for an approved year around position with the City of Torrington. Regular Part-time employees are not eligible for all benefits as outlined in this policy.

Seasonal Part-Time – Employee who works during seasonal busy times usually during summer months. Employee may work 40 hours during peak seasonal periods. This position is not a year around position and is not eligible for all benefits as outlined in this policy.

Standard Probationary Period – A period of 12 consecutive months of employment.

Wage Committee – Mayoral Committee which consists of at least one Council member and seven staff members. Committee shall request, review, and make recommendations consistent with the Human Resource Manual approved and adopted under Chapter 2.38 of the Revised Ordinances of the City of Torrington.