

POLICIES AND PROCEDURES

1. No riding in the beds of trucks or equipment.
2. Senior employee on the job will report the progress and completion of the job at the end of the workday.
3. Job assignments will be given at the start of the shift, 7:00 A.M. Once given the assignment, employees will proceed to get safety equipment, tools, and proceed to the job site.
4. All jobs will be performed in a safe, timely and efficient manner.
5. All equipment will be checked out before and after the daily jobs. A maintenance sheet will be filled out at the end of the day. If the equipment needs repaired by the maintenance department it will be labeled with a tag stating (Out of Service).
6. Wear all safety equipment required according to the job being performed.
7. Top equipment off with fuel at the end of each shift.
8. Clean around all assigned facilities daily, regardless of weather. This includes, but is not limited to the building, parking lots, lawn, and entrances.
9. Unload trucks and equipment at the end of each day. Clean out trash, put tools and signs away unless told not to do so by your supervisor.
10. Clean up time will start at 3:00 P.M. At this time you will put away tools, empty out the trucks of trash, and fuel up your equipment. All employees on the job will assist in the putting away the tools.
11. Smoking will be permitted in designated smoking areas only.
12. No one is allowed in Building 1 or 2 after regular working hours without the supervisor's approval.
13. All keys to city locks and to different areas and buildings located on the wall in the Street Superintendent's office shall be returned at the end of the shift.
14. Any and all damage sustained to equipment, vehicles, tools, etc. will be reported as soon as possible, or no later than the end of the shift. An accident report is required to be filled out on each accident.
15. Break time will be mornings 9:00 A.M. to 9:15 A.M. and afternoons 1:30 P.M. to 1:45 P.M. unless changed by senior employee or supervisor in order to complete a

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job, as long as it does not conflict with the contract. Breaks must be taken at the job site and must not exceed 15 minutes.

16. No personal phone calls are to be made except at lunch time 11:00 A.M. to 11:30 A.M. Employees are requested to ask friends, relatives and others not to call at work for personal reasons, other than emergency situations.
17. No magazines, newspapers, C.D.'s, etc., are allowed in equipment or on the job site. Keep all reading material in break rooms or at home.
18. All gas cans, and other flammable liquids are to be stored in metal fire cabinets, at the end of the shift for over night storage.
19. ETHICS OF PUBLIC EMPLOYMENT

All Street Department employees are expected to maintain the highest possible ethical and moral standards and to perform their duties within the laws of the State of Ohio, and other Rules and Regulations as may be set forth by the City, is illegal, will not be tolerated. Such conduct shall include, but will not be limited to:

- A. Engagement in any transaction, business or any other interest which is in conflict with the proper discharge of official City duties.
- B. Disclosure of confidential information, without proper authorization, regarding the property, government or affairs of the City of Moraine.
- C. Use of confidential information or influence of official City position to advance personal, financial or other private interests.
- D. Acceptance of any gift valued over ten (10) dollars, in the form of service, item or promise from any person, firm or organization, which maintains an interest in any business dealings with the City, or may tend to influence a City employee, in proper discharge of official City duties.
- E. Engaging in any matter which represents a conflict of interest with the City, or undermines the integrity of the City of Moraine.

20. TARDINESS

- A. Tardiness is inexcusable and shall not be tolerated. Tardiness is defined as any situation where an employee reports to work after his or her scheduled starting time. Whenever an employee is tardy, that employee may be subject to a reduction in pay corresponding to the amount of time he or she

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TARDINESS CONTINUED

was late unless he or she offers to the supervisor a written reason for being late deemed acceptable by the supervisor.

- B. In addition, if an employee is tardy, that employee may be subject to disciplinary action unless he or she offers the supervisor a written reason for being tardy deemed acceptable by the supervisor.
- C. Also failure to call in before 7:00 A.M. for an absence will result in disciplinary action.

21. APPEARANCE

- A. The Department Head, or designee, requires an employee's clothing and overall appearance to be appropriate, in good taste, and should present a favorable public image.
- B. The Street Department requires employees to wear regulation uniforms during the conduct of official City duties. The City will provide a uniform, at no cost to the employee, while he or she is at work.
- C. Department issued uniforms shall ONLY be worn while on duties for the City.

22. SEXUAL HARASSMENT

The City strictly prohibits sexual harassment of its employees in the workplace by any person and in any form. This policy is consistent with the City's affirmative action efforts and persistent to the guidelines on sexual discrimination by the Equal Opportunities Commission. It is illegal and against the policies of the City for any employee, male or female, to sexually harass another employee by making unwelcome sexual flirtations, advances or propositions or by creating an intimidating, hostile or offensive working environment through verbal abuse or physical conduct of a sexual nature. No supervisor shall threaten or insinuate, either explicitly, or implicitly, that an employee's refusal to submit to sexual advances will adversely affect that employee's job, evaluation, compensation, advancement, assigned duties, shifts or any other condition of employment or career development. Any supervisor or other employee who after appropriate private investigation, has been found to have sexually harassed another employee or job applicant, will be subject to disciplinary action, up to and including termination. The City recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discrimination, the affect on employment status will require a factual determination based on all the

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SEXUAL HARRASSMENT CONTINUED

facts in this matter. Given the nature of this type of discrimination, the City also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Any such false accusations will be subject to disciplinary action. Any employee or applicant who believes he or she has been the subject of sexual harassment should report the alleged act immediately (within 48 hours after the alleged act occurs) to the City Manager and City Attorney. An investigation of all complaints will be undertaken immediately. Any supervisor or employee who has been found, through this investigation, to have sexually harassed another employee will be disciplined consistent with the disciplinary policy outlined in the City's policies.

The City trusts all employees will continue to act responsibly to establish a pleasant working environment free of discrimination.

23. ALCOHOLISM AND DRUG ABUSE

The City recognizes alcoholism and drug abuse as a disease, which is treatable and encourages those employees suspected to have a drinking or drug problem, to seek professional treatment assistance.

- A. For the purpose of this policy, a drinking or drug abuse problem exists, in the eyes of the City, when an employee's alcohol consumption or drug abuse begins to interfere with his or her job performances.
- B. This policy is intended to assure that no employee with a drinking or drug abuse problem will have his or her job security or promotional opportunities jeopardized by a request for treatment. The individual's rights to confidentiality and privacy are recognized. The pertinent information and records of employees with drinking or drug problems will be preserved in the same manner as all other medical records.
- C. It will be the responsibility of the employees to comply with the City Manager referral for diagnosis and to cooperate with the prescribed treatment. An employee's refusal to accept diagnosis or treatment, or failure to respond to treatment, will be handled in the same manner as for all other illnesses when job performance continues to be adversely affected.
- D. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practices applicable to job performance.

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ALCOHOLISM AND DRUG ABUSE CONTINUED

Supervisory personnel should not attempt to diagnose alcoholism or drug addiction. Referral for diagnosis and treatment should be based strictly on unsatisfactory or deteriorating job performance, resulting from apparent medical or behavioral problems, whatever their nature.

Failure to comply with these "Rules and Regulations" may result in disciplinary action.