



**CITY OF MURFREESBORO  
EMPLOYEE HANDBOOK  
SUMMARY**

Date: December 1, 2019

## **HANDBOOK SUMMARY DISCLAIMER**

### **ALTERNATIVE DISCLAIMER:**

This Employee Handbook Summary outlines the City's employment policies and procedures. It is an overview of the City's benefits intended to provide general information and guidance only. Full policies and procedures are found in the Employee Handbook. Information about employee benefits are found in the benefit plan documents. This summary does not serve as the definitive interpretation or application of any policy, procedure, or plan documents (collectively, "policies"). Information provided in this summary is subject to the City's policies. Similarly, any action of the City Council or policies approved by the City Manager take precedence over this summary information.

The City interprets and administers the handbook in a manner that is most beneficial to the organization and has discretion to change, modify, or delete any policy at any time with or without notice. While the City attempts to keep this summary current, not all changes to policies appear in this summary. Additionally, any oral statements or representations or informal written interpretations, including this summary, do not supplement, change, or modify the provisions in the handbook.

Each employee should read and become familiar with the information contained in this summary and the handbook. Failure to comply with the City's policies or procedures may result in discipline, including termination.

**NOTHING IN THIS HANDBOOK NOR ANY OTHER COMMUNICATION BY A CITY REPRESENTATIVE OR ANY OTHER EMPLOYEE, WHETHER ORAL OR WRITTEN, IS INTENDED TO IN ANY WAY CREATE A CONTRACT OF EMPLOYMENT.**

**MESSAGE FROM THE CITY MANAGER:**

To the City employees, thank you for your continued service to our community. And to employees who are beginning their employment with the City, let me extend a warm welcome to the team.

The City is at its core a customer service organization. Customer service is only effectively delivered by dedicated people. Therefore, employees who deliver services to our citizens are the City's most valuable assets.

As is necessary for any large organization, the City has a set of policies that guide the City's employment relationships. Employees who consistently abide by these policies will have a success and productive career at the City.

I sincerely look forward to working with each of you to provide the citizens of Murfreesboro the highest quality of life which they have come to expect.

Craig Tindall, City Manager

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## 1. Employment Policies

### 1.1 Equal Employment Opportunity

The City is an equal opportunity employer and complies with all applicable federal, state and local law in the recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment. To ensure our workplace is free of artificial barriers, employees are required to cooperate with an investigation of an alleged violation of this policy. Violation of this policy including any improper discriminatory or retaliatory conduct will result in disciplinary action, including termination, regardless of position or title.

Employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention the City's Equal Employment Opportunity ("EEO") Officer. The City's EEO Officer's name and contact information are available on the City's website (<http://www.murfreesborotn.gov/1279/Equal-Employment-Opportunity-EEO-Policy>). When a situation occurs, reports should be made within five days. The City will not allow any form of retaliation against an individual who raises an issue related to equal employment. If an employee or job applicant has not received a response from the City's EEO Officer within five business days or if the employee or job applicant considers the response unsatisfactory, the employee or job applicant should immediately contact the City's Human Resources Director, the City Manager, or an Assistant City Manager.

### 1.2 Job Postings

Generally, the City will post open positions internally before posting them publicly. Occasionally, however, the City may post positions internally and externally simultaneously or choose to seek applicants for certain position only from outside sources.

An employee who is interested in an open position within the City for which they are qualified should complete and submit an on-line application to be considered for the position.

### 1.3 Job Types

Employees hold one of the following job types:

**Full-Time** – Jobs that required regular work at least 30 hours per week and are not short-term or seasonal employment.

**Part-Time** – Job that required regular work fewer than 30 hours per week and are not short-term or seasonal employment.

**Seasonal** – Jobs that are hired for a specific short-term project or on a short-term basis that does not exceed six months. Seasonal employees generally are not eligible for City benefits.

Jobs are categorized based on federal and state wage and hour laws, which generally dictate how employees are paid. Federal wage law categorizes jobs as "exempt" or "non-exempt." Non-exempt employees are paid on an hourly basis. Exempt employees are paid an annualized salary and do not receive overtime pay regardless of hours worked. Employee are

informed of the type of job that they are hired for and if any changes to that status occur after they are hired.

#### **1.4 Probationary Period**

An employee's first 12-months are a probationary period. This is an opportunity for the City to evaluate an employee's performance before the employee becomes eligible for certain rights and benefits. The City may extend the probationary period if the employee takes leave during this period or if the City determines that an additional period of evaluation is required.

Public safety employees and dispatch trainees first serve a training period and then begin their probationary period for 12 months after the training period ends.

#### **1.5 Compensation**

Wages for exempt and non-exempt employees are established at the time of hire. All wages, however, are subject to review and modification for any reason, including market conditions, budget appropriation, or changes in work requirements or job classification.

Certain dollar amounts for items such as federal taxes, Social Security contributions, health, dental and/or life insurance premiums, and mandated or voluntary contributions to a pension or retirement plan, are deducted or withheld from employee's wages.

#### **1.6 Timekeeping Procedures**

An employee must record their actual time worked in the City's timekeeping system for payroll and benefit purposes. Employees are responsible for insuring timekeeping information is accurate. Any inaccuracy must be immediately reported to a supervisor.

Non-exempt employees record the time work begins and ends, as well as the beginning and ending time of any breaks or departures from work for any non-work-related reason. Non-exempt employees should not start work until their scheduled starting time, unless a different start time has been approved by the employee's supervisor or department head.

Exempt employees are required to report full days of absence from work for reasons such as leaves of absence, sick leave, or vacation in the City's timekeeping system.

The City compensates employees in compliance with all applicable federal and state laws. To ensure proper payment, withholdings, and deductions, employees must review their pay stubs promptly. Altering, falsifying, or tampering with time records may result in discipline up to and including termination.

#### **1.7 Overtime**

Employees may be required to work outside of their regular work schedule. When possible, supervisors should provide employees with advance notice of changes in work schedules.

Exempt employees receive a salary as full compensation for all of their work time regardless of their regular work schedule. Therefore, exempt employees do not receive overtime pay.

Non-exempt employees who work overtime will be compensated at the rate of 1.5 times normal hourly wage rate for the time worked in excess of 40 hours each week, unless

otherwise required by law. Employees may not work overtime without a supervisor or manager's approval.

### **1.8 Employment Records**

An employee must provide the City with certain required personal information, including their Social Security number, home address, and telephone number. This information become part of the employee's personnel file and must match the employee's Social Security Administration records.

Employees must inform Human Resources of any changes to this personal information as soon as possible. Unreported changes—such as a change of address, marital status, birth or adoption of a child—can affect tax withholdings as well as available benefit coverage. Out-of-date emergency contact information could result in a health or safety risk to the employee. Lastly, employees are obligated by law to inform Human Resources of any changes to work visas.

Personnel files are subject to the state's open record laws. This means they can be viewed by the public. State and federal law also protects certain information, such as medical records and some personal identifying information. The City will not share employee information that is protected by law.

### **1.9 Performance Review**

An employee's job performance is evaluated during the 12 months after hire or promotion. In addition to these formal performance evaluations, supervisors are encouraged to discuss job performance on a frequent and ongoing basis.

### **1.10 Separating from City Employment**

An employee should provide a two-week notice before leaving the City's employment. All City property, including uniforms, keys, security cards, cell phone, laptop computers and other electronics, etc., must be returned at the time of separation. Employees must return and continue to protect any confidential information the employee possesses. Employees must repay the City for any lost or damaged City property, which may be done through a payroll deduction.

When an employee separates from City employment, they will be asked to participate in an exit interview with Human Resources. Exit interviews are voluntary, however, they provide valuable feedback to the City and are important as the organization moves forward.

### **1.11 References**

The City will respond to reference requests through the Human Resources Department. The City is able to provide only general information concerning the employee, such as the employee's date of hire, positions held, date of separation, and whether the employee is subject to rehiring. Any requests for a reference from the City must be referred to the Human Resources Department.

## **2. Employment Benefits**

### **2.1 Benefits Overview**

The City provides a combination of supplemental benefits to eligible, full-time employees. These benefits include vacations and holidays, group insurance coverages (health, dental, vision, and life) and other fringe benefits.

The City evaluates its benefit programs to insure that they are consistently competitive in the employment marketplace while balancing fiscal responsibility for public funds. The City, therefore, may modify, amend, or terminate benefits as necessary or prudent.

This summary is merely an overview of the City's benefits. Employees must consult the Employee Handbook, plan documents, or consult with the Human Resources Department about specific questions concerning any current benefits. Nothing in this summary will alter official plan documents. Changes may occur to the handbook or plan documents that may not be reflected in this summary.

### **2.2 Health and Other Insurance Programs**

The insurance benefits offered by the City include: health, dental, vision, flexible spending accounts (for medical and dependent care), basic life insurance (employer paid), voluntary life insurance (employee paid), and long-term disability (employer paid). Full-time employees who are regularly scheduled to work a minimum of 30 hours per week are eligible for certain insurance benefits on the first of the month following or coinciding with 60 days of full-time employment.

The benefits plan is structured by the City in accordance with federal and state laws. Employees may obtain more information about eligibility and plan details from the Human Resources Department. The City medical benefits may change from time-to-time to provide competitive and cost-effective benefits.

### **2.3 Workers' Compensation**

On-the-job injuries are covered by the City's workers' compensation program administered by a third-party. Employees injured on the job, no matter how slight, must report the incident immediately to their supervisor. Failure to follow City procedures may affect the ability of an employee to receive workers' compensation benefits.

This is solely a monetary and medical treatment benefit and not a leave of absence entitlement. For employees who need to miss work due to a workplace injury, a formal leave of absence will be assigned.

### **2.4 Retirement Plan**

Eligible employees are able to participate in the City's retirement plan. Plan participants may make pre-tax contributions to a retirement account.

Upon becoming eligible to participate in this plan, the employee will receive a summary plan description ("SPD") describing the plan in greater detail. Please refer to the SPD for detailed plan information. Feel free to contact Human Resources if there are any further questions.

**2.5 Employee Assistance Program**

The City provides an Employee Assistance Program (EAP) for employees. The EAP is a free, confidential counseling service provided by the City to help you and your family members with all types of personal problems. Eligibility for the Employee Assistance Program begins at the date of hire. Further details can be obtained through Human Resources.

**2.6 Paid Holidays**

Full-time employees are paid for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Specific dates of some holidays will vary annually and will be defined by Tennessee law or as designated by the City. A holiday falling on a Saturday is usually recognized on Friday, and a holiday falling on a Sunday is usually recognized on the following Monday. If Christmas Eve Day and Christmas Day falls on Saturday or Sunday, the holiday is recognized on the Friday before and the following Monday.

Non-exempt employees scheduled to work on a holiday are eligible to earn holiday pay if they work the entire scheduled workday or shift. Holiday pay is in addition to regular compensation and is earned as follows:

<b>Work Shift</b>	<b>Holiday Pay</b>
7.5 hours	7.5 hours
8.0 hours	8.0 hours
10.0 hours	8.0 hours
24.0 hours	12.0 hours
Other	Not to exceed 8.0

**2.7 Vacation Leave**

Employees earn vacation leave through regular attendance at work. Full-time employees earn vacation leave based on each hour worked during their normal work shift based on complete years of full-time employment.

Vacation-leave accrual rate per year in days available is:

- 1 to 5 complete years, up to 10 working days
- 6 to 10 complete years, up to 12 working days
- 11 to 15 complete year, up to 14 working days
- After 16 complete years, one addition working day per complete year up to 20 working days

The vacation leave accrual rate per year in 24-hour shifts is:

- 1 to 5 complete years, up to 5 shifts
- 6 to 10 complete years, up to 6 shifts
- 11 to 15 complete years, up to 7 shifts
- After 16 complete years, one half of one additional shift per year up to 10 shifts

In the event that an employee's work shift changes during the year (promotion, job change, etc.), the vacation leave accrual rate also changes. Vacation should be used in ¼ hour increments for non-shift employees.

While an employee's vacation preference is considered, the department's operating schedule and other employees seeking vacation must also be considered. Department directors have the discretion to approve or disapprove vacation requests. Vacation requests should be submitted at least two weeks in advance of their desired vacation dates.

An employee without accrued vacation leave may request to be absent from work without pay for reasons which would not qualify for sick leave. The maximum requested absence can be up to 10 workdays or five 24-hour shifts per year. Leave without pay must be approved in advance by the department director.

An employee will be paid unused accrued vacation hours upon separation from the City.

## 2.8 Sick Leave

Sick leave is provided for time off in the event of an illness, medical or dental appointments, or an injury of the employee or authorized employee family member. Authorized family members are the employee's spouse, children (including step-children, foster children, children under legal guardianship or conservatorship, grandchildren in the employee's temporary custody or other children for whom the employee is *in loco parentis* as that term is used under the FMLA), parents, or parents-in-law.

Sick leave accrues each hour an employee is actively at work, not to exceed the maximum. There is no right to use sick leave before it has accrued. Maximum sick leave is as follows:

Work Shift	Maximum Hours
7.5 hours	7.5
8 hours	8

10 hours	8
24 hours	12

Other                      Average number of hours  
per shift, per week, but not  
more than 8 hours per  
month

Employees should notify their supervisor as far in advance as possible and should schedule the absence to minimize operational disruptions. When an employee is absent three consecutive workdays or more for reason of sickness, the employee may be asked to provide a written excuse from a healthcare provider.

### **2.9 Lactation Breaks**

A reasonable break time is allowed for an employee desiring to express breast milk for the employee's infant child as required by applicable law. The break time, if possible, should be concurrent with rest and meal periods scheduled for the employee. Reasonable efforts will be made to provide a location other than a toilet stall to express milk in private, which may include the employee's private office. Human Resources Department will assist if there are questions regarding this policy.

Employees should advise management if they need break time and/or an area for this purpose. Employees will not be discriminated or retaliated against for this request.

### **2.10 Family and Medical Leave**

The Federal Family Medical Leave Act provides eligible employees with a right to take time away from their employment for certain specified family and medical reasons while maintaining their health insurance benefits and in most cases their job. FMLA leave is available to an employee who has worked for the City for at least 12 months and has worked at least 1,250 hours immediately before commencement of the leave. FMLA leave is unpaid and may be up to 12 workweeks during a 12-month period.

Because the federal law is complex, if an employee believes they may need FMLA leave, they should immediately contact the Human Resources Department.

### **2.11 Parental Leave**

Full-time employees with at least 12 consecutive months of service as a full-time employee are entitled to an unpaid leave-of-absence for up to four months for pregnancy, childbirth, adoption, and caring for an infant. Except in emergency situations or in the case of adoption, three months' notice is required to guarantee reinstatement to their position; however, in certain situations reinstatement is not guaranteed. Leave runs concurrently with any other leave provided by the City.

### **2.12 Bereavement Leave**

A full-time employee who loses a close relative is allowed up to five work days or two 24-hour shifts of time off. A “close relative” is a spouse, child (which includes step-child, foster child and child under legal custody or guardianship), brother, sister, parent (or former legal guardian), grandchild, grandparent, aunt, uncle, step-parent, step-brother, step-sister, daughter-in-law, son-in-law, brother-in-law, sister-in-law, parent-in-law, or grandparent-in-law of an employee.

Accrued sick leave will be used to provide paid time off, otherwise the time off will be without pay. An employee must inform their supervisor before taking bereavement leave and the City may require verification of death.

### **2.13 Civic Leave**

U.S. citizens have a civic duty to serve on a jury when summoned. Employees are provided time off and pay to perform this duty as required by law. Employees are expected, however, to provide proper notice of jury duty and verification of their service. Employees must keep departmental management informed of the expected length of jury service and to report to work if excused by the court before the halfway point of their regularly scheduled work shift. If the required absence presents a serious conflict for departmental management, employees may be asked to request a postponement of jury service.

Additionally, employees who have insufficient time outside of working hours to vote in a federal, state or local election, the employee may take paid work time to vote at the beginning or end of the regular work schedule. When possible, employees should notify their supervisors of their need for election-related leave at least two days prior to the voting day.

### **2.14 Military Leave**

An employee called into active military service or enlisted in uniformed services is eligible for unpaid military leave. The employees must provide advance notice of service obligations unless they are prevented by military necessity or it is otherwise unreasonable to provide such notice. If the absence is within applicable statutory limitations, the employee will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

Employees who are military reservists have up to 20 paid days per calendar year for active duty. The employee should provide as much advance notice of their deployment as possible.

## **3. General Standards of Conduct**

### **3.1 Workplace Conduct**

Employees must abide by certain rules of conduct to maintain a positive work environment. In most cases, honesty, respect for others, diligent job performance, common sense and good judgment are guides to acceptable workplace behavior. When any of these basic tenets are not followed, an issue is likely to occur.

Additionally, the City provides the employee with policies and rules that govern their

conduct. As is normally the case, rules governing conduct set a minimum standard and employees are encouraged to implement a higher standard of conduct whenever possible. The following are some of the rules that apply to work for the City. Some departments may have additional rules and employees will be informed when those apply to their job.

In order to assure consistent, appropriate conduct within the organization, the City will assess disciplinary action, including termination, for violation of its policies or for a failure to maintain a positive working environment.

### **3.2 Punctuality and Attendance**

Effective City operations requires consistent commitment to service by every employee. Punctual attendance is critical to that commitment. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and supervisors. Therefore, excessive absenteeism or tardiness may result in disciplinary action.

There are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify their supervisor as early as possible, but no later than the start of their workday. Except in the case of a medical or other emergency, asking another employee, friend, or relative to provide the required notice is unacceptable. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Employees should check with their supervisor for specific department attendance policies. Unreported absences of three (3) consecutive workdays generally will be considered a voluntary resignation of employment with the City.

### **3.3 Health and Safety**

The health and safety of employees and others on City property is imperative. The City will comply with all applicable health and safety laws and take other reasonable measures to insure employee and public safety.

The City relies on employees to keep all City property safe and free of hazardous conditions. Employees must be conscientious about workplace safety, including knowing and implementing proper operating procedures and safety methods. Employees are required to report immediately an unsafe condition, a potential hazard, the suspicion of a concealed danger, a dangerous product or piece of equipment, or an unsafe work processes or practice.

Periodically, the City may issue rules and guidelines governing workplace safety and the handling and disposal of hazardous substances and waste. Employees must know all rules and guidelines pertaining to their job or any assignment. Tampering with, altering, damaging, or disconnecting any safety-related equipment will be grounds for termination.

A workplace injury, accident, or illness, even if perceived as minor or insignificant, must be reported to the employee's supervisor as soon as possible.

### **3.4 Use of Communications and Computer Systems**

The City's communication and computer systems are for business purposes. Employees have no legitimate expectation of privacy when using these systems. The City may access the internet use records, voice mail, and e-mail systems without notice to users of the system.

Employees must, upon request, provide management of any private access codes or passwords. No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

Violations of this policy may be subject an employee to disciplinary action up to and including termination.

### **3.5 Personal and Company-Provided Portable Communication Devices**

City-provided portable communication devices (PCDs), including cell phones, smart phones and tablets, should be used primarily for business purposes. Employees should have no reasonable expectation of privacy when using such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes the right to monitor personal communications as permitted.

Conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, employees must comply with applicable City guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. This requirement applies whether the employee is using their personal PCD or a City-issued device.

### **3.6 Portable Communication Device Use While Driving**

Employees who drive on City business must abide by all state or local laws prohibiting or limiting PCD (cell phone) use while driving. Use of a PCD includes talking or listening to another person or sending an electronic or text message via the PCD. Texting or e-mailing while driving is strictly prohibited.

Even if such usage is permitted, an employee may choose to refrain from using any PCD while driving; instead, proceeding to a safe location, off the road and stopped, before placing, accepting, or continuing a call. Under no circumstances should employees feel that they need to place themselves or the public at risk to fulfill business needs. If use of a PCD is permitted while driving, the employee must use a hands-free device.

Since City policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

### **3.7 Social Media**

Employees may not post on a blog or web page or participate on a social media site or application during work time or at any time using City equipment, unless such use is specifically part of their job or an assignment or the employee is otherwise specifically authorized to do so.

If when engaged in any personal use of social media, City employees must include a disclaimer that a post solely reflects the individual's personal opinion, if the post mentions the City or a City activity; communicates the individual's personal political opinion and the

individual's employment by the City can be reasonably deduced from the individual's post or social media profile; or is such that it could lead a reasonable person to conclude that the individual is representing the City in an official capacity or would otherwise could be construed as creating a conflict of interest with the City.

The City's policies and legal restriction regarding posts as discriminatory, obscene, defamatory, libelous, or threatening expressions apply to personal posts on social media and may subject the employee to disciplinary measures up to and including termination.

### 3.9 Non-Discrimination Policy

The City prohibits unlawful discrimination or harassment based upon a person's race, color, religion, creed, national origin, ancestry, ethnicity, sex (including sex-based stereotypes and pregnancy, childbirth, or related medical conditions), age, physical or mental disability, citizenship, past, current or prospective service in the uniformed services, genetic information, or other characteristic protected under applicable federal, state or local law. This policy applies to discrimination by or against a City employee, a City official, or any other person who is on City property, is the recipient of City services, or is conducting business with the City. In the event of a violation of this policy, the City will take appropriate corrective action.

Effective enforcement depends on employees reporting inappropriate workplace conduct. It is the responsibility of employees to report discriminatory conduct or harassment by an employee towards another employee or towards a member of the public to one of the following individuals:

- Human Resources Director;
- Equal Employment Opportunity Officer
- Department Director; or,
- The City Manager or an Assistant City Manager.

A report of harassment or discrimination becomes a complaint only when made to one of these persons. **Employees are not required to follow the chain of command in making a report or complaint of harassment or discrimination.** An employee's duty to report discrimination or harassment does not preclude the employee from taking appropriate efforts to stop offensive conduct.

Although reports of a violation should be made to the individuals listed above, supervisors have an equal responsibility to report a violation immediately if an employee raises an issue involving harassment or discrimination. No more than two business days should elapse before the supervisor reports a complaint to one of the individuals named above. Failure to timely report a complaint subjects the supervisor to disciplinary actions.

No person who reports any instance of suspected discrimination or harassment will be subject to any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents involving potential discrimination or harassment or cooperating in any related investigations. Reports of suspected retaliation should be made in the same manner in which an employee would report a claim of unlawful discrimination or harassment.

The City will investigate reports of discrimination or harassment. Employees are required to cooperate with an investigation.

### **3.10 Sexual Harassment**

The City prohibits sexual harassment by employees against any person regardless of the person's sex or gender. Violation of this policy will result in disciplinary action up to and including termination.

Sexual harassment is broadly interpreted for purposes of this policy. Illustrative but not exhaustive examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic materials, sending sexually explicit messages, and other verbal or physical conduct sexual in nature. Depending on the circumstances, improper conduct can also include what may be considered by some as joking or teasing, vulgar or offensive conversation, commenting about an employee's physical appearance, conversation about sexual activity, or conduct directed toward a person because of the person's sex or gender that creates an unprofessional and hostile working environment.

Reports of sexual harassment must be made in the same manner as unlawful discrimination or harassment. No person who reports any instance of suspected discrimination or harassment will be subject to, and the City prohibits, any form of discipline, reprisal, intimidation, or retaliation for good-faith reporting of incidents of discrimination or harassment of any kind, pursuing any harassment claim, or cooperating in any related investigations.

### **3.11 Drug-Free and Alcohol-Free Workplace**

City employees and visitors to the City must be free and remain free of drugs and alcohol. The unlawful or unauthorized use, solicitation, possession of a controlled substance, drug paraphernalia, or alcohol by an individual on City premises, while on City business on or off City premises, while traveling for City business, or while representing the City, is prohibited. Full and continual compliance with the foregoing policy is a condition of employment with the City. Violation of this policy will result in disciplinary action up to and including termination.

Employees are encouraged to seek assistance with substance abuse and individuals recovering from substance and alcohol dependencies will not be discriminated against in any way.

Medically prescribed drugs as permitted by federal law and dispensed pursuant to a licensed medical practitioner's instructions with written authorization for the employee may be taken by an employee. This exception, however, does not permit an employee to report to work in an altered state as determined by the City. No exception to this policy is made for medical marijuana or the use of marijuana or derivatives and thereof is not a defense to a positive drug test.

Employees must notify the City within five calendar days of a conviction of a criminal drug violation. Within ten days of such notification or other actual notice, the City will advise any contracting agency of such conviction.

### **3.12 Bulletin Boards**

Employees should review departmental bulletin boards frequently for important notices and items-of-interest. To assure this information is available to all, employees should not post or remove any material from the bulletin board without the approval of the department director.

### **3.13 Confidential Information**

While most City information is considered a public record, an employee may become aware of information protected by law as confidential. Regardless of how it is obtained, employees are required to keep confidential information confidential. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information may be subject to disciplinary action up to and including termination. In some instances, employees may be required to sign a confidentiality agreement.

### **3.14 Inspections**

The City may inspect an employee's personal possessions, property, and personal vehicles parked on City property or in work areas. This includes lockers, vehicles, desks, cabinets, workstations, packages, handbags, briefcases and other personal possessions or places of possible concealment, as well as personal mail sent to the City or to its clients. Employees are expected to cooperate in any search or inspection.

### **3.15 Smoking**

Smoking, including the use of e-cigarettes or vaping devices, is prohibited in City facilities and vehicles. Designated smoking areas may be provided.

### **3.16 Solicitation of Employees**

Solicitation of an employee is generally prohibited during work hours. Solicitations and distribution of advertising material, handbills, printed or written literature of any kind in working areas should be reported to a department director.

### **3.17 Nepotism**

An employee cannot be supervised by a relative. A relative includes a parent, son, daughter, grandparent, grandchild, spouse, parent-in-law, son or daughter-in-law, brother- or sister-in-law, or any other relative who resides in the same household. These terms include "step" & "half-blood" relationships. A familial relationship may prevent hiring, promotion, or transfer to a position.

### **3.18 Employee Dress and Personal Appearance**

Employees must report to work well groomed, clean, and dressed according to the requirements of their job or assignment. Some employees are required to wear uniforms or safety equipment. A supervisor can provide specific information regarding acceptable attire. An employee may be required to leave work without pay when reporting to work in unacceptable attire or inappropriately groomed.

**3.19 Media Contact**

It is important that the City speak with one, knowledgeable voice about all matters pertaining to the organization or the City's governance. Therefore, only certain employees are designated to speak on behalf of the City. If an employee is contacted by the media, that person should be referred immediately to the Director of Public Information in the City Manager's office. No comment or other statement other than the referral is appropriate.

**General Handbook Acknowledgment**

This Employee Handbook Summary is an important document intended to help employees become acquainted with City policies. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention or consideration.

Because the City's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or in general.

Please read the following statements and sign below to acknowledge your receipt of this Employee Handbook Summary.

**I have received and read a copy of City of Murfreesboro's Employee Handbook Summary. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the City of Murfreesboro at any time.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original of this acknowledgment should be given to the Human Resources Department for inclusion in your personnel file.

**Receipt of Sexual Harassment Policy**

It is City's policy to prohibit harassment of any employee by any other employee, customer, or vendor on the basis of sex or gender. The purpose of this policy is to ensure that all City employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines or materials, calendars or posters, sending sexually explicit e-mails or text messages and any other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, teasing or other conduct directed toward a person because of his or her sex or gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If an employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to the employee's supervisor. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the City will not allow any form of retaliation against individuals who report unwelcome conduct or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action up to and including discharge. All employees must cooperate with investigations.

**I have read and I understand City of Murfreesboro's Sexual Harassment Policy.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original of this receipt should be given to the Human Resources Department for inclusion in your personnel file.

**Receipt of Non-Harassment Policy**

It is City's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to race, color, religion, creed, national origin, ancestry, ethnicity, sex (including sex-based stereotypes and pregnancy, childbirth, or related medical conditions), age, physical or mental disability, citizenship, past, current or prospective service in the uniformed services, or genetic information. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one is harassed by another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the employee's supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response after reporting any incident of what the employee perceives to be harassment, the employee should contact their Department Director, Executive Director, Assistant City Attorney, City Attorney, Assistant City Manager, City Manager, Human Resources Director or the City's EEOC Officer. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the City will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action up to and including termination. All employees must cooperate with investigations.

**I have read and I understand City of Murfreesboro's Non-Harassment Policy.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original of this receipt should be given to the Human Resources Department for inclusion in your personnel file.