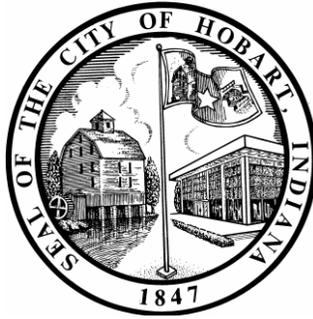


City of Hobart

Employee Handbook



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SECTION 1- EMPLOYMENT POLICIES

Policy And Amendments to Handbook

The rules and regulations contained in this handbook are enacted as an Ordinance of the City of Hobart by the Common Council. Additional rules and regulations applicable to City personnel may be established that are not set forth herein.

The addition or reduction of the number of full time, permanent employees reflected in any budget or department shall be at the recommendation of the Mayor to the Common Council for approval.

Americans With Disabilities Act

The City of Hobart complies with the Americans with Disabilities Act (ADA) which makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also makes unlawful certain discriminatory acts against individuals with disabilities in the workplace. In support of the ADA, the City of Hobart offers the following summary of rights under the Act:

ADA Protection- An employee with a disability and qualified to do a job is protected by the ADA from job discrimination on the basis of that disability. Under the ADA, a disability includes a physical or mental impairment that substantially limits a major life activity. To be protected under the ADA, an employee must have, or be regarded as having, a substantial (as opposed to a minor) impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, walking, breathing, and performing manual tasks, caring for oneself, learning or working.

An employee must also be qualified to perform the essential functions or duties of a job, with or without reasonable accommodation, in order to be protected from job discrimination under the ADA. The employee must satisfy the employer's requirements for the job, such as education, employment experience, skills or licenses. Essential functions are the fundamental job duties that an employee must be able to perform on his/her own or with the help of a reasonable accommodation. An employer cannot refuse to hire an employee because his/her disability prevents them from performing duties that are not essential to the job.

Definition of Reasonable Accommodation- Any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, reasonable accommodation may include:

Providing or modifying equipment or devices, job restructuring, modified work schedules, reassignment to a vacant position, adjusting or modifying examinations, training materials, or policies; providing readers and interpreters, and making the workplace readily accessible to and usable by people with disabilities.

An employer is required to provide a reasonable accommodation to a qualified applicant or employee with a disability unless the employer can show that the accommodation would be an undue hardship – an accommodation that would require significant difficulty or expense.

Covered Employment Practices- The ADA makes it unlawful to discriminate in all employment practices such as: recruitment, firing, hiring, training, job assignments, promotions, pay, benefits, lay off, leave, and all other employment related activities. It is also unlawful for an employer to retaliate against an employee for asserting his/her rights under the ADA. The law also protects an employee if he/she is a victim of discrimination because of family, business, social, or other relationship or association with an individual with a disability.

Medical Examinations and Inquiries About a Disability- When applying for a job, an employer cannot ask a candidate for hire if they are disabled or ask about the nature or severity of a disability. An employer can ask if the candidate can perform the duties of the job with or without reasonable accommodation. An employer can also ask a candidate to describe or to demonstrate how, with or without reasonable accommodation, he/she will perform the duties of the job.

An employer cannot require a candidate to take a medical examination before a job is offered. Following a job offer, an employer can condition the offer on the candidate passing a required medical examination, but only if all entering employees for that job category have to take the examination. However, an employer cannot reject a candidate because of information about the disability revealed by the medical examination unless the reasons for rejection are job-related and necessary for the conduct of the employer's business. The employer cannot refuse to hire an individual because of a disability if that candidate can perform the essential functions of the job with an accommodation.

Once an individual is hired and has started work, an employer cannot require that an employee take a medical examination or ask questions about a disability unless they are related to the job and necessary for the conduct of business. An employer may conduct voluntary medical examinations that are part of an employee health program and may provide medical information required by State workers' compensation laws to the agencies that administer such laws.

The results of all medical examinations must be kept confidential and maintained in separate medical files.

Drug Abuse and the ADA- An employee who is currently using drugs illegally is not protected by the ADA and may be denied employment or terminated on the basis of such use. The ADA does not prevent employers from testing applicants or employees for current illegal drug use in accordance with the City of Hobart's Random Drug Testing Policy.

Sexual Harassment

Sexual harassment adversely impacts the morale and productivity of an employer's most valuable asset, its employees. In addition, state and federal law protects employees, visitors, contractors, vendors and all those who enter the workplace from sexual harassment. The City of Hobart believes that it shares a responsibility with its employees to stop and prevent sexual harassment. Sexual harassment will not be tolerated in the workplace.

Definition of Sexual Harassment- Sexual harassment is generally defined as conduct which shows disrespect, hostility or aversion to an employee, visitor or contractor through the use of sex-based comments or actions of a sexual nature. Sexual harassment may involve verbal, visual or physical conduct which results in an employee or employees (or others present in the workplace) being subjected to an environment that is uncomfortable and unnecessary.

There are two forms of sexual harassment: hostile work environment and quid pro quo harassment.

Hostile Work Environment- This form of sexual harassment involves sex-based conduct by a co-worker or a supervisor that creates a hostile or offensive work environment and which adversely interferes with an employee's ability to perform his/her work. Examples of a hostile work environment include, but are not limited to:

- Asking questions or making statements about an employee's sexual conduct or preferences;
- Exposing oneself or revealing private body parts;
- Engaging in unwelcome physical contact such as pinching, kissing or inappropriately touching another employee;
- Disseminating or displaying pornographic materials or sexually explicit photographs;
- Making obscene, sexual gestures.

Quid Pro Quo- This type of sexual harassment involves a supervisor who uses his/her authority to either threaten or require a subordinate employee to submit to sexual activity as a requirement for continued employment, favorable performance evaluations, or securing advancement in the City. Examples of quid pro quo harassment include, but are not limited to, the following examples:

- A supervisor stating to a subordinate employee: "Things could be a lot easier for you here if you would go away with me for the weekend."
- A supervisor withholding a favorable performance evaluation from a subordinate employee until the employee gives in to the supervisor's sexual advances.

Although the City of Hobart does not condone any inappropriate action or comment, it is important to review the manner and circumstances in which the actions in question occurred. In determining whether alleged conduct constitutes sexual harassment, the City will look at the employee's record as a whole and at the totality of the circumstances.

Proven violations of this policy will result in disciplinary action up to and including termination based on the severity of the infraction and the past history. The level of discipline applied will be made on a case by case basis.

Reporting Procedure- Any employee who reasonably believes that he/she has either witnessed or been subjected to sexual harassment shall immediately report the discriminatory conduct to their supervisor or any member of management.

All complaints will be documented in writing. The complaint shall remain confidential to the extent possible, subject to the need to conduct an investigation of the allegations.

Investigation and Resolution of Complaint- All reports of sexual harassment shall be investigated in a confidential and expedient manner. However, since it is crucial that an investigation be conducted, complete confidentiality cannot be guaranteed. The City of Hobart will not tolerate any retaliation against an employee who makes a good faith report of sexual harassment. If the investigation reveals that the report has merit, corrective action, up to and including termination, will be taken to remedy the situation.

Upon completion of an investigation, the victim will be afforded the right to know what disciplinary action was taken.

False Claims of Sexual Harassment- As an employer, the City of Hobart takes its responsibility to stop sexual harassment very seriously. An employee who falsely accuses another employee of sexual harassment can create unnecessary anguish, emotional distress and harm to an innocent employee as well as waste the City's time and resources. The City of Hobart reserves the right to discipline any employee who intentionally makes a false report of sexual harassment.

Fraternization- To protect all parties, employees are asked to disclose serious dating, or other romantic relationships between employees to their department heads. Employees are prohibited from engaging in public displays of affection on the job. When a relationship between employees ends, the employees must continue a professional relationship while at work.

Harassment (of a Non-Sexual Nature)

The City of Hobart encourages all of its employees to create a workplace that is harmonious and conducive to providing services to the public and to fellow employees. Comments or actions that are deliberately hurtful, rude, unprofessional, or offensive to other employees have no place in the workplace.

An employee should advise his/her supervisor in regard to activity brought about by another employee that undermines workplace professionalism.

Workplace Violence

The City of Hobart has a zero-tolerance policy for violence in the workplace. Employees that engage in threatening or violent behavior will face disciplinary action, up to and including termination. Any employee who feels that they have been threatened should immediately report their concern to their supervisor and/or Department Head. If any person is observed exhibiting threatening behavior or making a threatening statement, 9-1-1 should be called and the supervisor and/or Department Head should be notified immediately. If any employee has reason to believe that events in his/her personal life could result in acts of violence occurring at work, he/she is urged to confidentially discuss the issue with their supervisor and Department Head so a prevention plan can be developed. (Ord. 2019-32, Adopted November 6, 2019)

Discrimination

The City of Hobart will not discriminate against any employee, or applicant for employment because of race, religion, sex, sexual orientation, physical disability, genetic information, veteran's status or any other factor that has no bearing on job performance. The City is committed to the identification and elimination of those barriers which have denied equal employment opportunities to protected class members

The City of Hobart agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals without discrimination based upon race, religion, sex, sexual orientation, physical disability, genetic information or veteran's status that has no bearing on job performance in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay, employer sponsored events or other forms of compensation and selection for training.

In the event any employee or applicant for employment believes that he/she has been the victim of discrimination, he/she may file a written charge of discrimination with the Mayor setting forth the particulars. The charge must be filed within ten work days of when the alleged act of discrimination occurred. The Mayor and the individual bringing the complaint shall meet at the Mayor's office to discuss the charge within seven work days after the filing of the charge. Within ten (10) work days after such meeting, the Mayor shall communicate his/her answer in writing to the individual.

Federal and State Wages and Hours Laws and the Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. Special rules for State and local government employment apply to fire protection and law enforcement activities, volunteer services, and compensatory time off instead of cash overtime pay. The FLSA does not limit the number of hours in a day, or days in a week an employee may be required or scheduled to work, including overtime hours, if the employee is at least sixteen (16) years old.

Non-Exempt Employees- Nonexempt employees are entitled to be paid a minimum wage, as set by Federal and/or State law. Overtime pay at a rate of not less than one and one-half (1½) times the employee's regular rate of pay is required after forty (40) hours of work in a workweek, except that the City has established a compensatory time off program, consistent with Federal law, in which employees are provided with compensatory time off in lieu of overtime up to certain maximum accruals of compensatory time off, as described below. Employees will be expressly advised in the event that compensatory time off is not applied to the employee's department, and in such circumstances the employee will be provided with overtime pay, as described above. The City reserves the exclusive right to determine the manner of providing overtime compensation to employees. All wages paid, including any overtime pay, is provided to employees on the regular payday for the pay period covered.

Exempt Employees- Exempt employees do not receive overtime pay regardless of the number of hours they work in any given week. City employees are classified as exempt based on being paid on a salaried basis and also having certain duties meeting the test of "exempt" status, as required under Federal law. Exempt employees, however, may have certain amounts deducted from their salary on various grounds, including disciplinary suspensions of one or more full days for violations of workplace rules and other employer established employee standards of conduct. Similarly, deductions from an employee's salary may be made for any absences based on the Family and Medical Leave Act.

If an exempt employee believes that an improper deduction has been made, or the exempt employee has otherwise not been paid on a salaried basis, the employee may immediately contact his/her department's bookkeeper who will investigate the circumstances surrounding the deduction and will share the results of the investigation with the employee. If the investigation discloses that the deduction was improper, the City shall immediately correct the error and take appropriate steps to ensure future compliance. No exempt employee will face retaliation if he or she questions a deduction from his or her paycheck. Similarly, no other employee will face retaliation if he or she assists the exempt employee in the challenge.

Overtime By Non-Exempt Employees- For non-exempt employees, any overtime work is not permitted unless authorized in advance by the supervisor. "Donated" time, or unscheduled work without pay, is not expected or allowed. Employees working unauthorized overtime will be subject to disciplinary action.

Overtime pay (i.e. compensatory time off) is earned if an employee works in excess of forty (40) hours in any work week. However, according to federal law, paid holidays, vacations, leaves of absence and other non-working time (including using compensatory time off) are not considered hours worked for the purpose of computing earned overtime. In other words, to be eligible for overtime, an employee must work more than forty (40) hours in a work week.

Part-Time Employment- Employees who work less than twenty-nine (29) hours per week on average are not entitled to benefits such as vacation, paid sick time, paid holidays or other benefits provided to full-time employees. However, in compliance with the *Patient Protection and Affordable Care Act* (Affordable Care Act), employees who work an average of thirty (30) or more hours per week will be eligible for health insurance from the City of Hobart (See *Insurance* for additional details). A part-time employee who works more than forty (40) hours in a workweek shall be paid overtime pay (or compensatory time) in accordance with the FLSA.

Seasonal Employment- Employees who work less than one hundred twenty (120) calendar days may work a full time schedule (thirty (30) hours or more per week) providing employment does not extend beyond one hundred twenty (120) calendar days (from the first day worked to the last). Seasonal employees are not entitled to benefits such as health insurance coverage, vacation, paid sick time, paid holidays or other benefits provided to full-time employees. A seasonal employee who works more than forty (40) hours in a workweek shall be paid overtime pay (or compensatory time) in accordance with the FLSA.

"At-Will" Employment

Unless covered by a collective bargaining agreement, all employees of the City are "at-will." This means that the City and the employee retain the right to unilaterally terminate the employment relationship at any time, and for any reason or no reason at all, not otherwise in violation of any applicable employment contract or anti-discrimination laws. Any change in an employee's at-will status must be provided in writing and approved by the Mayor.

Nepotism

The basic criteria for job selection and promotion of all City employees are qualifications and performance. Relationship by family, marriage or partnership will neither be an advantage nor a disadvantage to employment or promotion. The City's goal is to hire the most qualified applicant who is the best-suited person to perform the essential functions of the job.

However, in compliance with Indiana Code §36-1-20.2, the City of Hobart has determined that employees of the City of Hobart shall not directly or indirectly supervise relatives as defined by I.C. §36-1-20.2-8 (a), (b) or (c). Department Heads and Supervisors must review this policy with all persons under their supervision as well as require all employees (including contract employees), to complete a Nepotism Compliance and Disclosure form and return that form to the Clerk Treasurer's Office. The faithful observance of this Policy by the employee is, and shall remain, a condition of employment.

The City of Hobart reserves the absolute right to make any changes in personnel assignment as a result of this policy.

Under Indiana Code §36-1-20.2-4, a person is in the "direct line of supervision" of an elected officer or employee if that officer or employee is in a position to affect the terms and conditions of the person's employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation. The term does not include the responsibilities of the executive, legislative body, or fiscal body of a unit, as provided by law, to make decisions regarding salary, ordinances, budgets, or personnel policies of the unit. As used in I.C. §36-1-20.2-8 (a), "relative" means any of the following:

- (1) A spouse.
- (2) A parent or stepparent.
- (3) A child or stepchild.
- (4) A brother, sister, stepbrother, or stepsister.
- (5) A niece or nephew.
- (6) An aunt or uncle.
- (7) A daughter-in-law or son-in-law.
- (b) For purposes of this section, an adopted child of an individual is treated as a natural child of the individual.
- (c) For purposes of this section, the terms "brother" and "sister" include a brother or sister by the half blood.

A form verifying compliance with this policy can be found in Section 5 of this Handbook.

SECTION 2- EXPECTATIONS & POLICIES

Employee Conduct and Work Rules Policy

The City of Hobart expects all employees to follow procedures and observe certain standards of behavior while at work. These standards are not intended to restrict employees but to ensure a consistent application of the policies and procedures for all employees.

The following list of standards is not all inclusive:

- Completing all documents and records accurately.
- Maintaining satisfactory attendance and punctuality.
- Performing duties and operating equipment with care to protect the safety of the employee, co-workers, and the public.
- Maintaining a courteous, professional demeanor when dealing with the public and co-workers and while wearing City of Hobart logo clothing.
- Complying with the City of Hobart social media policy.
- Maintaining assigned vehicle or equipment in good working order and immediately reporting any damage.
- Not posting any literature, handbills, petitions, posters, or other materials on City of Hobart property without authorization.
- Refraining from soliciting funds or selling any item, commodity, or service, without Department Head permission.
- Not possessing weapons while working except for law enforcement personnel.
- Refraining from any manner or form of discrimination and/or harassment.
- Using City of Hobart property or that of another employee in an appropriate manner.
- Refraining from misuse, theft, or destruction of City of Hobart property and/or another employee's property.
- Remain alert during working hours.
- Reporting for work on time, fit for duty and not under the influence of alcohol and/or drugs.
- Following all safety and health rules, including wearing all safety equipment.
- Refraining from using position as a City of Hobart employee to coerce other employees or the public for preferential treatment.
- Refraining from fighting, threatening, intimidating, or coercing fellow employees during working hours or at city sponsored functions.
- Refraining from the use of offensive language.
- Disclosing or using confidential or proprietary information only with proper authorization.

Failure to observe the above standards could lead to corrective action up to, and including, termination. When it becomes necessary to address an employee's actions in the workplace, general guidelines of acceptable business conduct will govern. Sworn members of the Police and Fire Departments are expected to follow the conduct and work rules above and are also subject to the policies and procedures of their respective departments.

Civilian Work Conduct and Rule Violations will be addressed during a rolling calendar year by a Supervisor/Department Head through:

1. Documented verbal counseling on a first offense.
2. A written warning on a second offense.
3. Suspension on a third offense; and
4. Discharge on a fourth offense.

Depending upon the nature and seriousness of the employee's actions, corrective action may begin at any step

of the process. The purpose of the process is to ensure that employees are informed of exactly what behavior needs to be corrected, the measures the employee must take to correct unacceptable behavior and give the employee adequate opportunity to correct the situation.

Some examples of Work Rule Violations include but are not limited to:

- Littering or contributing to unsanitary conditions of City buildings/grounds.
- Excessive visiting with personal friends, relatives, and/or co-workers during work hours.
- Improper use of the City's communications services and equipment.
- Demonstrating a "pattern" of unscheduled unexcused absences.
- Failing to attend mandatory meetings, in-services, workshops, etc.
- Circumventing the chain of command to address issues and/or complaints.
- Disclosing unauthorized confidential information.
- Posting, altering, or removing any authorized material from bulletin boards without appropriate permission.
- Violating a city and/or departmental safety rule or practice, or neglecting job duties, or performing of job duties inefficiently or carelessly.
- Talking and/or behaving in an insolent or rude manner toward another employee, supervisor, or public.
- Using City materials and/or equipment for personal purposes.
- Engaging in horseplay or other dangerous or unprofessional behavior.
- Insubordination (intentionally refusing to follow a specific directive).
- Unauthorized control of City property.

(As Amended by Ord. 2021-31, Adopted September 15, 2021; As Amended by Ord. 2023-20, Adopted August 16, 2023)

Pre-Employment Background Screenings

Background screening applications are to be completed and advanced for processing through the Human Resources Department.

(As Amended by Ord. 2023-20, Adopted August 16, 2023)

Probationary Employees

New employees shall be subject to a one (1) year probationary period during which period the employee may be summarily terminated. Such probationary period may be extended by the Mayor when he or she deems it necessary.

Salaried Supervisory Positions

Certain executive, administrative, professional and supervisory positions are deemed exempt employees. The salaries and other compensation paid for such positions include compensation for all hours necessary to adequately perform the requirements of the job. The Common Council establishes positions and salaries and may amend some from time to time as authorized by law.

When one of the below-listed supervisory positions becomes open for what is going to be longer than a 30-day period the Mayor may designate another employee as a point of contact and to assist in facilitating with carrying out daily supervisory responsibilities and may be compensated up to 10% of that salaried position. If it is determined that responsibility will be split up, for example two (2) individuals assigned in this role to assist in facilitating supervisory responsibilities in the interim or long-term absence the 10% and could be split to 5% each to not exceed the total of 10%.

(As Amended by Ord. 2023-20, Adopted August 16, 2023)

The employees listed below are deemed salaried exempt and shall receive sick leave, personal leave, or funeral leave at the discretion of the Mayor. These positions may be amended as deemed necessary:

1. Executive Secretary to the Mayor
2. Fire Chief
3. Assistant Fire Chief

4. Police Chief
5. Police Assistant Chiefs and Captains
6. Director of Public Works
7. Building Commissioner
8. Park Director
9. City Engineer
10. Director of Development
11. City Planner
12. Chief of Staff
13. City Attorney
14. MRC Executive Director
15. Human Resource Coordinator

(As Amended by Ord. 2017-26, Adopted November 15, 2017; As Amended by Ord. 2022-47, Adopted December 21, 2022; As Amended by Ord. 2024-04, Adopted February 7, 2024, As Amended by Ord 2024-36, Adopted November 20, 2024)

Definition of Full-Time Employment

The term “Full-Time” Employee shall include only workers (i.e. minimum forty (40) hours per week and two thousand, eighty (2080 hours per year)) who have completed a one (1) year probationary period, excluding professional consultants or independent contractors.

Sworn police officers working a normal schedule and firefighters shall be considered full-time employees unless specifically defined otherwise (such as being designated a reserve officer). The terms “member of the Police Department” or “Fire Department” shall not include civilians serving as radio operators, secretaries, or clerical employees. Fire Chief, Assistant Fire Chief, Police Chief, Assistant Police Chief, captains, and lieutenants are deemed full-time.

Fire Fighters

In accordance with Section 7(k) of the FLSA, 29 U.S.C. §207(k) as amended, the City of Hobart hereby establishes a work period for fire fighters of twenty- eight (28) consecutive days in lieu of a seven day work week for overtime pay purposes.

Salaries paid for non-supervisory fire fighters shall be considered fixed compensation for fluctuating hours during the work period with such salary constituting compensation for not more than two hundred forty (240) hours during any given work period.

Fire fighters shall be compensated at an additional one-half (½) times their hourly rate, including rank, for hours worked between two hundred twelve (212) hours and two hundred forty (240) hours in a work period. Compensation (compensatory time or paid overtime, the choice of which shall be solely determined by the City) shall be at one and one-half (1½) times their hourly rate for all hours worked over two hundred forty (240) hours in a work period.

When computing additional compensation, regular hourly rate shall be computed using salary plus rank plus longevity divided by two thousand nine hundred twenty (2,920) hours.

Benefit days and compensatory time off shall not be considered hours worked for purposes of one and one half (1½) overtime pay.

(As Amended by Ord. 2017-26, Adopted November 15, 2017)

Police Officers

Police Officers shall be compensated (compensatory time or paid overtime, the choice of which shall be solely determined by the City) at one and one-half (1½) times their hourly rate for all hours worked outside their regularly scheduled shift.

When computing overtime pursuant to this section, regular hourly rate shall be computed based upon two thousand eighty (2080) hours annually using salary plus rank plus longevity divided by two thousand eighty (2080) hours.

Benefit days and compensatory time off shall not be considered hours worked for purposes of one and one-half (1½) overtime pay when taken on the same day.

Officers shall be compensated for the actual time of Court appearances and call outs while off duty, but shall receive not less than two hours compensation for each call out or appearance. Officers assigned to the High Intensity Drug Trafficking Area (H.I.D.T.A.) will receive overtime at the rate of one and one-half regular time whenever overtime occurs irrespective of the officer's normal schedule of work. All of such overtime shall be compensated through H.I.D.T.A. (Ord. 2015-06, Adopted April 1, 2015)
(As Amended by Ord. 2022-39, Adopted December 7, 2022)

Teamster Members Conditions

Members of the Teamsters union shall be subject to the terms of this Handbook/Ordinance except where a conflict exists with the current collective bargaining agreement ratified by the Board of Public Works and Safety. In such case, the terms of the collective bargaining agreement control.

Non-Supervisory Employees

The salaries set for all full time salaried (exempt) employees and for full-time hourly employees (non-exempt) not covered under the provisions of Section 2 "Salaried Supervisory Positions" and "firefighters" and "police officers" shall be considered compensation for forty hours of work during a seven-day work period.

All hours worked over forty (40) hours during a seven (7) day work period shall be compensated (compensatory time or paid overtime, the choice of which shall be solely determined by the City) at one and one-half (1½) times the hourly rate, including longevity, for all such employees. Benefit days and compensatory time off shall not be considered hours worked for purposes of overtime pay.

The work period for employees covered under this section shall begin at 12:00 AM each Saturday and continue through 11:59 PM the following Friday.
(As Amended by Ord. 2022-39, Adopted December 7, 2022)

Lunch Breaks

Civilian employees (this does not apply to sworn police or fire personnel) are provided one (1) hour for paid lunch/break periods. That time is paid and is counted for the purposes of overtime or compensatory time off. You have the option of taking one hour for lunch OR 30 minutes for lunch and two (2) 15 min breaks. Work within your department's guidelines.
(As Amended by Ord. 2022-39, Adopted December 7, 2022; As Amended by Ord. 2023-20, Adopted August 16, 2023)

Compensatory Time Off

Where compensation in addition to regular pay is due to an employee, such compensation may be made by payment of additional wages, or by the equivalent number of hours of compensatory time off, or by a combination of the two, at the discretion of the Department Head and/or the Mayor. Compensatory time is earned at the rate of one and one-half (1½) hours for each hour worked if the employee works more than forty (40) hours in a workweek.

Firefighters, police officers and those employees in emergency response positions may not accrue more than four hundred eighty (480) hours compensatory time off. All other employees may not accrue more than two hundred forty (240) hours compensatory time off. Hours in excess of these limits must be compensated by payment of additional wages.

An employee who has accrued compensatory time off shall be permitted to use the time within a reasonable

period after making a request, provided the use of the compensatory time off does not unduly disrupt the operations of that employee's department so as to impair that department's ability to provide adequate services.

Employees may be required to use accrued compensatory time off at the discretion of the Department Head. Upon termination for any reason, any unused balance of compensatory time off shall be paid.

Computer Policy

The City's computer system provides a vital role in the efficient, day-to-day operations of City. The system includes computer hardware, software and an electronic mail messaging (e-mail) system. In light of the critical role that the computer system plays, a number of important points regarding the use of the system are outlined below:

- The City's computer system and Internet access is designed to improve efficiency in the workplace. The system should be used for official purposes that assist in the conduct of business within the City. Use of the Internet for personal use should be kept to a minimum.
- Computer documents composed, sent, or received on the City's computer system are the property of the City, are not the private property of any employee, and may be subject to public disclosure.
- As is the case with any other system or property belonging to the City, the computer system and the Internet shall not be used to create, send (transmit) or receive (download) any offensive or disruptive messages, including those which are considered offensive or which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religion, national origin, or disability.
- Copyrighted materials, trade secrets, proprietary financial information, or other protected or confidential materials should be safeguarded and not reproduced without prior authorization. Under no circumstances can any software, application, or program be downloaded onto a city device (desktop, laptop, tablet, pad or cell phone) without the expressed authorization of the department head.
- The City recognizes that accidental access to obscene or inappropriate websites may occur. In those circumstances, the employee should immediately report the accidental access to his/her department head. Failure to report accidental access may result in disciplinary action.
- Since the City is a public entity that conducts business for the public good, it reserves the right to review, audit, intercept, access and disclose all messages or materials created, received or sent over the City's computer system or the Internet for any purpose. Any files, including e-mail may be reviewed/disclosed by the City without the permission of the Employee.
- The confidentiality of any computer document should not be assumed. Even when a computer document is erased, it is still possible to retrieve and read that computer document.
- All passwords, except those maintained by the City's elected officials must be disclosed to Department Heads and to the appropriate elected official.
- E-Mail and Internet are intended to be used for business purposes. In the event that personal use occurs, that usage must not interfere with business activities, must not involve solicitation, must not be associated with any "for personal profit" outside business activity and must not potentially embarrass the City, its taxpayers or its employees. Because e-mail is being generated for City business, the user should realize that their e-mail files are not private.
- Although the City reserves the right to retrieve and read any documents, files or directories, these documents and sites should be treated as confidential by other employees and accessed only by the intended recipient. Employees should not attempt to gain access to another Employee's computer documents without the latter's permission. Employees are not authorized to retrieve or read any computer documents that are not sent to them. Any exception to this policy must receive prior approval by the appropriate elected official.

Any Employee who discovers a violation of this policy shall notify his or her Department Head or the appropriate elected official. Any employee, who violates this policy or uses the City's computer system for improper purposes, shall be subject to corrective action, up to and including discharge.

Social Media Policy

Discussion, debate and sharing one's opinion occur in many forms and forums including online conversations. Social media is defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include, but are not limited to, *LinkedIn*, *Twitter*, *Facebook*, *YouTube*, and *MySpace*.

Given the growing popularity of online media, the City has developed a series of guidelines to assist its employees when engaging in such forums and discussions. The guidelines are intended to assist both when an employee is participating personally, as well as when acting on behalf of the City.

1. **Protect Confidential And Proprietary Information:** Do not post confidential or proprietary information about the organization, clients or vendors. Never violate federal law such as HIPAA (Health Insurance Portability and Accountability Act). Employees who share confidential information do so at the risk of disciplinary action or termination.
2. **Respect Copyright And Fair Use:** When posting, be mindful of the copyright and intellectual property rights of others.
3. **Don't Use City Logos:** Do not use the City of Hobart's seal or logo, other images or iconography on personal social media sites. Do not use the City's name to promote a product, cause, or political party or candidate.
4. **Respect Time and Property:** City computers and time on the job are reserved for work-related business.
5. **Think Twice Before Posting:** Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. Exercise sound judgment and common sense, and if there is any doubt, DO NOT POST IT.
6. **Strive for Accuracy:** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors.
7. **Be Respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully as to how they may reflect on the posting individual and/or the City.
8. **Personal Sites:** Identify views as personal and refrain from making identification as an employee of the City of Hobart.
9. **Photography:** Photographs posted on social media sites easily can be appropriated by others.
10. **Know That The Internet Is Permanent:** Once information is published online, it is essentially part of a permanent record, even if information is "removed/deleted" or an attempt is made to make it anonymous. If a complete thought, along with its context, cannot be squeezed into a character-restricted space (such as Twitter), provide a link to an online space where the message can be expressed completely and accurately.

Departments frequently use Facebook to share City news and events. Make the post for public information only not to allow for comments. If your department participates in Facebook or any other social media activity representing city activities and news the following steps should be followed:

One and no more than two individuals should be designated by the Department Head as administrators representing your department's news and updates. The Department Head is ultimately responsible for monitoring posts made in their department.

1. The city will have a designated administrator that will have access to all City of Hobart government FB pages. Facebook is the only approved social media outlet as an Official City Government approved page and no other social media outlets should be created on behalf of city business.
2. A form listing each department's designated social media representative will need to be completed and updated regularly and on file with HR.
3. Posts are being made to promote city activities and should always be maintained at the highest professional level.

(As Amended by Ord. 2023-20, Adopted August 16, 2023)

Confidentiality Policy

All employees at one time or another may have access to personal, privileged and/or confidential information, whether in the form of information on another employee's desk or in the course of daily business activities and business conversations. That information may concern other employees, the City's operations or other organizations with whom we do business. All City of Hobart employees are obligated to ensure that this information remains confidential and is not disclosed. This is true regardless of whether you are actively employed, on leave, or your employment with the City of Hobart ends for any reason.

It is the policy of the City of Hobart that public employees shall not disclose information classified as confidential by state or federal law or by court order. Disclosure of such information to anyone could result in employee discipline, up to and including immediate dismissal.

The City of Hobart has a procedure in place, consistent with the Indiana Access to Public Records Law and in particular Indiana Code §5-14-3-4 defining confidential records both categorically exempt from disclosure and exempt at the discretion of the City and Indiana Code §5-14-3-10 regarding penalties for doing so. Any decision with regard to any type of disclosure of confidential information is to be made solely by the public official in charge of the department and there is no need for any employee to make a decision regarding disclosure without consulting his superior.

If employment with the City of Hobart terminates for any reason, employees must promptly return to their Department Head any and all documents and other materials in their possession related to the business of the City of Hobart.

Cell Phone Policy/Laptop & Tablet Computers

Special care is required of all electronic devices issued by the City of Hobart to its employees, including cell phones and laptop computers and should be used only for work-related purposes. Such devices may be used for limited personal use; recognizing that all use (business and personal) may be subject to review and inspection under the Indiana Access to Public Records Act regarding record access. These devices should never be used to access, transmit or download offensive, obscene or graphically offensive materials. Further, the device should be handled with care and not used in a manner which exposes it to damage or loss. City of Hobart has the right to monitor city owned devices. *(As Amended by Ord. 2023-20, Adopted August 16, 2023)*

Alcohol And Drug Control

The City believes that the workplace must be kept free from the use of illegal drugs, alcohol, and misuse of prescription drugs or the wrongful use of products or materials that result in an individual's altered state of consciousness or inebriation. Such substances shall not be used, abused or in the possession of employees during work or on City-owned property. A violation of this policy may result in the immediate suspension and subsequent termination.

An exception to this policy is the use of lawful use of drugs as prescribed by a medical provider, and where

such use does not constitute a safety hazard to the user or to others, or result in an altered state of consciousness or inebriation. A supervisor may ask for proof that the drug is lawfully prescribed. The employee does not have to provide the specific medical reason for the prescription.

The City of Hobart recognizes an employee's right under federal law to privacy when it comes to prescription medicine. At the same time, the City has a duty and obligation to protect the general public and other employees from any harmful side-effects that may occur due to the use of such prescriptions.

In order to balance the conflict between the employee's privacy and safety, an employee who is taking a medication that is known to cause side-effects that may affect the employee's physical or mental abilities is asked to notify his/her supervisor. At no time does the employee need to divulge the medication or the reason for treatment; he/she only needs to provide information regarding the possible side-effects. In return for such cooperation, the City will make every attempt to find the employee another suitable assignment during the prescription period without a loss in pay. However, an employee who fails to notify his/her supervisor that he/she has been prescribed a drug with known side-effects, and is then found to be under the influence of that drug through a drug test, workplace injury or other lawful detection, the employee may be subject to termination or other discipline as appropriate.

An employee who holds a commercial driver's license (CDL) must provide notice to his/her supervisor of the use of prescription drugs that may impact his/her ability to safely operate a vehicle in accordance with state and/or federal law regulating CDLs.

If an employee is observed in a condition which indicates that he/she may be under the influence of any of the above cited substances, as a condition of continued employment, he/she will be required to submit to such medical tests as are routinely used to determine the presence of such substance(s) within the employee's person. Refusal to submit to medical tests as referred to above shall be deemed a waiver by the employee of any right to continued employment.

- Should such tests indicate the absence of such substances within the employee's person, the employee shall suffer no lost time. A supervisor or other designated management person shall accompany the employee involved to a designated medical facility.

Employees are subject to testing when they cause or contribute to accidents/injuries that result in significant damage to a City of Hobart vehicle, machinery, equipment or property and/or result in an injury to themselves or others requiring immediate offsite medical attention. The investigation and subsequent testing must take place within two hours following the accident if not sooner. Under no circumstances should the employee be allowed to drive him or herself to the testing facility. *(As Amended by Ord. 2017-26, Adopted November 15, 2017)*

Random Drug Testing of All City Employees

As a condition of continued employment, all city employees, all members of the Police Department as defined in Indiana Code §36-8-1-9, and all members of the Fire Department, as defined in Indiana Code §36-8-1-8, and all Reserve Police Officers, shall be subject to random drug testing.

Controlled substances under this Personnel Handbook include alcohol (ethanol), amphetamines, cannabinoids (marijuana), cocaine, ephedra, gamma hydroxybutyrate (GHB), lysergic acid diethylamide (LSD), MDMA ("Ecstasy"), opiates (heroin, codeine, morphine), phencyclidine (PCP), their metabolites, and any other illegal substances and controlled substances including narcotics, hallucinogens, designer drugs, barbiturates or any substance that can result in an unlawful altered state of consciousness or inebriation, and which the City of Hobart in its judgment selects shall be included in the random drug testing program. The City of Hobart shall identify and select an agency, which in its judgment is qualified to determine and conduct the collection procedures required for this Ordinance.

CDL and DOT drug and alcohol screenings: 50% of CDL holders will be randomly tested annually. In addition, DOT drug screenings shall also be administered at the time of pre-employment, reasonable suspicion/cause, follow-up, return to duty, and post-accident. Post accident for DOT testing guidelines occur when the driver

was issued a citation, any vehicle needs to be towed (due to accident damages) from the scene, a fatality, and/or medical treatment is needed off-site.

All other employees citywide (without a CDL) driving a city vehicle or on city time will be held to the same post-accident guidelines as those with a CDL only a Non-DOT drug and alcohol screening will be administered.

The City of Hobart shall identify and select a qualified medical facility, which in its judgment is qualified to perform the analysis required for this Ordinance.

In the event of a positive test result, refusal to submit to random drug testing, switching or altering any sample submitted for testing, or lack of cooperation in any aspect of the process, the employee shall be subject to appropriate disciplinary action up to and including discharge from employment.

(As Amended by Ord. 2023-20, Adopted August 16, 2023)

Smoking Policy

The City complies with state law in regard to making sure that all city-owned buildings are smoke-free.

Drug-Free Work Place Policy

Prohibited Conduct. It is unlawful to manufacture, distribute, dispense, possess, use or be under the influence of a controlled substance in the work place.

Penalty for Violation of Prohibited Conduct. Employees in the work place who violate the definition of prohibited conduct above shall be summarily discharged from their employment. In certain circumstances, the Mayor may approve a *last chance agreement* which sets specific conditions allowing the employee to continue his/her employment; such agreements are offered on a case by case basis. Police officers and fire fighters are subject to the disciplinary policies and procedures adopted by the Board of Public Works & Safety or the Fire Civil Service Commission, as the case may be, and prescribed by state law.

Drug Awareness Program. To support the City's policy on promoting a drug-free work place, each department head in coordination with the Juvenile Liaison Officer of the Hobart Police Department, will make available to each department's staff and employees information on drug awareness, including the dangers of drug abuse, and available programs in the community and surrounding communities offering drug counseling, rehabilitation and related assistance. Notice of drug awareness programs being conducted in the community or by community organizations should be posted in all departments when made known and available to the City.

The Clerk-Treasurer for the City of Hobart shall make all certifications required of the City as a precondition for the City to receive grants from a federal agency. Certification of the City's compliance with the Drug-Free Work Place Act is required for all grants including cooperative agreements, received from any federal agency. The City must certify that it will provide a drug-free work place, or in the case of arrangements for work to be performed under the grant through independent contractors, these independent contracts must certify to the agency that the independent contractor's conduct of grant activity will be drug-free. Making a required certification has been a precondition of receiving a grant from a federal agency since March 18, 1989. Every recipient of a federal grant, except a state or state agency, is required to make this certification for each grant.

Certification by the City to a federal granting agency will be made pursuant to the following employment standards:

1. This section represents the City's Drug-Free Work Place Policy and is distributed to each employee of the City of Hobart as part of this handbook.
2. A copy of the City's Drug-Free Work Place Policy shall be given to each independent contractor engaged by the City to perform work under a federal grant.

3. Each employee and independent contractor performing work under a federal grant shall execute a Condition of Employment under Federal Grant statement in such form as is approved by the Board of Public Works and Safety.
4. In every instance where the city receives notice that an employee or independent contractor engaged under a federal grant has been convicted of a criminal drug statute violation occurring in the work place, the City must notify the granting agency in writing within ten (10) calendar days of receiving notice of the conviction. Notice of the conviction is either written notice of the conviction or information otherwise received.
5. Within thirty (30) calendar days of receiving notice of an employee's or independent contractor's conviction for criminal drug statute violation occurring in the work place, or as otherwise receiving actual notice of such conviction, the City with respect to any employee or independent contractor so convicted shall take appropriate action to discharge the employee or independent contractor from employment.

Dress Code

The City generally maintains a relaxed dress code, and asks that all attire be appropriate and not distracting. The following basic expectations apply:

- Hygiene- Employees are expected to be well-groomed, bathe regularly, not smell from personal body odor, or be overly perfumed.
- Pants- As with all work attire, pants should be clean, and free of holes, rips or distracting designs.
- Shirts- Shirts should be clean and professional looking, and devoid of logos, advertisements or depictions, other than those with city-issued logos or brand logos (i.e.: the Nike swoosh, the Polo-rider, Chaps, etc.). Shirts with logos may be worn as authorized by the Department Head, providing the logo is not associated with alcohol, tobacco products or considered to be illicit or otherwise inappropriate.
- Uniforms should be worn if issued.

Given the differences in responsibilities and job duties, departments may adopt specific dress code standards for their employees.

Absence Policy for Street, Sewer and Sanitation Employees

Based on ten (10) points per year, each January 1st starts a clean record:

- 2 points---Call off 8 hrs. no excuse
- 1 point ---Call off 4 hrs. no excuse
- ½ point---Late, without a phone call
- ½ point---Leaving early with no valid excuse

No points are issued if a medical provider's excuse is turned in to office (The excuse does not need to note the specific reason or medical condition for the absence):

- 5 points---VERBAL WARNING
- 7 points---DAYS OFF (without pay)
- 10 points---TERMINATION

Perfect Attendance

A City employee who has used no sick days and has timely attendance (not late) for a period of one calendar year shall be allowed one (1) day off with pay in the following calendar year. The day off shall be subject to the approval of the department head.

Vehicle Use Policy

It is the general practice of the City to allow the use City-owned vehicles for business use, only. When an

employee uses his/her personal vehicle in conducting City business, that employee is eligible for reimbursement at the City's approved rate for mileage reimbursement.

Prior to using personal vehicles for City business, all City employees must provide their department head with copies of their personal automobile liability insurance policy, and their valid operator's license. A periodic review of employee driving records will be conducted, and an employee may be barred from driving in the course of City business depending on review of that employee's driving record. In the event a property damage claim is paid by an employee's personal insurance company for a claim arising out of the use of a private vehicle under this section, and subject to the review of the Mayor, the City may pay the deductible not covered by the employee's private insurance.

Only City employees may use a City owned vehicle. Such use must be authorized by the employee's department head, and only after the employee has provided the City Clerk Treasurer's Office with a copy of his/her valid operator's license. Employees who operate a City vehicle are subject to periodic review of their driving record.

In certain instances an employee may be assigned a City-owned vehicle and allowed to take that vehicle home and to use it for personal use. This practice is known as "permissive use." The personal use of a City vehicle must be authorized in advance and the user is subject to any applicable federal or state income taxes for the value of the personal use of the vehicle.

Use of the City of Hobart vehicles by part-time employees are solely for business use. There is no allowance for any personal use. A part-time employee authorization request must be signed by the employee and department head and submitted to the Mayor annually prior to a part-time employee being permitted to use a City vehicle. This authorization may be revoked at any time by the Department Head or the Mayor.

(As Amended by Ord. 2017-26, Adopted November 15, 2017)

Advance Payment Of Per Diem Allowance For Employee Training

Employees of the City may receive advance payment of a per diem allowance in the amount equal to the current State of Indiana In-State and Out-of-State Meal Per Diem Rates as issued by the Indiana Dept. of Administration and the State Budget Agency for each day participating in training required by the City provided that said training necessitates an overnight stay outside the City of Hobart. Advance payment of said per diem allowance shall not constitute an advance payment of salary. At least seven (7) days prior to the training period of the City employee, the employee or department head shall file an itemized and certified claim with the Clerk-Treasurer for advance payment of the per diem allowance. The Board of Public Works and Safety shall review and approve such claims at its next regular meeting following advance payment of the per diem allowance.

(As Amended by Ord. 2023-20, Adopted August 16, 2023)

Paydays

The City's payday is every other Thursday. Direct deposit is encouraged for existing employees. New employees (those hired after January 1, 2014) must participate in direct deposit. Employees hired after January 1, 2018 must supply an e-mail for electronic delivery of their direct deposit record. *(As Amended by Ord. 2017-26, Adopted November 15, 2017)*

Possible Search Of City Offices And Lockers/Cooperation With Investigations

The City reserves the right periodically to search City offices, desks, work stations and lockers when circumstances warrant. This right will be exercised when the search is necessary for the completion of an internal investigation or the voluntary or involuntary departure of an employee.

Periodically, the City may also search any articles when entering or leaving City premises. Employees are expected to cooperate fully concerning such inspections, and failure to cooperate may result in disciplinary action up to and including termination. An employee may be subject to a requested inspection, and being selected does not suggest suspicion of a violation of any City rule.

Return of City Property Upon Termination/Separation

When an individual leaves employment of the City of Hobart for any reason, he/she must return all equipment, uniforms, cellular phones, computers or other items that were issued to the employee. If an employee fails to do so, that employee will be billed for the cost of the unreturned item(s).

SECTION 3- BENEFITS

Family And Medical Leave (FMLA)

The City of Hobart recognizes that employees may need time off to care for the medical needs of themselves, their children, their spouses and their parents. In order to comply with the Family and Medical Leave Act ("FMLA"), the City has developed this policy to provide eligible employees the necessary flexibility to manage their careers and family needs. To the extent that the FMLA provides greater family or medical leave rights to employees than are provided under existing policies, the requirements of the FMLA will prevail and will supersede existing policies. Leave time taken under other policies, which would qualify as leave under the FMLA, will be taken into account when computing the FMLA leave.

The following information should be viewed only as an outline of FMLA. Please contact the Human Resources for specific details.

Eligibility- To be eligible for the FMLA, an employee must have been employed for at least twelve (12) months and must have worked at least one thousand fifty (1,250) hours during the previous twelve (12) month period. The FMLA entitles eligible employees to take up to twelve (12) weeks unpaid leave of absence during a twelve (12) month rolling period. Leave may be taken on either a "block" basis (from the start date continuously until the employee returns or leave is exhausted) or on an intermittent basis. In the event that the leave is intermittent, leave will be granted in increments of as small as fifteen (15) minutes, although the City requests that such leave be taken in one-half (1/2) day increments when possible.

FMLA leave does not need to be taken in conjunction with leave due to an on-the-job injury.

Reasons for Taking Leave: Unpaid leave must be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care; or
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition (under the care of a health care provider) and that prevents that individual from performing their regular activities for three (3) or more days; or
- for a serious health condition (under the care of a health care provider) which debilitates the employee and prevents that individual from being able to perform his/her duties at work for three (3) or more days; or
- any exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

In addition, an eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of twenty-six (26) work weeks of leave during a twelve (12) month period to care for the service member ("Service Member Family Leave"). Service Member Family Leave shall only be available during a single twelve (12) month period. Additionally, during the single twelve (12) month period described in this paragraph, an eligible staff member shall be entitled to a combined total of twenty-six (26) work weeks of leave under this paragraph, and general FMLA leave described in the preceding paragraph. Nothing in this paragraph shall be construed to limit the availability of general FMLA leave under the preceding paragraph during any other twelve (12) month period. A covered service member is defined as a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. Serious injury or illness for purposes of Service Member Family Leave is defined as an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Written Notification- All notification of leave under the FMLA, including extensions, will be provided to employees in writing in accordance with federal regulations. In turn, the employee will also make all requests

for such leave in writing. In those situations where, due to an emergency, notification cannot readily be provided in writing, the employee will be requested to provide such notice as soon as possible using all federally approved forms. **Employees have a responsibility to notify their employer as soon as possible once they are aware that a leave that may qualify under FMLA may be needed. Employees seeking leave should contact Human Resources.**

Computing Leave Time- The twelve (12) month period for taking leave will be measured on a rolling calendar basis from the last day of leave taken.

Extension of Leave- FMLA leave may not be extended beyond twelve (12) weeks to any employee without the written approval of the Clerk Treasurer's Office.

Special Limitations- The Act includes a special provision in the event of a birth, adoption or placement of a foster child, and where both parents are employed by the City. In those cases, a total of twelve (12) weeks of leave is available to the parents and may be taken in any combination of leave providing the total taken by both individuals does not exceed twelve (12) weeks.

Medical Certification- If leave is requested due to the employee's or a family member's serious health condition, the employee must provide medical certification from an appropriate health care provider. The medical certification must include the date on which the condition began and its probable duration. An employee may be denied leave if he/she does not provide satisfactory certification. The City of Hobart may also require a second or third opinion regarding certification of a serious health condition, at its expense.

Outside Employment- Outside employment while on FMLA from the City of Hobart is not permitted.

Health Insurance Coverage While On Leave- Group health and/or dental insurance coverage for employees while on leave will be continued on the same basis as coverage would have been provided had the employee been continuously employed during the leave period. Any share of health and/or dental insurance premiums which had been paid by the employee prior to the leave, must continue to be paid by the employee during the leave period. The employee must make arrangements with the Clerk-Treasurer's Office for a mutually agreeable schedule for paying the employee's portion of the premium. The employee's failure to make the necessary contributions will lead to the cancellation of health and/or dental insurance coverage. *(As Amended by Ord. 2017-26, Adopted November 15, 2017)*

Failure to Return from FMLA Leave- If the employee does not return to work following leave (depending on the reason for the employee's failure to return to work); the City reserves the right to recover all group health and/or dental insurance premiums paid by the City of Hobart during the leave period. The reimbursement will be based on the cost of COBRA coverage. An employee, who fails to return to work at the end of a leave and does not notify the City of Hobart of his /her status, may be terminated.

Status Report and Medical Certification Prior to Returning from Leave- An employee on FMLA leave may be asked to provide periodic reports to Human Resources as to his/her status (including if leave is taken for a family member), whether they intend to return to work and the date which they will return to work, if known. Employees who take FMLA leave due to their own serious health condition must provide a fitness-for-duty medical certification from their treating health care provider prior to being permitted to return to work. Under no circumstances will an employee who fails to provide certification be permitted to return to work. Fitness-for-duty is not required if leave is taken to care for a family member.

Job and Benefit Protection- Employees returning from FMLA leave will be given the same job they had when they left on leave or an equivalent job with equivalent pay, benefits and other employment terms, including no loss in years of service. Highly compensated employees (highest paid 10% of employees at a work site or within a 75-mile radius of that work site) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the City. Employees who fail to return to work at the end of leave lose their rights to be returned to their former jobs or equivalent positions.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of leave. However, employees will not accrue any type of leave benefit while they are on non-pay status.

Misrepresenting Reasons for Leave- An employee that intentionally misrepresents the reasons for requesting family and medical leave may be discharged.

Changes in Regulation- The Family and Medical Leave Act is subject to updates, changes and amendments by Congress and the U.S. Department of Labor, Wage and Hour Division. In the event that such change conflicts with this handbook or other City policy, the current federal law or regulation shall apply.

Definitions- The following definitions will be used:

- A “child” refers to a biological, adopted, foster, or “step” child, a legal ward, or a person less than eighteen (18) years of age, for whom the employee has the responsibility to provide care and support. Additionally, a “child” is considered a person eighteen (18) years or older who is incapable of self-care due to a physical or mental disability. A “parent” refers to an individual’s natural parent or a parent who has/had legal custody of a child as described above.
- Health care provider includes:
 - Doctors of medicine or osteopathy authorized to practice medicine
 - Podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse-midwives, clinical social workers (each performing within their scope of practice)
 - Christian Science practitioners listed with the First Church of Christ, Scientist of Boston, or
 - Any health care provider recognized by the City’s group health insurance plan.

Leave Of Absence For Military Tour Of Duty

The City of Hobart encourages and supports employees who choose to serve our nation in the armed forces. In certain cases where an employee is called to military service, either for active duty or annual training, that employee may be entitled to reinstatement, reemployment and other rights under the Uniformed Services Employment and Reemployment Rights Act of 1994 (“USERRA”) and subsequent amendments.

The Act provides a series of rights to employees serving in the U.S. Armed Forces:

Reemployment Rights- An employee has the right to be reemployed in his/her civilian job if leave is taken to perform in the uniformed service and:

- Advanced written or verbal notice of that service was given;
- The employee had five (5) years or less of cumulative service in the uniformed services while with that particular employer;
- The employee returns to work or applies for reemployment in a timely manner after conclusion of service; and
- The employee had not been separated from service with a disqualifying discharge or under other than honorable conditions.

In meeting the aforementioned conditions, an employee must be restored to the job (or a comparable job) and benefits the employee would have attained if he/she had not been absent due to military service.

Right To Be Free From Discrimination and Retaliation- An employee who is a past or present member of the uniformed service, has applied for membership in the uniformed service, or is obligated to serve in the uniformed service may not be denied:

- Initial employment;
- Reemployment;
- Retention in employment;
- Promotion; or
- Any benefit of employment because of his/her status.

In addition, retaliation may not occur against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

Health Insurance Protection- An employee who leaves his/her job to perform military service, has the right to elect to continue existing employer-based health plan coverage for the employee and that employee's dependents for up to twenty-four (24) months while in the military. In the event that the employee does not elect to continue coverage during military service, the employee has the right to be reinstated in the employer's health plan when he/she is reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

If the employee accepts other employment during any period of military leave, he/she will be deemed to have voluntarily resigned. If the employee remains on active duty in the military for a period greater than four (4) years, the City is no longer obligated to return him/her to employment.

Covered Employees

The terms of employment policies embodied within this section apply to all regular full-time employees of the City of Hobart and sworn officers called to military tour of duty in the Armed Forces of the United States of America, the commissioned corps of the Public Health Service, military duty in the "uniformed services" as defined in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) 38 U.S. Code §4301, or the Indiana National Guard for service related to the deployment of troops upon official Order of the President of the United States or the Governor of the State of Indiana, herein referred to as "active duty".

Each covered employee shall be considered as remaining in the employment of the City of Hobart, Indiana, in an inactive status while on active duty related to an ordered deployment of troops. Each covered employee shall continue in such inactive status until such time as he or she is released from active duty in good standing, or the date of receiving written confirmation of said covered employee being deceased and where applicable, the date on which he or she resumes active employment with the City of Hobart.

Each covered employee must return to active employment with the City of Hobart within thirty (30) days after such time as he or she is released from active duty in good standing or from hospitalization continuing from discharge. Upon return to employment, each covered employee, if still qualified to perform the duties of the position he or she held immediately prior to being called to active duty, shall be restored to such position or to a position of the like seniority, status and pay. If any covered employee is not qualified to perform the duties of the position he or she held immediately prior to being called to active duty, by reason of disability sustained during such service, but is qualified to perform the duties of any other position in the employ of the City, he or she shall be offered employment, and if such covered employee so requests, shall be employed in such other position the duties of which the covered employee is qualified to perform as will provide him or her like seniority, status and pay, or the nearest approximation thereof consistent with the circumstances in his or her case.

Wages and Benefits

Each covered employee shall be allowed to opt to receive compensation at his or her current rate of pay for all unused leave days available on his or her last day of active employment with the City before reporting for active duty.

Following the paid leave in paragraph 1 herein, each covered employee shall receive a regular scheduled paycheck from the City in an amount equal to the difference between his or her current gross City wage and his or her gross military wage (including all entitlements) for active duty. It is the employee's responsibility to inform the Clerk-Treasurer's office if the gross military wage is less than the employee's gross City wage. In no event shall the total of gross military pay for active duty and gross City wages (including any amount paid under § 1 herein) exceed in any calendar year the total gross wages that would have been earned by the covered employee in his or her City position had he or she not been called to active duty. Reconciliation of the amounts owed to or by the City shall occur as needed following the employee's return to active City employment.

For purposes of computing the covered employee's gross City wages, each covered employee shall receive

that annual increase he or she would have received had he or she not been called to active duty.

Leave days will not accrue during such time the covered employee is on active duty.

Time on the job and seniority will accrue during such time that the covered employee is on active duty.

City's Group Health and Life Insurance Benefits

The intent of this policy is to assure that employees called to active duty, who are currently covered under the City's group insurance plan, shall have insurance coverage available to them during their term of service to the extent allowed by law and plan documents, without duplicating coverage. Therefore if the covered employee becomes covered by a federal or state medical plan they should notify the Clerk-Treasurer's office and terminate their coverage under the city plan to avoid duplication. Absent such notification, the employee shall be considered an active employee for purposes of participation in the City's group insurance coverage, and shall be eligible to continue existing coverage to the extent allowed by law and by the plan documents, subject to continued payment of his or her share of the premium.

Dependents of covered employees with the City's group insurance coverage at the time the covered employee reports to active duty may remain covered while the covered employee is activated to active duty, subject to the provisions set forth in paragraph 1 herein.

Any life insurance provided to the covered employee by the City will continue under the rules of the policy while the covered employee is on active duty.

Pension Benefits

To the extent allowed by law, the City shall during each covered employee's term of active duty, continue to pay all pension benefits due the employee by virtue of his or her employment.

The City Administration shall amend any personnel policy in place addressing "Leave of Absence", where necessary, in order to comply with the provisions of this ordinance. Any changes to current policy manuals shall be presented to the Board of Public Works and Safety for approval.

Sick And Disability Leave For Full-Time Employees

Civilians with one (1) continuous year of service are provided up to forty (40) hours of paid sick leave. Call-offs should be as soon as you know you will not be in attendance and must be no later than at least one (1) hour before your scheduled shift. Absences of five (5) consecutive days must be verified in writing by a qualified Doctor or Health Professional and reviewed by the employee's supervisor. Unused sick days may be "banked" up to a maximum of three hundred and sixty (360) hours to cover additional days for catastrophic illness or disabilities. Civilian employees who have a total of twenty (20) years of consecutive service to the City or seventy-five (75) points (comprised of years of consecutive service plus age in years of the employee) may "bank" unused sick days up to a limit of four hundred (400) hours for catastrophic illness or disabilities. Upon retirement prior to January 1, 2024, any remaining banked days may be used to extend employment at retirement. Employees terminated or retiring on or after January 1, 2024, will be compensated for any remaining banked catastrophic/disability days upon such termination or retirement and will not be used to extend employment. After all paid time is used and if the employee chooses, the employee may speak with his/her Department Head to begin the process of requesting extended paid leave. The Mayor has the ability at his or her discretion to grant paid or unpaid additional days subject to this handbook and the Family and Medical Leave Act (FMLA).

(As Amended by Ord. 2023-20, Adopted August 16, 2023) (As Amended by Ord. 2025-35, Adopted September 3, 2025)

Beginning January 1, 2024: Police Officers working 8 hour shifts with one continuous year of service, and a sickness or disability, are eligible for a leave of absence without reduction in compensation up to a maximum of three hundred and sixty (360) hours. Police Officers working 12-hour shifts with one continuous year of service, and a sickness or disability, are eligible for a leave of absence without reduction in compensation up to a maximum of three hundred and sixty (360) hours. Absences of three (3) consecutive days must be verified in writing by a qualified Doctor or Health Professional and reviewed by the employee's supervisor for return to

work. If a Police Officer uses zero (0) hours he/she may “bank” forty (40) hours for the year up to a maximum of Three Hundred Sixty (360) hours for catastrophic illness or disabilities. Police Officers who have a total of twenty (20) years of consecutive service to the City or seventy-five (75) points (comprised of years of consecutive service plus age in years of the employee) may “bank” unused sick days up to a maximum of Four Hundred (400) hours for catastrophic illness or disabilities. If a Police Officer uses one or more hours he/she may bank zero (0) hours for that calendar year. Upon retirement prior to January 1, 2024 any remaining banked days may be used to extend employment at retirement. Police Officers terminated or retiring on or after January 1, 2024, will be compensated for any remaining banked catastrophic/disability days upon such termination or retirement and will not be used to extend employment. After all paid time is used and if the Police Officer chooses, the Police Officer may speak with his/her Department Head to begin the process of requesting extended paid leave. The Mayor has the ability at his or her discretion to grant paid or unpaid additional days subject to this handbook and the Family and Medical Leave Act (FMLA). *(As Amended by Ordinance 2023-20, Adopted August 16, 2023) (As Amended by Ordinance 2025-35, Adopted September 3, 2025)*

Firefighters with one (1) continuous year of service who experience sickness or disability, are eligible for a leave of absence without reduction in compensation up to a maximum of three hundred sixty (360) hours per year, with a minimum use of twenty-four (24) hours use per call off. For the purpose of this policy, an occurrence is defined as twenty-four (24) hours of sick leave use. After three (3) occurrences, totaling seventy-two (72) hours of sick leave, a firefighter will not be required to provide a doctor’s note for those initial occurrences. However, any subsequent absence of twenty-four (24) consecutive hours or more will require written verification by a qualified Doctor or Health Professional and must be reviewed by the employee’s supervisor prior to returning to work. If a Firefighter uses zero (0) hours of sick leave during the year, he/she may bank one hundred twenty (120) hours for the year, up to a maximum of three hundred sixty (360) hours. Firefighters with twenty (20) or more years of consecutive service to the City, or who have reached seventy-five (75) points (the sum of age in years plus consecutive years of service) may bank unused sick time up to a maximum of four hundred eight (408) hours for catastrophic illness or disability. If a Firefighter uses one (1) or more hours of sick time in a given year, he/she may bank zero (0) hours. Firefighters terminating or retiring on or after January 1, 2024, will be compensated for any remaining banked catastrophic/disability days upon such termination or retirement; these hours will not be used to extend employment. After all paid time off is exhausted, and if the Firefighter chooses, he/she may consult with the Department Head to initiate a request for extended paid leave. The Mayor retains discretion to grant additional paid or unpaid leave, subject to this handbook and the Family and Medical Leave Act (FMLA). *(As Amended by Ord. 2017-26, Adopted November 15, 2017; As Amended by Ord. 2019-32, Adopted November 6, 2019; As Amended by Ord. 2022-39, Adopted December 7, 2022; As Amended by Ord. 2023-20, Adopted August 16, 2023; As Amended by Ord. 2025-49, Adopted December 17, 2025)*

Upon retirement, resignation, or termination of employment (*separation of employment*) remaining sick leave granted within the calendar year of the separation of employment shall be lost and will not be compensated. Civilians, Police Officers and Firefighters terminated or retiring that were hired before January 1, 2026 will be compensated for any remaining banked catastrophic/disability days upon such termination or retirement in accordance with the above provisions.

Civilians, Police Officers, and Firefighters hired on or after January 1, 2026 will not be compensated for any remaining banked catastrophic/disability days upon termination or retirement. *(As Amended by Ord. 2025-35, Adopted September 3, 2025)*

Workman's Compensation, Occupational Disease or Pension Benefits: In the event an employee receiving sickness or disability benefits pursuant to this section also receives payments pursuant to the Indiana Workman's Compensation, Occupational Disease, or Pension laws as a result of an injury or disease, as compensation for lost wages, the benefits otherwise payable to him under this section shall be reduced by the amount of the corresponding Workman's Compensation, Occupational Disease or pension payment.

When an employee is injured and cannot work, there is a seven (7) day waiting period before worker compensation benefits begin. During that period, an employee may use his/her sick time or vacation leave as a bridge to the waiting period.

For purpose of entitlement to benefits from the City under this section, "disability" shall be defined as the inability to engage in any gainful employment or activity and as determined or directed by a medical provider.

Continuation of Benefits: As a condition of the continued payment of sickness or disability benefits pursuant

to this section, the employee shall, at least once a week, notify his immediate supervisor of (1) the telephone number and address at which said employee can be reached, and (2) the estimated date of his return to work.

As a further condition of the payment of said sickness or disability payments, the employee shall be required to provide to the Mayor interim written reports from the employee's attending physicians, psychiatrists, or physiologists, indicating the status of the employee's relevant condition and expected date of return to work. Such report shall be required no less than every fifteen (15) days and no more than every thirty (30) days. In accordance with federal law, an employee does not have to divulge a specific medical condition or illness, only the prognosis for return.

All such notifications and reports shall be dated and signed by a responsible supervisor and/or the Mayor, and submitted to the Clerk-Treasurer for inclusion in the employee's permanent file.

Vacations

Full time employees are granted non-cumulative vacations each calendar year, without reduction in compensation, based on continuous years of service. Definition and interpretation of a vacation week shall be an administrative decision, and may vary at times depending on the department and the scheduling of employees.

Vacation benefits are based on the number of years an employee has completed with the City. All new employees hired after the 1st of the year are subject to pro-rated vacation time and personal leave.

Scheduling And Notice- The use of vacation, compensatory time off, overtime and personal leave shall be subject to approval by one's department head. Sick leave and funeral leave may not require such approval, but the employee to give notice as far in advance of taking leave as may be reasonably possible. Leave taken for sick or funeral may require additional proof either before or after the leave (see sections re: sick time and funeral leave). In accordance with federal law, an employee does not have to divulge a specific medical condition or illness to his/her department head. Vacations will be scheduled subject to each department's scheduling guidelines.

Positions listed under the section "*Salaried Positions*" are accountable to the Mayor and should schedule vacation with his/her approval and coordination.

Vacation time in hours:

Vacation benefits based on years of service:	Civilian	Sworn Police	Sworn Fire
0-4 years	80 hours	96 hours	144 hours
5-9 years	120 hours	144 hours	216 hours
10-14 years	160 hours	192 hours	288 hours
15+ years	200 hours	240 hours	360 hours

Civilians: eight (8) hour shifts, five (5) working days equal one (1) week.

Sworn Police: twelve (12) hour shifts, four (4) working days equal one (1) week.

Sworn Fire: twenty-four (24) hour shifts, three (3) working days equal one (1) week.

Upon retirement, resignation, or termination of employment (separation of employment), vacation time will be paid out based on length of service. Employees with 15 or more years of service will receive the full amount of any remaining vacation time at separation; pro-ration does not apply to them. Employees with between 5 and 14 years of service will receive a prorated payout of earned vacation time, calculated as 1/12 of the annual benefit per month of service during the year, minus any vacation time already used. Employees with less than 5 years of service at the time of separation are not eligible for a payout of personal leave, vacation, or sick leave. For these employees with less than 5 years, only accrued compensatory (comp) and catastrophic (banked sick) time will be paid out upon termination.

Pro-rated Vacation Benefit Payout upon Separation of Employment (5 to 14 years of service); Based on zero (0) hours used at time of separation

Civilian

Last day of work (physically at work) is in the month of:	Vacation: 120 hours 5 to 9 years	Vacation: 160 hours 10 to 14 years
January	10.00 hours	13.00 hours
February	20.00 hours	26.50 hours
March	30.00 hours	40.00 hours
April	40.00 hours	53.00 hours
May	50.00 hours	66.50 hours
June	60.00 hours	80.00 hours
July	70.00 hours	93.00 hours
August	80.00 hours	106.50 hours
September	90.00 hours	120.00 hours
October	100.00 hours	133.00 hours
November	110.00 hours	146.50 hours
December	120.00 hours	160.00 hours

Sworn Police

Last day of work (physically at work) is in the month of:	Vacation: 144 hours 5 to 9 years	Vacation: 192 hours 10 to 14 years
January	12.00 hours	16.00 hours
February	24.00 hours	32.00 hours
March	36.00 hours	48.00 hours
April	48.00 hours	64.00 hours
May	60.00 hours	80.00 hours
June	72.00 hours	96.00 hours
July	84.00 hours	112.00 hours
August	96.00 hours	128.00 hours
September	108.00 hours	144.00 hours
October	120.00 hours	160.00 hours
November	132.00 hours	176.00 hours
December	144.00 hours	192.00 hours

Sworn Fire

Last day of work (physically at work) is in the month of:	Vacation: 216 hours 5 to 9 years	Vacation: 288 hours 10 to 14 years
January	18.00 hours	24.00 hours
February	36.00 hours	48.00 hours
March	54.00 hours	72.00 hours
April	72.00 hours	96.00 hours
May	90.00 hours	120.00 hours
June	108.00 hours	144.00 hours
July	126.00 hours	168.00 hours
August	144.00 hours	192.00 hours
September	162.00 hours	216.00 hours
October	180.00 hours	240.00 hours
November	198.00 hours	264.00 hours
December	216.00 hours	288.00 hours

Example: Civilian employee has 10 years of service and gets 160 hours of vacation per year. He resigns effective 6/15 (last day worked) and his pro-rated vacation benefit payout is only 80 hours. He has taken 40 hours of his vacation prior to that date. He has 40 hours left of his 80 hours of pro-rated vacation time. If he had not taken the 40 hours prior to his leaving on 6/15, he would get paid out the entire 80 hours.

(As Amended by Ord. 2025-35, Adopted September 3, 2025; As Amended by Ord. 2025-46, Adopted November 19, 2025)

Holidays - Full Time Members Of Police Department

All full-time members of the Police Department working 8 hour shifts are granted eleven (11) holidays; New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and the Friday after Thanksgiving, and Christmas Day, without reduction in basic compensation. Each holiday listed is to be considered the holiday on the actual day. All such employees shall be compensated for eight (8) hours, either by straight pay plus rank or by compensatory time off for each of the eleven (11) holidays. For purposes of this subpart, any employee who is scheduled and given the day off will be deemed to have received his compensatory time off.

(As Amended by Ord. 2023-20, Adopted August 16, 2023)

NOTE: Beginning January 1, 2024:

All full time members of the Police Department working 12 hour shifts are granted nine (9) holidays: New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, without reduction in basic compensation. Each holiday listed is to be considered the holiday on the actual day. All such employees shall be compensated for twelve (12) hours, either by straight pay plus rank or by compensatory time off for each of the nine (9) holidays. For purposes of this subpart, any employee who is scheduled and given the day off will be deemed to have received his compensatory time off.

(As Amended by Ord. 2023-20, Adopted August 16, 2023)

Holidays - Full Time Fire Fighter

Full time members of the Fire Department are to receive compensatory time off the first five (5) holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, and Memorial Day. Full-time members of the Fire Department who work a full holiday will receive \$150.00 additional compensation for each of the last six (6) holidays: Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and the Friday after Thanksgiving, and Christmas Day. Each holiday listed is to be considered the holiday on the actual day.

Holidays for All Other Full Time Employees

Other full time employees, including full time employees who have not completed the 1-year probationary period, are granted leave without reduction in compensation for the following eleven (11) holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and the Friday after Thanksgiving, and Christmas Day. Holidays which fall on a Saturday will be observed on the Friday directly preceding the actual holiday. Holidays which fall on a Sunday will be observed on the Monday directly after the holiday.

With agreement, employees represented by Teamsters Local 142, may choose another day other than the actually declared holiday when a conflict with work responsibilities exist.

Personal Leave

Members of the Police Department are granted a maximum of nine (9) days of personal leave per calendar year, members of the Fire Department are granted a maximum of seven (7) 24-hour shifts per calendar year, and all other full-time employees are granted nine (9) days per calendar year, non-cumulative personal leave

without reduction in compensation. For employees hired during the calendar year, six (6) days will be granted if hired before April 1st, four (4) days if hired before July 1st, and two (2) days if hired before October 1st. The use of personal leave shall be subject to approval of the department head.
 (As Amended by Ord. 2022-39, Adopted December 7, 2022)

Personal Leave Per Calendar Year (applies to employees employed the first of the year):

- Civilian: 72 hours (9 days)
- Sworn Police: 108 hours (9 days)
- Sworn Fire: 168 hours (7 days)

Employees hired during the calendar year (anything after the first of the year) will receive PL hours pro-rated as follows:

Hire Date	Civilian	Sworn Police	Sworn Fire
Before April 1	48 hours	72 hours	120 hours
Before July 1	32 hours	48 hours	72 hours
Before October 1	16 hours	24 hours	24 hours

Upon retirement, resignation, or termination of employment (*separation of employment*) any balance of earned personal leave time for the calendar year shall be paid out according to the following pro-rated schedule:

Last day of work (physically at work)	Civilian	Sworn Police	Sworn Fire
January – March	16 hours	24 hours	24 hours
April – June	32 hours	48 hours	72 hours
July - September	48 hours	72 hours	120 hours
October - December	72 hours	108 hours	168 hours

Employees with 15 or more years of service will receive the full amount of any remaining personal leave at separation; pro-ration does not apply to them. Employees with between 5 and 14 years of service will receive a pro-rated payout of earned personal leave, calculated by quarter, minus any personal leave already used. Employees with less than 5 years of service at the time of separation are not eligible for a payout of personal leave, vacation, or sick leave. For these employees with less than 5 years, only accrued compensatory (comp) and catastrophic (banked sick) time will be paid out upon termination.

Example: If a civilian employee resigns on 6/15 (last day worked) and he had taken 3 days of PL (24 hours) prior to his last day worked, he would be entitled to the balance of 8 hours in PL payout. {32 hours – 24 hours taken = 8 hours} If he had taken 5 days of PL prior to this date (40 hours), he would not be entitled to any remaining PL time as he has exceeded the pro-rated amount. If employee had taken all or some of his PL more than this schedule, there is no attempt to recoup the difference.

(As Amended by Ord. 2025-35, Adopted September 3, 2025)

Jury Duty

Jury duty benefits will be paid to all full-time employees in the event they are called to serve on a jury or as a witness in response to a subpoena. Employees are not entitled to time off due to legal actions in which they are a party personally, unless an exception is made by their department head. Employees will suffer no loss of pay or benefits for service and the compensation received by the employee for serving shall be deducted from the employee’s pay during his/her absence and/or the employee may be requested to endorse over and tender the check to the City. An employee is required to notify his/her supervisor as soon as receiving a notice of jury duty or subpoena to serve as a witness, and documentation may be required to verify such service, including the payment received for jury service.

When serving on jury duty, if the employee is dismissed early at any time during jury duty, the employee is required to contact his or her supervisor who may require that the employee report for work.

Funeral Leave

Full time fire fighters are granted up to two (2) 24-hour shifts per occurrence, and other full time employees of the City that are not members of the Teamsters Union are granted up to five (5) days per occurrence without reduction in compensation due to the death of their child, step-child, spouse, brother, sister, parent, step-parent, father-in-law, mother-in-law, grandparent, grandchild or member of the employee's household. Excluded from this listing are any former relatives (such as former in-laws due to the dissolution of marriage). The time off may be used by the employee to attend the funeral and to attend to family matters. To be paid for funeral leave a written notice or an email providing days, relation and who the time is being taken for would be considered reasonable and should be turned in with payroll and then placed in the employee personnel file.

(As Amended by Ord. 2017-26, Adopted November 15, 2017; As Amended by Ord. 2023-20, Adopted August 16, 2023)

Emergency Medical Services Benefit

Employees covered by city medical and hospitalization insurance, and family members covered by the employee's city insurance, shall not be charged for emergency medical transport provided by city EMS personnel.

Non-transport services provided employees and family members by city EMS personnel shall be treated in the same manner as for non-employees.

Insurance

Insurance protection shall continue to be provided for the benefit of employees, certain department heads and elected officials as follows:

- A. \$20,000. Life Insurance for all full time employees and elected officials upon assuming office, paid by the City. This policy has a decreased benefit beginning at age 70. *(As Amended by Ord. 2019-32, Adopted November 6, 2019)*
- B. Workmen's Compensation Insurance paid by the City.
- C. Professional Liability Insurance for Police Chief, Assistant Police Chief, Fire Chief, Assistant Fire Chief, members of the Police Department, members of the Fire Department, and Civil Defense personnel shall be paid by the City. Also all elected officials if deemed affordable by the Finance Committee.
- D. Medical and Hospitalization Insurance.
 - 1. Coverage is provided to all full-time employees (those working an average of at least thirty (30) hours per week) of the City as well as eligible spouses and children up to age 26. Coverage may also be extended to professionals when such coverage is required by contract. Coverage for City Council members shall be limited to individual coverage only.

The Council shall determine annually the employee's share of the monthly insurance costs for the ensuing year.

2. Employees having medical and/or hospitalization insurance through other sources of comparable coverage may accept that coverage as secondary coverage to the City Insurance Plan.

3. Beginning January 1, 2014, all employees (other than those receiving Medicare benefits, coverage through the Veteran's Administration, or retirees will be required to participate in coverage that includes a Health Savings Account (HSA).

4. As of January 1, 2014, and in compliance with the *Patient Protection and Affordable*

Care Act (Affordable Care Act), employees who work an average of more than thirty (30) hours per week will be eligible for health insurance from the City of Hobart. For the purposes of eligibility, part-time employment is defined as working no more than twenty-nine (29) hours per week on average. As defined by the Act, a part-time employee may work more than thirty (30) hours in one week; it is the average number of hours worked weekly over a three month period that is applicable. Seasonal employment of less than one hundred twenty (120) calendar days may work more than thirty (30) hours per week providing employment does not extend beyond one hundred twenty (120) calendar days (from the first day worked to the last).

5. Employees hired prior to January 1, 2018, who retire and have a total of seventy (70) points (comprised of a minimum of twenty (20) years' service), and employees who retire and have a total of eighty (80) points (comprised of at least 55 years of age plus thirty (30) years of service with at least five (5) years of current consecutive service), shall be eligible to continue existing coverage under the City's medical and hospitalization insurance plan, with premiums paid by the City for a period of five (5) years, or until Medical coverage is available. After five (5) years of such continued coverage paid by the City, the retiree may continue coverage until Medicare coverage is available by payment of an amount equal to the total of the employer's and employee's then current premium for such continued coverage. Employees hired on or after January 1, 2018 who qualify under the same eligibility requirements as stated above shall be eligible to continue existing coverage under the City's medical and hospitalization insurance plans with coverage paid by the retiree in an amount equal to the total of the employer's and employee's then current monthly premium for such continued coverage. The spouse of such retiree, if covered under the employee's City insurance at the time of retirement, shall be eligible for such continued coverage provided said spouse pays as amount equal to the total of the employer's and employee's then current premium for such coverage. Spousal coverage may be continued only until the earlier of (a) the spouse's eligibility for Medicare, or (b) five (5) years after the retiree becomes eligible for Medicare (or would have become eligible, if the retiree is deceased before that date), and provided eligibility is maintained as defined in the then current city insurance plan. The five (5) year time frame is concurrent with the end of employment (termination date) and is not an option to be paused until a later start date. *(As Amended by Ord. 2017-26, Adopted November 15, 2017; As Amended by Ord. 2023-20, Adopted August 16, 2023)*

6. Employees hired prior to January 1, 2018, who go on disability with a total of sixty-five (65) points (comprised of age plus a minimum of 15 years of consecutive service) and employees disabled in the course of performing their duties as city employees, shall be eligible to continue existing coverage under the City medical and hospitalization insurance plan with premiums paid by the City for a period of five (5) years, or until Medicare coverage is available. After five (5) years of such continued coverage paid by the City, the retiree may continue coverage until Medicare is available by payment of an amount equal to the total of the employer's and employee's then current premium for such coverage. Employees hired on or after January 1, 2018 who qualify under the same eligibility requirements as stated above shall be eligible to continue existing coverage under the City's medical and hospitalization insurance plans with coverage paid by the retiree in an amount equal to the total of the employer's and employee's then current monthly premium for such continued coverage. Spousal coverage may be continued only until the earlier of (a) the spouse's eligibility for Medicare, or (b) five (5) years after the retiree becomes eligible for Medicare (or would have become eligible, if the retiree is deceased before that date), and provided eligibility is maintained as defined by the city's current insurance plan. *(As Amended by Ord. 2017-26, Adopted November 15, 2017)*

7. The surviving spouse and dependent children of a police officer or fire fighter who dies in the line of duty shall be eligible to continue existing coverage under the City medical and hospitalization insurance plan with premiums paid by the City for a period of five (5) years,

or until Medicare coverage is available. After five (5) years of such continued coverage paid by the City, it shall be the responsibility of the surviving spouse or dependent children of the police officer or firefighter who dies in the line of duty to pay an amount equal to the total of the employer's and employee's then current premium for such continued coverage if Medicare coverage is not available. The surviving spouse and dependent children of a police officer or fire fighter who dies in the line of duty shall not be eligible to continue coverage under the medical and hospitalization insurance plan of the City if comparable coverage is available to them under a separate medical and hospitalization insurance plan. (As Amended by Ord. 2017-26, Adopted November 15, 2017; and As Amended by Ord. 2017-33, Adopted December 20, 2017)

8. The foregoing insurance program rules are modified in the event of a police officer or firefighter who is injured or who contracts illness caused by the performance of his or her duty pursuant to I.C. §36-8-4-5. (As Amended by Ord. 2017-26, Adopted November 15, 2017)

9. New employees may be required to complete a sixty (60) day waiting Period, as determined by the current *Summary Plan Description*, before they are eligible for coverage under the *City Medical and Hospitalization Plan*. Changes in status, and additions to dependent or spousal coverage must be reported by the employee to the Plan Administrator within thirty-one (31) days of the event, is required by the current *Summary Plan Description*.

Eligibility, coverage and all other terms and conditions are defined by the plan's summary plan description (SPD). This SPD and other insurance information can be found on the City website www.cityofhobart.org under *Employee Services*. (As Amended by Ord. 2019-32, Adopted November 6, 2019)

COBRA RIGHTS- Employees and their families will have the opportunity for a temporary extension of health insurance coverage in certain instances where coverage under the City's health plan would otherwise end. Only those employees, as well as the employee's spouse and dependents that were covered under the City's health insurance plan on the day before the event which triggered termination of coverage are eligible to elect continuation of coverage.

Employees who are covered by the City's health insurance plan have a right to elect continuation coverage if a loss of group health coverage occurs because of a reduction in hours of employment or the termination of employment. Generally, an employee is eligible for up to eighteen (18) months of continuing coverage although the length of coverage may be extended under certain circumstances due to an employee disability, and for coverage of dependents and spouses. COBRA rights may be withheld to the employee for certain reasons of gross misconduct.

Work Related Injuries/Worker Compensation

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

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately, even if no medical treatment is required at the time. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. Failure to report an injury in a timely manner may result in the employee's loss of coverage and benefits.

In accordance with state law, the City of Hobart has the right to administer the care of, and choose providers for employees injured on the job.

Clothing Allowance

The City shall provide for members of the Fire Department and Police Department all uniforms, clothing, arms and equipment necessary to the performance of their respective duties, as determined by the Chief of each department; provided, however, each such member shall be required to replace, furnish and maintain all such uniforms, clothing, arms and equipment. Clothing allowance shall be a maximum of One Thousand and 00/100 Dollars (\$1,000.00) per year beginning in 2018 and One Thousand Two Hundred Fifty and 00/100 Dollars (\$1,250.00) per year beginning in 2019 per sworn member of the Police and Fire Department. Bunker clothing will not be included under this provision. Except in the case of damage caused by misuse by an employee, bunker clothing shall be replaced at no cost. If a member is off for thirty (30) or more consecutive calendar days, the maximum clothing allowance will be pro-rated at the time of payment by days actually worked divided by total work days in the period. Clothing allowance shall also be pro-rated based on the date of hire, for any member of the department who has not completed one year of service as of the beginning of the calendar year. The Fire Department Dive Team clothing and equipment shall be budgeted annually in the Fire Department budget and provided by the Fire Department as clothing and equipment needs are determined by the Fire Chief. *(As Amended by Ord. 2017-26, Adopted November 15, 2017)*

SECTION 4 - SAFETY POLICY

The City of Hobart recognizes that our important role in the community is shaped by our people. As our most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by the City of Hobart's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

The City of Hobart is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and provide a safe working environment for all employees. We value our employees not only as employees but also as human beings critical to the success of their families, the local community and the City of Hobart.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents or incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be strict compliance to all applicable federal, state, local and city policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, the City of Hobart will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, the City of Hobart subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention minimizes human suffering, promotes better working conditions for everyone and increases productivity. The City of Hobart will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of the City of Hobart is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and city rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of the City of Hobart will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management will monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected by or associated in any way with the scope of city business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.
8. This Safety Policy serves as a basic guide for all employees. Department heads are responsible for developing job specific safety procedures and ensuring employees are familiar and trained for the hazards associated with their department. The Safety Committee

will assist department heads with the development of these policies and procedures.

Everyone at the City of Hobart must be involved and committed to safety. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood and serves an important purpose in the community.

Employee Safety Responsibilities:

The primary responsibility of employees of the City of Hobart is to perform all duties in a safe manner to prevent injury to themselves and the public, protecting the health of employees and preventing damage to public and private property.

To ensure that quality service with safety and health in mind is a cornerstone of operation at the City of Hobart, employees *must* become familiar with, observe and obey the City of Hobart's rules and established policies for health, safety and preventing injuries while at work. Additionally, employees *must* learn the approved safe practices and procedures that apply to their work. The protection of fellow employees and the public is the shared responsibility of every employee.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If employees have any questions about how a task should be done safely, they are under instruction **NOT** to begin the task until they discuss the situation with their supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

Employees must report any fires, accidental damage to property, vehicle accidents, hazardous material spills, near misses or unsafe conditions/practices to an immediate supervisor.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe or that he or she thinks is likely to cause injury or a health risk to themselves or others.

Employee Safety Rules:

1. **Conduct:** Horseplay and practical jokes are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or that threatens or intimidates others, is forbidden.
2. **Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol on the premises or while on the job are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is also forbidden. Use of prescription drugs, which may affect your alertness or ability to work, must be reported to your supervisor.
3. **Housekeeping:** Always keep your work area clean and all materials properly stored. Place waste and debris in designated containers for proper disposal. The following areas must remain clear of obstructions:
 - Aisles and exits
 - Fire extinguishers and emergency equipment
 - All electrical breakers, controls and switches
 - Eye washes and safety showers

Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately and putting equipment and tools away as you are finished with them.

4. **Injury Reporting:** All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of workers' compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.
5. **First Aid:** Anything other than treatment of minor cuts and scratches should be performed by certified or trained first aid personnel only. In the event of an emergency, call 911.
6. **Personal Protective Equipment (PPE):** Employees are required to inspect PPE prior to each use and may not use damaged PPE. You are required to maintain and keep PPE clean.
 - a. Safety glasses – must be worn at all times in designated areas.
 - b. Hard hats – must be worn at all times in designated areas.
 - c. Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding or performing other jobs that could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
 - d. Welding equipment – appropriate filter lens, welding helmet, gloves and sleeves are required for welders at all times.
 - e. Respirators – only employees trained and authorized to use respirators are allowed to do so.
 - f. Hearing protection – required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced hearing loss).
 - g. Reflective vests, jackets and clothing.
7. **Equipment Operation:** You must specifically be trained and authorized by your supervisor to operate the following:
 - City vehicles
 - Forklifts
 - Machine and power tools
 - Paint sprayers
 - Welders
 - Cranes and hoists

When operating machines: do not wear loose clothing, tie long hair up and back, remove jewelry and roll sleeves all the way up or all the way down.

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately. Never tamper with, remove or deactivate machine guards or controls designed to ensure safe operations.

Never reach into an operating machine or moving machine part.

8. **Tools – Hand and Power:**
 - Use all required PPE.
 - Maintain tools in safe operating condition.
 - Inspect tools and equipment guards before use for defects or wear. If a defect is found, notify a supervisor immediately.
 - Never leave tools on stepladders, scaffolds, roofs or other place where they might fall.
 - Impact-type hand tools, such as wedges and chisels, should be kept free of mushroomed heads.
9. **Ladders:**
 - Inspect all ladders prior to each use.
 - Ladders must be placed on secure footing.
 - Only one person is allowed on a ladder at a time.
 - Never stand on the top two steps of a stepladder.

- Always maintain 3-point contact when working on ladders.
- Never reach beyond arm length when working on a ladder.
- Trained personnel should use only listed fiberglass ladders when working on or around electrical equipment.

10. **Cranes/Hoists/Lifting Devices:**

- Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- Never walk under a load suspended from a hoist or crane.
- Keep all personnel clear of the fall zone of the crane or hoist.
- Know the weight of material being lifted. Never overload a crane or hoist.

11. **Powered Industrial Trucks:**

- Only qualified personnel (trained and licensed) may operate powered industrial trucks.
- All vehicles must receive proper inspection prior to operation.
- Defective or damaged items must be reported to your supervisor for correction before use or operation.
- Equipment must be operated safely at all times, keeping the load under complete control.
- Operators may not permit passengers to ride on equipment unless it is designed with seats and seat belts to accommodate them.

12. **Lockout/Tagout:** Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker or valve. A tag containing words such as “DANGER - DO NOT OPERATE” may also be used for lockout. If you see the lock, the tag or both applied to an energy control device, it means “Keep your hands off.” (Refer to department specific procedures)

13. **Hazard Communication:** All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international. Employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.

Health Hazard  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity 	Flame  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides 	Exclamation Mark  <ul style="list-style-type: none"> • Irritant (skin and eye) <ul style="list-style-type: none"> • Skin sensitizer • Acute toxicity (harmful) • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer 	Gas Cylinder  <ul style="list-style-type: none"> • Gases under pressure 	Corrosion  <ul style="list-style-type: none"> • Skin corrosion/burns • Eye damage • Corrosive to metals 	Exploding Bomb  <ul style="list-style-type: none"> • Explosives • Self-reactives • Organic peroxides
			Flame Over Circle  <ul style="list-style-type: none"> • Oxidizers 	Environment*  <ul style="list-style-type: none"> • Aquatic toxicity *under EPA jurisdiction 	Skull & Crossbones  <ul style="list-style-type: none"> • Acute toxicity (fatal or toxic)

A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access any SDS – ask your supervisor.

- Follow all label and SDS instructions – including amount instructions.

- b. Do not mix chemicals unless authorized to do so.
 - c. Keep all chemicals in closed containers.
 - d. Store all flammable liquids in safety cabinets or safety cans. Never use flammable chemicals around ignition sources such as smokers, pilot lights or arcing/sparking electrical equipment.
 - e. Wear required PPE, and minimize contact with the chemical.
 - f. Do not eat, drink or smoke while using chemicals, and always wash your hands after handling chemicals.
14. **Health Hazards:** Learn which health hazards are present in the workplace by reading your department's Hazard Communication Program. If you are concerned about a potential health hazard, contact your supervisor or Safety and Health Director so that an evaluation can be conducted and appropriate action can be taken for the safety of all employees.
15. **Confined Space Entry:** Only trained and authorized employees are permitted to enter confined spaces such as manholes, sewers, tanks, trenches or vaults. If you believe that your job requires confined space entry, contact your supervisor prior to undertaking the work. (Confined spaces are areas not meant for human occupancy, have limited means of entry/exit and have electrical, chemical, thermal, atmospheric or entrapment hazards).
16. **Fire Prevention:**
- Store all flammable liquids in approved safety containers with flame arrestors and spring-actuated caps.
 - Keep acids and bases or oxidizers in separate cabinets.
 - Store poisons separately.
 - Keep fire equipment, such as extinguishers, accessible at all times.
 - If your clothing catches fire, smother the flame by rolling on the ground. Never run, as this could cause the flames to spread.
 - Never use oil or grease on oxygen equipment.
17. **Emergencies:** Obtain and learn your department's emergency response plan for fire, chemical release, severe weather, bomb threat or any other urgent situation. Learn the location of alarms, exits and meeting areas outside the building. The following general rules and actions apply in the event of an emergency:
- a. In the event of any serious injury or fire, call 911. Send someone to the facility entrance to meet the fire department. If in doubt about the severity of an injury or emergency, call 911.
 - b. Upon discovering a fire, alert others in immediate danger and initiate facility-wide fire alarm.
 - c. When the evacuation signal is given, all employees should immediately turn off equipment, close doors and evacuate to their designated evacuation areas using stairwells instead of elevators. Attendance will be taken to account for all personnel. Stay with the group until further instruction.
 - d. If you have a visitor, escort him or her to the designated meeting area. Never re-enter the building after an evacuation until you have been instructed by management.
 - e. Do not attempt to fight any fire which is uncontained, too hot, too smoky or if you are too frightened.
 - f. To use a fire extinguisher, remember PASS:
 - P = Pull (the safety pin)
 - A = Aim (at the base of the fire)
 - S = Squeeze (the lever)
 - S = Sweep (side to side)
- If you use a fire extinguisher, remember:
- Stay low
 - Keep yourself between the fire and an exit
 - Do not turn your back on a fire
 - Immediately report the use to your supervisor

Do not touch blood or any other bodily fluid during or following an incident. If you are trained to administer first aid, gloves and other barriers are located with the first aid equipment. If you think that you have been exposed to bodily fluid, notify your supervisor immediately.

18. **Public Vehicles and Driver Safety:** You cannot operate a vehicle for the City of Hobart unless you can present a valid driver's license. If your license is suspended or revoked, report the condition to your supervisor immediately. Follow these rules when on the road in a City vehicle:

- a. Verify that the vehicle is in safe operating condition before use, and report any defects immediately.
- b. Avoid parking in high-risk areas.
- c. When possible, position the vehicle so that backing will not be necessary.
- d. Only employees authorized by the City of Hobart are permitted to operate City vehicles.
- e. No side trips or personal use of vehicles is permitted.
- f. Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion. Employees who drive personal vehicles or rental vehicles for City business must also wear safety belts and harnesses where provided.
- g. All local and state traffic regulations and signs must be followed.
- h. No unauthorized riders, hitchhikers, etc., are allowed.
- i. All moving violations must be reported to your supervisor.
- j. Any accident, regardless of the extent of the damage, is to be investigated by a police officer with jurisdiction in the area.
- k. Driving while under the influence of alcohol or other drugs is forbidden.

A Commercial Drivers' License (CDL) is required for employees that operate motor vehicles designed or used to transport passengers or property in the following instances:

- When the vehicle weighs more than 26,000 pounds
- When the vehicle is designed to transport 16 or more passengers, including the driver
- When the vehicle is transporting hazardous materials and is required to display a placard.

Employees with a CDL are subject to drug and alcohol testing.

19. **Electrical Safety:** Employees who work on or near exposed energized parts are required to be trained in safe electrical practices that pertain to their job assignments.

- a. Whenever possible, all work on electrical equipment or circuits must be done with power off.
- b. Never operate or tamper with the electrical main switch or breakers. You are authorized only to operate switches/disconnects on/for individual machines.
- c. Report all electrical problems and suspected problems to your supervisor.
- d. All junction boxes, control boxes, connections and other wiring must have covers securely installed to prevent accidental contact.

- e. Inspect all plugs, cords and portable equipment prior to use. Any non-current carrying metal parts of portable and/or plug connected equipment must be grounded or protected by a system of double insulation.
- f. Report any damaged electrical equipment to your supervisor. Only authorized personnel are permitted to make repairs. Worn, frayed or damaged electrical cords or connected may not be used and must be tagged "Danger: Out of Service, Do Not Use."
- g. Extension cords are to be used only for temporary applications, never for more than 90 days. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs, mats or through walls.
- h. Ground fault circuit interrupters should be used on power circuits serving outlets in damp, wet or outdoor locations and in any other areas where people using electrical equipment may become grounded.
- i. Outlets at construction sites that are not part of the permanent wiring of the building or structure must have ground fault circuit interrupters that comply with the National Electric Code and Occupational Safety and Health Administration (OSHA) requirements. It should be de-energized when not in use.

20. **Lifting:**

- Do not unnecessarily place objects on the ground if they must be picked up again soon after.
- Use a mechanical device to lift heavy objects when possible.
- Avoid lifting above shoulder height.
- If you need help moving material, request assistance.
- When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet and lifting with your legs, keeping the load close to your body.
- When you turn holding an object, move your feet, and do not twist.
- Minimize your risk of injury by getting proper exercise and building up leg and abdominal muscles.

21. **Falls:** Take proper precautions to prevent falls. Use caution on stairs and on surfaces containing ice, snow, rock, oil, water or any other slippery materials. Indoors, clean up spills immediately and keep walkways clear of cords, loose materials or other objects.

22. **Staying Safe:** Report any unsafe conditions or situations to your supervisor. If you have suggestions on improving any aspect of safety in the facility, discuss it. If you are unsure of how to operate a piece of equipment or complete an assignment, **ask for help**. Asking for help when you are unsure reduces the chance of injury.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, will result in discipline, up to and including discharge.

When working at a residential/public location, employees are required to follow the above rules as well as all City of Hobart rules and procedures, working in a manner that reflects positively on the City of Hobart. Before operating any equipment at a residential/public location, permission must first be secured from the customer contact.

Safety Coordinator Responsibilities:

The Hobart Fire Chief is designated as the City of Hobart's Safety Coordinator. The Safety Coordinator is responsible for implementation and compliance with the Safety and Health Policy of the City of Hobart and

is accountable for results as measured by criteria, such as incident rates.

Other responsibilities include:

1. Resolve questions and recommend necessary expenditures to correct unsafe conditions.
2. Make regular shop, warehouse, office and job site tours and safety inspections to determine if safe work practices are being observed; ensure that unsafe conditions do not exist.
3. Actively participate and follow the safety and health programs.
4. Plan, coordinate, perform or delegate all safety training and testing given to supervisors and employees. Review results to be sure they are satisfactory. Maintain appropriate records of training and testing.
5. Review disciplinary regarding safety matters with the Department Head.
6. Oversee safety inspections, and review safety inspection reports and unsafe conditions reported by supervisors, employees or others. Recommend corrections to maintain a safe workplace and ensure compliance and serve as a resource to all departments.
7. Aid Departments and Committee Members with safety meetings to promote safety awareness and compliance to employees with the Safety and Health Policies.
8. Investigate accidents and assist with completion of accident report forms if requested.
9. Review reports of first aid incidents and reportable injuries to determine possible preventative actions. Recommend corrective actions as required.
10. Ensure that specific programs (i.e., hazard communication, protection from bloodborne pathogens, hearing conservation, forklift safety/operator certification) are implemented and complied with consistently.

Safety & Health Committee Responsibilities:

In order to promote better communication between employees and management, a Safety & Health Committee has been established for the City of Hobart's operations. Its primary function is to serve as a two-way channel of communication and to promote safety awareness throughout the workplace.

Organization: The Safety & Health Committee will consist of representatives from:

Public Works	Police Department	Maria Reiner Center (MRC)
Lift Station	Park & Recreation	City Hall
Fire Department	City Court	Police/Court Complex (PCC)

The Employee Safety & Health Committee will meet monthly. The meeting will be chaired by the Safety Coordinator or his/her designee. Should a scheduled meeting have to be postponed, it will be held later in the month, on a date and time determined by the Safety Coordinator.

Function: The Safety & Health Committee has the following functions:

- Attend all Safety Committee Meeting
- Review all accidents and near misses
- Conduct safety inspections
- Report unsafe practices and promote safe working conditions.

- Recommend ideas for improving safety and health.
- Work in a safe and healthful manner.
- Observe how safety and health is enforced in the workplace.
- Assist in special projects or duties as assigned by the Chairperson and/or Mayor.
- Assist with written safety program reviews and edits.
- Act as a work-area representative in matters pertaining to health and safety.
- Listen to fellow worker's suggestions.
- Discuss and review progress of the safety committee-set goals.
- Pursue education through training, demonstrations and videos, etc.
- Discuss possible new methods of accident prevention.
- Develop and revise rules to comply with all safety and health standards and various codes-federal, state, and local.
- Discuss and review trends in personnel protective equipment (PPE),
- Assist in developing and initiating safety training programs.
- Communicate safety information (from meetings) back to respective departments.

The Safety & Health Committee should also be involved with developing safety incentive programs and in recognizing individual employees who have contributed to safety efforts and positive results.

Written documentation of Safety & Health Committee meetings should be maintained. A log or written minutes should be taken at each meeting. Meetings should follow a standard agenda.

Reporting Injuries:

1. A Report of Injury or Illness form must be completed by the employee and his/her supervisor at the time of the injury, even if the employee does not seek medical attention. Should the employee need medical attention, the supervisor should accompany him/her to Occupational Health or the Emergency Room as applicable. Once the form is completed and signed by both the employee and the supervisor, it is to be turned in to Human Resources along with any Work Status Reports from Occupational Health and/or the Hospital. The form and complete instructions are in the Internal Controls Book located in each department.
2. In the case of an occupational disease, employees must give notice to their Department Head when they are informed by a competent medical authority of the nature and work-related causes of the illness.
3. After each practitioner appointment, the employee must report to his/her supervisor and/or Department Head who will then forward the information to human resources to review his/her progress.
4. Some departments of the City of Hobart provide light duty work for employees recovering from injury.
5. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.
6. Employees are urged to report hazardous conditions and near-miss incidents to their supervisors before injuries result.
7. Any attempt to defraud the City of Hobart with a false workers' compensation claim will result in disciplinary action. The case can also be referred to the district attorney for possible prosecution.

Emergency Action Plan:

General Emergency Guidelines:

- Stay calm and think through your actions.
- Know the emergency numbers:

- Fire / Police / Ambulance: 9 - 911
- Non-emergency Police: 219-942-1125
- Know where the stairwell exits are located.
- In the event of any emergency, do not take elevators – use the stairs.
- Do not hesitate to call or alert others if you believe that an emergency is occurring -- you will not get in trouble.
- Know where emergency equipment is located within your department.

Fire:

1. Evacuation

- Employees will be notified of a fire either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the building using the closest stairs. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. Never use elevators during fire alarm situations.
- Supervisors should be the last persons to leave the area. Check in conference rooms, lavatories and offices to be sure that all personnel have evacuated.
- Any employee having a mobility, visual, hearing or other condition that may hinder them from becoming aware of an emergency or evacuating should request special assistance from a coworker.
- Upon exiting the building, personnel should report to their department's designated location for a headcount. Department personnel should gather and be accounted for by their supervisor.
- If any employee is missing, an immediate report should be made to the Department Head/Supervisor, who will in turn report to the first available emergency responder.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy the building will be issued by the Department Head after clearance from public safety personnel.

2. Employee discovering a fire:

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call 9-1-1.
- If available and it is safe to do so you can decide to use a fire extinguisher following these instructions:
 - P = Pull the safety pin
 - A = Aim the nozzle at the base of the fire
 - S = Squeeze the operating lever
 - S = Sweep side to side covering the base of the fire

**When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

**Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

3. Medical emergency: (chest pains, loss of consciousness, fall from a height, etc.)

- Upon discovering a medical emergency, call 911.
- If applicable the use of a City AED maybe needed.
- Stay with the person involved, being careful not to come in contact with any bodily fluids unless properly trained and equipped.
- Send two persons (greeters) to the building entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the emergency responders to the scene
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.

- Emergency personnel will make any necessary notifications to family members of the person suffering the medical emergency.
4. **Severe weather:**
 - If a severe weather report is issued the City of Hobart automatically triggers a robo call.
 - Employees will shut down office equipment and seek safety and shelter.
 5. **Workplace violence:**
 - **9-1-1 should be called immediately.**
 - Any employee who feels that she/he has been threatened should immediately report their concern to their Department Head/Supervisor.
 - If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area, immediately notify Department Head/Supervisor and stay away from the person exhibiting threatening behavior.
 - Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with your Department Head so that a prevention plan can be developed.

Fire Prevention Plan & Electrical Safety:

1. Smoking is not allowed in any city building. Smoking is only allowed in designated exterior smoking areas. Do not throw matches, cigars, cigarettes, etc., into wastebaskets – use only ashtrays made of non-combustible material.
2. No unattended candles or open flames are allowed within any City facility.
3. Contractors performing hot work in or around a city facility (welding, grinding, flame cutting, brazing, soldering, etc.) must contact the Hobart Fire Department for approval prior to the start of the work. Hot work is permitted in Department designated hot work areas.
4. Only space heaters that have been approved by a Supervisor may be used within City buildings. Employees using space heaters are responsible to turn the heater off when leaving their work area for extended periods of time.
5. No fuels are allowed inside City buildings at any time except for designated city garage areas. If you feel that there is a work-related need to use a flammable chemical, contact your Department Head for guidance. Use safety precautions around flammable chemicals.
6. Electrical safety:
 - With the exception of independently fused, multi-tap cords for computers, extension cords are not allowed.
 - Keep electric cords out of areas where they will be damaged by stepping on/kicking them.
 - Turn electrical appliances off with the switch, not by pulling out the plug.
 - Turn all appliances off before leaving for the day.
 - Any electrical problems should be reported immediately to your Supervisor/Department Head.

Ergonomics, Office Safety and Security:

Ergonomics: Musculoskeletal disorders can result from repetition and inadequate rest, forceful exertions, awkward and extreme positions of the body and sustained or static positioning. Assess and correct your workstation to avoid undue stress on muscles, bones, ligaments, tendons and nerves.

1. Sit with your lower back against your chair, your upper legs parallel to the floor and your feet

- flat on the floor or on a footrest.
2. Adjust your table and chair so your elbows are bent at right angles and your forearms are approximately parallel to the floor.
 3. Keep your wrists straight by using a wrist rest.
 4. Keep your mouse at the same height as your keyboard.
 5. Position your monitor an arm's length away at eye level.
 6. Use a document holder to position work at eye level close to the screen.
 7. Adjust your lighting and monitor to prevent glare, or use an anti-glare filter.
 8. When performing tasks involving repetitive motions or awkward positions, take periodic stretching breaks or alternate with other tasks.

Office Safety:

1. Never leave file drawers open or open multiple file drawers at once. Never climb on open file drawers.
2. Do not place computers or other large equipment close to the edge of a desk or counter.
3. Stand away from the path of the door swing, and open doors with caution.
4. Use caution on stairs. Falls on stairs often happen because of distraction in conversation or when a person turns to another while descending.
5. Do not stack heavy or bulky objects on top of cabinets.
6. Use sharp objects such as razor blades, knives, scissors and paper cutters with caution.
7. Do not store frequently used objects above shoulder height or below knee height.
8. Never reach into office machines without turning them off and unplugging them if possible.
9. Keep your work area free of trip hazards such as storage in walkways, cords across aisles and damaged floor coverings. Avoid using extension cords.
10. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.
11. Never use defective or broken equipment. Report these problems to your supervisor.

Security:

1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.
2. Immediately report any suspicious activity or persons to your supervisor, call 9-1-1 if needed and immediately report any theft to the Police.
3. When parking, remove all valuables from sight and lock car doors.

4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.
5. Keep all valuables (money, purse, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.
6. Secure laptop computers, PDAs and other small electronic devices before leaving your workspace for extended periods of time.
7. If you are working alone and are in the office before or after regular business hours, on weekends or on holidays, observe these additional guidelines:
 - Be sure doors close and lock after you.
 - Turn on lights as you move through the building.
 - Always be aware of the closest telephone, and do not hesitate to call 911 if you feel threatened.
 - Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.
 - As you leave the office, be sure to turn off all equipment, lights, etc., after use.

Bloodborne Pathogens:

- Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.
- Because we cannot tell by looking at a person if he or she is infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
- In the event of a person losing bodily fluids, stay away from the area and warn others to do the same. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
- In the event that you find spilled bodily fluids, a syringe or other medically contaminated materials, do not attempt clean up by yourself unless you are authorized to do so. Call your supervisor immediately for instructions or call in authorized personnel for back up.

SECTION 5 - FORMS

The forms provided in this section are to be completed and returned to your supervisor who will forward the forms to the Clerk-Treasurer's Office:

- Receipt of Handbook
- Verification of Employment Compliance with Nepotism Policy (New Employees Only)
- Acknowledgement of Receipt of Property
- Computer Use Policy

Receipt Of Employee Handbook

This is to acknowledge that as an employee of the City of Hobart, Indiana, I have received a copy of the City’s employee handbook.

I recognize my responsibility to review the handbook, and familiarize myself with the policies, procedures and instructions that the handbook contains. However, since it is not possible for this handbook to cover each and every aspect of employment, the policies, procedures and benefits described in this handbook are summary descriptions and are not intended to be all encompassing or applicable to every situation.

This handbook is not intended to be an actual or implied contract of employment, and does not change any contractual agreement or “at-will” relationship that may apply to my employment with the City of Hobart. For union members, this handbook will apply as to matters not in conflict with the collective bargaining agreement with the City. .

The City of Hobart retains the right to add, modify or terminate its policies, procedures or benefits at any time, with or without notice, for reasons related to appropriate business operations of the City. Further, any change in federal or state law or regulation shall automatically amend this handbook without notice.

EMPLOYEE NAME (please print)

EMPLOYEE SIGNATURE

DATE

Please Return This Form to Your Supervisor

Verification Of Employment Compliance
With City of Hobart's Nepotism Policy
(New Employees)

In accordance with the City of Hobart's policy on Nepotism, and Indiana Code 36-1-

20.2, I, _____ (printed name) hereby disclose the

following relationships that exist to others employed by the City. For the purposes of this

statement, "Relative" is defined as:

- a spouse,
- parent or stepparent,
- child, stepchild, daughter-in-law, or son-in-law, (including half-bloods and adopted children)
- brother, sister, (including half-bloods and adopted children)stepbrother, or stepsister,
- niece, nephew, aunt, or uncle,
- daughter-in-law or son-in-law.

Disclose relationships here:

The purpose of this disclosure is to document those relationships that existed as of the date of hire. I accept the responsibility to notify the City of Hobart should any change in status occur during my employment.

I hereby verify under the penalty of perjury that the foregoing statements are true.

Dated this ____ day of _____, 20__.

(Signature)

(Printed name)

Acknowledgement Of Receipt Of Property

As an employee of the City of Hobart, Indiana, I may be assigned or issued equipment or other city property, including, but not limited to:

- Keys
- Identification card
- Uniforms
- Cellular telephone
- Computer
- Tools

I hereby acknowledge my responsibility to return all property belonging to the City of Hobart upon my separation or termination of employment. Further, I agree to reimburse the City of Hobart for any property that is not returned.

EMPLOYEE NAME (please print)

EMPLOYEE SIGNATURE

DATE

Please Return This Form to Your Supervisor

Computer Use Agreement

I _____ recognize my responsibility to act in a professional manner and strictly adhere to the City of Hobart's policy on computer use. Computer use shall include any terminal, laptop, desktop, smart cellular telephone or any other device that allows for the access of the Internet or the storage of information.

In compliance with policy, I agree to the following terms and conditions:

- I agree that I will not, in any fashion, form, or manner, directly or indirectly, knowingly or intentionally alter or access a computer network, system, software or database belonging to the City of Hobart unless specifically directed to do so by my supervisor.
- I shall provide my login and password for all software or other computer access if requested to do so by my supervisor.
- I accept the responsibility to not, in any fashion, form, or manner, either directly or indirectly, divulge, disclose, or communicate to any person; any information of any kind, nature or description, concerning any matters affecting or relating to the City of Hobart unless authorized to do so under City policy and state law regarding the release of public information. Generally information including the names, addresses, telephone numbers, or any other information contained in an employee file should not be released unless authorized by the Mayor, required by subpoena, court order or other legal process.
- I agree that I will not reproduce, maintain, or retain a record of the City of Hobart for personal use.
- I recognize that all emails, documents, downloads or other computer records are the property of the City of Hobart and may be accessed with or without notice by my supervisor or other City management.
- I acknowledge that I will not knowingly access any information or material that is obscene, offensive or pornographic. Any accidental access shall be immediately reported to my supervisor.
- Violation of this agreement shall result in appropriate discipline as determined by the City of Hobart which may include: reprimand, suspension or termination.

Employee's Signature

Date

Employee Name (Printed)



Separation of Employment Payout Approval

Voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation, including intent to retire, to his or her supervisor.

Procedures

1. Employees are requested to provide a minimum of two weeks' notice of their intention to separate employment. The employee should provide a written resignation notification to his or her manager.
2. Upon receipt of an employee's resignation, the manager will notify the human resources (HR) department by sending a copy of the resignation letter and any other pertinent information (i.e.: employee's reason for leaving, last day of work).
3. The HR department will coordinate the employees' departure from the city. This process will include the employee's returning all city property, a review of the employee's post-termination benefits status and the employee's completion of an exit interview.
4. Employees who possess security clearance must meet with the department head for a debriefing no later than their last day of employment.

Name	Resigning ____ Retiring ____	Last Day of Employment
Vacation	Personal Leave	Sick Time
Comp. Time	Holidays	Clothing Allowance
Cat. Time	Perfect Attendance	TOTAL HOURS

Payouts will need to be reviewed and signed off on by the employee, supervisor, and HR. This is to ensure the employee, supervisor and HR are all in agreement and provide written approval on payout hours. City share of 3% will be sent to INPRS for Accrued time up to \$2,000.

REVIEWED & APPROVED BY

EMPLOYEE _____ DATE _____

DEPARTMENT HEAD _____ DATE _____

HUMAN RESOURCES _____ DATE _____