



ELECTRIC WATER SEWER STORMWATER

3 Industrial Loop Drive | PO Box 1589 | Hannibal, MO 63401 | (573)-221-8050

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POLICY:	<u>Absenteeism</u>	DEPARTMENT:	<u>All</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>03/27/08</u>

Description:

Absenteeism: The state of chronic absence from work, excused or unexcused; the failure of an employee to report to work as scheduled regardless of cause.

Purpose:

To establish that it is a requirement that each employee work the hours scheduled for his/her position. Employees are expected to maintain a high standard of attendance. When employees fail to do so, disciplinary action may be taken.

Guidelines:

A Non-Shift Employee is responsible for notifying his/her supervisor at least one (1) hour prior to the Employee's scheduled shift. Employees are required to speak to their direct supervisor, or leave a message with a phone number where they can be reached. Shift Employees must notify the plant at least two (2) hours prior to his/her scheduled shift start time.

Each day of absence, the Employee must notify their direct supervisor of the absence and advise when he/she will report back to work. Unexcused absences and excessive excused absences are cause for disciplinary action and may result in termination. Sick leave absences of three (3) or more consecutive days, extensive use of sick leave absences by an Employee, or related circumstances shall be sufficient cause for the BPW to require the Employee to furnish, at his/her expense, a medical excuse/report from the Employee's doctor and a release from the doctor allowing the Employee to return to work.

The Hannibal Board of Public Works (HBPW) reserves the right to review all uses of leave by Employees. The Employees failure to call in or report to work for three (3) consecutive working days will be deemed cause for voluntary termination.

Unexcused/Excused Absences:

Unexcused Absences: Excessive absenteeism or patterns such as, but not limited to, those listed below may result in disciplinary action: calling in sick as rapidly as sick time is accrued, especially if used one day at a time; coincidence of absence with desirable days off, not following call-in procedures, falsification of reason for any absence, unauthorized time away from work during scheduled work hours.

Excused Absences: Excused absences are as follows, but not limited to; scheduled vacation, scheduled holidays, short-term disability, jury duty, funeral leave, military leave, approved participation in professional affairs, FMLA leave, and prior approved leave.

Originated / Revised History

Originated – 12/01/04

Revision 1 – 03/27/08



ACKNOWLEDGMENT

These Policies are intended as a guide for employment, benefits, and general information to assist you, the employee, during your employment with the Hannibal Board of Public Works (HBPW). None of the guidelines in the manual constitute a contract. The HBPW may change, delete, modify, or add to any policies, benefits, or practices described in the manual at any time, at its sole discretion with or without prior notice.

I acknowledge that I have received a copy of the HBPW Employee Policy Manual. I understand that it is my responsibility to become familiar with all the information contained in this manual and to adhere to its policies. I may ask my supervisor, or HR Director to clarify any information in this manual that I do not understand.

Employee Signature

Date

Please sign and return to the Human Resources Department. This and the following documents do not constitute a contract. The HBPW is an at will Employer.



POLICY:	<u>Automated External Defibrillator</u>	DEPARTMENT:	<u>All</u>
APPROVED:	<u>Robert W Stinson</u>	REVIEWED / REVISED:	<u>08/01/17</u>

Description:

In keeping with the Hannibal Board of Public Works (BPW) responsibility to make reasonable and acceptable efforts to ensure a safe and healthy environment for its employees, an **Automated External Defibrillator Policy** is hereby implemented.

A copy of the **Missouri Revised Statutes, Chapter 190, Emergency Services, Section 190.092**, dated August 28, 2005, is attached for reference and is incorporated into this policy.

Definitions:

1. AED - Automated External Defibrillator

Automated external defibrillators (AED's) are prescription devices indicated for use on patients in cardiac arrest. AED's have adhesive electrode pads that deliver brief, but powerful electrical stimulation to the chest, interrupting the abnormal rhythm and helping to restore the heart's natural rhythm. The devices are pre-programmed with the expertise needed to analyze the heart's electrical function. They also use voice prompts and screen displays to instruct the user on how to operate the device.

2. BPW – Board of Public Works

3. CPR - Cardiopulmonary Resuscitation

CPR stands for **cardiopulmonary resuscitation**, a combination of rescue breathing (mouth-to-mouth resuscitation) and chest compressions. CPR can restore circulation of oxygen-rich blood to the brain. Without oxygen, permanent brain damage or death can occur in less than 8 minutes.

4. EAP – Employee Assistance Program

A program designed to restore and strengthen the health of employees and their families, as well as the productivity of employees and the workplace, by providing confidential, accessible services. This resource is staffed by professionals trained in the areas of counseling psychology, social work, organization development, chemical dependency, and marriage and family, therapy to employees and their families. The program seeks concrete, practical solutions to employees' personal, family and workplace problems. Doing so improves productivity and reduces poor quality, absenteeism, and morale problems. (See HBPW EAP policy and program for full benefits).

5. EMS – Emergency Medical Services

Emergency Medical Services (EMS) extends emergency medical care from the emergency room of a hospital into the community. The EMS system is developed to provide professional care to ill and injured people as quickly as possible.

6. SCA – Sudden Cardiac Arrest

Sudden cardiac arrest involves problems with the heart's electrical system, which can cause it to stop beating entirely. When that happens, blood flow to the rest of the body is interrupted, and the victim passes out. Defibrillation is the only known treatment for this condition, and AED's are the quickest and most efficient way to reach individuals with this life-saving therapy.

Purpose:

The purpose of this procedure is to make early defibrillation immediately available in cardiac emergencies. AED's are designed to allow minimally trained laypersons to respond to cardiac emergencies, particularly sudden cardiac arrest (SCA).

Scope:

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. Responders are encouraged to contribute to emergency response only to the extent that they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid. The volunteer responder's involvement shall continue and only cease upon arrival, involvement, and instruction of a higher level of emergency response.

Guidelines:

Requirements:

Use of the BPW provided AED is authorized for personnel trained in CPR and the use of the AED device within the last two years. Upon new hire, or transferred employee to an area providing an AED, education and training will be provided as soon as practical.

Refresher training will be provided minimally every two years per the **Missouri Revised Statutes, Section 190.092**. Training may consist of videotapes, written materials, etc. Training shall be done with current information and focus on updating employees on the use of the AED.

The expertise needed to analyze the heart's electrical function is programmed into the device. It provides clear voice prompts that instruct the user to attach the electrodes and then stay clear while the device automatically analyzes the patient's heart rhythm. If needed, the user is prompted to remain clear and deliver a defibrillation shock according to instruction. This action enables ordinary people to provide treatment to victims of SCA. Should blood or any bodily fluid be a factor in the medical emergency, the appropriate bloodborne pathogen precautions should be adhered to (See HBPW Bloodborne Pathogen Policy).

The AED and first aid emergency care kit will be brought to all medical emergencies. The AED should be used on any person who is at least 8 years of age and displays ALL the symptoms of SCA. The AED will be placed only after the following symptoms are confirmed:

1. Victim is unconscious
2. Victim is not breathing
3. Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement.

Location of AED's:

1. **SCADA Office & Business Office**
2. **Water Treatment Plant**
3. **Wastewater Treatment Facility**
4. **All Electric Department Trucks**
5. **All Electric Maintenance Department Trucks**

Each AED will have one set of defibrillation electrodes connected to the device, and one spare set of electrodes with the AED.

One resuscitation kit will be connected to the handle of the AED. This kit contains:

1. Two pair of latex-free gloves
2. One razor
3. One set of trauma shears
4. One facemask barrier device.

Procedure:

1. Assess scene for safety
2. Determine unresponsiveness
3. Activate emergency response (Dial 911)
 - a. **OR** Contact Company Dispatch

With all medical emergencies, the first action is to ensure that a call is placed to 911 requesting and directing the emergency response personnel to the site of the medical emergency. If that call cannot be made directly, the company radio dispatch can be contacted to make the call. The initial caller must be prepared to continue to communicate with the dispatch operator as he relates the needed information to the 911 Operator. The 911 Operator has an emergency checklist questionnaire that they must follow to assist in the preparation of the professional emergency responders.
4. Open airway (A)
5. Check for Breathing (B)
6. If not breathing, or if breathing is ineffective, give two slow breaths.
7. Check for signs of circulation, such as pulse and coughing, or movement (C)
8. If no signs of circulation, apply AED immediately
9. **Press the LID RELEASE/ON-OFF button** to open the lid; this turns on the AED. Follow voice prompts. Do not touch the victim unless instructed to do so.
10. Follow the voice prompts to **apply electrode pads**. Shave chest hair (if it is so excessive it prevents a good seal between electrodes and skin). If the victim's chest is dirty or wet, wipe the chest clean and dry.

11. Stand clear of the victim while machine evaluates victim's heart rhythm.

AED Device Shows:

1. **Shock Advisory:** Clear area. Make sure no one is touching the victim.
2. **Push SHOCK button when instructed.** Device will evaluate the victim's heart rhythm and shock up to three times.
3. After three shocks device will prompt to check pulse (or for breathing or signs of circulation) and if absent, **start CPR.**
4. **No Shock Advised:** Device will prompt to check pulse (or for breathing or signs of circulation) and if absent, **start CPR.**
5. If pulse or signs of circulation such as normal breathing and movement are **absent, perform CPR** for one minute.
6. If pulse or signs of circulation such as breathing and movement are **present**, check for normal breathing. IF victim is not breathing normally, **give rescue breaths** at a rate of 12 per minute. AED will automatically evaluate victim's heart rhythm after one minute.
7. **Continue cycles of heart rhythm evaluations, shocks (if advised) and CPR** until professional help arrives. Victim must be transported to hospital. Leave AED attached to victim until EMS arrives and disconnects AED.

Responses:

A supervisor should be informed as immediately as possible after the victim has been given the appropriate care and the situation is stable.

AED After Use:

1. Once used the AED shall be returned to the inventory manager as soon as practical for the coordination of device file downloading, processing and forwarding all the recorded information in a timely manner, to the Safety Coordinator.
2. Medical emergencies involving the use of an AED require special documentation. The Safety Coordinator shall ensure that all patient information generated during AED be collected and sent to the patient's confidential file. A copy of this information shall be presented to the company medical director (company doctor) and other appropriate participating emergency providers.
3. The Inventory manager shall also perform the appropriate inspection, re-evaluation, and maintenance of the AED device, as per operating manual including replacement of the electrode packet and the battery charger.
4. Contents of the attached resuscitation kit must be replaced if used.
5. Once the appropriate maintenance has been accomplished, the AED will be returned to the former location.

All other workers that participated and/or were witnesses to the event must complete an **Accident / Incident Report** form, as soon as practical. Once completed the forms must be submitted to the department supervisor.

The department supervisor shall complete a **Supervisor's Investigation Report** form and route both completed forms, per the signature blocks at the bottom.

Routine Maintenance:

1. Each AED device shall be inspected no less than quarterly. The Service Center Quarterly Inspection form shall be used to document this task. Upon each AED inspection the AED device shall be viewed to ensure that an **OK** symbol is visible in the readiness display.
2. Should the display window read **Charge-Pak, Attention** or display a **Wrench** symbol, immediately take the AED device to the SCADA office for maintenance.
3. Check the **Use-By** date on the electrode packet (visible through the clear plastic lid in the upper right-hand corner.) **IF** the date has passed, immediately take the AED device to the SCADA office for maintenance.
4. Check the other emergency supplies that may be stored with the defibrillator to ensure readiness.

Medical Advisor:

The formal medical advisor for AED issues is the BPW company doctor, **Lent Johnson M.D.** His office is located in the **Hannibal Clinic, 100 Medical Drive, (573) 221-5250, Hannibal MO. 63401** He shall evaluate, or coordinate the evaluation, of post-event review forms and digital files that may be downloaded from the AED.

1. **Hero Program.** A cardiac emergency is stressful for those involved, whatever the outcome. You can request a post event stress debriefing, conducted by a professional counselor through the company's EAP program. For arrangements contact the human resources department.

Department Supervisor Date: _____

Director of Operations Date: _____

Safety Coordinator Date: _____

General Manager Date: _____

Authorizing Physician Date: _____
Signature

Physician's Name Date: _____
Printed

Reviewed / Revised History

Original Draft and Approval – 01/24/06

Revised and Approved – 08/01/17

Missouri Revised Statutes
Chapter 190
Emergency Services
Section 190.092

August 28, 2005

Defibrillators, use authorized when, conditions, notice--good faith immunity from civil liability, when.

190.092. 1. A person or entity that acquires an automated external defibrillator shall ensure that:

(1) Expected defibrillator users receive training by the American Red Cross or American Heart Association in cardiopulmonary resuscitation and the use of automated external defibrillators, or an equivalent nationally recognized course in defibrillator use and cardiopulmonary resuscitation:

(2) The defibrillator is maintained and tested according to the manufacturer's operational guidelines:

(3) Any person who renders emergency care or treatment on a person in cardiac arrest by using an automated external defibrillator activates the emergency medical services system as soon as possible; and

(4) Any person or entity that owns an automated external defibrillator that is for use outside of a health care facility shall have a physician review and approve the clinical protocol for the use of the defibrillator, review and advise regarding the training and skill maintenance of the intended users of the defibrillator and assure proper review of all situations when the defibrillator is used to render emergency care.

2. Any person or entity that acquires an automated external defibrillator shall notify the emergency communications district or the ambulance dispatch center of the primary provider of emergency medical services where the automated external defibrillator is to be located.

3. Any person who has had appropriate training, including a course in cardiopulmonary resuscitation, has demonstrated a proficiency in the use of an automated external defibrillator, and who gratuitously and in good faith renders emergency care when medically appropriate by use of or provision of an automated external defibrillator, without objection of the injured victim or victims thereof, shall not be held liable for any civil damages as a result of such care or treatment, where the person acts as an ordinarily reasonable, prudent person would have acted under the same or similar circumstances. The person or entity who provides appropriate training to the person using an automated external defibrillator, the person or entity responsible for the site where the automated external defibrillator is located, and the licensed physician who reviews and approves the clinical protocol shall likewise not be held liable for civil damages resulting from the use of an automated external defibrillator, provided that all other requirements of this section have been met. Nothing in this section shall affect any claims brought pursuant to chapter 537 or 538, RSMo.

4. The provisions of this section shall apply in all counties within the state and any city not within a county. (L. 1998 H.B. 1668 § 190.375, A.L. 2002 S.B. 1107, A.L. 2004 H.B. 1195)



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Hannibal Board of Public Works Employee Policy Manual At Will Statement

The Hannibal Board of Public Works is an At-Will Employer. The policies contained herein do not limit the dissolution of the employment relationship, but rather set forth basic guidelines for wages, hours, benefits and working conditions for general information only. None of these policies, guidelines or benefits in this manual is intended, by reason of their publication, to confer any contractual rights or privileges upon you. This is not a contract of employment. No representative of the Company other than the General Manager and or HBPW Board has any authority to enter into any agreement for employment for any period of time or to make any contract of employment.

Employees covered by a Collective Bargaining Agreement should refer to their individual contracts that may supersede certain areas of our Policy Manual. While the policies contained herein generally apply to all employees, including those covered by a collective bargaining agreement, if a particular policy herein conflicts with a specific provision of the collective bargaining agreement, the terms of the agreement will apply.



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POLICY:	Benefit Package	DEPARTMENT:	All
APPROVED:		REVIEWED / REVISED:	03/24/11

Guidelines:

Introductory Period

Newly hired employees of the Hannibal Board of Public Works (HBPW) are considered introductory employees for the first six months of employment. During this period, these employees are not eligible for paid sick leave, or paid personal leave. Introductory employees are evaluated monthly during this six-month period. If, after this timeframe, the Department Supervisor is satisfied with the employee's work and progress, an employee's status will be changed to a regular employee who is then eligible for full benefits. Health, dental and life insurance benefits are effective during the introductory period on the first day of the month following 30 days of employment.

Regular Working Hours

Eight (8) hours shall constitute a day's work and five (5) days per work week under normal working condition for all regular (HBPW) employees; forty (40) hours shall constitute a week's work; and, eighty (80) hours a payroll period. The regular working hours of employees, except those assigned to shift work, shall be Monday through Friday. The hours shall be consecutive except one half (1/2) hour (1 hour in certain departments) will be allowed for lunch. Under normal working conditions, the lunch period will start at 12:00 pm (noon). The HBPW may establish such shifts as are necessary for the rendition of adequate public utility service.

Health Insurance

Health insurance for the employee is provided and paid for by the HBPW. The City of Hannibal/HBPW employees are insured under a self-funded insurance program. An employee may elect coverage for his dependents if he/she chooses. Payroll deduction is made to cover the cost for dependent coverage. Currently, the cost for dependent coverage is \$234.52 per month. Health insurance goes into effect on the first day of the month following employment.

Dental Insurance

Dental insurance for the employee is provided and paid for by the HBPW. The City of Hannibal/HBPW employees are insured through the EPOCH Dental Plan. An employee may elect coverage for dependents if he/she chooses. Payroll deduction is made to cover the cost for dependent coverage. Currently, the cost for dependent coverage is \$13.21 per month. Dental insurance goes into effect on the first day of the month following employment.

Supplemental Insurance

AFLAC Supplement Insurance is offered as additional coverage to all HBPW employees and their dependents. Elected coverage is employee paid; pre-tax premiums are payroll deducted bi-weekly.

VSP Insurance

Vision Insurance is offered as additional coverage to all HBPW employees and their dependent. Elected coverage is employee paid; pre-tax premiums are deducted monthly. Cost for Family coverage is \$16.46. Coverage is effective on the first day of the month following employment.

Life Insurance

The HBPW provides a \$20,000 term life insurance policy for all active employees. This policy is paid in full by the HBPW. Life insurance becomes effective the first day of the month following employment.

Paid Holidays

All Regular HBPW employees receive 12 paid holidays per year: New Year's Eve, New Year's Day, Washington's Birthday, Good Friday, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve and Christmas Day.

Pension Plan

All Regular HBPW employees are enrolled in the Missouri *LAGERS* Pension Plan (Missouri Local Government Employees Retirement System). Under this plan, the HBPW contributes a percentage based on the employees gross salary each month toward the *LAGERS* pension plan. The HBPW is currently under the LT 14-65 plan.

Vacation Leave Benefit

All HBPW employees receive paid vacation leave according to the following plan:

After 1 Year of Employment	2 Weeks
After 5 Years of Employment	3 Weeks
After 15 Years of Employment	4 Weeks
After 20 Years of Employment	5 Weeks

Sick Leave Benefit

After employees have completed their probationary period, six (6) days of sick leave are posted to their sick leave record. After that, they receive one (1) day sick leave per month. Sick leave days can accumulate up to 100 days (800 hours) maximum for union personnel, and unlimited hours for non-union personnel.

Personal Leave Benefit

After Employees have completed their introductory period, an Employee shall be allowed sixteen (16) hours of personal time per fiscal year with pay for personal business (personal business is business that cannot be taken care of before or after normal working hours). Personal leave cannot be taken in less than thirty (30) minute increments or more than four (4) hour increments (shift workers may take up to 8 consecutive hours of personal time).

Originated / Revised History

Originated – 11/12/09
Revision 1 – 03/24/11



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POLICY:	Bereavement Leave	DEPARTMENT:	Business Office, Administration
APPROVED:		REVIEWED / REVISED:	06/01/09

Guidelines:

BEREAVEMENT LEAVE

Hannibal Board of Public Works (HBPW) employees shall be allowed (3) three working days off without loss of pay in case of death of an immediate family member. Immediate family for purposes of this policy shall be understood to mean spouse, father, mother, daughter, son, brother, brother-in-law, half-brother, step-brother, sister, sister-in law, half-sister, step-sister, grandparents, mother-in-law, father-in-law, grandchildren and betrothed fiancée. These days may be taken off any time beginning with the actual date of death and the seven days following the death.

Employees shall be allowed one (1) working day without loss of pay within the same time frame as above for the death of aunts, uncles, and first cousins.

The HBPW reserves the right to require proof and/or to make necessary accommodations for requested leave.

Originated / Revised History

Originated – 11/13/02

Revision 1 – 06/01/09



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POLICY:	<u>CDL Reimbursement</u>	DEPARTMENT:	<u>All Union</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>07/01/08</u>

Guidelines:

The Hannibal Board of Public Works (HBPW) provides reimbursement for CDL Licenses for required CDL positions.

Employees will be required to provide a receipt of payment, and a copy of their current CDL License.

The HBPW provides reimbursement through the payroll system for the difference between the CDL and a regular operator’s license. The non-taxable reimbursement will take place on a following payroll. All required forms must be presented to the Payroll Department before reimbursement will be made.

Originated / Revised History

Originated – 01/24/01
Revision 1 – 07/01/08



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POLICY:	<u>Disciplinary</u>	DEPARTMENT:	<u>All</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>06/01/09</u>

Description:

The Hannibal Board of Public Works (HBPW) expects all employees to maintain high standards of job performance and good conduct. When employees fail to do so, disciplinary actions up to dismissal may be taken.

Purpose:

The purpose of discipline is not intended as a punishment for an employee, but to assist the employee to overcome performance problems and satisfy job expectations.

Guidelines:

Failure to comply with the HBPW policies or any department rules may result in disciplinary action, up to and including dismissal. Examples of "failure to comply" include but are not limited to: Poor attendance and/or punctuality, unauthorized or unexcused absences, misuse of HBPW equipment or facility, unsatisfactory work quality or quantity, disruptive behavior, and failure to maintain satisfactory and cooperative working relationship with customers or employees, and unsafe acts.

When any HBPW policy is violated, the following guidelines will be considered in determining what disciplinary action will be taken.

VIOLATION	MINOR OFFENSE	MAJOR OFFENSE	DISMISSAL OFFENSE
1 st Offense	Verbal Counseling	Written Reprimand	Up to Discharge
2 nd Offense	Written Reprimand	Up to 1 Day Suspension	Up to Discharge
3 rd Offense	Written Reprimand	Up to 3 Day Suspension	Up to Discharge
4 th Offense	Up to 5 Day Suspension	Up to Discharge	Up to Discharge

In disciplinary instances, the employee has the right to ask for representation other than his or herself.

The HBPW reserves the right to commence the disciplinary process at any point or sequence, depending on the gravity of the issue or violation.

Gross Misconduct: Gross misconduct is conduct of such a serious nature that the employee may be dismissed immediately. Goss misconduct includes, but is not limited to, the following; Threats of acts of physical violence, under the influence, consumption or possession of alcohol or illegal drugs while on duty, malicious acts of damage to HBPW property, theft, harassment, divulgence of confidential information, and falsifying company or employment records.

Before any action is taken, the HBPW will thoroughly investigate each case during which time the employee may be suspended without pay. After such investigation, the employee may be offered a meeting with HBPW management where he or she will have an opportunity to state his/her case. Should the HBPW feel that the employee was guilty of gross misconduct, he/she will be dismissed and given a letter outlining the nature of the offense and reasons for dismissal.

Originated / Revised History

Originated – 12/01/04

Revision 1 – 06/01/09



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POLICY:	<u>Non Discrimination</u>	DEPARTMENT:	<u>All</u>
APPROVED:	<u>Robert W Stevenson</u>	REVIEWED / REVISED:	<u>02/11/13</u>

Description:

The Hannibal Board of Public Works (HBPW) prohibits discrimination, for the purposes of employment law in any workplace action such as hiring, firing, demoting, and promoting based on discrimination. The HBPW will not tolerate any conduct that constitutes discrimination of any employee or individual working the HBPW facilities by any person, including co-workers, vendors, or any non-employee who is working for of in the HBPW facilities.

Purpose:

The Hannibal Board of Public Works is an Equal Opportunity Employer, committed to complying with all federal, state, and local non-discrimination laws.

Scope:

The HBPW believes that no person should be discriminated against in his or her employment or terms of employment because of race, religion, color, sex, national origin, ancestry, age, physical or mental disability, sexual orientation, gender identity, genetic information, military or veteran’s status, or any other characteristic protected by law. It is our policy to maintain a work environment free of unlawful discrimination for all employees and to ensure equal employment opportunity in all personnel actions and procedures, including, but not limited to, recruitment, hiring, training, transfers, promotions, compensation, benefits and all other terms and conditions of employment.

DISABILITY ACCOMMODATION - The Hannibal Board of Public Works is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with protected disabilities, as well as for individuals who are related to or associated with a person with a disability. Reasonable accommodation is available to employees whose disability prevents them from performing any of the essential functions of their job. Any employee with a disability who feels that they need an accommodation in order to perform the essential functions of their job should notify the Human Resources Administrator of the need for an accommodation.

RELIGIOUS ACCOMMODATION - The HPW will also make reasonable accommodations for employees who need time off or other arrangements for religious practice or observances. If you wish to request such an accommodation, please speak to your Supervisor.

Guidelines:

Employees with questions or concerns about equal employment issues or accommodation in the workplace are encouraged to bring these issues to the attention of their supervisor or the Human Resources Administrator. The HBPW will not allow any form of retaliation against individuals who raise issues of equal employment opportunity, or accommodation. Violation of any aspect this policy will lead to discipline, up to and including discharge.

Originated / Revised History

Originated – 02/11/13



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POLICY:	Dress Code	DEPARTMENT:	Business Office, Administration
APPROVED:		REVIEWED / REVISED:	11/12/09

Guidelines:

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image the Hannibal Board of Public Works (HBPW) presents to customers, business associates and visitors. As an employee of the HBPW you are a very visible representative of City government. During business hours, employees are expected to present a clean, neat professional appearance.

In general, male employees are expected to appear for work in casual or dress slacks and HBPW shirts or sweaters. While neatly trimmed beards or mustaches present a professional appearance and are acceptable in the workplace, simply appearing for work unshaven is not acceptable.

In general, female employees are expected to appear for work in casual dress, moderate length skirts & dresses or casual pants, capris, HBPW shirts or shirts with modest necklines.

All employees are expected to appear for work in acceptable footwear, such as dress shoes, loafers, dress boots, flats or leather deck shoes. Dress sandals are acceptable for female employees, but sandals in general are not acceptable for male employees and rubber flip-flops are not acceptable for male or female employees.

Under certain circumstances, job assignments will require the wearing of more formal attire. These will include, but not be limited to, attendance at HBPW Board of Directors Meetings, appearances before City Council Meetings, appearances or meetings with City staff if they observe a more formal code of dress, or attendance at meetings or functions when more formal dress is requested.

Fridays have been designated as "Casual Day," and employees may appear for work at the HBPW Offices in neat denim jeans and other modest casual attire and casual footwear, excluding rubber flip-flops.

CONCLUSION:

It is impossible to list all the do's and don'ts of acceptable office attire. Employees are expected to maintain a positive image for the HBPW by conducting themselves and dressing in a professional manner. Employees who appear for work inappropriately dressed will be sent home by their Supervisor and directed to return to work in proper attire.

APPEAL PROCESS:

1. If an employee disagrees with the decision of his/her Supervisor concerning acceptable office wear, the employee may appeal the decision to the General Manager, who may schedule a meeting with involved parties.
2. If the issue remains unresolved after the above meeting, the matter may be referred to the Committee on Dress Code Enforcement, who will make the final determination. This Committee is composed of the General Manager, Director of Operations, Business Office Manager, Personnel Administrator and Administrative Assistant.

Originated / Revised History

Originated – 09/20/02

Revision1 – 11/12/09



ELECTRIC WATER SEWER STORMWATER

3 Industrial Loop Drive | PO Box 1589 | Hannibal, MO 63401 | (573)-221-8050

www.HANNIBALBPW.org



POLICY:	<u>Drug and Alcohol Testing</u>	DEPARTMENT:	<u>All</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>05/18/16</u>

Purpose:

The purpose of this policy is to comply with the Omnibus Transportation Employee Testing Act of 1991, revised in 2001 and the Department of Transportation’s Controlled Substance and Alcohol Use and Testing Rule, Title 49 CFR Part 40, including all revisions and amendments. The objective of this policy is to establish procedures, which meet at least the minimum standards of said rule, to protect the health and welfare of all Employees, and to maintain compliance with the standards established for all Hannibal Board of Public Works (HBPW) Employees.

The use, abuse, and dependence on alcohol and/or drugs can seriously affect the health of Employees, create safety concerns, and impair job performance. This policy has been developed in the best interests of both Employees and the General Public to address such serious issues as health, safety, well-being, work performance, morale, and utility operations.

Guidelines:

EMPLOYEE REQUIREMENTS

All Employees shall be required to submit to alcohol/drug testing as deemed appropriate under the terms of this policy. Conditions that may warrant testing include: 1) required random testing; 2) post-accident testing; and, 3) reasonable suspicion testing. Failure of any Employee to submit to alcohol/drug testing shall be defined as a positive test result, and shall be subject to the procedures/actions setout for positive test results. Compliance with the HBPW’s Drug/Alcohol Testing Policy is a condition of employment with the HBPW.

Employees desiring assistance for a substance abuse problem, have access to the Employee Assistance Program (EAP), under the City of Hannibal’s Self-Funded Health Insurance Plan. The EAP is a confidential matter between the provider and the Employee. The EAP is currently available from Blessing Hospital, Quincy, Illinois and Hannibal Regional Hospital ‘s Woodland Center for Mental Health, and may be accessed by directly contacting said Hospital offices, advising Hospital of your Employer’s EAP Program, and an appointment may be scheduled.

While the underlying foundation for alcohol/drug testing relates to the random testing of Employees having CDLs and Employees driving company vehicles, all Employees are subject to random testing as HBPW Management may determine to be necessary. All Employees having substance abuse issues are strongly encouraged to voluntarily inform their supervisors of such problem, rather than to await confirmation of such condition by a positive test result.

STANDBY AND CALL-OUTS

Any Employee who is on “standby” is considered ready and available at all times. The Employee shall follow all alcohol and controlled substance prohibitions as stated in this policy.

Any Employee who is on the “call-out rotation” must be responsible to make the decision to accept the call-out or decline it. If the Employee declines the call-out, the Employee will be placed on the bottom of the call-out rotation. If the Employee accepts the call-out, the Employee shall follow all alcohol and controlled substance prohibitions as stated in this policy.

TESTING CONTROLS

Testing methods and equipment shall conform to the requirements of the National Highway Safety Administration and HBPW Policy. The Employee shall be the first party notified of a positive test result to afford an opportunity to said Employee to discuss/explain the findings with the Medical Review Officer (MRO) or Personnel Administrator. The removal of the Employee from work-related activities cannot occur until the MRO has interviewed the

Employee and determined that the positive drug test resulted from an unauthorized use of a controlled substance. If the Employee provides appropriate documentation and the MRO determines that it is legitimate medical use of the prohibited drug, the drug test result is reported as negative to the Employer.

ALCOHOL AND CONTROLLED SUBSTANCE PROHIBITIONS

All Employees are prohibited from engaging in any work-related job duties, including operation of HBPW vehicles and equipment, when any of the following applies:

1. While consuming alcohol or using a controlled substance(s);
2. While having a blood alcohol concentration of .02 or greater, or presence of a controlled substance in urine;
3. Within 4 hours of consuming alcohol, or after any use of controlled substance(s);
4. After refusing to submit to an alcohol/drug test, and;

Any use of, possession of, or consumption of alcohol and/or controlled substances, while on duty, on standby, on HBPW property, or in HBPW vehicles is strictly prohibited, and grounds for immediate termination.

Employees are cautioned that physician-prescribed and over-the-counter medications may contain substances prohibited by this policy. Employees need to confirm with their physicians that use of such medications shall not cause impairments. Employees found to have unacceptable drug or alcohol test results shall be subject to this policy, regardless of the fact that the substance is prescribed or available over-the-counter.

REFUSAL TO SUBMIT TO TESTING

Any refusal to submit to an alcohol or drug test shall be interpreted as a positive test result. Failure to submit may include such actions as: 1) outright refusal to be tested; 2) failure to provide adequate breath sample for alcohol test; 3) failure to provide adequate urine sample for drug test; 4) engaging in conduct which obstructs testing; 5) intentionally invalidating sample integrity; or, 6) other actions/conduct which prevents proper testing.

DILUTED SPECIMEN (Adulteration)

In drug testing, the dilution of a urine specimen can occur due to several causes. The common cause is by drinking generous amounts of water. The HBPW's Policy regarding diluted specimens is; 1) if a diluted specimen result occurs, the test is considered to be invalid; 2) the Employee must immediately submit to a second test to obtain a valid test result; 3) if a negative result is achieved, further testing and/or action will cease; 4) if a positive result continues, the HBPW treats the test as a verified positive test, and the Employee will be subject to the Corrective Actions section of this Policy, beginning with "Drugs-1st Offense".

OBLIGATION TO REPORT OBSERVATIONS

All HBPW Employees are required to promptly report observation of any co-worker's conduct that may indicate said co-worker being under the influence of drugs or alcohol. These suspicious observations shall be promptly reported to the observing Employee's immediate supervisor. Reporting of reasonable suspicions are in the best interests of all Employees and the General Public, with all investigation, testing, and corrective actions to be handled by HBPW Management Personnel. All Employees having an impaired condition, due to alcohol or drugs will not be allowed to continue to perform their job duties.

LICENSE SUSPENSION/REVOICATION

Each job description includes specific requirements regarding an Employee's obligation to obtain and maintain a valid driver's license and or CDL. In the event that said required driver's license/CDL is suspended, revoked or a citation issued because of drug or alcohol abuse, the Employee shall immediately inform the Department Supervisor of said development by the next working day. The HBPW shall then take appropriate actions regarding such license suspension/revocation. Failure of an Employee to immediately disclose his/her license suspension/revocation to the Department Supervisor by the next working day shall result in termination of employment.

AMENDMENTS

This policy is subject to amendments by the HBPW from time to time. Amendments that are made shall be provided to Employees upon adoption of such amendments.

ABBREVIATIONS AND DEFINITIONS

Abbreviations

CDL	Commercial Drivers License
CMV	Commercial Motor Vehicle
DOT	Department of Transportation
EAP	Employee Assistance Program
EBTD	Evidential Breath Testing Device
MRO	Medical Review Officer
PA	Policy Administrator

Definitions

Alcohol	Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.
Alcohol Concentration (or Content)	Alcohol in volume of breath (shown as grams of alcohol in 210 liters of breath) as indicated by an evidential breath test.
Alcohol Use	Consumption of any beverage, mixture, or preparation, including medications, containing alcohol.
Breath Alcohol Technician (BAT)	An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath-testing device (EBT).
Confirmation Test:	<p>In <u>alcohol testing</u>, a second test will be conducted, following an initial screening test with a result of .02 or greater that provides quantitative data of alcohol concentration. This test will be done 20 minutes after the initial test.</p> <p>In <u>controlled substance testing</u>, a sample is taken and divided into two (2) equal parts. If the first sample is tested positive, a second test may be conducted using the second equal part of the sample taken. The second confirmation test shall be performed using a gas chromatography/mass spectrometry analysis, to compensate for over-the-counter drugs that may be present.</p>
Controlled Substances (Drugs)	<p>In this Policy, the terms drugs and controlled substances are interchangeable and shall have the same meaning. Unless otherwise provided, these terms refer to:</p> <ul style="list-style-type: none">• Marijuana (THC)• Cocaine• Opiates• Phencyclidine (PCP)• Amphetamines• Methamphetamines
Evidential Breath Testing Device (EBT)	A device used for alcohol breath testing that has been approved by the National Safety Administration
Medical Review Officer (MRO)	A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an Employer's drug testing program. The MRO must have knowledge of substance abuse disorders and appropriate medical training to interpret/evaluate an individual's confirmed positive test, medical history, and other relevant biomedical information.
Policy Administrator	The individuals within the company who administer the program and provide Employees with assistance and guidance on the policy.

Positive Test	<p>Alcohol – Breath concentration of .02 or greater.</p> <p>Controlled Substance – Confirmed test results from the MRO identifying the presence of an illegal substance.</p>
Screening Test (initial test)	<p>In Alcohol Testing – A procedure to determine if the test subject has a prohibited concentration of alcohol in their system.</p> <p>In Controlled Substance Testing – Initial screening to eliminate “negative” urine specimens from further consideration.</p>
Substance Abuse	Refers to patterns of use that result in health consequences or impairments in social, psychological, and occupational functioning.
Substance Abuse Professional	A licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, Employee assistance professional, or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.
Safety Sensitive Functions	Safety sensitive functions include performance of job duties, being prepared to perform job duties, on duty, or immediately available to perform job duties (standby duty). For the purposes of random drug testing, those Employees possessing a CDL and/or Employees operating a CMV with a gross weight of at least 26,001 pounds, are considered as performing safety sensitive functions. For the purposes of reasonable suspicion testing or post-accident testing, all Employees whose job duties include operation of a BPW vehicle, operation of BPW equipment, loading operations, unloading operations, or any other activity relating to the equipment/facilities of the HBPW, are considered as performing safety sensitive functions.

TESTING DEFINITIONS

Prior to any test, Employees are responsible for the proper reporting to the MRO or Personnel Administrator of the use of prescribed or over-the-counter medications, or special physical or medical conditions.

PRE-EMPLOYMENT TESTING

An offer of employment with the HBPW is conditional upon the passage of an alcohol/drug test, conducted by the HBPW company physician. Any prospective Employee, whose alcohol/drug testing reports positive shall not be considered for employment and shall be considered as not having met employment entrance criteria.

REASONABLE SUSPICION TESTING

At any time that an Employee having reported in for work is observed to exhibit characteristics indicating a reasonable suspicion of alcohol/drug use, said Employee should be tested for alcohol/drug levels. Reasonable suspicion can be based upon such observations as; appearance, behavior, speech, smell, co-worker reports, or other observable characteristics. The Employee's Supervisor shall make the reasonable suspicion determination based upon his/her personal observations, and shall proceed with reasonable suspicion testing within two (2) hours of confirmation of such suspicion. Should eight (8) hours lapse from the time the situation was first confirmed, and testing was not conducted, the matter shall be closed without prejudice against said Employee.

RANDOM TESTING (ALL EMPLOYEES)

Random testing will be conducted on a random, unannounced basis just before, during, or just after performance of work-related activities. Federal law requires the following minimum testing percentages for those HBPW Employees holding Missouri Commercial Driver's Licenses (CDLs):

*25%	Alcohol
50%	Drug

(*Percentage rate of alcohol testing may be subject to reduction based upon testing results within the industry, as per DOT guidelines.)

The HBPW reserves the right to exceed these percentages, as deemed necessary, to insure an adequate margin of safety. An independent administrator shall handle random selection of Employees for testing and sample collection/analysis.

RETURN TO WORK TESTING

All Employees having tested positive for drugs/alcohol, must submit to and obtain negative test results on return-to-work testing, prior to said Employee returning to his/her work-related activities. The Employee shall be required to submit to this testing on unpaid time and shall be allowed only two (2) failed re-tests before he/she shall be considered terminated.

FOLLOW-UP TESTING

Any Employee having tested positive for alcohol/drug abuse, and having negative follow-up testing results, shall be allowed to return to work. Once returned to work, the HBPW reserves the right to continue random, unannounced, follow-up alcohol/drug testing of said Employee for a minimum of 6 tests conducted in a period of not less than twelve (12) months after the return to work and random follow-up alcohol/drug testing for a period up to sixty (60) months.

POST-ACCIDENT TESTING

Any Employee involved in an accident or incident that results in an injury or property damage, or whose performance could have contributed to the accident, shall be required to immediately submit to alcohol/drug testing, or issued a citation. This post-accident testing shall be completed within two (2) hours of said accident. Should eight (8) hours lapse from the time of the accident and alcohol testing has not been conducted, the matter shall be closed without prejudice against said Employee. Any lapse in testing shall be documented by HBPW Supervisory Personnel as to nature and cause for delay.

DISPUTED DRUG TEST RESULTS

A positive drug test result may be challenged by an Employee; however, the Employee shall bear all costs of the repeat analysis should it confirm a positive result for drugs. All challenged test results shall require the Employee to make said request within 72 hours of notice of the positive result. The re-test shall be conducted on the split-sample (from initial testing) and shall be analyzed at a different laboratory. Should the second test yield negative results; the matter shall be dismissed without prejudice against said Employee.

CORRECTIVE ACTIONS

CONSEQUENCES OF POSITIVE TEST RESULTS FOR ALCOHOL OR DRUGS WILL BE AS FOLLOWS

1. Alcohol – 1st Offense
 - a. Immediate removal from all work activities without pay. The Employee cannot return to work for a period of 24 hours.
 - b. A written report will be signed by the Employee and the Department Supervisor, and placed on file in the Personnel Department. This report will be completed within 24 hours of the incident.
 - c. If the alcohol test has a positive result of .02 or greater, a second test will be completed in 20 minutes. If the alcohol test has a positive result of .04 or greater, a Return To Work Test with a negative result will be required before an Employee can return to work.
 - d. Failure to secure a negative test result within three (3) days shall be deemed a voluntary resignation by said Employee.
 - e. The Employee will be placed on a mandatory leave referral through the Employee Assistance Program (EAP) and will be required to complete a rehabilitation program as determined by the EAP, at the employee's expense. Failure to complete a rehabilitation program will result in immediate termination
2. Alcohol – 2nd Offense
 - a. Immediate termination
3. Drugs – 1st Offense
 - a. Immediate removal from all work activities without pay and or Rehabilitation or Termination.
 - b. A written report will be signed by the Employee and the Department Supervisor, and placed on file in the Personnel Department. This report will be completed within 24 hours of the incident.
 - c. The Employee will be placed on a mandatory leave through the Employee Assistance Program (EAP) and will be required to complete a rehabilitation program as determined by the EAP at the employee's expense. Failure to complete the Rehabilitation Program will result in immediate termination.
 - d. The Employee will not be allowed to return to work until a negative test result is achieved and recommended continuing treatment is in place.
4. Drugs – 2nd Offense
 - a. Immediate termination

REHABILITATION EFFORTS

Any Employee who is determined to be in need of assistance for a controlled substance or alcohol related problem under this policy will be permitted to enter into a Rehabilitation Program prior to termination of employment. The Employee must agree to these terms:

1. The Employee agrees to undertake and successfully complete the Rehabilitation Plan established by the EAP or other Rehabilitation Professional, at the employee's expense.
2. The Employee must agree to and submit to a recommended Rehabilitation Plan within three (3) days of the notice of a negative test result.
3. The Employee must agree to refrain from continued use of alcohol and/or controlled substance as specified by the Rehabilitation Professional.
4. If requested, the Employee must agree to release information to the HBPW HIPPA officer.
5. The Employee is subject to unannounced random testing consistent with this policy.
6. The Employee agrees that the Employer shall consider any future violation of controlled substance or alcohol use a resignation of employment.

**Any cost incurred for Rehabilitation outside the EAP Policy, will be at the employees expense, through the City of Hannibal/HBPW Health Insurance Program.

CONFIDENTIALITY OF RECORDS

All alcohol and drug testing results and records are maintained under strict confidentiality by the Employer, the drug testing laboratory, and MRO, releasing information only to the Employer and the Substance Abuse Professional. With the subject Employee's written authorization, testing records may be released to other designated parties. If an Employee initiates a grievance, hearing, lawsuit, or other action as a result of a violation of these rules, the Employer may release relevant information to the decision maker. All data shall be maintained as a separate, confidential record in the HBPW's Personnel Department.

****All records pertaining to alcohol or drug policy violations will be kept for a period of five (5) years beginning with the date of the violation. After five (5) years, these records will be destroyed.**

ENDING STATEMENT

All actions required by this Policy shall be executed with the utmost discretion and with strict confidentiality. All records pertaining to this Policy will be kept for the period of five (5) years in the Human Resource Department, beginning with the date of the policy violation.

Originated / Revised History

Originated - 1996

Revision 1 – 07/01/09

Revision 2 – 05/18/16



American Public Power Association

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

By signing below, I acknowledge receipt of the **Hannibal Board of Public Works Employee Drug and Alcohol Testing Policy**. I further acknowledge that I have read and understand this Policy, and such Policy shall be in effect for all Employees under the supervision of the Hannibal Board of Public Works as stated in this Policy.

Employee Name: _____

Date: _____

This acknowledgement shall be placed in the Employee's Personnel File.



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POLICY:	<u>Electronic Device Policy</u>	DEPARTMENT:	<u>All</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>08/01/10</u>

Description:

The Hannibal Board of Public Works (HBPW) prohibits the usage of personal cell phone and electronic devices during working hours, for the following but not limited to, text messaging, Internet, receiving or responding to e-mails, and any social networking.

The HBPW will not tolerate any conduct that may cause a distraction of regular duties or may endanger employees while working or driving company vehicles.

Guidelines:

Definition – Electronic devices include cell phones, portable computers, and any other electronic device not used in daily functions or normal scope of required work. Usage includes text messaging, browsing the Internet, receiving or responding to e-mails, and any other electronic device activity not directly related to the employees normal duties.

- a. **Reporting Violations:** Employees are encouraged to report any incident of misuse by any HBPW employee. Employees should report incidents promptly to their supervisor. Any supervisor receiving complaints, observe or become aware of a possible issue should immediately document it and take proper action.
- b. **Complaints:** Any complaint or report of the misuse of a personal electronic device will be investigated thoroughly and promptly. Investigations may be conducted internally. The investigation findings will be documented, and disciplinary action may be taken if necessary based on the outcome of the investigation.

The HBPW is aware that employees currently use personal electronic devices for business purposes and emergency personal issues. At the same time, electronic devices are a distraction in the workplace. We encourage employees in office areas to place their cell phone equipped device on a low ringer volume setting or silent mode during working hours. Employees in the field must comply with the required guidelines. If there is a situation where your immediate attention is necessary, please respond accordingly while observing safety guidelines as well as being respectful to other co-workers.

It is the goal of the HBPW to minimize the risk of accidents and distractions while in the workplace.

Originated / Revised History

Originated – 08/01/10



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POLICY:	<u>Employee Assistance Program (EAP)</u>	DEPARTMENT:	<u>All</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>06/01/09</u>

Description:

The Employee Assistance Program (EAP) was established to provide professional, confidential outside assistance to City/Hannibal Board of Public Works (HBPW) employees and their immediate family members for any type of personal problem. The program is designed to encourage early intervention and awareness of such problems and to offer help at the earliest opportunity. Employees are responsible for their performance and for taking constructive action to resolve any personal problems that affect or threaten to affect their on-the-job behavior.

Guidelines:

Utilization of the EAP is on a voluntary basis, unless a member of management refers the employee. The decision to seek or accept assistance through the EAP will not adversely affect an employee’s job security or advancement opportunities. However, participation in the EAP in no way relieves the employee of the responsibility to meet acceptable work performance and attendance standards.

1. Contact the Human Resource Department for information on outside services and a confidential consultation.
2. Contact the EAP provider for confidential outside services by calling for an intake appointment, the City/HBPW will provide each employee and or family member with three (3) sessions, including the initial intake session, per calendar year. Any additional sessions, or outside sessions may be covered according to the medical schedule of benefits.
3. Mandatory referrals may be made as a procedure of the discipline process. The supervisor will contact the EAP professional to schedule an appointment for the employee. These will often be a “last chance” for the employee to improve performance before termination.

Confidentiality:

Sessions between the EAP professional and the employee are confidential. The sessions are billed to the City/HBPW with a number not a name and no employee or family member will be identified. All records are confidential with the EAP in compliance with the Health Insurance Privacy Act (HIPA).

Originated / Revised History

Originated – 12/19/04

Revision 1 – 06/01/09



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POLICY:	<u>Employee Complaint</u>	DEPARTMENT:	<u>All</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>11/12/09</u>

Description:

The Hannibal Board of Public Works (HBPW) encourages employees to express any problems or complaints they may have with conduct of the HBPW or its employees. The following procedure should be followed:

Purpose:

The purpose of the Employee Complaint Form is to assist the HBPW in correcting conflicts or problems deemed necessary.

Guidelines:

The following guidelines must be followed. Should there be any reason that an employee cannot follow the steps outlined below, the employee may request to speak with a member of management. When any supervisor or manager is informed of a concern or problem, they will act as quickly and objectively as possible to resolve the situation as appropriate. Confidentiality will be maintained, if possible, in all situations.

1. Complete the Employee Complaint Form attached to this policy within five (5) working days of the incident.
2. Any concern should first be addressed to the employee's immediate supervisor. Often that person is in the best position to address the problem.
3. If the supervisor is unable to resolve the problem, or if the problem is not resolved to the employee's satisfaction, the employee should request a meeting with the Director of Operations.
4. Should the Director of Operations be unable to resolve the problem, or if the problem is not resolved to the employee's satisfaction, the employee should request an appointment with the General Manager.
5. Should the employee continue to be dissatisfied, the HBPW may ask the employee to meet with a neutral individual to hear the positions of the employee and the supervisor to help reach a reasonable solution.

Any questions regarding this policy or the required forms should be directed to the Personnel Department.

Originated / Revised History

- Originated – 10/01/05
- Revision 1 – 06/01/09
- Revision 2 – 11/12/09



**Hannibal Board of Public Works
EMPLOYEE COMPLAINT FORM**

1. What is the subject of your complaint?
2. Who engaged in the conduct that you are complaining about?
3. What did he or she do to you?
4. When did it happen? Please give precise dates.
5. Where did it happen? Please identify location.
6. Were there any witnesses? If so, state their names and what they know.
7. Have you told any member of management previously about the subject of your complaint? If so, state their names and date you told them.
8. Do you know of anyone else who has been subjected to the same conduct that you are complaining about? If so, state their name(s).
9. What do you want done?

Signature

Date

Print Name



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POLICY:	Equal Employment Opportunity Non-Discrimination	DEPARTMENT:	All
APPROVED:		REVIEWED / REVISED:	10/08/09

Guidelines:

The Hannibal Board of Public Works (HBPW) complies with nondiscrimination regulations under Title VII, Civil Rights Acts of 1964; Vietnam-Era Veterans Readjustment Assistance Act of 1974; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; Executive Order 11141, the Equal Pay Act, the Missouri Labor Code, and other applicable statutes, ordinances and regulations. The HBPW complies with affirmative action regulations under Executive Order 11246, the Vietnam-Era Veterans Readjustment Assistance Act, and Federal Rehabilitation Act.

The HBPW will recruit, hire, train, and promote people in all job classifications without regard to race, color, religion, national origin, age, disability, or history of disability (except where physical or mental abilities are a bona fide occupational requirement and the individual is not able to perform the essential functions of the position even with reasonable accommodations), or sex (unless gender is a bona fide occupational qualification), status as veteran or other protected characteristic.

Managers and supervisors of the company will base decisions on employment so as to further principle of equal employment opportunity.

The HBPW is pledged to develop and support an environment of affirmative action in compliance with this policy including affirmative action recruitment of candidates for positions at all levels. This policy applies to all employees and applicants for employment.

Managers and supervisors of the HBPW will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only job-related requirements for promotional opportunities.

The HBPW will ensure that all personnel actions, including compensation, benefits, transfers, layoffs, return from layoff, HBPW sponsored training, education, and tuition assistance programs will be administered without regard to race, color, religion, national origin, age, disability, or history of disability (except where physical or mental abilities are a bona fide occupational requirement and the individual is not able to perform the essential functions of the position even with reasonable accommodations), veteran status, pregnancy, sex, (unless gender is a bona fide occupational qualification) or other protected characteristic

The HBPW will reasonably accommodate the religious observances and practices of an employee or prospective employee unless such accommodation creates an undue hardship on the conduct of the HBPW. The following factors shall be considered: (a) business necessity, (b) financial costs and expenses, and (c) resulting personnel problems. Any employee who requires a religious accommodation should speak with the Human Resourced Representative.

Any employee with a disability who requires accommodation should speak with his or her Human Resources Representative. Generally, disability refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. The HBPW will seek to reasonably accommodate qualified individuals with a disability. The employee has the responsibility to provide adequate information to the HBPW as part of the accommodation process. A qualified person with a disability means an individual with a disability who, with or without reasonable accommodations can perform the essential functions of the position. Such reasonable accommodations may take the form of making existing facilities readily accessible to or usable by individuals with a disability, restructuring jobs, modifying schedules, acquiring or modifying equipment, adjusting training materials, adjusting employment policies, and the like. Generally, such reasonable accommodations will be made unless it creates an undue hardship for the HBPW.

The HBPW shall review its employment practices to determine whether any individuals with protected characteristics are receiving fair considerations for job opportunities. The HBPW ensures that the physical and mental job qualification requirements are related to the specific job or jobs for which the person is being considered and are consistent with business necessity and safe performance of the job.

Any person who believes he/she may have been discriminated against in violation of these principles or who observes any discrimination in violation of these principles or who needs a reasonable accommodation should discuss the matter with the Human Resources Department. If for any reason an employee does not want to discuss the matter with the Human Resources Department, the EEO-AAP coordinator is listed on the mandatory posters at all HBPW locations.

Managers or supervisors who receive any complaint or concern involving discrimination or observe any discrimination, must bring the matter to the attention of the EEO-AAP coordinator or the Human Resources Department. Employees have a responsibility to cooperate in any investigation of unlawful discrimination. All employees are to cooperate fully with the investigation and resolution of all discrimination and affirmative action complaints.

Mandatory EEO-AAP posters are posted at all HBPW locations with contact information and contact information.

Originated / Revised History

Originated – 12/01/05

Revision 1 – 10/08/09



POLICY:	<u>Family Medical Leave Act – FMLA</u>	DEPARTMENT:	<u>All</u>
APPROVED:	<u>Robert W Stevenson</u>	REVIEWED / REVISED:	<u>11/6/15</u>

Description:

Family and Medical Leave

The Family Medical Leave Act (FMLA) provides employees with up to 12 workweeks of paid leave (provided employee has accrued paid leave time), or unpaid leave for certain family and medical reasons, within a 12-month period. In the case of Military Caregiver Leave (described below), the maximum period of leave time available is 26 weeks. The FMLA seeks to accomplish these purposes in a manner that accommodates the legitimate interests of employers, and minimizes the potential for employment discrimination on the basis of gender, while promoting equal employment opportunity for men and woman.

FMLA applies to all the following: employers who employ 50 or more employees for at least 20 workweeks in the current or preceding calendar year, public agencies, including state, local and Federal employers, and local education agencies.

Guidelines:

1. Definitions

- a. **Eligible Employee:** An employee who has been employed for at least 12 months and who has worked at least 1,250 hours during the twelve months immediately preceding the period of anticipated FMLA leave.
- b. **Son or Daughter:** the biological, adopted, or foster child, a stepchild, legal ward, or a child of a person standing in loco parentis. These terms will be broadly construed to ensure that an employee who actually has day-to-day responsibility for caring for a child is entitled to leave, even if the employee does not have a biological or legal relationship to that child. The terms include not only children under the age of 18, but also children above that age who are incapable of self-care because of mental or physical disability.
- c. **Serious Health Conditions:** An illness, injury, impairment, or physical or mental condition involving either inpatient care or continuing treatment by a health care provider.
- d. **Qualifying Exigency:** (Determined by the Secretary of Labor) Arising out of the fact a spouse, son, daughter, or parent of the employee is on active duty in the Armed Forces in support of a contingency operation or has been notified of a call or order to covered active duty.

2. Conditions for Which Family or Medical Leave May Be Granted

- a. An eligible employee is entitled to twelve designated workweeks of FMLA leave during any rolling twelve-month period for four reasons:
 - 1. Birth or placement for adoption or foster care of a child.
 - 2. Serious health condition of a spouse, child, or parent (serious health conditions include illness, injury, impairment, or physical or mental condition involving either inpatient care or continuing treatment by a health care provider).
 - 3. Employee's own serious health condition.
 - 4. Qualifying Exigency leave (based on a qualifying exigency for the employee's spouse, son, daughter, or parent).
- b. An eligible employee is entitled to up to a maximum of 26 weeks of FMLA leave for Military Caregiver Leave (defined below).
- c. Leave may be taken for birth or placement of a child only within twelve months of that birth or placement.

- d. For the birth or adoption of a child, leave may be taken on an intermittent or reduced basis only upon the approval of the supervisor.
- e. For leave for a serious health condition of the employee or a family member, leave may be taken intermittently or on a reduced basis if the health care provider certifies that leave on an intermittent or reduced schedule basis is necessary.

NOTE: If the employee's need for intermittent leave is foreseeable based upon planned medical treatment, the employee may be required to transfer temporarily to an alternative position, with equivalent pay and benefits, that better accommodates recurring periods of leave than the employee's regular position.

- f. "Military Caregiver Leave": This type of leave is for an employee's care of a service member, when up to 26 workweeks of leave is permitted. This type of leave is available when the employee is the spouse, son, daughter, parent, or next of kin of a person who is a covered military service member or veteran recovering from a serious illness or injury; this includes care for a current member of the Armed Forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, or who is otherwise in outpatient status or otherwise on the temporary disability retired list for a serious injury or illness incurred in the line of duty, or a covered veteran undergoing medical treatment, recuperation or therapy for a serious injury or illness. A "covered veteran" is someone who was a member of the Armed Forces (including a member of the National Guard or Reserves) who was discharged or released under conditions other than dishonorable discharge during the 5 year period prior to the date the employee desires to begin FMLA leave to care for the covered veteran.
- g. Employees are required to use available paid leaves (including vacation and sick leave, if applicable), as determined by their amount of leave available and the reasons for the need to use the leave, for any part or all of the twelve-week/or twenty-six week leave. If the employee has sufficient paid leave available to cover the twelve-week leave requirement, the employee is not entitled to an additional twelve-week/twenty-six week unpaid leave period. EXCEPTION: If the employee is receiving pay from any source (for example, worker's compensation benefits or short-term disability pay), while on FMLA leave, the employee is not required to use available sick or vacation pay, but may make up the difference between the pay received from the other source and his regular full pay with sick/vacation pay if the HBPW and the employee both agree to this arrangement, and only if this is allowed by applicable law and by the plan under which the employee is otherwise receiving pay.
- h. In the case of leave for birth or placement of a child, the employee must provide thirty days advance notice before the date the leave would begin. If the employee is unable to provide thirty days' notice, he or she must provide such notice as is practicable.
- i. In the case of leave for a serious medical condition, if the leave is foreseeable based upon planned medical treatment, employees are required to make a reasonable effort to schedule treatment so as not to disrupt unduly the operations of their department, and employees are required to provide thirty days advance notice or such notice as is practicable if the treatment is in less than 30 days. In the event of an unforeseeable leave, employees are required to submit medical certification within 15 days of leave.
- j. In the case of which the necessity for leave is due to an Active Duty Call if the event is foreseeable, whether because the spouse, son, daughter, or parent of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice as is reasonable and practicable.
- k. In instances where the Hannibal Board of Public Works (HBPW) employs spouses and leave is taken for care of a newly arrived child or a sick parent, their aggregate leave is limited to twelve weeks or twenty-six for Military Caregiver Leave. If the leave is requested because of the illness of a child or of the spouse, each spouse is entitled to twelve weeks of leave.
- l. Procedure to Request Leave: a written or oral request for leave must be submitted to the supervisor at least thirty days (except as noted above) in advance of the intended period of leave. The required FMLA forms (Request for Leave, Certification of Health Care Provider, Return to Work Medical Certification, and a copy of the covered military active duty

certification of a contingency operation) may be obtained through the Human Resources Department and must contain the following information:

1. Date on which the serious health condition began; or a primary health care provider's statement that the employee is needed to care for spouse, parent, or child (along with an estimate of the time required), or a statement from a primary health care provider that the employee is unable to perform his or her function; AND
 2. In the case of intermittent leave, the dates and durations of treatments to be given; AND
 3. If for a serious health condition including a service member, the probable duration of the condition, and Medical Certification provided by the primary health care provider; AND
 4. For Active Duty Call certification shall be provided with orders.
- m. Second opinions: The HBPW, at its expense, may require that a second Medical Certification opinion be obtained. In the event that the second opinion is in conflict with the first, at the HBPW expense, a third opinion may be required. The third opinion is binding.
- n. Re-certification: The HBPW requires a medical release to return to work-certification upon an employee's return to full time/light duty.
- o. Employment and Benefits Protection: An employee who completes a period of leave will return to either the same position or to another position equivalent in pay, benefits, and other terms and conditions of employment. Employer-provided health benefits continue during the period of leave. The HBPW may recover health coverage premiums paid for an employee who fails to return from leave, except if the reason for non-return to work is the continuation, recurrence, onset of a serious health condition, or for other reasons beyond the employee's control.

All Employees using over three (3) days leave for the above conditions, will have leave applied to their 12-weeks/ 26-week FMLA.

All Employees are required to comply with the HBPW policy and Federal Laws and guidelines. Should any employee not comply with the guidelines set forth in any of the BPW policies, they will be subject to disciplinary action.

Originated / Revised History

Originated – 12/15/04

Revision 1 – 10/08/09

Revision 2 – Beverly Watson – 12/12/12

Revision 3 – Beverly Watson – 11/06/15



REQUEST FOR FAMILY MEDICAL LEAVE ACT (FMLA)

To be completed by the employee. (Please Type or Print)

1. Name of Employee:

Last Name	First Name	Middle Initial
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2. Employee's position / department: _____

3. Reason for requested leave (Please check the appropriate box):

A. Family and Medical Leave (up to 12 weeks) / 26 weeks for servicemember care

- 1. Birth of my child and/or to care for the new born child
- 2. Placement of child with me for adoption or foster care
- 3. To care for my family members (including spouse, child or parent) with a serious health condition
- 4. My own serious health condition
- 5. Any qualifying exigency (as determined by the Secretary of Labor)

B. Extended Medical Leave (leave exceeding an initial 12 weeks for employee illness) / 26 weeks for servicemember care

4. If A (1) or (2), give date of birth or placement: _____

5. If A (3), please specify your relationship to the family member: _____

6. If A (3), please state name and address of family member: _____

7. Date on which you wish to commence leave: _____

Date of anticipated return to work: _____

8. Are you requesting leave on an intermittent or reduced leave schedule? Yes No

9. If "Yes", please give schedule of when you anticipate you will be available for work. _____

If I am seeking leave because of reason A (3), A (4), or B, I will return a completed Medical Certification form within 15 days, or as soon as practicable. I understand that my leave may be delayed until I provide this documentation. Thereafter, I must recertify this medical condition every 30 days by submitting a physician's statement to the Human Resources Department.

I understand that when I want to work after a leave because of my own serious illness, I must have my physician complete the attached Return to Work Medical Certification.

I hereby agree that while I am on leave, I will continue to pay my share of health insurance premiums deducted from accrued leave. Should accrued leave be exhausted, I will be responsible for my insurance premiums out of pocket. If I am unable to return to work following an initial leave because of a serious health condition, I will request an extended medical leave and provide medical certification from the appropriate health care provider stating that I am unable to perform the functions of my position on the date that my leave expired. If I am unable to return to work following a leave because I am needed to care for a covered family member because he or she has a serious health condition on the date my leave expired, I will request approval for additional leave and provide medical certification from the appropriate health care provider.

I am requesting to be absent from work for the reason and period of time stated herein. I understand that if I return to work from a Family and Medical Leave within 12 weeks (26 weeks for servicemember care) or longer if accrued sick and or vacation leave is not yet exhausted in cases of personal medical disability, I may be returned to my prior position or equivalent position. Beyond these timeframes, I understand that the Hannibal Board of Public Works (HBPW) cannot guarantee that a position will be available.

I will notify the Human Resources Manager verbally of my intent to return to active status at least two days prior to my return. I understand that if I do not contact the HBPW within three days following the end of my leave, it will be determined that I have elected to resign.

I will be electing to use the following accrued leave (check all that apply):

Vacation

Sick

Signature

Date

Approvals

Department Head

Human Resources Manager

HANNIBAL BOARD OF PUBLIC WORKS

Certification of Health Care Provider for
Employee's Serious Health Condition
(Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division



OMB Control Number: 1235-0003
Expires: 4/30/2015

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employee name and contact: Beverly Watson, Hannibal Board of Public Works: 573-221-8050
Employee's job title: _____ Regular work schedule: _____
Employee's essential job function: _____

Check if job description is attached:

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

Provider's name and business address: _____
Type of practice / Medical specialty: _____
Telephone: _____ Fax: _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Mark below as applicable:

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?

No Yes. If so, dates of admission:

Date(s) you treated the patient for patient for condition:

Will the patient need to have treatment visits at least twice per year due to condition? No Yes

Was medication, other than over-the-counter medication, prescribed? No Yes

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?

No Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy? No Yes. If so, expected delivery date: _____

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition: No Yes.

If so, identify the job functions the employee is unable to perform:

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):



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POLICY:	<u>Harassment</u>	DEPARTMENT:	<u>All</u>
APPROVED:	<u>Robert W Stearns</u>	REVIEWED / REVISED:	<u>11/06/15</u>

Description:

The Hannibal Board of Public Works (HBPW) prohibits harassment based on race, color, sex, religion, national origin, age, veteran status, disability, and any other characteristic protected by applicable state or federal law.

The HBPW will not tolerate any conduct that constitutes harassment of any employee or individual working in a HBPW facility by any person, including co-workers, vendors, or any non-employee who is working in a HBPW facility. The HBPW will not tolerate retaliation of any sort against any employee who makes a good faith report or complaint of any violation of this policy or any employee who participates in an investigation into any alleged violation of this policy.

Guidelines:

1. **Definition** – Unlawful harassment includes verbal, physical or visual conduct based on race, color, sex, religion, national origin, age, veteran status, disability, or other protected characteristic that creates an intimidating, offensive or hostile work environment or that unreasonably interferes with job performance. Harassment may also include unwelcome, offensive slurs, jokes or other similar conduct. Sexual harassment also includes any request or demand for sexual favors that are made implicitly or expressly a condition of employment, continued employment or considered in employment decisions such as promotion, performance evaluations, pay adjustments, discipline, work assignments, etc.
2. **Complaint Procedure**
 - a. **Reporting Violations:** Employees are encouraged to report any incident of harassment by any HBPW employee or any other person. Employees should report incidents promptly to their supervisor, department head or any other member of management with whom the employee feels comfortable. An employee is not required to complain first to his or her supervisor or department head. Management employees who receive complaints, observe or become aware of possible harassment **must immediately report it to the Human Resource Administrator** to ensure proper handling. Failure to do so may result in discipline, up to and including discharge.
 - b. **Investigating Complaints:** Every complaint or report of unlawful harassment will be investigated thoroughly and promptly. The cooperation of the complaining employee is a necessary component to any investigation and/or resolution. Investigations may be conducted internally or by an investigator who is not an employee of the HBPW. Although absolute confidentiality cannot be guaranteed, all complaints will be handled as confidentially as possible, and only those persons with a need to know will be informed of the investigation findings.

The investigation findings will be documented, and the complaining employee will be kept advised of the progress of the investigation. Upon completion of the investigation, the HBPW will respect both the privacy of the alleged harasser as well as that of the complainant. The complainant will not in all cases be provided with information as to the precise action taken against the alleged harasser in order to maintain the privacy of personnel actions taken against individuals but should be provided with sufficient information to assure the individual that appropriate action was taken based on all of the relevant circumstances and that no further acts of harassment should occur.

The HBPW will not tolerate any form of retaliation against any employee who in good faith makes a complaint about harassment, reports a possible incident of harassment or cooperates in the investigation of a complaint. Employees who make complaints in bad faith or who lie or fail to

provide truthful or complete information in the course of a complaint or investigation are subject to discipline.

Discipline: In the case of HBPW employees, if the investigation results in a determination that unlawful harassment has occurred, the HBPW will take appropriate action as required by law to ensure that prompt, appropriate remedial action is taken. This action may involve any sort of disciplinary action for a violation of this policy ranging from an oral counseling or written warning, up to and including termination of employment, depending upon the circumstances. With regard to acts of harassment by non-employees, remedial action within the ability of the HBPW will be taken.

3. **Appealing Decisions:** Should the complaining employee be dissatisfied with the handling of the investigation or the outcome, the employee may submit a letter of appeal to the Human Resource Administrator within three (3) days of being notified of the action to be taken. The Human Resource Administrator will review the investigation documentation and any other information and will provide a written response to the complaining employee within fifteen (15) days. If the complaining employee is dissatisfied with the Human Resource Administrator's decision, the employee may submit a letter of appeal to the General Manager within three (3) days of being notified of the Human Resource Administrator's decision. The General Manager shall review the decision of the department head. If the employee does not receive a response from the General Manager within fifteen (15) days, the employee may assume that the appeal is denied.

Where the Human Resource Administrator is the subject of the complaint, the employee may submit a letter of appeal directly to the General Manager within fifteen (15) days of being notified of the action to be taken after the investigation is conducted. The General Manager shall review the investigation documentation and any other information and provide a written response to the complaining employee within fifteen (15) days. The decision of the General Manager is final.

Originated / Revised History

Originated – 1993
Revision 1 – 09/26/07
Revision 2 – 02/11/11
Revision 3 – 11/6/15



EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

By signing below, I acknowledge receipt of the **HBPW Harassment Policy-(Revision 3) 11-06-15**. I further acknowledge that I have read and understand this Policy and such Policy shall be in effect for all Employees under the supervision of the HBPW as stated in this Policy.

Employee Name: _____

Date: _____

This acknowledgement shall be placed in the Employee's Personnel File.



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IMAGE RELEASE FORM

I hereby authorize the Hannibal Board of Public Works the right to photograph, videotape, digitally record, or voice record me and my property. I authorize the Hannibal Board of Public Works, its representatives and administrators to copyright, use and publish the same in print and/or electronically.

I agree that the Hannibal Board of Public Works may use photographs of me with or without my name and for any legitimate and appropriate purposes, including for example such purposes as publicity, illustration, advertising, and Web content. Content will not be gathered for illegal or unlawful purposes.

I acknowledge that I will receive no financial or other compensation for signed agreement.

This image release remains in effect as such time as the employee elects to have his/her image used/not used by the HBPW.

I have read, understood, and **APPROVE** the above:

Signature _____

Printed Name _____

Date _____

I have read, understood, and **DO NOT APPROVE** the above:

Signature _____

Printed Name _____

Date _____

In conjunction with the above statement, I hereby grant the Hannibal Board of Public Works permission to publish:

(Please check all that apply):

_____ My spouse

_____ My child/children

Originated: 7/30/14 KG

8/21/18 KG

1. The following holidays are observed by the HBPW. All regular employees except those engaged in continuous operation, such as Supervisory Control and Data Acquisition (SCADA) and on-call personnel, may be excused from duty when such holidays are observed.

1. New Year's Day
2. President's Day
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day/ Friday following
9. Christmas Eve
10. Christmas Day
11. New Years Eve
12. New Years Day

2. Hourly paid employees required to work on a holiday because it is a designated part of their work week shall be compensated, at two times their regular rate for the hours worked, plus holiday pay at straight time rate.

Election Leave

Missouri law requires that employers allow employees to have a period up to three consecutive hours between the time of opening and the time of closing the polls for the purpose of voting. Employees who do not have a three hour period before or after work time will be allowed to come in one hour later or leave one hour early on election days. Prudent judgment should be used when requesting this unpaid leave. A written request must be made to the employee's supervisor at least one day prior to the election.

Non-Medical and Non-Family Leave Without Pay

1. Employees, except in emergency situations, are required to make their request for non-medical and non-family leave without pay at least thirty days before the intended date of leave. Emergency requests, however, must be made before the intended period of leave without pay begins.
2. All requests for leave without pay must be in writing and contain the reason for the requested leave and the dates of the expected leave period.
3. Approval of requests for leave without pay will be obtained as follows:
 - a. The request must be given to the immediate supervisor for approval or non-approval. The request will in turn be forwarded to the next level supervisor until it reaches the General Manager.
 - b. If the General Manager approves the request,
 - i. The Human Resources Department will process the leave without pay as instructed and will advise Benefits and Payroll of the action.
 - ii. The Benefits Office will contact the employee to make any necessary benefit arrangements as outlined in the Plan Document.
4. At the time the employee returns to active work status, the doctor must complete a Return to Work Certification. The Human Resources Department, upon receipt of the Return to work Certificate, will return the employee to active status.

NOTE: The HBPW reserves the right to reject any request for Non-Medical and/or Non-Family Leave without pay.

Originated / Revised History

Originated – 12/01/04

Revision 1 – 07/01/08



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POLICY:	<u>License Update / Continued Education</u>	DEPARTMENT:	<u>All Operators</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>11/12/09</u>

Guidelines:

EMPLOYEES COVERED BY THIS POLICY: This Policy applies to the Hannibal Board Public Works (HBPW) Water and Wastewater Operators who work at the Water and Wastewater Treatment Plants.

An employee holding current State of Missouri license(s) in the water and/or wastewater areas, but not directly assigned to the areas, will be paid at the licensed rate when the following qualifications are met:

The individual has worked in a licensed position in the Water and /or Wastewater Plant for not less than 480 hours in the last 12 calendar months.

Hours of two (2) licensed positions may be combined to achieve the 480 hours. When licenses of different levels provide for different pay scales, the operator will be at the license rate in which he has the highest number of hours. When the operator has achieved 480 operating hours in a license of higher classification, he/she will be compensated at the higher classification regardless of the balance of hours.

CONTINUING EDUCATION: All HBPW Operators are required to maintain current licenses annually. Maintenance requires Thirty (30) hours, per three years. Fifteen (15) hours may be acquired through the HBPW safety meetings, which is mandatory all operators attend monthly. The remaining fifteen (15) hours must be acquired through educational meetings outside of the HBPW.

All requests to attend continuing education classes must be submitted to the Department Supervisor at least 30 days prior to the date of the event so scheduling can be accommodated. The registration and cost of the continuation will be paid at 100% by the HBPW. The HBPW will provide a vehicle for any travel necessary, unless otherwise specified. Meals will be reimbursed in compliance with the HBPW Travel/Training Policy requirements. Continuing education class request are at the sole discretion of HBPW Management, and may be denied at anytime. This denial does not relieve the employee from obtaining the necessary continuing education training hours to maintain his/her required license(s).

Originated / Revised History

Originated – 08/15/03

Revision 1 – 11/12/09



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POLICY:	<u>Military Leave</u>	DEPARTMENT:	<u>All</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>06/01/09</u>

Guidelines:

ANNUAL LEAVE

The Hannibal Board of Public Works (HBPW), in accordance with the U.S. Department of labor, and USERRA (The Uniformed Services Employment and Reemployment Rights Act), will grant a military leave of absence with pay for any HBPW employees, not to exceed a maximum of fifteen calendar days in a U.S. government fiscal year (October through September) when: 1) A member of the Armed Forces is ordered to engage in the training or duty for members of the state military forces and members of any of the reserve components of the United States Armed Forces; 2) call to National Guard active duty by the Governor; and, 3) national emergency active duty for a member of a reserve branch of the U.S. Armed Forces. No charges against the employee's vacation, or accrued leave shall be taken during a military leave of absence with pay.

EXTENDED LEAVE

A HBPW employee may request extended military leave without pay, in excess of fifteen calendar days, not more than five years for the duration of active military obligations. Exceptions may apply during national emergencies. At the time of return, the employee will be restored to former employment and will be reemployed in the job that they would have attained, had they not been absent. The HBPW will provide the same seniority, or no loss in status and pay as well as other rights and benefits determined by seniority. USERRA requires reasonable efforts to accommodate a service member convalescing from injuries received during service or training. These members have up to two years to return to their jobs after termination of assignment. For injuries, see coverage under FMLA.

REQUIREMENTS FOR MILITARY LEAVE

All employees shall submit written or verbal proof of authorization for all duty, to their Department Supervisor at the employee's first notification. Time notification must be coded correctly to military leave on all time slips.

Reemployment requirements after military service are based on time spent on military leave. For service less than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period. For service of more than 31 days or more, but less than 181 days, the service member must submit an application for reemployment within 14 days of release from service. For service of 181 days or more, an application for reemployment must be submitted within 90 days of release of service.

No changes will be necessary in benefits, vacation, sick or personal time during the paid fifteen (15) days military leave. However, beginning after the expiration of the fifteen (15) days paid leave period, the employee may utilize any vacation, or accrued leave for extended military leave. The employee shall be responsible for all insurance premiums in the first full month after the (15) days paid leave. Prior arrangement must be made with the Payroll Office.

The HBPW reserves the right to adjust shift assignments and/or work weeks to make necessary accommodations for requested military leave.

Originated / Revised History

Originated – 08/21/02

Revision 1 – 06/01/09



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POLICY:	<u>Mutual Aid- Rest Periods</u>	DEPARTMENT:	<u>All</u>
APPROVED:	<u><i>Robert W Stinson</i></u>	REVIEWED / REVISED:	<u>06/21/17</u>

Description:

The Hannibal Board of Public Works (HBPW) expects all employees to maintain high standards of job performance.

Purpose:

The purpose of Rest Periods is not intended as a leave day for employees, but to allow the employee to have the adequate rest after returning from a Mutual Aid assignment.

Scope:

The scope is to clarify rest periods after Mutual Aid assistance.

Guidelines:

All Employees that have volunteered for out of town Mutual Aid assistance will be allowed a minimum sixteen (16) hour rest period before reporting to work. The 16 hour rest begins when the employees return to the HBPW facility and report to the SCADA Operator.

Employees are required to report to work after the sixteen (16) hour rest period. Unless instructed otherwise by HBPW Supervision. Any hours worked during the 16 hour rest period will be paid at the appropriate overtime rate.

Originated / Revised History

Originated – 06/21/17



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POLICY:	<u>Non-Discrimination</u>	DEPARTMENT:	<u>All</u>
APPROVED:	<u>Robert W. Stevenson</u>	REVIEWED / REVISED:	<u>12/21/12</u>

Description:

The Hannibal Board of Public Works is an Equal Opportunity Employer. We are committed to complying with all federal, state, and local non-discrimination laws. We believe that no person should be discriminated against in his or her employment or terms of employment because of race, religion, color, sex, national origin, ancestry, age, physical or mental disability, sexual orientation, gender identity, genetic information, military or veteran’s status, or any other characteristic protected by law.

Purpose:

It is our purpose and policy to maintain a work environment free of unlawful discrimination for all employees and to ensure equal employment opportunity in all personnel actions and procedures, including, but not limited to, recruitment, hiring, training, transfers, promotions, compensation, benefits and all other terms and conditions of employment.

Scope:

DISABILITY ACCOMMODATION – The Hannibal Board of Public Works is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with protected disabilities, as well as for individuals who are related to or associated with a person with a disability. Reasonable accommodation is available to employees whose disability prevents them from performing any of the essential functions of their job. Any employee with a disability who feels that they need an accommodation in order to perform the essential functions of their job should notify the Human Resources Administrator of the need for an accommodation.

RELIGIOUS ACCOMMODATION – The Board will also make reasonable accommodations for employees who need time off or other arrangements for religious practice or observances. If you wish to request such an accommodation, please speak to your Supervisor.

Guidelines:

Employees with questions or concerns about equal employment issues in the workplace are encouraged to bring these issues to the attention of their supervisor or the Human Resources Administrator. The Board will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Violation of any aspect this policy will lead to discipline, up to and including discharge.

Originated / Revised History

Original – Beverly Stewart – 12/21/12



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POLICY:	<u>Overtime</u>	DEPARTMENT:	<u>Non-Union</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>06/01/09</u>

Guidelines:

EMPLOYEES COVERED BY THIS POLICY

This Policy applies to the Hannibal Board of Public Works (HBPW) Business Office Employees. This Policy shall NOT apply to Administration Employees, or Department Supervisors, including: General Manager, Director of Operations, and all Department Supervisors.

OVERTIME

All work, which exceeds eight (8) hours per scheduled shift or forty (40) hours per scheduled workweek, shall be defined as overtime. Employees covered by this Policy shall be compensated a rate of one and one-half (1 1/2) times their regular rate of base pay per required overtime. Rate on Saturday shall be compensated at a rate of one and one-half (1 1/2). Sunday and Holidays observed by the HBPW shall be paid at two (2) times regular rate of base pay.

All employees covered by this Policy shall be compensated directly for overtime hours in the applicable period. There shall be no equivalent time off ("comp time") allowed for overtime hours worked.

This Policy does not prohibit a supervisor from changing an employee's scheduled workday as necessary to maintain proper operation of the HBPW, and to make advance rescheduling of the workday or work shift.

AUTHORIZATION OF OVERTIME

All overtime hours shall have prior authorization from a Department Supervisor, or pre-defined procedure, but not a decision of the employee, except in emergency situations. Any employee who accumulated overtime without prior approval from his/her supervisor, may NOT be eligible to receive compensation for said overtime. Overtime shall be a decision of the Department Supervisor, not the employee. Supervisors shall keep records regarding the basis for overtime work, the employee's authorization to incur overtime and the estimated overtime hours.

It is the Policy of the HBPW that overtime worked by employees be kept to the smallest practical level or a minimum.

Originated / Revised History

Originated – 04/03
Revision 1 – 06/01/09



ELECTRIC WATER SEWER STORMWATER

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www.HANNIBALBPW.org



POLICY:	<u>Service Club Membership</u>	DEPARTMENT:	<u>All</u>
APPROVED:	<u></u>	REVIEWED / REVISED:	<u>10/08/09</u>

Guidelines:

The Hannibal Board of Public Works (HBPW) recognizes the desirability of having employees take part in the activities of certain service clubs and civic organizations. They are encouraged to do so.

To promote participation, the HBPW will pay for one employee membership annually from each department to organizations such as the Lions Club, Rotary, Optimists, Kiwanis, etc. Employees who wish to represent the HBPW in this manner will be given the opportunity each December to submit a written request to their Supervisor indicating which organization they wish to join and benefits of membership. The request will then be forwarded to the General Manager for consideration.

Each approved membership is subject to annual evaluation, and employees may be asked to submit an individual activity report to the General Manager to justify their continued participation in the organization.

Time away from work to attend meetings and activities will have to be approved by the department supervisor at least one week in advance, and earlier when possible.

Every effort will be made to rotate these memberships annually on a fair basis so everyone who wishes will get a chance to participate.

Originated / Revised History

Originated – 04/13/93

Revision 1 – 10/08/09



POLICY:	<u>Sick Leave</u>	DEPARTMENT:	<u>All Non Union</u>
APPROVED:		REVIEWED / REVISED:	<u>11/12/09</u>

Description:

Sick Leave - A period in which the employee is incapacitated for the performance of assigned duties for any of the following defined reasons: Sickness or injury to ones self or household family members; injury; pregnancy, childbirth or recovery from childbirth; adoption; medical, surgical, dental or optical exam or treatment; exposure to contagious disease which may jeopardize the health of fellow employees and Family Medical Leave.

Purpose:

Sick leave is intended to provide income to employees who may become seriously ill for a long period of time, not as another form of paid time off. Employees who misuse or abuse sick leave benefits will be subject to disciplinary action, up to and including dismissal.

Scope:

The Hannibal Board of Public Works (HBPW) provides one (1) day per calendar month as protection for its employees against loss of income sustained because of illness. An employee's sick leave allowances are only applicable to the defined absences. The sick leave plan provides unlimited accrual so that the employee may build a substantial level of protection against serious illness. The HBPW reserves the right to request medical statements at any time for the determination of misuse.

Guidelines:

1. An employee must request and receive prior approval for any sick leave usage that may be planned ahead of time. A request for leave form must be completed for this purpose. An employee must schedule the least amount of time necessary.
2. Unplanned absences must be phoned in to the employee's immediate supervisor prior to the beginning of the employee's scheduled work shift. Except under extreme circumstances, the employee must personally make this phone call.
3. Sick leave showing a pattern of misuse will be grounds for disciplinary action.
4. Sick leave may be applied for absences covered under the Family Medical Leave Act of 1993, for up to twelve (12) workweeks, or additional for military injury. (See Family and Medical Leave Policy.)
5. Work-related accidents or illnesses are covered under workers compensation.
6. Accrued sick leave is payable up to 800 hours at retirement with required notice.

Provisions - Excessive or chronic abuse of sick leave is defined as more than three unexcused days of sick leave within a running twelve-month period without a doctor's statement. Falsification of illness may result in disciplinary action up to dismissal.

Excused Leave - Leave may be excused with advanced approval accompanied by a Request for Leave Form. In emergency situations, with notifications, excused leave will be approved.

Unexcused Leave - Unplanned absences, with no notification and no physicians' statement.

Disciplinary Procedures - See Disciplinary Policy.

Originated / Revised History

- Originated – 12/01/04
- Revision 1 – 06/01/09
- Revision 2 – 11/12/09



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POLICY:	<u>Sick Leave Incentives</u>	DEPARTMENT:	<u>Administration</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>07/01/13</u>

Description:

This policy describes incentives for those employees who make the effort to use little or no sick leave during a calendar year.

Purpose:

The purpose of this policy is to give incentives and/or rewards to those who use no sick leave or very little sick leave during a calendar year. By rewarding those who do well, it should reduce overall sick leave usage. Reducing sick leave would decrease the number of days the HBPW is not fully staffed, therefore increasing productivity. Using fewer sick days should benefit employees as well, by allowing them to accumulate more sick leave for emergencies.

Scope:

All permanent full time employees of the HBPW who earn paid sick leave are covered by this policy. Contractors, Board Members, and Seasonal staff are not covered. The policy will begin in the calendar year 2013.

Guidelines:

Sick leave hours related to worker’s compensation and military leave will not count towards the yearly total, but all other sick hours will be totaled for each individual in January for the previous calendar year. The following awards are proposed for qualified employees in January of each year beginning in January of 2014.

Any qualified HBPW employee who uses 16 hours or less during the calendar year will be awarded 8 hours of paid time off to be used within the following calendar year.

Any qualified HBPW employee who uses between 17 and 24 hours of sick leave during the calendar year will be awarded 4 hours of paid time off to be used within the following calendar year.

A bonus \$50 gift certificate will be awarded to any qualified HBPW employee who uses ZERO hours of sick leave during the calendar year.

Originated / Revised History

Originated: 07/01/13



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POLICY:	<u>Smoke Free Workplace</u>	DEPARTMENT:	<u>All</u>
APPROVED:	<u><i>Heath N. Hall</i></u>	REVIEWED / REVISED:	<u>06/01/12</u>

Guidelines:

At the February 2, 1999 Hannibal City Council Meeting, the City Council adopted an ordinance requiring all City Departments (including the HBPW) to adopt a compatible smoking policy, herewith titled "Smoke-Free Workplace." Additionally, on July 1, 2012 the Hannibal city Council enacted ordinance #4608 adopting provisions to prohibit smoking in indoor workplaces and public places, known as the "Hannibal Smoke-free Air Act".

The purpose of this Policy is to comply with an explicit directive of the Hannibal City Council regarding smoking in public places and the workplace. The underlying objective of this Smoke-Free Workplace Policy is the elimination of hazards related to second-hand smoke. It is the right of all employees to work in an environment free from unnecessary hazards, and for such purpose, this Policy has been developed.

These Smoking Policies prohibit smoking or vaping at all HBPW facilities, including smoking in HBPW vehicles. All HBPW buildings and vehicles shall be "non-smoking areas."

Smoking or vaping shall be permitted on the premises grounds outside the buildings only. Proper receptacles will be placed for disposal of all smoking instruments. Employees shall completely extinguish all cigarettes and cigars and E-cigarettes before entering HBPW buildings. Visitors, vendors, agents, customers and the general public shall be required to comply with this Policy while in HBPW Facilities.

DEFINITION OF SMOKING

Smoking is defined as the possession of burning tobacco in the form of a cigarette, cigar, pipe or other smoking instrument, including E-cigarettes. Possession and use of other tobacco products (i.e., chewing tobacco, snuff, dipping tobacco, etc.) is not considered smoking or regulated by this Policy, provided that use of such products is as intended (non-burning). Vaping or E-cigarettes, although a smokeless alternative, are potentially harmfully to the health of others and will comply with the ordinance.

NON-DISCRIMINATION

The HBPW shall not refuse to hire any individual nor to discharge any employee or to disadvantage any employee with respect to compensation, terms of employment or conditions of employment solely because the employee engages in the lawful use of tobacco products during non-working hours or in accordance with HBPW Policy. An employee's use of tobacco products shall not interfere with duties and performance of said employee, his/her co-workers and the overall HBPW utility operations.

HBPW TO SUPPORT SMOKING CESSATION

The HBPW is supportive of a healthy lifestyle for its employees and a hazard-free workplace for all employees. The elimination of smoking or vaping at HBPW facilities will provide direct benefits for all HBPW employees. The health care plan for City Employees provides coverage for approved medical consultations, prescriptions and over-the-counter medications to aid employees who wish to cease smoking. Approved expenses in connection with smoking cessation are eligible under the current Medial Program listed in the provisions of the health care plan. Any employee wishing to utilize this assistance should contact the physician prior to incurring any costs to insure that their purchases, appointments, or prescriptions will be reimbursed/covered under said health care plan. Published health literature confirms that smoking and or vaping presents significant health risks, therefore HBPW support of smoking cessation is truly in the best interests of its employees.

SMOKING POLICY VIOLATIONS

Failure of any employee to follow the requirements of the HBPW Policy titled "Smoke-Free Workplace" shall be deemed employee misconduct. Violations of this Policy shall be handled in accordance with the IBEW Memorandum of Understanding and the HBPW Disciplinary Policy. In addition to actions which local government may take to address policy violations, certain violations may also constitute a violation of State Law. Persons who violate the Indoor Clean Air Act may be found guilty of an infraction under State Law and required to pay fines. Additionally, any employee found in violation of the "Hannibal Smoke-free Air Act" will be subject to city fines as well as making the HBPW responsible for additional fines.

Employees are cautioned that compliance with the Smoke-Free Workplace Policy is required and misconduct will not be tolerated. Deliberate or chronic violations by any employee shall lead to an escalation of the disciplinary actions.

Originated / Revised History

Originated – 11/12/97

Revision 1 – 02/03/99

Revision 2 – 11/12/09

Revision 3 – 06/01/12

Revision 4 – 01/16/19



DATE: 06/01/12

TO: **ALL EMPLOYEES**

FROM: Robert Stevenson

RE: **Notification of Ordinance 4608 – The Smoke-Free Air Act**

On April 3, 2012, Hannibal voters approved the Smoke-Free Air Act. On May 15, 2012, the Mayor & City Council adopted Ordinance 4608 ratifying the vote. The Ordinance focuses primarily on enclosed areas and workplaces. This Ordinance goes into effect on July 1, 2012.

How will this change work conditions at the HBPW?

Effective July 1, 2012 smoking will no longer be allowed in ANY HBPW vehicle, even if traveling alone.

Employees can still smoke outdoors, within a reasonable distance of 3 feet from building entryways or operable windows, provided smoke does not enter those areas. The intent of the Ordinance is to prohibit smoking in enclosed places (excluding private homes and personal vehicles), and to avoid any impact to co-workers – thus, “places of employment” are addressed heavily in this Ordinance.

Violations of this City Ordinance subject both employees and the HBPW to monetary fines for each occurrence. Since smoking is a choice each person makes, please understand there will be consequences to any employee who knowingly puts the HBPW at risk.

Thank you for your cooperation.

Posted: Main Office
WTP
WWTP



POLICY: Special Event Procedures DEPARTMENT: All

APPROVED: Robert W Stinson REVIEWED / REVISED: _____

Description:

The following guidelines pertain to how the Hannibal Board of Public Works and its body of employees respond to certain events that occur in the life of its employees.

Purpose:

All current HBPW employees and supervisors shall be responsible for reporting events outlined below to their appropriate supervisor or to the Special Events Coordinator in a timely manner. The Special Events Coordinator shall take any steps necessary to ensure they are receiving the appropriate information (i.e. Google Alerts, reading daily Obituaries, etc.). HBPW employees should be aware that not all employees wish to share the following information. If an employee does not wish for the following information to become public knowledge, the HBPW will respect their decision and the Special Events Coordinator will do nothing.

Note: The HBPW electronic bulletin board is available for announcements concerning the following events. If any employee wishes to place an announcement to the screen, please see the Public Relations Coordinator or IT Director.

Scope:

The following guidelines define the responsibilities of the Hannibal Board of Public Works Special Events Coordinator in charge of implementing all procedures outlined in the document. In situations where the Special Events Coordinator is absent, the designated back-up employee will take over during said absence.

It is the responsibility of the employee to pass on information they would like shared to their supervisor or Special Events Coordinator.

The Hannibal Board of Public Works will no longer distribute envelopes among employees for the purpose of gathering funds for special events. The Special Events Coordinator will be responsible for requesting funds from the Activity Committee checking account.

The Special Events Coordinator will determine if meals should be taken to the family on behalf of the HBPW staff, and will be responsible for ordering food, payment, delivery of food and coordinating employee involvement when needed.

Guidelines:

1. FUNERAL ARRANGEMENTS

- a. For current employees who are effected by the following circumstances and need time off work: All non-union employees will follow the HBPW Bereavement Leave Policy. Union employees may use PTO time.
- b. For death of a **current employee** or **past employee** who has retired under the normal retirement guidelines set forth by the HBPW, the company shall send a sympathy card to the family as well as the HBPW designed wreath with a value of up to \$100.00 to the appropriate funeral venue.
- c. For the death of an **employee while on the job**, the company shall send a sympathy card to the family as well as the HBPW designed wreath to the appropriate funeral venue. The Special Events Coordinator

and Quality Circle will work in conjunction with Human Resources to take the extra effort and provide immediate help to the family's needs. This may include emotional support, meals for the family and/or other special needs requested by the family.

- d. For current employees and employees who have retired under normal retirement guidelines set forth by the HBPW, the HBPW will make every effort to line company trucks along the path of the funeral procession when available.
- e. For death of a current employee's **immediate family**, the Special Events Coordinator reserves the right to organize and implement help in whatever capacity they deem appropriate for the grieving family as they see fit. This includes, but is not limited to, sending a sympathy card to the family as well as a plant or food tray to the appropriate funeral venue. In accordance with the HBPW Bereavement Leave Policy, immediate family is understood to mean spouse, father, step-father, mother, step-mother, daughter, step-daughter, son, step-son, brother, brother-in-law, half-brother, step-brother, sister, sister-in-law, half-sister, step-sister, grandparents, mother-in-law, father-in-law, grandchildren and betrothed fiancée.
- f. For death of a current employee's **extended family**, the company shall abide by the rules set forth by the HBPW Bereavement Leave Policy and allow the current employee the appropriate number of working days leave without loss of pay. Extended family is understood to mean aunts, uncles, and first cousins.
- g. For death of a current or past **HBPW Board Member**, the company shall send a sympathy card to the family as well as the HBPW designed wreath with a value of up to \$100.00 to the appropriate funeral venue.

i. FUNERAL WREATH

1. A white carnation wreath, valued at approximate \$100.00 at Griffin's Flower Shop. Wreath can be requested any color depending on season. The HBPW logo will be provided to the flower shop to be placed in the center of wreath with an appropriate color ribbon to accompany it. A sample wreath is pictured below.



2. WEDDING ARRANGEMENTS

- a. For the wedding of a **current employee**, the company shall send a congratulatory card and a gift card to the employee. Gift cards should be valued at no more than \$50.00 per couple. The Special Events Coordinator will be responsible for requesting funds from the Activity Committee checking account to cover the cost of the gift card.

3. BIRTH ARRANGEMENTS

- a. For the birth of a child for a **current employee**, the company shall send a congratulatory card and a gift card to the employee. Gift cards should be valued at no more than \$25.00 per birth. The Special Events

Coordinator will be responsible for requesting funds from the Activity Committee checking account to cover the cost of the gift card.

- b. The Special Events Coordinator will *NOT* be responsible for coordinating an in-house shower for the expecting employee.

4. RETIREMENT ARRANGEMENTS

- a. The following will be coordinated by the Public Relations Coordinator and Human Resources. In the event of their absence, the Special Events Coordinator may perform the following duties.
- b. HR will determine the employee's retirement date and work with the retiree to determine a date for the internal party. HR will also purchase the official retirement gift, provided by Crescent Jewelry.
- c. The PR Coordinator is responsible for all party planning. They will notify all employees of the retiree's party, as well as other family members or friends the retiree wishes to invite. It is a good idea to ask the retiree's supervisor to prepare a short speech to be given at the party highlighting the retiree's contribution to the company. The PR Coordinator will attend all retirement parties to take pictures and help with set-up and tear-down.
 - i. Full sheet cake will be ordered, usually with HBPW logo and congratulatory message on top.
 - ii. All other supplies are to be purchased by the PR Coordinator prior to the event. (*Supplies typically include: ice cream, mixed nuts, punch, utensils, napkins, balloons, streamers, tablecloths, card signed by employees, etc.*)

5. OTHER EVENTS

- a. Graduations, certificate training, and other such milestone events for current employees or immediate family of current employees can be acknowledged via the HBPW electronic bulletin boards. The HBPW, Special Events Coordinator, or Quality Circle Committee is *NOT* responsible for coordinating any such recognition for the graduate.

Originated / Revised History

Originated: 04/25/2016 KG
Revised: 01/31/2016 KG



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POLICY:	<u>Transitional Duty</u>	DEPARTMENT:	<u>All</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>05/11/16</u>

Purpose:

It is the purpose of this policy to establish guidelines and procedures for the Hannibal Board of Public Works (HBPW) to grant temporary transitional duty to eligible employees.

Guidelines:

Policy

Temporary transitional duty assignments, when available, are for employees who are temporarily unable to perform their regular assignments but are capable of performing alternative assignments. Use of temporary transitional duty can provide employees with an opportunity to remain productive and return to work before they have reached maximum medical improvement. This may provide a work option for employees who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment.

Definitions

1. Eligible Personnel: Any employee suffering from medically certified illness, injury or disability requiring the treatment of a doctor and who is temporarily unable to perform regular job duties but is capable of performing temporary alternative assignments.
2. Maximum Medical Improvement: The point at which an injured employee has received the maximum therapeutic benefit from medical treatment.

Procedures

1. General Provisions
 - a. Temporary transitional duty positions are limited in number and variety. Therefore,
 - i. Personnel injured or otherwise disabled shall be given preference in initial assignment to transitional duty based on restrictions.
 - ii. Assignments may be changed at any time if deemed in the best interest of the employee or the HBPW while keeping within the medical restrictions; and
 - iii. Eligibility to participate in the program will cease when the employee has reached maximum medical improvement
 - b. This policy in no way affects the privileges of employees under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other Federal or State law.
 - c. No specific position within the HBPW shall be established for use as a temporary transitional duty assignment, nor shall any existing position be designated or utilized exclusively for personnel on temporary transitional duty.
 - d. Transitional duty assignments are strictly temporary and normally should not exceed 90 days in duration. After 90 days, personnel on temporary transitional duty who are not capable of returning to their original duty assignment shall:
 - i. Present a written request for an extension of temporary transitional duty (not to exceed an additional 90 days), with supporting documentation, to their immediate supervisor; or
 - ii. Pursue other options as provided by employment provisions of the HBPW or Federal or State law.
 - e. Employees injured at work may not refuse temporary transitional duty assignments that are supported by and consistent with the recommendations of the HBPW selected physician. The HBPW may interpret failure to accept and perform transitional duty work as a resignation, unless the employee has pursued other options as provided by the employment provisions of the HBPW or Federal or State law.
 - f. When an employee has reached maximum medical improvement as determined by the HBPW selected physician, an assessment by the HBPW General Manager or his/her designate will be

made regarding the employee's ability to perform regular job duties or the duties of a different job with or without a reasonable accommodation.

2. Temporary Transitional Duty Assignments

- a. Temporary transitional duty assignments may be drawn from a range of areas that include but are not limited to the following and would be of benefit to HBPW operations:
 - i. General office duties (e.g. filing, answering telephones, scanning / copying, etc),
 - ii. Inspections / Maintenance (e.g. HBPW property, easements, equipment),
 - b. In addition to considerations included in this policy, decisions on temporary transitional duty assignments shall be made based upon the availability of an appropriate assignment given the applicant's knowledge, skills and abilities; availability of transitional duty assignments; and the physical limitations imposed on the employee by the HBPW selected physician. Availability of transitional duty is at the sole discretion of the HBPW General Manager or his/her designate.
 - c. Every effort shall be made to assign employees to positions consistent with their position and pay classification. However, when operational conditions dictate, personnel may be assigned to positions within other departments and positions designated for personnel of lower rank or pay classification. Employees thus assigned shall:
 - i. Retain the privileges of their position but shall answer to the Supervisor of the department to which they are assigned with regard to work responsibilities and performance; and
 - ii. Retain the pay classification and related benefits of the position held prior to their assignment to temporary transitional duty as controlled by the employment provisions of the HBPW.
3. Accidents in which the employee is not immediately released to return to normal duty the following shall apply:
- a. Immediately following initial medical treatment, the employee shall report to his/her Supervisor and/or the Human Resources Administrator and present a written report from the physician accessing their condition and return to work status, the course and scope of the treatment, and the ability of the employee to perform any available transitional duty.
 - b. If it is determined that the employee may be medically able to perform transitional duty, the essential functions of the transitional duty shall be identified by the Supervisor and reviewed with the employee and treating physician as necessary.
 - c. The employee is responsible for presenting a written work status report to his/her Supervisor or the Human Resources Administrator immediately following each follow up physician's appointment. A statement of medical certification to support the requested reassignment, signed by the treating physician, must accompany such requests. The certificate must include an assessment of the nature and probable duration of the disability, prognosis for recovery, nature of work restrictions and an acknowledgment by the physician of familiarity with the transitional duty assignment and the fact that the employee can physically assume the duties involved.
 - d. Availability and scope of transitional duty shall be at the sole discretion of the General Manager or his/her designate.

Originated / Revised History

Originated – 05/12/09

Revision 1 – 11/12/09

Revision 2 – 05/11/16



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POLICY:	<u>Tuition Reimbursement</u>	DEPARTMENT:	<u>All</u>
APPROVED:	<u>Robert W. Stevenson</u>	REVIEWED / REVISED:	<u>10/08/09</u>

Description:

The Hannibal Board of Public Works (HBPW) encourages its employees to further their knowledge and skills through education and self-improvement courses in order to increase their contribution to the HBPW. Requests for tuition reimbursement will be considered on a case-by-case basis. The HBPW is not under any obligation to reimburse an employee and may deny any request for any reason. To assist in the efforts of its employees, the HBPW will provide a reimbursement benefit with the following guidelines.

Guidelines:

1. The reimbursement benefit is available to any regular full time employee.
2. In order for employees to receive consideration for tuition reimbursement, the request must be submitted to the HR Department prior to enrollment.
3. The class would be outside normal working hours at an accredited institution.
4. Course work must be of a practical nature that can assist an employee in furthering career related goals, as they pertain to employment with the HBPW.
5. The reimbursement benefit is 50% of all required cost for the course work, excluding books, supplies and outside financial assistance.
6. The employee must agree to remain in the HBPW's employment for 2 (two) years after receiving the reimbursement or repay the assistance money.
 - a. If the HBPW terminates an employee's job for just cause or an employee voluntarily resigns prior to the two-year period, the employee will reimburse the HBPW tuition cost.
 - b. If an employee's job is terminated through no fault of his/her own: i.e., reduction in workforce, illness, etc., the HBPW may waive any tuition deficiency.

Eligibility

1. The employee must be a regular full time employee at the time of the course.
2. It is expected that reimbursement requested and approvals will be granted on a selective basis and will not be extended to employees whose performance on the job fails to warrant such consideration.

Refundable Costs

1. Reimbursement by the HBPW will be made upon successful completion of the course with a grade C for undergraduate or B grade for graduate courses, or higher.
2. The employee will be limited to a maximum of twenty-four (24) credit hours per fiscal year.
3. The employee may request reimbursement up to a maximum of (50%) of the institution's established rate per college credit hour, excluding books, supplies and outside financial assistance.

Procedures

1. The educational assistance form shall be completed and returned to the employees' direct supervisor and forwarded to the HR Department.
2. The General Manager will approve or deny the request. Upon completion of the approved course (s), the employee shall submit to the HR Department the following:
 - a. Evidence of successful completion of the course(s).
 - b. A receipt indicating full payment of the course(s).
 - c. An official receipt of final grade.

Originated / Revised History

Originated – 12/15/04

Revision 1 – 10/08/09



TUITION REIMBURSEMENT REQUEST

Name: _____ Date of Employment: _____
Department _____

Course Name _____

Institution: _____

Description of Course(s): _____

Are you eligible for financial assistance other than the Hannibal Board of Public Works? [] Yes [] No

If "Yes", how much have you received or will you receive from outside sources in connection with this particular course? _____

Date Course will Begin: _____ Completion Date: _____

Tuition Cost: _____ Number of Credit Hours: _____

I hereby agree to reimburse the HBPW for any money received from the HBPW under this policy if I should leave the HBPW employment any time within two years from the date of course reimbursement. Should I leave within that period, I authorize the HBPW to deduct the amount in full from my final pay. Any money not covered by that final check, I agree to pay in full within 30 days of termination.

Date: _____ Employee Signature

Approved: [] Not Approved: []

Date: _____ General Manager Signature



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POLICY: CLOTHING/UNIFORM POLICY **DEPARTMENT:** ALL DEPARTMENTS

APPROVED: Robert W Stinson **REVIEWED / REVISED:** 11/01/13

Description:

The Hannibal Board of Public Works (HBPW) will provide employees with appropriate clothing that complies with work safety requirements, provide inclement weather protection and clear identification as HBPW employees.

Purpose:

The purpose of this policy is to define the scope of clothing distribution by the HBPW, responsibilities of employees regarding use and care of issued clothing, and responsibilities of the HBPW regarding clothing maintenance and replacement.

In addition, the purpose of this policy is to define the use and application of company provided clothing, recognizing that appropriate uniforms enhance the professional image of our staff to customers, contractors, and other business associates.

Scope:

This policy applies to all employees that are required to perform or supervise fieldwork for the HBPW and its facilities, and those in routine contact with utility customers.

Because of variation in job descriptions, safety hazards, and identification requirements encountered by different work groups, clothing issues will also differ between work groups. Using clothing issues, the HBPW will meet its obligations to provide a safe work environment for its employees and also improve its public image as professional service providers.

Reference Documents:

For additional information refer to the latest revision of the HBPW Safety Manual and the latest version of the IBEW Memorandum of Understanding and the HBPW Policy on Dress Code

Guidelines:

Scope of Distribution:

1. Electric Department, Meter Department, and Maintenance Electrician worker's clothing shall be fire retardant (FR). Issued clothing shall include 11 sets of work shirts, work pants, and cotton tee shirts; 1 set of cold weather outerwear including a hooded sweatshirt, bib overalls, winter coat and hard hat liner; and 1 set of rain gear including coat and bibs.
2. Water and Sewer Department workers shall be issued 11 sets of short sleeve work shirts and pants, 11 long sleeve shirts, and 1 winter coat.
3. First line supervisors shall be issued 5 work shirts and one winter coat
4. Customer Service Representatives shall be issued 5 short sleeved and 5 long sleeved shirts.
5. Safety shoes or lineman's boots, if required by the individual's job description, will be provided by HBPW, annually in November. Winter coveralls if necessary will be allowed from a local retailer, with supervisor prior approval, with \$180.00 max.

Employee Responsibilities:

1. Issued clothing shall be worn at all times while on duty and shall not be worn at any other time.
2. Employees should be mindful that the wearing of company uniforms identifies them as employees of the HBPW, and while wearing the uniform they will be observed by customers and contractors as representing the whole organization including the Board itself. Therefore professional and courteous behavior to all is required.
3. Employees shall take reasonable care to protect issued clothing from damage.
4. Employees shall show up for work in clean, wrinkle free clothing each work day.
5. Return soiled uniforms weekly to comply with the contract laundry service schedule.
6. Turn in damaged clothing for replacement, repair or other adjustment.

Maintenance

1. HBPW will replace or repair damaged clothing as required.
2. HBPW will provide contract laundry service weekly for work shirts and pants for union staff only.
3. HBPW will provide contract laundry service as required for FR winter outerwear.
4. Laundry service for non-FR cold weather outerwear and all other issued clothing is the responsibility of the employee.
5. Clothing issue for first line supervisors and CSRs will be renewed bi-annually.

A standing Uniform Committee composed of at least one worker from each affected Department shall meet periodically to review uniform styles, colors, and other features, ensuring input from users and management staff on appropriate selection and use of company issued clothing. The standing committee shall propose revisions as deemed necessary and shall review the entire program prior to uniform service contract renewals.

Originated / Revised History

Originated – 05/20/11



ELECTRIC WATER SEWER STORMWATER

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POLICY:	<u>Volunteer Fire and First Responder</u>	DEPARTMENT:	<u>All</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>05/15/17</u>

Guidelines:

The Hannibal Board of Public Works (HBPW) supports involvement of its employees in community services. It also recognizes that work requirements must proceed without significant loss of efficiency, quantity, or quality. If an employee has a desire to participate in community service, the employee shall contact his supervisor with the request, which will be evaluated. A single onetime request may be requested verbally. An ongoing request shall be made in writing.

The HBPW provides this Guideline Checklist for all employees who have chosen to volunteer for Fire and First Response Units. The Policy for an employee who has volunteered for service outside the HBPW that would require an unforeseen absence during scheduled work hours due to an emergency call out, must comply with the following Guidelines:

1. In the event of a call, the responder must request relief from the immediate Supervisor/Forman, Department Supervisor, or Supervisory Control and Data Acquisition (SCADA) Department to log time out. Responder must immediately upon return to his work site, log return time and notify his supervisor.
2. If Responder is involved in crucial plant work, or (in treatment plants) is a sole plant operator, the employee will not be allowed to leave.
3. A HBPW Employee will be allowed to use accrued "Leave" for Volunteer call outs until it has been depleted. After all leave time has been depleted; the employee would no longer be paid for time away. Must be pre-approved by the immediate supervisor and Department Supervisor.
4. In all cases the employee is off the job during periods covered by this policy, the employee will not be covered by workers compensation, liability insurance or other work related protection during the absences.

Originated / Revised History

Originated – 02/26/01
Revision 1 – 06/01/09
Revision 2 – 05/15/17



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POLICY:	Workers' Compensation/ Use of Sick Leave	DEPARTMENT:	All
APPROVED:	_____	REVIEWED / REVISED:	_____

Guidelines:

Workers' Compensation Insurance - The Hannibal Board of Public Works (HBPW) provides Workers' Compensation Insurance coverage for its Employees through MIRMA. This coverage provides medical care and compensates Employees for extended absences from work due to a duty-related injury or illness. Benefit amounts, terms and conditions are established by State of Missouri Regulations for Workers' Compensation Insurance. The HBPW is required to notify the insurance authority of all potential Workers' Compensation Insurance claims, however, the settlement of the claim is expressly between the Employee and the Workers' Compensation Insurance provider. Although the HBPW purchases the coverage, the HBPW does not administer the insurance coverage.

The terms and conditions of Workers' Compensation Insurance may change from time to time; however, certain basic elements of the present coverage are as follows:

1. Workers' Compensation disability payments are not paid for an illness or injury which involves absences from work of three (3) working days or less;
2. For illness or injury which involves an absence of more than three (3) working days but less than fourteen (14) workings days, coverage will not include the first three (3) days of absence;
3. For illness or injury which involves an absence that exceeds fourteen (14) working days, the coverage will become retroactive to include the first three (3) days of the absence, and;
4. Payments by Workers' Compensation Insurance are not reportable income.

Any Employee involved in a Workers' Compensation Insurance claim should thoroughly investigate all aspects of this benefit, and secure independent advice, as appropriate.

An eligible Employee under this Policy will be allowed to claim 2 (two) hours of accrued sick leave for each full day he/she receives a Workers' Compensation Insurance Benefit payment. There shall be no prorating of days under the policy. The eligible Employee shall be required to submit a time slip. Payments of sick leave benefits shall be based upon the Employee's base wage rate with checks to be issued bi-weekly in accordance with standard HBPW payroll schedules. The use of the above-stated sick leave is intended to cover Employee deductions for health insurance and other payroll deductions.

Employees shall be eligible under the policy, provided:

1. They have accrued sick leave hours available.
2. The Employee is a regular employee.
3. The Employee receives Workers' Compensation Insurance benefit payments, and;
4. The injury occurred while performing HBPW job duties.

In those circumstances, where the Employee's attending physician provides a written statement confirming the duty-related illness/injury to be minor in nature, requiring less than fourteen (14) days of absence before returning to work, the Employee may use his accumulated sick leave to cover the first three (3) working days of such absence.

If an Employee uses sick leave benefits to cover an absence, which is subsequently covered by his Workers' Compensation Insurance benefit, whether intentional or unintentional, the Employee shall be required to restore the improperly used sick leave hours.

Workers' Compensation Insurance claims, benefits, payments, and/or settlements shall solely be a matter between the Employee and the Workers' Compensation Insurance provider. The HBPW shall not be involved in disputes regarding determinations by the Workers Compensation Insurance provider.

Information regarding Workers' Compensation Insurance may be obtained from the General Manager's Office or Personnel Administrator.

Originated / Revised History

Originated – 03/08/00

Revision 1 – 11/18/09

Revision 2 – 11/18/09



POLICY:	<u>Workplace Violence & Weapons</u>	DEPARTMENT:	<u>ALL</u>
APPROVED:	<u>Robert W Stevenson</u>	REVIEWED / REVISED:	<u>08/23/13</u>

PURPOSE

The Hannibal Board of Public Works (HBPW) maintains a zero tolerance standard for any form of violence in the workplace, including bullying. The purpose of this policy is to provide HBPW employees with guidance with the goal of maintaining a work environment that is free of violence as well as any threat of violence.

POLICY

Violent behavior of any kind and any threat of violence are prohibited at the HBPW, in and on HBPW-controlled properties, and at the sites of all HBPW business activities. Such conduct by any HBPW employee, whether direct or indirect, will not be tolerated. An employee who acts with willful or reckless disregard for the safety or well-being of others will be held responsible for those actions regardless of actual intent. An employee who exhibits any form of violent or threatening behavior will be subject to disciplinary action up to and including dismissal and in certain circumstances may be subject to criminal prosecution.

HBPW views bullying as a form of violence that is covered by this zero-tolerance policy. Bullying includes any form of unwelcome, aggressive behavior, verbal, physical or otherwise, directed at one or more persons which results in intimidation, fear, or unreasonable exercise of control.

The HBPW will investigate all violent incidents, complaints regarding potential violence, reports of threats of violence, and reports of bullying. All possible violations of this policy which come to the attention of the HBPW will be investigated, whether or not through a formal complaint. HBPW will cooperate fully or initiate contact with local, state, and federal law enforcement authorities where potentially criminal conduct is involved. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her will not be tolerated.

PROHIBITED BEHAVIOR

Violence and bullying in the workplace include, but are not limited, to the following prohibited behaviors by employees or member of the public when directed at other employees or members of the public on HBPW property and/or during working hours:

1. Threats that are direct or implied
2. Physical conduct that results in harm to people or damage to property or that creates fear or apprehension of harm in others.
3. Possession of weapons of any kind on HBPW-controlled property, including parking lots and other exterior premises or while engaged in activities for the HBPW in other locations, or at HBPW-sponsored events, regardless of the individuals legal right to carry such weapons, concealed or not, unless a duly authorized and active employee of a recognized law enforcement entity.
4. Stalking
5. Physical restraint, confinement, or other behavior that intentionally restricts or impedes someone's movement.
6. Physical Intimidation such as inappropriate gestures, violation of physical space, pantomiming violent acts.
7. Unwelcome physical contact with another person, including dangerous or threatening horseplay, poking, pinching, grabbing, hitting, and shoving.
8. Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment.
9. Unwelcome name calling, insults, or other verbally abusive behavior

10. Commission of a violent felony or misdemeanor on HBPW property.
11. Any other act that a reasonable person would perceive as violence or a threat of violence.

WHAT TO DO IN A VIOLENT SITUATION

If danger is present or imminent, employees are encouraged to take the following steps:

1. Remove yourself from the threat of immediate harm by leaving the scene as quickly as possible. Get to a place where you are out of harm's way and call 911. If you are in the building, contact the local police officials by dialing 911.
2. If you cannot physically leave the scene, hide yourself as well as possible, preferably behind a large object. If the violent individual is not in the same room as you, shut and lock the doors, turn off the lights and stay away from windows where you can be seen. Silence or turn off cell phones or other devices.
3. Do not attempt to challenge, fight or engage the violent individual unless there is no other course of action and you feel comfortable doing so.

REPORTING ACTS OR THREATS OF VIOLENCE

An employee who has been the victim of violence in the workplace, has been threatened with violence in the workplace; has reason to believe that he/she may become the target of violence while at work, or who has witnessed an act or threat of violence in the workplace should take the following steps:

1. If danger is present or imminent, follow the guidelines on dealing with an active violence situation;
2. If the situation is not one of immediate danger, report the incident to your supervisor or manager as soon as possible. If your supervisor or manager is not readily available, report the incident to any supervisor or manager.
3. Employees who have concerns about violent acts that may occur in the future at the workplace or as a direct result of their employment with the HBPW, must inform their supervisor immediately.

Any supervisor or manager who observes or who becomes aware of threats or other potentially violent situations must relay that information to the Director of Operations and/or the Director of Human Resources.

Where a valid temporary or permanent restraining order has been filed by or filed against an employee due to a potential act of violence, the employee shall immediately supply a copy of the signed order to his/her supervisor and/or the Director of Operations and/or the Director of Human Resources.

DEFINITIONS

Court Order: An order by a Court of competent jurisdiction that specifies and/or restricts the behavior of an individual will be adhered to the best of the HBPW ability. Court Orders, including Temporary Restraining Orders, may be issued including but not limited to, domestic violence, stalking or harassment, among other types of protective situations.

HBPW: Hannibal Board of Public Works

Intimidation: Making others afraid or fearful through threatening behavior.

Threat: The implication or expression of any intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.

Weapon: Any firearm, whether loaded or unloaded, from which a shot may be discharged including but not limited to pistol, revolver, shotgun, rifle, bb gun, or any knife including switchblade knife, gravity knife, or any knife with a blade longer than 3 inches, or billy club, blackjack, bludgeon, metal knuckles, bow and arrow, electronic stunning device, chemical defense spray, etc., except as approved and issued by the HBPW.

Workplace Violence: Behavior in which an employee, former employee, visitor to a workplace, or member of the public inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace or to those involved in HBPW business activities.

Zero-tolerance: A standard that establishes that any behavior, implied or actual, that violates the policy will not be tolerated.

Originated / Revised History

Originated: 01/26/11 – Robert Stevenson

Revised: 08/23/13 – Robert Stevenson