

Governing Body Mission Statement

The City of Leoti will continually improve the quality of life and maintain small town values while working to enhance the quality of life of our residents; promote and support our businesses and welcome new opportunities which enable Leoti to be the ideal place to live, work, worship and play.

Core Values

- Integrity and Pride of Service in everything we say and do with a dedication to quality.
- Cooperation and Communication with one another and with our citizens to ensure open government and open management with no surprises.
- Innovation in how we meet present and future needs of our city.
- Leadership and Knowledge through staff training and development.
- Continuous Improvement of Services through cost effective utilization of people, materials and technology.
- Provide our community with a safe, high-quality way of life.
- Ensure Ethical and Professional conduct by City employees and officials.
- Plan to build for the future and protect the environment, water and other resources.
- Promoting a Business-Friendly, but Citizen-Oriented Government.
- Operate the City as an efficient business entity.
- Protect the financial health of the City and promote the economic viability of the City.
- Enhance, Encourage and Exemplify a community of character.

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INTRODUCTION

Welcome to the City of Leoti. We hope you will enjoy your association with us.

This Manual contains an overview and summary of some of the City's policies and procedures. Employee benefits (health insurance, life insurance, etc...) are more accurately described in the City's benefit plan description(s) which are reviewed and modified on a yearly basis. If there are any differences between this Manual and benefit plan description(s) the benefit plan description(s) prevails.

The City, in its sole discretion, reserves the right, at any time, to amend, modify, alter or terminate any statement or policy in this Manual as well as any employee benefits. As policies and benefits are revised, changes will be communicated to you through standard communication channels. Advance notice, however, may not always be possible. This Manual is the most current version and overtakes all previous manuals, handbooks, letters, memoranda, and understandings.

NON-CONTRACT MANUAL

This Manual is NOT A CONTRACT. The policies and procedures contained in this Manual constitute guidelines only. They should not be construed as a guarantee of employment for any specific period of time, for any specific term. You have the right to terminate your employment at any time, with or without cause, and with or without notice. The City of Leoti reserves the same right, and thus, may terminate your employment with the City with or without cause, and with or without notice. Your employment with the City is commonly referred to as **EMPLOYMENT-AT-WILL**. A supervisor of the City has no authority whatsoever to make any contrary representation to any employee.

If you have any questions or wish to receive further information about any particular guideline in this Manual, please contact your supervisor.

EMPLOYMENT

Hiring of Employees

The City Clerk and City Superintendent shall interview and hire all city employees. Any more than 10 full-time employees and 3 part-time employees will require approval by the Governing Body.

New Employee Orientation

All new employees, regardless of classification or status, must serve an orientation period of 90 days from date of hire. Current employees who are promoted to a position with a higher classification are also required to satisfy a 90-day orientation period. Any new or current employee hired as a supervisor must serve an orientation period of 180 days from date of hire. The orientation period is intended to provide new employees with the opportunity to demonstrate their ability to achieve a satisfactory level of performance, and to determine whether the new position meets their expectations. During the orientation period, informal employee performance evaluations will be held. These evaluations will be the basis for determining whether a new employee's compliance with expectations for ability, attendance, punctuality, and attitude merits retention. Any significant absence will, at the sole discretion of the Supervisor, extend the orientation period by the length of the absence. Furthermore, if the Supervisor determines, in his or her sole discretion, that the orientation period does not allow sufficient time to thoroughly evaluate the employee's performance, the

orientation period may be extended for a specific period of time.

Employees not meeting the Supervisor's expectations will, at the Supervisor's discretion, be released immediately. Employees are employed "at will" after completion of the orientation period. Thus, the employment relationship may be terminated at the will of either the employee or the City at any time, during or after the orientation period, with or without cause, and with or without notice.

Time Cards

You are given an individual time card and assigned an employee number. These cards provide the payroll department with a record of the hours you work and must be accurate. If it is necessary to leave during work hours, you are required to "clock out" and "clock in" upon returning. You must not make any entries on anyone else's time card. Falsification of your own or anyone else's time card is a serious offense and is cause for disciplinary action, up to and including termination.

Employee Classification

- *Full-time* – a full-time employee is an employee who is regularly scheduled for and consistently works 40 or more hours per week.
- *Part-time* – A part-time employee is an employee who is regularly scheduled for and consistently works less than 40 hours per week.
- *Temporary* – A temporary employee is an employee who is hired for anything other than an indefinite period, including seasonal employees. Temporary employees are not eligible for employee benefits except where required by local, state or federal law.
- *Volunteer* – Individuals who agree without coercion to perform services for the City without expectation of compensation. City employees may serve as volunteers under certain circumstances. A City employee may not volunteer to perform services of the same general type as he/she performs as an employee.
- *Exempt/Non-Exempt* – All employees are further classified as exempt or non-exempt with respect to the overtime requirements of applicable federal and state wage and hour laws.

On-Call Responsibilities and Services

All Servicemen, Assistant Superintendent, and Superintendent are expected to regularly rotate on-call for weekends and holidays. If circumstances warrant the Sanitation Department may take on-call responsibilities. On-call employees must carry an on-call cellphone provided by the city. On-call employees must answer the on-call phone immediately regardless. The on-call person will be responsible for well checks; service calls after hours, animals in pound twice a day and any tasks assigned by the Superintendent, City Clerk or Governing Body. In the event of a life or limb emergency, employees are expected to use common sense when responding to said emergency. In the event that the emergency takes precedence over protocol, the employee is required to contact the supervisor as soon as time will allow. Weather permitting, the street sweeper will be required to be run on Sunday after 6:00 p.m.

On-call employees are paid for no less than 2 hours every weekend day that they are on call and for actual reasonable time of emergency service calls. All employees called out after hours or on weekends are required to clock in at the City Shop in order to be compensated for time. On-call time begins on Friday at 12:01 p.m. and will continue thru Friday the following week at 12:00 noon. Upon completion of the on-call cycle, primary on-call personnel have the option of taking Friday afternoon off, ONLY IF downtown street sweeping WAS COMPLETED during the Sunday on-call period along with Supervisor approval. This does not apply to secondary on-call personnel or emergency callout situations.

Those employees charged with the duties of carrying out on-call responsibilities and services are required to maintain judgment without impairment of Alcohol and/or Drugs. Those employees charged with the duties of carrying out on-call responsibilities and services shall not associate with establishments that sell alcoholic beverages and are not licensed as a food service establishment as defined by K.S.A. 36-501 (regulating food service and lodging establishments) and at least 50 percent of sales derived from food for consumption on the premises.

Work Hours

Each full-time employee will have a regular work week of five eight-hour shifts totaling 40 hours per week. The regular work weeks for employees working in 24-hour departments may be longer. Specific starting and ending times will be established by your Supervisor and may be adjusted in accordance with the City's needs. All employees shall record their actual working hours each day, accounting for unpaid meal breaks, in the format prescribed by your Supervisor. Employees are not permitted to adjust their regular schedule without their Supervisor's advance permission. Supervisors are required to obtain permission from the Mayor regarding any personal change of schedule.

Each employee is required to take a lunch break, unless otherwise approved by his or her supervisor. Scheduling and coordination of lunch breaks is the responsibility of the supervisor. Normal lunch breaks may vary from department to department but should not exceed one hour. All employees are expected to take a one-hour lunch break unless different arrangements have been made with their Supervisor. Employees must clock in and out for lunch breaks. Employees who wish to take longer than a one-hour lunch break must have prior approval from their supervisor.

City Council meetings generally occur outside regular working hours. These meetings are open to the public and City employees are welcome to attend if they choose. For employees who are required to attend as part of their job, or have been specifically asked to attend by their Supervisor, time spent attending the meeting is working time and compensable. When attendance is not required or requested by the Supervisor, time spent attending the meeting is voluntary and not considered working time.

Breaks

If schedules and work requirements permit, employees will be provided with a 15-minute rest break for each four hours of work. Breaks will only be fifteen minutes. If you need items during your break, plan accordingly. Your supervisor is responsible for the scheduling of such breaks. Breaks not taken may not be saved or accumulated. Break times may not be used in lieu of lunch periods unless approved by your supervisor. In addition, employees may not use break times to extend lunch breaks or otherwise adjust work hours.

Overtime

To meet staffing needs, your Supervisor may occasionally require you to work overtime. Employees are expected to cooperate unless prior approval for not working overtime has been obtained.

Non-exempt employees who work more than forty hours in a workweek will be compensated for all hours worked in excess of forty hours at a rate of one-and-one-half times their regular base pay. Overtime will be calculated based on a workweek that starts at 12:01 AM on Saturday morning and runs through midnight the following Friday night. Overtime that is worked or recorded after the close of the pay period must still be recorded and will be paid in the next pay period. Exempt employees are not eligible for overtime pay.

Overtime compensation will be paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave,

holiday leave or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Attendance

Employees are expected to report to work on time and on a consistent basis. Unexcused absenteeism and lateness are expensive and disruptive and place an unfair burden on other employees. If an employee is going to be late or absent for any reason, it is the employee's responsibility to ensure that his/her Supervisor is notified as soon as possible prior to the employee's scheduled starting time. The employee must explain the reason for the absence or tardiness and when he/she expects to return or be at work. An employee absent for two consecutive workdays without notifying his/her supervisor will be considered to have quit without notice.

In situations where an employee is off work for three or more consecutive days due to the employee's own illness or injury, the City reserves the right to require the employee to provide a physician's statement releasing the employee to return to work. Such statement must be provided to the employee's supervisor prior to the employee performing any job duties. In such situations, the City also reserves the right to require an employee to submit to an examination by a physician designated by the City.

Travel Policy

Employees who are required to travel as part of their job duties for the City will be reimbursed for their travel expenses provided documentation substantiating the nature and amount of the expense is promptly provided to the City Clerk. Any travel in which an employee expects reimbursement must be approved in advance by the Supervisor.

For pre-approved travel, employees may request a travel advance of up to \$10.00 per meal. Meals are defined as breakfast, lunch, and supper/dinner and the employee must be traveling during those meal times. Employees must provide receipts substantiating each meal's cost and will be reimbursed no more than the amount set forth above. Any meal cost beyond this amount will be the employee's responsibility. Employees may also request a travel advance for other travel-related expenses such as airfare or hotel, but must provide an invoice or receipt substantiating the amounts requested.

Employees are expected to take reasonable steps to cut down on travel costs, such as carpooling and sharing hotel rooms with other employees of the same gender. City vehicles should be used for travel whenever feasible. Only City employees, City Council members or the Mayor may drive or ride in a City vehicle except when drivers or passengers in the vehicle are engaged in or conducting legitimate city business. Employees may elect to utilize their own personal vehicle and be reimbursed for mileage, with prior approval from the City Council and Mayor, at the current government mileage reimbursement rate.

Employee's spouses are permitted to accompany as long as the employee pays for all of the spouse's meals and expenses – including any additional lodging charges.

Return to Work Policy

To help control costs and improve employee morale, the City of Leoti is committed to returning employees who are injured on-the-job to the workforce as quickly as possible. Hopefully employees can promptly return to their original positions, but even if an employee is not yet able to perform the job duties associated with his/her original position as a result of an on-the-job injury, the City will make reasonable efforts to find ways to utilize the employee's talents and abilities within any applicable medical restrictions if and when possible.

Employees who suffer an on-the-job injury must promptly notify their Supervisor as soon as they are able to

perform any job duties. If the employee's physician determines that the employee is medically restricted from performing some tasks or duties, the employee shall promptly provide the physician's restrictions to his/her Supervisor. If the City has reason to question the nature or extent of the employee's medical restrictions, the City reserves the right to require the employee to consult with a physician designated by the City. In either case, employees must cooperate in obtaining medical restrictions.

The City will identify vacant positions, or alternative or modified work-duty tasks that can be performed within the employee's medical restrictions when and if possible. Employees will be compensated for their work in a modified or light-duty position based upon the actual tasks/job duties performed.

Dress Code

As public servants, personal appearance is an important issue. The City expects its employees to be appropriately dressed and to practice good personal hygiene. Dress should be neat, clean, appropriate to your position, and not distracting to your co-workers and others. If your position is provided with a uniform you are required to wear the uniform. Appropriate footwear and personal protective equipment must be worn at all times.

Nepotism

In order to avoid favoritism, or its appearance, the City restricts the circumstances under which immediate family members may be employed by the City. For purposes of this policy, immediate family shall include parents, spouse, children, siblings, grandparents, grandchildren, and their step- or in-law equivalent, as well as anyone residing in the same household as the employee.

In particular, no individual may be hired, or current employee permitted to transfer, into a position whose Supervisor is a member of the individual's immediate family, or where an immediate family member is already employed in the same department. If two employees in the same Department get married, or otherwise become members of the same immediate family, the City may require one of the employees to transfer to a position in a different department, provided there is a vacancy and they are qualified for the same.

Outside Employment

The City must be aware of any concurrent employment an employee may have to determine whether it presents a potential conflict. Before beginning or continuing outside employment, employees are required to provide a written statement detailing the involvement with the other employer and to obtain the written approval of their Supervisor. Failing to obtain prior approval, as described above, may be cause for discipline, up to and including immediate termination. Employees who are on a leave of absence or Worker's Compensation leave are prohibited from having outside employment during their leave unless such employment has been expressly approved by their Supervisor.

Change of Status

Government regulations, withholding requirements, employee benefits, legal notices and the City's employment records all require up-to-date information. Each employee is responsible for notifying the City Clerk of any changes of status including legal name changes, marital status, number of dependents, address, telephone number, etc...

PERSONNEL PRACTICES

Equal Employment Opportunity

It is the policy of the City of Leoti to provide equal employment opportunity to all employees and applicants for

employment. No person is to be discriminated against in employment because of race, religion, color, sex, age, national origin, pregnancy, disability, military status, or any other classification protected by applicable local, state, or federal law. This policy applies to all terms, conditions, and privileges of employment. Any employee who feels he/she is the victim of discrimination has a responsibility to report this fact to the City Attorney, City Council or the Mayor.

Although the City does not discriminate on the basis of citizenship, it is required to comply with federal laws to ensure that its work force is legally eligible to work in the United States. To assist the City in complying with these laws, it is the responsibility of every employee to notify the City Clerk of any change in his/her eligibility to work in the United States.

Productive Work Environment

It is the policy of the City of Leoti to promote a productive work environment and not tolerate verbal or physical conduct by an employee that unlawfully harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive or hostile work environment.

Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of unlawful harassment will be tolerated, including harassment for the following reasons: race, religion, color, sex, age, national origin, pregnancy, disability, military status or any other classification protected by applicable local, state or federal law. Special attention should be paid to the prohibition of sexual harassment.

Each supervisor has a responsibility to keep the workplace free of any form of unlawful harassment, and in particular, sexual harassment. No supervisor is to threaten or insinuate, either implicitly or explicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment. Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, non-supervisory employees, or non-employees, is also prohibited. This conduct includes:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
- Verbal abuse of a sexual nature such as lewd comments, sexual jokes or references, and offensive personal references;
- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's appearance;
- The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects or pictures, including nude photographs; and
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, national origin, color, religion, disability, pregnancy, age, military status or any other classification protected by applicable local, state or federal law is also prohibited.

Any employee who believes that a supervisor's, other employee's or non-employee's actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. The report or complaint should be made to the City Attorney, City Council or the Mayor.

All complaints of harassment will be investigated promptly and in as impartial and confidential as a manner as

possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint will be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.

Any employee or supervisor who is found to have violated this harassment policy will be subject to an appropriate disciplinary action, up to and including immediate termination. City of Leoti prohibits any form of retaliation against employees for bringing legitimate complaints or providing information about harassment. However, if an investigation of a complaint shows that the complaint or information was false, any individual who knowingly provide the false information will be subject to disciplinary action, up to and including immediate termination.

Substance Abuse Policy

The safety and health of its employees are of utmost concern to the City of Leoti. The City also recognizes that the abuse of alcohol and controlled substances are serious social problems which can negatively impact the performance and image of employees and the City. Therefore, to help ensure a safe, healthy, and productive work environment for our employees and others, to protect City property, and to ensure efficient operations, the City has adopted a policy of maintaining a workplace free of the use of alcohol and illegal use of controlled substances.

Illegal Drugs and Controlled Substances

No employee shall use, possess, sell, distribute or be under the influence of illegal narcotics, drugs or controlled substances while performing job duties, in working areas, or within City vehicles unless pursuant to a lawful prescription. Being “under the influence” with regard to a controlled substance is defined as testing positive in a hair, urine, blood and/or breath test. Some of the drugs which are the subject of this policy include but are not limited to, opiates, opium derivatives, marijuana, cocaine, heroin, LSD, hashish, amphetamines, and speed. Any employee who violates this policy is subject to discipline up to and including immediate termination of employment, and any illegal substances recovered will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. In addition, any employee convicted of an offense involving illegal narcotics, drugs or controlled substances will also be subject to discipline up to and including immediate termination.

Prescription Drugs

No prescription drug may be brought onto City premises by any employee other than the person for whom it is prescribed. Prescription drugs may be used only in the manner, combination and quantity prescribed. Any employee legally using a controlled substance (e.g., a prescription drug) that may adversely affect the employee's safety and health, or the safety and health of others, must inform his/her supervisor immediately upon reporting to work. Failure to do so is cause for discipline up to and including immediate termination.

Alcohol

Except as approved in advance for City-sponsored social events, no employee shall possess, use, sell, distribute or be under the influence of alcohol while on the job, or on Company property. Being “under the influence” with regards to alcohol is defined as having any blood alcohol content.

Operation of City Vehicles

Having any alcohol or controlled substances without a lawful prescription in your system while operating a City owned vehicle, or a privately owned vehicle on City business, is cause for discipline up to and including immediate termination.

Substance Testing

Subject to applicable law, the City reserves the right to test any employee's urine, hair, blood and/or breath, for the presence of alcohol or controlled substances in any one or more of the following circumstances.

- *Pre-Employment:* The City may, at its sole discretion, following a conditional offer of employment, require job candidates to pass a test for alcohol use or the illegal use of controlled substances as a condition of their employment. Any candidate whose pre-employment test is positive for alcohol or illegally used controlled substances shall be ineligible for hire.
- *Suspicion-based:* The City may, at its sole discretion, whenever it suspects that an employee's work performance or on the job behavior may have been affected in any way by alcohol or controlled substances, require the employee to submit to a test for alcohol or the illegal use of controlled substances.
- *Post-accident:* The City may, at its sole discretion, whenever an employee is involved in an accident in which the employee or another has been injured and requires medical treatment, and/or where there has been property damage, require the employee to submit to a test for alcohol or the illegal use of controlled substances
- *Random:* The City may, at its sole discretion, implement a program of random testing for alcohol and/or controlled substances.

Job candidates and employees subject to testing will be required to sign a form consenting to both the testing and release of test results to the City. Applicants refusing to consent to testing will be ineligible for hire. Employees refusing to consent to testing or to submit a hair, urine, blood and/or breath sample pursuant to this policy, will be subject to discipline up to and including immediate termination.

The City will afford applicants and employees subject to testing the opportunity, prior to testing positively for controlled substances, to list all prescription and non-prescription drugs they have used in the last thirty (30) days and explain the circumstances surrounding the use of such drugs.

Violations of Policy

When a City official, supervisor or another employee observes or becomes aware of the probable violation of this policy by an employee, then the City may take, at its discretion, one or more of the following steps:

- Suspend the employee, with or without pay, suspected of such use, possession, sale or distribution, pending an investigation;
- Remove the suspected employee from his/her job duties, including but not limited to operation of commercial vehicles, and/or reassign the employee to another job;
- Consult with the suspected employee in an effort to determine whether he or she is using illegal drugs or controlled substances, or is under the influence of drugs or alcohol;
- Search the employee's vehicle, locker, desk, room, or person for illegal drugs or alcohol while on the job, in a City vehicle, on City property or while engaged in City activities;
- Require the employee to submit to a drug and/or alcohol test; or
- Terminate the employee's employment, with or without notice, and with or without cause.

Assistance

If you feel that you have a drug or alcohol problem, you are encouraged to contact the City Attorney, City Council or Mayor for information regarding leave options and substance abuse insurance coverage. Rehabilitation itself is your responsibility. We strongly urge you, however, to seek treatment before your job is jeopardized.

POLITICAL ACTIVITY

The City of Leoti encourages its employees to perform their civic duties, including registering and voting on all political issues. Employees are permitted to join or otherwise support political and civic organizations, associations, or groups, and to be involved in political activities as long as their efforts do not create a conflict of interest or the appearance of one. Like other outside activities, an employee's political activities must not interfere with the performance of the employee's job duties for the City.

Employees May:

- Support candidates for public office and/or contribute money or labor to candidates and/or organizations that support candidates.
- Make public statements in support of a particular candidate; however, when making any such statement, the employee must make clear that the statement is being made in the employee's capacity as a citizen and not as a representative, agent, or employee of the City of Leoti.

Employees May NOT:

- Solicit or handle political contributions for city elections.
- Wear or display political badges, buttons, or signs on their person or on city property while at work or otherwise performing job duties.
- Run for a city elected public office while the employee is actively employed by the City. Should a City employee desire to run for a city elected public office, he/she must resign his/her position with the City or take a leave of absence without pay. An individual is considered to be a candidate for a city elected public office when all statutory requirements have been met to qualify as a candidate. If the individual is unsuccessful in seeking such elective office, the City will treat the individual in the same manner as other individuals returning from an unpaid leave of absence.

Supervisors May NOT:

- Solicit other City employees, whether they are direct subordinates or not, for contributions of money or labor for any candidate for elective office.
- Compel or otherwise coerce employees in any manner to support a particular political candidate or otherwise engage in any political activity.

The political activities identified above are meant to be representative of the things in which a City employee may and may not engage. The lists are not meant to be exhaustive.

The City of Leoti does not make employment decisions on the basis of an employee's political affiliations or activities. Employees who have questions regarding this policy or any particular political activity should contact the City Attorney, City Council or Mayor.

PERSONAL CONDUCT/SAFETY

Personal Conduct

Since it is in the mutual interest of you and the City of Leoti that the city operate efficiently and safely, certain general rules covering the conduct of all employees must be observed. Some of the rules are outlined elsewhere in this Manual. Others are contained in the following list.

For your guidance, grounds for disciplinary action up to and including termination, INCLUDE, BUT ARE NOT LIMITED TO, the following:

- Repeated unexcused absenteeism or tardiness (including early departure) or violation of the City attendance policy.
- Theft, abuse, or damage to City or another person's property.
- Removing City property or records without authorization.
- Disclosing confidential information without authorization.
- Violation of the City's substance abuse policy.
- Fighting, wrestling, horseplay, or other act that may endanger, cause harm, or be unsafe to employees or others, or otherwise interfere with the efficient operation of the City.
- Insubordination, including the refusal to do assigned work or the failure to carry out a supervisor's directions.
- Behaving in a disrespectful manner toward others.
- Falsifying City reports, records or other documents (including time cards, employment applications, hiring records, reports or other employment records).
- Failing to comply with health/safety regulations, or report an accident or injury.
- Any conduct contrary to common decency or morality, or liable to incite, provoke, or discriminate against anyone for any reason because of race, color, religion, sex, disability, age, pregnancy, military status, national origin, or other factor prohibited by law.
- Unsatisfactory work performance.
- Failure to cooperate in any City investigation.
- Sleeping on-the-job.
- Violations of the City weapons policy.
- Threats of any violence.

This list is intended to be representative of the types of activities which may result in corrective action, up to and including immediate termination. It is not intended to be comprehensive and does not alter the employment-at-will relationship between the employees and City. The City reserves at all times the right to terminate an employee at any time, with or without cause, and with or without notice.

Safety

The City of Leoti is committed to maintaining a safe working environment. City employees will comply with all established safety laws and regulations, provide and maintain a safe and healthful work environment and follow operating practices that will safeguard employees and citizens and result in safe working conditions and efficient operations. In turn, safe practices on the part of employees must be part of all operations. No job will be considered properly performed unless the employee has followed every precaution and safety rule to protect themselves, their fellow employees, and our citizens.

Accidents

While working for the City of Leoti, employees are covered by workers compensation insurance purchased by the City. Injuries or accidents at work (no matter how minor) must be reported to your supervisor so that proper treatment may be received and any unsafe practices or conditions corrected. Except in an emergency, employees must report an injury or accident to their supervisor before seeking medical treatment.

Motor Vehicle Safety

Employees who operate a motor vehicle (whether City or privately owned) as part of their job duties for the City are expected to observe all traffic laws and regulations at all times. In addition, to ensure the employee's safety and reduce the risk of death or injury, all employees who are in a motor vehicle while on City business,

whether as a passenger or driver, are required to wear a properly fastened safety belt at all times while the vehicle is in motion.

No vehicle, whether City or privately owned, shall be used to conduct city business if the occupant restraint system provided in the vehicle has been altered, disconnected, or otherwise made inoperable.

The City also recognizes that cellular phone usage can interfere with a driver's concentration and increase the potential for accidents or unsafe driving. For that reason, employees whose job responsibilities include the regular or occasional operation of a motor vehicle and who use a cellular phone are expected to refrain from using their cellular phone while driving. Safety comes before all other concerns. Employees are expected to pull over to a safe location and stop their vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over to a safe location is not an option, employees are expected to keep the call short, use hands-free options, refrain from complicated or emotional discussions and keep their eyes on the road at all times. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

USE OF PERSONAL CELL PHONES DURING WORKING HOURS IS STRICTLY PROHIBITED.

Weapons

The possession of firearms, explosives, or other dangerous weapons (including knives with blade lengths above four (4) inches) on City property is expressly forbidden. This prohibition includes personal vehicles when parked in a City parking lot or used for City business unless such possession is specifically authorized by applicable law. Possession of a firearm, explosives, or a dangerous weapon will be grounds for immediate termination and may, as appropriate, result in a report to law enforcement.

Personal Articles

The City of Leoti is not responsible for damage, theft or loss of any personal articles brought on City premises. To maintain security, the City reserves the right to inspect all personal articles and property brought onto City premises, including but not limited to, vehicles, packages, briefcases, backpacks, purses, bags and wallets. In addition, the City may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations at any time and remove all City property and other items that violate City rules and policies. Items an employee does not wish to have subject to search should not be brought onto City premises.

Residency

All Service Personnel are required to maintain their personal residence within Wichita County and no further than a 20 minute response time to a service call while they are employed by the City in that capacity. Employees hired for or reassigned to the Street Crew must establish their residence within the county within 60 days of their hire/assignment date. For good cause, the City Council and Mayor may extend this grace period up to one year from the date of hire/assignment.

PERFORMANCE REVIEWS, CORRECTIVE ACTION AND COMMUNICATION

Performance Reviews

The performance management process consists of conversations between supervisors and employees throughout the year as well as more formal reviews. These conversations are designed as a tool to guide supervisors and employees as they exchange information relating to job designing, performance issues and ideas for improvement to maximize job performance. These conversations should cover items such as:

- Quality and quantity of work

- Strengths and areas for improvement
- Initiative, attitude and willingness to work
- Attendance
- Problem solving skills
- Ongoing professional growth and skills

Additional areas may also be reviewed as they relate to an employee's specific job. Employee reviews provide an important opportunity for collaborative, two-way communication between an employee and his or her supervisor. This is a good time for employees to discuss their interests and future goals. The City is interested in helping employees progress and grow in order to achieve personal as well as work-related goals.

Corrective Action

The City seeks to establish and maintain standards of employee conduct and supervisory practices which will, in the interest of the City and its employees, support and promote effective operations. Such supervisory practices include administering corrective action when employee conduct or performance problems arise. Nothing herein alters the employee at-will status of any City employee. Major elements of this policy generally include:

- Constructive effort by the supervisor to help employees achieve full satisfactory standards of conduct and job performance.
- Correcting employee shortcomings or negative behavior to the extent required.
- Notice to employees through communication of this policy that termination may result from violation of employee standards of conduct or unsatisfactory job performance.
- Written documentation of disciplinary warnings given and corrective measures taken.

Options for Corrective Action

Depending on the facts and circumstances involved in each situation, the City may choose to begin corrective action at any of the following steps, up to and including immediate termination:

Step 1: Oral Warning. For infractions the City deems to be minor, the employee may be issued an oral warning. If the situation does not improve within a reasonable time, the City may repeat the measure or implement a more severe option.

Step 2: Written Warning Notice. For repeated minor infractions, or a more substantial infraction, the employee may be issued a written warning notice. If the situation does not improve within a reasonable time, the supervisor may repeat the measure or take steps to terminate the employee.

The written warning notice should be prepared following an oral corrective action discussion with the employee. The employee will be given an opportunity to comment in writing and should be asked to sign the notice acknowledging receipt. Three copies of the notice will be distributed to the Supervisor, Employee, and Employee's personnel file.

Step 3: Probation. The Supervisor, City Council or Mayor, at their discretion, may choose to place an employee on a disciplinary probation of anywhere from thirty to ninety days. During such probation, the employee will not be eligible for promotions, transfers, or salary increases.

Step 4: Suspension. If events compel immediate action when termination appears possible,

the supervisor may immediately suspend the employee for a specified period, pending an investigation. The employee will be required to leave the premises immediately. The suspension/investigation period will generally last no longer than three working days. The objective of this suspension will be to determine if termination is the proper decision. The City may also choose to utilize a suspension as a disciplinary tool. A disciplinary suspension without pay of one to five days may be imposed at the City's sole discretion.

Step 5: Termination. For infractions the City deems to be sufficiently serious, or continued failure to respond appropriately to prior corrective action, termination is appropriate. Generally, absent exigent circumstances, City Council or Mayoral approval is to be obtained prior to the termination of an employee.

The above progressive disciplinary action program is simply an operating guideline. It does not create any contractual rights in favor of the City, or any employee, and should not be construed as a guarantee of employment for any specific period of time, for any specific work, or for any specific term. All employees are employed "at-will" and employment may be terminated at any time by the City, or the employee, with or without cause. Because some offenses are more serious than others, disciplinary action may be initiated at a more advanced step in the process, and certain types of conduct will warrant immediate termination with no prior discipline.

Open Door Communications

The City wants to maintain a positive and pleasant work environment for all of its employees. If the employee has a question, concern, idea or problem related to his/her work, duties or assignments, he/she should discuss it with his/her immediate supervisor, the City Attorney, City Council or Mayor as soon as possible.

Any employee who is aware of issues involving prohibited harassment or illegal conduct or unethical activities should immediately contact the Mayor or the City Attorney.

LEAVES OF ABSENCE

Military Leave

Employees required to be absent from employment for the purposes of military service, training, and/or examination, will be eligible for an unpaid military leave of absence. Employees must give the City advance notice of the need for military leave unless such notice is impossible or unreasonable, or is prevented by military necessity. The City will comply with all federal and state laws regarding the re-employment of employees who serve in the Uniformed Services.

Civil Leave

The City of Leoti encourages employees to perform their civic duty. Under the following circumstances, employees will be provided time off with pay:

- When summoned for jury service or performing jury duty
- When appearing in court as a witness pursuant to subpoena;
- When performing emergency civilian duty in connection with national defense;
- For the purpose of voting when the polls are not open at least two hours before or after the employee's scheduled working hours.

In these circumstances, employees will be paid the difference between their regular wages (excluding overtime) and any payment(s) received from the civil service. Employees should promptly report the need for civil leave

to their supervisor and provide any documentation regarding such leave (payment receipts, fee statements, etc...) to the City Clerk.

Employees involved in personal litigation as a defendant (in an action unrelated to the employee's job duties for the City) or as a plaintiff may take unpaid civil leave. Employees may use accumulated vacation for all or part of such leave.

Bereavement Leave

In the event of the death of an employee's immediate family member (parents, spouse, children, grandparents, grandchildren, siblings, and their step or in-law equivalent) regular full or part-time employees will be permitted to take up to 3 consecutive working days of unpaid bereavement leave. Employees may take bereavement leave with pay by charging it against available personal, vacation, or sick leave. Bereavement leave must be approved in advance by your supervisor.

General Leave

At the sole discretion of the City Council and Mayor, a leave of absence without pay may be approved for personal, medical, or other circumstances. The maximum approved general leave of absence is six months, except for leaves of absence for educational purposes, which may be approved up to one year. Any general leave of absence must be authorized by the employee's supervisor AND by the City Council and Mayor.

Employees will generally be required to first exhaust all applicable paid leave, which will be included in the general leave of absence period. While on a general leave of absence, employees may continue coverage in the City's benefit plans by continuing timely payment of their share of the applicable premium(s). A general leave of absence may extend an employee's anniversary date, accrual of paid leave and performance review. Moreover, an employee's failure to report any change in the need for such leave or to report to work upon the expiration date of a general leave of absence will be considered a voluntary termination. Any employee on leave must report to his/her supervisor at least every 30 days for a status check.

ELECTRONIC INFORMATION AND COMMUNICATION

Since technology is advancing so rapidly, this policy does not attempt to list each and every element of the City's policy on electronic information and communication usage. Rather, it is merely a reference tool, outlining the City's philosophy and general principles and prohibitions to be applied when using City-owned equipment. If you have any doubts on a particular issue or use, check with your Supervisor first.

The City's electronic information and communications system which includes its telephone and voice-mail system, facsimiles, computers and network (including email), the Internet, as well as any data or information stored on these equipment and systems, are City-owned property and remain so at all times. All messages and transmissions composed, sent, stored or received on the City's electronic information and communication systems are and remain the exclusive property of the City and are not to be considered private property of any employee. As City-owned property, all messages on the City's electronic information and communication systems are subject to disclosure to law enforcement or government officials, or to other parties through subpoena or its equivalent.

The City has invested significant time and money in its electronic information and communications systems for efficiency purposes and to better serve its citizens. All employees are required to learn how to properly use the systems. All users of the City's systems must comply with all software license, copyright and intellectual property laws, as well as all other state, federal or local laws.

The electronic information and communication systems of the City are to be used for business purposes only. If the systems are used for personal reasons, such communications on the systems shall be treated in the same manner as all other messages in accordance with this policy.

Employees cannot expect privacy rights to extend to the use of City-owned equipment or supplies. From time to time, such as when an employee is on vacation, a business trip or a leave of absence, when it is suspected that a City rule, regulation or policy is being violated, if it is suspected that City property is being used improperly, or simply to monitor job performance, the City reserves the right to audit, monitor, or otherwise gain access to your voice mail or email messages, your computer files, or any other City property to better serve our citizens and for other business or legal needs. For these reasons, you should not expect messages left on your voice mail, email or other communication device, or documents created, stored, or transmitted on the City's systems to be private. In fact, you should consider this information accessible like any other shared business file. Similarly, employees may not record a voice-mail greeting or leave an email message that indicates that messages left are private or confidential. City employees have no expectation of privacy and all city employees have deemed to consent to such monitoring.

Employees may not use passwords or access codes that are unknown to management. All system passwords or access codes are the property of the City and must be available to management. Employees are restricted from using passwords or access codes of other employees to gain access to another employee's email, voice-mail, or other stored communication without prior approval from the other employee or from a supervisor. Employees are prohibited from "hacking" into other systems or "cracking" other passwords or access codes. No electronic communication may be created, transmitted, or stored which attempts to hide the true identity of the creator or sender.

Employees are prohibited from using the City's information and communication systems in any way that may be deemed illegal, fraudulent, embarrassing, intimidating, disruptive, or offensive to others, which includes, but is not limited to the transmission of sexually explicit messages, cartoons, ethnic or racial slurs, gender specific comments, or any other comment or message that offensively addresses someone's age, religious or political beliefs, national origin, disability, veterans status, or anything else that may be construed as harassing, discriminating or disparaging to or of others. Users encountering or receiving such material should immediately report the incident to their supervisor. Use of the City's information and communication systems in violation of a City policy, or that will damage the reputation of the City, or used for solicitations, advertisements or promotions (whether for charitable, political, religious or other reasons) is prohibited unless prior approval from your supervisor is obtained. Users may not install software into their individual computers or the network without first receiving prior approval from management.

Employees are prohibited from disclosing any proprietary or confidential information of the City or any another entity without first receiving approval from their supervisor and the Governing Body. When authorized, employees are expected to exercise significant caution when transmitting proprietary and confidential information over an electronic communication system because of the abilities of others to "crack" the system. Any such message containing proprietary and confidential information should begin with a warning declaring that such information is confidential and proprietary to the City.

Inappropriate use of the City's information and communication systems may result in disciplinary action, including but not limited to immediate termination. This policy applies to all employees of the City, or authorized users of the City's systems.

COMPENSATION AND BENEFITS

Compensation

The City makes every effort to ensure that compensation decisions reflect the level of job responsibilities and reward employees fairly for their performance. The rate of compensation (salary or hourly wage) for each employee of the City, including appointed officials whose salary is set by ordinance, shall be reviewed on an annual basis. Employees should note that having their compensation reviewed does not necessarily mean that the employee will be given an increase. All compensation determinations, including increases based on cost of living adjustments and longevity pay, are made by the City Council or Mayor with input from the appropriate supervisors.

Pay Periods and Deductions

The City utilizes a monthly pay period that ends on the next-to-last Friday of each month. Deductions will be made from your paycheck as required or allowed by law (including federal and state withholding taxes, and the employee portion of Social Security contributions, as well as any garnishments or any other deductions required by law) or, where applicable, as you request for contribution to City-sponsored benefit programs, such as health insurance or retirement. The City charges a ten dollar fee per garnishment order to each employee on whom a garnishment is received. This fee shall be deducted from the employee's wages.

The City prohibits wage deductions that are improper under applicable law. With respect to exempt employees, improper salary deductions could include, for example: deductions resulting from variations in the quality or quantity of work, absences caused by the City or by the City's operating requirements, including when work is not available. Employees who believe that they have been subject to an improper deduction have an obligation to report this belief to the City Clerk. The City will promptly investigate the circumstances surrounding the deduction and reimburse the employee for any deduction found to be improper. The City strictly prohibits any form of retaliation against employees who in good faith report alleged improper deductions or against those who cooperate in any investigation regarding such deductions. Complaints regarding alleged retaliation should be directed to the City Attorney, City Council or Mayor. Employees found to have engaged in retaliation will be subject to discipline, up to and including immediate termination.

Holidays

The City of Leoti observes the following as paid holidays each year:

New Year's Day	President's Day
Memorial Day	Independence Day
Labor Day	Veteran's Day
Thanksgiving	Friday after Thanksgiving
Christmas Eve	Christmas Day

Regular full-time employees will receive eight hours at their regular base pay for each holiday. Seasonal, part-time, and temporary employees and employees on an unpaid leave of absence are not eligible for holiday pay. In order to be eligible for holiday pay, non-exempt employees must work or be absent with leave for the last scheduled workday preceding and the first scheduled workday following the holiday. In the event that an employee is called out to work on paid holidays to perform services necessary to assure the uninterrupted continuation of basic city services, that employee will be eligible for standard holiday pay PLUS one and one half times their regular rate of pay for actual hours worked.

Vacation Leave

Each regular employee will receive paid vacation leave in accordance with this policy. Temporary employees, seasonal employees and part-time employees are ineligible for vacation leave.

<u>Completed Service</u>	<u>Annual Vacation Provided</u>
1 year	40 hours (one week)
2-9 years	80 hours (two weeks)
10-14 years	120 hours (three weeks)
20 or more years	160 hours (four weeks)

Vacation leave may not be used until the employee has completed one year of continuous regular employment. Vacation leave must be scheduled and approved in advance by the Supervisor. Conflicts in vacation scheduling among multiple employees will be decided on the basis of seniority of City employment and/or the consideration of the City's needs.

The City provides paid vacation so that employees have an opportunity to rest and relax away from work. For those reasons, the City expects its employees to use vacation leave within one year of when it is provided and allows employees to maintain a vacation balance of no more than 160 hours. Once an employee reaches a balance of 160 hours, he/she will not be eligible to receive additional vacation until vacation is used.

Vacation leave has no cash value unless and until it is used in accordance with this policy. No payments will be made for unused vacation except upon termination. Upon termination, employees will be paid for unused vacation at their regular rate of pay unless said employee fails to provide at least two weeks written notice in advance of their voluntary termination. This will make the employee ineligible for payment for unused vacation.

Sick Leave

Each regular employee is eligible to receive paid sick leave. The City provides each eligible full-time employee with eight (8) hours of sick leave for each complete month of service. Sick leave may be accumulated up to 360 hours.

Employees may use sick leave for absences resulting from the employee's or an eligible family member's illness, injury, accident, or other incapacity, whether incurred on or off the job, provided the employee **notifies** his/her supervisor of the need for sick leave **within two hours** of the start of the employee's first workday in which sick leave is to be taken. Full-time employees may also use accrued sick leave for medical or dental examinations and/or procedures as long as they notify their supervisor at least one-day in advance.

Sick leave has no cash value.

While any employee is receiving workers compensation benefits, the employee shall also be paid sick leave up to the maximum amount accumulated and unused.

Injury Leave

Employees who are physically unable to work as the result of an on-the-job injury are eligible for paid injury leave. This leave is designed to cover the seven-day waiting period before an employee becomes eligible for worker's compensation benefits. Consistent with the City's safety policies, employees who are injured at work must immediately report the injury to their immediate supervisor.

Personal Days

Each regular employee will receive one personal day each quarter to use at their discretion (a total of 4 per year) and will not accumulate year-to-year. Personal days must be scheduled and approved by the employee's supervisor. Conflicts in personal day scheduling among multiple employees will be decided on the basis of seniority of City employment and/or the consideration of the City needs. Temporary, part-time and seasonal employees are ineligible for personal days.

Insurance and Other Benefits

The City of Leoti provides eligible employees with a wide array of employment-related benefits, including health and life insurance, and retirement benefits, among others. These benefits are an important part of your compensation and represent a large financial commitment by the City. Some of these benefits are provided at no cost to you. Others may require a contribution. Information and summary communications intended to explain these benefits are furnished to all plan participants and beneficiaries on a timely and continuing basis. The City reserves the right to modify, amend, or terminate its benefits as they apply to all current, former and retired employees. The administrator of each benefit plan has the discretionary authority to determine eligibility for benefits and to construe the plans' terms. If you desire information concerning any benefit or benefit plan, please contact the City Clerk.

GENERAL INFORMATION

Bulletin Boards

The City maintains bulletin boards to communicate information to employees and to post notices required by law. These bulletin boards are for the posting of City of Leoti information and notices ONLY, and only persons designated by their supervisor may place notices on or remove notices from the bulletin boards. The unauthorized posting of notices, photographs, or other printed or written materials on bulletin boards or any other City of Leoti property is prohibited.

Solicitation and Distribution

City of Leoti strives to establish a work environment that is productive and without undue disruptions to the workday. Therefore, soliciting of one employee by another, or collecting from one employee by another, is prohibited while either employee is on work time. Distributing literature and circulating petitions during work hours or in work areas at any time is also prohibited.

City Shop

The City Shop shall be used to overhaul or clean City equipment only. The shop shall not be used for personal projects, or by non-city employees, without the City Council and Mayor's advance approval.

Conservation

Employees are expected to use and maintain all supplies and equipment in a conservative and non-wasteful manner. Where applicable, this includes turning off lights and turning down thermostats at the end of each workday. Excessive and unnecessary use of supplies and equipment is to be avoided. Any employee taking supplies or equipment for his or her own use will be subject to discipline, up to and including immediate termination.

Gas Cards

All City gas cards issued to an employee are to be used by that employee only and used only for fuel for city vehicles. Misuse of a City gas card by an employee will result in discipline, up to and including immediate termination.

Telephone

Telephone lines are provided primarily for business purposes. Both incoming and outgoing personal telephone calls should be kept to an absolute minimum. Personal long distance calls may not be made without your supervisor's prior approval. While the City recognizes that there may be occasions when it is necessary to make or receive a personal call at work, abuse of this policy will subject employees to disciplinary action.

USE OF PERSONAL CELL PHONES DURING WORKING HOURS IS STRICTLY PROHIBITED.

Tobacco

The City discourages its employees from using tobacco products. For those who choose to use tobacco products, however, it is permitted only during breaks and lunch periods. Tobacco products are restricted to designated tobacco areas. The use of any tobacco products is strictly prohibited in any City vehicles or buildings.

Resignation

Employees who voluntarily resign from their position with the City are encouraged to give at least two weeks' notice in writing of their intent to resign. Notice should be signed and include the employee's anticipated date of departure, reason for resignation and other pertinent data. Employees who provide a two-week notice will be classified as having terminated his/her employment in good standing. Former employees in good standing who are reinstated within 120 calendar days of their termination will receive credit for fifty percent (50%) of any unused sick leave that had accrued prior to the employee's termination. Employees who do not provide written notice in accordance with this policy will be ineligible to receive payment for unused vacation.

Upon employment termination, employees are expected to return all City property – including equipment, files, papers, keys, phones, credit cards, time cards, uniforms, training manuals, software, etc. The City will request an exit interview be conducted with an employee who has submitted a voluntary resignation. The purpose of the interview is primarily to explore the reasons that led to the resignation.

Duty to Cooperate

In the course of the operations of the City, it may become necessary to investigate and inquire about such matters as injury or treatment, the possible breach of the City's rules and policies or alleged discriminatory practices or other incidents. It is important that each employee recognize and understand that he/she has the duty to fully cooperate with such an investigation or inquiry and for that employee to reveal any information that may bear on the investigation or inquiry. This may include both oral interview of the employee and/or asking the employee to provide a written statement about the incident or matter. Failure to do so may result in discipline up to and including immediate termination.

RECEIPT FOR PERSONNEL MANUAL

I hereby acknowledge the receipt of the City of Leoti Personnel Manual printed Monday, April 22, 2013. I have read and understand the guidelines, policies and procedures presented herein including but not limited to City of Leoti's guidelines, policies and procedures. I understand that this Manual is not intended to create any contractual rights in favor of City of Leoti or me. I also understand that it is not to be construed as a guarantee of employment for any specific period of time, for any specific type of work, or for any specific term. I agree that my employment is "at will" and may be terminated at any time by either City of Leoti or me, with or without cause, and with or without notice.

I acknowledge my responsibility to become familiar with the terms of this Manual and further acknowledge that City of Leoti may change the terms of this Manual without notice, and at any time, and from time to time thereafter, and that any written notices of changes furnished to me should be kept with this Manual as a record of current guidelines, policies, and procedures until a revised Manual is issued.

I have reviewed and read the Personnel Manual of City of Leoti. I acknowledge that I understand its contents and agree to abide by the present and future policies and rules stated and described in it.

Name

Signature

Date