

THE CITY OF ERIE
Erie, Pennsylvania



EMPLOYEE
HANDBOOK

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APPLICABILITY

The general policies outlined in this Handbook are applicable to all employees. Where a specific term or condition of this handbook differs from or conflicts with a term or condition applicable to employee members of the AFSCME, IAFF, Fraternal Order of Police or Teamsters unions and their collective bargaining agreements (“CBAs”), the term or condition contained in the relevant CBA applies.

INTRODUCTION

ABOUT THIS HANDBOOK

This Handbook contains only a general description of some of the City of Erie's employment policies and/or guidelines in effect at the time it was written. Certain details of explanation and exception have necessarily been omitted to keep the Handbook as brief as possible. Employees should read this Handbook carefully and keep it in a convenient place to be used as a reference.

The City reserves the right to add, change or delete the matters outlined in this Handbook without prior notice to employees. Employees are encouraged to direct specific questions regarding the contents of this Handbook to the Human Resources Manager.

These guidelines are not intended to constitute an express or implied contract or a guarantee of employment and they should not be considered the complete statement of policy for City of Erie employees.

APPLICABILITY

The general policies outlined in this Handbook are applicable to all employees. Where a specific term or condition of this handbook differs from or conflicts with a term or condition applicable to employee members of the AFSCME, IAFF, Fraternal Order of Police or Teamsters unions and their collective bargaining agreements (“CBAs”), the term or condition contained in the relevant CBA applies.

AT WILL EMPLOYMENT

The City of Erie does not guarantee any tenure or specific length of employment for non-bargaining employees. According to Pennsylvania law, employment of non-bargaining employees may be terminated by the City at will, without notice or cause, at any time.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Erie provides equal opportunity to qualified employees and applicants in all of its employment practices without regard to race, color, creed, religion, sex, national origin, age, disability, pregnancy, sexual identity, sexual orientation, gender identity, genetic information or any other category protected by federal, state and local law.

ACCOMMODATION FOR DISABILITIES

The City of Erie is committed to complying fully with the Americans with Disabilities Act (ADA), its amendments, the Rehabilitation Act and any other applicable federal, state, and local disability laws. Consistent with such laws, the City of Erie makes reasonable efforts to

accommodate applicants or employees with qualifying disabilities. Reasonable accommodations will be made to allow individuals to perform the essential functions of positions with the City of Erie. The City of Erie will not discriminate against any qualified applicant or employee because that individual is related to or associated with a person with a disability.

A qualified applicant or employee may request a reasonable accommodation at any time, or additional reasonable accommodations if necessary. All requests for disability accommodation must be directed to the Human Resources Manager.

ANTI-DISCRIMINATION POLICY

The City of Erie will not, under any circumstances, condone or tolerate conduct which may constitute discrimination against any City of Erie employee or prospective employee because of race, color, sex, religion, disability, age, national origin, ancestry, pregnancy, sexual identity, sexual orientation, gender identity, genetic information or any other category protected by federal, state and local law. This policy covers, but is not limited to, hiring, placement, promotions, transfer or demotion, advertising, solicitation of employment, layoffs, terminations, compensation, benefit programs, training and educational opportunities, and any other term or condition of employment. Employees who fail to comply with this policy, including managers and supervisors, will be subject to discipline, up to and including termination.

ANTI-HARRASSMENT POLICY

The City of Erie will not, under any circumstances, condone or tolerate conduct which may constitute harassment on the part of its managers, supervisors and non-management personnel against any employee. **Sexual harassment** includes but is not limited to:

1. making submission to unwelcome sexual advances or requests for sexual favors a term or condition of employment;
2. basing an employment decision on submission to or rejection by an employee of unwelcome sexual advances, requests for sexual favors or verbal or physical contact of a sexual nature; or
3. creating an intimidating, hostile or offensive working environment or atmosphere either by:
 - a. unwelcome verbal actions, including use of vulgar or demeaning language; or

- b. unwelcome physical conduct which interferes with an employee's work performance.

Other forms of harassment may include slurs, epithets, threats, derogatory comments, or displaying explicit jokes, calendars or magazines based on race, color, sex, religion, disability, age, national origin, ancestry, citizenship, pregnancy, sexual identity, sexual orientation, gender identity, genetic information or any other category protected by federal, state and local law.

Retaliation against any individual for reporting a claim of harassment or for assisting in the investigation of a claim is strictly prohibited. An employee who engages in retaliation will be subject to discipline, up to and including termination.

An employee who believes he or she has been subjected to harassment or retaliation should *promptly* report such conduct to the Human Resources Manager or any management-level personnel with whom the employee feels comfortable. A timely and accurate record of the objectionable behavior is necessary to resolve a complaint of harassment or retaliation. As such, a complainant must submit a written, signed complaint to the Human Resources Manager *as soon as possible* after the incident occurs. Complaint forms are available in the Human Resources Office.

Upon receipt of a written complaint of harassment or retaliation, the City of Erie will conduct an investigation. To the extent possible, the City will take reasonable measures to maintain confidentiality. Upon completion of an investigation, the City will notify the individuals involved and, if warranted, take remedial action, up to and including termination.

ATTENDANCE

Employees must be on time for work, return promptly from break and lunch periods and perform their job duties until the close of scheduled work hours. Abuse of the City's attendance policy will result in disciplinary action, up to and including termination of employment.

BULLETIN BOARDS

Bulletin boards are located in various areas of the City of Erie facilities. Notices of interest or changes which affect employees are generally posted on bulletin boards as a means of official communication. Unofficial postings are not permitted. Employees must read posted notices and are responsible for observance of posted rules, regulations, requests, general information, etc. Bulletin board postings are City property.

BUSINESS AND TRAVEL EXPENSES

The City of Erie maintains an administrative policy regulating the reimbursement of authorized business and travel expenses. Employees who are required to travel for business purposes are expected to follow this policy and should contact the City Finance/Accounts & Budget Department.

CITY FACILITIES & EQUIPMENT

Employees must use the facilities, machines and equipment provided by the City with care and maintain acceptable housekeeping. Employees must perform required equipment maintenance and follow all operating instructions, safety standards and guidelines. Employees must notify their supervisors immediately if any equipment appears to be damaged, defective or needing repair. City property may not be used for personal use or removed from the premises without advance authorization from a Department Manager.

COMMUNICATION WITH PRESS OR MEDIA

No employee shall make statements, issue news releases or make public appearances on behalf of the City of Erie or act as a representative of the City of Erie without advance knowledge by and authorization from the Office of the Mayor.

COMPUTER USE/ACCEPTABLE TECHNOLOGY USE POLICY

Electronic Mail (E-Mail), Internet and Intranet Use

Use of the City's technology resources (including but not limited to computer hardware, software, electronic mail, Internet and Intranet) is a privilege, which may be revoked at any time, for any reason, at the sole discretion of the City. Electronic mail, Internet and Intranet are to be used for City business purposes only.

Improper Use

Improper use of the City's technology resources is strictly prohibited and may result in disciplinary action up to and including termination. Improper use includes but is not limited to the following:

1. creating, accessing, viewing, transmitting or otherwise manipulating electronic messages or images with discriminatory, derogatory or inflammatory content regarding race, age, color, disability, religion, national origin, ancestry, physical attributes or sexual preference;
2. creating, accessing, viewing, transmitting or otherwise manipulating electronic messages or images that are discriminatory, harassing, offensive, demeaning, insulting, defamatory, intimidating, sexually suggestive, sexually

- explicit, pornographic or obscene;
3. creating, accessing, viewing, transmitting or otherwise manipulating electronic messages or images containing abusive, profane or offensive language;
 4. solicitation of non-City business; and
 5. use for personal gain.

Ownership

All technology resources provided for employee use are the sole property of the City of Erie. This applies to all information contained in the City of Erie's computer systems, including personal computers, laptops, intelligent workstations, networks, servers and any storage media.

No Expectation of Privacy

Employees do not possess any privacy rights with respect to use of the City's technology resources. The City of Erie reserves the right to monitor employee use of its technology resources, including electronic mail, Internet and Intranet.

Employee Responsibility

Employees are responsible for the content of electronic text, audio and images they create, access, view, transmit or otherwise manipulate via the City's electronic mail, Internet and Intranet systems.

More detailed information regarding City of Erie computer policies is available from the Information Technology Department located in City Hall.

CONFIDENTIALITY

The protection of confidential information is vital to the interests of the City of Erie. Such confidential information may include, but is not limited to, the following: employee health information, financial information, current or pending projects or proposals, and any information maintained on the computer or other communication system. Employees are responsible for maintaining the confidentiality of these records.

CONFLICT OF INTEREST

An actual or potential conflict of interest is when you are in a position to influence a decision or have business dealings on behalf of the City of Erie that might result in a personal gain for you or for one of your relatives. For conflicts of interest, a family member is any person who is related to you by blood or marriage, or whose relationship with you is similar to being a relative

even though they are not related by blood or marriage.

The City of Erie does not automatically assume that there is a conflict of interest if you have a relationship with another company. However, if you have any influence on transactions involving City purchases, contracts, or leases, you must tell your supervisor or a Department Manager as soon as possible. By reporting that there is the possibility of an actual or potential conflict of interest, the City of Erie can set up safeguards to protect all parties involved. The possibility for personal gain is not limited to situations where you or your relative has a significant ownership in a firm with which the City of Erie does business. Personal gains can also result from situations where you or your relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealing involving the City of Erie.

As an employee of the City of Erie, it is your duty to comply with these guidelines about conflicts of interest. If this is not clear to you or you have questions about conflicts of interest contact the Human Resources Manager.

CREDIT UNION

Eligible employees may elect to enroll in any federal credit union. The City of Erie is in no way affiliated with any credit union banking other than to honor an employee's written authorization and request for associated payroll deductions. For more information, contact the Human Resources Department or the credit union directly.

DAMAGED PERSONAL PROPERTY

Employees are discouraged from bringing personal articles which are not essential to the performance of their job duties to their assigned place of employment or job site. Loss or damage to such items will generally not be considered for reimbursement. The City may reimburse an employee's lost or damaged personal property under the following circumstances:

1. the damage occurs during the performance of the employee's job duties;
2. the damage occurs through no fault of the employee; and
3. the damaged item is essential for proper performance of the employee's job.

To submit a claim for reimbursible damage, the employee must complete a Loss Report form which can be obtained from the Claims Investigator in the Office of City Solicitor.

DIVERSITY AND INCLUSION

The City of Erie recognizes and actively affirms the dignity of those it serves, regardless of heritage, beliefs, race, religion, gender, age, sexual orientation, gender identity and physical or mental capabilities.

As an employer, the City of Erie has a strong commitment to workplace diversity and inclusion. Having a wide variety of people in its workplace helps the organization to be more flexible, creative and responsive. It helps the City of Erie to provide better service to its diverse community. The City of Erie is committed to undertake an active recruitment program reaching all appropriate sources to identify qualified applicants on a non-discriminatory basis. The City will seek applicants for all of its job levels through recruitment of minorities and women. The assistance of organizations and leaders from the minority and women's community will be sought in these recruitment efforts.

This City is dedicated to creating an inclusive, welcoming and respectful culture that appreciates and supports individual differences.

DRESS GUIDELINES

Employees are expected to dress in a professional manner. Blue jeans in good condition may be worn by employees whose positions require them to work with chemicals or in other situations which may result in damage to more formal clothing. This may apply to inspectors, lab personnel, draftspersons, reproduction staff, garage personnel, clerical personnel and others. Jeans may be permitted under other special circumstances. Employees who are Union members may be covered under their CBA or SOGs.

DRUG AND ALCOHOL ABUSE POLICY

Use of Intoxicants Prohibited in the Workplace

The City of Erie is committed to maintaining a substance abuse-free workplace for its employees. Employees are forbidden from reporting to work under the influence of intoxicants (illegal drugs or alcoholic beverages) and shall not consume, use or possess illegal drugs or intoxicants at any time on City property or in any City vehicle during their scheduled workday. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances, as defined by law, on City property or in a City vehicle is prohibited. Employees who violate this policy will be subject to disciplinary action, up to and including termination. The only exception is use or possession of drugs which are prescribed by an appropriate physician. Violation may result in disciplinary action, up to and including termination of employment.

Union Contract Drug and Alcohol Requirements Apply

Where a specific term or condition of this section differs from or conflicts with a term or

condition applicable to employee members of the AFSCME, IAFF, Fraternal Order of Police or Teamsters unions and their collective bargaining agreements (“CBAs”), the term or condition contained in the relevant CBA applies.

Drug and Alcohol Dependency Counseling

Drug and alcohol abuse create potential health, safety and security problems. Employees are encouraged to seek confidential assistance in the City’s Employee Assistance Program (“EAP”) before or after a problem occurs in the workplace. More information on the City’s EAP is available from the Human Resources Manager.

Reporting Criminal Drug Convictions

An employee receiving, distributing, monitoring or being paid with federally-funded grants or contracts must notify the City in writing, through a supervisor or the Human Resources Manager, when convicted of violating a criminal drug statute in the workplace no later than five (5) days after such conviction. Failure to do so may result in disciplinary action, up to and including termination of employment.

EMPLOYEE ASSISTANCE PROGRAM

The City offers a confidential Employee Assistance Program (“EAP”) designed to identify and treat employees’ personal problems and difficulties in their early stages. These may include alcohol or drug abuse, marital or family tensions, financial or legal troubles or emotional distress. The EAP can help analyze the problem, give counseling and, if necessary, refer you to community or private services for long term assistance.

The EAP is confidential and keeps all your information private. The EAP cannot release the information you give them unless you approve it in writing. If you talk with the EAP, it will not be recorded in your personnel file. Your job security or other benefits will not be adversely affected by your participation in the EAP.

The City of Erie encourages you to talk with the EAP if you are having problems in your life. Please contact the Human Resource Manager for confidential contact information for the EAP provider.

EMPLOYEE CONDUCT

The City of Erie expects its employees to conduct themselves professionally at all times and in ways that protect the interests and safety of all employees, the City of Erie and visitors.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who engage in unacceptable conduct may be subject to disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of City property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage to employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive unexcused absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies

Since your employment with the City of Erie is voluntary and at will, you may terminate your employment at any time, with or without cause or advance notice. Likewise, the City of Erie may terminate your employment at any time, with or without cause or advance notice unless specifically indicated in your collective bargaining agreement.

EMPLOYEE IDENTIFICATION BADGES

In an attempt to provide a safe and secure work environment for all employees and to provide immediate recognition of employees and visitors, the City of Erie will provide a picture identification (I.D.) badge to each employee. Employees are required to wear their I.D. badges during working hours, while on any of the City of Erie premises, or when conducting any City-related business outside of City of Erie premises. Upon termination of employment, I.D. badges are to be turned in to the Human Resources Department.

EMPLOYEE RELATIONS/OPEN DOOR POLICY

PURPOSE:

Our open door policy in government reflects our commitment to transparent and flexible communication between managers and employees.

DEFINITION:

It is simply the management practice of leaving their door open to all employees. This enhances communication across levels of our government.

It translates to better communication which in turn helps build a culture of trust. We think this is the only way to achieve innovation and growth. Everyone has valuable thoughts to share and both our workplace and ways of working could always be improved. We ask our employees, as the heart of our government, to be ready to provide positive or negative feedback, or share ideas that can help us thrive.

SCOPE:

We expect all management employees of all levels to keep their door open; and this refers to so much more than their office door. They should be ready to listen to their employees in person or other digital means we use at work (email or messaging apps). They should establish a culture of trust and communication with their team. This also applies to senior management who should remain approachable for everyone in the organization. Employees are free to communicate their thoughts with upper management.

Of course, this policy extends to HR. If you have serious matters on your mind, ranging from concerns over your compensation to workplace harassment, feel free to come to us.

POLICY ELEMENTS:

Managers should have their office door open so employees can approach them easily to:

- Ask for counsel or feedback.
- Ask questions about a subject.
- Raise awareness for a problem.
- Ask for resolution to an inside dispute of conflict.
- Make suggestions for change.
- Discuss other personal topics.

BENEFITS OF OPEN DOOR POLICY IN THE WORKPLACE

We already emphasized the importance of open communication when it comes to innovation and improvement of our Municipality. More specifically, we hope that listening to employees will help us:

- Address employee concerns in a timely fashion.
- Resolve disputes before tensions escalate.
- Help employees who were victimized or harassed.
- Seize opportunities to improve processes.
- Foster a culture of mutual trust and collaboration.

MANAGEMENT RESPONSIBILITIES

As a member of management, listening to your team members is part of your duties. You should always be ready to discuss important subjects like harassment as soon as possible, but you should also make time to listen to your team members' concerns or ideas.

Action is also important. The City of Erie's open door policy aims to translate good feedback for better results. This means it's your job to follow through with improvements that matter in your judgement to determine whether you should pass information to your own manager to create a plan to address what your team member has told you.

Always be transparent about what you're going to do. Don't promise anything that you are not sure you can deliver. Discuss with your team member, let them know your own thoughts and concerns. After all, communication works both ways.

Of course, we expect you to take any negative feedback or criticism in stride. You must not retaliate against or victimize team members. If you're not sure how to handle the information you received, remember your manager's and HR's doors are also open. If you are unaware or unsure of an answer, do not rush to judgement or comment. It is completely acceptable for a management employee to express their understanding of an issue and explain to the employee that he or she will look into the matter and get back to them with a response. It is important that the response is timely, but getting a matter correct is more paramount than a quick response.

TEAM MEMBER'S RESPONSIBILITIES

Communication is important and is built on mutual trust. This means that just as you trust your manager to listen to you, your manager trusts you to help them digest the information better.

So we ask you to:

- Ask for an appointment in advance, whenever possible, if you want to talk about a significant or delicate matter.
- Communicate with your manager whenever possible instead of going to more senior manager first. You can bypass your manager in some cases: for example if they're not in the office, if they're involved in a harassment claim or they've consistently and willfully violated our open door policy (which you can report to HR).
- Try to resolve minor disputes with your colleagues before reaching out to your manager. Trust and communication should work horizontally as well as vertically in our City.

In general, speak up when you have an opinion about something. Also inform us when you notice harassment, victimization or any violation of our code of conduct. We need everyone to cooperate to ensure the workplace is safe and nice to work in for everyone.

EMPLOYMENT CLASSIFICATIONS

Full Time Employees

Individuals who are routinely scheduled to work thirty-five (35) hours or more per week. These employees are eligible for the City's benefit package in addition to benefits prescribed by law, subject to the terms, conditions and limitations of each program.

Part Time Employees

Individuals who are routinely scheduled to work less than thirty-five (35) hours per week. These employees receive all legally mandated benefits, such as workers' compensation and social security benefits, but are generally not eligible for most City of Erie benefits other than those prescribed by law.

Seasonal Workers

Individuals hired either full or part time directly on the City's payroll for a specific project or period of time, normally not to exceed six (6) months. Employment beyond an initially stated period does not imply a change in employment status. Seasonal employees, including those working full time hours, are not eligible for City of Erie benefits other than those prescribed by law. Seasonal hours will be not be credited toward completion of the ninety (90) day new hire introductory period for individuals hired on a regular basis at the termination of seasonal assignment.

Temporary Workers

Individuals secured through an outside agency with an indefinite assignment length. These individuals are employees of the placement agency and not the City of Erie. Assignment beyond any initially stated period does not imply a change in employment status. Temporary workers, including those working full time hours, are not eligible for City of Erie benefits other than those prescribed by law. Temporary hours will be not be credited toward completion of the ninety (90) day new hire introductory period for individuals hired on a regular basis at the termination of temporary assignment.

Exempt Employees

Individuals whose positions constitute bona fide executive, administrative, professional, outside sales and certain computer jobs as defined by the Fair Labor Standards Act (FLSA). The FLSA does not require an employer to compensate exempt personnel for overtime work.

Non-Exempt Employees

Employees who are eligible under the provisions of the Fair Labor Standards Act (FLSA) for minimum wage, as well as overtime pay of not less than one-and-one-half times their hourly rate of pay for all hours worked in excess of forty (40) in a workweek.

Note: An individual's inclusion in a particular classification is not a guarantee of continued

employment. The City of Erie retains the right to terminate the employment relationship of non-bargaining employees at will, without notice or cause, at any time.

HEALTH INFORMATION PROTECTION

The City of Erie, an employer that contracts with group health care providers for the benefit of its employees, adopts the relevant standards to be used regarding the security and privacy of Protected Health Information to the extent required by the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), as amended, and the federal regulations applicable thereto. Employees can obtain further detail regarding protected health information from the Human Resources Department.

INSURANCE

Information regarding the following insurance plans will be provided to new employees. Any questions regarding these plans should be directed to the Human Resources Department.

Medical/prescription
Dental
Vision
Short Term Disability
Life/Accidental Death & Dismemberment

INSURANCE CONTINUATION

In general, employee insurance coverage ceases when there is a break in continuous service. Insurance coverage continues until the end of the month in which employment ceases. Specific questions concerning insurance continuation should be directed to the Human Resources Department. Laws that may affect an employee’s right to insurance continuance are summarized below.

COBRA

You may be eligible to continue health insurance benefits under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) once the City's financial commitment ceases. COBRA gives you and your qualified beneficiaries the opportunity to continue health insurance coverage under the City's insurance plans when a "qualifying event" would normally result in the loss of eligibility. You will receive written notice as required by law when you become eligible for continuation of coverage under COBRA. This notice contains important information about your rights and obligations.

Conversion

You may be eligible for conversion or portability options on some of the insurance coverage provided by the City. This option would permit you to convert the City’s group insurance policy

to an individual policy when continuation under COBRA is not applicable or ceases. In these cases, you have complete financial obligation. The plan documents, available in the Human Resources Department, outline whether conversion options are available to you and the required procedures.

HIPAA

As mandated by the federal Health Insurance Portability and Accountability Act (HIPAA) employer health insurance plan, waiting periods must be reduced with proof of insurance coverage through prior qualified health insurance plans. New employees must provide the Human Resources Department with a certificate indicating prior coverage in order to request credit toward the waiting period applicable to the City’s health insurance plan. If a City employee enrolls in another health plan with a waiting period for pre-existing conditions, the Human Resources Department will provide such certification, upon request.

Note: The City of Erie reserves the sole and exclusive right to interpret, apply, modify or eliminate the terms and conditions of its insurance plans and other programs at its sole discretion.

LEAVE

Bereavement Leave

Full time employees become eligible for paid bereavement leave after ninety (90) days service with the City. Employees not yet eligible for paid bereavement leave and part time employees may request unpaid bereavement leave. Paid bereavement leave is based on the employee’s relationship to the deceased, as follows:

| <u>Immediate Family</u> | <u>Number of Paid Work Days</u> |
|---|--|
| Spouse (including a same-sex spouse), mother, father, stepparent, child or resident foster and/or stepchild | five (5) - beginning with day of death |
| Brother, sister, mother-in-law, father-in-law daughter-in-law, son-in-law, grandparent, grandparent of employee’s spouse, or grandchild | three (3) - beginning with day of death |
| Uncle, aunt, niece, nephew, brother-in-law or sister-in-law | one (1) - day of funeral, only if it falls on a scheduled work day |

Civil Leave

Full time employees with a minimum of ninety (90) days service with the City are eligible for civil leave, at base rate, when they are called for jury duty or are required to attend court for City

business. Employees can obtain further detail regarding Civil Leave in the Human Resources Department.

Family and Medical Leave Act (FMLA)

Eligibility

Employees who have worked for the City of Erie for at least twelve (12) months and at least one thousand two hundred and fifty (1,250) hours during the prior twelve (12) months may take up to twelve (12) weeks of unpaid FMLA leave for the following reasons:

- The birth of a child, or placement of a child for adoption or foster care
- A serious health condition of the employee that makes them unable to perform the functions of the position
- A serious health condition of the employee's spouse (including a same-sex spouse), parent or dependent child (under the age of 19 or disabled)

Military Family Leave Entitlements

Eligible employees whose spouse (including a same-sex spouse), son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period.

Genetic Information Nondiscrimination Act of 2008

The Genetic Information Nondiscrimination of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For more specific information regarding FMLA leaves of absence and military leave entitlements, including employees' notice and return-to-work obligations, contact the Human Resources Department.

Holidays

The City of Erie observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day

Friday immediately before Easter
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day
 Friday immediately following Thanksgiving Day
 Day immediately before Christmas
 Christmas Day
 Day immediately before New Year's Day
 Employee's Birthday

Military Leaves of Absence

In accordance with federal and state law, including the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Pennsylvania Military Leave of Absence Act (PAMLAA), the City of Erie provides military leave, continuation of health insurance coverage and reemployment opportunities for eligible individuals who voluntarily or involuntarily leave City employment to undertake active military service or certain types of service in the National Disaster Medical System. For specific information regarding military leaves of absence, including employees’ notice and return-to-work obligations, contact the Human Resources Department.

Personal Days

Full time employees who have completed ninety (90) days of service are eligible for two (2) paid personal days per year. Employees must notify their immediate supervisor at least three (3) days in advance of their desire to take a personal day, except in the case of emergency, as determined at the sole discretion of the Department Manager. Unused personal days remaining at the end of the calendar year will expire.

Sick Leave

Employees are entitled to ten (10) days of sick leave after ninety (90) days of employment. Sick leave is prorated for any breaks in service including those due to disability and workers’ compensation leaves. Employees who are not eligible for or who have exceeded their sick leave benefit must provide medical verification relating to their absence in order to avoid penalty. After a minimum of two years service, employees have the option of accumulating sick days or receiving one (1) day's pay for every four (4) days of unused sick leave.

Vacation

Full-time employees earn vacation annually based on the following schedule:

| | |
|---------------------------|-----------------------------|
| less than one-year | pro-rated time |
| one (1) year | ten (10) working days |
| five (5) years | fifteen (15) working days |
| ten (10) years | sixteen (16) working days |
| twelve (12) years | seventeen (17) working days |
| thirteen (13) years | eighteen (18) working days |
| fourteen (14) years | nineteen (19) working days |
| fifteen (15) years | twenty (20) working days |

| | |
|--------------------------------------|--------------------------------|
| sixteen (16) years | twenty-one (21) working days |
| seventeen (17) years | twenty-two (22) working days |
| twenty (20) years | twenty-three (23) working days |
| twenty-two (22) years | twenty-four (24) working days |
| twenty-five (25) or more years | twenty-five (25) working days |

NEPOTISM

As required by ordinance, the City of Erie maintains a policy against nepotism. City Ordinance No. 54-2005, codified at Sect. 115.11. All employees shall be appointed, hired, promoted and/or advanced based on qualifications and the ability to perform the job, without regard to personal influences they may have within or without City Government and in keeping with equal opportunity and other employment laws for all applicants applying for employment with the City of Erie.

- (a) No public official or public employee shall influence the appointment, hiring, promotion and or advancement of a relative or a family member of his/her direct family to a City of Erie position.
- (b) No public official or public employee shall have a relative or family member under his/her direct supervision or control.
- (c) Family members or relatives are defined as spouse, parent, parent-in-law, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, brother-in-law, grandparent, grandchild, co-habiting individual, or any step relative in any of the foregoing categories.
- (d) Family members or relatives presently in the employ of the City of Erie who fall into the categories outlined in sub-section (c) of this policy shall be unaffected by this policy. This policy shall apply to all future employment to positions with the City of Erie.
- (e) Nepotism for purposes of this policy shall mean favoring relatives or personal friends because of their relationship rather than because of their abilities to perform the job responsibilities of their respective positions with the City of Erie.
- (f) Noncompliance with this policy may result in the termination of affected employees in accordance with the City of Erie personnel procedures and applicable law.

NURSING MOTHERS

The City supports the needs of nursing mothers in the workplace. In accordance with the Fair Labor Standards Act (FLSA), the City will provide accommodations for covered employees who need to express breast milk for one year after their child's birth. The City will provide them with reasonable break times and an appropriate private place. For further details, contact the Human Resources Manager.

PAYROLL INFORMATION

Issuance

Payroll checks are issued on a bi-weekly basis.

Direct Deposit Available

Employees may elect to have their payroll checks deposited directly into a designated checking or savings account. Employees must appear in person in order to make any changes to direct deposit information.

Payroll Deductions

To the extent mandated by law, the City of Erie will deduct from payroll checks federal, state and local withholding taxes, social security taxes (FICA & Medicare), state unemployment compensation insurance (SUI), and any other deductions or wage garnishments that are required by law and/or court order. Insurance premiums for participating employees will also be deducted from payroll checks.

Voluntary Deductions

Upon written authorization by a participating employee, the City of Erie will automatically deduct voluntary contributions to the deferred compensation program, credit union, Section 125/132 plans and/or charities. Changes to voluntary deductions must be made in writing to the City of Erie Payroll Office and the Human Resources Department.

PENSION/RETIREMENT PLANS

The City of Erie provides both regular retirement and disability pension programs as well as deferred compensation programs for eligible employees. See City Ordinance Articles 145, 147 and 149 for details. Questions regarding these programs should be directed to the Human Resources Department.

PERSONAL CALLS

The telephone lines at the City of Erie must remain open to business and service calls. Employees should keep incoming and outgoing personal telephone calls as brief as possible and attempt to keep the volume of such calls at a minimum. Long distance personal phone calls on City of Erie phones are strictly prohibited. During working hours, personal cellular phones, beepers and other electronic devices should only be used when necessary due to emergency or under specific pre-approved circumstances. Such personal electronic devices should be kept out of public view at all times.

PERSONAL IDENTIFIABLE INFORMATION

Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. Further, PII is defined as information: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors). Additionally, information permitting the physical or online contacting of a specific individual is the same as personally identifiable information. This information can be maintained in either paper, electronic or other media.

The loss of PII can result in substantial harm to individuals, including identity theft of other fraudulent use of the information. Because employees and contractors may have access to personal identifiable information concerning individuals and other sensitive data, we have a special responsibility to protect that information from loss and misuse.

PERSONNEL RECORDS

Updating Personal Information

To insure that your personnel, insurance and payroll records are kept up to date, always notify the Human Resources Department promptly of any changes in your personal situation which may include:

| | |
|--|---------------------------------|
| Address | Military classification |
| Telephone Number | Emergency contact |
| Names of legal dependents | Name change |
| Marital status | Change in tax withholding (W-4) |
| Life insurance and pension beneficiaries | Health insurance situation |

Having the correct personal information on file with the Human Resources Department will affect the speed with which you receive official mail, coverage of your dependents on your group health insurance plans, the amount of withholding tax deducted from your pay and many other things important to you. This information will be kept strictly confidential.

Access to Personnel Records

Upon request, employees may see the records maintained in their own personnel folder during regular working hours, provided that the time involved does not interfere with the normal routine of the Human Resources Department. Employees may not remove or make copies of records in their personnel folder.

POLITICAL ACTIVITY

Employees are encouraged to fulfill their civic duties as private citizens on their own personal time. It is City of Erie policy to require its employees to devote their scheduled work time conducting City business without involvement in political activity. This policy is intended to minimize conflicts between employees supporting different political parties or candidates and to remove concern about an obligation to a particular political party or candidate.

City of Erie employees are not permitted to engage in political activity during scheduled work hours. Prohibited political activity **during scheduled working hours** includes but is not limited to:

- working on behalf of a political candidate or party;
- displaying badges supporting a political candidate or party;
- printing or posting signs, banners or bumper stickers endorsing a political candidate or party on City property, in its buildings or on its vehicles;
- soliciting funds or selling event tickets supporting a political candidate or party; and
- attending a political event or rally during scheduled work time.

Questions regarding this political activity policy should be directed to the Human Resources Manager.

POSTING AND DISTRIBUTION OF LITERATURE

Solicitation of charitable funds, fund raising and posting or distributing literature is prohibited during scheduled work hours without advance approval from the employee's departmental manager or the Mayor's Office. Posting or distributing literature on the City's official bulletin boards or through e-mail or other communication devices is also prohibited without advance permission.

RESIDENCY REQUIREMENT

All City of Erie employees must reside within a fifteen (15) mile radius of Erie City Hall. For definitions and exceptions, see official City Ordinance No. 106-1989, codified at Section 143.

SAFETY AND HEALTH

The City of Erie considers its' employees' personal safety and health to be of primary importance. We make a great effort to avoid hazardous or unhealth working conditions, and we strive to conduct all operations to conform with state and federal regulations.

Our goal is zero work-related accidents and injuries. No effort on the part of the City alone can avoid the occurrence of accidents unless every employee accepts responsibility, in a very serious manner, to avoid all unsafe practices. Observance of safety and health rules and the use of sound judgement will go far to avoid the possibility of accidents. Each employee is responsible for performing job assignments safely and according to established procedure.

Every employee's cooperation in detecting hazards, and in turn controlling them, are also conditions of employments. Supervisors should immediately be informed of any hazardous situation beyond the employee's ability or authority to correct it.

Employees must immediately report any accident, no matter how small and minor it might seem, to their supervisor. In the event of the supervisor's absence, the report should be made to the department manager. Failure to do so may cause otherwise eligible employee to lose Workers' Compensation benefits. If the injury warrants a doctor's attention, arrangements will be made to secure adequate medical attention. If a fellow worker is injured, obtain medical help or instruction as soon as possible. Additional important information is contained in the Workers' Compensation section of this Handbook.

Employees using prescribed or over-the-counter medication which indicates or implies possible impairment, including but not limited to drowsiness, are to let their supervisor know **BEFORE** they begin any work. Depending on the nature of the job responsibilities and duties, the employee may not be permitted to work until they are able to perform the duties safely.

Use common sense and be safety conscious every minute of every day!

SECTION 125/132 ACCOUNTS

Full time employees who have completed ninety (90) days of service may set aside pre-tax income into these accounts to cover anticipated non-reimbursable medical expenses, including deductibles, child care expenses and/or parking costs. Additional information is available in the Human Resources Department.

SECURITY

Directions to security measures, including the “City Hall Emergency Search, Evacuation and Lockdown Plan,” are contained in the back pages of your City of Erie Phone Directory & Emergency Response Plan booklet. Please commit to memory the steps outlined in this Plan in advance of an emergency and be prepared to follow the instructions when necessary.

SMOKE-FREE WORKPLACE

Tobacco use, smoking and using any device that emits vaporized smoke (“vaping”) is prohibited on all City of Erie property or in vehicles owned or leased by the City of Erie in which individuals are transported. At the City’s discretion, smoking may be permitted in designated outdoor locations.

SOCIAL MEDIA POLICY

At the City of Erie, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees of the City of Erie.

Management employees should use the supplemental Social Media Management Guidelines for additional guidance in administering the policy.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City of Erie, as well as any other form of electronic communication.

The same principles and guidelines found in the City of Erie policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of the City of Erie or the City of Erie’s legitimate business interests may result in disciplinary action up to and including termination. Know and follow the rules.

Be Respectful

Always be fair and courteous to fellow other employees, citizens, suppliers or people who work on behalf of the City of Erie. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages citizens, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted posting can be searched. Never post any information or rumors that you know to be false about the City of Erie, fellow employees, citizens, suppliers, and people working on behalf of the City of Erie.

Post only appropriate and respectful content

Maintain the confidentiality of the City of Erie's private or confidential information. Confidential information may include information regarding the development of systems, processes, know how and technology. Do not post internal reports, policies, procedures or other internal business related confidential communications.

Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside informatin to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.

Do not create a link from your blog, website or other social networking site to a City of Erie website without identifying yourself as a City of Erie employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City of Erie. If the City of Erie is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City of Erie. If you do publish a blog or post online related to the work you do or subjects associated the City of Erie, make it clear that you are not speaking on behalf of the City of Erie. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the view of the City of Erie.

Using Social Media at work

Refrain from using social media while on work time or on equipment we provide, unless it is

work-related as authorized by your manager or consistent with the City of Erie equipment policy. Do not use the City of Erie e-mail address to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

The City of Erie prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees should not speak to the media on the City of Erie's behalf without contacting the Mayor's office. All media inquires should be directed to them.

For more information

If you have questions or need further guidance, please contact your HR representative.

WORKERS' COMPENSATION

Workers' compensation is a statutory program that provides medical coverage and, in some instances, income maintenance if employees are disabled as a result of occupational injuries. Employees must report work-related injuries to a supervisor *immediately*. Additional information is available in the Human Resources Department.

WORKPLACE VIOLENCE PREVENTION

The City of Erie is committed to preventing workplace violence and making this a safe place to work. This section explains the guidelines for dealing with intimidation, harassment, violent acts or threats of violence that might occur during business hours or on City premises at any time.

You are expected to treat members of the public, your co-workers, including supervisors and temporary employees, with courtesy and respect at all times. You should not fight or behave in any way that might be dangerous to other people. The City of Erie does not allow firearms, weapons, and other dangerous or hazardous devices and substances on the premises of the City of Erie without proper authorization or as a requirement for part of your duties (i.e., police officers).

The City of Erie does not allow behavior at any time that threatens, intimidates, bullies or

coerces another employee, a customer, or a member of the public. The City of Erie does not permit any act of harassment, including harassment that is based on an individual's race, color, sex, religion, disability, age, national origin, ancestry, citizenship, pregnancy, sexual identity, sexual orientation or gender identity, or any characteristic protected by federal, state or local law.

You should immediately report harassment, a threat of violence, or an act of violence by anyone to the Police Department, your supervisor or another member of management. If you report a threat of violence, try to give every possible detail.

Be sure to immediately report any suspicious person or activities to the Police Department and a supervisor. Do not place yourself in danger. If you see or hear a trouble or a disturbance near your work area, do not try to see what is happening or try to stop it. When you are able, contact the Police Department Sergeant's Desk to notify them of the situation.

The City of Erie will promptly and completely investigate all reports of violent acts or threats of violence. The City of Erie will also promptly and completely investigate all suspicious people and activities. The City of Erie will protect the identity of a person who makes a report when practical. Until the City of Erie has investigated a report, the City of Erie may suspend a participating employee, either with or without pay, if the City of Erie thinks it is necessary for safety reasons or to complete the investigation.

If you commit a violent act, threaten violence, or violate these guidelines in any way, you will be subject to disciplinary action, up to and including termination of employment.

If you are having a dispute with another employee, the City of Erie encourages you to talk it over with your supervisor or the Human Resources Manager. The City of Erie wants to help you work out problems before they become more serious and possibly violent. You will not be disciplined for bringing these types of concerns to the City of Erie's attention.

The City of Erie

Employee Acknowledgement Form

I acknowledge receipt of the City of Erie's Employee Handbook dated _____ and confirm that I have read and understand its content.

I understand that I have the right to ask my supervisor, any member of management, or the Human Resources Manager to further explain anything contained in this Handbook.

I understand that the content of this Handbook may be changed, with or without prior notice to me, at the City of Erie's sole discretion. I understand that I will be informed about any Handbook changes and that such changes can only be authorized by the Human Resources Manager of the City of Erie.

I understand that I am responsible for updating my copy of this Handbook as directed by the appropriate City of Erie personnel.

I understand that my employment is at will, unless otherwise specified by a collective bargaining agreement. I understand that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. In addition, the City of Erie retains the right to terminate my employment at any time, with or without cause or advance notice.

I understand that this Handbook is not a legal document and does not create a contract of employment, either express or implied, on the part of the City of Erie concerning my employment, its longevity, or any of the matters contained in the document.

I understand that the content of this Handbook supersedes previous statements of policy and procedures.

I understand that this Handbook is not to be considered a complete statement of all employment provisions applicable to City of Erie employees.

EMPLOYEE NAME (Please Print): _____

EMPLOYEE SIGNATURE: _____

DATE SIGNED: _____