

RESOLUTION NO. 2978

A RESOLUTION OF THE CITY OF SALISBURY TO AMEND THE DISCLAIMER AND CHAPTERS 1 AND 2 OF THE EMPLOYEE HANDBOOK TO UPDATE THE EMPLOYEE HANDBOOK.

WHEREAS, the City of Salisbury has an Employee Handbook; and

WHEREAS, the Mayor's Office and the Human Resources Department have reviewed the Employee Handbook; and

WHEREAS, the Mayor's Office and the Human Resources Department recommend updating the Employee Handbook; and

WHEREAS, the City of Salisbury desires to amend the Employee Handbook in segments; and

WHEREAS, the City of Salisbury will amend the rest of the Employee Handbooks in future resolutions; and

WHEREAS, the recommended changes have been approved by the Mayor and reviewed by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City of Salisbury, Maryland that the Disclaimer of the Employee Handbook is amended as follows:

EMPLOYEE HANDBOOK CITY OF

SALISBURY

Revised ~~February 28, 2017~~ October
2019

DISCLAIMER

This Employee Handbook is provided to all employees during their employee orientation when they are hired and upon completion of any holistic updates. It is the responsibility of employees to read and comply with the policies contained in the Handbook. By signing the receipt and acknowledgement form on the last page of this Handbook, you agree to adhere to the policies and procedures herein.

This Employee Handbook supersedes, in all respects, any prior handbook, policy manual, or practices of the City and has been prepared for our employees to provide you with general information about some of your benefits and the highlights of the rules and policies under which we operate. **Additional policies and updates will be delivered to you from time to time from your Department Director, our Director of Human Resources or City of Salisbury Administration.** Obviously, ~~w~~~~e~~ ~~could~~ ~~can~~ not begin to, explain every City policy, ~~or~~ rule or benefit in this ~~H~~handbook, and its provisions can be considered as no more than general summaries of the benefits, work rules and policies they address. While the City hopes that its personnel actions will continue to be positive, from time to time, the City may unilaterally, in

accordance with paragraph 0103, in its discretion, amend, supplement, modify or eliminate one or more of the benefits, work rules or policies described in this Handbook, or any other employment benefits, work rules or policies, without prior notice.

Nothing in this Handbook constitutes an express or implied contract of employment or warranty of any benefits. We hope to have a long and mutually beneficial working relationship as we serve the citizens of the City of Salisbury. However, circumstances may arise that will cause the termination of your employment relationship with the City. The City will ~~of course~~ comply with any obligations it may have under federal, state, or local law prior to terminating an employee.

The City notes that a variety of policies and procedures may be available to employees prior to discharge. These policies and procedures include the grievance procedures described in Chapter 9 as well as the ~~disciplining~~ disciplinary and corrective action procedures described in Chapter 8.

The City of Salisbury is dedicated to promoting, stewarding and guiding our employees as leaders to reach their full potential. We ask that you dedicate yourselves as leaders to our mission:

Mission Statement: The City of Salisbury's staff exists to ensure the highest quality of life for our citizens. In partnership with our citizens and employees, we will provide safe, livable and diverse neighborhoods. We will deliver efficient and effective municipal services at the highest level of customer satisfaction. We will ensure that our infrastructure and services support our residents and businesses. The City of Salisbury will emphasize protecting and enhancing the environment.

Core Values:

- ***Accountability – We accept responsibility for our personal and organizational decisions and actions.***
- ***Continuous Improvement – We provide the highest quality service with the resources available by promoting innovation and flexibility to meet the changing needs in the community.***
- ***Diversity – We embrace differences and variety in our workforce and community.***
- ***Environment – We are concerned about our natural, historic, economic and aesthetic resources and endeavor to enhance the sustainability for future generations***
- ***Ethics – We set high standards for our personal, professional and organizational conduct and act with integrity as we strive to achieve our mission.***
- ***Respect – We treat our coworkers and the public with courtesy and dignity.***
- ***Integrity – We are honest and transparent in our words and actions.***
- ***Safety – We use education, prevention and enforcement methods to protect life and property in our business and residential neighborhoods, and maintain our infrastructure and facilities to provide a safe environment in which to live, work, shop and play.***

- **Teamwork – We work together to plan, develop recommendations, deliver services and openly communicate with the public and each other by soliciting feedback and sharing information to achieve our goals.**
- **Trust – We realize the perception of our organization is dependent upon the public’s confidence in our commitment to our core values and to meeting the goals set collectively by the Mayor and City Council.**

Vision Statement: The City of Salisbury will remain the medical, educational, cultural and economic center of the Eastern Shore. Our commitment to excellence, innovation and service, combined with sound fiscal management, will ensure Salisbury’s future as a safe, vibrant and healthy community.

~~The Employee Handbook is readily available to all employees, and it is the responsibility of employees to read and comply with the policies contained in the Handbook.~~

~~The masculine pronoun is used throughout these policies and procedures in the generic sense and refers to both feminine and masculine antecedents.~~

AND BE IT FURTHER RESOLVED by the City of Salisbury, Maryland that Chapters 1 and 2 of the Employee Handbook is amended as follows:

Chapter 1

YOUR EMPLOYMENT WITH THE CITY OF SALISBURY

0101 Welcome to the City of Salisbury!

As a new employee, you are joining the team that has made our City a regional shining star, a respected Maryland municipality and a leader in customer service, business development, entrepreneurial development, and job creation. We wish you success in your new job and we hope that you will quickly feel at home. At the City of Salisbury, every position is important. We hope you will immediately connect with our core values of customer service, transparency, relationships, sustainability and stewardship. Your commitment to these values is critical for our mutual success in the service of the citizens of the City of Salisbury.

To ensure the City’s success in accomplishing its mission, this handbook has been prepared to provide you with a basic understanding of the City’s mission, vision, policies and your responsibilities as an employee. It was prepared to make you aware of what you can expect from the City of Salisbury – and what the City will expect from you.

We hope your experience here will be challenging and enjoyable. This handbook should not be construed as an employment contract or an agreement for employment for any specified period of time. The information we have included in this handbook is necessarily brief and may be subject to change; however, all laws, rules, and policies from which this handbook is derived can be found in our Department of Human Resources. If any information contained in this handbook conflicts with any of

the above, those laws, rules and policies take precedence over the information provided in this handbook.

Any questions regarding the content of this handbook or policies of the City of Salisbury should be addressed through your supervisor or our Department of Human Resources.

A. — Welcome. We are pleased that you have chosen to work for the City of Salisbury. Your personal work satisfaction and your contribution to the community depend on how you approach your job. As the City of Salisbury faces new challenges, the dedication of all City employees is vital. We trust you will take pride in your work and in your role as an important part of our City.

B. — Our expectations are straightforward. You are expected to treat all citizens, coworkers and contacts with respect and professionalism. You are also expected to give your best efforts every day. In return, the City will endeavor to be fair in all its dealings with employees.

C. — Most matters relating to your employment are managed on a Departmental basis, including most hiring and performance evaluations. The manner by which the personnel function is conducted within each department varies among departments, depending upon the size of the department. In some departments, the Department Director is directly involved in daily personnel matters. In others, the responsibility may be delegated by the Department Director to supervisors within the department.

D. — The Mayor of the City of Salisbury is the ultimate decision-maker on personnel matters. The Mayor's office is available to review any employment-related decision that is properly presented through the procedures explained in this Handbook.

01023 About this Employee Handbook

It is impossible in any employee handbook to anticipate all situations or new developments that may arise in employment. Accordingly, the City expressly reserves the absolute right to change the policies and practices set forth in this handbook, if it believes, in its sole discretion, that if doing so would be in the best interest of the people of Salisbury.

~~Further, as a document meant to be used as a guideline only, this Employee Handbook is not to be relied upon as a guarantee of employment or as a legally binding contract. Although the City hopes this Employee Handbook will be helpful in anticipating events relating to your employment, the City reserves the absolute right to respond to any employment situation in the manner it alone deems to be in the best interest of the people of Salisbury at the time. Finally, the City expressly reserves the right to interpret this Handbook, which interpretation shall be final and binding upon all City employees.~~

Through and by the issuance of this Employee Handbook, all prior explanations of the City's policies are superseded. This Employee Handbook specifically replaces all prior Employee Handbooks, policy directives, and manuals.

01034 Special Note Concerning Police Department Directives

Pursuant to the City Code, the Salisbury Police Department has established rules and regulations known as the City of Salisbury Police Department Written Directives. These written directives govern the

operation of the Police Department and employees of that Department. When the written directives of the Salisbury Police Department conflict with or directly address employment policies discussed in this Employee Handbook, those written directives shall control.

01042 Equal Employment Opportunity

The City of Salisbury is an equal opportunity employer. It is the City's policy to employ qualified individuals on the basis of their relative ability, knowledge and skills, without regard to race, ancestry, place of origin, color, ethnic origin, religion, ~~national origin~~, disability, citizenship, creed, sex, sexual orientation, gender identity, age, marital or relationship status, family status, legal immigrant status, receipt of public assistance, political affiliation, religious affiliation, genetic information, social or economic status, or level of literacy and language ability unless the individual's English language ability or level of literacy would have a detrimental effect on their job performance ~~age, genetic information, mental or physical disability, sexual orientations, or political affiliation~~. This policy applies to all personnel-related actions, including promotion, compensation, benefits, job assignment, discipline and training.

The City is committed to a workplace free from sexual and any other unlawful forms of harassment. Any employees encountering employment discrimination or any form of unlawful harassment should immediately report the incident to their immediate Supervisor and the Department Director or the Human Resources Department. All reports will be investigated immediately.

The City of Salisbury shall implement and enforce a positive environment in its workplace to achieve full access and equal opportunity and to create a harmonious environment free from discrimination, harassment and hate.

This statement of policy is intended as a reflection of the City's commitment to a fair and just workplace in which all existing legal rights are fully protected. This statement of policy does not, however, create any justiciable right.

01056 The Employment Understanding

All employees of Salisbury have the right to terminate employment with the City for any reason and at any time. The City of Salisbury reserves the right to terminate probationary employees at any time for any reason. The City reserves the right to terminate any non-probationary employee at any time for cause, as determined by the City of Salisbury, including, but not limited to, reduction in work force, disciplinary misconduct or poor performance. Non-probationary employees have a right to invoke the Grievance/Appeal procedure described in Chapter 9 of this Employee Handbook to appeal any termination decision.

01065 Your Probationary Employment Period

- A. All newly hired employees are considered to be probationary employees until they have completed a probationary period. For most positions there is a 6-month probationary period. Some departments may have a longer ~~or shorter~~ probationary period for certain jobs. For

example, an ~~18~~24-month probationary period applies to certified police officers and a 12-month period applies to all ~~firefighting~~**Firefighting or EMS** employees. At the time of hiring you will be informed of the probationary period applicable to your position.

- B. During probationary employment your work habits and work performance will be closely reviewed. Any disciplinary problems or attendance problems will be regarded very negatively. **Your probationary status may be extended in order to provide further opportunity to be successful in your assignment.**
- C. Employment will be ended immediately if performance or behavior is determined by the Department to be unacceptable for any reason. A decision to terminate employment during the probationary period is not appealable through the procedures described in this Handbook. A terminated probationary employee may, however, meet with the Mayor or his designated representative to discuss the termination decision.

0107 Employment Status

- A. Elected Positions: **are** established by State or Local law, the incumbents of which are selected by a prescribed voting process and who serve for defined terms.
- B. Appointed Positions: **are** staffed through an "at will" employment relationship. Employees in "appointed" positions serve at the pleasure and discretion of the appointing officials subject to applicable local, state, and federal laws and regulations. The City may enter into a contract or employment agreement with an employee in an appointed position that provides for terms or conditions of employment that differ from the standard terms and conditions of employment for all other employees. All appointed positions are filled through a competitive selection process based on the merit and fitness of the individual selected.
- C. Exempt Employee-s ~~are~~ **are** employees not eligible for ~~either~~ overtime pay.
- D. Non-exempt Employee-s ~~are~~ **are** employees who does not meet the statutory exemptions of the Fair Labor Standards Act and thus **are** is paid or given compensatory time at time and one-half the employee's regular rate for all hours worked over forty in a week (except for public safety employees eligible for the FLSA Section 7(k) exemption).
- E. Regular Full Time Employee-s ~~are~~ **are** employees **who are** employed on a continuing basis for a full work week, **as specified in each employee's offer letter.**
- F. Regular Part Time Employee-s ~~are~~ **are** employees who ~~is~~ **are** hired to work on a continuing basis **for** a minimum of 50 percent of a work week, but less than a full work week, **as specified in each employee's offer letter.**
- G. Temporary Full Time Employee-s ~~are~~ **are** employees **who are** hired to fill a position that is anticipated to exist for less than one year (12 months). ~~Is~~ **and who are** regularly scheduled to

work a full-time work week. **(Grant or contractual positions and must be reviewed annually to determine the need to continue this status.)**

- H. **Temporary Part Time Employees- are employees who are** hired to fill a position that is anticipated to exist for less than one year (12 months)-~~is and who are~~ scheduled to work less than a full-time work week. **(Grant or Seasonal, must be reviewed annually to determine the need to continue.)**
- I. Unless specifically notified otherwise and expressly approved by the Mayor, only regular full time employees are entitled to the benefits described in the Employee Handbook.

0108 Reinstatement

- A. An employee, who leaves the employment of the City, and subsequently applies for reemployment, shall be eligible to be reinstated in his former position, at the rate of pay he would have been paid if he had not left, provided that he is reemployed within six months of the date of his resignation, and provided that his former position, or a similar position in the same classification, is available. If the employee is reinstated, he will be eligible to have his benefits restored, as if he had never left employment, except for any benefit or compensation for which the employee was paid at the time of his resignation.
- B. An employee, who leaves the employment of the City and is subsequently reemployed at any time after six months of the date of his resignation, shall be reemployed on the same terms and conditions as if he was a new employee.
- C. An employee, who is reinstated as provided in paragraph (A) of this section, and who subsequently leaves the employment of the City, shall be eligible to be reemployed as provided in paragraph (B) of this section but shall not be eligible to be reinstated again as provided in paragraph(A).

Chapter 2

JOB ASSIGNMENTS

0201 Our View Of Job Assignments

The employees of our City are employed to serve the citizens of Salisbury. Every attempt is made to match the strengths of each employee with a job assignment that best serves ~~the~~**our** citizens of Salisbury.

From time to time, reaching this goal may involve the promotion, transfer, temporary reassignment or permanent reassignment of an employee within the employee's Department or within City government. Intra departmental changes are usually undertaken by the Department ~~Head~~ **Director**. Changes between ~~d~~Departments are usually ~~done~~**accomplished** through cooperative efforts of the Department ~~Heads~~ **Directors** and the Mayor's Office.

Although the City tries to place employees in jobs of their preference, this may not be possible at all times. Also, the City reserves the right to maintain an employee in the employee's existing job if determined to be in the best interests of the City.

0202 Promotions

The City hopes that employees with superior performance and good work habits can be promoted as vacancies arise. Promotions are accomplished by a request from the Department Head Director to the Mayor's Office. Employees interested in consideration for promotion should make that interest known to the Department Director.

A promoted employee serves a probationary period in the new position. The length of the probation (usually 6 months) is determined by each department. If work performance or work habits are unacceptable, the City reserves the right to return the employee to his former position or to terminate employment. A decision whether to terminate a promoted employee during this probationary period is subject to appeal or grievance under Chapter 9 of this Handbook.

0203 Job Reassignments

From time to time it may be necessary to temporarily or permanently reassign an employee from one job to a different job, either within the same department or to a different department. The City reserves the right to reassign employees involuntarily.

Job reassignments may result, for example, from reorganization of the work, reduced departmental funding, a change in technology or public needs, a change in the workforce, a change in the employee's abilities, a voluntary request from an employee, or as a disciplinary adjustment.

Any employee reassigned by request or as a disciplinary adjustment will serve a probationary period in the new position. The length of the probation (usually 6 months) is determined by each department. If work performance or work habits are unacceptable, the City reserves the right to return the employee to his former position or to terminate employment. A decision to terminate a reassigned employee during this probationary period is subject to appeal or grievance under Chapter 9 of this Handbook.

0204 Travel Policy

The City of Salisbury has a travel policy. A copy of that travel policy may be obtained from your Department Head Director or via intranet. **All forms may be obtained on sby.net available to all employees on our intranet.** Please refer to that policy in regard to travel.

0205 ~~Overnight Travel~~

~~The City of Salisbury provides for certain expenses incurred by a City employee (or elected official)~~

traveling on official business. Anyone traveling on official City business is expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Same day travel must be approved by the employee's Department Head or his designee, prior to the travel. Overnight travel must be approved by the employee's department head prior to the travel. Department Head travel must be approved by the Mayor's office prior to the travel. City Council members travel must be approved by the Council prior to the travel. Throughout this policy, references to City employee would also apply to elected officials.

0206 — Travel Advance

An advance of funds may be obtained by completing the top portion of the Travel Expense Report, including travel purpose and dates, and submitting it to the Finance Department, at least three weeks prior to the day of travel. Advances are available from the Finance Office two weeks before the event. Upon return from travel, the employee must, within two weeks, complete the Travel Expense Report, attaching the necessary travel receipts approved by his Department Head, or designee, and submit the Report to the Finance Department for further reimbursement, or return of unused funds. A valid receipt would include the vendor, date, time, and any other information necessary to permit verification of the receipt. Where valid receipts are missing, the employee may submit an affidavit in lieu of the receipts.

0207 — Meals (Alcoholic beverages are not reimbursable expenses.)

If an employee departs on City business two hours prior to, and returns two hours after a meal, the employee would be entitled to receive compensation for that meal. Tips are only reimbursable up to 15% of the food bill. For the purpose of this policy meal times are 8 a.m., 12 noon and 5 p.m. The maximum reimbursement amounts are as follows for the food bill:

Breakfast	\$—8.00
Lunch	\$—10.00
Dinner	\$—22.00

An employee whose spending exceeds these amounts will not be compensated for the excess.

If a City employee on official City business stays overnight, then that employee will receive \$40.00 per day for meals and no receipts are required; however, the day of travel to and from the destination must meet the 2-hour criteria to receive an allowance for that day, again, no receipts are required. Receipts from establishments within the City of Salisbury are not reimbursable if the trip took place outside of Salisbury. ~~If meals are included in the conference, meeting, or training session fee, then the City will not reimburse the employee for those meals.~~

0208 — Lodging

Overnight lodging can be authorized when the meeting location is more than ninety (90) miles from the employee's normal workplace. For any travel where air transportation is necessary, round-trip, coach-class tickets will be purchased. If the employee wishes to drive, they must obtain a quote from a travel agency for airfare. The lesser of the reimbursement for mileage and the quote for airfare will be reimbursed to the employee. Mileage to and from a conference is reimbursable, mileage while attending a conference is

not. The employee will make every effort to stay at a conference hotel to take advantage of conference hotel rates. If an employee wishes to stay at a non-conference hotel, they may do so, but they will only be reimbursed at the average conference rate, which must be verified by the conference staff.

0209 — Travel Expenses

The City will not reimburse an employee for personal phone calls, in room movies, room service or tips for baggage handling. An exception is that an employee is permitted two phone calls home. Miscellaneous expenses will be considered with proper justification.

The City will not pay for any expenses for the employee's spouse or children in connection with all travel and lodging unless specifically exempted from this policy by the Mayor and Council.

The rental of cars is subject to approval, in advance, by the department head, or the Mayor's office in the case of department head travel, or by the Council in the case of Council member travel. Employees may rent cars while on travel status when other means of transportation are unavailable, more costly, or impractical. The lowest cost vehicle necessary to achieve the necessary travel shall be rented.

In addition to the cost of the rental, the employee shall be reimbursed for necessary and reasonable expenses incurred for the following items:

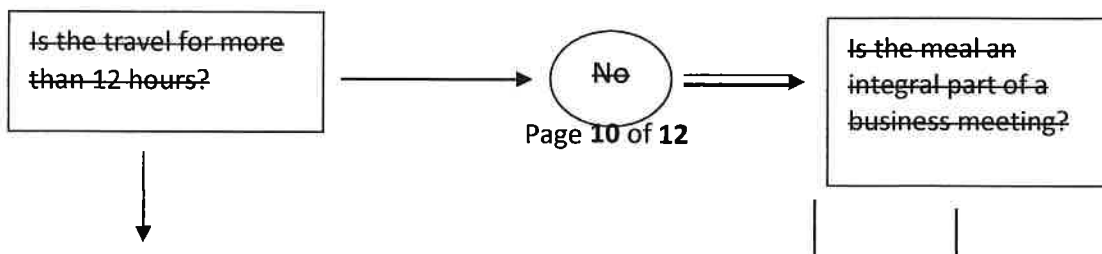
1. Gasoline, oil and emergency repairs to the rental vehicle
2. Parking
3. Toll charges.

0210 — Same Day Travel — General

Employees whose travel is for less than 24 hours are encouraged to use a city vehicle provided by their department, or the Mayor's office. Otherwise, the City will reimburse that employee actual mileage times the current Federal reimbursement rate according to the IRS. Itemized receipts are required for expenses such as meals, tolls, parking, etc. With the exception of taxable meals, same day travel should be accounted for on the Travel Expense Report.

0211 — Taxable Reimbursement

Meal reimbursement for same day travel is considered taxable income and will be included in the employee's pay. The only exception is if the meal is an integral part of the business meeting, in a clear business setting, and directly related to City business. See the following flow chart to determine if the meal is taxable. If it is not taxable, it should be accounted for on the Travel Expense Report together with any other expenses for the trip. If it is taxable, a separate Travel Expense Report for the meal(s) should be completed and attached to the bi-weekly payroll report for the department.



Reimbursement up to maximum meal allowance, submit Expense Report.

Reimbursement through Payroll.

When reimbursement for meal(s) is made to an employee through the City's payroll system, this money is subject to the employee's rate of IRS withholding, and at the end of the year will appear as wages on the employee's W-2, since the IRS does not consider the cost of these meals a deductible business expense.

City of Salisbury

Name: _____ Travel Expense Report - Dep

Purpose of Trip: _____
 Meeting Date(s): _____ Date Advance Needed: _____
 Location: _____ Department Head Advance Approval: _____
 Advance Requested: \$ _____ Department Head Expense Approval: _____

Date	Departed From/ Arrived At	Time	Auto		Air Rail	Car Rental	Taxi, Parking Tolls, Etc.	Lodging	Meals Per Diem
			Miles	\$					

Taxable Travel - Meals Only **Check Here and Submit With Department Payroll**

Notes:

~~Be sure to attach receipts for all expenditures~~
~~Attach personal check if advance exceeds expenses, or cash can~~
~~be turned in at Finance Department 2005 Mileage Reimbursement~~
~~Rate is \$0.40½ /mile~~

Underlined and Bold indicate additions
~~Strikethrough~~ indicate deletions

THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting of the City of Salisbury held on the 14th day of October 2019, and is to become effective immediately upon adoption.

ATTEST:

Diane K. Carter
Diane K. Carter, Assistant City Clerk

John R. Heath
John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS 21st day of OCTOBER, 2019.

JR Day
Jacob R. Day, Mayor