



Mayor
Patrick Moeller

City Manager
Joshua A. Smith

City of Hamilton, Ohio Employee Handbook

345 High Street
One Renaissance Center
Hamilton, Ohio 45011
513.785.7000

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Mayor Welcome Letter



OFFICE OF THE MAYOR

Telephone (513)785-7040

Fax (513)785-7051

Web Site: www.hamilton-oh.gov

City of Hamilton, Ohio

Hamilton Municipal Building
345 High Street, Hamilton, Ohio 45011

Dear Colleague,

Thank you for working for our City. I want you to feel that your association with the City is a mutually beneficial and pleasant one.

You belong to an organization that has established an outstanding reputation for quality municipal services. Credit for this goes to every one of our employees. I hope that you continue to find satisfaction and take pride in your work here.

Hamilton has a rich history and diverse community for which you work and play a significant role. Together, we stand on the threshold of Hamilton's future and we should be quite encouraged by what we see. As a team, we will move this City forward to even higher levels of responsiveness and service to the public.

As a member of the City family, you continue to contribute your talents and energies to improve the environment and quality of our City as well as our community services. In return, you have the opportunity to grow in your career.

This handbook will provide answers to most of the questions you may have, as well as provides our policies and procedures. Beyond clarifying responsibilities however, we hope that this handbook gives you an indication of the City's interest in the welfare of all who work here.

I extend to you my personal best wishes for your success and happiness with the City of Hamilton.

Sincerely,

Pat Moeller
Mayor

Pat Moeller, Mayor

City Manager Welcome Letter



OFFICE OF THE CITY MANAGER

Telephone (513)785-7002

Fax (513)785-7010

Web Site: www.hamilton-oh.gov

City of Hamilton, Ohio

Hamilton Municipal Building
345 High Street, Hamilton, Ohio 45011

Dear Co-Worker,

As you begin your career with the City of Hamilton, I wanted to take this time to welcome you to the Hamilton team, and to be a part of our successes. Your efforts are an important part of this organization and the City's revitalization will be affected through your actions. I hope you will take pride in our City activities and show a passion for Hamilton.

It is important that you gain an understanding of our organization. This employee handbook describes, in summary form, the Vision/Mission/Values, as well as the personnel policies and procedures that govern the employment relationship between the City and its employees. This information will provide you with a basic understanding of our expectations. I encourage you to read through this document to familiarize yourself with the organization.

During your first few weeks, you will meet many people. We are all here to support you! These individuals are available to serve as a resource and support system, so please let them know what you need to accomplish your new responsibilities. Should you have any questions, do not hesitate to ask. I look forward to working with you to continue making Hamilton a better place to Work, Live, and Play.

I am excited about you joining us and want to ensure that you are successful in your new role!

Respectfully,

Joshua A. Smith
City Manager

City Manager's Attachment

Vision

To become a purposeful destination for working, living, & playing

Mission

Provide effective and valued services that improve the quality of life in Hamilton.

Values

Passion for Hamilton

City of Hamilton employees display a strong passion and commitment to the community, its people, institutions, and enterprises. This is the central value to the organization which supports all others. After all, we are public servants first and foremost.

Own the Outcome

What does success look like? At the end of the day, what are we trying to accomplish? City of Hamilton employees own the outcome, not just the work. That is to say, we are as flexible as possible in adapting our processes to help the City achieve its vision and goals.

Respect

City of Hamilton employees show respect and empathy toward our coworkers and the customers we serve. We value diversity and are committed to providing a culture inclusive of all. We may not always be able to provide the answer a customer wants, but we treat them as we would want to be treated. Further, we are accountable for both our successes and failures.

Sense of Urgency

City of Hamilton employees show a bias for action. When a task is in front of us, we move swiftly and thoughtfully. We show our customers what dedication looks like by not only meeting, but exceeding expectations daily in our delivery of quality services.

Innovate

Our processes do not always have the most direct route to our vision and goals. It is the responsibility of every employee to identify opportunities to improve the quality and efficiency of our daily work, and the responsibility of management to empower their employees to implement them. It is also our responsibility to share these best practices with the organization at-large.



SECTION 1: GENERAL INFORMATION

A. INTRODUCTORY STATEMENT

This employee handbook is designed to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the City of Hamilton to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. This handbook is neither an employment contract, nor a legal document.

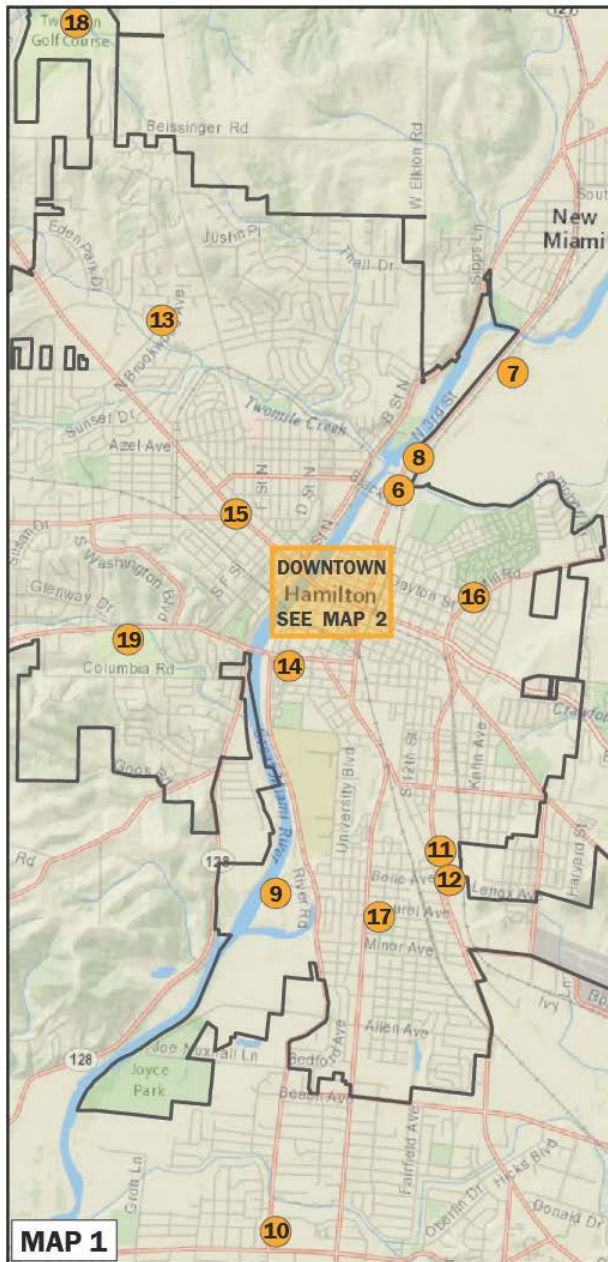
No employee handbook can anticipate every circumstance or question about policy. As the City continues to grow, from time to time there may be a need to revise, supplement, or rescind policies or sections of the handbook as is deemed appropriate.

Although the handbook is quite comprehensive, its intent is to give you an overview of what to expect from your employment with the City. Questions about interpretation of anything within this handbook should be directed first to your supervisor, appointing authority, then the Department of Human Resources, or to the Department of Civil Service and Personnel. The underlying ordinance, administrative directive, or policy will supersede any conflicting provisions found in this book, and may be referenced for your convenience.

The City of Hamilton's organized labor force consists of ten (10) different unions. Each union has a negotiated contract with the City. If your position is affiliated with one of these unions, your negotiated contract may supersede portions of this handbook, if the negotiated contract has governing provisions that conflict with this handbook. Please familiarize yourself with your individual contract language.

Hamilton owns, leases, and/or operates several plants, fire stations, hydroelectric power plants, recreational areas, and other support facilities throughout the City. For your information, a map reflecting some of the major sites follows.

B. MAP OF CITY FACILITIES



- | | |
|--|------------------------------|
| 1. One Renaissance Center | 345 High St., 45011 |
| 2. Mueller Bldg./Hamilton Mill | 20 High St., 45011 |
| 3. Criminal Justice Building | 331 S. Front St., 45011 |
| Police HQ | |
| 4. McDulin Parking Garage | 102 N. 2nd St., 45011 |
| 5. AllWealth Federal Credit Union | 309 Court St., 45011 |
| 6. 3rd Street Power Plant | 960 N. 3rd St., 45011 |
| 7. North Water Treatment Plant | 1206 N. 3rd St., 45011 |
| 8. Refuse Transfer Station | 1000 N. 3rd St., 45011 |
| 9. Wastewater Treatment Plant | 2451 River Rd., 45011 |
| 10. South Water Treatment Plant | 5140 E. River Rd. |
| | Fairfield, OH, 45014 |
| 11. Municipal Garage | 2210 S. Erie Blvd., 45011 |
| 12. CNG Fueling Station | 2220 S. Erie Blvd., 45011 |
| 13. Fire Station 21 | 220 N. Brookwood Ave., 45013 |
| 14. Fire Station 22 | 77 Pershing Ave., 45011 |
| Hal Shepherd Fire HQ | |
| 15. Fire Station 24 | 605 Main St., 45013 |
| 16. Fire Station 25 | 335 N. Erie Blvd., 45011 |
| 17. Fire Station 26 | 651 Laurel Ave., 45011 |
| 18. Twin Run | 2505 Eaton Rd., 40513 |
| Municipal Golf Course | |
| 19. Potter's Park | 417 New London Rd., 45013 |
| Municipal Golf Course | |
| 20. Greenup Hydro Dam | 3263 Kenyon Rd. |
| Map 3 | Franklin Furnace, OH, 45629 |
| 21. Meldahl Hydro Dam | 2443 US Hwy. 52 |
| Map 4 | Felicity, OH, 45120 |

[\[Interactive Map of Facilities\]](#)

C. THE HISTORY OF HAMILTON

The story of Hamilton is closely interwoven with the history of the territory northwest of the Ohio River. After the American Revolution, the newly formed United States government offered land in the Ohio region for sale in order to pay the cost of the war and to induce settlement west of the Alleghenies.

The Native Americans living in the area resented the new immigrants invading their lands and cutting the forests for farms. During the American Revolution, many of them became allies with the British, who were defeated and forced to sue for peace. However, some Native Americans continued to fight, conducting raids upon the settlements. Because of their resistance, the U.S. land sales in Ohio lagged.

The government sent armies to subdue the frontier. However, the Native Americans united under the Miami Confederacy and led by the Miami chief, Mishikinakwa, or Little Turtle, dealt two devastating defeats to the U.S. forces. Finally in August 1794, General Anthony Wayne's army prevailed in the Battle of Fallen Timbers near Maumee, Ohio and defeated the Confederacy, then led by the Shawnee, Blue Jacket. Under the subsequent Treaty of Greenville in 1795, the Native Americans ceded title to two-thirds of present day Ohio. This opened the Ohio region to settlement, and made possible the founding of such cities as Hamilton in 1803.

In 1804, a new village, Rossville, was laid out across the Miami River from Hamilton. It was named after Senator James Ross of Pennsylvania who helped create the laws under which Ohio became a state in 1803.

During this early period, for reasons of geography, Hamilton developed as a manufacturing center and Rossville led in mercantile business. Most of the farmers lived west of the river and, in the absence of a convenient method of crossing the river, they did their trading in Rossville. The completion of the Miami and Erie Canal through Hamilton in 1827 provided access to nearby markets that induced manufacturers to locate here. After almost 50 years of separate existence, efforts to unite Hamilton and Rossville were finally successful, and the name of the larger city was adopted in 1854.

Hamilton, through its history, has had a number of systems of municipal government beginning with a system of Trustees back in the early 1800's and then in the mid-1800's going from a Mayor-Trustee form of government to a Mayor-Common Council government.

In the late 1800's, the Ohio legislature passed a bill requiring the governor to appoint a Board of Public Affairs. This four-member board was responsible for carrying out the affairs of the City. Then at the turn of the century, through an act of the State legislature, Hamilton had its first charter.

In 1925, the people of Hamilton voted for the election of thirteen (13) members to a special commission to prepare a new charter for the city. The commission prepared a charter that was approved by the voters of Hamilton in November 1926. This charter established our present Council-Manager system of government.

D. IT'S YOUR BUSINESS ALSO

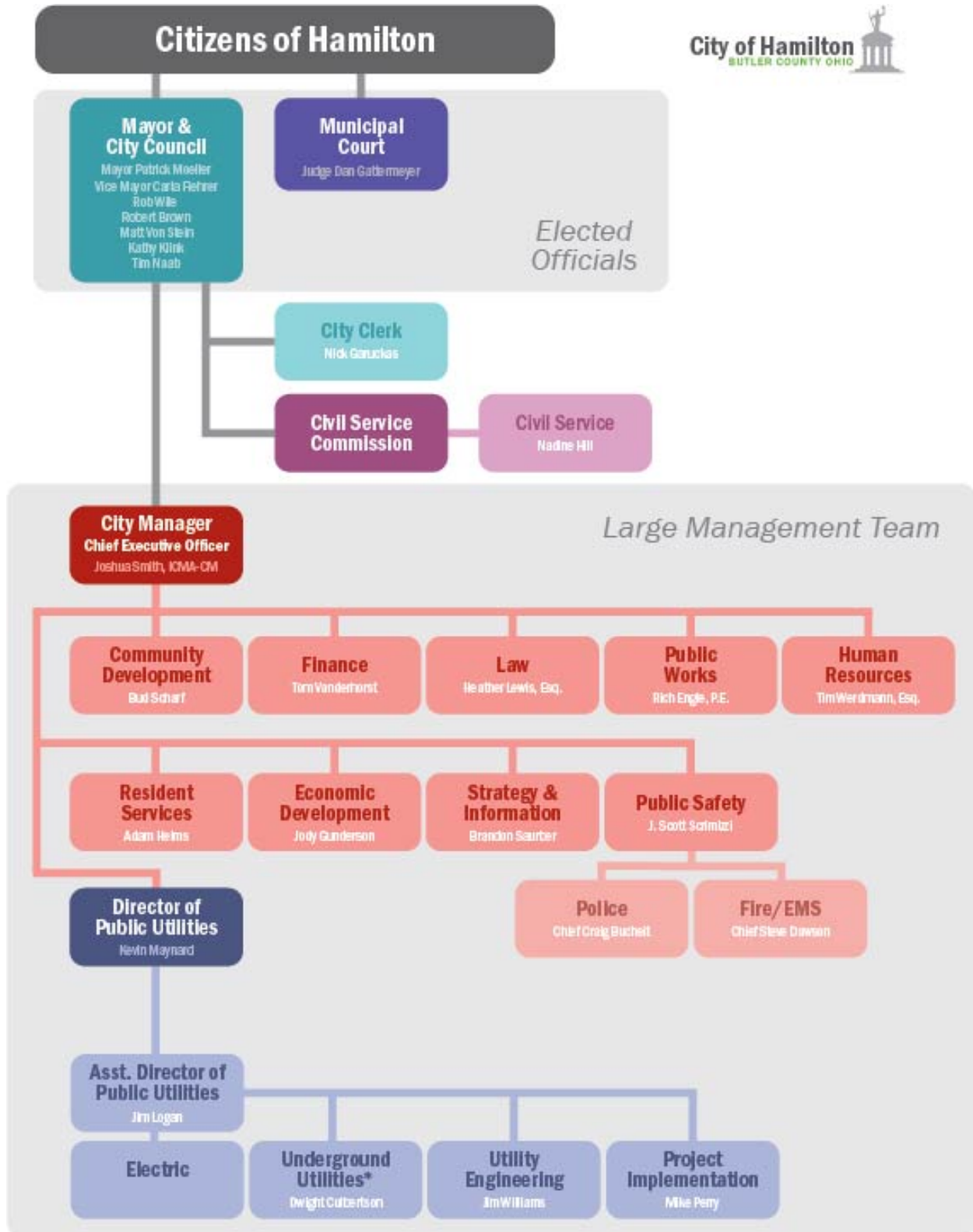
It may surprise some to learn that the City of Hamilton is actually a corporation and, in many respects, resembles business firms and companies in the private sector.

The stockholders of the corporation are the citizens and taxpayers of the City. They elect a board of seven (7) directors referred to as a Council who then have the responsibility under the City Charter for governing the municipality for a period of four (4) years. Council members are given the responsibility through the Charter of governing the municipality and making policy decisions.

The Council selects and appoints a City Manager who is the officer in charge of the administrative service of the City. Due to the size of the corporation and the many different types of tasks that must be completed, the City service is divided into departments and then divisions, with each group or sub-group specializing in a particular field of work. Officers responsible for departments are known as Directors. Division operations are headed by a Superintendent or a Chief, as in the case of the Fire and Police Divisions.

For your information, the following organizational chart is included, listing the departments and public safety divisions of the City service.

E. CITY OF HAMILTON- ORGANIZATIONAL CHART



*includes gas & water distribution;
water reclamation; water production

SECTION 2: EMPLOYMENT REQUIREMENTS

A. CIVIL SERVICE AND THE MERIT SYSTEM

The Hamilton City Charter places all but a very few of the positions in the City government within the classified civil service.

To supervise the affairs of the Civil Service, the Charter establishes a Commission of three (3) Hamilton residents. Members of the [Civil Service Commission](#) are appointed: two (2) by City Council members, and one (1) by the Board of Education of the Hamilton City School District. Members serve without compensation.

Basic merit principles are set forth in the Charter and are supplemented by rules and regulations developed by the Civil Service Commission. These provisions govern the conduct of examinations, appointments, transfers, reinstatements, disciplinary actions, appeals and other related matters.

Position vacancies within the classified service are sometimes filled through the internal job bid process. In those instances, notices of examinations are posted in the department where the vacancy exists stating eligibility requirements, the time and date of exam and other pertinent information.

Applicants who successfully pass an examination will be placed on a list of “eligibles.” Except for promotional vacancies in the Divisions of Fire and Police and as otherwise noted by a collective bargaining agreement, the names of the top standing ten (10) or the top twenty-five (25) percent (whichever is greater) shall be considered “eligibles” and certified to the Appointing Authority. The appointment will be made from the certified list of “eligibles”. In the Divisions of Fire and Police, only the highest standing promotional eligible is certified for each vacancy. This variance in procedure is due to the fact that the Civil Service laws of the State of Ohio govern members of these divisions. All other municipal employees fall under the jurisdiction of the Hamilton Charter and Civil Service rules except as otherwise provided in a collective bargaining agreement. In the event that fewer than ten (10) names are on the eligible list, the appointing authority may select any of the listed candidates, but is not so obligated. In the event multiple entry-level positions are to be filled, the next top five (5) names or five (5) percent, whichever is greater, of the eligible list shall be added to each subsequent and concurrent selection.

Eligibles shall provide written notice to the Department of Civil Service and Personnel of his or her continued interest in appointment and updated contact information not less than every six (6) months within that one year period.

Eligibility lists are valid for a period of one (1) year. The list may be abolished after one (1) year by the Civil Service Commission or at any time required in the public interest.

You are encouraged to investigate the promotional opportunities available to you within your division or department. To promote career enhancement, employees are permitted to participate in Civil Service examinations that are conducted during normal work hours.

In other sections of this handbook we have addressed various employment matters that are

governed by Civil Service regulations. You will want to review these items.

To receive a copy of the Civil Service Commission's Rules and Regulations, please contact the Civil Service and Personnel Department.

The general goals and objectives of the Department of Civil Service and Personnel are summarized as follows:

- Impartial selection of the most qualified individual for the job by means of competitive measures that are both fair and relevant;
- Equal opportunity for all regardless of their race, color, religion, national origin, sex, age, disability, genetic information, military status, and ancestry;
- Systematic classification of all positions through adequate job evaluation;
- Opportunity to promote competent employees within the service;
- Reasonable job security for the competent employee;
- Proper balance in the employer-employee relationship that promotes a productive, trained workforce for employees that will enhance overall productivity.

B. FAIR EMPLOYMENT PRACTICES [[Administrative Directive #313](#), [Administrative Directive #323](#) and [City of Hamilton Charter, Sec. 18.10](#)]

The City of Hamilton believes that the important factors determining the competence of an applicant or employee are his or her skills, abilities and motivation to do a good job.

The awarding or denying of employment or promotion based upon an individual's race, color, religion, national origin, sex, age, disability, genetic information, military status, and ancestry status has no place in a merit system. Our commitment is to seek out the largest number of capable applicants and employ those whose skills and knowledge are most appropriate to the specific class or job in question. Law and municipal civil service regulations reinforce this commitment.

Any applicant or employee who believes that he or she has been denied equal opportunity under the law due to race, color, religion, national origin, sex, age, disability, genetic information, military status, and ancestry should follow the complaint process set forth in Administrative Directive #313 and #323.

The City of Hamilton is an affirmative action employer. A copy of the Affirmative Action Plan is available on the intranet.

C. REASONABLE ACCOMMODATION [[Administrative Directive #302](#)]

The City of Hamilton is committed to complying fully with the Americans with Disabilities Act (ADA) and equal opportunity in employment for qualified persons with disabilities. Employment practices and activities are conducted on a non-discriminatory basis.

Post-offer medical examinations are required for all positions.

This policy is neither exhaustive nor exclusive. The City of Hamilton is committed to taking all

other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws. This also applies to individuals when taking Civil Service Examinations. **For information regarding accommodations, you can access the [directive](#), [informational sheet](#) and [Reasonable Request Form](#) on the Human Resources page of the City website.**

D. OATH OF OFFICE [[City of Hamilton Charter, Sec. 18.01](#)]

The Charter of the City of Hamilton requires that administrative personnel such as the City Manager, all Department Directors, and all Police and Fire officers execute an oath of office to obey the Constitution, the laws of the United States, the State of Ohio, and the Charter and Ordinances of the City of Hamilton.

The Oath of Office will be administered prior to assuming duties and is administered by a public notary.

E. OUTSIDE EMPLOYMENT [[Codified Ordinance Sec. 179.01](#), [Administrative Directive #306, Sec. 7\(a\)\(l\)](#), [Administrative Directive #342](#)]

Generally, employees may hold outside employment. For an employee to have secondary employment, they must read [Administrative Directive #342](#) and fill out the [Secondary Employment Authorization Form](#). Such employment may not conflict or interfere with your regular position with the Municipality. If you are injured on an outside job, you may not use sick leave to cover time off.

Certain divisions such as Fire and Police have established additional specific guidelines relative to outside or extra employment. Contact your supervisor regarding any special requirements that may apply to you as a result of the nature of your job duties with the City.

F. PERSONNEL RECORD CHANGES

You are responsible to make sure that your records are maintained with current information. Any change of name, address, phone number, marital status, names and number of dependents or next of kin must be updated through the [Employee Self Service HR Portal](#), which is available for employees to access at anytime.

Keep your immediate supervisor up to date on any change of address or phone number.

G. PROBATIONARY PERIOD [Civil Service Rule #V]

All permanent employees will undergo a period of probation.

The purpose of such a period is to determine that you can and will be able to perform the job for which you were hired. It also provides a period of training, supervision and counseling by your supervisor to help you succeed.

If you are later promoted to a higher position, you will also serve probation in that capacity as well. Should you be unable to adapt to the responsibilities of your new position following promotion, it may be possible to return you to your previous class and pay.

The actual length of the probationary period will depend upon the position or classification you

hold. The length of the probationary period cannot be less than ninety (90) days nor more than one (1) year, and is published in all examination announcements.

H. DRUG TESTING [[Administrative Directive #314](#) and [#321](#) and [Codified Ordinances, Chapter 180](#) & [Codified Ordinances Chapter 186](#)]

The City of Hamilton is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of illegal drugs or alcohol on the job may pose serious safety and health risks.

To help ensure a safe and healthful work environment, job applicants are required to provide body substance samples to determine the illicit or illegal use of drugs or alcohol. Certain employees (CDL and Safety Sensitive Positions) are required to participate in the random drug testing program according to Department of Transportation (DOT) protocol. Additionally, any supervisor may require an employee to submit a drug and alcohol testing under a “reasonable suspicion”. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment. The City also requires post-accident drug testing of personnel who have an accident in a City vehicle.

I. EMPLOYEE MEDICAL EXAMINATIONS [[Administrative Directive #306](#)]

To help ensure that employees are able to perform their duties a pre-employment, post-offer medical examination may be administered appropriate to job duties.

In the case of new employees, after an offer has been made to an applicant, a medical examination may be performed at the City’s expense by a health professional. You will receive documentation on where to go to have your post-offer medical examination. The offer of employment and assignment to duties is contingent upon successful completion of the exam.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the City’s expense. More information regarding medical examinations may be contained in bargaining unit contracts or the [Sick Leave Administrative Directive](#), whichever is applicable.

J. JOB POSTINGS

The City provides you an opportunity to indicate your interest in open positions and also to advance within the organization according to your skills and experience. Public notice of the time and place of every exam shall be given at least ten (10) days in advance.

K. LAY OFF [Civil Service Commission Rule IX]

A public employer such as the City of Hamilton may find it necessary to place employees on layoff status. Such action is done with reluctance because of the hardships imposed both on the employee and the taxpayer who may feel the effect of a layoff through a reduction in services.

A reduction in force may occur as a result of changes in individual jobs, the elimination of services no longer required, from a lack of revenues necessary to sustain existing service levels, or other reasons.

Should a reduction in force be necessary, every attempt will be made first to transfer or relocate the employee to an existing vacancy. However, this is not always possible and a layoff may ensue.

Layoff procedures are subject to state law, civil service regulations, and/or the language of an applicable collective bargaining agreement.

Employees placed on layoff status are placed on a "preferred eligibles list" and may be recalled to their former position within one (1) year following layoff or until three (3) years following layoff for police officers and firefighters.

Probationary, temporary and other non-permanent employees are generally affected by lay off prior to a regular, permanent member of our staff.

L. RESIGNATION

Should you decide to leave your job with the City and wish to remain in good standing, the City requests you submit a written notice of resignation to your supervisor at least two (2) weeks prior to the effective date. Failure to do so may prevent your future re-employment.

M. RETURN OF PROPERTY [[Administrative Directive #335](#)]

You are responsible for items issued to you by your division and the City of Hamilton, or in your possession or control, including, but not limited to:

- Equipment
- Identification badges
- Keys
- Manuals
- Pagers, cellular phones and mobile radios
- Protective equipment
- Security passes
- Tools
- Written materials
- Credit cards

You must return all property immediately upon request or upon termination of employment. Where permitted by applicable laws, the City of Hamilton may withhold from your check or final paycheck the cost of any items that are not returned when required.

N. REINSTATEMENT [[Administrative Directive #405](#), & Civil Service Rule IX]

A permanent employee who has resigned in good standing may be reinstated within one (1) year from the date of separation upon request. Requests for reinstatement must be in writing. Such requests may be filed with the Department of Civil Service and Personnel and must be approved by both the Appointing Authority and the Civil Service Commission. There is no automatic reinstatement privilege. If you resign, beware that you may not be reinstated upon request.

With the exception of Police and Fire, reinstatement may enable you to be reappointed without

examination to a classified position in the same or a class similar to the one formerly held provided a vacancy exists.

0. TRANSFER [Civil Service Rule VIII; [Transfer/Demotion Request Form](#)

A transfer is considered as a change in assignment within the same class, grade, subdivision, or group as the position from which a person is transferred or assigned.

Transfers may be initiated either by you or by the City when such action is deemed necessary for the good of the City. If you are initiating the request, you can find the form available on the employee portal.

All transfers must be approved by the affected Department Directors and the Civil Service Commission.

Your request for transfer should be submitted to the Director of Civil Service and Personnel stating your current class and pay as well as the desired position(s), title, and pay.

Transfer action is not intended to effect a change in rate, as would be the case with a promotion or demotion in class of assignment.

Transfers may also be governed by your collective bargaining agreement.

SECTION 3: EMPLOYEE BENEFITS

Permanent employees are provided a wide range of benefits. Benefits eligibility is dependent upon a variety of factors, including, but not limited to, employee classification, hire date and/or bargaining agreements. Details of many of these programs can be found elsewhere in the handbook, in most cases seasonal and temporary employees are not eligible for benefits with the exception of worker's compensation and unemployment. Some benefit programs require contributions from employees. [Click here for more information.](#)

A. HEALTH INSURANCE [\[Codified Ordinance Sec. 181.24\]](#)

The City provides most permanent employees with a generous group insurance program. The program includes group life, accidental death and dismemberment, medical, dental, vision, and prescription drug insurance coverage. Special brochures outlining the above plans are available to you through the Department of Civil Service and Personnel and through the [Employee portal](#) at any time.

Note: If you're hired on or before the 15th of a month, your healthcare coverage begins on the first of the next month. If you're hired after the 15th of a month, your healthcare coverage will start on the first of the second month following.

B. CONTINUATION OF COVERAGE

[Consolidated Omnibus Budget Reconciliation Act of 1985 – COBRA]

As a City employee, you and your family members who receive health coverage will be eligible to elect to purchase continued coverage at group premium rates (plus 2%) under the following situations:

- If you die, become eligible for Medicare, or become legally separated or divorced, your spouse and dependent children, if they are also receiving coverage under the plan, can elect to purchase continued coverage under the plan for up to thirty-six (36) months.
- If you terminate employment (for a reason other than gross misconduct) or are reduced to part-time status, you and/or your family members, if they are covered under the plan, can elect to purchase continued coverage under the plan for up to eighteen (18) months.
- If you have a dependent child who ceases to be eligible for dependent coverage under the plan, your child can elect to purchase continued coverage under the plan for up to thirty-six (36) months.

It is your responsibility to notify the Department of Civil Service and Personnel in writing in the event of any of the above, and whether or not you wish to retain insurance under the City's plan through COBRA.

C. WORKERS' COMPENSATION [\[Administrative Directive #308](#) , [#307](#), and [Provider List\]](#)

All employees of the City of Hamilton with the exception of employees working outside the state of Ohio are covered by the State of Ohio Workers' Compensation Law. This protection is afforded regardless of the nature of your employment as a temporary, seasonal, part-time or permanent employee. Compensation benefits may include weekly disability payments, payment of medical and surgical costs, permanent partial and permanent total awards and costs for prosthetic devices and special nursing services for employees who sustain injuries in the course of and arising out of work. These benefits are based upon medical findings. Certain collective

bargaining agreements provide for salary continuation or injury leave with pay (ILWP) where diagnosis and treatment by a physician on the City's preferred panel of workers' compensation physicians is required.

Should you be injured while at work, the City requires that you report this fact to your supervisor, giving the full details of the incident, on the City's injury and illness report. You must complete a report even if the injury is minor and even if you do not intend to seek medical attention.

In the event you are subsequently treated by a physician or receive medical services at a medical facility, you should inform the physician or hospital clerk that your injury occurred on the job. This will minimize delays in processing your claim.

The City's Managed Care Organization (MCO) is CompManagement Health Systems, Inc. In addition to completing the City illness and injury report, you must also complete the BWC First Report of Injury Form for Ohio Bureau of Workers' Compensation claims. Have your employer fill out the employer section of the First Report of Injury Form and fax the completed form to CHS toll-free at 1-800-334-4229.

The [Injury and Illness and BWC First Report of Injury Form](#) are available from your supervisor or on the employee portal.

Not all injuries from your employment can be compensated under the law. This makes it even more important that the facts surrounding the accident are fully and promptly reported.

Your employer pays the full cost of premiums for your protection under this program.

Your regular health care does not cover injuries which should be filed as Workers' Compensation.

D. LIFE INSURANCE [[Codified Ordinance Sec. 181.22](#) and [Codified Ordinance Sec. 181.23](#)]

Permanent employees who have been in the employ of the City for six (6) months are eligible for group life insurance effective the next month after having completed six (6) months continuous service.

You have the option of two different levels of insurance. You may choose basic coverage of \$10,000 or elect a benefit level of one (1) times your annual salary or wage rate up to a maximum of \$40,000. In the latter case, only the base rate is used to determine eligibility. This is exclusive of income received from overtime, shift differential, longevity, and other forms of premium pay. Your yearly base rate will be rounded up to the nearest \$1,000.

The City pays the full premium cost on the first \$10,000 coverage. Costs for additional amounts are shared by the employee through payroll deduction, which is presently at the rate of \$0.15 per month per thousand dollars of coverage.

Any changes in beneficiary designation must be done through the Department of Civil Service and Personnel.

Should you elect coverage based upon your annual rate, any subsequent wage adjustment which increases your yearly wage to the next \$1,000 income level will cause an automatic

increase in your insurance benefit. Your monthly premium cost will increase as a result. Such adjustments occur in January of each year.

For example, if an employee had elected additional coverage and their salary was \$35,000 as of 1/1/16, then their coverage would be that amount for the remainder of 2016. If their salary increased to \$37,000 on 9/1/16, then their coverage would change to \$37,000, effective 1/1/17, and would be that for the remainder of 2017.

E. LONGEVITY RECOGNITION [[Codified Ordinance Sec. 181.15](#)]

Permanent full-time City employees hired before November 11, 2010, who are not sworn members of the Police and Fire Divisions or are not part of a bargaining unit subject to a negotiated labor agreement that provides otherwise, shall receive longevity pay based upon length of continuous service from their most recent date of hire as follows:

Years of Continuous Service	Longevity Pay
4 through 8	\$375
9 through 14	\$400
15 through 19	\$450
20 through 24	\$500
25 and over	\$550

Eligibility for longevity pay begins in the calendar year of your employment anniversary date since your most recent date of hire. You reach your first employment anniversary after one year of work. For the sole purpose of determining longevity pay, service during paid military leave since your most recent date of hire shall be included in determining the length of years of continuous service.

F. PROFESSIONAL LIABILITY INSURANCE

Professional Liability Insurance coverage with limits of at least \$1,000,000 per claim will be provided to all sworn officers of the Division of Police. Such insurance shall provide commercially reasonable financial protection for covered wrongful acts occurring or alleged to have been taken within the course and scope of the officer’s authority and duty.

G. MANDATORY RETIREMENT SYSTEMS

There are presently two (2) major retirement/pension systems available to City Employees, the Ohio Public Employees Retirement System (OPERS) and the Ohio Police and Fire Pension Fund (OP&F). Both are established by Ohio law, under state administrative control and participation is required. Both the employee and the City of Hamilton contribute a percentage (pre-tax) into the system. Members do not pay into the Federal Social Security System. Employees and the City also contribute to Medicare. We have noted the major features of these programs below:

I. Ohio Public Employees Retirement System (OPERS)

The Ohio Public Employees Retirement System of Ohio (OPERS) provides retirement, disability, and survivor benefit programs for employees. Currently, employees contribute 10% of their gross pay to OPERS and the City contributes 14% of an employee’s gross pay to OPERS (as of 5-4-16).

There are three (3) factors that impact the amount of an employee's retirement benefit: 1) final average salary; 2) employee's age at retirement; 3) employee's years of service credit.

For general or specific information, employees may call OPERS at 1-800-222-PERS (7377), write to OPERS, 277 East Town Street, Columbus, OH 43215-4642, or visit their website at <https://www.opers.org>.

II. Police and Fire Disability and Pension Fund (PFDPF)

Only full-time, sworn police officers and firefighters may participate in the Ohio Police and Fire Pension Fund (OP&F). Police civilian or non-sworn personnel assigned to the Police and Fire divisions are not eligible to participate in (OP&F) but will participate in the OPERS program.

The average annual salary is used in the formula to calculate an employee's retirement benefit.

For general or specific information, employees may call 614-228-2975, write to OP&F, 140 East Town Street, Columbus, OH 43215, or visit their website at: <http://www.op-f.org>.

H. VOLUNTARY SUPPLEMENTAL RETIREMENT PLANS

The City of Hamilton also offers supplemental retirement programs for employees. These options are voluntary and participation is not required.

I. Ohio Public Employees Deferred Compensation Plan (Deferred Comp)

The Ohio Public Employee Deferred Compensation Plan is a voluntary supplemental retirement plan for state and local government employees in the state of Ohio. It allows employees to defer a portion of their current paycheck until retirement. It is intended as a long-term financial program, as the amount employees defer and any related earnings are not subject to federal income taxes until they are paid out.

The most that can be deferred is as follows:

- Regular Deferral Limit (\$18,000.00)
- Age 50+ Deferral Limit (\$24,000.00)
- Catch-Up Deferral Limit (\$36,000.00)

For general or specific information about Ohio Deferred Compensation, employees may call 1-877-644-6457, write to Deferred Comp, 257 East Town Street, Columbus, OH 43215-4626, or visit their website at: <https://www.ohio457.org>.

II. International City/County Management Association Retirement Corporation (ICMA-RC)

ICMA-RC is a voluntary supplemental retirement plan for state and local government employees. Founded as a way to provide portable retirement benefits for City and County Managers, ICMA-RC has expanded to include state and local government employees. Just like the Ohio Deferred Compensation plan, it allows employees to defer a portion of their current paycheck until retirement. It is intended as a long-term financial program, the amount employees defer and any related earnings are not subject to federal income taxes until they are paid out.

The most that can be deferred is as follows:

- Regular Deferral Limit (\$18,000.00)
- Age 50+ Deferral Limit (\$24,000.00)
- Catch-Up Deferral Limit (\$36,000.00)

For general or specific information about ICMA-RC, employees may call 1-866-339-8796, write to ICMA-RC, 1675 Green Road, Ann Arbor, MI 48105, or visit their website at: <http://www.icmarc.org>.

I. SUPPLEMENTAL BENEFITS

There are several supplemental benefit programs that may be available to you on a payroll-deducted basis. The following is a brief summary of what these programs contain. Contact the [Department of Civil Service and Personnel](#) for further information about the plans shown below with the exception of the Pre-Tax Transportation Program. For that program, you must contact the Payroll Division in the Department of Finance. Plan documents for details regarding complete benefits, enrollment periods, and minimum or maximum dollar amounts can be found [here](#).

Since these programs are available on a deduction basis, employees save money because the money is deducted from their gross pay before taxes come out. This lowers employees' gross pay, which reduces the amount of taxes employees pay and also increases their take-home pay.

I. Section 125 Plan: Medical & Dental & Vision Reimbursement

This program allows you to pay for unreimbursed medical and dental expenses with pre-tax dollars. By determining the amount you expect to pay each year, you can have the money deducted before it is taxed. It is then placed in an account and you submit qualified expenses for reimbursement.

Please be aware that any money left in this account at the end of each year is forfeited to the City which makes it that much more important you are as accurate as possible when determining the amount to deduct

II. Section 129 Plan: Dependent Care Reimbursement

If you incur expenses for childcare or for eligible dependent adults so you may work, you may set aside funds with pre-tax dollars to pay for that care. Again, by determining the amount you expect to pay each year, you have the money deducted before it is taxed. It is then placed in an account and you submit qualified expenses for reimbursement.

***Please be aware that any money left in this account at the end of each year is forfeited to the City which makes it that much more important you are as accurate as possible when determining the amount to deduct*.**

III. Pre-Tax Transportation Program

This program allows you to pay for qualified transportation expenses with pre-tax dollars. Qualified expenses include the cost for you to park at a facility close to work or a transit pass for a mass transit facility that you use to get to work. There is no "use it or lost it" aspect of this

program, but you must consult the [program document](#) for more information about the tax implications of any unused dollar amounts. As with other pre-tax expense programs, the benefit to you is lower taxable gross paycheck that may result in an increase in your take-home pay. Regarding this supplemental benefit, per [Administrative Directive #340](#) this will only be paid through payroll deductions.

IV. Voluntary Supplemental Benefits Coverage

You may be eligible for cancer, critical illness, and accident & disability coverage. These policies are issued through third party insurance companies and the premiums may be payroll deducted.

J. HOLIDAYS [\[Codified Ordinance Sec. 181.27\]](#)

Employees who work in departments or divisions with continuous operations may work a schedule different from a Monday through Friday day shift schedule and should consult the applicable contract or ordinance regarding holiday leave.

Permanent employees whose workweek is premised on a Monday through Friday, day shift only schedule, are eligible to receive sixteen (16) days of holiday leave each year with pay. The City recognizes the following days as holidays:

New Years Eve	
New Years Day	Martin Luther King Jr. Day
Good Friday	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Friday After Thanksgiving
Christmas Eve Day	Christmas Day
Employee’s Birthday (can be a floater)	Personal Leave Holiday (5 Days)

For non-continuous operating employees, holidays that fall on Saturday will be observed on the previous Friday. Those holidays that fall on Sunday will be observed the following Monday.

You may schedule your annual birthday holiday and your personal leave holidays as “floating” holidays. These “floating” holidays may be scheduled during the calendar year as you choose, provided that the time selected does not conflict with workforce needs as determined by your supervisor.

You must serve ninety (90) days in a pay status in a calendar year before your personal leave holidays are considered earned leave. If personal leave holidays are taken before the expiration of ninety (90) days, the leave may be subject to repayment.

Although your birthday holiday may be taken in a calendar year prior to your actual anniversary date of birth, this holiday will be considered as earned leave in the year taken only if you are in a pay status on the actual birth date.

Holiday leave that is taken but not earned is subject to recovery by the City.

In other continuous operations areas, holiday time may be granted on a day other than the

actual date of the holiday. In the event such time off arrangements cannot be made, you will receive holiday pay rather than time off.

If you are on an unpaid leave of absence or other non-pay status, you are not eligible for holidays during the leave period. If you are on sick leave when a holiday occurs, you will receive holiday pay and will not be charged for sick leave usage.

Many employees choose to use their vacation in a manner which links vacation to a scheduled holiday in order to maximize the available time. This is permitted, although all vacation requires prior approval and is subject to departmental work needs.

Holiday pay is provided at the base rate only; premium rates such as shift differential or other forms of premium pay are not paid in conjunction with holiday pay, as they only apply to hours actually worked.

Hourly rated employees who are required to work on a day that they would normally celebrate as a holiday will receive premium pay for hours worked in addition to holiday pay.

Permanent part-time employees within the administrative service of the City shall not be eligible to receive holiday leave with pay.

K. PARKING [[Administrative Directive #111](#) & [#113](#)]

Free, off-street parking is currently available to employees who are assigned to work at one of the plants, the Municipal Garage, or at the golf courses and parks. City employees who work in downtown Hamilton have several options available. You may find free on-street parking several blocks from your worksite. Of course, parking at a 10 or 12-hour meter is also an option provided the time does not expire.

Downtown employees also have the option of parking at any one of several private lots or one of the municipal lots located within several blocks of your worksite. Most lots require a fee, usually in advance. You may contact the owners of these lots directly. Their telephone numbers are usually posted on or near the lot. Many of them have waiting lists. To rent a parking space in a municipal lot, call the Transportation and Traffic Engineer's Office at 513-785-7290.

You also have the option of renting a parking spot in the George McDulin Memorial Parking Garage located on Market Street. Monthly fees are due at the end of the month for the upcoming month. These fees will vary depending on the garage floor level you are assigned. For more information, contact the Transportation and Traffic Engineer's Office at 513-785-7290.

Please refrain from parking your private vehicle in parking lots that businesses provide for their customers. In addition, short-term meters near the Municipal Building and the Government Services Center complex are for the public's use as they conduct business with the City and County. Please be courteous and park your City vehicle in designated areas. You can also find a map of the parking availability in the downtown area [here](#).

L. TUITION REIMBURSEMENT [[Administrative Directive #206](#)]

The City of Hamilton is committed to the educational development of City employees. To learn

more about the program (annual benefit amount, etc.) see [Administrative Directive #206](#).

After completion of the probationary period and one (1) year or more of continuous service, and other criteria, an employee may be eligible to receive tuition reimbursement. To review eligibility criteria, see [Administrative Directive #206](#).

After you have determined whether or not you are eligible for Tuition Reimbursement, employees will have to fill out a [Tuition Reimbursement Employee Eligibility Form](#). After being approved, employees will have to fill out a [Tuition Reimbursement Request Form](#) when requesting reimbursement. **NOTE:** Funds are distributed by department, on a first come first serve basis, within the constraints imposed by the departmental annual budget.

M. WELLNESS PROGRAMS [[Administrative Directive #334](#)]

The City of Hamilton sponsors or endorses programs and activities to encourage good health, fun, and fitness. The City has a wellness sub-committee, made up of members from the [Health Benefits Committee](#).

If you join the local Hamilton or Fairfield YMCA, membership for City employees is at a reduced rate. You may also arrange to have your membership fee deducted from your paycheck by contacting the Payroll Division in the Finance Department. You can find the YMCA membership application [here](#).

At various City facilities, there may be a Fitness Room available. This room is accessible once you complete the [release and indemnity agreement](#). After you complete the agreement, you must have the form notarized when you sign. After notarizing it, you can submit the form to the [Executive Secretary to the City Manager](#).

SECTION 4: COMPENSATION PACKAGE

A. HOURS OF WORK

Most operating department schedules call for approximately forty (40) hours of work each week.

Most Fire duty personnel work twenty-four (24) hour shift and are then off for forty-eight (48) hours. Such firefighters receive extra days off to effectively reduce their average workweek.

Your department supervisor will inform you of your exact daily time schedule.

B. WORK BREAKS

Generally, City employees are provided with one 15-minute break during the first half of the work shift and a second 15-minute break during the second half of the work shift. These breaks (otherwise known as FLSA “Rest Periods”) are provided as a brief respite from work and are not guaranteed. Moreover, they may not be accumulated to shorten the workday.

Frequently, the press of work does not permit the taking of breaks on time as would normally be the case. Also, each department and division may have a break policy unique to their own operation.

Most work areas have soft drink or coffee machines or coffee pots located nearby. Your co-workers and/or supervisor will show you where the kitchen area in your department/division is located.

In several City buildings food, beverage, and candy machines are available in a rest area or an employee lounge. At City Hall, the break room with beverage and food machines is located on the lower level. You are encouraged to keep these areas neat and orderly.

Any questions regarding your unit's work break policy should be directed to your supervisor.

C. CELL PHONE STIPEND POLICY [[Administrative Directive #120](#)]

Certain employees are eligible for a City-issued cell phone. Those employees have the ability to choose to use the City-issued cell phone or to receive a cell phone stipend depending on the position. For detailed information, please review [Administrative Directive #120](#).

D. COMPENSATION

The salary or rate for your classification is established by an ordinance of City Council or by the Collective Bargaining Agreement.

Several considerations are involved in establishing your rate of pay. The most significant of these factors are:

- The rates paid for similar type employment in other public agencies or private industry.
- The relationship between the duties and responsibilities of your job and those of other positions within the City service.

As an employer, the City of Hamilton must compete in the labor market the same as private industrial firms to secure and maintain competent personnel.

The legislation that Council enacts establishing wage and salary rates is referred to as the Classification and Compensation Plan. The City cannot pay any wage or salary rate unless it is authorized by this or other ordinance of Council or specified Collective Bargaining Agreement.

The Classification and Compensation Plan consists of a series of schedules that list each classification with an accompanying schedule of pay ranges. Below is a list of the classification schedules.

Schedule	Applicable to
Schedule A	Non-Union
Schedule B1	IAFF
Schedule B1-A	Deputy Fire Chiefs
Schedule B2	Police
Schedule B4	Police Supervisors
Schedule B4C	Police Captains
Schedule C	IBEW
Schedule D-2	Seasonal/Temporary
Schedule E	AFSCME #475
Schedule F	Local 20
Schedule G	Nurses
Schedule I1	Clerical/Technical
Schedule J	Municipal Court
Schedule K	Corrections Officers

Each range is then further broken down into pay steps. There is a difference in dollar amounts between each pay range and between each pay step within a range. There may be between three (3) to fifteen (15) pay steps in a pay range. If you are in a union, you will find your schedule in your respective Collective Bargaining Agreement which can also be found on the [Civil Service and Personnel Webpage](#). If you are a non-union member, you will find Schedule A on the [Civil Service and Personnel Webpage](#).

E. PAYDAY [[Administrative Directive #232](#)]

Employees are paid every other Friday, one week after the pay period ends. Each pay period begins at 12:01 a.m. on a Saturday and ends two (2) weeks later at midnight. Most departments that have shifts that overlap will calculate the entire shift based upon the day in which the shift begins. You may view a statement of earnings and deductions on the [Employee Self Service HR Portal](#) through the [Employee Portal](#) on the City’s website and your pay will be directly deposited into the account you designated by completing the direct deposit form. The direct deposit form is available through the Department of Civil Service and Personnel and also on the [Employee Portal](#).

In the event payday falls on a holiday, your earnings and deductions statement may be available for viewing either the day before or the day after the holiday through the [Employee Self Service HR Portal](#).

Your pay will contain all monies earned for the prior two (2) week pay period. There

are usually twenty-six (26) pay periods in a year.

Your earnings and deductions information available on the Employee Self Service HR Portal will include your gross and net pay, and all deductions. The current accrual balances of sick leave, vacation and holiday leave, and compensatory time are also available on the Employee Self Service HR Portal.

If your employment with the City is terminated, your final pay will be based on benefit eligibility at the time of separation.

Please refer any questions regarding your earnings and deductions information to the [Payroll division](#) in the Finance Department.

F. PAYROLL DEDUCTIONS

The following deductions are automatically made from your check as required by law:

- Federal Income Tax
- State Income Tax
- City Earnings Tax
- Public Employees Retirement or Fire or Police Pension amounts
- Garnishments
- Medicare

Any other deductions such as deferred compensation and/or ICMA-RC, union dues, and YMCA membership are voluntary and are subject to employee approval.

G. FAIR LABOR STANDARDS ACT (FLSA) [[Administrative Directive #201](#)]

The Fair Labor Standards Act (FLSA) establishes federal standards for pay. FLSA categorizes positions as “exempt” from FLSA overtime rules or “non-exempt” from FLSA overtime rules. A non-exempt position qualifies for overtime pay and the City of Hamilton also provides for Compensatory Time in lieu of overtime payment. An exempt position is exempt from overtime pay, however the City of Hamilton provides Compensatory Time to exempt employees.

I. OVERTIME PAY

Overtime is generally defined as emergency services required in excess of normal work scheduling. Employees not covered by a collective bargaining agreement, who are FLSA non-exempt, will be paid at least one and one half (1 ½) times his or her regular hourly rate for hours worked beyond forty (40) in any normal workweek. **Only non-exempt employees are eligible for overtime pay.**

The need for overtime, in all cases, is a determination and decision of management. Overtime must be approved by management in advance of an employee working overtime. An employee working overtime without the approval by their supervisor may face disciplinary action.

In various areas of the City's operations, necessary overtime is offered to employees within their classification in such a manner so as to equalize overtime hours worked over the period of a year.

In public service, unlike private employment, the availability of qualified people for overtime work is vital to the protection and welfare of our community and its residents. When needed on an overtime basis, employees are required to respond.

Overtime is usually compensated by means of special premium pay allowances or the granting of compensatory time.

Overtime practices and procedures differ considerably across the City. You should discuss this matter with your immediate supervisor for more detailed information.

II. COMPENSATORY TIME

Employees not covered by a collective bargaining agreement, who are FLSA non-exempt, may receive compensatory time at the rate of one and one-half (1 ½) hour of compensatory time for every hour worked. When compensatory time is taken, the employee will receive their regular rate of pay.

Employees, who are FLSA exempt, may receive compensatory time (at straight time) and can accumulate a total of forty (40) hours within a calendar year period. Compensatory time for FLSA exempt employees is not eligible to be carried over to the next year.

H. PERFORMANCE EVALUATIONS

A formal performance evaluation is an important tool. It acknowledges areas of outstanding job performance as well as areas where improvement is needed. To this extent, it aids in discovering training needs and allows setting goals for the upcoming appraisal period. There may be specific job factors involved in your duties, but common to nearly all positions are the elements of quality and quantity of work, dependability (Uniform Standards of Performance) . All employees in the classified service will receive periodic performance evaluations.

Employees are required to sign their completed evaluation. You also have the opportunity to provide your written comments about the evaluation.

Please remember that it is your job performance that is being evaluated, not you as an individual. Judgment decisions are involved and opinions may vary.

I. UNION MEMBERSHIP

The City is neutral with respect to union membership. You may choose to either join or refrain from joining an employee organization. Such membership is not a condition of employment nor continued employment.

Union	Employee Group
AFSCME, Local 475, Public Works and Parks & Recreation	Public Works Workers and Parks and Recreation Workers
AFSCME, Local 3169, Clerical/Technical	Clerical/Technical workers
FOP, Lodge 38, Rank and File Unit	Police Officers & Detectives
FOP, Lodge 38, Supervisors Unit	Lieutenants & Sergeants
FOP, Lodge 38, Captains' Unit	Captains
IAFF, Local 20	Sworn Firefighters through rank of Deputy Chief
IBEW, Local 648	Electrical Workers
IUOE, Local 20	Workers at Utility Plants and Gas & Water Distribution Workers with the exception of office employees, electricians, and supervisors
OPEIU, Local 98	Public Health Nurses
FOP/OLC	Corrections Officers/Special Police Officers

J. UNIFORM ALLOWANCE [[Codified Ordinance Sec.181.12](#), applicable collective bargaining agreements]

Many positions with the City necessitate that the employee be uniformed for purposes of identification and safety. In these instances, the City will require that a designated uniform be worn while on the job. Some positions are eligible for uniform or work clothing allowance. Please consult your applicable collective bargaining agreement or your supervisor to determine if you are eligible for this benefit.

SECTION 5: ORGANIZATIONAL POLICIES AND CODE OF CONDUCT

A. CODE OF ETHICS, EMPLOYEE CONDUCT AND WORK RULES [[Administrative Directive #314](#) & [Administrative Directive #316](#)]

To ensure orderly operations and provide the best possible work environment, the City of Hamilton expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are just a few examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of 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 City-owned or City-operated vehicles or equipment.
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of City-owned or City-operated property or equipment
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual activities and/or other unlawful or unwelcome harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace or on City property
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the day
- Unauthorized use of telephones, mail system, or other City-owned or City-operated property or equipment
- Violation of personnel policies

You should not engage in any conduct (including but not limited to social media) that impairs your ability to perform your official duties or causes the City to be brought into disrepute.

In addition, as a City employee, you should:

- Uphold the Constitution of the United States of America and of the State of Ohio, the Charter of the City of Hamilton and all other federal, state, and local laws.
- Give a full day's labor for a full day's pay; give the performance of your duties earnest effort and best thought.
- Seek to find and employ more efficient and economical ways of completing tasks.
- Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept favors or benefits

under circumstances which might be construed by reasonable persons as influencing the performance of your governmental duties.

- Make no private promises of any kind binding upon the duties of the office, since a governmental employee has no private work that can be binding on public duty.
- Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.
- Never use any confidential information in the performance of governmental duties as a means for making private profit.
- Expose corruption whenever discovered.

B. ATTENDANCE AND PUNCTUALITY [[Administrative Directive #306](#) , [Administrative Directive #314](#), and [#310](#)]

The City requires that you have regular attendance on the job and report to work on time at the start of your schedule. This requirement also includes reporting after breaks and any scheduled overtime. Regarding weather or other conditions which may force the suspension of non-essential services, employees reporting to the Hamilton City Building at 345 High Street can call (513) 785-7444; a pre-recorded message will play indicating the current status of the situation.

Unavoidable absences due to illness or other legitimate reasons are normally considered as excused absences; however, it is your responsibility to notify your supervisor of your absence and state the reasons for it so that a decision to excuse you can be made. As soon as possible upon your return, you should complete a [Leave Request Form](#). All absences of three (3) or more consecutive days require a physician's excuse. Your supervisor may require such documentation for shorter periods if a pattern of absences warrants it.

Failure to appear for work without sufficient reason and failure to report to management your expected absence or tardiness on the job brings into serious question your interest and commitment to your job. Moreover, such instances often inconvenience other employees who may be required to remain on the job to complete work assigned to you and could inconvenience City customers. This may also add to the cost of running the City government through needless overtime costs.

Repeated offenses of this nature may cause disciplinary measures to be implemented. Other measures such as lowered performance ratings can result.

Attendance is more than a matter of being on the premises. It means being at your place of work on time and ready to start or resume the day's business. It also means, performing a full day's work for the pay received and remaining on the job to render service and share in the responsibilities of the work unit.

Due to the variations in the type of work performed across City operations, work schedules vary significantly. Your direct supervisor will inform you of your start and stop time, as well as break and lunch schedules.

Regardless of your assigned department, you are required to report your absences from work. In rare instances when you cannot avoid being late for work or are unable to work as scheduled,

you should notify management as soon as possible in advance of the anticipated absence or tardiness. This should be done in advance of your starting time.

C. COMPUTER AND E-MAIL USAGE [[Administrative Directive #331](#)]

Computers, computer files, the electronic mail (e-mail) system, and software furnished to employees are the property of the City of Hamilton. To ensure compliance with this policy, computer, internet, and e-mail usage may be monitored. You should conduct yourself in an honest and appropriate manner on the internet, and respect the copyrights, software licensing, rules, property rights, privacy and prerogatives of others. Anything an employee writes in the course of acting on behalf of the City on the internet can be taken as representing the City of Hamilton.

Unnecessary or unauthorized internet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies, and ties up printers and other shared resources. Excessive and unnecessary use of internet access will be controlled as deemed necessary. The security systems are capable of monitoring all internet usage, including each site visit, each chat, newsgroup or e-mail message, and each file transfer. You should have no expectation of privacy about your internet usage.

Computers that use individual modems for independent data connections sidestep the network security systems of firewalls and proxy servers. A computer's private connection to any outside computer is vulnerable to an attack, which could compromise any city network to which that machine is attached. Such computers are physically isolated from the City's internal networks.

The City strives to maintain a workplace free of harassment and discrimination and inclusive of the diversity of its employees. Therefore, the use of computers, social media, and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale is prohibited.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that might be construed as harassment, discrimination or showing disrespect for others.

All full-time employees will be provided a City email account and are required to check the email account **once a week** to ensure that information is being communicated throughout the entire organization.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. For a complete review of internet guidelines, you should familiarize yourself with the [Internet Usage Policy in Administrative Directive 331](#).

You should notify your supervisor or management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

D. DISCRIMINATION [[Administrative Directive #313](#)]

The City is committed to providing a work environment that is free of discrimination. Actions, words, jokes, or comments based on an individual's race, color, religion, national origin, sex, age, disability, genetic information, military status, and ancestry, or any other legally protected characteristics will not be tolerated.

Any employee who wants to report an incident of disparate treatment discrimination, disparate impact discrimination or other unlawful harassment should promptly report the matter in keeping with the applicable administrative directive. You may raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible discrimination is required to promptly report the matter in a timely and confidential manner.

Anyone engaging in discrimination will be subject to disciplinary action, up to and including termination of employment. Discrimination is a violation of federal and state law; the City of Hamilton adheres to these laws and will not tolerate illegal discrimination in any form, at any level, within the workplace by or among its employees.

E. DRUG AND ALCOHOL USE [[Codified Ordinance Chapter 180](#) and [Codified Ordinance Chapter 186](#), [Administrative Directive #314](#) and [#321](#)]

It is the City of Hamilton's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, you are required to report to work in appropriate mental and physical condition to perform your job duties in a satisfactory manner.

While on any City premises and while conducting business-related activities off City premises, no employee may use, possess, manufacture, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Depending on your position with the City, you may be subject to random drug and alcohol testing. Supervisors may take their employee for testing under reasonable suspicion circumstances.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the City of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five (5) days of the conviction.

If you have questions about this policy or issues related to drug or alcohol use in the workplace, you may raise your concerns with your supervisor or division management without fear of reprisal. Additionally, employees who have drug or alcohol related problems which may affect job performance are encouraged to refer to the City provided Employee Assistance Program

(EAP) information available through the [Employee Portal](#) or seek other professional assistance.

F. GAMBLING [[Administrative Directive #314](#)]

The City of Hamilton does not permit the organizing and running of games of chance for the individual profit of the organizer (gambling) by City employees during working hours or on City property. Violations of this policy will be cause for disciplinary action.

G. GIFTS AND GRATUITIES [[Ethics Commission Info Sheet #7](#)]

As an employee of the City, acceptance of gifts and gratuities should reasonably be avoided. As a public employee, you are paid from the tax or utility fees coming from citizens, and it is part of each of our jobs to go the extra distance in helping the citizens of this community, regardless of their ability or interest to recognize the assistance in some extra tangible way.

Moreover, the acceptance of such gratuitous items or services may well bring into question the propriety of some act or decision you might later make in conjunction with your job duties.

Personnel in management or supervisory capacities as well as those employees holding enforcement positions such as Inspectors, Parking Meter Attendants, and Police personnel should be particularly aware of these concerns.

H. GRIEVANCES [[Administrative Directive #317](#), applicable collective bargaining agreement]

If you are in a union, a grievance is generally defined as a violation of the terms and conditions of that contract. By state law, every labor contract must contain a grievance procedure.

It is possible that disputes or misunderstandings will arise from time to time between an employee and supervision. The City has established a grievance procedure as a means for employees not in a union of airing and resolving such disagreements.

This procedure starts with a discussion of the matter between the two (2) parties. Grievances unresolved at this step are then reduced to writing by using the [Grievance Form](#). They are processed on a step-by-step basis through higher levels of the administration and may end in binding arbitration or at the Civil Service Commission.

I. HIGH VISIBILITY CLOTHING [[Administrative Directive #406](#)]

Employees who operate in the right-of-way that are exposed either to traffic (vehicles using the highway for purposes of travel) or to work vehicles and construction within the TTC zone shall wear high-visibility safety apparel. If you have questions, please contact your supervisor.

J. NEPOTISM – RELATIVE IN COMMON WORK AREAS [[Administrative Directive #119](#), [applicable collective bargaining agreement](#)]

The employment of relatives in the same area of an organization may cause serious conflicts and problems. In addition, personal conflicts from outside the work environment might be carried into day-to-day working relationships.

Although the City of Hamilton has no prohibition against relatives working together, we are committed to monitoring situations in which relatives work in the same area. In case of actual or potential problems, reassignment to another task may be necessary.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

K. ACCESS TO PERSONNEL FILES [[Administrative Directive #320](#)]

The Department of Civil Service and Personnel maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, résumé, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City of Hamilton, but Ohio's public records laws govern access to the information they contain.

L. PERSONAL APPEARANCE [[Administrative Directive #328](#)]

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the City of Hamilton presents to customers and visitors.

During business hours, you are expected to present a clean and neat appearance and to dress according to the uniform requirements of your position. Your attire should be appropriate to the nature of your tasks and the degree of contact and interaction with the public. You are expected to exercise good judgment in your choice of attire. Your Department Director may require you to leave your job without pay when your attire or your general appearance is considered inconsistent with departmental policy.

M. POLITICAL ACTIVITY

Public employees, by nature of their employment, are limited in their ability to participate in certain political activities. These restrictions are of such consequence that the City Charter treats this subject in the following manner:

Sec.10.17 Political Assessments Prohibited

"No person holding an appointive office or place in the service of the City shall directly or indirectly give, solicit, or receive or be in any manner concerned in giving, soliciting, or receiving, any assessment, subscription or contribution for any political party or purpose whatever. No person shall orally or by letter solicit or be in any manner concerned in soliciting, any assessment, subscription or contribution for any political party or purpose from any person holding a position in the administrative service. No person shall use or promise to use his influence or official authority to secure any appointment or prospective appointment, to any position in the service of the City as a reward or return for personal or partisan political service."

Sec.10.19 Political Activity Prohibited

"No person holding an appointive office or place in the City government shall act as an officer of a political organization, take part in a political campaign, serve as a member of a committee of any such organization or circulate, or seek signatures to any petition provided for by primary or election laws, or act as a worker in favor of or in opposition to any candidate for public office..."

The above section precludes City employees from being a worker for any political party, national or otherwise, or even from wearing campaign buttons while on duty. Compliance is not intended to curtail an employee's rights as a citizen, rather it will provide protection. These restrictions in no way limit your right as a citizen to otherwise express your opinion or cast your vote.

Sec.10.20 Violations and Penalties

"Any person... who willfully or through culpable negligence violates any of the civil service provisions of this charter or any of the rules made in pursuance thereof, shall be guilty of a misdemeanor and shall, upon conviction thereof, be punished by fine of not less than fifty (\$50.00) dollars, or more than one thousand (\$1,000.00) dollars, or by imprisonment for a term not to exceed six (6) months."

Violation and conviction will result in forfeiture of office or employment with the City immediately for City employees.

N. RECORDING OF TELEPHONE OR OTHER CONVERSATIONS [[Administrative Directive #114](#)]

The City of Hamilton prohibits employees from using any electronic recording system to record public or inter-office telephone conversations or any other discussions without the prior expressed permission of the person being recorded, except in the following circumstances:

- Investigations involving life and death;
- Conversations associated with the act of kidnapping, ransom, extortion, bribery, or like act;
- As an investigatory or evidentiary aid in criminal investigations in which the absence of a recording would hinder case conclusion;
- Bomb threats, telephone threats involving personal safety;
- Other instances with prior approval of the Director of the department involved;
- Recordings made pursuant to court order;
- Meetings of Council, Boards, Commissions, public hearings, etc. to prepare minutes or reports

Law enforcement is exempt.

O. RECYCLING

The City of Hamilton supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize and negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at City work sites:

- Paper
- Plastic Bottles
- Aluminum cans

The simple act of placing a piece of paper, aluminum can, or plastic/glass bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

The City encourages recycling and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- Electronic Communication (e-mail)
- Posting memos for all employees
- Two-sided photocopying
- Electronic Forms
- Routing slips for reports
- Minimum packaging
- Reusing paper clips, folders, and binders
- Reusing packaging material

By recycling, we are helping to solve trash disposal and control problems facing all of us today.

P. SECURITY INSPECTIONS [[Administrative Directive #108](#), [#321](#), [#407](#)]

The City of Hamilton wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the City prohibits the possession, transfer, sale or use of such materials on its premises, including but not limited to employee parking lots (storage of firearms in parking areas is exempt per the Ohio Revised Code). The City requires the cooperation of all employees in administering this policy.

Desks, lockers, computers, and other storage devices may be provided for your convenience, but remain the sole property of the City of Hamilton. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the City of Hamilton at any time, either with or without prior notice.

The City of Hamilton likewise wishes to discourage theft or unauthorized possession of the property of employees and visitors. To facilitate enforcement of this policy, a member of management or its representative may inspect not only desks and lockers, but also articles and materials. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto City of Hamilton premises, including but not limited to employee parking lots.

Q. SEXUAL AND OTHER UNLAWFUL HARASSMENT [[Administrative Directive #323](#)]

The City is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's race, color, religion, national origin, sex, age, disability, genetic information, military status, and ancestry, or any other legally protected characteristic will not be tolerated. For example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter in keeping with the applicable administrative directive. You may raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment is required to promptly handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. Sexual harassment is a violation of federal and state law; the City of Hamilton adheres to these laws and will not tolerate illegal harassment in any form, at any level, within the workplace by or among its employees.

R. SMOKING [[Administrative Directive # 404](#)]

In keeping with the City of Hamilton's intent to provide a safe and healthy work environment, smoking is prohibited throughout all City facilities. This policy applies to the indoor area of all City-owned public buildings, including the Municipal Building, the Criminal Justice Building, all fire stations, and all utility plants. Smoking is permitted outdoors on City-owned public property or where posted "Smoking Permitted" signs are located.

This policy applies equally to all employees, customers, and visitors.

S. SOLICITATION [[Administrative Directive #314](#)]

In an effort to ensure a productive and harmonious work environment, persons not employed by the City of Hamilton may not solicit or distribute literature in the workplace at any time for any purpose.

The City of Hamilton recognizes that employees may have interests in events and organizations outside the workplace. However, you may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch period, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for community groups.
- The collection of money, goods, or gifts for religious groups.
- The collection of money, goods, or gifts for political groups.
- The collection of money, goods, or gifts for charitable groups.
- The sale of goods, services, or subscriptions outside the scope of official organization business.
- The distribution of literature not approved by the City.

In addition, the posting of written solicitations on City bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Employee announcements
- Internal memoranda

- Job openings
- Organization announcements

If you have a message of interest to the workplace, you may submit it to your supervisor for approval. All approved messages will be posted on the worksite bulletin boards.

T. TELEPHONE USE [[Administrative Directive #106](#)]

City telephones are for official business. City phones should not be used for personal matters.

Answer incoming calls promptly. Identify yourself and your department in a natural pleasant tone, and speak in a courteous and professional manner. Please confirm the information received from the caller, and hang up only after the caller has done so.

Frequently, the telephone is the only contact a resident of the community may have with the City. The caller deserves responsive and courteous treatment.

U. TRAVEL EXPENSES [[Administrative Directive #203](#) and [Sec.181.18](#)]

Employees traveling on City business shall do so on the most economical basis available and are entitled to be reimbursed for reasonable expenses which they incur during the conduct of City business if such expense is incurred and allowed by the applicable administrative directive and ordinance. Advances, reimbursements, or a combination of both are often required when employees travel. The following guidelines shall generally apply, unless otherwise waived by the City Manager.

I. Mileage

Employees using a City vehicle or personal vehicle for City business may provide receipts with an expense account form and be reimbursed for: tolls, parking fees, and any other expense that would be incurred whether driving a City vehicle or a personal vehicle. Use of a City vehicle is required when traveling. If a City vehicle is unavailable, the employee may use their personal vehicle and receive mileage reimbursement (Mileage rate is inclusive of: Gas, oil and vehicle maintenance expenses). If a City vehicle is available for use, but the employee chooses to use their personal vehicle for convenience purposes the employee will not be eligible for mileage reimbursement. Mileage incurred in commuting to and from home and the worksite is not eligible for reimbursement. Requests for reimbursement shall be made by completing the **Travel Expense Report Form** found on the intranet.

If you use a City vehicle for travel outside the Hamilton area, you will be reimbursed for the purchase of gasoline, oil, etc. with proper receipts and documentation. For more information, see [Administrative Directive # 203](#).

II. Air Travel and Rental Cars

All air travel will be reimbursed at actual cost but not in excess of coach tourist fare. Travel insurance is not reimbursable. The cost of transportation to and from terminals and local travel expenses (bus, taxi, or rental car) will be reimbursed only with proper receipts submitted with a completed **Travel Expense Account Form**. Vehicle rental expenses may be reimbursed for the trip if approved in advance by the Department Head. For more information, see [Administrative Directive # 203](#).

III. Meals

Employees will be reimbursed for meals at the per diem reimbursement rate only.

A standard per diem daily meal allowance for the trip destination as determined by the current IRS Publication 1542 Per Diem Rates will be allowed without need for receipts. For specific questions regarding meals while traveling please see [Administrative Directive #337 - Purchase of Lunch Meals or Food Items](#) regarding the 'away from tax home' and 'substantial rest' tests. If there are not any charges for a meal, the meal charges are already included in the event; the per diem reimbursement rate for the appropriate meal(s) will not be paid to the employee by the City. The employee will be responsible for proper documentation on the expense account form. On the day of departure; per diem allowance is paid for lunch and dinner and on the day of return per diem is paid for breakfast and lunch. The individual meal per diem allowance may be rounded up to the nearest dollar provided the total does not exceed the aggregate daily per diem allowance subdivided as follows:

- Breakfast - 20% of the daily per diem rate
- Lunch - 30% of the daily per diem rate
- Dinner - 50% of the daily per diem rate

For more information, see [Administrative Directive # 203](#).

IV. Lodging

The necessity for overnight lodging during authorized City business trips is based upon the most cost effective method to safely accomplish the trip purpose. Single occupancy accommodations at the government rate or in the medium price range for the locale is permitted. Every effort should be made (early reservations) to obtain accommodations as economical and reasonably close to the out-of-town destination as possible. Lodging will be reimbursed at cost. Reimbursement for accommodations exceeding the government rate or the medium price range requires written justification at the time reimbursement is requested. Receipts are necessary and an expense account form must be completed. However, the preferred procedure would be for the employee to request a check from the Finance Department in advance. The responsible employee will be required to assume all costs exceeding normal, reasonable charges. For more information, see [Directive # 203](#).

V. VEHICLES AND EQUIPMENT OPERATION [\[Administrative Directive #107 and #108\]](#)

The following general provisions apply to the use of City owned vehicles and equipment.

City vehicles are to be used for official business purposes only. Use for personal reasons such as shopping or transporting family members or friends is strictly prohibited. To reserve a vehicle in the City vehicle pool, see [Administrative Directive # 107](#).

If you have an accident while driving, you must report it to the Police Division who will prepare a report of the incident. You must also report the accident to your immediate supervisor.

To operate a vehicle, you must possess a valid State of Ohio operator's license, have your driver's license number on file, and have it in your possession while operating the vehicle. Certain vehicles with a gross weight of over 26,001 pounds require that you possess a Commercial Driver's License to operate them.

You may not drive a vehicle requiring a CDL without a valid CDL and you must tell your supervisor if you lose that license.

You may not operate vehicles unless required by your job or with approval of your supervisor. Your driver's license number must be on file.

Vehicles and equipment shall be operated in a safe and responsible manner. Seat belts shall be worn in compliance with state law.

Vehicles shall be parked only in approved spaces. [[Administrative Directive 113](#)]

Finally, if your job requires the operation of a vehicle, be certain to clear up any questions or doubts you may have with respect to conditions of operating that piece of equipment. Your supervisor is there to help you in this manner.

W. WORKPLACE VIOLENCE PREVENTION [[Administrative Directive #313](#), [#314](#), [#323](#), [#401](#), [#402.1](#), [#402.2](#), [#407](#)]

The City of Hamilton is committed to preventing workplace violence and to maintaining a safe work environment. The City has guidelines to deal with intimidation, harassment or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. You are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on City property or employee parking lots. Firearm storage is permitted in parking areas per the Ohio Revised Code.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's race, color, religion, national origin, sex, age, disability, genetic information, military status, and ancestry or any other characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should be reported as soon as possible to a supervisor. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The City of Hamilton will promptly and thoroughly investigate all reports of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is

in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The City encourages you to bring your disputes or differences with other employees to the attention of management before the situation escalates into potential violence. Management is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

SECTION 6: DISCIPLINE POLICY

A. DISCIPLINARY ACTION [[Administrative Directive #314](#), #318]

Certain penalties have been established to enforce a proper code of conduct among employees. Employees may be suspended, dismissed, or demoted for incompetence, inefficiency, disorderly or immoral conduct, discourteous treatment of any citizen, insubordination, insolence, neglect of duty, or for any other just and reasonable cause. Absence from duty without leave for any time or failure to report if leave has expired or been revoked shall be cause for dismissal.

If an employee is to receive disciplinary action that results in a loss of pay (suspension, termination, demotion) a pre-disciplinary hearing must be held. [Administrative Directive #318](#) outlines the procedure for pre-disciplinary hearings. **If a collective bargaining agreement mandates a different disciplinary procedure, the supervisor and/or appointing authority will follow the procedure provided in the collective bargaining agreement.**

Employees may appeal to the Civil Service Commission certain job actions. Consult the [Civil Service Rules and Regulations](#) and the applicable collective bargaining agreement for more information.

SECTION 7: LEAVE

Whenever you are absent from work, a [Leave Request Form](#) must be completed. Generally, you will fill out and sign this form prior to your anticipated leaves for your supervisor's approval of your absence. Otherwise, the form must be completed immediately upon your return to work.

A. SICK LEAVE [[Sec.181.02](#) and [Administrative Directive #306](#)]

I. Medical Leave

Permanent full-time employees of the City are eligible for sick leave. Subject to approval, sick leave may be used for the following reasons:

- In the event of personal injury, illness or other medical reason that prevents your attendance at work.
- For serious illness or emergency in the immediate family that requires your presence at home.
- For employee doctor, dental or optical appointments for examination or treatment when an appointment cannot be arranged during off-duty hours.

You should consult [Administrative Directive #306](#) or your applicable collective bargaining agreement regarding sick leave accrual.

In the event of illness (or other cause) that may result in your absence from work, we require that you notify your supervisor in advance of your starting time. It is frequently necessary to secure replacements to fill such vacancies.

Immediately upon your return from sick leave, you are required to complete the Leave Request Form and certify the cause of your absence. No sick leave payments will be provided without such certification.

A physician's statement evidencing the nature of your absence is required for all absences of three (3) or more consecutive workdays. Your supervisor may also require such statement for absences of a shorter duration. Your supervisor will inform you if such statements for short-term absences are required.

Abuse of the sick leave benefit can result in disciplinary action. Sick leave may be used only for the intended purposes. Falsification of sick leave certificates or physician statements will lead to serious disciplinary actions, including discharge.

II. Conversion of Certain Amounts of Sick Leave [[Sec. 181.03](#), [181.04](#), & [181.05](#) and [Administrative Directive #306](#)]

No payments for accumulated sick leave are made upon resignation or dismissal. Upon retirement, if you are not covered by a collective bargaining agreement, you will receive a cash payment for a percentage of the value of your accumulated sick leave, based on your date of hire and subject to a maximum of 1,200 hours for those working a forty (40) hour schedule and 1,680 hours on an average 51-hour per week schedule.

Date of Hire	% Of Accumulated Sick Leave
Prior to Jan. 1, 1990	75%
On or After Jan. 1, 1990	50%
On or After Nov. 1, 1994	25%

If you are covered by a collective bargaining agreement, you should review your contract for more information regarding the payment of sick leave at retirement, and the specific percentages that are affected by your date of hire,

If you die while in the employ of the City, your surviving spouse will receive 75% of your accumulated sick leave, subject to a maximum of 1,200 hours if your work schedule doesn't exceed forty (40) hours per week, or 1,680 hours for a 51-hour per week work schedule. If you are fatally injured as a direct result of your employment, such that your family or heirs receive a death benefit under the Ohio Workers' Compensation Law, a cash benefit based on 100% of the value of your accumulated sick leave, subject to the limits described above, will be paid by the City to your surviving spouse or heirs.

III. Injury Leave

All employees working in the State of Ohio are covered by the Ohio Bureau of Workers' Compensation. Non-union personnel will be compensated as provided by state Law. Sworn members of police and fire who sustain injuries in the performance of their duties will receive disability pay during their recovery in accordance with [Codified Ordinance Sec.181.08](#) and in keeping with their collective bargaining agreements. Those employees in a collective bargaining unit should refer to their individual contracts regarding injury leave. Some collective bargaining agreements require a diagnosis and treatment by a physician on the City's preferred panel of workers' compensation physicians to receive Injury Leave with Pay (ILWP). [[Administrative Directive # 307](#) and [Provider List](#)]

B. FAMILY AND MEDICAL LEAVE [[Administrative Directive #324](#)]

Basic Leave Entitlement

FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Benefits and Protections

During FMLA leave, the City must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for the City for at least one year, for one thousand two hundred and fifty (1,250) hours over the previous twelve (12) months, and if at least fifty (50) employees are employed by the City within seventy-five (75) miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one (1) block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".**

Substitution of Paid Leave for Unpaid Leave

The City requires the use of accrued Paid Leave to run concurrent while taking FMLA leave.

Employee Responsibilities

Employees must provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the City's normal call-in procedures.

Employees must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

The City must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the City must provide a reason for the ineligibility.

The City must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the City determines that the leave is not FMLA-protected, the City must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to: (a) interfere with, restrain, or deny the exercise of any right provided under FMLA; or (b) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in a proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. For additional information, an employee may call 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627 or visit www.wagehour.dol.gov.

For more information regarding family and medical leave, please contact the Department of Civil Service and Personnel; 513-785-7030, cspersonnel@hamilton-oh.gov

C. DISABILITY – FIRE, POLICE [[Codified Ordinance Sec. 181.08](#) , [Administrative Directive #307](#) and [Provider List](#)]

In the event of duty-related injury, the officer shall be entitled to receive his salary during the continuance of the disability, or during a period of one (1) year, whichever is shorter.

Such a disability must be certified by a licensed physician and the employee may not refuse to undergo the necessary physical examination.

An injured employee released for full or partial duty must report to his or her Chief for work assignment.

Abuse of these privileges constitutes grounds for discontinuance of salary and dismissal.

The salary or rank of any officer of either safety division cannot be increased during and for any period of either full or partial disability.

Again, applicable collective bargaining agreements as well as [Administrative Directive #307](#)

should also be reviewed for more information.

D. FUNERAL LEAVE [[Codified Ordinance Sec. 181.06](#)]

Permanent employees may be eligible for leave of up to three (3) consecutive work days for the purposes of attending a funeral in the event of death in the immediate family.

For non-union personnel, the term "immediate family" is defined as follows: spouse, child or stepchild, grandchild, parent, stepparent, grandparent, brother, sister, parents or stepparents of spouse and grandparents of spouse. Those employees covered by a collective bargaining agreement should review their contract regarding who is "immediate family" for funeral leave purposes.

In the event of a death of a relative other than an immediate family member as noted above, you may be eligible for funeral leave of up to eight (8) hours for the funeral or arrangements.

Funeral pay is provided to accommodate absences occurring only on regularly scheduled workdays at your base rate of pay. It must be taken within seven (7) calendar days of the funeral and will not be granted if you are already in a paid or unpaid leave status.

You are required to complete a [Leave Request Form](#) for funeral leave usage. **Permanent part-time employees hired after July 1, 1991, are not eligible for funeral leave.**

E. JURY DUTY LEAVE

As a citizen of the United States and the State of Ohio, you may be subpoenaed to court to serve as a juror. If you are summoned for jury duty, you will be entitled to time off with pay while serving and no charge of time will be made against your vacation or personal leave. Employees are required to complete a [Leave Request Form](#) for jury duty leave usage.

Monies received for jury duty must be remitted to the Department of Finance. If money received for jury duty is not remitted to the Finance Department, the employee will not receive compensation from the City.

During your period of jury duty, you must be in attendance at your work when not required to be in Court.

F. MILITARY LEAVE [[Codified Ordinance Sec. 181.07](#)]

If you leave your position (either voluntarily or through the draft) for the purpose of entering the Armed Services and if you satisfactorily complete the period of active duty, you are entitled to re-employment rights upon timely application following completion of military service. Timely application is considered as being within ninety (90) days of discharge.

The Universal Military Training and Service Act requires that after applying, the veteran be re-employed within a reasonable time to the same or other position you would have occupied had you remained on the job. The veteran is restored without loss of seniority.

The position held by the veteran prior to service should be other than temporary.

Leaves of absence are also provided for you if you are a member of a reserve component, the

Ohio National Guard, the Ohio Defense Corps, or the Ohio Naval Militia who enter military service for field training or active duty for periods not to exceed thirty-one (31) days in any one (1) calendar year.

During these brief annual training leaves, one (1) week of the leave period will be paid by the City as a charge against vacation. For the second week, the City will pay the difference between your military pay and the amount you would normally receive had you been actively employed at your regular City job.

G. UNION LEAVE

Some collective bargaining contracts provide for leave for the conducting of union business in certain circumstances. Review your individual contract to see if you are eligible for such leave.

H. VACATIONS [[Codified Ordinance Sec. 181.01](#); [Administrative Directive #322](#) & [#306](#)]

Unless otherwise set forth in a negotiated labor contract, permanent employees of the City (hired prior to January 1, 2016) are eligible for the following vacation benefits:

Years of Continuous Service	Vacation Leave Allowance (Work Days)
Less Than One	0
One but Less than Seven	10
Seven But Less than Sixteen	15
Sixteen	20
Seventeen	21
Eighteen	22
Nineteen	23
Twenty	24
Twenty-one	25
Twenty-two	26
Twenty-three	27
Twenty-four	28
Twenty-five	29
Twenty-six or more	30

Vacation periods are taken based upon the work schedule of your assigned department or division. In many departments and divisions, vacation periods are selected by a system based on your seniority, but the final authority (unless otherwise determined by contract language) is the appointing authority of each department.

Any holidays that occur during your vacation period are not counted as vacation time.

For the purpose of vacation eligibility, if you resign or otherwise separate your employment and are later reinstated, you will receive credit for vacation eligibility based upon your most recent date of employment.

Sick leave will not be approved for illnesses occurring while you are on vacation status. Unused sick leave accumulations may not be converted to vacation leave.

Funeral leave will not be permitted for periods of pre-approved vacation leave.

Generally, all vacation leave must be used by December 31 and will not be allowed to be carried over into the following calendar year without authorization of the [Vacation and Floating Holiday Leave Carryover Form](#) by the end of November of that current year.

Upon your separation from City employment, you will be paid for any vacation credit you earned but did not take. If you separate employment before completing one (1) full year of service, you will not be entitled to vacation pay.

Permanent part-time employees hired after July 1, 1991 who work less than twenty-five (25) hours per week, temporary, and seasonal employees are not eligible for vacation leave, nor are they entitled to vacation pay upon separation. However, temporary and seasonal personnel will receive credit for continuous service from the most recent date of hire should their employment be made permanent.

In case of death, unused vacation leave will be paid in a lump sum to your estate or your surviving spouse or heir(s).

I. PAID TIME OFF (PTO) [Codified Ordinance Sec. 181.26, [Administrative Directive #343](#)]

Unless otherwise set forth in a negotiated labor contract, permanent employees of the City (hired on or after January 1, 2016) are eligible for the following Paid Time Off (PTO) benefits:

Years of Continuous Service	PTO Hrs Per Year	Approx. PTO Accrual	PTO Bank Max
Less Than One	88	3.38	480
One but Less than Seven	168	6.46	480
Seven But Less than Sixteen	208	8.00	480
Sixteen	248	9.54	480
Seventeen	256	9.85	480
Eighteen	264	10.15	480
Nineteen	272	10.46	480
Twenty	280	10.77	480
Twenty-one	288	11.08	480

PTO time may be used for any reason. To request PTO, employees must fill out a [Leave Request form](#).

Unused PTO will go into your individual PTO bank. Once you hit the maximum of 480 PTO hours, you will not accrue any more PTO until you use your current PTO benefits and draw down your PTO Bank. Once you hours are below the 480 PTO Bank maximum, you will begin to accrue PTO again.

Codified Ordinance 181.26 and [Administrative Directive #343](#) provide further details and information regarding PTO benefits.

EMPLOYEE ACKNOWLEDGEMENT FORM

Please read the statements below, sign, and return this form to the Department of Civil Service and Personnel.

I acknowledge this employee handbook is neither an employment contract nor a legal document. I have received the handbook. I understand it is my responsibility to read and comply with all policies contained in the handbook, as well as all City Administrative Directives, Codified Ordinances, the Charter of the City of Hamilton, departmental policies, and applicable collective bargaining agreement language.

I acknowledge that the information, policies, and benefits described herein are subject to change and may be revised from time to time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

This employee handbook describes important information about the City of Hamilton. Employees should consult their appointing authority or the Director of the Department of Civil Service and Personnel regarding any questions not answered in the handbook.

EMPLOYEE'S NAME (Printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____