



Employee Handbook

REVISED 2025

City of Oak Grove

Employee Handbook

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Chapter 1 - Role and Authority

Welcome to the City of Oak Grove, MO.

100.1 WELCOME MESSAGE

Welcome to the City of Oak Grove! Congratulations on your decision to become a valued employee with the City of Oak Grove. You are joining a team of employees who strive everyday to make the City of Oak Grove an amazing place to live and work. Together, we are committed to serving the residents and community of Oak Grove with integrity, accountability, and mutual respect. We strive to treat our fellow employees fairly with compassion and value, while providing a meaningful, earnest, and challenging work experience. We hold each other accountable to the high standards and responsibility of public service. Welcome and thank you for your service to the City of Oak Grove.

Employee Handbook

101.1 PURPOSE AND SCOPE

The handbook of the City is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, procedures, rules, and guidelines of this city. All employees are to conform to the provisions of this manual.

All prior and existing manuals, orders, and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

101.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to employees of this city under the circumstances reasonably available at the time.

101.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the City and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials, or its employees. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training, or discipline. The City reserves the right to revise any policy content, in whole or in part.

101.3 AUTHORITY

The Board of Aldermen shall be considered the ultimate authority for the content and adoption of the provisions of this manual. The City Administrator or the authorized designee is authorized to issue directives, which shall modify those provisions of the manual to which they pertain. Directives from the City Administrator or the authorized designee shall remain in effect until such time as they may be permanently incorporated into the manual. Additionally, when a question is raised regarding the meaning or application of any employment rule, policy, or procedure, whether contained in this handbook or not, the city shall have the exclusive right to make the final determination as to its meaning or application.

101.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Policy Manual

Elected official - Any individual who serves in the City government based upon selection by a public vote, as well as any individual who is appointed or otherwise selected to fill such a position that has been vacated prior to the conclusion of the elected individual's term.

Employee - Any person employed by the City, including:

- Full, Part-time, and Seasonal/Temporary employees.
- Appointed personnel. This does not include persons appointed to fill an elected official vacancy.

Manual - The City Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other city employees, directing the work of other employees, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

101.5 ISSUING THE POLICY MANUAL

Each employee shall acknowledge having access to and having the opportunity to review the Policy Manual and any directives issued by the City Administrator or the authorized designee. Employees shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

101.6 REVISIONS

Employees are responsible for keeping abreast of all Policy Manual revisions.

101.7 EMPLOYMENT RELATIONSHIP

All employees are employed at the will of the City and may be terminated at any time with or without cause or notice, except as provided by Federal or State law or pursuant to a valid labor agreement. Nothing in this document is intended to create an employment relationship of any definite duration, nor shall adherence to the policies and procedures by the City, or anything else contained in the document, be interpreted, or construed as a waiver or modification of an employee's "at will" status. This document takes precedence over any communication or representation made to any employee by a supervisor or other agent of the City.

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101.8 POLICY MANUAL APPLICABILITY

The policies and procedures contained in this handbook, unless otherwise noted, apply to all city employees and others including members of volunteer boards, committees and commissions, independent contractors, employees hired for seasonal or temporary positions and job applicants. Each city employee is responsible for performing their assigned duties to meet the service delivery needs of the city. It is the responsibility of each employee to become and remain familiar with these provisions as amended. Lack of knowledge of, or familiarity with, any provision of this manual shall not provide any excuse for violations of that provision.

Department directors are expected to effectively supervise and manage their departments in harmony with this handbook and may implement policies and procedures necessary to carry out the responsibilities of their department. When departments adopt regulations, policies, or procedures, the more restrictive provisions shall govern.

Standards of Conduct for All Employees

102.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the City and are expected of all employees. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions, but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, employees are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this city or an employee's supervisor.

102.1.1 DEFINITIONS

Definitions related to this policy include:

Conflict of interest - Any actual, perceived, or potential conflict in which it reasonably appears that an employee's action, inaction, or decisions are or may be influenced by a personal or business relationship. It includes conflicts defined and prohibited by state law.

102.2 POLICY

The continued employment or appointment of every employee of the City shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether during work hours or non-work hours, may be cause for disciplinary action. Disciplinary action may include termination.

102.3 GENERAL STANDARDS

Employees shall conduct themselves in accordance with the federal and state constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Employees shall familiarize themselves with policies and procedures and are responsible for compliance with each. Employees should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

The city may utilize whatever disciplinary measures it believes appropriate under the particular circumstance. It is not mandatory that a specific policy or rule violation be cited to sustain discipline or termination. This policy is not intended to cover every possible type of misconduct.

102.4 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, or ethics, and specific action or inaction that is detrimental to the city's ability to effectively serve the public.

Standards of Conduct for All Employees

102.4.1 LAWS, RULES, AND ORDERS

- (a) Violation of, or ordering or instructing a subordinate to violate, any policy, procedure, rule, order, directive, or requirement, or failure to follow instructions contained in city manuals.
- (b) Disobedience of any lawful direction or order.
- (c) Violation of federal, state, local, or administrative laws, rules, or regulations.

102.4.2 ETHICS

- (a) Using or disclosing one's status as an employee of the City in any way that could reasonably be perceived as an attempt to gain influence or authority for non-city business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any employee for malicious purpose, personal gain, willful deceit, or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee, or gift from any person for service incident to the performance of the employee's work with the City.
- (d) Acceptance of fees, gifts, or money contrary to the rules of this city and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Any other failure to abide by the standards of ethical conduct.

102.4.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

102.4.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship during work hours or through the use of one's official capacity.
- (b) Engaging in sexual activity during work hours, including but not limited to sexual intercourse, excessive displays of public affection, or other sexual contact.
- (c) Establishing or maintaining an inappropriate personal or financial relationship as a direct result of any official business.
- (d) Associating with or joining a criminal gang, organized crime, and/or criminal syndicate when the employee knows or reasonably should know of the criminal nature of the organization.

Standards of Conduct for All Employees

102.4.5 ATTENDANCE

- (a) Leaving the job to which the employee is assigned during work hours without reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to the place of assignment at the time specified and fully prepared to work without reasonable excuse.

102.4.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the employee's position with this city.
- (b) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this city for personal or financial gain or without the express authorization of the City Administrator or the authorized designee.
- (c) Loaning, selling, allowing unauthorized use, giving away, or appropriating any city badge, uniform, identification card, or property for personal use, personal gain, or any other improper or unauthorized use or purpose.
- (d) Using city resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

102.4.7 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance, including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- (d) Unauthorized sleeping during work hours or assignments.
- (e) Failure to notify the City within 72 hours of any change in residence address or contact numbers.
- (f) Failure to notify human resources and supervisor of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

Standards of Conduct for All Employees

102.4.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts or making any false or misleading statement on any application, examination form, or other official document, report, or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction, and/or mutilation of any city record, public record, book, paper, or document.
- (c) Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any city-related business.
- (d) Being untruthful or knowingly making false, misleading, or malicious statements that are reasonably calculated to harm the reputation, authority, or official standing of this city or its employees.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this city or subverts the good order, efficiency, and discipline of this city or that would tend to discredit any of its employees.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 - 1. While on city premises.
 - 2. At any work site, during work hours, or while using any city equipment or system.
- (g) Improper political activity, including:
 - 1. Unauthorized attendance during work hours at official legislative or political sessions.
 - 2. Solicitations, speeches, or distribution of campaign literature for or against any political candidate or position during work hours or on city property except as expressly authorized by city policy, an employment agreement or contract, or the City Administrator or the authorized designee.
- (h) Engaging in political activities during work hours except as expressly authorized by city policy, any employment agreement or contract, or the City Administrator or the authorized designee.
- (i) Any act that brings discredit to this city.

Standards of Conduct for All Employees

102.4.9 CONDUCT

- (a) Failure to promptly and fully report activities on the employee's part or the part of any other employee where such activities resulted in contact with any law enforcement agency or that may result in criminal prosecution or discipline under this policy.
- (b) Unauthorized or unlawful fighting, or threatening or attempting to inflict unlawful bodily harm on another.
- (c) Engaging in horseplay that reasonably could result in injury or property damage.
- (d) Discourteous, disrespectful, or discriminatory treatment of any member of the public or any employee of the City.
- (e) Use of obscene, indecent, profane, or derogatory language during work hours or in uniform.
- (f) Criminal, dishonest, or disgraceful conduct that adversely affects the employee's relationship with the City.
- (g) Unauthorized possession of, loss of, or damage to city property or the property of others or endangering it through carelessness or maliciousness.
- (h) Attempted or actual theft of city property; misappropriation or misuse of public funds, property, personnel, or the services or property of others; unauthorized removal or possession of city property or the property of another person.
- (i) Activity that is incompatible with an employee's conditions of employment or appointment as established by law or that violates a provision of any employment agreement or contract, including fraud in securing the appointment or hire.
- (j) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the City Administrator or the authorized designee of such action.
- (k) Any other conduct that any employee knows or reasonably should know is unbecoming an employee of this city, is contrary to good order, efficiency, or morale, or tends to reflect unfavorably upon the City or its employees.

102.4.10 SAFETY

- (a) Failure to observe or violating city safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform the work assigned, if applicable.
- (d) Unsafe firearm or other weapon handling, including loading or unloading firearms in an unsafe manner.

Standards of Conduct for All Employees

- (e) Carrying, while on the premises of the work site, any firearm or other weapon that is not authorized by law or the member's appointing authority.
- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic accident.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

102.4.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the employee's ability to work is impaired due to the use of alcohol, medication, or drugs, whether legal, prescribed, or illegal.
- (b) Possession or use of alcohol during work hours.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug, or non-prescribed medication to work.
- (d) Possession or use of cannabis during work hours.
- (e) Use of any intoxicant that impairs an employee's ability to safely work and/or perform the necessary functions of the job.

Anti-nepotism and Personal Relationships

103.1 POLICY

- (a) It is the policy of the City not to hire any person for regular employment who:
 - 1. is an immediate family member of a City elected official; or
 - 2. is an immediate family member of an employee who will have selection, hiring, supervisory, or operational responsibility over the individual.
- (b) For the purposes of this section, "immediate family member" includes any relative within the fourth degree, by consanguinity (i.e., blood relative) or affinity (i.e., marriage). The fourth degree of consanguinity or affinity is calculated by counting up from the elected supervisory or official to the nearest common ancestor and then down to the relative. For example, a spouse is related in the "0" degree; parents and children are related in the "first" degree; grandchildren, grandparents, brothers, and sisters are related in the "second" degree; nieces, nephews, aunts, uncles, great grandchildren and great grandparents are related in the "third" degree; and first cousins are related in the fourth degree.
 - 1. A husband is related by marriage (affinity) to his wife's relative's in the same way that she is related to them by blood (consanguinity) and she to his family in the same way, but the kindred of the spouses are not related to one another (e.g., a brother of the husband is not related to a brother of the wife, etc).
 - 2. Half-relationships are the same as whole relationships.
 - 3. Step relationships are the same as blood relationships.
- (c) If two employees become married to each other or become otherwise related as immediate family members, they may continue to be employed by the City, provided that neither position has direct or indirect supervision over the other position, there are no special scheduling requirements, and the relationship does not create any job performance problems. If any problems occur that are attributable to the relationship, appropriate action will be taken, including possible disciplinary action and/or termination of one of the individuals.
- (d) If a supervisory relationship does exist or other potential work related problems are identified prior to marriage between employees, transfer to other departments may be considered, if available and to the extent possible. Employees must be qualified, and a vacancy must already exist to accommodate such a transfer. The transfer shall be made as soon as a change can be effected, but in no event shall such a situation exceed ninety (90) days. If such a transfer of one of the employees cannot be accomplished for whatever reason within ninety (90) days, one of the employees, as determined by the City Administrator in consultation with the affected employees, must resign his/her employment or shall be terminated from employment.

Anti-nepotism and Personal Relationships

- (e) Employees are encouraged to keep all aspects of personal relationships with any co-worker out of the workplace. Work-related problems that occur in full or in part, due to personal relationships between co-workers, will be dealt with just as any performance issue. If the performance problem is not corrected, one or both of the employees, as determined by the City Administrator to be in the best interest of the City, may be terminated from employment.



Chapter 2 - Governing Policies

Employment

200.1 EMPLOYMENT AT-WILL

The city adheres to the Missouri law of Employment At-Will. Employment is not for a specific term and is at the mutual consent of the employee and the city. Either the employee or the city can terminate the employment relationship with or without cause at any time with or without notice, for any reason not prohibited by law. The adoption of these regulations can in no way conflict with Federal, State or Local laws in that respect. Police personnel are subject to the Missouri Law Enforcement Officers' Bill of Rights and Collective Bargaining Agreement (City of Oak Grove and FOP Lodge #50)

200.2 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The city is committed to providing equal employment opportunity for all persons without regard to race, color, national origin, religion, sex (including conditions of pregnancy), sexual orientation, gender identity, age, disability, veteran, genetic information, or other group protected by federal law or applicable state or local law.

Employment with the city is based on qualification and ability.

200.3 REASONABLE ACCOMMODATION

In accordance with the Americans with Disabilities Act (ADA) and the Missouri Human Rights Act (MHRA), the city strives to provide work-related adjustments or reasonable accommodations to qualified individuals with disabilities or medical conditions that prevent or interfere with performance of their job duties. The process of determining appropriate work adjustments/accommodations is based on interactive communication between employees and supervisor.

Determinations of whether requests for work adjustments/accommodations are reasonable are based on individual circumstances. The ADA and the MHRA require that an individual be able to perform the essential functions of his/her position, with or without reasonable accommodation.

Disability: An individual is considered to meet the legal definition of disability if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Reasonable Accommodation: A reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things usually are done that enables a person with a disability to perform the essential duties of their job.

200.4 I-9 COMPLIANCE

In accordance with RSMo 285.530, the city is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

Employment

As required by the Department of Homeland Security, U.S. Citizenship, and Immigration Services, as a condition of employment, each employee must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 within the past three years, or if their previous I-9 is no longer retained or valid. The city uses the federal E-Verify system to verify the work status of all job applicants who are offered employment or to re-verify an employee with expiring employment authorization.

Discriminatory Harassment

201.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent city employees from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

201.2 POLICY

The City is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The City will not tolerate discrimination against an employee in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The City will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the City may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject an employee to discipline.

201.3 DEFINITIONS

Definitions related to this policy include:

201.3.1 DISCRIMINATION

The City prohibits all forms of discrimination, including any employment-related action by an employee that adversely affects an applicant or employee and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or city equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to city policy and to a work environment that is free of discrimination.

Discriminatory Harassment

201.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice.

Retaliation will not be tolerated.

201.3.3 SEXUAL HARASSMENT

The City prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or an employee because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the employee.
- (c) Such conduct has the purpose or effect of substantially interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

201.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and any related state agency guidelines.
- (b) Bona fide requests or demands by a supervisor that an employee improve work quality or output, that the employee report to the job site on time, that the employee comply with City or department rules or regulations, or any other appropriate work-related communication between supervisor and employee.

201.4 RESPONSIBILITIES

This policy applies to all city employees, who shall follow the intent of these guidelines in a manner that reflects city policy, professional standards, and the best interest of the City and its mission.

Employees are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any employee who is not comfortable with reporting violations of this policy to an immediate supervisor may make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the City Administrator.

Any employee who believes, in good faith, that the employee has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

Discriminatory Harassment

retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

201.4.1 QUESTIONS OR CLARIFICATION

Employees with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, or the City Administrator for further information, direction, or clarification.

201.4.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers should:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that employees who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the City Administrator in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

201.4.3 SUPERVISOR'S ROLE

Supervisors and managers should consider the following:

- (a) Behavior of supervisors and managers should represent the values of the City and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent employees.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining assignments, evaluating or counseling employees, or issuing discipline in a manner that is consistent with established procedures.

201.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the

Discriminatory Harassment

supervisor of the involved employee should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. All complaints of discrimination, retaliation, or harassment should be fully documented and promptly and thoroughly investigated.

201.5.1 SUPERVISORY RESOLUTION

Employees who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the employee feels uncomfortable or threatened or has difficulty expressing the employee's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

201.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any employees involved. No influence will be used to suppress any complaint and no employee will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Employees who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to file a complaint with their immediate supervisor but may also file a complaint directly with the City Administrator.

201.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any employee from seeking legal redress outside the City. Employees who believe that they have been harassed, discriminated, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Employees are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

201.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations should be thoroughly documented.

201.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim may be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

Workplace Violence

202.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the City does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent.

202.2 POLICY

The City strives to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the City is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

202.3 PROHIBITED BEHAVIOR

No employee shall engage in, encourage, or promote violent behavior toward any person while conducting city business or on city property.

No employee engaged in city business shall carry or possess weapons or explosives unless either:

- (a) Permitted by city policy.
- (b) State or local law prohibits the City from restricting the possession of the weapon or explosive.

202.4 REPORTING AND INVESTIGATING

202.4.1 EMPLOYEE RESPONSIBILITY

Employees who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace have a responsibility to report the situation as soon as practicable to a supervisor, a manager, or a human resources representative and to the local police department, if a threat has been made or a crime has occurred.

202.4.2 SUPERVISOR AND MANAGER/ADMINISTRATOR RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the City Administrator or the authorized designee shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

202.4.3 INVESTIGATION

City employees are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

Workplace Violence

202.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR

City employees who are victims of domestic violence or other threatening behavior outside of the workplace, or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisors.

202.4 RETALIATION PROHIBITED

Any form of retaliation against an employee for making a report concerning violent behavior in the workplace is prohibited.

Any employee who becomes aware of any retaliation or threatened retaliation shall immediately notify a supervisor.

202.5 RESTRAINING ORDERS

Employees who obtain a restraining order listing their workplace, person, or the City property as a protected area must provide a copy of the restraining order to their immediate supervisor. The City needs this information in order to provide a safe workplace.

202.6 FOLLOW-UP ACTION

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law and applicable employment agreements before the City takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

202.7 LEGAL ACTION

The City Administrator or the authorized designee may seek a temporary restraining order or injunction on behalf of the City to reduce future or threatened violent behavior in the workplace.

Workplace Violence

202.8 CORRECTIVE ACTIONS

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include but are not limited to:

- Placing the involved employee on administrative leave pending further review and determination of permanent action.
- Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the employee to a different work location.
- Referring the employee to conflict resolution training sessions.
- Referring the employee to the employee assistance program (EAP).
- Modifying workstation designs and office traffic flow patterns.
- Requiring the employee to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

202.9 WORKPLACE VIOLENCE PREVENTION

All city employees are responsible for assisting in the prevention of violence in the workplace.

Anti-Retaliation

203.1 PURPOSE AND SCOPE

This policy prohibits retaliation against employees who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement, or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety, or well-being of employees.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline.

These guidelines are intended to supplement and not limit employees' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of an employee pursuant to any applicable federal law, provision of the U.S. Constitution, state and local law, ordinance, or current employment agreement.

203.2 POLICY

The City has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation employees who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

203.3 RETALIATION PROHIBITED

No employee may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory, or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation may include adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because the person has engaged in protected activity.

Anti-Retaliation

203.4 COMPLAINTS OF RETALIATION

Any employee who feels retaliated against in violation of this policy should promptly report the matter to any supervisor, Department Head or the City Administrator.

Employees shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Employees shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting employee is known, thereby allowing investigators to obtain additional information from the reporting employee. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting employee's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the employee are part of the investigative process.

203.5 SUPERVISOR RESPONSIBILITIES

Supervisor should:

- (a) Ensuring complaints of retaliation are investigated.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Department Head, and explaining to the employee how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any employee making a complaint is not subjected to further retaliation.
- (g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of an employee to make any complaint.

203.6 COMPLAINT PROCESS

Supervisors should treat all complaints as serious matters and ensure that prompt actions take place, including but not limited to:

- (a) Communicating to all employees the prohibition against retaliation.
- (b) The timely review of complaint investigations.
- (c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.

Anti-Retaliation

- (d) The timely communication of the outcome to the complainant.

203.7 WHISTLE-BLOWING

Employees who believe they have been the subject of retaliation for engaging in protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the City Administrator.

Drug-and Alcohol- Free Workplace

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

204.2 POLICY

It is the policy of the City to provide a drug and alcohol-free workplace for all employees.

204.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on city time can endanger the health and safety of city employees and the public.

Employees who have consumed an amount of an alcoholic beverage, recreational intoxicants, or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for work. Affected employees shall notify an appropriate supervisor as soon as they are aware of an inability to report to work. If the employee is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the employee is adversely affected while at work, the employee shall be immediately removed and released from work.

204.3.1 USE OF MEDICATIONS

Employees should not use any medications that will impair their ability to safely and completely perform their work. Any employee who is medically required or has a need to take any such medication shall report that need to an immediate supervisor prior to commencing any work.

204.3.2 RECREATIONAL CANNABIS

Possession, use, or being under the influence of recreational cannabis during work hours is prohibited and may lead to disciplinary action.

204.4 EMPLOYEE RESPONSIBILITIES

Employees shall report for work in an appropriate mental and physical condition. Employees are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on city premises or on city time. The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Employees shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow employee is impaired during work hours due to drug or alcohol use.

Employees are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Drug-and Alcohol- Free Workplace

204.5 EMPLOYEE ASSISTANCE PROGRAM

The city maintains a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems. Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the City Administrator or the authorized designee, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

204.6 WORK RESTRICTIONS

If an employee informs a supervisor of having consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the employee may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that an employee is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the employee from continuing work and the employee shall be responsible to safely exit the workplace.

204.7 SCREENING TESTS

A supervisor may require an employee to submit to a screening under any of the following circumstances:

- (a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform work safely and efficiently.
- (b) The employee uses property owned or approved by the City in a manner that results in injury, death, or substantial property damage.
- (c) The employee drives a motor vehicle in the performance of the employee's work and becomes involved in an incident that results in bodily injury, death, or substantial damage to property.

204.7.1 SUPERVISOR RESPONSIBILITIES

The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

Drug-and Alcohol- Free Workplace

204.7.2 DISCIPLINE

An employee may be subject to disciplinary action if the employee

- (a) Fails or refuses to submit to a screening test.
- (b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, of having taken the controlled substance as directed, pursuant to a current and lawful prescription issued in the employee's name.

204.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving an employee, the City will take appropriate disciplinary action, up to and including dismissal, and/or requiring the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Smoking and Tobacco Use

205.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by employees and others during work hours or while in city facilities or vehicles.

For the purpose of this policy, smoking and tobacco use includes but is not limited to any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches, and chewing tobacco, as well as any device that is intended to simulate smoking, such as an electronic cigarette or personal vaporize.

205.2 POLICY

The City recognizes that smoking and tobacco use is a health risk and can be offensive to others. All forms of smoking and tobacco use also present an unprofessional image for the City and its employees. Therefore, all forms of smoking and tobacco use are prohibited by employees and visitors in all city facilities, buildings, and vehicles, and as is further outlined in this policy.

205.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by employees are prohibited any time employees are in public view representing the City. It is the responsibility of employees to ensure that no person under their supervision or control smokes or uses any tobacco product inside city facilities and vehicles. No employee shall smoke or vape near any entrance, window, or other location where other persons may be subject to breathing smoke or vapor.



Chapter 3 - Employee Hiring and Retention

Recruitment and Selection

300.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements other city rules governing employment practices.

300.2 POLICY

The City will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards. The city believes that hiring qualified individuals to fill positions contributes to the overall success of the city and the community we serve. The city will select employees through a written applications, interviews (in-person and/or via telecommunications), and variety of pre-employment and post-offer testing specific to the open position.

300.3 JOB ANNOUNCEMENTS AND VACANCIES

Job announcements may be posted concurrently on the city website, advertised on employment related search engines, social media platforms, and other media. Not all job vacancies are guaranteed to be posted. All recruitment shall be conducted in accordance with Equal Opportunity guidelines. Vacant or new positions may be filled by a current city employee, or by recruitment of a new employee. The city reserves the right to seek the most qualified candidate for any given position. Accordingly, the city reserves the right to seek applicants solely from its existing work force or solely from outside sources. Nothing in this policy shall require the city to offer a position to an existing employee applicant if it is in the city's best interests to post the position externally and seek candidates from outside the city's current employees.

300.4 SELECTION PROCESS

The City should employ a comprehensive screening, background investigation, and selection process that assesses the candidates' aptitude for the position and may include review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record)
- (b) Driving record (if applicable to the position)
- (c) Reference checks
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes
- (e) Information obtained from public internet sites

Recruitment and Selection

- (f) Financial history consistent with the Fair Credit Reporting Act
- (g) Local, state, and federal criminal history record checks
- (h) Medical and/or psychological examination, as applicable and legally permissible
- (i) Review board or selection committee assessment

300.4.1 VETERAN PREFERENCE

The City will provide any veteran preference required by law.

300.5 EMPLOYMENT OFFERS

After a decision has been made to hire a candidate. The City shall notify the successful applicant with a conditional offer of employment letter. Offers of employment may be contingent on a variety of pre-employment and/or post-offer tests including a background investigation, drug and alcohol screening, social media review, medical examination, psychological evaluation, fit for duty exam, and ability to perform essential job functions. The City reserves the right to rescind conditional offers for any reason.

300.6 EMPLOYMENT STANDARDS

All candidates shall meet any minimum standards required by state and local law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the City and the community.

Validated, job-related, and nondiscriminatory employment standards should be established and maintained for each job classification and should minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation.

300.7 PROBATIONARY PERIODS

All new employees of the City shall serve a 6-month probationary period. Which includes the following:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation (up to an additional 6 months).
- (d) Documenting successful or unsuccessful completion of probation.
- (e) Termination if performance is deemed unsatisfactory.

300.8 RE-HIRES

An individual who is re-employed with the City is treated as a new employee for the purpose of calculating leave accruals, benefits, probationary period, or for any other purpose, policy, or procedure.

Salary

301.1 POLICY

The position classification system establishes a hierarchy of the various job descriptions maintained by the City. The classification system is based on an analysis of the duties and responsibilities for each position, taking into account such factors as education, training and experience needed to perform the job; nature of the work involved; the degree of supervision exercised or received; and other measures of responsibility and difficulty.

301.2 EMPLOYEE COMPENSATION PLAN

- (a) The employee compensation plan establishes salary ranges for each classification, enabling the City to attract and retain well-qualified employees.
- (b) An employee's actual salary within their range depends upon several factors including past job performance and length of tenure with the City. An employee's initial salary is set by the City Administrator upon recommendation of the respective Department Head.

301.3 SALARY ADJUSTMENTS

- (a) All salary increases are contingent upon the availability of budgetary resources. Increases are neither automatic nor mandatory. Listed below are the types of salary adjustments that an employee may receive.
 - 1. Cost-of-Living Increases
 - 2. Merit Increases - Employees may receive a merit/step increase based on job performance and/or job related training or certifications. To be eligible for an annual merit increase, employees must be employed prior to Oct 1st of the preceding year. Employees that are at top-out pay may receive lump sum equal to 1 step.
 - 3. Promotions/Reclassifications to a Higher Grade - When an employee is promoted or their position is reclassified to a higher grade based on changes in duties and responsibilities, if their salary is below the minimum of the new salary range, it will be brought up to a salary within the new salary range.
 - 4. Demotions - When an employee is voluntarily or involuntarily demoted and their salary is above the maximum for their new salary range, their salary shall be decreased to a salary within the new salary range.
 - 5. Reclassifications to a Lower Grade Level - When an employee's position is reclassified to a lower grade and their salary is above the maximum for their new salary range, their salary shall remain at its current level until future adjustments to the salary range cause the employee's salary to fall within the range.
 - 6. Temporary Increases - Department Heads, with the approval of the City Administrator, may authorize a temporary increase in pay for an individual who is assigned for a specific period of time to fill a position that is at a higher pay grade.

Temporary Modified-Duty Assignments

302.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, city rules, or applicable employment agreements. For example, nothing in this policy affects the obligation of the City to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability or limitation that is protected under federal or state law.

302.2 POLICY

Subject to operational and business considerations, the City may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the City with a productive employee during the temporary period.

302.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or state law shall be treated equally, without regard to any preference for a work-related injury.

No position should be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational and business needs of the City. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational and business needs and the employee's ability to perform in a modified-duty assignment.

Temporary modified-duty assignments should generally not exceed a cumulative total of 1,040 hours in any one-year period.

Employees who refuse a temporary modified-duty assignment offer are permitted to use available approved leave, if eligible.

302.4 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The City may require a fitness-for-duty examination prior to returning an employee to full-duty status.

Temporary Modified-Duty Assignments

302.5 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee. A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

If notified by an employee regarding a limitation related to pregnancy, childbirth, or related medical conditions, the City should make reasonable efforts to provide an accommodation for the employee in accordance with federal law and any applicable state law.

Nothing in this policy limits a pregnant employee's right to a temporary modified-duty assignment.

302.5.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the city's personnel rules and regulations regarding family and medical care leave.

302.6 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment may have their probation extended by a period of time equal to their assignment to temporary modified duty.

302.7 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training, and qualifications appropriate to both their regular and temporary duties, provided that the certification, training, or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training, or qualifications.

Performance Evaluations

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the City performance evaluation system.

303.2 POLICY

The City shall use a performance evaluation system to measure, document, and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work and the development of a process for improvement.

The City evaluates employees in a nondiscriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

303.3 TYPES OF EVALUATIONS

The City shall use the following types of evaluations:

Regular/Annual Evaluation- An evaluation completed annually by the employee's immediate supervisor.

When an employee transfers to a different assignment in the middle of an evaluation period and less than six months has transpired since the transfer, the evaluation should be completed by the current supervisor with input from the previous supervisor.

Special - An evaluation that may be completed at any time the supervisor and City Administrator or the authorized designee determine an evaluation is necessary to address less than standard performance. The evaluation may include a plan for follow-up action (e.g., performance improvement plan (PIP), remedial training, retraining).

303.3.1 RATINGS

When completing an evaluation, the supervisor will identify the rating category that best describes the employee's performance. The definition of each rating category is as follows:

Outstanding - Performance is well beyond that required for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards - Performance is better than demonstrated by a competent employee. It is performance superior to what is required, but is not of such nature to warrant a rating of outstanding.

Meets standards - Performance of a competent employee. It is satisfactory performance that meets the standards required of the position.

Performance Evaluations

Needs improvement - Performance is less than the standards required of the position. A needs improvement rating shall be thoroughly discussed with the employee.

Unsatisfactory - Performance is inferior to the standards required of the position. It is inadequate or undesirable performance that cannot be allowed to continue.

Supervisor comments may be included in the evaluation to document the employee's strengths, weaknesses, and requirements for improvement. Any job dimension rating marked as unsatisfactory or outstanding shall be substantiated with supervisor comments.

303.3.2 PERFORMANCE IMPROVEMENT PLAN

Employees who receive an unsatisfactory or needs improvement rating may be subject to a PIP. The PIP shall delineate areas that need improvement, any improvement measures, and a timetable in which to demonstrate improvement. The issuing supervisor shall meet with the employee to review the employee's performance and the status of the PIP at least monthly. A PIP is not a guarantee of continued employment.

303.4 EVALUATION PROCESS

Supervisors should meet with the employees they supervise at the beginning of the evaluation period to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the position, standards of expected performance, and the evaluation criteria with each employee.

Performance evaluations cover a specific period and should be based upon documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Evaluations should be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the evaluating supervisor for input.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise and to acknowledge good work. Periodic discussions with the employee during the course of the evaluation period are encouraged. Supervisors should document all discussions in the prescribed manner.

Non-probationary employees demonstrating substandard performance shall be notified in writing as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

303.5 EVALUATION FREQUENCY

Supervisors shall evaluate all employees they supervise at least once every year. Supervisors may evaluate employees more frequently as needed.

Performance Evaluations

303.6 EVALUATION INTERVIEW

When the supervisor has completed an evaluation, a private discussion of the evaluation should be scheduled with the employee. The supervisor should discuss the evaluation ratings and respond to any questions the employee may have. The supervisor should provide relevant counseling regarding advancement, specialty positions, and training opportunities. Any performance areas in need of improvement and goals for reaching the expected level of performance should be identified and discussed. If the employee has reasonable objections to any of the ratings, the supervisor may make appropriate adjustments to the evaluation. The reason for such adjustments shall be documented.

Employees may write comments in an identified section of the evaluation. The supervisor and employee will sign and date the evaluation.

303.6.1 DISCRIMINATORY HARASSMENT AND WORKPLACE VIOLENCE

At the time of each employee's annual evaluation, the supervisor shall provide access to and require the employee to read the City Discriminatory Harassment and Workplace Violence Policy. The supervisor shall give the employee a form to be completed and returned that acknowledges the following:

- (a) The employee understands the policies.
- (b) The employee has had all questions regarding the policies sufficiently addressed.
- (c) The employee knows how to report alleged harassment, discrimination, or workplace violence policy violations.
- (d) Whether the employee has been the subject of, or witness to, any unreported conduct that may violate the policies.

Separation From Employment

304.1 POLICY STATEMENT

It is the City's policy to process employee separations in a fair and timely manner, to provide employees with relevant information regarding compensation and benefits, and to collect from separating employees any City property or outstanding financial obligations owed the City.

304.2 SEPARATION OF EMPLOYMENT

Upon separation of employment, all records, property, uniforms or other instruments belonging to the city in the possession of the separated employee shall be returned to the immediate supervisor before leaving the city. In the event such items are not returned to the city prior to the issuance of final payment, as a condition of employment with the city, the employee agrees that such amounts may be deducted from any final payment due such employee.

304.2.1 SEPARATION CLASSIFICATIONS

Resignation: Employee in good standing may leave separate employment by giving written resignation to their direct supervisor or HR.

Retirement: Where practical, employees should give HR written notice of their intent to retire at least ninety (90) days prior to the proposed retirement date.

Involuntary Termination: All employees are employed at-will and may be terminated involuntarily with or without cause at any time during their employment. In the case of involuntary termination, the employee will receive a final paycheck upon termination.

Deceased Employee: If a city employee dies, the estate receives all pay due and any earned and payable benefits as of the date of death. If probate is not opened, the legal heirs may apply for payment and shall be requested to provide proper documentation and identification and execute all documents deemed necessary by the city to receive payment of any earned and payable benefits or wages.

Reduction in Force/Layoffs: The city administrator may recommend termination of employees because of organizational changes, lack of funds or curtailment of work. When layoffs are required, they shall be based on the discretion of the city and the ability to perform the work.

304.3 SEPARATION PROCEDURES

- (a) To resign in good standing, employees must notify the applicable department head a minimum of two (2) weeks prior to the effective date. Department heads are required to provide a minimum of four (4) weeks notice. The resignation should be made in writing, signed, and dated. The original resignation will be forwarded to the City Administrator or his/her designee for inclusion in the employee's personnel file. Failure to provide the required notice may make the employee ineligible for rehire.

Separation From Employment

- (b) The City may, at its sole discretion, ask an employee to leave prior to the end of the notice period. Whether the employee will be paid through the remainder of the notice period will be determined by the City, at its sole discretion.
- (c) It is the responsibility of the separating employee's supervisor or department head to assure that all City property has been returned by the employee prior to the employee's receiving his/her final paycheck. This includes any City-owned equipment, as well as any keys to City property and City identification cards.
- (d) Separating employees shall be paid for all time worked on the next regular payday following the separation date. The final check will also include compensation for any accrued, unused personal and compensatory leave time.

304.3 EXIT INTERVIEW POLICY

In circumstances of voluntary resignations, the employee may be asked to schedule an exit interview with the City Administrator. The purpose of the interview will be to ascertain information to help improve the City's employment practices.

Outside Employment

305.1 PURPOSE AND SCOPE

This policy provides guidelines for city employees who seek to engage in authorized outside employment.

305.1.1 DEFINITIONS

Definitions related to this policy include:

Outside employment - Duties or services performed by employees of the City for another employer, organization, or individual when wages, compensation, or other consideration for such duties or services is received. Outside employment also includes duties or services performed by those employees who are self-employed and receive compensation or other consideration for services, products, or benefits rendered.

305.2 POLICY

City employees shall obtain written approval from the City Administrator prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the City in accordance with the provisions of this policy. Failure to obtain prior written approval for outside employment, or engaging in outside employment that is prohibited by this policy, may lead to disciplinary action.

305.3 OUTSIDE EMPLOYMENT

305.3.1 REQUEST AND APPROVAL

Employees must submit a written request to engage in outside employment to their immediate supervisors.

If approved, the employee will be provided with a written notification of approval. Unless otherwise indicated in writing, approval for outside employment will be valid through the end of the calendar year in which the request is approved. Employees seeking to continue outside employment must submit a new request at the start of each calendar year.

305.3.2 REVOCATION

Approval for outside employment may be revoked or suspended:

- (a) When a supervisor determines the employee's performance is failing to meet standards and the outside employment may be related to the deficient performance.
 - 1. Approval for the outside employment may be re-established when the employee's performance has reached a satisfactory level and with a supervisor's authorization.
- (b) When an employee's conduct or outside employment conflicts with city policy or any law.

Outside Employment

- (c) When the outside employment creates an actual or apparent conflict of interest with the City.

305.4 REQUIREMENTS

305.4.1 PROHIBITED OUTSIDE EMPLOYMENT

The City reserves the right to deny any request for outside employment that involves:

- (a) The use of city time, facilities, equipment, or supplies.
- (b) The use of any city badge, uniform, or influence for private gain or advantage.
- (c) The employee's receipt or acceptance of any money or other consideration for the performance of duties or services required or expected of the employee in the normal course of employment or appointment.
- (d) The performance of duties or services that may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other employee of the City.
- (e) Demands upon the employee's time that would render the employee's work performance for the City deficient or substandard.
- (f) Activities that may conflict with any other policy or rule of the City.

305.4.2 LOCAL GOVERNMENT RESOURCES

Employees are prohibited from using any city equipment or resources in the course of, or for the benefit of, any outside employment. This shall include the prohibition against employees using their position with the City to gain access to official records or databases.

305.4.3 CHANGES IN OUTSIDE EMPLOYMENT STATUS

Employees who terminate their outside employment shall promptly submit written notification of such termination to their immediate supervisor. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through the procedures set forth in this policy.

Employees shall also promptly submit in writing to their immediate supervisor any material changes in outside employment, including any change in the number of hours, type of work, or the demands of any approved outside employment. Employees who are uncertain whether a change in outside employment is material are advised to report the change.

305.4.4 LEAVE OR RESTRICTED DUTY STATUS

Employees who are placed on leave or other restricted duty status shall inform their immediate supervisors in writing within five days as to whether they intend to continue their outside employment while on such leave or restricted status. The immediate supervisor shall review the duties of the outside employment, along with any related orders (e.g., administrative, medical), and make a recommendation to the City Administrator or the authorized designee regarding whether such employment should continue.

Outside Employment

In the event that the City Administrator or the authorized designee determines that the outside employment should be discontinued, or if the employee fails to promptly notify an immediate supervisor of the employee's intention regarding outside employment, a notice revoking approval of the outside employment will be forwarded to the employee and a copy attached to the original outside employment request.

Criteria for revoking approval due to leave or restricted duty status include but are not limited to:

- (a) The outside employment is medically detrimental to the total recovery of the employee.
- (b) The outside employment requires performance of the same or similar physical ability as would be required in the employee's city job.
- (c) The employee fails to give timely notice of intent regarding outside employment to an immediate supervisor.

When the employee returns to full duty with the City, a written request may be submitted to the City Administrator or the authorized designee to approve the outside employment request.

Volunteers

306.1 PURPOSE AND SCOPE

This policy establishes the guidelines for volunteers to supplement and assist city personnel in their duties. Trained volunteers can augment city personnel and help complete various tasks.

306.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for the City without promise, expectation, or receipt of compensation for services rendered. This may include interns, persons providing administrative support, and individuals participating in school-sponsored, educational, or diversion programs, among others. Volunteers may be youths or adults.

306.2 POLICY

It is the policy of the City that volunteers be appointed, trained, and supervised to carry out specified tasks and duties in an effort to create an efficient local government and improve services to the community.

306.3 ELIGIBILITY

Requirements for participation as a volunteer for the City may include but are not limited to:

- (a) The ability to meet any necessary age requirements.
- (b) Possession of a valid driver's license, if the position requires vehicle operation.
- (c) Possession of liability insurance for any personally owned equipment, vehicles, or animals utilized during volunteer work.
- (d) No conviction of a felony, any crime of a sexual nature or against children, any crime related to assault or violence, any crime related to dishonesty, or any crime that would be inconsistent with volunteer service with the City.
- (e) The ability to meet physical requirements reasonably appropriate to the assignment.
- (f) A personal background history and character suitable for a person representing the City, as validated by a background investigation, as appropriate.

The City Administrator may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

306.3.1 MINORS

Volunteers younger than age 14 must be accompanied by a parent or legal guardian during the performance of their volunteer assignments. Volunteers between the ages of 14 and 18 must have the written consent of a parent or guardian prior to volunteering.

Volunteers

306.4 PERSONNEL WORKING AS VOLUNTEERS

Qualified regular city personnel, when authorized, may also serve as volunteers. However, employees shall not volunteer in such a way that it would violate employment laws or employment agreements.

306.5 RESPONSIBILITIES

Volunteers assist city personnel as needed. Volunteers should be placed in assignments or programs that are consistent with their knowledge, skills, interest, and abilities and the needs of the City.

306.5.1 COMPLIANCE

Volunteers shall be required to adhere to all city policies and procedures. A copy of the policies and procedures will be made available to each volunteer upon appointment. The volunteer shall become thoroughly familiar with these policies.

Whenever a rule, regulation, or guideline in this Policy Manual refers to city employees, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Volunteers are required to meet city-approved training requirements as applicable to their assignments.

306.6 TASK-SPECIFIC TRAINING

Task-specific training is intended to provide the required instruction and practice for volunteers to properly and safely perform their assignments. Training should correspond to the volunteer's assignment as determined by the volunteer coordinator.

Volunteers shall not intentionally represent themselves as, or by omission imply that they are, full-time employees of the City. They shall always represent themselves as volunteers.

All volunteers shall comply with the standards of conduct and with all applicable orders and directives, either oral or written, issued by the City.

306.7 DISCIPLINARY PROCEDURES/TERMINATION

If a volunteer becomes the subject of a complaint or administrative investigation, the matter may be investigated in accordance with city procedures applicable to regular employees.

Volunteers are considered at-will and may be removed from service at the discretion of the City Administrator or the authorized designee, with or without cause. Volunteers shall have no property interest in their continued appointments or due process interest in an administrative investigation.

Volunteers may resign from volunteer service with the City at any time. It is requested that volunteers who intend to resign provide advance notice and a reason for their decision.

Remote Work Policy

307.1 POLICY

Remote work is a voluntary arrangement that allows eligible employees to request to work remotely. Where approved, remote work is a cooperative arrangement between employees, supervisors, and the City. Remote work is a workplace strategy and an employee privilege. It is neither an entitlement nor a vested right. Not all city employees perform work that will qualify for remote work. An employee's participation in remote work does not change their duties, obligations, responsibilities, or other terms and conditions of city employment. Remote work shall include a hybrid of remote and in-office hours.

307.2 ELIGIBILITY

Employee position may be suitable for remote work when the job duties:

- (a) Are independent in nature and remote work will not negatively impact the workload of others.
- (b) Do not require frequent in-person interaction at the employee's physical city worksite with supervisors, coworkers, customers, or the public.
- (c) Do not require the employee's immediate presence at the physical city worksite to address unscheduled events.
- (d) Are not essential to the management of on-site workflow.

Employee Eligibility Employees may be suitable for remote work when they have demonstrated, as determined by the employee's manager, or designee, to be:

- (a) Dependable and responsible.
- (b) Effective communicators with supervisors, coworkers, customers, and members of the public.
- (c) Self-motivated, able to prioritize their workload, and capable of performing work independently
- (d) In possession of good organizational and time management skills.
- (e) Knowledgeable and possess a high level of skill of the job.
- (f) Have a satisfactory or better performance level with no current record of negative performance or conduct issues.

Eligibility is determined at the sole discretion of the city.



Chapter 4 - Employee Compensation

Payroll

400.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of city employees who are eligible for the payment of wages.

400.2 POLICY

The City maintains timely and accurate payroll records.

400.3 RESPONSIBILITIES

Employees are responsible for the accurate completion and timely submission of their payroll records for the payment of wages. Supervisors are responsible for approving the payroll records of employees under their supervision.

400.4 TIME REQUIREMENTS

Employees who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted as established by the city payroll procedures.

400.5 PAY PERIOD

The city pay period begins on Monday morning at 12:01 a.m. (Midnight) and ends on Sunday at 12:00 a.m. (Midnight). Due to the nature of city service, the normal everyday workday schedules for employees will vary from department to department. Employees working alternating schedules will have the workweek communicated to them at the time of hire or prior to the start of the pay period the change takes effect. The city retains the right to alter an employee's workday to promote efficiency and better service. Employees are expected to work forty (40) hours per week, totaling eighty (80) hours per pay period.

400.6 PAY DAYS

Employees are paid bi-weekly, every other Wednesday, for time worked during the previous 14 day work period. All employee paychecks will be directly deposited in each employee's specified bank account(s). If there is an error in an employee's pay, the employee should bring the matter to the attention of human resources immediately so the city can resolve the matter.

400.7 TIME REPORTING

All employees (exempt and non-exempt) must keep records of all hours worked and leave time taken and, where appropriate, hours credited to specific projects. Timesheets must be approved by both the employee and the employee's immediate supervisor. Timesheets are to be submitted to their supervisor by 9:00 a.m. on Monday following each payroll period. Employees are responsible to ensure their timesheet is accurate, approved and submitted on time to their supervisor. Supervisors must submit timesheets to payroll by 10:00 a.m. on the Monday after the pay period ends. Altering, falsifying, or tampering with time records is prohibited.

Classification, Overtime, and Compensatory Time

401.1 PURPOSE AND SCOPE

This policy establishes guidelines and procedures regarding overtime for employees, in conformance with the Fair Labor Standards Act.

The City's hours of operation are from 8:00 a.m. to 5:00 p.m., Monday through Friday, unless otherwise designated by the Department Head and/or the City Administrator.

401.2 POLICY

The City will compensate non-exempt employees who work authorized overtime either by payment of wages or by the accrual of compensatory time. Employees who are salary exempt from FLSA are not compensated for overtime worked.

401.3 EMPLOYEE CLASSIFICATION

All employees of the City are classified as "exempt" or "non-exempt" from the overtime provisions of the Fair Labor Standards Act ("FLSA").

- (a) **Exempt.** Executive, administrative or professional employees, as defined by the Secretary of the Department of Labor, will be classified as exempt. Exempt employees are paid on a salary basis and are not eligible for additional pay for time worked in performing their job duties. If an excessive workload is placed on an exempt employee that cannot be managed or delegated to other City employees, or if an exempt employee believes that he or she has been given an unfair or unrealistic amount of work, that employee should inform the City Administrator, or Mayor when the City does not have a City Administrator, and ask the City to address the matter. In general, excessive workload constitutes prolonged (four (4) or more consecutive weeks or more than eight (8) weeks per year) workloads in excess of fifty (50) hours per week. The exempt employee may work more or less than eight (8) hours per day or forty (40) hours per week and is responsible for structuring actual work periods as needed to fulfill the requirements of the job position, including attendance of regular and special meetings or other activities when needed or requested.
- (b) **Non-exempt.** All employees who are not classified as "exempt" shall be classified as "non-exempt". Non-exempt employees are covered by the overtime requirements of the FLSA. The City's designated work week is 12:01 a.m. on Monday through midnight on Sunday. Non-exempt employees who work in excess of forty (40) hours during this seven (7) day fixed period shall be compensated for overtime.

401.3.1 FULL-TIME, PART-TIME, TEMP/SEASONAL

- **Full-time.** An employee hired for an indefinite period in a position for which the normal work schedule is 2,080 hours per year (approximately 40 hours or more per week). Full-time employees may or may not qualify for specific city benefits.

Classification, Overtime, and Compensatory Time

- **Part-time.** An employee hired for an indefinite period in a position who works less than 1,500 hours per year (approximately 29 hours per week), typically 1,040 hours and is not eligible for benefits available to full-time employees.
- **Temporary.** An employee hired for a position which is required for only a specific, known duration, usually less than six (6) months. Temporary employees do not qualify for city benefit
- **Seasonal.** An employee hired for a position that is required only for the summer or winter months. Seasonal employees do not qualify for city benefits.

401.4 COMPENSATION

Payment of wages to non-exempt employees for overtime, or accrual of compensatory time in lieu of compensation for overtime worked, shall be at the rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required.

Exempt employees may be eligible for administrative leave, which may be granted at the discretion of the exempt employee's immediate supervisor.

Employee's may elect to receive compensatory time off rather than receiving overtime pay. Compensatory time shall be earned at the rate of one and one-half times the hours worked. Employees may accumulate a maximum of eighty (80) hours of compensatory time.

Upon the termination, resignation, or separation of employment of an employee from employment with the City, any accrued by unused compensatory leave time shall be paid to the employee.

401.4.1 EMPLOYEE RESPONSIBILITIES

Generally, no employee is authorized to work overtime without the prior approval of a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Non-exempt employees shall:

- (a) Obtain supervisory approval, verbal or written.
- (b) Record the actual time worked in an overtime status using the city-approved form or method. Informal notations on reports, logs, or other forms not approved for overtime recording are not acceptable.
- (c) Submit the request for overtime compensation pursuant to city payroll procedures.

401.4.2 SUPERVISOR RESPONSIBILITIES

Supervisors shall:

- (a) Prior to authorizing an employee to work overtime, evaluate the need for the overtime.
 1. Supervisors should not authorize any request to work overtime if the overtime would not be an appropriate use of city resources.

Classification, Overtime, and Compensatory Time

- (b) Upon receipt of a request for overtime compensation, confirm that the overtime was authorized and then verify the actual time worked.

1. Supervisors identifying any unauthorized overtime or discrepancy shall initiate an internal investigation.

Supervisors may not authorize or approve their own overtime.

401.5 VARIATION IN TIME REPORTED

When two or more employees are assigned to the same activity and the amount of time for which overtime compensation is requested varies among the employees, the City Administrator, authorized designee, or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.

401.6 REQUESTING USE OF COMPENSATORY TIME

Employees who have accrued compensatory time shall be allowed to use that time for time off within a reasonable period after making a request, if the request does not unduly disrupt city operations. Requests to use compensatory time will be submitted to the employee's supervisor at least 48 hours in advance of its intended use. Supervisors may make exceptions in unusual or extraordinary circumstances.

401.7 HOURS WORKED ELIGIBILITY

Paid Time Off (PTO) does not count as hours worked when determining overtime eligibility. Official City Holidays will count as hours worked for the purpose of overtime eligibility.

401.8 OVERTIME

Overtime shall be compensated at time and one half (1.5) the employee's regular hourly rate for any hours worked over the forty (40) hours during a one week period.

401.9 JOB CLASSIFICATIONS, DESCRIPTIONS, AND TITLES

All positions shall be classified under a plan that is composed of a list of positions. Each position shall be supported with written specifications setting forth the duties and responsibility of the position and the qualifications necessary for the designation of the position. These specifications should be periodically reviewed and updated by the Department Head and supervisors.

On-call Duty and Call-back Compensation

402.1 PURPOSE AND SCOPE

The city recognizes that due to the requirement to provide 24/7 service and be responsive to time sensitive demands beyond regularly scheduled work hours in some business areas, some nonexempt employees may be required to be on on-call duty and/or be called back to work. Positions that are required to have on-call duty and call-back are designated by the department director.

402.2 POLICY

The purpose of this policy is to establish administrative and procedural guidelines and ensure compliance with Fair Labor Standards Act regulations regarding the compensation of nonexempt hourly employees who are required to perform duties during non-scheduled, non-regular hours. This policy applies to all regular full-time non-exempt employees.

402.3 ON-CALL REQUIREMENTS

An employee is on on-call duty when the employee is not performing regular job duties and is off of the work premises, but is required to remain fit to perform their job duties both physically and mentally, and be available to return to work in case of an emergency or other issue requiring an urgent response. Employees on on-call duty are required to respond within a reasonable time, not to exceed thirty (30) minutes or the time set by the supervisor to a request. Failure to respond within the specified time may result in disciplinary action and forfeiture of on-call duty pay.

402.3.1 ON-CALL ELIGIBILITY

Employees are considered to be on on-call duty status when required by management to be available to respond to situations outside of their regularly scheduled shift. Supervisors must inform employees of the specific hours the employees are on on-call status.

An employee who merely carries a cellular telephone or pager as a routine part of their duties is not eligible for on-call duty pay. Employees must understand that if they choose to be reached on their personal phone, they are expected to answer that phone and respond. This does not make the individual eligible for a cell phone reimbursement.

402.4 CALL-BACK REQUIREMENTS

A call-back occurs when an employee is off duty, but is called in to the workplace or is required to respond to a work location outside of normal work hours, whether or not the employee has been on oncall duty status.

402.4.1 CALL-BACK TIME

Non-exempt employees called back to work during their scheduled workweek shall be entitled to call back compensation for actual time worked. The minimum call back compensation shall be

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two (2) hours. Call back compensation will be calculated on a workweek basis and only time worked in excess of an employees' specified workweek (80 hrs) will be compensated at the overtime rate. Call back to work does not apply if responding after hours is a regular part of an employee's job and the employee is not physically called back to work.

Travel Reimbursement Policy

403.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines for submission and reimbursement of city travel-related expenses. This policy applies to all employees and elected officials who incur travel expenses on behalf of the City.

403.1.1 DEFINITIONS

Definitions related to this policy include:

Travel expenses - Eligible expenses for travel, lodging, meals, and registration fees associated with participation in approved training programs, conventions, seminars, memorials, and other events that relate to an employee's or elected official's responsibilities, training, and/or education, or that serve a direct city purpose.

403.2 POLICY

It is the policy of the City to reimburse employees and elected officials for reasonable and necessary work-related travel expenses.

403.3 EXPENSE GUIDELINES

403.3.1 TRANSPORTATION

All travel should be by the most cost-effective means possible, considering distance, location, and type. The following forms of travel should be considered:

- (a) City vehicle
 - 1. When using a city vehicle, the fuel, tolls, and reasonable parking expenses (e.g., valet should not be used unless there is no other option) will be reimbursed.
- (b) Private vehicle
 - 1. When using a private vehicle, reimbursement will be at the current IRS mileage rate.
- (c) Rental vehicle, train, and air
 - 1. Employees shall obtain approval from the City Administrator before booking a rental vehicle, train fare, or airfare.
 - 2. Full reimbursement may not be approved if the employee does not obtain advance approval and/or does not purchase the most economical fare.

403.3.2 ACCOMMODATIONS

If travel requires the employee or elected official to stay overnight, the employee shall arrange lodging and request approval from the City Administrator or the authorized designee before departure.

Travel Reimbursement Policy

Lodging should be at or near the event at standard rates. Employees shall make all reasonable efforts to get the best rates possible, including researching whether government rates are available and whether tax-exempt certificates are accepted or assignments of rights to refund are provided. Employees or elected officials are expected to take reasonable steps to provide or obtain the forms for tax exemption, when applicable, and submit the forms to the City in a timely manner.

403.3.3 MEALS

Employees traveling on city business overnight shall received per diem rates at the most recently published GSA rates.

403.3.4 PROHIBITED EXPENSES

Expenses not eligible for reimbursement include but are not limited to:

- (a) Expenses for any non-employee or non-elected official.
- (b) Non-business-related telephone calls.
- (c) Entertainment expenses unless pre-approved by the City Administrator or the authorized designee.
- (d) Alcoholic beverages.
- (e) Outside meals if the conference/event lodging reservation includes a meal package.
- (f) Any travel-related expense that is covered by another source.

403.4 APPROVALS

All travel should be pre-approved by the City Administrator or the authorized designee. Once travel has been completed, the employee or elected official should submit requests for travel expense reimbursement:

- (a) On a city form. The form should contain a statement that the expenses were incurred by the traveler as necessary for the performance of official duties and shall be verified by a written declaration that all information is true and correct.
- (b) With an attached receipt or other documentation of the expense.

Upon receipt of a request for reimbursement, the City Administrator or the authorized designee should review and process the request as appropriate. If additional information is needed to process the request, the employee should be given an opportunity to provide the information.

If an employee fails to follow the required processes and obtain appropriate approvals, reimbursement of travel expenses may be denied.

Benefits

404.1 POLICY

- (a) In an effort to attract and maintain top-quality employees, it is the policy of the City of Oak Grove to provide employees with a benefits package that is competitive with other local municipal governments. Employees should refer to summary plan documents for further information about the various benefits offered.
- (b) The City reserves the right to modify or terminate benefit programs, with or without notice, as it deems necessary and at its sole discretion.
- (c) Complete and official details of the benefits available to employees are provided to employees when they begin their employment with the City.

404.2 GROUP HEALTH CARE

All regular/full-time employees and their eligible dependents are eligible to participate in medical, dental, and vision insurance as available through the City's insurance provider.

The effective date of coverage is the first day of the calendar month following the employee's first day of employment. It is the responsibility of the employee to complete and return all enrollment forms and applications by the date specified by human resources.

404.3 COBRA COVERAGE

In accordance with federal law, under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), upon leaving city employment eligible employees can elect to have their current medical and dental coverage continued at the employee's expense.

404.4 EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is available to full-time employees. EAP is a mechanism to assist employees in dealing with an employee's personal concerns or issues that may have a detrimental affect on their personal and professional work. Supervisors may also require employee participation in this service as part of an employee performance improvement plan (PIP) or disciplinary action.

404.5 TUITION ASSISTANCE PROGRAM - PROGRAM GUIDELINES

- (a) Purpose - The City of Oak Grove recognizes that educational development can be mutually beneficial to the employee and the City. The City wishes to assist those employees who are seeking to further advance their careers through coursework at the community college or college level.
- (b) Eligibility - The tuition assistance program is available to full-time employees.
- (c) Requirements -

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1. Tuition reimbursement is available for both undergraduate and graduate-level courses, as well as correspondence courses.
2. Courses or degrees shall be directly related to the employee's current job duties or promotable within the City of Oak Grove organization.
3. Employees receiving tuition assistance must remain employed by the City or the employee will be required to repay the City that tuition assistance received, as provided for below:
 - A. If the employee is not employed by the City within one (1) year of completing the course for which tuition assistance was obtained, the employee must repay the City one hundred percent (100%) of the tuition assistance received.
 - B. If the employee is employed by the City for more than one (1) year but less than two (2) years after completing the course for which tuition assistance was obtained, the employee must repay the City fifty percent (50%) of the tuition assistance received.
 - C. If the employee is employed by the City more than two (2) years after completing the course for which tuition assistance was obtained, the employee shall not be required to repay the City any portion of the tuition assistance received.

(d) Process -

1. A "Request for Tuition Assistance" form may be obtained from the City Administrator or his/her designee.
2. The employee must submit the completed assistance request form a minimum of two (2) weeks prior to registration for approval by the department head and City Administrator.
3. After approval, the employee will receive notification that the City will pay according to the Reimbursement Scale set forth upon the successful completion of the course.
4. After completion of the course, tuition assistance will be disbursed to any employee with the required documentation submitted to the Personnel Office. To receive reimbursement the employee must submit the following:
 - (a) Tuition assistance application approved prior to registration;
 - (b) Itemized tuition receipt; and
 - (c) Official grade report.

(e) Reimbursement Scale -

1. Employees will only receive reimbursement for courses in which they receive a grade of "C" or higher. The reimbursement scale is as follows:
 - (a) "A" grade -- 95% of tuition, not to exceed \$850.00 per semester.
 - (b) "B" grade -- 80% of tuition, not to exceed \$850.00 per semester.
 - (c) "C" grade -- 65% of tuition, not to exceed \$850.00 per semester.

Benefits

404.6 UNIFORM AND BOOT ALLOWANCE

The city will provide uniforms to those employees who are required to wear uniforms. Employees will be required to wear their uniform when they are at work. Uniforms and apparel with the city name and/or city logo are to be worn only while on duty for the city. No uniform or city apparel may be worn for personal use. Uniforms and city apparel are property of the city and not the employee. Upon separation of duties, all articles of the uniform issued must be returned to the city.

A work boot and clothing allowance is offered to non-public safety personnel for the purchase of work boots and attire. The allowance amount will be limited to budgetary restrictions. Each department will have specific boot standards and it is the responsibility of the employee to confer with their supervisor prior to the purchase of a work boot.

404.7 MISSOURI LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM (LAGERS)

All regular employees, as a condition of their employment, are required to participate in the Missouri Local Government Employee Retirement System (LAGERS).

The City currently participates in LAGERS L-7 retirement program.



Chapter 5 - Leave

Inclement Weather

500.1 PURPOSE AND SCOPE

As a municipal government the city must continue to service its residents regardless of inclement weather or other emergency situations. In the event of inclement weather, the city administrator retains authority to determine if a delayed opening, early closing, full-day closure of city facilities, and/or the suspension of municipal services, is warranted.

500.2 CRITICAL JOB FUNCTIONS

Employees whose job functions require that they be at work during inclement weather to provide essential services such as public works, utilities, snow operations, public safety, police, leadership roles, etc. Personnel in these department and roles play a critical role in maintaining public safety and are therefore expected to report to work as normally.

500.3 INCLEMENT WEATHER LEAVE

In the event of inclement weather conditions, the following compensation guidelines will apply to personnel, both non-exempt and exempt, who are typically considered working in an administrative or non-public safety function. Inclement weather DURING the workday:

- On days when weather conditions worsen as the day progresses, the City Administrator may decide to close city offices early or delay opening. Employees will be paid for the entire scheduled workday. There is no charge to accrued leave (PTO) if an employee is at work and the building closes. Employees will be expected to remain at work until the appointed closing time unless approval to leave early is given by the supervisor.
- With supervisor approval, employees who have the option of working from home can do so and will be paid as if it were a regular workday.

Personal Leave, Holidays, and Other Leave

501.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of personal leave and holidays. Additional terms for the use of personal leave for eligible employees may be covered in another applicable city policy or employment agreement.

This policy is not intended to cover all types of leave. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as addressed in the Family and Medical Leave Policy.

501.2 POLICY

It is the policy of the city to provide eligible employees with leave benefits.

501.3 PERSONAL LEAVE

Time off for vacation, employee or family illness, and personal business shall be awarded to full-time City employees at the following annual rate:

Length of Employment (Calender Years)	Personal Leave (Hours per Calender Years)
1 through 5	120 hrs
5 through 10	160 hrs
10 through 15	200 hrs
More than 15	240 hrs

- (a) Personal leave will be accrued monthly from the first (1st) day of employment at the annual rate divided by twelve (12).
- (b) Personal leave may be used in accordance with the terms of this policy any time following the pay period it is credited to the employee's account.
- (c) Employees may accumulate up to, but not more, than four hundred (400) hours of personal leave.
- (d) Employees may use their accrued personal leave in hourly increments subject to the conditions of this policy.
- (e) Upon written request employees may receive a cash payment in lieu of time off.
- (f) Payment of accrued personal leave will be made at the employee's hourly rate when the request was made.
- (g) Cash payments for personal leave will only be made in eight (8) hour or larger blocks.
- (h) The City has adopted the "personal leave" approach to provide employees more flexibility regarding how they want or need to use their accrued time off. Employees must note, however, that this added flexibility brings with it some added responsibility for each employee.

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Personal Leave, Holidays, and Other Leave

- (i) City employees are strongly encouraged to accumulate and maintain an appropriate amount of personal time to weather reasonably foreseeable periods of illness or other personal problems that require time away from work.
- (j) Employees who choose to regularly cash in or use up most of all of their personal time are likely to find themselves in a situation of being off work and without their usual source of income.
- (k) Part-time and temporary/seasonal employees shall not receive personal leave.
- (l) Upon termination or resignation, employees shall be compensated accrued, unused personal leave.
- (m) All personal leave used for vacation must be approved by the employee's supervisor at least two (2) weeks in advance.
- (n) Employees are urged to take vacations during "off peak" periods of their department's workload. Vacation requests may be denied based on workload needs of the department.
- (o) Employees may be recalled from vacation leave or may have their scheduled vacation leave postponed in the event the City Administrator and/or Department Head declares that an emergency situation exists or if the workload necessitates the employee's presence. When an employee is recalled from vacation, the employee's vacation-related personal leave will be rescheduled at the earliest convenient time.
- (p) Usage of personal leave for purposes other than vacation must be scheduled with the employee's Department Head.
- (q) Employees are encouraged to give their supervisor as much advanced notice as possible.
 - 1. Requests may be denied based on the situation and workload needs of a department.
 - 2. A holiday that occurs during a period of personal leave is not counted as a day of personal leave.
- (r) When employees are unable to report to work due to illness or other circumstances, they must report their absence to the supervisor as soon as possible in advance of or at the beginning of their work shift.
 - 1. Employees who fail to properly or adequately notify their leave may be considered an unauthorized leave.
 - 2. Employees must keep supervisors informed of their situation each day of their absence or at agreed intervals.

501.4 OFFICIAL CITY HOLIDAYS

The City observes fourteen (14) official holidays throughout the year:

New Year's Day	1st Day of January
Martin Luther King's Birthday	3rd Monday of January
President's Day	3rd Monday of February

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Memorial Day	Last Monday of May
Juneteenth	19th Day of June
Independence Day	4th day of July
Labor day	1st Monday of September
Veteran's Day	11th Day of November
Thanksgiving Day	4th Thursday of November
Day after Thanksgiving	4th Friday of November
Columbus Day	2nd Monday in October
Christmas Eve	24th Day of December
Christmas Day	25th Day of December
Employee Birthday	

Holidays that fall on a Saturday will be observed on the preceding Friday, and holidays that fall on a Sunday will be observed on the following Monday or Tuesday, if Monday is also a Holiday

- (a) To receive holiday pay, an employee must work the regularly scheduled workday before and after the holiday, unless absence on one or both of those days is approved in advance by the employee's supervisor.
- (b) Paid holidays qualify as time worked in calculating overtime.
- (c) If a holiday falls on an employee's regularly-scheduled day off, that employee receives an additional vacation day to be used within one (1) year of the holiday subject to scheduling with their supervisor.
- (d) Any non-exempt employee assigned to work on a holiday will be entitled to time and one-half the employee's regular rate of pay for the hours actually worked and will be entitled to an additional vacation day.
- (e) Holidays that occur during an employee's approved personal leave will be counted as holidays, not personal leave.
- (f) Regularly scheduled part-time employees who are scheduled to work the week of an observed holiday will receive four (4) hours of Holiday Pay.

501.5 USE OF PERSONAL TIME FOR SICK LEAVE

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity, or other activity that may impede recovery from the injury or illness.

Qualified appointments should be scheduled during an employee's non-working hours when it is reasonable to do so.

501.5.1 NOTIFICATION

All employees should notify the appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts.

Personal Leave, Holidays, and Other Leave

If, due to an emergency, an employee is unable to contact the supervisor, every effort should be made to have a representative for the employee contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the employee shall, whenever possible and practicable, provide the City with no less than 10 days' notice of impending absence.

Upon return to work, employees are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

501.6 EXTENDED ABSENCE

Employees absent from work for more than three consecutive days may be required to furnish a statement from a health care provider or verification supporting the need to be absent and/or the ability to return to work. Employees on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days.

501.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of employees to ensure that the use of personal leave and absences is consistent with this policy.
- (b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the City Administrator as appropriate.
- (c) Addressing absences and personal leave use in the employee's performance evaluation when excessive or unusual use has:
 - 1. Negatively affected the employee's performance or ability to complete assigned tasks.
 - 2. Negatively affected city operations.
- (d) When appropriate, counseling employees regarding excessive absences and/or inappropriate use of personal leave.
- (e) Referring eligible employees to an available employee assistance program when appropriate.

501.8 VOTING

In accordance with State law, the City of Oak Grove allows any person entitled to vote in any election in Missouri up to three (3) hours of paid leave to vote. The employee's supervisor may specify the three hours between the time the polls open and close during which the employee may take time off to vote.

Personal Leave, Holidays, and Other Leave

501.9 SHORT-TERM DISABILITY LEAVE

Employees with short-term disabilities, including pregnancy or any pregnancy-related condition including maternal/paternal leave, may be entitled to up to eight (8) weeks short-term disability leave.

Eligibility - Short-term disability leave is available to full-time employees who meet the following criteria:

- (a) Employee must work for the City for six (6) months before they are eligible to take short-term disability
- (b) Employees must obtain and submit a certification form completed by their physician. Employees requesting short-term disability leave may be required to submit to a medical examination by a physician designated by the City in the event that the City determines a second (2nd) opinion is necessary. The certification form must contain the following information:
 - 1. Medical basis for the employee's requested leave;
 - 2. Indication of the length of time the illness or injury is anticipated to last.
- (c) Employee must not be eligible for Worker's Compensation from the City or any other employer.
- (d) The employee must not be eligible for any other government sponsored disability program for the period for which short-term disability leave is sought from the City.
- (e) Waiting period - An eligible employee must be absent from work due to the medical condition as certified, for a period of one hundred twenty (120) consecutive hours (not counting scheduled days/hours off, such as Saturdays and Sundays for most employees or for shift employees, days/hours they have scheduled off) before short-term disability payments can begin.
- (f) Employees may use PTO for the duration of the required waiting period. If the employee does not have 120 hours of PTO, those hours shall be unpaid.
- (g) While receiving short-term disability leave, an employee will not accrue personal leave.
- (h) Pay - The employee may be entitled up to eight (8) weeks of paid leave. The amount of compensation paid to the employee during the period of leave shall be one hundred percent (100%) of employee's normal base gross wages. Payments may be stopped if the employee is certified to be permanently disabled and is unable to perform the essential functions of the employee's position.
- (i) Program limitation - No employee shall receive more than eight (8) weeks of short-term disability leave within a twelve (12) month period for the same illness or injury, measured forward from the first date short-term disability leave is used. No employee shall receive more than eight (8) weeks of short-term disability within a twelve (12) month period.

Personal Leave, Holidays, and Other Leave

501.10 MILITARY LEAVE

Employees who serve in the uniformed services of the United States will be granted a military leave of absence, pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 and applicable State law.

501.11 COURT APPEARANCE

Full-time employees summoned to serve jury duty or subpoenaed to appear as witnesses in a case where they are neither the plaintiff nor the defendant, shall make arrangements with the department head and/or City Administrator as soon as possible to comply with the summons or subpoena and shall provide copies of the summons or subpoena to their supervisors.

- (a) The City will pay any such employee's normal earnings less any amounts paid by the court.
- (b) The employee must provide the department head and/or City Administrator with proof of payment from the court.

501.12 UNPAID LEAVE OF ABSENCE

The City Administrator may grant a full-time employee leave without pay for a period not to exceed one (1) year if the City, in its sole discretion, determines that it is in the interest of the City to do so.

- (a) Leave without pay will only be approved after all personal leave, holidays and compensatory time leave balances are exhausted and only if department staffing permits.
- (b) At the expiration of any unpaid leave of absence, the employee may be reinstated to the position vacated or to any other position in the same class depending on availability and any applicable laws. The City may, at its sole discretion, fill the position in the employee's absence.
- (c) No personal leave will accrue to an employee during an unpaid leave of absence. Additionally, employees will not be paid for holidays that occur during an unpaid leave of absence or receive any other benefits.

501.13 FUNERAL LEAVE

The City Administrator may grant funeral leave in accordance with the following depending on required travel, extent of family responsibility, extent of relationship to the deceased and other circumstances:

- (a) Up to three (3) work days of leave with pay may be granted to employee to attend the funeral of a family member of the first and second degree of consanguinity or affinity
- (b) One day (1) of leave with pay for family members of the third degree of consanguinity or affinity.
- (c) The number of paid days off merited by the circumstances shall be at the sole discretion of the City Administrator.
- (d) An employee may request the use of accrued personal leave if more time off is needed or desired or to attend a funeral that is not approved for funeral leave.

Personal Leave, Holidays, and Other Leave

501.14 ADMINISTRATIVE LEAVE

The City Administrator with the Mayor's concurrence, may grant an employee, other than himself/herself leave with pay for a period not to exceed thirty (30) days if he/she determines that it is in the interest of the City to do so.

- (a) May be granted even if all personal leave and compensatory time leave balances have not been exhausted.
- (b) During administrative leave, all benefits will continue, subject to the limitations of the specific benefit policies.

501.15 ABSENCES WITHOUT AUTHORIZATION

Any unauthorized absence of an employee shall be deemed an absence without leave and without pay, and may be grounds for disciplinary action up to and including termination.

- (a) An unauthorized absence shall be construed to be any absence for which the employee has failed to secure prior approval or for which the employee fails to properly invoke personal leave, compensatory leave or unpaid leave of absence time.
- (b) Failure to follow proper procedures for notifying the City and /or supervisory personnel of an absence may also result in a determination of unauthorized absence at the City Administrator's sole discretion.
- (c) A written statement from the employee's supervisor regarding the unauthorized absence by the employee will be placed in the employee's personnel file.

Meal Periods and Breaks

502.1 PURPOSE AND SCOPE

This policy provides general guidance regarding meal periods and breaks for employees.

502.2 POLICY

It is the policy of the City to provide meal periods and breaks to employees in accordance with the law and any employment agreements.

502.3 MEAL PERIODS

Employees shall take meal periods at times approved by their supervisors. The time spent for meal periods shall not exceed the authorized time allowed.

Emergency response employees shall remain on-duty subject to call during meal periods. All other employees are not on-duty during meal periods unless directed otherwise by a supervisor.

502.4 BREAKS

Breaks should be taken near the midpoint of each four-hour work period. Only one break should be taken during each four hours of work. No breaks should be taken during the first or last hour of an employee's shift unless approved by a supervisor.

Emergency response employees shall remain on-duty subject to call during breaks. All other employees are not on-duty during breaks unless directed otherwise by a supervisor.

Lactation Breaks

503.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding reasonable accommodations for lactating employees.

503.2 POLICY

It is the policy of the City to provide, in compliance with federal law, reasonable accommodations for lactating employees. This includes break time and appropriate facilities to accommodate any employee desiring to express breast milk for a nursing child for up to one year after the child's birth.

503.3 LACTATION BREAK TIME

A rest period should be permitted each time the employee has the need to express breast milk. In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid.

Employees desiring to take a lactation break shall notify a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt city operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

503.4 PRIVATE LOCATION

The City should make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private. Such room or place should be in proximity to the employee's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from coworkers and the public.

Employees occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

503.5 STORAGE OF EXPRESSED MILK

Any employee storing expressed milk in any authorized refrigerated area shall clearly label it as such and shall remove it when the employee's workday ends.

Family and Medical Leave

504.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing unpaid leave for eligible employees for qualified medical and family reasons, including:

- The birth, adoption, or foster care placement of a child.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- When an employee is unable to work because of the employee's own serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin who is a service member of the United States Armed Forces and who has a serious injury or illness incurred in the line of duty.

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the City Administrator or authorized designee to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any employment agreement, civil service or other local rule, or any law that provides greater family or medical leave rights.

504.1.1 DEFINITIONS

Definitions related to this policy include:

Child - A child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent).

FMLA - The federal Family and Medical Leave Act.

Qualified health care professional - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some purposes; any health care provider from whom the city benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

Spouse - The person with whom an employee has entered into a marriage defined or recognized by the location in which the marriage was entered into.

504.2 POLICY

It is the policy of the City to manage unpaid leave for eligible employees for qualified medical and family reasons in compliance with federal law and any applicable employment agreement.

Family and Medical Leave

504.3 ELIGIBLE EMPLOYEES

Employees are eligible for FMLA after working for the City for at least one year and completing 1,250 hours over the 12 months prior to the commencement of the leave.

504.4 TYPE AND DURATION OF LEAVE

Generally, eligible employees are entitled under FMLA to 12 workweeks of unpaid leave during a 12-month period. Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured forward from the date of your first FMLA leave usage.

504.4.1 SERIOUS HEALTH CONDITIONS

Eligible employees may take up to 12 weeks of leave to care for a spouse, child, or parent with a serious health condition or when the employee is unable to work because of the employee's own serious health condition.

If both spouses are employed by the City, the combined number of workweeks to care for a sick parent is limited to 12 workweeks during any 12-month period.

Generally, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

- An overnight stay in a hospital, hospice, or residential medical care facility.
- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days.
- Any period of incapacity due to pregnancy complications or prenatal care.
- A chronic condition that requires treatment.
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease).
- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis).

504.4.2 BIRTH OR PLACEMENT OF A CHILD

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee. The leave must be concluded within one year of the birth or placement of the child.

504.4.3 MILITARY EXIGENCY LEAVE

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, or parent is on covered active duty or has been notified of an impending order to active duty. This type of leave is available to a family member of a person in

Family and Medical Leave

the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include:

- Addressing issues that arise from a short notice (seven or less days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.
- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military member's parent who is incapable of self-care, such as providing care on an immediate-need basis or arranging for alternative care.

504.4.4 MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work.

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the City, the combined number of workweeks of leave is limited to 26 workweeks during any 12-month period.

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

504.4.5 INTERMITTENT LEAVE

An employee may take leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, or to care for a covered service member with a serious injury or illness, intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal law.

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Leave due to a military exigency may be taken on an intermittent or reduced leave schedule.

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the City Administrator, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition.

Intermittent leave for any employee should be tracked and calculated.

504.4.6 PREGNANCY DISABILITY LEAVE

Pregnant employees who are disabled by pregnancy may be entitled to a disability leave in addition to any FMLA leave. The duration of leave is dependent on the circumstances. The City Administrator shall defer to a pregnant employee's qualified health care professional in assessing the employee's ability to work.

504.5 EMPLOYMENT BENEFITS WHILE ON LEAVE

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job. However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave. Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after the leave entitlement has been exhausted or expires, the City may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member that would entitle the employee to leave, or because of circumstances beyond the employee's control. The City may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

Employees may not earn additional time off while on unpaid leave.

504.6 SUBSTITUTION OF PAID ACCRUED LEAVES

Subject to applicable employment agreements and civil service rules, employees are required to exhaust all applicable paid accrued leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave, and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA leave. Employees may not use paid accrued leave to extend FMLA leave beyond 12 workweeks per year.

504.7 USE OF FMLA LEAVE

If an employee takes a leave of absence for any reason that is FMLA qualifying, the City may designate that non-FMLA leave as running concurrently with the employee's 12-week FMLA leave entitlement.

504.8 PROCEDURES

The following procedures will apply for all employees requesting leave under FMLA:

Family and Medical Leave

- (a) When a leave is requested for a medical or other FMLA-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to city operations.
- (b) An employee who wishes to take FMLA leave must provide the employee's supervisor with 30 days' advanced notice when the leave is foreseeable or as soon as practicable if the need for leave is not foreseeable.
- (c) At the time of the request, the employee must complete an FMLA request form.

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work.

Once the leave is requested or designated by the City, the supervisor should forward the request and any medical certifications to the City Administrator or the authorized designee and ensure the employee is provided the necessary forms and FMLA information and required notices within five business days.

Employees are required to provide medical certification of a qualified health care professional or military documentation, if requested.

Employees shall be required to periodically report on their status and intent to return to work. This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Employees returning from a medical leave for the employee's own serious health condition will be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated.

504.9 REINSTATEMENT FOLLOWING LEAVE

Generally, employees returning from FMLA leave within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the City Administrator or the authorized designee to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting paid FMLA leave, non-paid leave will continue until the conclusion of the protected time limit. Following the protected leave, the City Administrator or the authorized designee in consultation with the legal counsel will determine whether non-FMLA leave should apply.

Subpoenas and Court Appearances

505.1 PURPOSE AND SCOPE

This policy establishes the guidelines for city employees who must appear in court. It will allow the City to cover any related work absences and keep the City Administrator informed about relevant legal matters.

505.2 POLICY

Employees will respond appropriately to all subpoenas and any other court-ordered appearances.

505.3 SUBPOENAS

Only employees authorized to receive a subpoena on behalf of the City or any of its employees may do so.

505.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any employees who are subpoenaed to testify, agree to testify, or provide information on behalf or at the request of any party other than the City or the prosecutor shall notify their immediate supervisors without delay regarding:

- (a) Any civil case where the City or one of its employees, as a result of the employee's official capacity, is a party.
- (b) Any civil case where any other city, county, state, or federal unit of government or a member of any such unit of government, as a result of the member's official capacity, is a party.
- (c) Any criminal proceeding where the employee is called to testify or provide information on behalf of the defense.
- (d) Any civil action stemming from the employee's work activity or because of the employee's association with the City.
- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the City.

The supervisor will then notify the City Administrator and the appropriate prosecuting attorney if applicable. The City Administrator should determine if additional legal support is necessary.

No employee shall be retaliated against for testifying in any matter.

505.3.2 WORK-RELATED SUBPOENAS

The City will compensate employees who appear in their official capacities on matters arising out of their official duties.

The City should seek reimbursement for the employee's compensation for appearances on civil subpoenas through the attorney of record who subpoenaed the employee.

Subpoenas and Court Appearances

505.3.3 OTHER SUBPOENAS

Employees receiving valid subpoenas for actions unrelated to their employment or appointment with the City will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

Personal Civil or Criminal Trial

- (a) If any employee is involved in court in a personal case, either as plaintiff or defendant, the employee must notify their supervisor as soon as possible.
- (b) The employee may be granted leave under these circumstances.
- (c) The time the employee takes off shall be considered personal leave or compensatory leave time, or an unpaid leave of absence if personal time or compensatory leave time is not available to that employee.

505.4 FAILURE TO APPEAR

Any employee who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

505.5 COURTROOM PROTOCOL

When appearing in court, employees shall:

- (a) Be punctual, dressed appropriately, and prepared to proceed immediately with the case for which they are scheduled to appear.
- (b) Observe all rules of the court in which they are appearing and remain alert to change in the assigned courtroom where their matter is to be heard.

505.5.1 TESTIMONY

Before the date of testifying, the subpoenaed employee should review relevant reports or documents in order to be prepared for court.

505.5.2 RECORDS

When an employee is directed by a subpoena to appear in court with records, that employee should notify the City Clerk promptly after receiving the subpoena that the specified records are needed for court.



Chapter 6 - Personnel

Conflict of Interest

600.1 PURPOSE AND SCOPE

The purpose of this policy is to assist employees in recognizing and avoiding potential conflicts of interest, thereby ensuring effective and ethical operating practices on the part of the City.

600.1.1 DEFINITIONS

Definitions related to this policy include:

Business relationship - A situation when an employee serves as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture, or other transaction where the employee's annual interest, compensation, investment, or obligation is greater than \$250. This includes business relationships as defined by state law.

Conflict of interest - Any actual, perceived, or potential conflict of interest in which it reasonably appears that an employee's action, inaction, or decisions are or may be influenced by an employee's personal or business relationship. This includes conflicts defined and prohibited by state law.

600.2 POLICY

Employees of the City are expected to conduct themselves with the utmost professional integrity and objectivity. Employees will guard against actual or perceived conflicts of interest to ensure the fair and equitable treatment of city employees and the public, and thereby maintain the trust of the public and city employees.

600.3 RESTRICTED RELATIONSHIP DUTIES AND ASSIGNMENTS

The City prohibits the following types of personal or business relationships among employees:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision, or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
 - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor should make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
 - 2. When personnel and circumstances permit, the City will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The City, however, reserves the right to transfer or reassign any employee to another position within the same classification to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to, or recommending promotions, assignments, performance evaluations, transfers, or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.

Conflict of Interest

- (c) Whenever possible, trainers should not be assigned to train relatives. Trainers are prohibited from entering or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.

600.3.1 EMPLOYEE RESPONSIBILITY

Employees shall follow all laws regarding actual or perceived conflicts of interest and should avoid situations that create the appearance of an actual or perceived conflict of interest. Employees should take reasonable steps to address a perception of a conflict of interest when such a perception is reasonably foreseeable and avoidable (e.g., deferring a decision to an uninvolved employee).

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or to provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, that employee shall promptly notify an uninvolved immediate supervisor.

In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify the City Administrator to have another uninvolved employee either relieve the involved employee or, minimally, remain present to witness the action.

600.3.2 SUPERVISOR RESPONSIBILITY

Upon being notified of or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor should take all reasonable steps to promptly mitigate or avoid such violations whenever possible.

Supervisors should also promptly notify the City Administrator of such actual or potential violations.

Speech, Expression, and Social Networking

601.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of employee speech and expression with the needs of the City.

This policy applies to all forms of communication, including but not limited to film, video, print media, public or private speech, and use of all internet services, including the web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video, and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of an employee group, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

601.2 POLICY

Employees of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the City. Due to the nature of the work and influence associated with local government employees, it is necessary that city personnel be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the City will carefully balance the individual employee's rights against the needs and interests of the City when exercising a reasonable degree of control over its employees' speech and expression.

601.3 PROHIBITED SPEECH, EXPRESSION, AND CONDUCT

Employees should demonstrate sound judgment in speech, expression, and conduct that relates to or affects the City. In order to meet the safety, performance, and public-trust needs of the City, the following are prohibited unless the speech is otherwise protected (e.g., an employee is speaking as a private citizen, including acting as an authorized member of an employee group, on a matter of public concern):

- (a) Speech or expression that is disruptive to the work environment, undermines authority, and is destructive to close working relationships.
- (b) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation, or professionalism of the City or its employees.
- (c) Knowingly or recklessly false speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the City and tends to compromise

Speech, Expression, and Social Networking

or damage the mission, function, reputation, or professionalism of the City or its employees. Examples may include:

1. Making a false accusation of wrongdoing without exercising reasonable caution to verify the truth of the matter.
 2. Intentionally misrepresenting on social media actions taken by the City that would damage the city's reputation.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of city employees. Use or disclosure, through whatever means, of any information, photograph, video, or other recording obtained or accessible as a result of employment or appointment with the City for financial or personal gain, or any disclosure of such materials without the express authorization of the City Administrator or the authorized designee.
- (e) Posting, transmitting, or disseminating any photographs, video or audio recordings, likenesses or images of city logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the City on any personal or social networking or other website or web page, without expressed authorization..

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

601.3.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of employee groups, employees may not represent the City or identify themselves in any way that could be reasonably perceived as representing the City :

- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose any product, service, company, or other commercial entity.
- (d) Appear in any commercial, social, or nonprofit publication; in any motion picture, film, video, or public broadcast; or on any website.

Additionally, when it can reasonably be construed that an employee, acting in an individual capacity or through an outside group or organization, including as an authorized member of an employee group, is affiliated with this city, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the City.

Employees retain their rights to vote as they choose, to support candidates of their choice, and to express their opinions as private citizens, including as authorized members of employee groups on political subjects and candidates at all times during non-work hours. However, employees may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Employees are also prohibited from directly or indirectly using their official

Speech, Expression, and Social Networking

authority to coerce, command, or advise another employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

601.4 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to emails, texts, or anything published or maintained through file-sharing software or any internet site (e.g., Facebook, Twitter, LinkedIn) that is accessed, transmitted, received, or reviewed on any city technology system.

601.5 CONSIDERATIONS

Employees should consider:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the City or the efficiency or morale of its employees.
- (c) Whether the speech or conduct would reflect unfavorably upon the City.
- (d) Whether the speech or conduct would negatively affect the appearance of impartiality in the performance of the employee's duties.

Illness and Injury Prevention

602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for employees of the City.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, each department within the City may set its own related policies or procedures that do not conflict with this policy.

602.2 POLICY

The City is committed to providing a safe environment for its employees and to minimizing the incidence of work-related illness and injuries.

602.3 HAZARDS

All employees should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Employees should make their reports to a supervisor (as a general rule, their own supervisors).

Employees are charged with daily inspections of their assigned equipment and work environment prior to the beginning of their workday. Employees must report if an unsafe condition exists that cannot be immediately corrected. Employees are responsible for maintaining a safe and orderly environment.

602.4 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include but are not limited to:

- (a) Ensuring employee compliance with illness and injury prevention guidelines and answering questions from employees about this policy.
- (b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate.
- (c) Establishing and maintaining communication with employees on health and safety issues. This is essential for an injury-free, productive workplace.

602.5 INVESTIGATIONS

Any employee sustaining any work-related illness or injury, as well as any employee who is involved in any work-related accident or hazardous substance exposure, shall report such event as soon as practicable to a supervisor. Employees observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

Employees and supervisors should thoroughly document the incident. This may include interviews with witnesses, employees (including the injured employee), and an examination of the factors associated with the injury or accident.

Work-Related Illness and Injury Reporting

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding timely reporting of work-related conditions such as a physical injury or an occupational illness.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related condition - Any significant medical or mental condition suspected to have been caused by an employee's service to the City. Any condition that would reasonably require some form of treatment should be considered significant.

603.2 WORKERS' COMPENSATION

The city provides workers' compensation insurance coverage for all employees at no cost to employees. This program covers injuries or illnesses sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

603.2.1 EMPLOYEE RESPONSIBILITIES

Any employee who sustains any work-related injury or illnesses is required to inform their supervisor immediately and call the provided injury hotline. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Neither the city nor the insurance carrier will be liable for the payment of workers' compensation benefits for any injury or illness that occurs during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the city. All payments shall be made pursuant to state law.

603.2.2 WORKER'S COMPENSATION BENEFIT

The city will not supplement the Workers' Compensation benefit with any type of pay. The employee may not receive PTO in addition to paid Workers' Compensation. This benefit is designed to compensate the injured worker when the worker cannot work or when the worker is making less than the earnings at the time of the injury.

603.2.3 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related condition should:

- (a) Ensure the employee receives medical care as appropriate.
- (b) Review the report for accuracy and determine whether the work-related condition is required to be reported to the workers' compensation company nurse line and whether any additional action should be taken.
- (c) Forward the report to the City Administrator or the authorized designee to be maintained in the employee's confidential medical file.

Work-Related Illness and Injury Reporting

603.2.4 ALCOHOL OR NON-PRESCRIBED CONTROLLED DRUGS

Missouri's Workers' Compensation Law allows for penalties against employees who use alcohol or non-prescribed controlled drugs. If the workplace injury was sustained in conjunction with the use of the above, Workers' Compensation Benefits will be reduced. If the use of alcohol or non-prescribed controlled drugs was the proximate or substantial cause of the injury, then any Workers' Compensation Benefits will be forfeited.

603.3 SETTLEMENT OFFERS

When an employee experiences a work-related condition that is caused by another person and is subsequently contacted by that person, that person's agent, an insurance company, or an attorney and offered a settlement, the employee shall take no action other than to submit a written report of this contact to a supervisor as soon as possible.

603.3.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to a work-related condition, the employee shall provide the City Administrator or the authorized designee with written notice of the proposed terms of such settlement. In no case shall the employee accept a settlement without first providing written notice to the City Administrator or the authorized designee. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the work-related condition, and to protect the city's right of subrogation, while ensuring that the employee's right to receive compensation is not affected.

Dress Code

604.1 PURPOSE AND SCOPE

This policy provides dress code guidelines for city employees.

604.2 POLICY

It is the policy of the City that uniformed employees are readily identifiable to the public through the proper use and wearing of city uniforms and that the appearance of all employees is suitable and appropriate for their position.

604.3 WORK ATTIRE FOR NON-UNIFORMED EMPLOYEES

Non-uniformed employees shall dress in a manner appropriate for their position and any department-specific standards. The following guidelines apply to all non-uniformed employees:

- (a) Clothing shall fit properly, be clean and free of stains, and not be damaged or excessively worn.
- (b) Employees assigned primarily to an office environment, including management, administrative, and support positions, shall wear business-appropriate attire.
- (c) Variations from this policy are allowed at the discretion of the employee's immediate supervisor or the head of the department based upon the employee's assigned job duties.
- (d) No item of civilian attire that would adversely affect the reputation of the City or employee morale may be worn during work hours.
- (e) The following items shall not be worn during work hours or when representing the City in any official capacity:
 - 1. Clothing that reveals cleavage, the back, chest, stomach, or buttocks
 - 2. Exposed undergarments
 - 3. Swimsuits (unless approved uniform), tank tops, tube tops, or halter tops
 - 4. Sweatshirts, sweatpants, or similar exercise clothing
 - 5. Spandex-type pants or transparent clothing
 - 6. Shorts (unless approved by supervisor for outdoor use during summer months)
 - 7. Clothing, buttons, or pins displaying racial, sexual, discriminatory, gang-related, or obscene language

604.4 UNIFORMS

The City will provide uniforms for all employees who are required to wear them in the manner, quantity, and frequency agreed upon in the respective employee group's employment agreement, if applicable. The City may provide other employees with uniforms.

Dress Code

Uniforms shall be worn as described therein and as specified in this policy and any supplemental department policies.

The following shall apply to those employees assigned to wear city-issued uniforms:

- (a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed, as necessary for the position.
- (b) Uniforms shall be worn in compliance with any applicable city specifications.
- (c) Uniforms are only to be worn during work hours, at official city functions or events, while in transit to or from work, or when authorized.
- (d) Employees are not to purchase or consume alcoholic beverages or recreational marijuana while wearing any part of city-issued uniforms.
- (e) Supervisors shall monitor employee compliance with this policy through periodic inspections of employees within their department who wear a city-issued uniform.

All uniforms and equipment issued to city employees shall be returned to the City upon termination or resignation.

Personal Appearance Standards

605.1 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of city employees.

605.2 POLICY

City employees shall maintain their personal hygiene and appearance to project a professional image that is appropriate for public service and for the department in which they work. Personal appearance standards are primarily based on safety requirements, appearance conformity, and the social norms of the community served, while considering matters important to city employees.

605.3 PERSONAL HYGIENE

The following appearance standards shall apply to all employees.

All employees must maintain proper personal hygiene. Examples of improper personal hygiene include but are not limited to dirty fingernails, bad breath, body odor, and dirty or unkempt hair.

Employees should adhere to the following general guidelines in their personal appearance when presenting to work. Employees may be subject to additional personal hygiene standards set forth in supplemental policies established by each department.

- (a) Hair shall be neatly trimmed or arranged.
- (b) Facial hair (e.g., beards, sideburns, mustaches, eyebrows) must be clean and well-groomed. Facial hair for certain employees may be prohibited if it creates a safety hazard.
- (c) Fingernails should be clean and neatly trimmed to a length that does not present a safety concern.

605.4 APPEARANCE

605.4.1 JEWELRY

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the employee or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

605.4.2 TATTOOS

At no time while an employee is representing the City in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene material.

Personal Appearance Standards

605.4.3 BODY PIERCING OR ALTERATION

Body piercing (other than earlobes) or alteration to any area of the body that is visible while representing the City in any official capacity, that is a deviation from normal anatomical features, and that is not medically required, is prohibited. Such body alteration includes but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
- (c) Abnormal shaping of the ears, eyes, nose, or teeth (i.e., enlarged or stretched out holes in the earlobes).
- (d) Branding, scarification, or burning to create a design or pattern.

605.4.4 DENTAL ORNAMENTATION

Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while representing the City in any official capacity. Such ornamentation includes but is not limited to:

- (a) Objects that are bonded to front teeth.
- (b) Gold, platinum, or other veneers or caps used for decorative purposes.

605.4.5 GLASSES AND CONTACT LENSES

Eyeglasses and sunglasses shall present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited during work hours and while representing the City in any official capacity.

605.4.6 COSMETICS AND FRAGRANCES

Cosmetics shall present a professional image. Use of cologne, perfume, aftershave lotion, and other items used for body fragrance shall be kept to a minimum.

Personal Firearms

606.1 PURPOSE AND SCOPE

The purpose of this policy is to promote the safety of all employees by providing guidance on the possession of firearms in the workplace.

This policy does not apply to duty firearms authorized by the City for use by employees while performing official duties.

606.2 POLICY

The City will make reasonable efforts to reduce risk to employees and the public by placing limitations on firearms being brought onto city property, or carried by employees during work hours or while representing the City in any capacity.

606.3 PROHIBITIONS

Employees are prohibited from possessing a firearm while on or in city property or vehicles, during work hours, and while representing the City in any capacity except as provided in this policy and consistent with state law.

Key and Electronic Access Device Controls

607.1 PURPOSE AND SCOPE

The control and accountability of keys is important to maintain a safe and secure environment for employees and members of the public.

607.1.1 DEFINITIONS

Definitions related to this policy include:

Key - All electronic or mechanical devices used to access or exit city buildings and facilities. It includes proximity cards, key fobs, and other electronic access devices.

607.2 KEY CONTROL

Keys may be issued to employees or accessed and checked out by authorized employees from secure designated areas. Keys issued to or accessed and checked out by employees shall be limited to only those keys necessary for the employee's position.

Employees shall not loan a key or key set to another person. Employees shall not possess any key for which they have not been authorized.

All keys issued or checked out to employees remain the property of the City. Employees shall not duplicate, mark, alter, or manufacture any key without written authorization.

607.3 LOCK POLICY

All city buildings and facilities should be kept locked during non-operating hours. Employees shall not leave public entrances to city buildings and facilities unlocked or propped open during non-operating hours. Employees should never leave non-public entrances to city buildings and facilities unlocked or propped open.

607.4 TESTING

Employees should periodically test locks to doors and gates located in their work environment for proper function.

607.5 MISSING KEYS

Any employee who discovers that a key or key set is missing shall report it to a supervisor as soon as reasonably practicable.

607.6 DAMAGED KEYS OR LOCKS

Malfunctioning or damaged keys or locks shall be promptly reported to a supervisor. No part of a broken key should be left in the lock. All portions of the damaged key must be turned in to a supervisor, who will provide a replacement key as needed. Damaged locks should be replaced or repaired as soon as practicable. Appropriate security measures should be taken until such time as the lock is properly restored.

Holiday Displays

608.1 POLICY

It is the policy of the City that city seasonal temporary holiday displays be appropriate and lawful.

608.2 REVIEW CRITERIA

A city holiday display should not have an overall effect of supporting or endorsing a religion or denigrating or inhibiting any religion or religious belief. When reviewing a proposed display, the City Administrator should consider the following:

- (a) The holiday display should:
 - 1. Have a primary purpose that is secular.
 - 2. Recognize the celebration of the holidays and/or seasonal traditions (e.g., lights, snowflakes, Santa Claus in the winter; bunnies, baskets, eggs in the spring).
 - 3. Include religious symbols only if they are accompanied by numerous other non-religious holiday items and in a non-religious setting.
- (b) The holiday display should not:
 - 1. Include religious symbols (e.g., a nativity scene, a cross, a menorah) alone or in a setting that focuses on or draws attention to a specific religion or the religious nature of a symbol.
 - 2. Be placed in any location that makes it appear that the display endorses a religion (e.g., on property adjacent to a church, other religious institution, or area connected to a religion; on city property that has a statue, monument, or sign that in combination with a holiday display might appear to endorse a religion).
 - 3. Be used for any religious practices or ceremonies.

Disciplinary Action

609.1 PURPOSE AND SCOPE

There are times when it is necessary for the City to issue disciplinary action to employees due to violation of work or safety rules, harassment of employees, insubordination, inappropriate conduct, attendance problems, or poor performance. The City does not have a formal progressive disciplinary policy but reserves the right to utilize whatever disciplinary measures it believes are appropriate under the particular circumstances. The City Administrator may place an employee on administrative leave during an investigation of conduct.

609.2 DISCIPLINARY ACTION POLICY

The disciplinary action the City may take can include any of the following, in no particular order, in any combination, or in isolation:

- **Verbal Counseling:** Verbal counseling is an oral reprimand given by the employee's supervisor.
- **Training/Counseling:** The employee may be required to successfully complete special training to improve work performance or on-the-job behavior.
- **Written Reprimand:** A written reprimand is a written notification of the employee's unsatisfactory performance or other violation of City or departmental policies.
- **Special Probation:** A special probation is a trial period of a specified length of time during which the employee is required to fulfill a set of conditions or improve work performance or on-the-job behavior. Failure to meet a special probationary requirement may result in additional disciplinary action, up to and including termination. All special probation shall be documented.
- **Suspension:** A suspension is the removal of an employee from the workplace for a specified period of time with or without pay.
- **Disciplinary Demotion:** A disciplinary demotion is the placement of an employee into a lower job classification as a result of disciplinary action.
- **Termination:** A termination is the permanent removal of an employee from the City's employment.

609.3 IMPLEMENTATION OF DISCIPLINARY ACTION

Supervisors, department heads, and/or the City Administrator will determine appropriate disciplinary action for any conduct.

The appropriate Supervisor, department head and/or City Administrator shall have responsibility for all disciplinary action but may delegate this authority as appropriate. Any actions beyond written reprimand should be discussed with the City Administrator. The City Administrator's decision on any disciplinary matter shall be final.

Communicable Diseases

610.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of employees contracting and/or spreading communicable diseases.

610.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, or tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B virus (HBV), HIV, and tuberculosis.

Exposure - When an eye, the mouth, a mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing, or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to an employee's position with the City.

610.2 EXPOSURE PREVENTION AND MITIGATION

All employees are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes but is not limited to:

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks, or other specialized equipment in the work area or vehicles, as applicable.
- (b) Wearing approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., clothing, shoes, work equipment) as soon as possible if the equipment is a potential source of exposure.
 - 1. Clothing that has been contaminated by blood or other potentially infectious materials should be removed immediately or as soon as feasible and stored/decontaminated appropriately.

Communicable Diseases

- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

610.3 INITIAL POST-EXPOSURE STEPS

Employees who experience an exposure or suspected exposure shall :

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practical.

610.3.1 REPORTING REQUIREMENTS

Supervisors should investigate every exposure or suspected exposure that occurs as soon as possible following the incident. Supervisors should document the following information:

- (a) Identification of the employee exposed
- (b) Date and time of incident
- (c) Location of incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

Supervisors should advise their employees that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. Supervisors should complete the incident documentation in conjunction with other reporting requirements that may apply.



Chapter 7 - Technology and Equipment

Information Technology Use

700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of city information technology resources, including computers, electronic devices, hardware, software, and systems.

700.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented, or licensed by the City that are provided for official use by its employees. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the City or city funding.

Hardware - Includes but is not limited to computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), pagers, modems, or any other tangible computer device generally understood to comprise hardware.

Software - Includes but is not limited to all computer programs, systems, and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file, or file - Any electronic document, information, or data residing or located, in whole or in part, on the system, including but not limited to spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs, or videos.

700.2 POLICY

It is the policy of the City that employees shall use information technology resources, including computers, software, and systems, that are issued or maintained by the City in a professional manner and in accordance with this policy.

700.3 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any city computer system.

The City reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the City, including the city email system, computer network, and/or any information placed into storage on any city system or device. This includes records of all key strokes or web-browsing history made at any city computer or over any city network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through city computers, electronic devices, or networks.

Information Technology Use

700.4 RESTRICTED USE

Employees shall not access computers, devices, software, or systems for which they have not received prior authorization or the required training. Employees shall immediately report unauthorized access or use of computers, devices, software, or systems by another employee to their supervisors.

Employees shall not use another person's access passwords, logon information, and other individual security data, protocols, and procedures unless directed to do so by a supervisor.

700.4.1 SOFTWARE

Employees shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, employees shall not install any unlicensed or unauthorized software on any city computer. Employees shall not install personal copies of any software on any city computer.

No employee shall knowingly make, acquire, or use unauthorized copies of computer software that is not licensed to the City while on city premises, computer systems, or electronic devices. Such unauthorized use of software exposes the City and involved employees to severe civil and criminal penalties.

Introduction of software by employees should only occur as a part of the automated maintenance or update process of city-approved or installed programs by the original manufacturer, producer, or developer of the software. Any other introduction of software requires prior authorization from a supervisor and a full scan for malicious attachments.

700.4.2 HARDWARE

Access to technology resources provided by or through the City shall be strictly limited to city-related activities. Data stored on or available through city computer systems shall only be accessed by authorized employees who have a legitimate city-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

700.4.3 INTERNET USE

Internet access provided by or through the City shall be strictly limited to city-related activities. Internet sites containing information that is not appropriate or applicable to city use and that shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of an employee's assignment.

700.4.4 USE DURING NON-WORK HOURS

Employees shall only use technology resources provided by the City during work hours unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting,

Information Technology Use

email, or any other off-the-clock work-related activities. This also applies to personally owned devices that are used to access city resources.

700.5 PROTECTION OF SYSTEMS AND FILES

All employees have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Employees shall ensure city computers and access terminals are not viewable by unauthorized users. Computers and terminals should be secured, users logged off, and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed.

It is prohibited for an employee to allow an unauthorized user to access the computer system at any time or for any reason. Employees shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources to a supervisor.

700.6 INSPECTION AND REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of supervisory duties or based on cause.

Reasons for inspection or review may include but are not limited to computer system malfunctions, problems, or general computer system failure, a lawsuit against the City involving one of its employees or an employee's duties, an alleged or suspected violation of any city policy, a request for disclosure of data, or a need to perform or provide a service.

Qualified staff may extract, download, or otherwise obtain any and all temporary or permanent files residing or located in or on the city computer system when requested by a supervisor or during the course of regular duties that require such information.

Electronic Mail

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the City.

701.2 POLICY

Employees shall use email in a professional manner in accordance with this policy and current public records laws.

701.3 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to emails accessed, transmitted, received, or reviewed on any city technology system.

701.4 RESTRICTIONS ON USE OF EMAIL

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration, or practices of the City.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing, or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire City are only to be used for official business-related items that are of particular interest to all users. In the event that an employee has questions about sending a particular email communication, the employee should seek prior approval from a supervisor.

It is a violation of this policy to transmit a message under another employee's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Employees are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of an employee's email, name, or password. Any employee who believes the employee's password has become known to another person shall change the password immediately.

Generative Artificial Intelligence Use

702.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for city use of generative artificial intelligence (GenAI). This policy does not apply to artificial intelligence that is integrated into facial recognition applications, voice recognition applications, biometric access controls, or software that redacts documents or video or similar applications.

702.1.1 DEFINITIONS

Definitions related to this policy include:

Generative artificial intelligence (GenAI) - A type of artificial intelligence that is algorithmically trained on one or more large data sets and designed to generate new and unique data (e.g., text, pictures, video) in response to a prompt (generally questions, instructions, images, or video) input by the user.

702.2 POLICY

The use of GenAI systems carries unique benefits within a local government entity, providing ways to increase operational efficiency, enhance city procedures, and improve the overall effectiveness of the City.

However, the prompts input into GenAI systems can present risks to both individuals and local governments by making accessible to the public information such as facility security records, security procedures, personal information, certain law enforcement records, and other confidential information (e.g., protected information, social services records, financial records). In addition, without safeguards in place, GenAI can produce unintended discriminatory or biased output as well as content that is inaccurate, misleading, or copyrighted.

It is the policy of the City to develop, implement, and use GenAI ethically and responsibly in a way that minimizes potential risk and harm in accordance with the guidelines set forth below.

Any function carried out by an employee of the City using GenAI is subject to the same laws, rules, and policies as if carried out without the use of GenAI. The use of GenAI does not permit any law, rule, or policy to be bypassed or ignored.

702.3 USE OF GENERATIVE AI

The use of city GenAI systems by city employees shall be limited to official work-related purposes, and employees shall only access and use GenAI systems for which they have been authorized.

Employees shall use AI-generated content as an informational tool and not as a substitution for human judgment or decision-making.

AI-generated content should be considered draft material only and shall be thoroughly reviewed prior to use. Before relying on AI-generated content, employees should:

Generative Artificial Intelligence Use

- (a) Obtain independent sources for information provided by GenAI and take reasonable steps to verify that the facts and sources provided by GenAI are correct and reliable.
- (b) Review prompts and output for indications of bias and discrimination and take steps to mitigate its inclusion when reasonably practicable.
- (c) Include a statement in the final document or work product that GenAI was used to aid in its production.

702.3.1 PRIVACY CONSIDERATIONS

Information not otherwise available to the public, including data reasonably likely to compromise an investigation, reveal confidential security information, training, or procedures, or risk the safety of any individual if it were to become publicly accessible, should not be input into a GenAI system unless contractual safeguards are in place to prevent such information from becoming publicly accessible. Employees should instead use generic unidentifiable inputs, such as "person," and hypothetical scenarios whenever possible.

Protected information should only be input into GenAI systems that have been approved for such use and comply with applicable privacy laws and standards.

Local Government-Owned and Personal Property

703.1 PURPOSE AND SCOPE

This policy addresses the care of city-owned property and the role of the City when personal property, the property of another person or entity, or city-owned property is damaged or lost.

703.2 LOCAL GOVERNMENT-ISSUED PROPERTY - EMPLOYEE RESPONSIBILITIES

Employees shall promptly report, through their supervisors, any loss of, damage to, or unserviceable condition of any city-issued property or equipment.

- (a) The use of damaged or unserviceable property should be discontinued as soon as practicable.
- (b) Except when otherwise directed by a supervisor or when exigent circumstances exist, city-issued property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (c) City-issued property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without prior approval.
- (d) Employees should obtain a supervisor's approval before any attempt to repair damaged or unserviceable property, unless the repair is of a minor or temporary nature.

703.3 DAMAGE TO PROPERTY OF ANOTHER PERSON OR ENTITY

Employees who intentionally or unintentionally damage or cause to be damaged the real or personal property of another person or entity while performing any city function shall promptly report the damage to a supervisor.

703.3.1 DAMAGE BY OTHERS

Employees who observe damage to the real or personal property of the City should report the damage as follows:

- (a) A verbal report should be made to the employee's immediate supervisor and to the employee or department responsible for the property as soon as practicable.
- (b) A written report should be submitted before the end of the employee's workday or as otherwise directed by the supervisor.

Vehicle Maintenance

704.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that city vehicles are appropriately maintained.

704.2 POLICY

The City will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

704.3 GENERAL DUTIES

Employees are responsible for assisting in maintaining city vehicles so that they are properly equipped, maintained, and refueled and present a clean appearance.

704.4 DEFECTIVE VEHICLES

When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the employee who becomes aware of the defective condition and forwarded to a supervisor for action.

Documents describing the correction of the safety issue shall be promptly filed by the supervisor with the vehicle history.

704.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

704.4.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, and severe weather exposure.

704.4.3 REMOVAL OF WEAPONS

Only authorized firearms, weapons, or control devices shall be carried in city vehicles. Any authorized firearms, weapons, and control devices shall be removed from a vehicle and properly secured prior to the vehicle being released for maintenance, service, or repair.

704.5 VEHICLE REFUELING

Generally, vehicles should not be operated with less than one-quarter tank of fuel. Vehicles should not be returned to the pool or the assigned department at the end of the workday with less than one-quarter tank of fuel. Vehicles shall only be refueled at an authorized location or through use of an authorized fleet card.

Vehicle Maintenance

704.6 WASHING OF VEHICLES

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the City.

Employees using a vehicle shall remove any trash or debris at the end of their workday. Confidential material should be placed in a designated receptacle that has been provided for shredding this material.

Vehicle Use

705.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for employees who use vehicles for city business. This policy does not create or imply any contractual obligation by the City to provide assigned vehicles.

Individual department heads may have additional policies for vehicle use to address specific vehicles (e.g., emergency vehicles) and duty assignments (e.g., law enforcement undercover work).

705.2 POLICY

The City authorizes the use of certain vehicles for official city business to enhance operational efficiency and requires that vehicles are operated in a safe and legal manner.

705.3 USE OF VEHICLES

705.3.1 VEHICLE ASSIGNMENTS

City vehicles may be assigned to individual employees at the discretion of the City Administrator or the authorized designee. Vehicles may be assigned for partial or full workday use and/or take-home use. Vehicle assignments may be changed or suspended at any time. Permission to take home a vehicle may be withdrawn at any time.

Vehicle assignments shall be based on the employee's job description, essential functions, and employment status. Vehicles may be reassigned or utilized by other city employees at the discretion of the City Administrator or the authorized designee.

705.3.2 EMPLOYEE RESPONSIBILITIES

Employees operating a vehicle as part of their job with the City shall:

- (a) Possess a valid driver's license.
 - 1. Employees shall report any suspensions or revocations of their license and any changes to driving privileges as soon as practicable and before any subsequent city vehicle use or personal vehicle use for city business.
 - 2. Employees must possess a valid commercial driver's license or special class license when applicable.
- (b) Provide the city with a driver's history report upon request.
- (c) Possess appropriate insurance as required for personal vehicles used for city business.
 - 1. Employees shall notify a supervisor if their automobile insurance has been canceled, declined, or not renewed.
 - 2. The private insurance of employees using their personal vehicles under this policy shall be considered the primary insurance for any accidents or damage.

Vehicle Use

- (d) Notify a supervisor of any citations or arrests for motor vehicle-related violations or offenses as soon as practicable.
- (e) Obey all traffic laws.
- (f) Maintain any personal vehicles used for city business in safe working order.

705.3.3 INSPECTIONS

Employees shall be responsible for inspecting the interior and exterior of any assigned city vehicle. If the vehicle is assigned for the workday, it should be inspected before use and at the conclusion of the workday. If the vehicle is assigned for less than a workday, it should be inspected before use and upon conclusion of use. Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

All city vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

705.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times to safeguard any city equipment prior to parking or leaving the vehicle.

705.3.5 VEHICLE LOCATION SYSTEM

City vehicles, at the discretion of the City Administrator, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, employees are not relieved of their responsibility to use any required communication practices to report their location and status.

Employees shall not make any unauthorized modifications to the system. If an employee finds that the system is not functioning properly at any time, the employee should notify a supervisor as soon as reasonably practicable.

System data may be accessed by supervisors at any time. However, access to historical data by other than supervisors will require City Administrator approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

705.3.6 KEYS

Employees who are assigned a specific vehicle should be issued keys for that vehicle. Employees shall not duplicate keys or share them with any person except another employee authorized to use that vehicle. The loss of a key shall be promptly reported in writing to the employee's supervisor.

705.3.7 AUTHORIZED PASSENGERS

Employees operating assigned vehicles shall not permit unauthorized persons to ride as passengers in the vehicle.

Vehicle Use

705.3.8 PARKING

Employees should obey parking regulations at all times.

City vehicles should be parked in assigned spaces. Employees shall not park personal vehicles in spaces assigned to city vehicles or in other parking areas that are not so designated unless authorized by a supervisor.

705.3.9 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions, or removal of any equipment or accessories from city vehicles without written permission from the City Administrator or the authorized designee.

705.4 UNSCHEDULED TAKE-HOME USE

Employees may take home city vehicles only with prior approval of a supervisor and shall meet the following criteria:

- (a) The circumstances are unplanned and were created by the needs of the City.
- (b) Other reasonable transportation options are not available.
- (c) The employee lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the city limits.
- (d) Off street parking will be available at the employee's residence.
- (e) The vehicle will be locked when not attended.
- (f) All portable city equipment will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

705.5 ASSIGNMENT OF TAKE-HOME VEHICLES

Assignment of take-home vehicles should be based on the location of the employee's residence, the nature of the employee's job, whether the employee performs work outside of regular business hours, the employee's employment status, and available resources.

Employees are cautioned that under federal and local tax rules, personal use of a city vehicle may create an income tax liability for the employee. Questions regarding tax rules should be directed to the employee's tax adviser.

Travel to and from the home will not be considered work time.

705.5.1 TAKE-HOME VEHICLE

Take-Home Vehicles shall:

- (a) Only be used for work-related purposes and shall not be used for personal reasons
- (b) Vehicles are to be parked off-street at the employee's residence. If the vehicle is not secured inside a locked garage, all removable city equipment shall be removed and properly secured in the residence.
- (c) Vehicles are to be secured at the employee's residence or the appropriate city facility, at the discretion of the employee's supervisor, when an employee will be away (e.g., on vacation) for periods exceeding one week.
 - 1. If the vehicle remains at the employee's residence, the City shall have access to the vehicle.

Vehicle Use

705.6 DAMAGE, ABUSE, AND MISUSE

When any city vehicle is involved in a traffic accident or otherwise incurs damage, the involved employee shall promptly notify a supervisor. Any traffic accident report shall be filed with the agency having jurisdiction.

Damage to any city vehicle that was not caused by a traffic accident shall be immediately reported during the shift or workday in which the damage was discovered and documented. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

Vehicle Safety Restraints/Safety Belts

706.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of safety belts and restraints. This policy will apply to all employees operating or riding in city vehicles.

Individual department policies may provide additional guidance.

706.2 POLICY

It is the policy of the City that employees use safety restraint systems to reduce the possibility of death or injury in a motor vehicle accident.

706.3 WEARING OF SAFETY RESTRAINTS

All employees shall wear properly adjusted safety restraints at all times when operating or riding in a seat equipped with restraints, in any vehicle owned, leased, or rented by this city, or in any privately owned vehicle when conducting city business. The employee driving such a vehicle shall ensure that all other occupants, including those who are not employees of the City, are properly restrained.

706.4 INOPERABLE SAFETY BELTS

City vehicles shall not be operated when the safety belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the safety belt is inoperable.

City vehicle safety belts shall not be modified, removed, deactivated, or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the City Administrator or the authorized designee.

Employees who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

706.5 VEHICLES MANUFACTURED WITHOUT SAFETY BELTS

Vehicles manufactured and certified for use without safety belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

706.6 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Personal Protective Equipment

707.1 PURPOSE AND SCOPE

This policy addresses the use of personal protective equipment (PPE) provided by the City.

707.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.

707.2 POLICY

The City endeavors to protect employees by supplying certain PPE as provided in this policy.

707.3 SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for identifying and making available PPE appropriate for the work environment.

707.4 EMPLOYEE RESPONSIBILITIES

Employees are required to use PPE pursuant to their training.

Employees are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any employee who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

707.5 EQUIPMENT PROCUREMENT AND USE

PPE shall meet or exceed any applicable requirements. Federal or other nationally recognized standards should be used as a guide for the procurement, use, maintenance, and storage of safety-related equipment in the absence of other mandatory requirements.



Chapter 8 - Records and Documents

Personnel Records

800.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual employee's name.

800.2 POLICY

It is the policy of the City to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of this state.

800.3 PERSONNEL FILE

A personnel file shall be maintained as a record of a person's employment/appointment with this city. The personnel file may contain the below items:

- (a) Personal data, including photographs, marital status, names of family members, educational and employment history, or similar information.
- (b) Personnel action reports reflecting assignments, promotions, and other changes in employment/appointment status.
- (c) Original performance evaluations.
- (d) Discipline records, including copies of sustained personnel complaints.
- (e) Supervisor notes or memos
- (f) Commendations and awards.
- (g) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

800.4 DEPARTMENT, DIVISION, OR AGENCY FILE

Department files may be separately maintained internally by an employee's supervisor for the purpose of completing timely performance evaluations. The file may contain supervisor comments, notes, notices to correct, and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

800.5 DISCLOSURE AND REVIEW

Personnel records are subject to disclosure only as provided by law, or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the City Administrator or representatives of the City in connection with official business.

800.6 EMPLOYEES' ACCESS TO THEIR PERSONNEL RECORDS

Employees may request access to their own personnel records during the normal business hours of those responsible for maintaining such files. Employees may be granted access to their

Personnel Records

personnel file, but may not make copies or remove items from the file. Notes may be made by current employees to their file.

Former employees will not be granted access to their personnel file, except as provided by law.

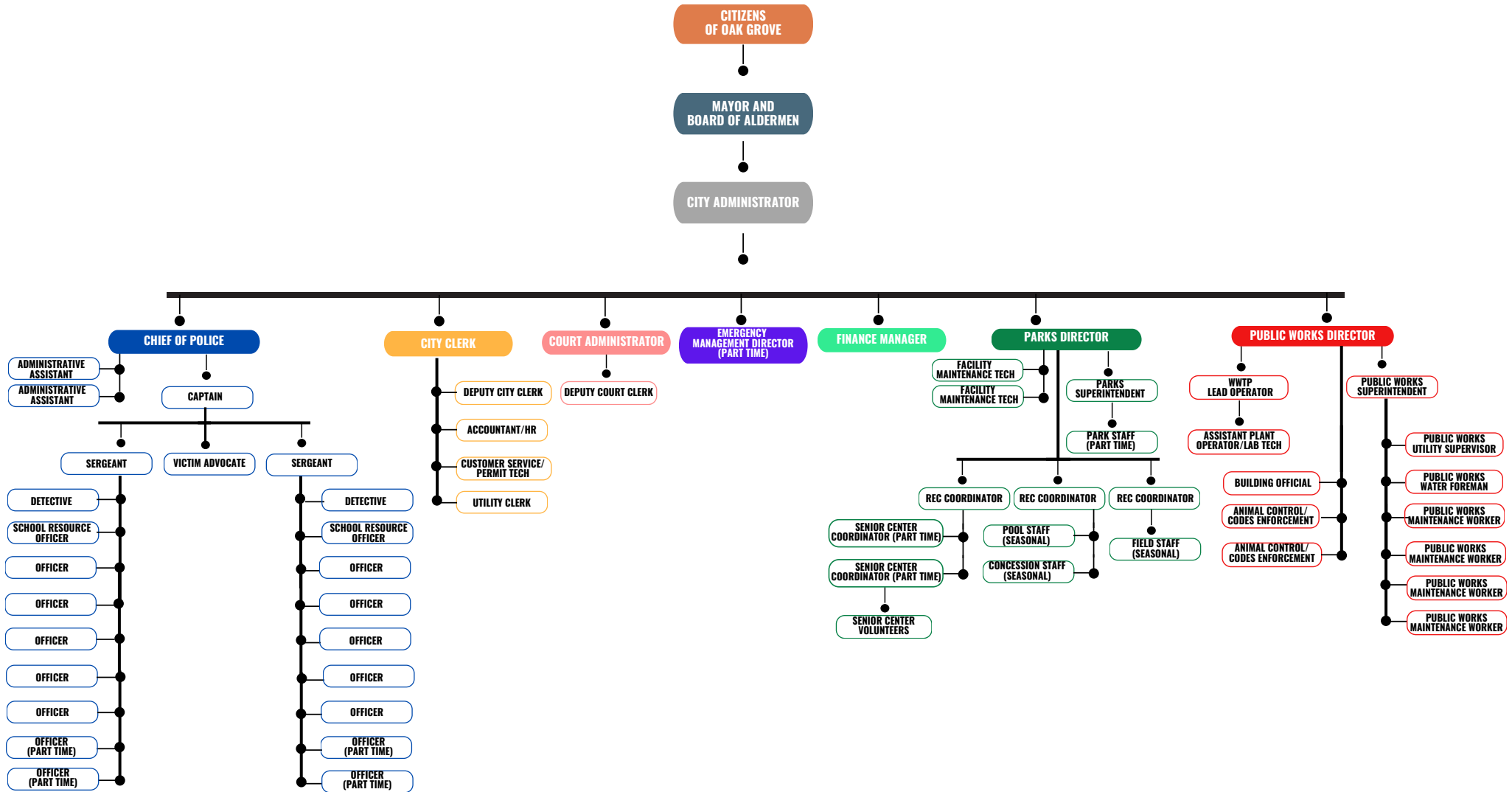
Employees may be restricted from accessing files containing certain information (e.g., ongoing investigations to the extent that it could jeopardize or compromise the investigation).

800.7 EMPLOYMENT VERIFICATION/REFERENCE

Employment references confirming employment dates, position title, and salary may be given.



Appendix A - Organization Chart





Appendix B - Pay Scale



EMPLOYEE PAY SCALE

Title	Grade	Entry	Mid	Ceiling	Hourly Entry
Seasonal and Part-Time (Effective Jan 1. 2026)	1	31,200	39,018	50,023	\$ 15.00
Facilities Maintenance Tech	2	34,250	42,832	54,913	\$ 16.47
Public Works Maintenance Worker Recreation Coordinator	3	38,000	47,522	60,925	\$ 18.27
Public Safety Administrative Assistant Deputy Court Clerk Utility Clerk Customer Service Rep/Permit Tech	4	39,650	49,585	63,570	\$ 19.06
Animal and Code Enforcement Officer Deputy City Clerk Public Works Water Foreman	5	41,600	52,024	66,697	\$ 20.00
Assistant Plant Operator/Lab Tech Public Works Utility Supervisor	6	43,250	54,087	69,342	\$ 20.79
Accountant/HR Parks Superintendent	7	46,750	58,464	74,954	\$ 22.48
Court Administrator	8	49,500	61,904	79,363	\$ 23.80
Finance Manager Director Emergency Management	9	53,150	66,468	85,215	\$ 25.55
City Clerk Public Works Superintendent Building Official	10	56,750	70,970	90,987	\$ 27.28
Wastewater Treatment Plant Lead Operator	11	65,000	81,288	104,214	\$ 31.25
Police Captain Park and Recreation Director	12	74,250	92,855	119,044	\$ 35.70
Public Works/Community Development Director	13	81,750	102,235	131,069	\$ 39.30
Chief of Police	14	91,500	114,428	146,701	\$ 43.99
City Administrator	15	Determined by the Board of Aldermen			



Appendix C - Job Descriptions



POSITION DESCRIPTION

Job Title	Accountant / Human Resources	Direct Supervisor	City Clerk
Department	Administration	Position Type	Full Time
Cost Center	20%-10202- Administration 40%-20309- Water 40%-25303- Sewer	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

The Accountant/Human Resources position performs routine and daily accounting tasks including accounts payable, banking, credit cards, payroll, audit assistance, financial reporting, verifying and reconciling input to financial reporting system output. Responds to inquiries and contacts other departments and/or vendors to discuss and/or resolve any situations that may arise. Manages benefit administration and managing human resources policies and practices for City employees.

Essential Duties and Responsibilities

I. Human Resource (10%)

- a. Meet with new full and part-time employees to fill out the required forms and review benefit options offered.
- b. Meet with seasonal employees each year and assist them with filling out required forms and collect documents for employment.
- c. Receive termination notice from employees and verify all deductions are made on the employee's last payroll and notify all benefit carriers of termination of enrollment.
- d. Set up and maintain employee files and enter information into the accounting software system.

- e. Report employee information in E-Verify and to MO Department of Revenue for new hires.
- f. Report online new and terminating employee information to appropriate vendors.
- g. Finalize enrollment of new employee benefits with the various benefit carriers and set up fuel card authorization if necessary.
- h. Aid employees with payroll or benefit issues assuring for accuracy, timeliness, professionalism, confidentiality.
- i. Review Employee Handbook for any necessary updates.
- j. Record employee training, certifications, and continuing education in software system and file certificates in employee file.

II. Payroll (30%)

- a. Accept all employee timesheets from each department head bi-weekly for payroll processing. Review each timesheet for accuracy and input hours in Excel payroll spreadsheet to reconcile the totals.
- b. Input hours and time accrued into the accounting software system, following the checklist in the system and saving reports according to the Retention Policy. Review information entered for accuracy against each timesheet and with the payroll spreadsheet to reconcile the totals.
- c. Process and maintain police department payroll and special site pay on a biweekly basis to FOP agreement standards. Track shift differential pay for officers working night shift.
- d. Submit payroll electronically to the bank for approval and transmit pay stub file to Doculivity. Check for accuracy of file and transmission release time.
- e. Submit EFTPS file, verifying amounts, date, and quarterly reporting assuring for accuracy and timeliness.
- f. Report and process payments of garnishments and child support assuring for accuracy, timeliness and confidentiality.
- g. Perform Monthly and Quarterly Reporting to MO Department of Revenue, MO Unemployment Security and IRS assuring for accuracy and timeliness.
- h. Manage and report contribution amounts to the 457 Plan and process ACH payment assuring for accuracy and timeliness.
- i. Prepare spreadsheets monthly for Jackson County Drug Task Force and COP Grant Reports for the appropriate employees for reimbursement submit copies of timesheets, pay stub, and Payroll Register with the updated spreadsheet each month.

- j. Process reports and payments online of monthly, quarterly and end of the year taxes and W2's. Complete all year-end requirements on the payroll software system and distribute W2's to employees assuring for accuracy and timeliness.
- k. Process monthly reconciliations on multiple General Ledger liability accounts. Submit Excel spreadsheets to the Finance Manager, notating any adjustments that need to be made and description of adjustments.
- l. Print reports and record hours monthly for ACA Reporting on spreadsheet. Verify quarterly amounts at the end of the year on Benefit Solver and approve for processing of annual reporting and distribution of 1095 C forms to employees and reporting 1094 C Form to the IRS.
- m. Maintain and order labor law posters for each department, making sure postings are up to date with required regulations.

III. Benefits (6%)

- a. Schedule annual open enrollment meetings for Health Benefits and Supplemental Insurance (Aflac). Coordinate luncheons for employee wellness events.
- b. Schedule and oversee employee health screenings, vaccinations and Health Fair.
- c. Maintain Health, Dental, and Vision Insurance programs. Perform monthly reconciliation of premiums on Excel spreadsheet, compared to the General Ledger. Submit Excel spreadsheet to Finance Manager with explanation of any discrepancies for possible Journal Entries.
- d. Submit and approve online enrollment information for Health, Dental, and Vision Insurance programs with personal information changes and monthly premium payments.
- e. Submit and maintain Supplemental Insurance (Aflac) enrollment information and monthly premium payments online.
- f. Manage and report wages to the Mo Local Government at the end of each month online. Enter employee wage amounts on Excel Spreadsheet to reconcile. Compare amounts based on the LAGERS website to the accounting software system. Any discrepancies will need to be resolved at the end of each month. Finance Manger is given a copy of the Excel spreadsheet with noted discrepancies for possible journal entries.
- g. Verify employee certifications of retiring employees through the LAGERS system. Wages will need to be certified online for accuracy.
- h. Attend and participate in the MPR Benefit Advisory Committee meetings throughout the year to review benefit plans and services and provide recommendations to the MPR Board of Directors.

IV. Accounts Payable (40%)

- a. Set up vendors in the accounting system and request W9s for proper classification

reporting. Request information from vendors about payment options, whether check or ACH.

- b. Input and process invoices and purchase orders submitted from all departments and verify coding for accuracy.
- c. Process invoice payments to Vendors by check or ACH. Submit proper ACH pay or Positive Pay files to the bank.
- d. Reconcile accounts, working with vendors on missing invoices or payments. Maintain annual vendor files with check payment stubs, invoices, and purchase orders. Prepare new files for each vendor annually and retain previous years as stated by records retention policy.
- e. Prepare expenditure reports for bi-monthly Board of Aldermen meeting packet and submit them to the City Clerk.
- f. Prepare requested reports to Finance Manager.
- g. Perform year-end reconciliation of accounts payable system. Reconcile the 1099 vendors and determine 1099 reporting through online submission to the IRS FIRE System.
- h. Assist in monitoring checking account balances.
- i. Evaluate propane usage annually for Public Works and Parks Department. Forecast and submit the recommendation on how many gallons to Prebuy for winter consumption. Track usage through the season for accuracy and account balance.
- j. Review monthly outstanding checks that have not been cashed. Contact vendors if the check has been received. Request stop pay for lost checks and reissue as needed.

V. General Insurance (6%)

- a. Manage Insurance Schedules of city property. Submit new property information to MPR for coverage. Periodically supply Department heads reports to verify accuracy and adjustments of property throughout the year for possible sale or disposal.
- b. Submit annual property schedules for renewal updates to MPR, verifying all buildings, vehicles, and other property are listed on insurance schedules and recovery costs are current.
- c. Receive incident claims of city property or from other resident incidents. Submit claims to insurance carrier when needed or process denial letters. Prepare and retain files of all correspondence, pictures, and any claim amounts according to the retention policy.
- d. Maintain files and titles on all city vehicles. Set up and order fuel cards and distribute insurance cards to be kept in all vehicles.

VI. Workers Compensation (5%)

- a. Receive and respond to Nurse Line Reports of injured employees assuring for accuracy, timeliness, and confidentiality. Notify department heads and advise them of current information and employees return to work status. Correspond with work comp carrier on doctor appointments, physical therapy, and treatments to make sure employee is receiving proper care.
- b. Create Workers Compensation file per incident and maintain according to for records retention policy requirements.
- c. Provide information for the annual Work Comp Audit and meet with auditor, answering any questions and reviewing final results.
- d. Submit annual projection of Workers Compensation Questionnaire report to MPR of future year and current payroll for coverage.

VII. Miscellaneous (3%)

- a. Annual Audit – Provide requested reports, check copies, back up information for Accounts Payable and Payroll for review by auditors and be available for any questions.
- b. Monitor mail machine postage usage. Purchase postage from an online account and download it to the machine. Order any supplies as needed.
- c. Attend conferences or meetings for further information and education hosted by Mo Local Government and Midwest Public Risk.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- Two or more years in a municipal government setting.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Proficient knowledge of MS Office (Word, Excel).
- Proficient with the use of office equipment.
- Familiarity with research practices.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Excellent customer service skills.

Ability to:

- Establish and maintain effective working relationships with others.
- Understand, prepare and present a variety of reports for oral and written presentations.
- Work courteously with individuals in person and by phone.
- Above average verbal, written and non-verbal communication skills.
- Prioritize and effectively execute multiple tasks at once.
- Effectively supervise, develop, organize motivate and utilize city staff.

Work Environment

- Requirements of the position require the incumbent to generally perform in a typical office environment.
- Limited exposure to outdoor temperatures or dirt or dust.
- Might occasionally be required to move items or equipment up to 40 lbs.
- Average amount of overtime/extended work hours may be required.

Physical Job Requirements

- Must be able to remain in a stationary position during shift.
- Moves throughout the building to access files and records.
- Constantly operates a computer and other office machinery, such as a calculator and copy equipment.
- Must be able to see close-up and the ability to adjust focus.
- The ability to communicate information and ideas so others will understand.

Mental Job Requirements

- Works well independently and in a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.

- Above average complexity/deadline requirements regarding decision making.
- Above average ability to learn new tasks, remember processes and maintain focus.
- Above average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

The preceding job description outlines the general nature and level of work performed by employees in this role. It is not intended to be a comprehensive list of all duties, responsibilities, or qualifications. Employees may be required to perform other job-related tasks or assignments as requested by their supervisor.

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Supervisor Signature		Date:	



POSITION DESCRIPTION

Job Title	Administrative Assistant	Direct Supervisor	Director of Public Safety (Chief of Police)
Department	Public Safety	Position Type	Full Time
Cost Center	10408- Public Safety	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

The administrative assistant is responsible for maintenance and care of police records in accordance with federal and state laws, coordinating the timely exchange of information with the City and County Prosecutor's offices and other law enforcement agencies, private agencies legally entitled to receive police information, and the public. The administrative assistant also serves as communication liaison for both internal and external communication when required.

Essential Duties and Responsibilities

I. Telephone and Visitor Activities (30% of Time)

- a. Receives telephone calls assuring for professionalism and courtesy.
- b. Routes callers to the appropriate party or takes messages assuring for accuracy.
- c. Answers questions and completes follow-up where appropriate assuring for accuracy and timeliness.
- d. Greets visitors assuring for the best possible public relations for the City.
- e. Provides coverage for other city offices as needed.

II. Scheduling Activities (10% of Time)

- a. Maintains awareness of the schedule of the Director and selected others assuring for accuracy.
- b. Schedules and clarifies appointments as requested assuring for professionalism and accuracy.
- c. Changes schedules as is necessary assuring for accuracy and professionalism.

III. Correspondence and Administrative Activities (60% of Time)

- a. Drafts letters, memos, etc., as requested and returns them to their author for editing and review.
- b. Redrafts documents as needed for professionalism, timeliness and accuracy.
- c. Proofreads, edits, and generally reviews all correspondence, brochures, and other materials assured for accuracy.
- d. Completes and maintains files assuring for easy recall and accurate and effective record keeping.
- e. Types general correspondence, reports, and transcribes taped materials.
- f. Maintains department timesheet file.
- g. Establishes new employees onto the department and State systems. Establishes employee files. Make changes and adjustments as requested.
- h. Assists with the planning and implementation of recognition and other employee events.
- i. Provides coverage and some training for other positions as needed.
- j. Enters and, as appropriate, removes all warrants into the system assuring for accuracy and timeliness.
- k. As needed, acts as the day shift Dispatcher, communicating to all Officers the various incidents occurring on an ongoing basis.
- l. Establishes case file for each case, checks for thoroughness and completeness, distributes appropriately as needed, and maintains files for easy recall.
- m. Generates monthly and annual crime statistical reports assuring for accuracy and timeliness. Distributes appropriately.

Minimum Requirements

Education and/or Experience Requirements

- Completed High School Diploma or equivalent.
- Basic knowledge of law enforcement.
- Knowledge of modern office equipment, practices and procedures.
- Must have extensive knowledge of English grammar, spelling and mathematics.
- Ability to utilize word processing software.
- Ability to prepare effective correspondence on routine matters.
- Ability to react quickly and calmly in emergency/high stress situations
- No arrests or convictions for felony crimes or crimes of moral turpitude.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Proficient knowledge of MS Office (Word, Excel).
- Proficient with the use of office equipment.
- Ability to work courteously with individuals in person and by phone.
- Familiarity with federal and state laws pertaining to maintenance of police records.
- Experience with media and public relations.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Excellent customer service skills.

Ability to:

- Establish and maintain effective working relationships with others.
- Ability to understand, prepare and present a variety of reports for oral and written presentations.
- Above average verbal, written and non-verbal communication skills.
- Prioritize and effectively execute multiple tasks at once.
- React quickly and calmly in emergency/high stress situations.

Work Environment

- Requirements of the position require the incumbent to generally perform in a typical office environment and to handle routine office materials and tools.
- Limited exposure to outdoor temperatures or dirt or dust.
- Might occasionally be required to move items or equipment up to 40 lbs.
- Average amount of overtime/extended work hours may be required.

Physical Job Requirements

- Must be able to remain in a stationary position during shift.
- Moves throughout the building to access files and records.
- Normal dexterity of hands and fingers and ability to maintain balance and physical control.
- Constantly operates a computer and other office machinery, such as scan/copy equipment.
- The ability to communicate information and ideas so others will understand.
- Must be able to see close-up and the ability to adjust focus.

Mental Job Requirements

- Works well in a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above average complexity/deadline requirements regarding decision making.
- Above average ability to learn new tasks, remember processes and maintain focus.
- Above average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

The preceding job description outlines the general nature and level of work performed by employees in this role. It is not intended to be a comprehensive list of all duties, responsibilities, or qualifications. Employees may be required to perform other job-related tasks or assignments as requested by their supervisor.

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Supervisor Signature		Date:	



POSITION DESCRIPTION

Job Title	Aquatic Manager	Direct Supervisor	Recreation Coordinator
Department	Parks and Recreation	Position Type	Seasonal
Cost Center	10707- Pool	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	Yes (Seasonal)	Positions Supervised	Lifeguard, Office/Concession Workers

Job Summary

The Aquatic Manager will supervise lifeguards, office and concession workers to ensure the safety and satisfaction of the pool and patrons by enforcing the policies and procedures that are in place. The manager will manage, plan and coordinate assigned programs and assist with scheduling and overseeing any special events.

Essential Duties and Responsibilities

- a. Supervise the work of aquatic staff, safeguarding patrons and other people using the swimming pool or facility.
- b. Enforce pool regulations and water safety policies.
- c. Develop and maintain ongoing, in-service training for lifeguards.
- d. Evaluates and records any incident that occurs at the Aquatic Center, through an incident report form.
- e. Resolve and report difficult situations that arise between the lifeguards and patrons and take appropriate action to resolve the complaints and maintain good patron relations.
- f. Assist with work scheduling.

- g. Promotes a cohesive aquatic team and positive work environment.
- h. Informs swimmers of improper activities or danger.
- i. Administers first aid in the event of injury, rescues swimmers in distress or danger of drowning, and administers CPR and/or artificial respiration, if necessary.
- j. Assists with water testing, recording and helps add chemicals to pool water if needed.
- k. Communicate effectively to staff and patrons.
- l. Lead and instruct swim lessons.
- m. Answers office phone, schedules events and assist with checking in patrons.
- n. Reports the following to Recreation Coordinator or as assigned by the Director of Parks and Recreation:
 - Unsatisfactory pool chemistry
 - Need for cleaning and office supplies or equipment repair in advance
 - Water leaks and other maintenance needs
 - All other health and safety hazards noticed
- o. Responsible for putting in and taking out vacuum of the pool if necessary.
- p. Assists with all new lifeguard training and recertifications.

Minimum Requirements

- Certified Red Cross Lifeguard Training Certificate.
- American Red Cross CPR.
- American Red Cross Standard First Aid.
- Must be a minimum of 18 years of age.

Knowledge, Skills and Abilities

- Effective communication skills with the public, supervisors and co-workers.
- Flexibility to work weekdays, weekday evenings, weekends and some holidays.
- Essential functions of a head lifeguard and/or pool manager.
- Ability to judge and evaluate evolving dynamics of individuals participating in aquatic activities to immediately assess their capabilities and threats to their safety.

- Knowledge of on-site protocols, operational procedures, safety policies, sanitation and public relations.
- Ability to perform a broad range of supervisory responsibilities, establish policies and procedures and enforce rules and regulations.
- Always maintain a safe and secure environment.
- Recognize any potential risks, act quickly and calmly in emergencies.
- Provide great customer service, leadership and present a positive image to the community.
- Ability to keep accurate records and spreadsheets.

Work Environment

- The duties of this position are performed primarily outdoors in all weather conditions.
- Some tasks may be performed indoors in a climate-controlled building.

Physical Job Requirements

- Must be able to work in warm, humid environments for extended period of time.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or 20 pounds frequently.
- Ability to keep his/her composure with the public and co-workers in everyday, stressful and emergency situations.
- Perform work activities that include lifting, carrying and moving objects; sitting, kneeling and climbing; reading and communicating with others in writing and orally.

Mental Job Requirements

- Works well with others.
- Ability to work in all conditions of weather for long periods of time.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

The preceding job description outlines the general nature and level of work performed by employees in this role. It is not intended to be a comprehensive list of all duties, responsibilities, or qualifications. Employees may be required to perform other job-related tasks or assignments as requested by their supervisor.

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Supervisor Signature		Date:	



POSITION DESCRIPTION

Job Title	Building Official	Direct Supervisor	Public Works/ Community Development Director
Department	Community Development	Position Type	Full time
Cost Center	50%-10606- Building/Codes 25%-20309- Water 25%-25303- Sewer	FLSA Status	Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

The Building Official is responsible for overseeing the enforcement of building codes, ordinances, and regulations to ensure public safety, health, and welfare through proper construction practices. This role includes reviewing building plans, issuing permits, conducting inspections, and ensuring that construction projects comply with local, state, and federal standards. The Building Official works closely with contractors, architects, and the public to ensure all construction is safe, legal, and aligned with community planning goals. Additionally, the Building Official may be involved in addressing code violations, issuing citations, and participating in hearings related to non-compliance.

Essential Duties and Responsibilities

I. Code Enforcement Related Duties and Administrative Activities (15% of Time)

- a. Enforces all applicable building and property maintenance codes relating to health, safety, welfare, construction, and community preservation and resolves complex and sensitive code violation issues, using tact and diplomacy to encourage voluntary compliance.
- b. Receives complaints of code violations from the public, City staff, and others. Performs onsite inspection of property and construction, investigates, and conducts research to determine compliance with codes and locate unlicensed activities.

- c. Evaluates information pertaining to applicable codes and ordinances and recommends appropriate course(s) of action.
- d. Contacts responsible parties and prepares compliance letters, issues notices and citations, initiates other corrective action, and performs follow-up to ensure compliance.
- e. Maintains and updates computerized records of inspection activity; maintains case files, and calendar system to track case activity.
- f. Prepares periodic activity reports for Department and City Council.
- g. Responds to inquiries from the public, City staff, and others, interpreting and explaining City codes, ordinances, policies, and procedures pertaining to code compliance.
- h. Prepares case information for legal proceedings and may act as the City's representative and present evidence.
- i. Develops educational material and public awareness campaigns for the Code Compliance Program including the preparation of press releases as directed.
- j. Works closely with other code enforcement officers to ensure proper code compliance.

II. Plan Review and Permitting Related Duties and Administrative Activities (30% of Time)

- a. Confers with and provides technical advice to architects, engineers, developers, contractors, and property owners concerning ordinance, codes and standard related matters.
- b. Reviews construction documents and building permit applications for compliance with the applicable codes and standards. Prepares written comments to submit to applicant.
- c. Issues various building permits including but not limited to, residential roofs, pools, driveways, decks, basement remodels, fences, solar panels, irrigation, commercial and residential new builds.
- d. Review and approve trade permits issued by the Permit Tech, including but not limited to mechanical, electrical, and plumbing.
- e. Discusses with contractors and subcontractors at job sites, as necessary, to resolve complex code issues.
- f. Prepares agenda item materials and attends the Zoning and Planning Commission, City Council, and Board of Adjustment, Home Builders Association, and other community organizations as required by the Public Works/Community Development Director or City Administrator as necessary.

III. Inspection Related Duties and Administrative Activities (40% of Time)

- a. Coordinates with City's building inspection contractor (third party) to oversee building inspection process and provides direct oversight and management of related contracts to ensure effective execution of the contracted responsibilities.
- b. Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, and sketches pertinent to urban planning and development programs and projects.
- c. Performs all general inspections required for construction projects according to the code including but not limited to plumbing, electrical, mechanical, framing, insulation, drywall, concrete, roof, deck, driveway, pools, and new businesses.
- d. Coordinates with Permit Tech regarding scheduling of inspections and returning completed inspection paperwork to be input into the CitizenServe permitting software.
- e. Responds to Police and Fire calls relating to dangerous buildings.
- f. Issues Certificates of Occupancy and closes-out open permits after all final inspections cleared.

IV. Peripheral Duties (15% of Time)

- a. Attends professional development workshops, conferences and seminars to maintain a current professional knowledge of techniques and information related to the field of Codes administration and to stay current on modern methods and appliances used in construction.
- b. Maintains professional liaison with Jackson County Health Department, other Municipal Code Enforcement Supervisors, and other personnel to ensure effective communication with those agencies.
- c. Assures appropriate processes, techniques and record maintenance of Community Development and Codes Enforcement documents per the City's Retention Policy.
- d. Compiles, analyzes, and conducts research related to surveys, standards and ordinances and participates in drafting city ordinances and prepares reports as required.
- e. Monitors the annual budget for the Building Development Division and forwards all purchases made by the department to the Public Works/Community Development Director for approval.
- f. Recommends adjustments as necessary in fees charged for permits and inspections.
- g. Responsible for keeping the CitizenServe Portal information current and correct by communicating with the representative for necessary changes.
- h. Responsible for coordination of City's Flood Plain Administration.

- i. Prepare reports and attend planning and zoning and board meetings as required.
- j. Performs such duties as necessary to prepare for or respond to a disaster.
- k. Determines compliance with fire code.
- l. Performs other duties as assigned.

Minimum Requirements

Education and/or Experience Requirements

- High School Diploma or equivalent.
- Possess a valid Missouri driver's license.
- Familiar with local, state, and national building codes, as well as zoning regulations.
- ICC certified is preferred.
- Three (3) years' experience in Community Development, or any equivalent combination of education and experience.
- One to three years of experience in building construction at a skilled level.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Microsoft office and applicable electronic plan review software.
- Familiarization of zoning, municipal and building codes and comprehensive plans including the formation, process of adoption, and enforcement.
- Familiarization of code enforcement principles, practices and methods as applicable to a municipal setting, working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes.
- Skill in operating applicable tools and equipment. Knowledge of major types of building construction materials and methods, and different stages of construction.
- International Building Codes to effectively review plans and perform all necessary building inspections on an advanced level.

Skill in:

- Excellent attention to detail.
- Accurately interpreting blueprints and specifications to ensure compliance with standards.

- Excellent organizational skills and ability to update City Building Codes and Ordinances accordingly.
- Effective time management skills to prioritize duties and tasks to accomplish a high volume of work while accommodating changes in task priority.

Ability to:

- Ability to detect violations, including poor workmanship and inferior materials and to follow through with appropriate action to correct the situation.
- Review plans, read and understand blueprints.
- Ability to interpret and enforce relevant regulations.
- Communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, co-workers, and the general public.
- Understand, prepare and present a variety of reports for oral and written presentations.
- Establish and maintain effective working relationships with others.

Work Environment

- Duties are performed daily both indoors and outdoors.
- Exposure to adverse weather conditions and to moderate hazardous conditions encountered at construction sites.
- May be subject to chemicals and fumes.
- Average exposure to heights.
- Occasional overtime/extended work hours may be required.
- Average exposure to loud noises.

Physical Job Requirements

- Work requires sitting, walking, and standing on rough terrain maintaining balance for extended periods of time.
- Normal physical agility: ability to maneuver body at times in confined spaces.
- Normal physical strength to handle standard materials, ladders, and tools.
- Work could require occasional exertion of up to 50 lb. objects, considering frequency.
- Dexterity of hands and fingers.
- Standard vision requirements and ability to distinguish colors to review plans.

Mental Job Requirements

- Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity of decision making.
- Ability to work under pressure and utilize skills to make quick sound decisions.
- Average analytical thinking.
- Works well individually or in a team environment.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	City Clerk	Direct Supervisor	City Administrator
Department	Administration	Position Type	Full Time
Cost Center	34%-10202- Administration 33%-20309- Water 33%-25303- Sewer	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	Yes	Positions Supervised	Accountant/Human Resources, Customer Service/Permit Tech, Deputy City Clerk, Utility Clerk

Job Summary

The City Clerk directs, manages, supervises and coordinates the activities and operations of the City Clerk's office as required by city and state law. The City Clerk is the official custodian of records, ordinances, resolutions, contracts and the municipal code. The position attends City Board of Aldermen meetings and records minutes. The City Clerk acts as the liaison between City Staff, the Mayor and Board of Aldermen and accepts declarations of candidacy and prepares certification of elections.

Essential Duties and Responsibilities

I. Official Record Keeping and Administrative Activities (40% of Time)

- a. Prepares all legal notices and public hearings for Board of Aldermen related matters. Oversees posting meeting agendas and notifying media of all meetings.
- b. Prepares and maintains minutes at the Board of Aldermen meetings and other boards as needed as well as the agenda and meeting packet assuring that a thorough and accurate record is obtained and assuring for compliance with all applicable rules and laws.
- c. Attends Board of Aldermen meetings and other board meetings as needed. Attends other various meetings including with civic groups.

- d. Prepares audio recordings for transcription. Completes transcribed minutes and proofreads assuring for accuracy.
- e. Assists with live streaming of Board of Aldermen meetings on Youtube channel and posts to website.
- f. Distributes minutes at next Board meeting for approval and enters into "permanent book" assuring for accuracy and timeliness.
- g. After all ordinances and/or resolutions are approved by the Board, attests as being true and exact. Enters titles into "permanent book" assigning ordinance and resolution numbers and date adopted for easy reference.
- h. Prepares paper and digital copies of all ordinances and resolutions for permanent file. Submits copies of fully executed ordinances to appropriate code company for codification and makes a determination regarding those to be included in the City Code Book.
- i. Prepares and presents slides regarding the department's accomplishments and goals to the Mayor and Board at the Budget Workshop meeting annually.
- j. Prepares Proclamations as requested by the Mayor for special recognition by the Mayor and Board of Aldermen.
- k. Maintains a list of all City Boards and their members contact information and terms. Keeps for historical purposes.
- l. Accepts new applications for liquor licenses to be approved by the Board of Aldermen assuring for compliance with all applicable rules and laws.
- m. Review, approve, sign all business licenses, liquor licenses, and caterer's licenses.
- n. Performs voter registration duties for Jackson County Election Board.
- o. Accepts candidate filings for Mayor and Aldermen positions. Prepares ballots and certifies ballots to both Jackson and Lafayette County Clerks. Prepares ordinance calling for election and ordinance declaring the official results of the election.
- p. Administers Oath of Office for newly elected Mayor and Board of Aldermen.
- q. Swears in and Commissions Peace Officers for the Oak Grove Police Department.
- r. Presides over opening of all city bids and makes the appropriate recordings as required by state law.
- s. Prepare and submit purchase orders to accounts payable for department expenditures.
- t. Maintains various records including contracts, easements, deeds, and other documents requiring city certification assuring for permanency and accuracy.
- u. Completes and maintains files assuring for easy recall and effective record keeping. Follows the Records Retention Policy and procedures assuring for compliance with all applicable rules and laws.

- v. Acts as Records Custodian receives and responds to all Sunshine Law Records Requests assuring for compliance with all applicable rules and laws.
- w. Receives and responds to all Special Assessment requests for properties assuring for accuracy and timeliness.
- x. Maintains shared City Hall Resource Calendar regarding meetings, tasks, out of office employee requests, birthdays and other activities as needed for Department use.
- y. Provides backup coverage for other offices/positions as needed.
- z. Assists City Administrator, Mayor and other staff with special projects assuring for professionalism, accuracy and timeliness.

II. Supervisory Activities (20% of Time)

- a. Conducts an orientation to the job for all new employees assigned to general administration area.
- b. Monitors performance and provides appropriate coaching and counseling as needed.
- c. Evaluates and recommends (at the conclusion of the 6-month probation period, and on an ongoing basis) employee for continued employment.
- d. Provides ongoing supervision for all general office employees assuring professionalism.
- e. Provides ongoing corrective action for all general office employees in need assuring professionalism.
- f. Ensures that employees receive the necessary training they require to complete the duties of their jobs.
- g. Communicates with the public in a professional and courteous manner.
- h. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- i. Allows and requires subordinates to perform their jobs with appropriate levels of supervision.
- j. Coordinates implements and reports on training of subordinates.

III. Equipment and Software Administrator Activities (10% of Time)

- a. Oversees and maintains the City's website and social media account assuring for professionalism, accuracy and timeliness for the best possible public relations for the city.
- b. Acts as software administrator for Adobe, Microsoft Office, Caselle, Xpress Bill Pay, Civic Plus, Facebook, Canva, Jotform, Mo Dept of Rev. No Tax Due Clearance, and Amazon Business Prime with online credentials to modify user accounts as needed.

- c. Maintains the telephone system and equipment with online credentials to modify user accounts as needed.
- d. Maintains the cellular devices including phones, hotspots, mobile ticketing devices, tablets, with online credentials to modify user accounts as needed.

IV. Policy Clarification Activities (5% of Time)

- a. Maintains an awareness of all city policies, ordinances and practices, assuring for thoroughness and accuracy.
- b. Answers questions, provides clarification to citizens, staff and supervisors regarding city policies, ordinances and practices as needed or requested, assuring for courtesy, professionalism and the best possible public relations for the city.
- c. Assists in making the decision for a practice to become formalized and drafted into policy for compliance with state statutes.

V. Financial Activities (5% of Time)

- a. Authorized account signer for multiple financial institutions, has online banking credentials, monitors account balances, makes internal and external account transfers, approvals for payroll, ACH payments and other activities, and secondary signer on outgoing checks assuring for confidentiality, accuracy and timeliness.
- b. Administrator for credit card institution has online banking credentials to monitor, approve and order new credit cards as needed for departments assuring for confidentiality and accuracy.

VI. Mayor and Board of Aldermen Related Activities (5% of Time)

- a. Responds to Mayor and Board requests, special projects and concerns assuring for accuracy and timeliness. Acts as a liaison between the City Staff, Mayor and Board of Aldermen.

VII. Special Events Activities (15% of Time)

- a. Coordinates annual staff holiday luncheons for Thanksgiving and Christmas/Safety.
- b. Assists with special community events in conjunction with the Oak Grove Chamber of Commerce such as Licksillet Community Days and the annual Mayor's State of the City Address.
- c. Coordinates annual "Spirit of Christmas" which includes Breakfast with Santa, Winter Wonderland children's crafts, activities and vendor fair, Christmas Parade, and Mayor's Christmas Tree Lighting.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- Two or more years in a municipal government setting.
- Supervisory experience preferred.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Proficient knowledge of MS Office (Word, Excel).
- Proficient with the use of office equipment.
- Familiarity with research practices.
- Experience with media and public relations.
- Certified as Notary.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail to assist with updating City Ordinances and Resolutions accordingly.
- Excellent customer service skills.

Ability to:

- Establish and maintain effective working relationships with others.
- Ability to understand, prepare and present a variety of reports for oral and written presentations.
- Above average verbal, written and non-verbal communication skills.
- Work courteously with individuals in person and by phone.
- Prioritize and effectively execute multiple tasks at once.
- Effectively supervise, develop, organize motivate and utilize city staff.

Work Environment

- Require the incumbent to generally perform in a typical office environment.
- Limited exposure to outdoor temperatures or dirt or dust.
- Might occasionally be required to move items or equipment up to 40 lbs.
- Average amount of overtime/extended work hours may be required.

Physical Job Requirements

- Must be able to remain in a stationary position during shift.
- Moves throughout the building to access files and records.
- Constantly operates a computer and other office machinery, such as a calculator and copy equipment.
- Must be able to see close-up and the ability to adjust focus.
- The ability to communicate information and ideas so others will understand.

Mental Job Requirements

- Works well independently and in a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above average complexity/deadline requirements regarding decision making.
- Above average ability to learn new tasks, remember processes and maintain focus.
- Above average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

The preceding job description outlines the general nature and level of work performed by employees in this role. It is not intended to be a comprehensive list of all duties, responsibilities, or qualifications. Employees may be required to perform other job-related tasks or assignments as requested by their supervisor.

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Employee Signature		Date:	
Supervisor Signature		Date:	



POSITION DESCRIPTION

Job Title	Animal Control and Codes Enforcement Officer	Direct Supervisor	Public Works/ Community Development Director
Department	Public Works	Position Type	Full Time
Cost Center	65%-10606- Building/Codes 35%-15303- Transportation	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

Animal Control and Codes Enforcement Officer functions include but are not limited to, regular patrol of the city looking for violations or nuisances, enforcement of adopted codes and regulations, issues citations, responds to various customer complaints, investigates animal cruelty, and enforces laws for the care, treatment, and licensing of animals while also maintaining and ensuring the city owned animal shelter remains in compliance.

Essential Duties and Responsibilities

I. Animal Control and Animal Shelter Related Activities (40% of Time)

- Enforce laws and ordinances related to animals. Investigate animal cruelty, neglect, bites, sick, stray, vicious or abused animals.
- Provides daily care, comfort, and support to animals awaiting adoption, including feeding, grooming, exercising, and monitoring their health and behavior.
- Follows the rules and guidelines set forth by the Missouri Department of Agriculture to maintain a clean facility, cages, play yard and surrounding areas ensuring a healthy, safe, clean and pleasant environment for the animals and the public.
- Promoting a humane and caring attitude toward all animals.
- Maintains a variety of logs and records related to animal control activities.

- f. Prepares recommendations for amendments and additions to animal regulations that relate to the position.

II. Codes and Administrative Related Activities (40% of Time)

- a. Enforces all applicable building and property maintenance codes relating to health, safety, welfare, construction, and community preservation and resolves complex and sensitive code violation issues, using tact and diplomacy to encourage voluntary compliance.
- b. Routinely patrols and inspects the city to monitor for violations of city codes and ordinances.
- c. Receives complaints of potential code violations from the public, City staff, and others relating to signage, tall grass, overgrown trees, and other general nuisances or customer complaints. Performs onsite inspection of property and construction, investigates, and conducts research to determine compliance with codes and locate unlicensed activities.
- d. Evaluates information pertaining to applicable codes and ordinances and recommends appropriate course(s) of action.
- e. Contacts responsible parties and prepares compliance letters, issues notices and citations, initiates other corrective action, and performs follow-up to ensure compliance.
- f. Maintains and updates computerized records of inspection activity; maintains case files, and calendar system to track case activity.
- g. Prepares periodic activity reports for Department and City Council.
- h. Responds to inquiries from the public, City staff, and others, interpreting and explaining City codes, ordinances, policies, and procedures pertaining to code compliance.
- i. Prepares case information for legal proceedings and may act as the City's representative and present evidence.
- j. Develops educational material and public awareness campaigns for the Code Compliance Program including the preparation of press releases as directed.
- k. Works closely with other code enforcement officers to ensure proper code compliance.
- l. Prepares recommendations for amendments and additions to codes regulations that relate to the position.
- m. Maintain a variety of daily logs, records, and inspections while ensuring proper retention and archiving times are met for both codes and animal control.

III. Permitting and Inspections Related Activities (10% of Time)

- a. Issues temporary and permanent sign permits.
- b. Ensures that signs meet the requirements of applicable building codes, safety standards, and project specifications.
- c. Performs various inspections and related reporting as assigned by the Building Official with the approval of the Public Works/Community Development Director and City Administrator.

IV. Peripheral Duties (10% of Time)

- a. Attend professional development workshops, conferences, seminars, and other ongoing training relevant to Animal Control or Community Development.
- b. May perform a variety of other job-related duties as required or assigned.
- c. May attend Municipal Court held monthly after normal working hours to testify regarding evidence collected for either Animal Control or Codes Enforcement.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- Possess a valid Missouri driver's license.
- Prefer Two (2) years' experience related to inspections, enforcement, or a related field, or any equivalent combination of education and experience.
- Obtain verification from the Missouri Animal Control Association within 18 months of hire date.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Proficient knowledge of MS Office (Word, Excel).
- Familiarization of zoning, municipal and building codes and comprehensive plans including their formation, process of adoption and enforcement.
- Familiarization with Animal Control and Code Enforcement principles, practices and methods as applicable to the municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Excellent customer service and problem-solving skills.
- Effective time management skills to prioritize duties and tasks to accomplish a high volume of work while accommodating changes in task priority.

Ability to:

- Communicate effectively orally and in writing with contractors, developers, owners, supervisors, co-workers, and the general public.
- Establish and maintain effective working relationships with others.
- Understand, prepare and present a variety of reports for oral and written presentations.
- Work independently using good problem-solving skills and judgment.
- Basic animal handling and restraint skills. Able to administer medication to animals.

Work Environment

- Duties are performed both indoors and outdoors.
- Accessibility of all work sites required for the position.
- Exposure to various types of weather conditions.
- May be subject to chemicals and fumes.
- Average exposure to heights.
- Overtime/extended work hours may be required.
- Exposure to various types of construction sites and terrain.
- Average exposure to loud noises.
- Average exposure to darkness.
- Work may be performed above or below ground including confined spaces.

Physical Job Requirements

- Work requires walking or standing at times on rough terrain and may involve maintaining balance or remaining stationary for long periods of time.
- Must have physical stamina to bend, stretch, climb over and under obstacles to secure animals.
- Normal physical strength to handle standard materials and tools.

- Work could require occasional exertion of up to 80 lbs. objects, considering frequency.
- Dexterity of hands and fingers.
- Standard vision requirements to perform routine tasks.

Mental Job Requirements

- Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average ability to learn new tasks, remember processes and maintain focus.
- Average complexity of decision making and analytical thinking.
- Ability to work under pressure and utilize skills to make quick sound decisions.
- Strong mental ability to effectively handle unpredictable and potentially dangerous situations.
- Works well independently and in a team environment.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Concessions Attendant	Direct Supervisor	Recreation Coordinator
Department	Parks and Recreation	Position Type	Seasonal
Cost Center	10306- Parks 10707- Pool	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

The Concession Attendant will perform daily duties of the concession stand including but not limited to: food prep, customer service, cash handling, restocking supplies, cooking with hotdog machine, popcorn machine, cheese machine, cleaning equipment, cleaning bathrooms, and facility upkeep. The concession attendant will operate a Point-of-Sale system and collect money for purchased food and beverage items.

Essential Duties and Responsibilities

- Responsible for operating the cash register, accepting payment from customers and making change as necessary.
- Open or closes concession stand.
- Responsible for clocking in and out.
- Responsible for greeting guests and taking orders for food and beverage products.
- Operates food equipment, such as microwave, popcorn machine, nacho cheese dispensers, hotdog steamer, hot chocolate machine and coffee pot.
- Makes sure all concession equipment is clean and sanitized.
- Keeps concession stand organized and well maintained.

- h. Keeps all available items stocked.
- i. Makes sure restrooms are clean before, during and after shift.
- j. Responsible for taking trash out during and after shift.
- k. Provides excellent customer service to customers.
- l. Communicates effectively to staff and customers.

Minimum Requirements

- Must have a Food Handlers Certification.
- Must be a minimum of 14 years of age.

Knowledge, Skills and Abilities

- Excellent customer service.
- Effective communication skills with the public, supervisors and co-workers.
- Flexibility to work weekday evenings, weekends and some weekdays.
- Completion of Food handlers Course.
- Ability to calculate basic math functions as they relate to POS cash/credit transactions, cash reconciliations and product inventory.
- Ability to handle cash accurately and responsibly.
- Ability to work in a fast-paced environment.
- Ability to lift heavy items, such as cases of food and drinks.
- Ability to stand for long periods of time.
- Ability to operate scheduling and time clock software.

Work Environment

- The duties of this position are performed primarily indoors and, in a climate controlled facility.

Physical Job Requirements

- Must be able to stand for many hours and move around quickly.
- Must be able to lift 50 lb. food and drink cases.
- Communicate effectively.
- Maintain a cash drawer.
- Prepare concession items according to health regulations.
- Requires bending and maneuvering.

Mental Job Requirements

- Works well with others.
- Attention to detail.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Court Administrator	Direct Supervisor	City Administrator
Department	Municipal Court	Position Type	Full Time
Cost Center	10404- Municipal Court	FLSA Status	Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	Yes	Positions Supervised	Deputy Court Clerk

Job Summary

The Court Administrator plans, directs, manages, supervises, and coordinates all administrative and operational activities of the Municipal Court. Primarily responsible for the overall operations of the Municipal Court, supervision, and administrative policies. The Court Administrator is responsible for all municipal court records, case-flow management, budgeting, and financial records.

Essential Duties and Responsibilities

I. Administrative Activities and Supervisory Activities (40% of Time)

- a. Directs the services of the Municipal Court Department, which includes planning, coordinating, administering, and evaluating projects, processes, procedures, systems, standards, ensuring compliance with federal, state, and local laws, regulations, codes, and compliance with all Minimum Operating Standards set by the Missouri Supreme Court.
- b. Develops and implements the Municipal Court strategic goals, objectives, policies, and procedures and prioritizes each function.
- c. Responsible for fiscal and budget matters, including the preparation of the Court's budget, purchasing of goods and services, monitoring court expenditures.

- d. Provides supervision of Deputy Court Clerk, assisting in hiring; responsible for training and conducting performance evaluations.
- e. Monitors performance of Deputy Court Clerk throughout the year and provides appropriate training and guidance, work direction, and problem-solving as needed.
- f. Attends various meetings, including Board of Aldermen meetings as needed.
- g. Prepares and submits reports and other necessary correspondence to other city departments.
- h. Prepares and provides all information related to court procedures, policies, and financial documents to the city in assisting with the annual city audit.
- i. Performs needed updates to the Municipal Court page on the city website.
- j. Communicates with the public in a professional and courteous manner.

II. Court Related Activities (55% of Time)

- a. Creates and maintains policies and procedures for all related court processes, staying informed of current laws, attending necessary training, communicating, and reviewing changes or updates by the Office of States Courts Administration.
- b. Provides administrative assistance and support to the Municipal Judge for all court-related activities.
- c. Supervises court sessions, monitoring case flow and working alongside the Judge during court, working with Prosecutor, Bailiffs, Attorneys to ensure appropriate time management of court dockets.
- d. Responsible for the completion of the Municipal Court Docket by ensuring proper entry of fines/cost, dispositions of court records into case management system, running of the various financial reports, approving all deposits.
- e. Maintain the court's bank account, reconciling weekly, monthly, verifying all monies are deposited timely.
- f. Completes all end of month financial activities by running various reports, check printing, reconciliation of all monthly transactions, preparing reports for city Finance Department and Board of Aldermen.
- g. Maintains and oversees the department's court case files, developing a proper filing system assuring accurate control of records.
- h. Acts as custodian of court records; prepares and maintains a record retention procedure assuring compliance with Supreme Court Rule; prepares the necessary forms provided to the Municipal Judge and Presiding Judge of the Circuit for destruction of records and oversees the actual destruction of records according to policy; maintains all finalized documents accordingly.
- i. Other various court related duties such as preparing documents and filing cases for appeal, preparing and forwarding cases for Mental Health Court, filing Unclaimed

Property to the State, managing and overseeing the Courts Case Management System, various scheduling duties, maintaining compliance where needed and any other duties as needed.

III. Miscellaneous Activities (5% of Time)

- a. Provide back-up of all duties related to the Deputy Court Clerk as needed.
- b. Communicates and maintains effective relations with the Police Department, Administration, all other city departments.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- Two or more years in a municipal court setting.
- Completed the 100-hour Court Clerk Certification course.
- Supervisory experience preferred.

Knowledge, Skills, and Abilities

Considerable knowledge of:

- Municipal Court System and procedures.
- Legal terminology and composing, processing, and filing of legal documents.
- Applicable state, federal and local ordinances, laws, rules, and regulations.
- Proficient knowledge of MS Office (Word, Excel).
- Proficient with the use of office equipment.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Excellent customer service skills.

Ability to:

- Work one evening a month for the monthly Court Docket.
- Establish and maintain effective working relationships with others.
- Understand, prepare and present a variety of reports for oral and written presentations.
- Utilize verbal, written and non-verbal communication skills.
- Prioritize and effectively execute multiple tasks at once.

- Handle sensitive and confidential information with integrity.
- Perform responsible clerical and administrative work involving the use of independent judgment and personal initiative.
- Maintain a mental capacity that exhibits sound decision making, good judgment and mental awareness, and maintains a strong level of confidentiality in all court related matters.
- Work courteously with individuals in person and by phone
- Effectively supervise, develop, organize, motivate and utilize staff.

Work Environment

- Work is performed indoors in a standard office environment.
- Average amount of overtime/extended work hours may be required.
- Limited exposure to outdoor temperatures or dirt or dust.

Physical Job Requirements

- Must be able to remain in a stationary position during shift or an extended period of time.
- Remain stationery at window and operate computer during court sessions.
- Moves throughout the building to access files and records.
- Constantly operates a computer and other office machines.
- Must be able to see close-up and the ability to adjust focus.
- May be required to move and lift items, boxes or equipment up to 25lbs.
- The ability to communicate information and ideas so others will understand.

Mental Job Requirements

- Works well in a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above average complexity/deadline requirements regarding decision making.
- Above average ability to learn new tasks, remember processes and maintain focus.
- Above average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Customer Service Rep/Permit Technician	Direct Supervisor	City Clerk
Department	Administration	Position Type	Full Time
Cost Center	50%-10606- Building/Codes 25%-20309- Water 25%-25303- Sewer	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

The Customer Service Rep/Permit Tech performs complex data entry and related operations in posting accounts receivable payments, permit payments, and miscellaneous account payments. Assists with daily deposit and prepares reports to ensure accuracy and proper financial controls.

Receives, logs, and distributes building plans for plan examination. Assesses and reviews permit applications and supporting documents for proper form, adequacy of information, and standard conformity. Issues permits, as authorized. Conducts duties for the Community Development Department and works closely with the Building Official.

Essential Duties and Responsibilities

I. Customer Service Activities (45% of Time)

- a. Provides coverage for the switchboard assuring for professionalism and courtesy. Provides information as requested. Takes messages and/or routes callers to appropriate party and takes initiative for follow-up activities related to customer or staff requests.
- b. Communicates and corresponds in person, on the phone, through mail and email with customers, answers account questions, provides clarification, information on policy and deals with complaints assuring for professionalism, courtesy and the best possible public relations for the city.

- c. Provides services at the counter regarding customer requests, obtains information, collects deposits as necessary generates work orders relating to new utility service set-up, transfer, turn on/off or other action required assuring for accuracy and timeliness, and the best possible public relations for the city.
- d. Processes utility payments from drop box, mail, in person, phone payments and miscellaneous payments and posts to software system assuring for accuracy and timeliness. Assists with balancing cash drawer and daily bank deposits assuring for proper financial controls
- e. Assists with monthly shut-off orders assuring for compliance with city policies.
- f. Processes and documents funds from bulk water seller income assuring for accuracy and timeliness.
- g. Makes daily trips to the bank and post office picking up and delivering items. Sort mail assuring for accuracy and timeliness.
- h. Maintains inventory and orders office supplies as needed.
- i. Collects payments for various city services including applications, permits, Animal Control fees, and business licenses assuring for professionalism and accuracy.
- j. Performs voter registration duties for Jackson County Election Board.
- k. Assists with special projects as requested assuring for professionalism and timeliness.

II. Permit Technician Activities (45% of Time)

- a. Informs customers of necessary permits, building requirements and general code compliance of proposed projects when requested.
- b. Receives and reviews permit applications and development submittals from customers and advises status of submitted projects.
- c. Assesses and reviews permit applications and supporting documents for proper form, adequacy of information, standard conformity and permit requirements. Assists in the completion of permit applications by explaining permit requirements.
- d. Verifies permits have all necessary documents attached including the verification of City of Oak Grove business license requirement.
- e. Assists citizens and answers inquiries concerning zoning or other matters relating to the Community Development Department.
- f. Maintains paper and electronic records and prepares reports, as required.
- g. Issues permits such as all trade permits, fences, decks, porches, driveways, re-roofs, accessory building, solar, and right-of-way as authorized.
- h. Prepares Temporary Certificate of Occupancy and Certificates of Occupancy.

- i. Performs clerical duties for Community Development Department as needed copies/emails/files paid permits.
- j. Posts paid receipts to CitizenServe software system.
- k. Prepares deposits for Escrow Account assuring for accuracy and timeliness.
- l. Schedules inspections for Public Works and the Building Official.
- m. Prepares daily inspection schedule to IBTS before deadline assuring for accuracy and timeliness.
- n. Prepares weekly data report of number of permits and inspections to the City Administrator assuring for accuracy and timeliness.

III. Planning and Zoning Commission Activities (10% of Time)

- a. Planning and Zoning Commission prepare agenda, meeting packet, attend meetings and complete minutes.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Proficient knowledge of MS Office (Word, Excel).
- Proficient with the use of office equipment.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Excellent customer service skills.

Ability to:

- Establish and maintain effective working relationships with others.
- Understand, prepare and present a variety of reports.
- Above average verbal, written and non-verbal communication skills.
- Work courteously with individuals in person and by phone.

- Prioritize and effectively execute multiple tasks at once.

Work Environment

- Require the incumbent to generally perform in a typical office environment.
- Limited exposure to outdoor temperatures or dirt or dust
- Might occasionally be required to move items or equipment up to 40 lbs.
- Average amount of overtime/extended work hours may be required.

Physical Job Requirements

- Must be able to remain in a stationary position during shift.
- Moves throughout the building to access files and records.
- Constantly operates a computer and other office machinery, such as a calculator and copy equipment.
- Must be able to see close-up and the ability to adjust focus.

Mental Job Requirements

- Works well in a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity/deadline requirements regarding decision making.
- Above Average ability to learn new tasks, remember processes and maintain focus.
- Average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Deputy City Clerk	Direct Supervisor	City Clerk
Department	Administration	Position Type	Full Time
Cost Center	34%-10202- Administration 33%-20309- Water 33%-25303- Sewer	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

The Deputy City Clerk performs a variety of tasks in support of the Administration Department and assists City Clerk with general clerical support including customer service, accounts receivable, business licenses, liquor licenses, social media, website maintenance, events and special projects. Acts as the City Clerk in the absence of the City Clerk..

Essential Duties and Responsibilities

I. Customer Service Activities (40% of Time)

- a. Provides coverage for the switchboard assuring for professionalism and courtesy. Provides information as requested. Takes messages and/or routes callers to appropriate party and takes initiative for follow-up activities related to customer or staff requests.
- b. Communicates and corresponds in person, on the phone, through mail and email with customers, answers account questions, provides clarification, information on policy, deals with complaints assuring for professionalism, courtesy and the best possible public relations for the city.
- c. Provides services at the counter regarding customer requests, obtains information, collects deposits as necessary generates work orders relating to new utility service set-up, transfer, turn on/off or other action required such as completing service work order in

billing software for customer accounts assuring for accuracy and timeliness, and the best possible public relations for the city.

- d. Processes utility payments from drop box, mail, in person and phone payments. Posts to software system assuring for accuracy and timeliness. Assists as needed with daily reports from online payment system to the general ledger and balancing cash drawer and daily bank deposits assuring for proper financial controls.
- e. Collects payments for various city services including applications, permits, Animal Control fees, and business licenses assuring for professionalism and accuracy.
- f. Assists with monthly shut-off orders assuring for compliance with city policies.

II. Communications and Community Engagement Activities (30% of Time)

- a. Manages City's website administration with responsibility for posting calendar items, minutes, agendas, documents and news items; reviews and updates pages as needed or requested by Departments.
- b. Updates narrative for website pages as needed, assuring for accuracy, timeliness, and the best public relations for the city. Communicates with supervisors regarding content.
- c. Develops social media and webpage content to keep it up-to-date, interesting, and meet City specifications and design standards. Communicates with supervisors regarding content.
- d. Handles social media and print media activities, advertising, planning, developing, and implementing a variety of information for programs or materials to facilitate communication to residents, employees, and the public. Communicates with supervisors regarding content.
- e. Assists with planning, programming, and implementation of various community events, programs, activities, and special projects as requested assuring for professionalism and timeliness.
- f. Provides information and/or makes presentations to boards, commissions, civic groups, businesses, and the public regarding City activities, programs, and initiatives. Communicates with supervisors regarding content.
- g. Attends various meetings including civic groups.

III. Administrative Activities (30% of Time)

- a. Receives and processes business license applications and payments. Issues business licenses and business license renewals assuring for compliance with state and local policies and procedures. Conducts follow up on delinquent licenses; updates forms and letters and runs licensing reports.
- b. Receives and processes liquor license applications and payments. Issues liquor licenses and liquor license renewals ensuring for compliance with state and local policies and procedures.

- c. Receives and processes the county tax bills for Lafayette County relating to Oak Grove addresses and payments of said taxes assuring for accuracy and timeliness.
- d. Operates the Petty Cash system for the City. Maintains funds, disburses funds, maintains records, and conducts reconciliation of account assuring for professionalism, compliance with financial controls, accuracy and timeliness.
- e. Proofreads, edits, generally reviews correspondence, brochures, and/or other materials and redrafts documents/forms as requested assuring for timeliness and accuracy.
- f. Completes and maintains files assuring for easy recall and effective record keeping.
- g. Performs voter registration duties for Jackson County Election Board.
- h. Assists with the planning and implementation of special recognition and/or other special events.
- i. Assists with preparing council packets and agendas for upcoming meetings assuring for accuracy and timeliness. Assist with updating City Ordinances and Resolutions accordingly.
- j. Provides backup coverage for other offices/positions as needed.
- k. Assists with special projects as requested assuring for professionalism and timeliness.
- l. Acts as City Clerk in the absence of the City Clerk.
 - Prepares and posts agendas.
 - Prepares and distribute Board of Aldermen packets.
 - Attends Board of Aldermen meetings.
 - Prepares minutes of the meetings.
 - Swears in Officers.
 - Acts as Records Custodian.
 - Other duties as assigned.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- Two or more years in a municipal government setting.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Proficient knowledge of MS Office (Word, Excel).

- Proficient with the use of office equipment.
- Familiarity with research practices.
- Certified as Notary.
- Experience with media and public relations.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Excellent customer service skills.

Ability to:

- Establish and maintain effective working relationships with others.
- Understand, prepare and present a variety of reports.
- Above average verbal, written and non-verbal communication skills.
- Work courteously with individuals in person and by phone.
- Prioritize and effectively execute multiple tasks at once.

Work Environment

- Requirements of the position require the incumbent to generally perform in a typical office environment.
- Limited exposure to outdoor temperatures or dirt or dust.
- Might occasionally be required to move items or equipment up to 40 lbs.
- Average amount of overtime/extended work hours may be required.

Physical Job Requirements

- Must be able to remain in a stationary position during shift.
- Moves throughout the building to access files and records.
- Constantly operates a computer and other office machinery, such as a calculator and copy equipment.
- Must be able to see close-up and the ability to adjust focus.
- The ability to communicate information and ideas so others will understand.

Mental Job Requirements

- Works well in a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above average complexity/deadline requirements regarding decision making.
- Above average ability to learn new tasks, remember processes and maintain focus.
- Above average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Deputy Court Clerk	Direct Supervisor	Court Administrator
Department	Municipal Court	Position Type	Full Time
Cost Center	10404- Municipal Court	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

It is the responsibility of the Deputy Court Clerk to perform a variety of duties providing support for the day-to-day operations of the Municipal Court, to include customer service, and preparation of court cases for the Municipal Court Docket. Must handle the complete workflow of all cases from case filing to case disposition and ensure all records of the court are maintained according to proper procedures.

Essential Duties and Responsibilities

I. Daily Related Activities (40% of Time)

- Process and prepare court cases for the Municipal Court Dockets by importing and accepting case filings, in accordance with proper case filing procedures.
- Process bonds, prepare bond deposits, process bonds from other agencies, perform bond entry into Court Management System, update bond information on case files and any other duties related to bond management.
- Process all warrants that have been recalled and prepare cases for upcoming dockets.
- Create and review case files for accuracy, format compliance, and completeness before scheduled court hearings.
- Manage the court's calendar coordinating and scheduling hearings and trials; maintaining continuances, motions filed, preparing court dockets.

- f. Communicates and correspond in person, by phone, through mail and email with the public, defendants, and attorneys; providing information and assistance concerning court dates, payments, and any other information needed about court processes and procedures.
- g. Accepts and accounts for payment of fines/court cost, processing payments in-person, online by phone, by mail and through the courts case management system of Pay by Web payments. Entering disposition, assessing fines/cost and receipting.
- h. Manages and maintains all data processing including Motions and Orders, Entry of Appearance and other documents e-filed in SMC court management system.
- i. Prepares information on record and background checks as needed for Police, Military, and other government agencies.

II. Monthly Related Activities (40% of Time)

- a. Prepares and sends witness notifications for upcoming court dockets, updating case files of witnesses notified for the Court and Prosecutor information.
- b. Performs all related duties at the court window while court is in session; processing payments, entering dispositions, preparing payment plans and answering questions.
- c. Performs all necessary financial duties after the monthly court docket; complete the balancing of cash drawer, running financial reports, preparing deposit for the Court Administrators review.
- d. Perform all duties related to completing the monthly court docket such as entering continuances, filing cases for the next month's court docket, preparing and issuing summons and warrants.
- e. Establish payment arrangements for defendants, prepare and mail notices of late payments, issue Show Cause Hearing Notices and complete proper case entry and docketing.
- f. Prepare cases for Prosecutor review of pleas from Attorney's, reports from Police Department, and any other needs.

III. Miscellaneous Activities (20% of Time)

- a. Complete all filing of disposed cases in courts filing system.
- b. Work with Police Department staff when needed for inquiries, reports, and any other needs.
- c. Assist Court Administrator with Records Retention schedule when needed, organize files in file room.
- d. Assist with special projects as requested assuring for professionalism and timeliness.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- Previous court or legal experience or related field preferred.
- Must have cash handling experience.
- Ability to pass drug screen and background check.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Municipal Cour System and procedures.
- Record management principles.
- Proficient knowledge of MS Office (Word, Excel).
- Proficient with the use of office equipment.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Excellent customer service skills.

Ability to:

- Work one evening a month for the monthly Court Docket.
- Establish and maintain effective working relationships with others.
- Understand, prepare and present a variety of reports.
- Work courteously with individuals in person and by phone.
- Prioritize and effectively execute multiple tasks at once.
- Handle sensitive and confidential information with integrity.

Work Environment

- Work is performed indoors in a standard office environment.
- Average amount of overtime/extended work hours may be required.
- Limited exposure to outdoor temperatures or dirt or dust.

Physical Job Requirements

- Must be able to remain in a stationary position during shift or an extended period of time.
- Remain stationery at window and operate computer during court sessions.
- Moves throughout the building to access files and records.
- Constantly operates a computer and other office machines.
- Must be able to see close-up and the ability to adjust focus.
- May be required to move and lift items, boxes or equipment up to 25lbs.
- The ability to communicate information and ideas so others will understand.

Mental Job Requirements

- Works well in a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity/deadline requirements regarding decision making.
- Above average ability to learn new tasks, remember processes and maintain focus.
- Average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

The preceding job description outlines the general nature and level of work performed by employees in this role. It is not intended to be a comprehensive list of all duties, responsibilities, or qualifications. Employees may be required to perform other job-related tasks or assignments as requested by their supervisor.

For your personnel file, please sign and return this page to your supervisor as acknowledgement that you have received a copy of the job description and keep the document for your records.

Employee Signature		Date:	
Supervisor Signature		Date:	



POSITION DESCRIPTION

Job Title	Detective	Direct Supervisor	Sergeant
Department	Public Safety	Position Type	Full Time
Cost Center	10408- Public Safety	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

The Detective position enforces federal, state and municipal laws, protects property, arrests law violators, assists the public, makes written reports of activities, participates in crime prevention activities, and testifies in court. This position also involves specialized work and training in follow-up investigations of reported crimes, interviewing victims and suspects, preparing investigative court documents and other related tasks within the local area and outside city limits as investigations mandate.

Essential Duties and Responsibilities

I. Community Patrol Activities (10% of Time)

- a. Serve as a liaison officer within the community responding to criminal public concerns assuring safety and public relations for the City.
- b. Conducts safety programs associated to current crime trends or concerns.
- c. Represents the department in continual interaction with various other social service agencies to combine all resources assuring for the best service to the community.
- d. Establishes and maintains communication by the frequent use of personal contact with the community assuring the exchange of information.
- e. Assists victims in finding social service agencies as needed.

II. Patrol Related Activities (5% of Time)

- a. Patrols assigned areas as needed and conducts checks monitoring for criminal activity within the City.
- b. Responds appropriately to notification of incident/accident reports to scene assuring for timeliness, professionalism and for safety.
- c. Completes and submits to supervisor reports as required assuring for timeliness and accuracy.

III. Call Activities (5% of Time)

- a. Receives assignments and responds as requested assuring for professionalism and best public relations for the City.
- b. Completes the required documentation of assignments as necessary assuring for accuracy and timeliness.
- c. Responds to radio announced incidents and makes a determination regarding the emergency or non-emergency nature of incident. Coordinates with other units as needed. Prioritizes between multiple calls.
- d. Responds appropriately and notifies dispatcher of arrival on scene. Takes appropriate enforcement or control action as required assuring that department procedures are followed and assures for officer and public safety.
- e. Notifies dispatcher of status and begins investigation of offense.
- f. Completes investigation, makes determination regarding enforcement action required and completes reports and documentation as required assuring for timeliness and accuracy.
- g. If needed, makes arrest, assuring for officer and public safety, and assuring that department procedures are followed.
- h. Conducts and completes any required follow-up activities.

IV. Other Patrol Activities (5% of Time)

- a. Conducts traffic and parking enforcement activities assuring for safety, professionalism, and the best PR for the City.
- b. Maintains an awareness of persons who have outstanding warrants and maintains vigilance for such persons and serves warrants as required assuring for safety and professionalism, and for following prescribed policies and procedures.
- c. Assists with animal control in animal related complaints.
- d. Handles and interacts with prisoners as requested assuring for safety, professionalism, and for following prescribed policies and procedures.

- e. Responds to requests for assistance from other agencies assuring for professionalism and for adherence to department policies and procedures.
- f. Maintains and safeguards vehicles and other department issued supplies and equipment.
- g. Learns and maintains an awareness of all applicable department practices and guidelines, as well as city policies.
- h. Learns the geography and locations within the City.

V. Investigation Activities (75% of time)

- a. Works with administrative personnel on directed assignments in the areas of training, criminal investigations, and selected activities.
- b. Investigates assigned leads concerning criminal matters.
- c. Recovers and identifies stolen property, collects evidence in a proper manner.
- d. Gathers information to prevent the occurrence of crimes and maintains a working knowledge of the criminal network and individuals.
- e. Interviews victims, witnesses, and suspects of reported criminal incidents, photographs or diagrams crime scenes, and conducts record checks of suspects in criminal incidents.
- f. Writes case reports to document investigative actions taken, including analysis of information and evidence gathered, and presents the same to the appropriate jurisdiction for prosecution when required.

Minimum Requirements

Education and/or Experience Requirements

- Completed High School Diploma or equivalent.
- Valid Missouri Driver's License.
- Must be 21 years of age, US citizen.
- Class "A" law enforcement officer by the Missouri Department of Public Safety.
- Ability to complete advanced course work related to police investigations.
- No arrests or convictions for any felony crimes or crimes of moral turpitude.
- Three (3) years of continuous police service preferred.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Knowledge of applicable state, federal and local ordinances, laws, rules and regulations.
- Knowledge of radio procedures and communication protocol.
- Knowledge of City geography and any changes.
- Know and adhere to the rules, regulations and policies of the department.
- Knowledge of use of force tactics and the ability to use force in accordance with Department policy.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Counseling, supporting and being empathetic with people to establish rapport, explain complaints to offenders, victims, witnesses, interacting and working with citizens.
- Seeking, organizing, clarifying facts and evidence with clear attention to detail.

Ability to:

- Provide investigative services in seeking clarification and documenting facts of a case.
- Carry out orders and directives of the Department.
- Maintain a demeanor of professionalism that enhances public confidence in the Police Department and its case management.
- Use good judgment and independent decision making in investigative responses.
- Perform effectively and safely during periods of highly stressful situations, split-second circumstances and physically demanding conditions.
- Safely, effectively and appropriately use lethal and non-lethal weapons.
- Present ideas clearly and concisely with verbal and written communication skills.

Work Environment

- Position requires the ability to function equally in a typical office environment to exposure to extreme weather and temperatures to investigate a crime scene. Average exposure to chemicals and fumes.
- Average exposure to heights
- Above Average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.

- Above Average exposure to dust.
- Above Average exposure to loud noises.
- Above Average exposure to darkness.
- Above Average exposure to cramped spaces.

Physical Job Requirements

- Above Average physical mobility: movement from place to place on the job, considering distance and speed.
- Above Average physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.
- Above Normal physical strength to handle 150 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Above Normal endurance.

Mental Job Requirements

- Above average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Above average memory, considering the amount and type of information.
- Normal complexity of decision making.
- Normal time pressure of decision making.
- Normal analytical thinking.
- Normal conceptual thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

The preceding job description outlines the general nature and level of work performed by employees in this role. It is not intended to be a comprehensive list of all duties, responsibilities, or qualifications. Employees may be required to perform other job-related tasks or assignments as requested by their supervisor.

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Employee Signature		Date:	
Supervisor Signature		Date:	



POSITION DESCRIPTION

Job Title	Director of Parks and Recreation	Direct Supervisor	City Administrator
Department	Parks and Recreation	Position Type	Full Time
Cost Center	10306- Parks	FLSA Status	Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	Yes	Positions Supervised	Park Superintendent, Recreation Coordinator, Facility Maintenance Technician, Senior Coordinator, Part time & Seasonal

Job Summary

The Director of Parks and Recreation directs, manages, supervises and coordinates the activities and operations of the Park Department as required by city, state and federal law. The position attends City Board of Aldermen meetings, City Park Board meetings and other City meetings as necessary. The Director prepares the annual Park Budget, Pool Budget and Senior Center Budget. The Director prioritizes projects suggested by the Park Board when applicable.

Essential Duties and Responsibilities

I. Supervisory Activities (20% of Time)

- a. Selects appropriate individuals and conducts an orientation to the job for all new employees.
- b. Monitors performance and provides appropriate coaching and counseling as needed.
- c. Evaluates and recommends employees for continued employment.
- d. Provides ongoing supervision for all department employees assuring safety and professionalism.
- e. Provides ongoing corrective action for employees in need assuring professionalism.

- f. Provides training for parks staff including maintenance, aquatics, concessions, contract employees, assuring for professionalism and positive role modeling.
- g. Allows and requires subordinates to perform their jobs with appropriate levels of supervision.
- h. Ensures records and maintains records of all employees training within Parks, Pool and Senior Center departments.
- i. Provides oversight for all maintenance aspects of the park system.
- j. Provides oversight for all recreation activities offered within the recreation division.
- k. Provides oversight for a variety of recreational activities and programs assuring for safety and the enjoyment of leisure time for participants.
- l. Oversees coordination of leagues for sport fields usage assuring for positive public relations.
- m. Maintains records for recreational activities and programs by developing and distributing to media and others, press releases, articles, etc. assuring for accuracy and timeliness.
- n. Provides oversight for special events within the park system.
- o. Attends workshops, meetings and seminars to develop and maintain an awareness of the most current practices, laws and other standards for the park and recreation industry.
- p. Oversees operation and implementation of park software.
- q. Maintains the cellular devices including phones, hotspots, mobile park software devices, tablets, with online credentials to modify user accounts as needed.
- r. Responds to requests by City Administrator in an accurate, complete and timely manner

II. Planning and Design Activities (15% of Time)

- a. Provides input and recommendations regarding outside contracts for construction projects assuring for compliance with local and state codes, city policies, accuracy and cost consciousness. Oversees all contractors working on city park lands, designated park facilities, aquatic facilities and all projects associated within the park system.
- b. Completes and submits grant application for both government and private entities. If grants are awarded, assures compliance with grant requirements.
- c. Coordinates and implements Master Plan for Parks system assuring for proactive behavior and overall compliance

III. Public Relations Activities (10% of Time)

- a. Serves in a public relations capacity to the general public in matters that relate to the park system.
- b. Presents and talks to individuals or groups as requested by providing insights, clarification, and information assuring for professionalism.
- c. Acts as a liaison for the Board of Alderman, Park Board and Tree Board to the public assuring for good working relationships and communications.
- d. Addresses and resolves conflicts as they arise assuring for fairness and professionalism.
- e. Ensures and implements regular department contributions to city magazine, newsletters, websites or other media outlets

IV. Budget Activities (15% of Time)

- a. Prepares the department budget in accordance with the standards established assuring for accuracy and timeliness. Prioritizes projects suggested by Park Board when applicable.
- b. Monitor and explain the details of the budget as needed assuring for accuracy.
- c. Provides details if budget variances occur and assists in bringing operations back into compliance with budget as needed.

V. Aquatic Related Activities (25% of Time)

- a. Maintains an awareness of supplies needed to operate the pool. Maintains inventory of supplies assuring for safety and appropriate storage/usage.
- b. Maintains an awareness of the user's needs. Assures that the user's experience is as positive as possible.
- c. Oversee the operations of the pool ensuring proper staffing and safety controls.

VI. Park System Facility Maintenance (10% of Time)

- a. Ensures proper building and ground maintenance for all designated facilities and grounds.
- b. Coordinates with contractors ensuring safety for patrons and employees of the city.

VII. Miscellaneous Activities (5% of Time)

- a. Special Events occurring within the park system such as "Sparks & Stripes."
- b. In-house construction and landscaping projects.
- c. Field lighting maintenance and design for athletic fields, aquatic center and parking lots within the park system.

- d. Operates light and heavy equipment as needed.

Minimum Requirements

Education and/or Experience Requirements

- Bachelors' degree in Parks and Recreation or related field.
- Five years of experience in municipal parks management.
- Five years of supervisory experience.
- Possess public speaking and computer skills.
- Must have a valid driver's license.
- Certified Aquatic Facility Operator/Certified Pool Operator.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Knowledge of applicable state, federal and local ordinances, laws, rules and regulations.
- Proficient knowledge of various computer software and systems.
- Lifeguarding, food handling, and with retail sales.
- Park and ground maintenance including irrigation systems.
- Playground inspections, maintenance and installation.
- Various types of equipment including heavy equipment.
- Audio, visual, and security systems.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Excellent customer service skills.

Ability to:

- Establish and maintain effective working relationships with others.
- Ability to understand, prepare and present a variety of reports for oral and written presentations.
- Prioritize and effectively execute multiple tasks at once.
- Ability to effectively supervise, develop, organize, motivate and utilize city staff.

Work Environment

- Above Average accessibility of all work sites required for the position.
- Above Average exposure to weather and temperature extremes.
- Above Average exposure to chemicals and fumes.
- Average exposure to heights.
- Average exposure to work safety hazards.
- Average exposure to dust.
- Average exposure to loud noises.
- Average exposure to darkness.
- Average exposure to cramped spaces.

Physical Job Requirements

- Normal physical mobility: Movement from place to place on the job, considering distance and speed.
- Above Normal physical agility: ability to maneuver body in place.
- Normal physical strength to handle routine office materials and tools.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Normal endurance.

Mental Job Requirements

- Above average verbal, written and non-verbal communication skills.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Normal complexity of decision making.
- Normal time pressure of decision making.
- Normal analytical thinking.
- Normal conceptual thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

The preceding job description outlines the general nature and level of work performed by employees in this role. It is not intended to be a comprehensive list of all duties, responsibilities, or qualifications. Employees may be required to perform other job-related tasks or assignments as requested by their supervisor.

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Employee Signature		Date:	
Supervisor Signature		Date:	



POSITION DESCRIPTION

Job Title	Director of Public Safety (Chief of Police)	Direct Supervisor	City Administrator
Department	Administration	Position Type	Full Time
Cost Center	10408- Public Safety	FLSA Status	Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	Yes	Positions Supervised	Administrative Assistant, Captain, Sergeant, Detective, Patrolman

Job Summary

The Director of Public Safety (commonly referred to as the Chief of Police) is an appointed position serving as the Department Head for the Police Department. This position supports the Police Department's mission and provides vision, budget control, training, and leadership for the staff.

Essential Duties and Responsibilities

I. Supervisory Activities (40% of Time)

- Directs the selection interview process assuring that the most qualified persons are selected and assuring for compliance with applicable laws and rules.
- Provides direct and indirect supervision of subordinate staff, acts as a role model, and provides feedback regarding performance.
- Provides informal and formalized coaching and judging of subordinate officers and staff assuring for professionalism, impartiality, accurate documentation and timeliness.
- Makes decisions regarding promotions, provides recognition, makes decisions regarding disciplinary action as needed assuring for professionalism, impartiality, accurate documentation and timeliness.

- e. Provides and assures that the necessary training is provided on specific police process and activities is provided.
- f. Assures and reviews staff schedules assuring that staffing meets call loads assuring for adequate coverage at routine as well as for special event and emergency occasions.

II. Budget Related Activities (20% of Time)

- a. Receives and makes recommendations for the Departmental budget. Analyzes and considers all recommendations. Assists in the prioritizing of all recommendations assuring for a comprehensive and complete budget. Formally presents budget.
- b. Monitors Departmental spending assuring for compliance with the approved budget. In the event of a budget variance provides explanations and rationale as requested assuring for accuracy and timeliness.
- c. Maintains the existing grants assuring for compliance with grant specifications and reporting requirements. Proactively seeks out grant opportunities for the Department.
- d. Provides recommendations for Departmental purchases and provides explanations for recommendations as required.

III. Planning Activities (15% of Time)

- a. Directs the determination and setting of goals and projections for future developments assuring that the department is progressive in step with trends.
- b. Continuously seeks opportunities to provide innovative law enforcement applications.
- c. Attend external meetings, seminars, and programs to maintain an awareness of the trends and developments of the law enforcement industry.
- d. Accessible by attending internal meetings with departmental and other staff persons to obtain input and to encourage ongoing communications.

IV. Community Liaison Activities (15% of Time)

- a. Act as a liaison between the Police Department and the general public advising and communicating on matters of crime prevention and the maintenance of a safe environment assuring for professionalism and positive public relations.
- b. Keeps others appraised and informed regarding trends and items of interest assuring that communication is ongoing.
- c. Make public relations presentations, responds to inquiries from the media, responds to citizens' questions or inquiries, and speaks to citizen groups assuring that the Police Department and the City is represented and presents a positive public image at all times.
- d. Attends and participates in extra-curricular activities in the community assuring high visibility and professionalism in the community.

V. Routine Police Duties (10% of Time)

- a. Assists with patrol activities as needed including report writing assuring for safety, positive public image and professionalism.
- b. Assists as needed with physical deterrent activities assuring for safety, departmental policy compliance and other applicable laws and rules.
- c. Assists with community policing activities as needed, providing compliance with all departmental and outside agency laws and regulations.
- d. Assists in dispute resolution as needed assuring for professionalism.

Minimum Requirements

Education and/or Experience Requirements

- Valid Driver's license.
- Must be 21 years of age, US citizen.
- Certification as a law enforcement officer by the Missouri Department of Public Safety.
- A thorough knowledge of modern law enforcement practices, methods, and techniques.
- A thorough knowledge of criminal investigation procedures, patrol tactics, and records maintenance.
- A bachelor's degree is preferred; however, a combination of education, training and experience may be considered.
- Completion of advanced leadership courses such as FBI National Academy, Southern Police Institute, Missouri Police Chief's Command College, etc.
- Or any combination of education, training, or experience that would qualify for the position as determined by the Mayor or City Administrator.
- A minimum of eight (8) years of progressive responsibility in any police agency.
- At least five (5) years in a supervisory/command/management position.
- No arrests or convictions for any felony crimes or crimes involving moral turpitude.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Modern law enforcement practices, methods, and techniques.
- Criminal investigation procedures, patrol tactics, and records maintenance.
- Rules and regulations of the city personnel policy and department guidelines.
- work professionally with individuals in person and by phone.
- Familiarity with research practices.
- Experience with media and public relations.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Conflict resolution for both internal needs and community public relation efforts.

Ability to:

- Establish and maintain effective working relationships with others.
- Ability to understand, prepare and present a variety of reports for oral and written presentations.
- Above average verbal, written and non-verbal communication skills.
- Prioritize and effectively execute multiple tasks at once.
- Ability to effectively supervise, develop, organize, motivate and utilize city staff.

Work Environment

- Position generally performs in a typical office environment with ability to handle routine office materials, tools, and equipment.
- Above average accessibility of all work sites required for the position.
- Above average amount of extended work hours or flexibility of schedule due to demands.
- Exposure to weather and temperature extremes possible.
- Above average exposure to work safety hazards.
- Average exposure to chemicals and fumes.

Physical Job Requirements

- Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Above normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.
- Above normal physical strength to handle 150 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Above normal endurance.

Mental Job Requirements

- Above normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Above average memory, considering the amount and type of information.
- Above normal ability to make complex decisions.
- Above normal adherence to time restraints and pressure of decision making.
- Above normal analytical thinking.
- Above normal conceptual thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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Employee Signature		Date:	
Supervisor Signature		Date:	



POSITION DESCRIPTION

Job Title	Director of Emergency Management	Direct Supervisor	City Administrator
Department	Emergency Management	Position Type	Part Time
Cost Center	10505- Emergency Mgt.	FLSA Status	Non-Exempt
Original Date	September 2004	Revision Date	April 2025
Supervisory Position	No	Positions Supervised	N/A

Job Summary

The Director of Emergency Management is responsible for the preparation and implementation of emergency plans and functions required to prevent, mitigate, prepare, respond and recover from the effects of disasters, to include emergency management of resources and administration of such actions as may be required to provide for the welfare, safety and well-being of the community.

Essential Duties and Responsibilities

I. Administrative Related Activities (80% of Time)

- a. Formulates and maintains emergency and disaster plans, including inventories and resource lists, maps, and the Local Emergency Operations Plan (LEOP), which is required by Missouri state law for all political subdivisions.
- b. Acts as advisor to the mayor, city administrator and the fire chief on matters of emergency preparedness and disaster response.
- c. Acts as point of contact with SEMA for matters related to the Emergency Management Performance Grant program and other grant programs administered by the state of Missouri.
- d. Monitors weather and other potential hazardous situations and activates the indoor, outdoor, and internet-based warning systems.

- e. Acts as point of contact for transmitting emergency messages on the NOAA weather radio system and NOAA National Weather Service Chat System. Provides weather observations to the National Weather Service and neighboring jurisdictions during severe weather.
- f. Acts as point of contact and maintains the database for Oak Grove and Sni Valley in the Communications Assets System / Communication Assets System Mapping (CAD/CASM) a nationwide communications inventory. Maintains local agency records in the system.
- g. Acts as point of contact for WebEOC, the statewide emergency management communications and incident management system used to communicate with SEMA and partner agencies.
- h. Acts as point of contact for Missouri Team / Salamander, the Metro Region resource and credentialing database. Maintains local agency records in the system.
- i. Acts as an Intelligence Liaison Officer for Kansas City Fusion Center to the City of Oak Grove and Sni Valley Fire Protection District.
- j. Maintains the database of 911 addresses and address ranges within the City of Oak Grove for the regional 911 database and the Post Office.
- k. Maintains the database of addresses within Sni Valley Fire Protection District for use by dispatchers for Lee's Summit Fire Department Dispatch, who dispatches Sni Valley FPD.
- l. Works with the U.S. Bureau of Census and other Geographic Information System data providers, including Google Maps, Apple Maps, Microsoft Maps, Open Street Maps, TomTom, Garmin, ESRI-Here, Waze, Mapbox, MapQuest, Uber, and others to provide periodic updates and error correction to their files of City of Oak Grove and Sni Valley Fire Protection District boundaries, addresses, and street names to assist in providing population estimates and navigation data that are as accurate as possible. These databases are used in vehicle and cell phone mobile mapping and in emergency dispatching and are part of the Local Emergency Operations Plan (LEOP).
- m. Maintains a system of GIS map data files in ArcGIS and creates maps for use by Sni Valley Fire Protection District and the City of Oak Grove.
- n. Participates in formulation of emergency plans and policy for the region by participation in regional organizations including:
 - Metro Kansas City Local Emergency Planning Committee (LEPC), as a voting member
 - River Bend Local Emergency Planning District (LEPD)
 - Metropolitan Emergency Managers Committee MEMC
 - Member of MEMC Plans Subcommittee
 - Region A Regional Homeland Security Oversight Committee (Rural) (RHSOC)
 - Rural Region A Emergency Management Directors Committee
 - Lafayette County Emergency Managers Committee

- o. Acts as point of contact for Tier II hazardous materials reporting and maintains required records.
- p. Maintains disaster preparedness supplies and equipment and the primary Emergency Operations Center (EOC).
- q. Maintains City of Oak Grove communications licenses and provides certain equipment maintenance service.
- r. Maintains City of Oak Grove Outdoor Warning (Siren) and Indoor Warning (Pager) systems.
- s. Maintains a database of emergency contacts for businesses and organizations in Sni Valley Fire Protection District. Assists local businesses and organizations to formulate and maintain their disaster plans as requested.

II. Community Awareness & Training (15% of Time)

- a. Provides appropriate emergency information and education to the public.
- b. Provides training for emergency responders in emergency preparedness, hazardous materials, and related topics.
- c. NIMS (National Incident Management System) Training for the City of Oak Grove and maintains records.

III. Miscellaneous (5% of Time)

- a. Assists with maintenance of the Oak Grove Public Safety Center building in partnership with Oak Grove Animal Control, Oak Grove Parks and Recreation and Public Works.
- b. Other duties as assigned.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- Meet the professional qualifications of the Certified Emergency Manager (CEM) of the International Association of Emergency Managers (IAEM) or Missouri Certified Emergency Manager (MO-CEM).

Or

Possess equivalent training and experience in emergency management and emergency services, and current qualifications required by the Missouri State Emergency Management Agency (SEMA).

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Proficient knowledge of MS Office (Word, Excel).
- Proficient with the use of office equipment.
- Ability to work courteously with individuals in person and by phone.
- Experience with media and public relations.
- Organizational policies and procedures of Emergency Management.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Excellent customer service skills.
- Technical knowledge of Missouri State Emergency Management Agency (SEMA) and Federal Emergency Management Agency's requirements and procedures.

Ability to:

- Establish and maintain effective working relationships with others.
- Understand, prepare and present a variety of reports for oral and written presentations.
- Prioritize and effectively execute multiple tasks at once.
- Effectively supervise, develop, organize motivate and utilize city staff.
- Plan, implement and organize emergency plans and functions required during the recovery and effects of a disaster.
- Affectively utilize all resources available during a potential disaster.

Work Environment

- Requirements of the position require the incumbent to generally perform tasks in various working environments.
- Potential exposure to outdoor temperatures and weather changes.
- Potential exposure to dust, dirt, and mud.
- Potential exposure to chemicals and fumes.

- Potential exposure to loud noises.
- Potential exposure to various work safety hazards during any potential disaster.
- Potential exposure to darkness/cramped or confined spaces.
- Above Average exposure to heights.
- May be asked to work outside normal business hours to monitor and notify the public of any potential disasters.

Physical Job Requirements

- Position could be required to perform tasks in various working environments and conditions.
- Moves throughout the building to access files and records.
- Constantly operates a computer and other office machinery, such as a calculator and copy equipment.
- Must be able to see close-up and the ability to adjust focus.
- The ability to communicate information and ideas so others will understand.

Mental Job Requirements

- Works well in a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above average complexity/deadline requirements regarding decision making.
- Above average ability to learn new tasks, remember processes and maintain focus.
- Above average analytical thinking.
- Ability to remain calm during stressful situations and adapt to change.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Facility Maintenance Tech.	Direct Supervisor	Director of Parks and Recreation
Department	Parks and Recreation	Position Type	Full Time
Cost Center	10306- Parks	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	Yes (Seasonal)	Positions Supervised	Seasonal or assigned staff

Job Summary

The Facility Maintenance Technician performs maintenance and custodial work for City buildings and grounds, as identified by the Park and Recreation Director, assuring for a safe and clean operation. The position also performs facility set-ups and tear downs for rentals including proper check-ins and check-outs of renters.

Essential Duties and Responsibilities

I. Building and Ground Maintenance (40% of Time)

- a. Performs daily custodial work such as trash removal, cleaning, vacuuming, auto scrubbing of hard floors and restocking of supplies.
- b. Communicates with building occupants to accommodate individual requests as needed if applicable.
- c. Maintains equipment assuring that they are in good condition and safe for others to work around or use.
- d. Performs carpentry, plumbing, electrical and mechanical projects on a limited basis as needed assuring for completeness and for safety of self and all others.
- e. Paints and performs proper floor maintenance when needed.

- f. Completes all necessary documentation as required and notifies Director of Parks and Recreation of any and all deficiencies in a timely manner.
- g. Provides snow removal around buildings of responsibility assuring for the safety of the public and employees.
- h. Operates small and heavy equipment.

II. Supervisory Activities (20% of Time)

- a. Conducts an orientation to the job for all new employees assigned to or assisting with facility maintenance.
- b. Communicates with the public in a professional and courteous manner.
- c. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- d. Allows and requires subordinates to perform their jobs with appropriate levels of supervision.
- e. Coordinates with contractors for various areas of service such as elevator maintenance, fire extinguisher maintenance and inspections.

III. Equipment (5% of Time)

- a. Oversees and maintains several pieces of equipment designated to each facility.

IV. Policy Clarification Activities (5% of Time)

- a. Safety compliance and implementation promoting a safe environment.
- b. Answers questions, provides clarification to renters, patrons, citizens, staff and supervisors regarding city policies, ordinances and practices as needed or requested, assuring for courtesy, professionalism and the best possible public relations for the city.

V. Special Events Activities (15% of Time)

- a. Coordinates with Park department on various activities and events.
- b. Transportation of public or patrons for various events or activities as directed with appropriate designated vehicle.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- Two or more years in a municipal government setting.
- Supervisory experience preferred.

- Must have a valid driver's license, CDL is preferred

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Proficient knowledge in the city's rental policies and procedures.
- Proficient with the use of janitorial equipment.
- Various types of vehicles, equipment and its appropriate use.
- Safety protocols.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Excellent customer service skills.

Ability to:

- Establish and maintain courteous, effective working relationships with others.
- Ability to understand, prepare and present a variety of reports to supervisor.
- Average verbal, written and non-verbal communication skills.
- Prioritize and effectively execute multiple tasks at once.

Work Environment

- Above average accessibility of all work sites required for the position.
- Average exposure to weather and extreme temperatures.
- Above average exposure to work safety hazards.
- Above average exposure to chemicals and fumes.
- Average exposure to heights.
- Above average amount overtime/extended work hours required.
- Above average exposure to dust.
- Above average exposure to loud noises.
- Above average exposure to darkness.
- Average exposure to cramped spaces.

Physical Job Requirements

- Must be able to move frequently in various conditions both inside and outside environments.
- Above average normal physical strength to handle 80 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal endurance.

Mental Job Requirements

- Works well independently and in a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity/deadline requirements regarding decision making.
- Average ability to learn new tasks, remember processes and maintain focus.
- Average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Finance Manager	Direct Supervisor	City Administrator
Department	Administration	Position Type	Full Time
Cost Center	20%-10202- Administration 40%-20309- Water 40%-25303- Sewer	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

The Finance Manager is responsible for overseeing the financial operations of a municipality, including cash management, debt management, investment strategies, financial reporting ensuring compliance with mandated municipal, state and federal laws and Generally Accepted Accounting Principles (GAAP). Prepares and manages the timely collection, disbursement, and reporting of City financial records and assets of the municipality. Performs complex, professional accounting work including grant, debt, economic development improvement programs, budgeting, general ledger maintenance, and internal controls. Reviews various reports, recommends and implements financial policies, procedures and internal controls. Works on special projects as provided by the City Administrator. This position plays a key role in maintaining the financial health and integrity of the municipality.

Essential Duties and Responsibilities

I. Accounting Activities (55% of Time)

- a. Reviews financial statements assuring for thoroughness and accuracy.
- b. Supervises the amount of funds available for investments. Researches the investment vehicle purchase. Supervises and determines where funds are to be invested.

- c. Reviews monthly accounts payables seeking variances to budget. Determines the reasons if variances are found to exist.
- d. Assists with decisions regarding (bid awards) for City Administrator or City Council action assuring for completeness and accuracy.
- e. Reviews bond covenants assuring that the city is operating in accordance with specifications.
- f. Creates and maintains city accounting Policies & Procedures Manual.
- g. Prepares journal entries and reconciles general ledger and subsidiary accounts.
- h. Prepares wire transfers for bond payments.
- i. Reconciles bank statements monthly.
- j. Prepares monthly financial statements for distribution to Department Heads and Board of Aldermen.
- k. Prepares 6-month financial statements for publication.
- l. Calculates and prepares documents for annual property tax levy of the City.

II. Meeting Activities (5% of Time)

- a. Attends a wide variety of meetings participating widely by providing and obtaining information assuring that participation is positive and professional.
- b. Provides follow-up or research assuring continuity and continued inputs.
- c. Participates in professional associations.

III. Budget Activities (10% of Time)

- a. Prepares annual budget worksheets for distribution to department heads.
- b. Reviews monthly expenditures seeking variances to budget. Determines the reasons if variances are found to exist.
- c. Determines budget needs, recommends budgetary changes and transfers. Submits for approvals.

IV. Audit Activities (10% of Time)

- a. Prepares bank confirmation letters and revenue confirmations as directed by the auditors.
- b. Meets with staff and distributes assignments for workload in preparation for the auditors.
- c. Reviews work papers assuring for accuracy and timeliness.
- d. Works with auditors and other agencies providing clarification and answers as requested. Works to implement audit recommendations.

- e. Seeks opportunities for process improvements and general improvements throughout the city services.
- f. Reports audit results with City Administrator and Council, answers questions as requested.
- g. Monitors, maintains and enforces city procurement system.

V. Board Report Activities (15% of Time)

- a. Provides information and makes reports as requested, assuring for accuracy and timeliness.
- b. Provides any follow-up requested.

VI. Organizational Activities (5% of Time)

- a. Responds to City Administrator and other's request for special projects and information, analysis as requested assuring for professionalism and timeliness.
- b. Creates and maintains Administrative Policies and Procedures Manual.
- c. Conducts searches and proactively seeks grant opportunities for the city.
- d. Makes application for the grants that are available to the city assuring the city receives any and all monies for which it is eligible.
- e. Provides oversight assuring that the grant requirements are being met and communicating with the granting entities as needed.

Minimum Requirements

Education and/or Experience Requirements

- Completed bachelor's degree in accounting or related field.
- Minimum 5 years general office experience.
- Minimum 3 years of municipal government experience.
- Obtain GFOA Certified Public Finance Officer (CPFO) Program within 2 years.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Generally Accepted Accounting Principles (GAAP).

- Proficient knowledge of MS Office (Word, Excel).
- Proficient with the use of office equipment.
- Familiarity with research practices.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Excellent customer service skills.

Ability to:

- Establish and maintain effective working relationships with others.
- Understand, prepare and present a variety of reports for oral and written presentations.
- Above average verbal, written and non-verbal communication skills.
- Work courteously with individuals in person and by phone.
- Prioritize and effectively execute multiple tasks at once.

Work Environment

- Requirements of the position require the incumbent to generally perform in a typical office environment.
- Limited exposure to outdoor temperatures or dirt or dust.
- Might occasionally be required to move items or equipment up to 40 lbs.
- Average amount of overtime/extended work hours may be required.

Physical Job Requirements

- Must be able to remain in a stationary position during shift.
- Moves throughout the building to access files and records.
- Constantly operates a computer and other office machinery, such as a calculator and copy equipment.
- Must be able to see close-up and the ability to adjust focus.
- The ability to communicate information and ideas so others will understand.

Mental Job Requirements

- Works well in a team environment.
- Above average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Above average memory, considering the amount and type of information.
- Above average complexity/deadline requirements regarding decision making.
- Above average ability to learn new tasks, remember processes and maintain focus.
- Above average analytical and conceptual thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Lifeguard	Direct Supervisor	Recreation Coordinator
Department	Parks and Recreation	Position Type	Seasonal
Cost Center	10707- Pool	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

A lifeguard will ensure the safety of people swimming or participating in water activities. Lifeguards will be responsible for scanning the body of water, supervising swimmers, enforcing safety rules and providing rescues to help weak or injured swimmers get to safety when necessary. Providing swimming rules and administering first aid to swimmers will be a part of their duties.

Essential Duties and Responsibilities

- Oversees swimming activities at the aquatics facility and guarantees that policies, guidelines, and safety procedures are followed.
- Enforce pool regulations and water safety policies.
- Informs swimmers of improper activities or danger.
- Administers first aid in the event of injury, rescues swimmers in distress or danger of drowning, and administers CPR and/or artificial respiration, if necessary.
- Evaluates conditions for safety and initiates aquatics emergency action plan as required.
- Responsible for checking pool facilities, equipment, and water to ensure that they are safe and usable.

- g. Responsible for making sure bathrooms, pool deck and surrounding areas are clean and well maintained.
- h. Assists with water testing, recording and helps add chemicals to pool water if needed.
- i. Responsible for filling out an incident report anytime an injury occurs.
- j. Instruct or assists with swim lessons.
- k. Oversees pool parties and cleans up after each one.
- l. Communicates effectively to staff and patrons.

Minimum Requirements

- Certified Red Cross Lifeguard Training Certificate.
- American Red Cross CPR.
- American Red Cross Standard First Aid.
- Must be a minimum of 15 years of age.

Knowledge, Skills and Abilities

- Effective communication skills with the public, supervisors and co-workers.
- Flexibility to work weekdays, weekday evenings, weekends and some holidays.
- Completion of lifeguard training.
- Ability to judge and evaluate evolving dynamics of individuals participating in aquatic activities to immediately assess their capabilities and threats to their safety.
- Responsible for attending all in services and completing tasks assigned.
- Knowledge of on-site protocols, operational procedures, and safety policies.
- Swimming proficiency and comfort in all types of water.

Work Environment

- The duties of this position are performed primarily outdoors.
- Above average exposure to sun.

Physical Job Requirements

- Must be able to work in warm, humid environments for extended period of time.
- Must be able to swim a long distance and retrieve a 10lb brick from the bottom of the pool.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or 20 pounds frequently.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, stressful and emergency situations.

Mental Job Requirements

- Works well with others.
- Ability to work in all conditions of weather for long periods of times.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Park Maintenance Worker	Direct Supervisor	Superintendent, Recreation Coordinator
Department	Parks and Recreation	Position Type	Part-Time, Seasonal
Cost Center	10306- Parks	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

The Parks Maintenance Worker duties include mowing, landscaping, irrigation, sports fields maintenance, clean and maintain park structures, and general maintenance of City parks. May be required to work evenings, holidays, and weekends to work tournaments/events.

Essential Duties and Responsibilities

- a. Waters, mows, trims, fertilizes and renovates grass and lawn areas.
- b. Repairs baseball/softball fields, reconditions, preps, and maintains sports fields to specific league specifications, which includes the mound and home plate, infield work and bullpens.
- c. Cleans restrooms; replenishes paper dispensers and other supplies as needed.
- d. Performs general maintenance work on buildings, structures, irrigation systems, and playground equipment in parks.
- e. Plants, trims, waters, and sprays plants, shrubs, hedges, trees and flowers.
- f. Picks up trash and removes from City parks.
- g. Assist in graffiti removal on equipment, buildings and other structures.

- h. Operates hand and power tools and equipment including power mowers, edgers, trimmers, blowers, chain saws, hedgers, and other grounds maintenance tools.
- i. Performs other duties of a similar nature or level as directed by Parks Superintendent, Recreation Coordinator or designated by the Director of Parks and Recreation.

Minimum Requirements

Education and/or Experience Requirements

- High School Diploma or equivalent.
- Any experience and training which provides the knowledge and ability to perform the essential duties of the job such as those listed above.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Maintenance of sports fields and landscape.
- Safe working practices.
- Common gardening methods, tools, supplies.
- Basic construction and repair methods.

Skill in:

- Operating light construction equipment.
- Landscape and sports turf maintenance.

Ability to:

- Perform routine maintenance and repair activities.
- Operate or use vehicles, equipment, and various power and hand-held tools.
- Follow written and oral instructions.
- Work effectively as a team member.
- Perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling weights up to 80lbs.
- Safely handle materials commonly used in landscaping.
- Work at various heights on appropriate equipment.

Work Environment

- Extreme heat. Primarily outdoor work in summer months.
- Occasionally exposed to dusty, damp, windy, and/or humid conditions.
- Work around heavy equipment.

Physical Job Requirements

- Essential and other important duties and responsibilities may require maintaining physical conditions necessary for walking, standing, stooping, crawling, climbing, pushing, pulling and lifting medium to heavy objects; operates motorized equipment and vehicles, and other mechanized and manual tools and equipment associated with maintenance and construction activities.
- Physical stamina and endurance.
- Ability to load and/or unload a chalking machine and/or 80 lb. bags of chalk, clay, fertilizer, or any other field maintenance product from a utility vehicle.

Mental Job Requirements

- Works well independently and in a team environment.
- Ability to motivate self and accomplish tasks without constant supervision.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Park Superintendent	Direct Supervisor	Director of Parks and Recreation
Department	Parks and Recreation	Position Type	Full Time
Cost Center	10306- Parks	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	Yes	Positions Supervised	As assigned part-time, seasonal, and full-time staff

Job Summary

The Park Superintendent supervises employees and contractors, and performs a variety of semi-skilled tasks in the management and general maintenance of parks and recreation facilities to include the buildings, grounds, irrigation, pest control, and structures located within the parks and assigned locations.

Essential Duties and Responsibilities

I. Supervisory Activities (60% of Time)

- Supervises and determines most efficient manner to assign employees in general maintenance of athletic facilities, parks, park facilities, park furniture, and other related park responsibilities.
- Supervises and oversees operations run by third party operators, if applicable.
- Supervises semi-skilled carpentry, masonry, painting, landscaping, spray and pest control, sprinkler, pump, and other tasks pertaining to the general maintenance of building, grounds, park property and designated city property.
- Conducts employee performance evaluations as assigned; disciplinary actions, corrective action notice, and assists the Director of Parks and Recreation with personnel matters.

- e. Allows and requires subordinates to perform their jobs with appropriate levels of supervision.
- f. Provides ongoing supervision for all assigned employees assuring safety and professionalism.
- g. Responsible for training and enforcing safety procedures and regulations. Notifies Director of Parks and Recreation of any theft or accidents, records on proper forms, and takes photos of evidence, interviews witnesses, etc.

II. Park System, Grounds and Facility Maintenance (40% of Time)

- a. Prepares, maintains, and coordinates accurate maintenance, inspection, and service schedules for all Parks and Park Equipment.
- b. Assists the Director of Parks and Recreation with budget development and monitoring.
- c. Checks the payroll system daily for punch in/out times and resolves any discrepancies.
- d. Submits for approval or purchases supplies and equipment as needed. Follows all purchasing guidelines within the department.
- e. Has general knowledge and ability to operate all equipment for the general maintenance of Park Facilities. Trains or has the ability to get training for staff on all equipment used in daily operations.
- f. Has general knowledge of park operating software.
- g. Has general knowledge in audio/visual systems.
- h. Has general knowledge in security systems.
- i. Has general knowledge of aquatic operations including controllers, pumps, and chemicals.
- j. Attends workshops, meetings and seminars to develop and maintain an awareness of the most current practices, laws and other standards for the park and recreation industry.
- k. Maintains an awareness of all city policies, ordinances and practices, assuring for thoroughness and accuracy.
- l. Answers questions, provides clarification to citizens, staff and supervisors regarding city policies.
- m. Operates light and heavy equipment as needed.

Minimum Requirements

Education and/or Experience Requirements

- Bachelors' degree in Parks & Recreation/Forestry preferred, or related field; or certifications
- Five years of supervisory experience.
- Certified Playground and Safety Inspector is preferred.
- Valid driver's license, CDL is preferred.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Proficient knowledge of MS Office (Word, Excel).
- Proficient with the use of office equipment.
- Considerable knowledge of the principles, practices and techniques of park and ground maintenance, or related field.
- Experience with media and public relations.
- Knowledge in various types of construction.
- Knowledge in sports lighting.
- Knowledge in various types of turf and weed maintenance.
- Knowledge in chain saw use and safety.
- Knowledge in playground installation and safety.
- Knowledge of safety hazards and applicable safety precautions.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Excellent customer service skills.
- The use of common hand tools and mechanical equipment.
- Irrigation systems.

Ability to:

- Establish and maintain effective working relationships with others.
- Ability to understand, prepare and present a variety of reports for oral and written presentations.
- Above average verbal, written and non-verbal communication skills.

- Prioritize and effectively execute multiple tasks at once.
- Ability to effectively supervise, develop, organize, motivate and utilize city staff.
- Ability to work under pressure, meet deadlines for multiple projects and events.
- Perform manual labor for extended periods of time under varying weather conditions.
- Respond to emergency calls, citizen inquiries and complaints.

Work Environment

- Above Average accessibility of all work sites required for the position.
- Above Average exposure to weather and temperature extremes.
- Above Average exposure to chemicals and fumes.
- Above Average exposure to heights.
- Above Average exposure to work safety hazards.
- Above Average amount of overtime/extended work hours required.
- Above Average exposure to dust.
- Average exposure to loud noises.
- Average exposure to darkness.
- Average exposure to cramped spaces.

Physical Job Requirements

- Normal physical mobility: Movement from place to place on the job, considering distance and speed.
- Above Normal physical agility: ability to maneuver body in place.
- Above Normal physical strength to handle 80 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination: including eye/hand, hand/foot, etc.
- Normal endurance.

Mental Job Requirements

- Works well in a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above average complexity/deadline requirements regarding decision making.
- Above average ability to learn new tasks, remember processes and maintain focus.
- Above average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Patrolman	Direct Supervisor	Sergeant
Department	Public Safety	Position Type	Full Time
Cost Center	10408- Public Safety	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

The Police Department Patrolman position enforces federal, state, and municipal laws, protects property, arrests violators of the law, assists the public, makes written reports of activities, participates in crime prevention activities and testifies in court. The position requires consistent attention to detail and commitment to the Oak Grove Police Department's mission, goal and objectives, and guiding principles of the City of Oak Grove.

Essential Duties and Responsibilities

I. Community Patrol Activities (20% of Time)

- Serve as a liaison officer within the community responding to non-criminal public concerns assuring safety and the best PR for the City.
- Conducts safety programs for the community assuring for the best PR for the City.
- Represents the department in continual interaction with various other social service agencies to combine all resources assuring for the best service to the community.
- Establishes and maintains communication by the frequent use of personal contact with the community assuring for the best PR for the City.
- Assists offenders in finding social service agencies available.

II. Patrol Related Activities (30% of Time)

- a. Attends role call and obtains shift assignment assuring for professionalism.
- b. Patrol assigned areas as needed and conduct checks monitoring for criminal activity within the City.
- c. Responds appropriately to notification of incident/accident reports to scene assuring for timeliness, professionalism and for safety.
- d. Completes and submits to supervisor reports as required assuring for timeliness and accuracy.

III. Call Activities (30% of Time)

- a. Receives assignments and responds as requested assuring for professionalism and the best PR for the City.
- b. Completes the required documentation of assignments as necessary assuring for accuracy and timeliness.
- c. Responds to radio announced incident and makes a determination regarding the emergency or non-emergency nature of incident. Coordinates with other units as needed. Prioritizes between multiple calls.
- d. Responds appropriately and notifies dispatcher of arrival on scene. Takes appropriate enforcement or control action as required assuring that department procedures are followed and assures for officers and public safety.
- e. Notifies dispatcher of status and begins investigation of offense.
- f. Completes investigation, makes determination regarding enforcement action required and completes reports and documentation as required assuring for timeliness and accuracy.
- g. If needed, makes arrest, assuring for officer and public safety, and assuring that department procedures are followed.
- h. Conducts and completes any required follow-up activities.

IV. Other Patrol Activities (20% of Time)

- a. Conducts traffic and parking enforcement activities assuring for safety, professionalism, and the best PR for the City.
- b. Maintains an awareness of people who have outstanding warrants and maintains vigilance for such persons and serves warrants as required assuring for safety and professionalism, and for following prescribed policies and procedures.
- c. Assists with animal control in animal related complaints.

- d. Handles and interacts with prisoners as requested assuring for safety, professionalism, and for following prescribed policies and procedures.
- e. Responds to requests for assistance from other agencies assuring for professionalism and for adherence to department policies and procedures.
- f. Maintains and safeguards vehicles and other department issued supplies and equipment.
- g. Leans and maintains an awareness of all applicable department practices and guidelines, as well as city policies.
- h. Learns the geography and locations within the City.

V. Additional Duty Assignments (Selection Process)

If selected, possess the ability to complete additional duty assignments which may include but not limited to: Crisis Intervention Team, Drug Recognition Experts, Field Training Officers, Fleet Manager, and Public Information Officer.

VI. Specialized Duty Assignments (Selection Process)

If selected, possess the ability to complete specialized duty assignments which may include but not limited to: K-9 Officer, D.A.R.E Officer, and School Resource Officer.

Minimum Requirements

Education and/or Experience Requirements

- Completed High School Diploma or equivalent.
- Must be 21 years of age, US citizen.
- Valid Driver's License.
- Class "A" law enforcement certification by the Missouri Department of Public Safety.
- No arrests or convictions for any felony crimes or crimes of moral turpitude.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Knowledge of applicable state, federal and local ordinances, laws, rules and regulations.
- Knowledge of radio procedures and communication protocol.
- Knowledge of City geography and any changes.
- Know and adhere to the rules, regulations and policies of the department.

- Knowledge of use of force tactics and the ability to use force in accordance with Department policy.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Counseling, supporting and being empathetic with people to establish rapport, explain complaints to offenders, victims, witnesses, interacting and working with citizens.
- Excellent organizational skills and attention to detail.

Ability to:

- Provide protective services skill level
- Carry out orders and directives of the Department.
- Maintain a demeanor of professionalism that enhances public confidence in the Police Department and its employees.
- Use good judgment and independent decision making in police responses.
- Perform effectively and safely during periods of highly stressful situations, split-second circumstances and physically demanding conditions.
- Safely, effectively and appropriately use lethal and non-lethal weapons.
- Present ideas clearly and concisely with verbal and written communication skills.

Work Environment

- Extreme exposure to weather and temperature extremes.
- Average exposure to chemicals and fumes.
- Average exposure to heights.
- Above Average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Above Average exposure to dust.
- Above Average exposure to loud noises.
- Above Average exposure to darkness.
- Above Average exposure to cramped spaces.

Physical Job Requirements

- Above Average physical mobility: movement from place to place on the job, considering distance and speed.
- Above Average physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.
- Above Normal physical strength to handle 150 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Above Normal endurance.

Mental Job Requirements

- Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Normal complexity of decision making.
- Normal time pressure of decision making.
- Normal analytical thinking.
- Normal conceptual thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

The preceding job description outlines the general nature and level of work performed by employees in this role. It is not intended to be a comprehensive list of all duties, responsibilities, or qualifications. Employees may be required to perform other job-related tasks or assignments as requested by their supervisor.

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Employee Signature		Date:	
Supervisor Signature		Date:	



POSITION DESCRIPTION

Job Title	Police Captain	Direct Supervisor	Director of Public Safety (Chief of Police)
Department	Public Safety	Position Type	Full Time
Cost Center	10408- Public Safety	FLSA Status	Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	Yes	Positions Supervised	Sergeant, Detective, Patrolman

Job Summary

This position is responsible for the direct operations of the Police Department and development and review of guidelines and procedures as designated by the Chief of Police. The Captain is responsible for planning and implementing plans of action against criminal activity and major events requiring police service. The Captain enforces federal, state, and municipal laws, protects citizens and property, arrests law violators, and assists the general public. The Captain makes written reports of activities, provides training for departmental personnel, completes administrative duties assigned, testifies in criminal proceedings, and conducts crime prevention activities.

Essential Duties and Responsibilities

I. Supervisory Activities (40% of Time)

- a. Conducts the selection interview process assuring that the most qualified persons are selected and assuring for compliance with applicable laws and rules.
- b. Provides direct and indirect supervision of subordinate officers, acts as a role model, and provides feedback regarding performance.
- c. Provides informal and formal coaching and judging of subordinate officers assuring for professionalism, impartiality, accurate documentation and timeliness.

- d. Make suggestions to the Chief of Police regarding promotions, provide recognition, makes decisions regarding disciplinary action as needed assuring for professionalism, impartiality, accurate documentation and timeliness.
- e. Provides and assures that the necessary training is provided on specific police processes and activities is provided.
- f. Reviews staff schedules assuring staffing meets call loads assuring for adequate coverage at routine as well as for special events and emergency occasions.
- g. Supervises investigative personnel, assists in criminal investigations, and conducts internal investigations as needed or directed by the Chief of Police.
- h. Reviews subordinate officers' reports checking for accuracy and completeness ensuring that all laws are enforced fairly and effectively

II. Budget Related Activities (15% of Time)

- a. Makes recommendations for the Departmental budget. Analyzes and considers all recommendations. Assists in prioritizing all recommendations assuring for a comprehensive and complete budget.

III. Planning Activities (20% of Time)

- a. Assists with determining and setting goals and projections for future developments assuring that the department is progressive in step with trends. Continuously seeks opportunities to provide innovative law enforcement applications.
- b. Attend external meetings, seminars, and programs to maintain an awareness of the trends and developments of the law enforcement industry.
- c. Accessible by attending internal meetings with departmental and other staff members to obtain input and to encourage ongoing communications.

IV. Community Liaison Activities (20% of Time)

- a. Act as a liaison between the Police Department and the general public advising and communicating on matters of crime prevention and the maintenance of a safe environment assuring for professionalism and positive public relations.
- b. Keeps others appraised and informed regarding trends and items of interest assuring that communication is ongoing.
- c. Make public relations presentations, respond to inquiries from the media, respond to citizens' questions or inquiries, and speak to citizen groups ensuring the Police Department and the City are always engaged and exhibiting a positive public image.
- d. Attends and participates in extracurricular activities in the community assuring high visibility and professionalism in the community.

V. Routine Police Duties (5% of Time)

- a. Assists with patrol activities as needed including report writing assuring for safety, positive public image and professionalism.
- b. Assists as needed with physical deterrent activities assuring for safety, departmental policy compliance and other applicable laws and rules.
- c. Assists with community policing activities as needed, providing compliance with all departmental and outside agency laws and regulations.
- d. Assists in dispute resolution as needed assuring for professionalism.

Minimum Requirements

Education and/or Experience Requirements

- Class “A” law enforcement certification by the Missouri Department of Public Safety.
- Thorough knowledge of modern law enforcement practices, methods, and techniques.
- Must have a thorough knowledge of criminal investigation procedures and patrol tactics.
- Must have a thorough knowledge of rules and regulations of the city personnel policy and department guidelines.
- A minimum of eight (8) years of progressive responsibility in any police agency.
- At least five (5) years in a supervisory/management position.
- Bachelor’s Degree preferred, or any combination of education, training, and experience that would qualify for the position as determined by the Chief of Police or City Administrator.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Knowledge of applicable state, federal and local ordinances, laws, rules and regulations.
- Knowledge of policing basics, emerging trends, technology and professional liabilities.
- Awareness of manpower strength and limitations, resource management and allocation.
- Proficient knowledge of MS Office (Word, Excel) and use of office equipment.
- Ability to work courteously with individuals in person and by phone.
- Familiarity with research practices.
- Experience with media and public relations.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.

- Excellent organizational skills and attention to detail.
- Excellent customer service skills.

Ability to:

- Establish and maintain effective working relationships with others.
- Ability to understand, prepare and present a variety of reports for oral and written presentations.
- Above average verbal, written and non-verbal communication skills.
- Prioritize and effectively execute multiple tasks at once.
- An ability to effectively supervise, develop, organize, motivate and utilize department staff.

Work Environment

- Above Average accessibility of all work sites required for the position.
- Extreme exposure to weather and temperature extremes.
- Average exposure to chemicals and fumes.
- Average exposure to heights.
- Above Average exposure to work safety hazards.
- Average amount of extended work hours required.
- Above Average exposure to dust.
- Above Average exposure to loud noises.
- Above Average exposure to darkness.
- Above Average exposure to cramped spaces.

Physical Job Requirements

- Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Above Normal physical agility: ability to maneuver body while in place and quick outburst of speed or agility.
- Normal physical strength to handle routine office materials and tools.
- Above Normal physical strength to handle 150 lb. objects, considering frequency.
- Normal dexterity of hands and fingers and ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Above Normal endurance.

Mental Job Requirements

- Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Above Average memory, considering the amount and type of information.
- Above-Normal complexity of decision making.
- Above-Normal time pressure of decision making.
- Above-Normal analytical thinking.
- Above-Normal conceptual thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

The preceding job description outlines the general nature and level of work performed by employees in this role. It is not intended to be a comprehensive list of all duties, responsibilities, or qualifications. Employees may be required to perform other job-related tasks or assignments as requested by their supervisor.

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POSITION DESCRIPTION

Job Title	Public Works/Community Development Director	Direct Supervisor	City Administrator
Department	Public Works	Position Type	Full Time
Cost Center	15%-10202- Administration 25%-15303- Transportation 30%-20309- Water 30%-25303- Sewer	FLSA Status	Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	Yes	Positions Supervised	Public Works Superintendent, Wastewater Treatment Plant Lead Operator, Building Official, Codes Enforcement/Animal Control

Job Summary

The Public Works/Community Development Director is responsible for a variety of tasks such as preparing the annual budget, planning capital improvement projects, organizing and overseeing street, water, sewer, and storm maintenance, environmental compliance, land use planning, building inspections, code enforcement, and new infrastructure development. A strong leader with a strategic vision, excellent problem-solving skills, and a commitment to serving the community to ensure essential services are provided for public safety, health, and welfare.

Essential Duties and Responsibilities

I. Supervisory Activities (30% of Time)

- a. Participates in the selection process and delegates to immediate supervisor an orientation to the job for all new employees. Hiring, training, evaluating, and potentially firing assigned employees.
- b. Monitors performance and provides appropriate coaching and counseling as needed. Provides leadership, direction, and guidance in departmental strategies and priorities.
- c. Evaluates and recommends employees for continued employment and training.

- d. Provides ongoing supervision for all employees assuring for safety and professionalism.
- e. Provides ongoing corrective action for employees as needed ensuring for professionalism.
- f. Makes special and non-routine work assignments assuring the employees understand what is required, have the necessary safety equipment and training to complete the assignments.
- g. Collects, organizes, and maintains various records for annual audits, inspections, newspaper articles, and press releases.
- h. Makes recommendations for promotions and recognition as appropriate.
- i. Assists as needed in completing the routine work in the field assuring appropriate role modeling regarding safety and thoroughness.
- j. Completes regular reports to appropriate parties assuring for accuracy, timeliness, and thoroughness.
- k. Develop long range schedules for staff projects assuring for adequate coverage.
- l. Overseeing the maintenance, repair, and operation of city streets, utilities, parks, and other infrastructure.
- m. Plan, schedule, implement and oversee all maintenance and operation activities for, water intake supply, inflow reduction, sewerage lift stations, treatment and effluent disposal processes to ensure all required treatment standards are met.
- n. Oversee plans, coordinates, and directs departmental operations including delivery of capital improvement projects, inspections, environmental services, and public services.
- o. Review of private project development plans for compliance with codes, regulations, master plans and other standards.
- p. Reviews and evaluates plans and specifications, reports and studies, and various drawings/diagrams for the purpose of checking for accuracy, provide recommendations, and to provide approval.

II. Liaison Activities (25% of Time)

- a. Responds to and provides timely follow-up directly and indirectly on all citizen concerns or complaints assuring for a positive public image.
- b. Responds to and provides follow-up on all requests from the Police Department, Parks Department, Finance Department, and City Hall, assuring for professionalism and timeliness.

- c. Oversee various bidding processes for the purchase of equipment, projects, and all other items required to conduct city business and work tasks assuring for compliance with all appropriate city policies.
- d. Establishing procedures for emergency call-outs and coordinating responses to events like snow and ice, floods, and severe weather. Responsible for creating and coordinating an “on-call” schedule to be implemented by Superintendent or other designee and remains available for emergencies as needed.
- e. Monitors operations to ensure compliance with all city, state and federal laws and rules.

III. Budget Activities (20% of Time)

- a. Prepares each direct reporting division’s budget in accordance with the standards established by the Director of Finance assuring for accuracy and timeliness.
- b. Developing and implementing the department's budget, controlling expenditures, and managing public works projects.
- c. Provides details if budget variance occurs and assists in bringing operations back into compliance with budget as needed.
- d. Codes and presents invoices to Accounts Payable for payment processing.
- e. Conducts planning for special projects as requested assuring for thoroughness, safety for crew, adherence to budgets, and coordination with other departments.
- f. Prioritizes resource requirements, coordinates operations, and assures programs meet the City’s goals.
- g. Track and monitor hours worked by employees, including overtime, for compliance with state and federal laws.
- h. Order and process payments for supplies, equipment and repair materials necessary for continuous operation using best management practices and following City policies and procedures.

IV. Technical Activities (25% of Time)

- a. Maintains an awareness of the technical aspects of each of the areas in all the jobs.
- b. Monitors the various activities and provides backup and/or assistance as required assuring for continuity.
- c. Provides clarification, problem solving, answers and takes responsibility for administrative matters as needed.
- d. Attends regular meetings and conferences to keep abreast of new developments and municipal operations.

- e. Attends various City administrative meetings (i.e., all Board of Alderman meetings, Planning and Zoning, and other meetings as needed).
- f. Represents the Public Works and Codes Departments to other City Departments, elected officials, and outside agencies; Interprets and explains policies, procedures, rules, and regulations.
- g. Reviews and updates the sanitary sewer, water, storm drainage, and street system maps, database, and comprehensive plans using GIS.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- Bachelor's degree in civil engineering, Construction Management or closely related field preferred.
- Minimum 5 years of direct field supervisory experience.
- Extensive knowledge of municipal public works functions, engineering, contracts, infrastructure maintenance, capital improvements planning.
- Ability to obtain NIMS 100, 200, 700, and 800.
- Ability to obtain and maintain DS1 water distribution license.
- Ability to obtain and maintain Wastewater D license.
- Must possess a valid class A CDL driver's license.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations pertaining to water and sewer infrastructure.
- Proficient with the use of Microsoft Office and other similar types of software.
- Safe operations of heavy-trucks and equipment
- Use of GIS (Geographic Information System) software.
- Construction industry safety rules and ability to utilize all Personal Protective Equipment when necessary.

Skills in:

- Communicating clearly and effectively with others, both orally and in writing, active listening and analytical thinking.
- Excellent organizational skills and attention to detail.
- Planning, organizing, directing and coordinating public works and community development projects.
- Works closely with other department heads, engineers, developers, and contractors regarding public works activities and projects.
- High level of interpersonal communications skills, especially in directing and motivating employees, and communicating with management and members of the public.

Ability to:

- Establish and maintain work relationships with colleagues, staff, Elected Officials, community and business groups.
- Operate large machinery including, backhoe, excavator, skid steer, dump truck, bobcat, jet truck, crack sealer, patch trailer, street roller, mowers, and other equipment.
- Strong verbal, written and non-verbal communication skills.
- Work courteously with contractors and individuals in person and by phone.
- Prioritize and effectively execute multiple tasks at once.
- Ability to research, analyze, and interpret data and make recommendations.
- Coordinate activities while maintaining a positive public image.
- Understand, prepare and present a variety of reports for oral and written presentations.
- Ability to interpret laws, ordinances, and regulations common to public works operations.
- Ability to present complex issues and policies to the Board of Aldermen and effectively engage with the public.
- Ability to keep operating records and prepare reports.
- Effectively supervise, develop, organize, motivate and utilize staff.

Work Environment

- Require the incumbent to generally perform tasks in various working environments.
- Extreme exposure to outdoor temperatures and weather changes
- Exposure to dust, dirt, mud and grime
- Exposure to chemicals, fumes, and other odors
- Exposure to loud noises.

- Average amount of overtime/extended/on call work hours may be required.
- Above average exposure to various work safety hazards.
- Average exposure to darkness/cramped or confined spaces.

Physical Job Requirements

- Spends time in an office setting as well as in the field. The majority of the time will be spent in the field working with other Public Works and Codes staff members.
- Include walking or standing to a significant degree on rough terrain or may involve remaining stationary for long periods with pushing and pulling of hands, arms and or legs.
- Constantly operates a computer and other office machinery including plotter and copy equipment.
- Sufficient body flexibility and balance to perform maintenance and repair operations which require climbing and working on ladders or in muddy holes.
- Sufficient strength to lift objects or equipment over 80 pounds
- Must be able to see close-up and the ability to adjust focus.
- Work has standard vision and hearing requirements.

Mental Job Requirements

- Works well in a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Handling unexpected challenges, setbacks, and public concerns related to infrastructure projects.
- Capacity to handle stress under tight deadlines overseeing project requirements and decision making.
- Above average ability to learn new tasks, remember processes and maintain focus.
- Average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Public Works Maintenance Worker	Direct Supervisor	Public Works Superintendent
Department	Public Works	Position Type	Full Time
Cost Center	33%-15303- Transportation 34%-20309- Water 33%-25303- Sewer	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	NO	Positions Supervised	N/A

Job Summary

Public Works Maintenance Worker is responsible for various tasks including, the upkeep and repair of public infrastructure pertaining to streets, sidewalks, stormwater, water mains, and sanitary sewer, including patching potholes, crack sealing, mowing, maintaining signage, working on lift stations, operating heavy equipment, repairing water and sewer mains, crossroad culvert replacement, vehicle and equipment maintenance, and responding to after-hours emergencies, all while adhering to safety regulations and following instructions from supervisors. Requires physical ability to lift heavy objects and work outdoors in all types of weather conditions. This position generally operates under the supervision of the Public Works Superintendent.

Essential Duties and Responsibilities

I. Coverage Activities (70% of Time)

- Assists with street repairs, including asphalt base repair, concrete street work, curb replacement, sidewalks, pothole patching, and crack sealing.
- Fabricate and install new street signs, pavement striping, crosswalks, maintain school zone flashers, and other pedestrian crosswalk locations.
- Assists with traffic control set-up and breakdown for street and utility work under the direction of the supervisor.

- d. Inspect and clean storm pipes, crossroad culverts, and area inlets. Perform repair work as required.
- e. Inspects and maintains the water distribution system. Assists with repairs to water meters, meter setters, meter wells, water valves, fire hydrants, water towers, and other water related infrastructure under the direction of the water foreman or superintendent.
- f. Assist with or completes new water taps and meter sets as assigned.
- g. Inspects and maintains the sewer collection system. Assist with repair work to sewer mains such as spot repairs, jet cleaning, and root cutting. Inspects and repairs manholes, troubleshoot and repair lift stations, and occasionally assist at the wastewater treatment facility.
- h. General groundskeeping of city owned property and right of way such as trash removal, mowing, trimming, and weed spraying.
- i. Snow removal and salt distribution of all city owned streets during regular and after hours, generally on 12-hour shifts.
- j. Assists with routine fleet maintenance, including heavy equipment.
- k. Conducts routine maintenance inspections of all other public works facilities and reports any issues to the supervisor.
- l. Operates a variety of hand tools, power tools, and heavy equipment while assuring compliance with safety procedures and maintaining proper operation.
- m. Maintains an "on call requirement" status for utility and street emergencies using an assigned schedule and complies with the assigned schedule.
- n. Provides coverage for other departmental personnel as needed including Water, Sewer, Streets, Storm, Animal Control, and Codes Administration.
- o. Responds to requests by immediate supervisor in an accurate, complete and timely manner.

II. Equipment Operation Activities (30% of Time)

- a. Maintains an awareness regarding the use of various equipment assuring for thoroughness.
- b. Operates various equipment assuring compliance with safety and other procedures. Typical equipment operated: skid steer, backhoe, crack sealer, pot-hole patcher, street sweeper, utility trucks, vac truck, jet truck, mowers, and snow removal equipment.
- c. Maintains the equipment on both a preventative and corrective maintenance program and schedule.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- A valid Class E driver's license or ability to obtain within 6 months of hire.
- Ability to obtain a DS1 water distribution license within 12 months of hire.
- NIMS training 100 and 700 within 6 months of hire.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Safe operations of heavy-trucks and equipment.
- Construction industry safety rules and ability to utilize all Personal Protective Equipment when necessary.
- Knowledge of work zone safety procedures.
- Ability to utilize computer tablets/iPad, laptops, and other electronic devices to follow and document work activities.

Skill in:

- Affective communications with the public and responding to customer complaints.
- Excellent organizational skills and attention to detail.
- Basic understanding of public infrastructure.
- The operation of mowers, chain saws, edger's, weed trimmers, miscellaneous hand and power tools for maintenance, carpentry, painting, plumbing, electrical, asphalt and cement finishing work.

Ability to:

- Establish and maintain effective working relationships with others.
- Ability to understand and follow written and oral directions and safety practices
- Operate heavy machinery including sweeper, backhoe, skid steer, dump truck, utility truck, trailers, jet truck, vac truck, snow removal equipment, pot-hole patcher, mower and roller.
- Operate various hand tools.
- Work courteously with individuals in person and by phone.
- Effective oral communication skills and ability to demonstrate customer service skills.
- Prioritize and effectively execute multiple tasks at once.
- Communicate with the public in a professional, courteous manner.

Work Environment

- Require the incumbent to generally perform tasks in various working environments.
- Extreme exposure to outdoor temperatures and weather changes
- Exposure to dust, dirt, and mud.
- Exposure to chemicals and fumes.
- Average amount of overtime/extended/on call work hours may be required.
- Above average exposure to work safety hazards.
- Average exposure to darkness/cramped or confined spaces.
- Average exposure to heights.
- This position requires the willingness and ability to work around raw sewage, exposure to noise of plant machinery, heavy equipment, and other loud noises.
- May be required to work in confined spaces, hazardous traffic conditions, or high/dangerous places.

Physical Job Requirements

- Include walking or standing to significant degree on rough terrain or may involve remaining stationary for long periods with pushing and pulling of hands, arms and or leg controls.
- Might occasionally be required to move items or equipment up to 80 lbs.
- The ability to communicate information and ideas so others will understand
- Must be able to see close-up and the ability to adjust focus.
- Work has standard vision and hearing requirements.
- Work may be performed both above and below ground as well as confined spaces.

Mental Job Requirements

- Ability to perform work accurately both independently and as part of a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above Average complexity/deadline requirements regarding decision making.
- Average ability to learn new tasks, remember processes and maintain focus.
- Average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Public Works Superintendent	Direct Supervisor	Public Works Director
Department	Public Works	Position Type	Full Time
Cost Center	33%-15303- Transportation 34%-20309- Water 33%-25303- Sewer	FLSA Status	Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	Yes	Positions Supervised	Public Works Utility Supervisor, Public Works Water Forman, Public Works Maintenance Worker

Job Summary

The Public Works Superintendent oversees the operations and maintenance of municipal infrastructure, including water systems, sewer systems, streets, signage, snow removal, and stormwater systems. This role manages personnel, budgets, and resources while being well organized to ensure efficient service delivery and compliance with safety and operational standards.

Essential Duties and Responsibilities

I. Coverage Activities (60% of Time)

- a. Inspects water, sewer, streets, and storm infrastructure. Supervises the staff that conduct street and culvert repairs, maintain grounds, snow removal, salt and sand distribution, assuring for safety, thoroughness and professionalism. Supervises staff that repairs and maintains the water and sewer systems.
- b. Operates a variety of hand tools and heavy equipment assuring for compliance with safety procedures.
- c. Responsible for the direct supervision and development of an "on call" assigned schedule and complies with the schedule assuring for professionalism. Directly supervises all weather-related and emergency situations while remaining available on a 24-hour basis.

- d. Provides leadership, professional growth, and develops effective teamwork strategies.
- e. Responsible for ordering all parts, materials, tools, and other supplies to effectively keep operations running smoothly which includes vehicle and equipment upkeep.
- f. Assist in identifying, adopting, and scheduling capital improvement projects.
- g. Responds to public complaints and inquiries, directing work or providing answers as needed in a prompt, professional, and courteous manner.
- h. Oversees subordinates with appropriate levels of supervision and hold staff accountable for their own actions.
- i. Assists in enforcement activities of city ordinances.
- j. Recommends ongoing training of subordinates to further department objectives.
- k. Oversees monthly connects and disconnects of utility services and works closely with the utility billing clerk for daily work orders and monthly meter reads.
- l. Performs various other duties to support Public Works and the City as requested.

II. Operating Equipment Activities (10% of Time)

- a. Maintains an awareness regarding the use of a wide variety of equipment assuring for thoroughness.
- b. Operates on occasion the equipment assuring for compliance with safety and other procedures.
- c. Establishes the Preventative Maintenance program assuring the maintenance of equipment on both a preventative and corrective maintenance program and schedule.

III. Supervisory Activities (30% of Time)

- a. Assists in hiring and interviewing assuring for accuracy and fairness.
- b. Provides daily oversight and supervision for assigned staff. Provides orientation, encouragement, coaching, and training for subordinate staff. Makes daily work assignments assuring that employees clearly understand what is required and have the necessary safety equipment and training to complete the assignments.
- c. Recommends termination, or corrective action as needed assuring for professionalism.
- d. Attends seminars, training programs, and attends various staff meetings assuring for professional development.
- e. Develop long and short-range schedules for staff and projects assuring for adequate coverage for daily activities and after-hours emergencies.

- f. Completes reports to appropriate parties assuring for accuracy and thoroughness.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- Ability to obtain a valid Class E driver's license.
- Must have a current DS1 Water Operators License.
- Must have a current Wastewater D Operators License.
- At least five (5) years' experience in related field.
- 3 years supervisor experience preferred.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations pertaining to water and sewer infrastructure.
- Proficient with the use of Microsoft Office and other similar types of software.
- Safe operations of heavy-trucks and equipment
- Construction industry safety rules and ability to utilize all Personal Protective Equipment when necessary.
- Ability to keep operating records and prepare reports.

Skills in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Project management, including planning, implementing, and overseeing capital improvement projects.

Ability to:

- Establish and maintain effective working relationships with others.
- Operate large machinery including, backhoe, excavator, skid steer, dump truck, bobcat, jet truck, crack sealer, patch trailer, street roller, mowers, and other equipment.
- Work courteously with contractors and individuals in person and by phone.
- Strong verbal, written and non-verbal communication skills.
- Prioritize and effectively execute multiple tasks at once.

- Troubleshoot technical problems.
- Apply management theories and principles.
- Effectively supervise, develop, organize motivate and utilize public works staff.

Work Environment

- Requirements of the position require the incumbent to generally perform tasks in various working environments.
- Extreme exposure to outdoor temperatures and weather changes
- Exposure to dust, dirt, mud and grime
- Exposure to chemicals, fumes, and other odors
- Exposure to loud noises.
- Will be required to move items or equipment up to 80 lbs.
- Average amount of overtime/extended/on call work hours may be required.
- Above average exposure to various work safety hazards.
- Average exposure to darkness/cramped or confined spaces.
- Average exposure to heights.

Physical Job Requirements

- Include walking or standing to significant degree on rough terrain or may involve remaining stationary for long periods with pushing and pulling of hands, arms and or legs.
- Constantly operates a computer and other office machinery, such as a calculator and copy equipment.
- Sufficient strength to lift objects over 80 lbs.
- Must be able to see close-up and the ability to adjust focus.
- Work has standard vision and hearing requirements.
- Sufficient body flexibility and balance to perform maintenance and repair operations which require climbing and working on ladders or in muddy holes.

Mental Job Requirements

- Works well in a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.

- Average complexity/deadline requirements regarding decision making.
- Above average ability to learn new tasks, remember processes and maintain focus.
- Average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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Supervisor Signature		Date:	



POSITION DESCRIPTION

Job Title	Public Works Utility Supervisor	Direct Supervisor	Public Works Superintendent
Department	Public Works	Position Type	Full Time
Cost Center	34%-15303- Transportation 34%-20309- Water 33%-25303- Sewer	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	Yes	Positions Supervised	Public Works Maintenance Workers

Job Summary

To assist the Public Works Superintendent in the day to day operation of the Department, including, the direct supervision of employees, working as part of the crew, handling citizen complaints and concerns, prioritizing projects, problem solving, on-call responsibilities and other duties assigned by the Public Works Superintendent.

Essential Duties and Responsibilities

I. Coverage Activities (40% of Time)

- a. Inspects water and sewer lines. Supervises and works with the staff that conducts street repairs and culvert repairs, keeps ditches clean and free of obstacles, maintains grounds, snow removal, salt and sand distribution assuring for safety, thoroughness and professionalism. Supervises and works with the staff that repairs and maintains the water and sewer systems.
- b. Maintains an awareness of the operation of a variety of tools and equipment. Operates a variety of tools and equipment, assuring compliance with safety procedures.
- c. Responsible for the direct supervision and development of an "on call" assigned schedule and complies with the schedule assuring for professionalism. Directly

supervises all weather related and emergency situations and remains available and “on call” on a 24-hour basis.

- d. Communicates with the public in a professional, courteous manner.
- e. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- f. Allows and requires subordinates to perform their jobs with appropriate levels of supervision.
- g. Assists in enforcement activities of city ordinances.
- h. Recommends ongoing training of subordinates to further department objectives.

II. Operating Equipment Activities (20% of Time)

- a. Maintains an awareness regarding the use of a wide variety of equipment assuring for thoroughness.
- b. Operates the equipment assuring for compliance with safety and other procedures.
- c. Establishes the Preventative Maintenance program assuring the maintenance of equipment on both a preventative and corrective maintenance program and schedule.

III. Supervisory Activities (40% of Time)

- a. Conducts the selection process assuring for accuracy and fairness.
- b. Provides daily oversight and supervision for assigned staff. Provides orientation, encouragement, coaching, and some training for subordinate staff. Makes daily work assignments assuring that employees understand what is required, have the necessary safety equipment and training to complete the assignments.
- c. Recommends termination, or corrective action as needed assuring for professionalism.
- d. Attends seminars and other programs, attends staff meetings assuring for professional development.
- e. Develops long and short-range schedules for staff and projects assuring for adequate coverage.
- f. Completes reports to appropriate parties assuring for accuracy and thoroughness.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- Ability to obtain a valid Class E driver's license.
- Ability to obtain and maintain a State of Missouri Water and Wastewater License.
- 3-5 years in a related field with at least 2 of those years having previous supervisory experience.
- Obtain NIMS 100 and 700 training within 12 months of hire date.
- Must possess and maintain a DS2 water distribution license within 12 months of hire date.
- Must possess and maintain a wastewater class D license within 12 months of hire date.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Safe operations of heavy-trucks and equipment.
- Construction industry safety rules and ability to utilize all Personal Protective Equipment when necessary.
- Proficient with the use of office equipment.

Skill in:

- Excellent organizational skills and attention to detail.
- Clear and concise verbal and written communication.
- Technical knowledge of water, sewer, and street system maintenance and repair.

Ability to:

- Establish and maintain effective working relationships with others.
- Operate heavy machinery including a backhoe, skid steer, dump truck, bobcat, truck, trailer, vac truck, jet truck, snow removal equipment, pot-hole patcher, mower and roller.
- Work courteously with individuals in person and by phone.
- Strong verbal, written and non-verbal communication skills.
- Prioritize and effectively execute multiple tasks at once.
- Read and interpret blueprints, maps, and procedures.
- Effectively supervise, develop, organize, motivate and utilize city staff.

Work Environment

- Require the incumbent to generally perform tasks in various working environments.
- Extreme exposure to outdoor temperatures and weather changes
- Exposure to dust, dirt, and mud
- Exposure to chemicals and fumes
- Exposure to loud noises.
- Average amount of overtime/extended/on call work hours may be required.
- Above average exposure to work safety hazards.
- Average exposure to darkness/cramped or confined spaces.
- Average exposure to heights.

Physical Job Requirements

- Including walking or standing to significant degree on rough terrain or may involve remaining stationary for long periods with pushing and pulling of hands, arms and or leg controls.
- Might occasionally be required to move items or equipment up to 80 lbs.
- Communicate information and ideas so others will understand.
- Must be able to see close-up and the ability to adjust focus.
- Work has standard vision and hearing requirements.

Mental Job Requirements

- Ability to work independently and as part of a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above Average complexity/deadline requirements regarding decision making.
- Average ability to learn new tasks, remember processes and maintain focus.
- Average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Public Works Water Foreman	Direct Supervisor	Public Works Superintendent
Department	Public Works	Position Type	Full Time
Cost Center	20309- Water	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

The position of Public Works Water Foreman is to perform skilled technical work in the operation and maintenance of the water distribution system and related structures, ensuring compliance with safety regulations to provide the public a safe reliable water supply.

Essential Duties and Responsibilities

I. Processing Activities (25% of Time)

- a. Collects water samples, conducts specific tests to measuring quality of the water sample, assuring accuracy and correct protocol for each specific test.
- b. Conducts a partial analysis. Records results of the tests on monthly work sheets assuring for accuracy and timeliness. Assures that the chemicals are properly balanced at all times.
- c. Conducts follow-up testing on a regular routine assuring for continuous monitoring of water quality.

II. Maintenance Related Activities (25% of Time)

- a. Maintains an ongoing awareness of the appropriate use of all equipment, assuring that variances from the norm can be recognized.

- b. Identifies or receives notification of equipment requiring maintenance, conducts a physical inspection of malfunctioning equipment and makes a diagnosis.
- c. In some instances, develops a plan for corrective action, assembles various water supplies and equipment needed to make repairs, assuring that supplies and equipment are readily available.
- d. In some instances, completes the plan assuring for safety and, on limited occasions, provides instruction and training for personnel assuring for an optimal training experience.
- e. On some equipment, completes the preventative maintenance plan assuring for thoroughness and for proper operation of all equipment by listening, feeling and observing the proper operation.
- f. Communicate regularly with supervisors regarding process or status changes assuring for continuous communications to maintain smooth operations.
- g. Keeps work sites and assigned vehicles and equipment clean and free of safety hazards or trash.
- h. Cleans and maintains water testing equipment and meter read equipment. Inspect water meters, meter wells, angle stops, setters, and other meter equipment, assuring for accurate usage and operation.
- i. Receives notification of water line issues, commutes to site, makes determination of problem and repairs needed, and reports findings to supervisor.
- j. Maintains all water towers and booster pump stations, which includes tower maintenance and overseeing tower inspections performed by a third party.

III. Distribution and Collection Systems Activities (50% of Time)

- a. Receives work orders, commutes to site, determines what is required, gathers needed supplies and equipment. Obtains line locates as needed.
- b. Completes the job assuring for accuracy, safety, and timeliness.
- c. Commutes to fire hydrants and blow offs, opens and flushes line till water runs clear, collects CL2 reading assuring for sufficiency and closes assuring for accuracy and safety, repeats as necessary.
- d. Receives notification of emergency water leaks, analyzes emergencies and obtains required materials to correct. Commutes to site and assists with correction of emergency. Assures correct safety measures are in place.
- e. Repairs / replaces fire hydrants and valves.
- f. Assists with daily work orders, marks utility locates using the locator to determine line location, performs meter tests, and meter reads for billing.
- g. Exercises water valves to ensure continued and ongoing operation.

- h. Conducts preventative maintenance on existing water distribution infrastructure.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- Ability to obtain a valid Class E driver's license.
- Must possess and maintain a DS2 water distribution license with the ability to obtain a DS3 within 6 months of hire date.
- Obtain NIMS 100 and 700 training within 12 months of hire date.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Safe operations of heavy-trucks and equipment
- Construction industry safety rules and ability to utilize all Personal Protective Equipment when necessary.
- Proficient with the use of basic office equipment and software.

Skill in:

- Technical knowledge of water system maintenance and repair.
- Clear and concise verbal and written communication.

Ability to:

- Establish and maintain effective working relationships with others.
- Operate heavy machinery including a sweeper, backhoe, skid steer, dump truck, bobcat, truck, trailer, jet/vac truck, snow removal equipment, and mowers.
- Operate various hand tools.
- Work courteously with individuals in person and by phone.
- Strong verbal, written, and non-verbal communication skills.
- Prioritize and effectively execute multiple tasks at once.
- Read and interpret blueprints, maps, and procedures.

Work Environment

- Require the incumbent to generally perform tasks in various working environments.
- Extreme exposure to outdoor temperatures and weather changes
- Exposure to dust, dirt, mud, and snow
- Exposure to chemicals and fumes
- Exposure to loud noises.
- Average amount of overtime. After hours on call requirement.
- Above average exposure to work safety hazards.
- Average exposure to darkness/cramped or confined spaces.

Physical Job Requirements

- Including walking or standing to significant degree on rough terrain or may involve remaining stationary for long periods with pushing and pulling of hands, arms and or leg controls.
- Might occasionally be required to move items or equipment up to 80 lbs.
- Communicate information and ideas so others will understand
- Must be able to see close-up and the ability to adjust focus.
- Work has standard vision and hearing requirements.

Mental Job Requirements

- Ability to work independently and as part of a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above Average complexity/deadline requirements regarding decision making.
- Average ability to learn new tasks, remember processes and maintain focus.
- Average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Recreation Coordinator	Direct Supervisor	Director of Parks and Recreation
Department	Parks and Recreation	Position Type	Full Time
Cost Center	10306- Parks	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	Yes	Positions Supervised	Senior Activity Coordinator, Part-time staff, Seasonal staff

Job Summary

The Recreation Coordinator Provides support services to the Director of Parks and Recreation and the Park Board. Supervises, schedules, and directs a comprehensive leisure program for the community as assigned. Coordinates with the various leagues providing information and assistance in operations. Directly supervises various part-time, seasonal staff, volunteers, contracted personnel and others as assigned.

Essential Duties and Responsibilities

I. Administrative Activities (40% of Time)

- a. Plans, develops, instructs, implements and evaluates a wide variety of recreation classes and programs for the Parks and Recreation Department.
- b. Develops and maintains department policies and procedure manual.
- c. Creates and prepares letters, memo and reports for Director.
- d. Acts as a personnel coordinator in the collection and preparation of all personnel transactions. Prepares all employment agreements for recreation services, park operations and development, and administrative services for part-time staff.

- e. Collects and prepares board meeting information for distribution. Attends board meetings and records minutes. Transcribes minutes for future meetings.
- f. Makes presentations to the Park Board as requested.
- g. Coordinates reservation and use of facilities and materials. Assists in keeping maintenance schedule and inventory of all facilities, supplies and equipment.
- h. Attends all functions related to recreation and leisure service when practical.
- i. Maintains all park and facility use in the master schedule.
- j. Responsible for the evaluation of programs and/or classes effectiveness in operation.
- k. Supervises the coordination of all formal recreation activities within the park system.
- l. Assists customers, accepts registrations and schedules facility reservations.
- m. Responds to telephone requests and greets patrons.
- n. Provides data processing support for staff.
- o. Assists the Director with budget preparation for department funds.
- p. Assists the Director with duties associated with civic memberships.
- q. Generates brochures, flyers and social media posts and distributes them accordingly.
- r. Cancels or eliminates activities and close facilities due to inclement weather, dangerous circumstances, lack of participation or to prevent damage to facility/grounds.
- s. Acts as a contact for National Recreation and Park Association Missouri Park and Recreation Association as well as others.
- t. Responsible for updating/maintaining park software and identifying operating issues for the department.

II. Field Activities (20% of Time)

- a. Occasionally perform building and ground maintenance.
- b. Performs all other duties as assigned.

III. Supervisory Activities (20% of Time)

- a. Conducts an orientation to the job for all new employees assigned to parks, pool or senior services.
- b. Provides ongoing corrective action for all general office employees in need assuring professionalism.

- c. Ensures that employees receive the necessary training and certifications they require to complete the duties of their jobs.
- d. Communicates with the public in a professional and courteous manner.
- e. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- f. Allows and requires subordinates to perform their jobs with appropriate levels of supervision.
- g. Maintains certifications for various requirements such as Food Handler Permits, Food Permits, Aquatic Facility Permit, etc.

IV. Equipment and Software Administrator Activities (10% of Time)

- a. Oversees and maintains all social media accounts assuring for professionalism, accuracy and timeliness for the best possible public relations for the Parks and Recreation Department.
- b. Acts as administrator for Adobe, Microsoft Office, Civic Rec, Facebook, and other online stores/entities as directed for the Parks Department.

V. Financial Activities (10% of Time)

- a. Assures preparation, deposit and reconciliation of daily receipts.
- b. Collaborates with Park Director and Finance Director for proper protocols and procedures.
- c. Properly notes any and all variances.

Minimum Requirements

Education and/or Experience Requirements

- Must have a Bachelor's degree in Recreation or Leisure Administration or related field.
- Two or more years of experience in recreation, leisure or related field.
- Supervisory experience preferred.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Office procedures, budgeting, accounting and cash management.
- Proficient knowledge of MS Office (Word, Excel) and park operating software, Insurance requirements for various activities, leagues, and events.

- Lifeguarding, CPR, First Aid and Food Handling.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Operation of computers and general office equipment.
- Establishing good working relationships with the public, subordinates and supervisors.

Ability to:

- Understand, prepare and present a variety of reports for oral and written presentations.
- Prioritize and effectively execute multiple tasks at once.
- Effectively utilize city staff with proper supervision, motivation and direction.
- Ability to organize, be flexible in job responsibilities, maintain self-control and composure, interpret financial data, set goals and assist the public in a courteous and helpful manner.
- The ability to communicate information and ideas so others will understand.

Work Environment

- Requirements of the position require the incumbent to perform in an office setting and in the field.
- Moderate exposure to outdoor temperatures or dirt or dust.
- Might occasionally be required to move items or equipment up to 40 lbs.
- Average amount of overtime/extended work hours may be required.

Physical Job Requirements

- Must be able to remain in a stationary position during shift.
- Moves throughout the building to access files and records.
- Constantly operates a computer and other office machinery, such as a calculator and copy equipment.
- Must be able to see close-up and the ability to adjust focus.
- Capture images of events/activities for publication.

Mental Job Requirements

- Works well in a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above average complexity/deadline requirements regarding decision making.
- Above average ability to learn new tasks, remember processes and maintain focus.
- Above average analytical thinking.

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POSITION DESCRIPTION

Job Title	Senior Center Co-Administrator	Direct Supervisor	Recreation Coordinator
Department	Parks and Recreation (Senior Center)	Position Type	Part Time
Cost Center	10909- Senior Center	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	Yes (Volunteers)	Positions Supervised	Senior Center Volunteers

Job Summary

The Senior Center Co-Administrator works in tandem with the other Co-Administrator to facilitate all aspects of operating the senior center. The position helps organize activities/classes for seniors to participate in, make phone calls when needed, supervise all volunteers, schedule and attend field trips, drive seniors to and from the center if needed, complete all documents necessary to fulfill requirements by Mid-America Regional Council (MARC), serve lunch each day, work in the kitchen when needed, and assist in maintaining social media pages.

Essential Duties and Responsibilities

I. Administrative Activities (40% of Time)

- a. Prepares the facility each morning for the arrival of the seniors. This could include arranging decorations, making coffee, setting up activities for the day, etc.
- b. Files all documents and reports required by Mid-America Regional Council (MARC) in a timely manner.
- c. Schedules and arranges any activities to be held outside of the senior center.
- d. Works alongside the Oak Grove Senior Center Activity Council for the betterment of the facility.

- e. Take reservations from patrons each day for the lunch count. Then coordinates the number of meals necessary for each day with appropriate organization.
- f. Schedules with patrons for those who need a ride to and from the senior center on certain days.
- g. Potentially fills in for absent volunteers in the kitchen if needed.
- h. Coordinates with Mid-America Regional Council (MARC) on all inspections or requirements deemed necessary.
- i. Assists the Recreation Coordinator to accurately fill out the Senior Center RFP from Mid-America Regional Council (MARC) each year for continued funding.
- j. Coordinates locally with churches and organizations to establish a schedule of volunteers to help deliver the home delivery meals.
- k. Attends all meetings or conferences required by Mid-American Regional Council (MARC).

II. Supervisory Activities (20% of Time)

- a. Monitors performance and provides appropriate coaching and counseling as needed.
- b. Provides ongoing supervision for all general volunteers assuring professionalism.
- c. Communicates with the public in a professional and courteous manner.
- d. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- e. Ability to maintain a welcoming and professional atmosphere in the facility for all patrons, volunteers, and staff.

III. Equipment and Software Administrator Activities (15% of Time)

- a. Gains proficient knowledge of software required by Mid-America Regional Council (MARC) for reporting of items daily, weekly, and monthly.
- b. Maintains and has knowledge of the kiosk provided by Mid-America Regional Council (MARC) for daily use.

IV. Policy Clarification Activities (5% of Time)

- a. Maintains an awareness of policies and requirements from Mid-America Regional Council (MARC) and all city policies.

V. Financial Activities (5% of Time)

- a. Make bank deposits when deemed necessary.

VI. Special Events Activities (15% of Time)

- a. Coordinates and attends field trips or special events for seniors to go on quarterly.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- Supervisory experience preferred.
- Must have a valid driver's license.
- A current food handler's permit is desired but not required at the time of hiring.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Proficient knowledge of MS Office (Word, Excel).
- Proficient with the use of office equipment.
- Ability to work courteously with individuals in person and by phone.
- Experience with media and public relations.
- CPR, First Aid, and Food Handling.
- Knows the signs and has an awareness of Elder Abuse and how to report it.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Excellent customer service skills.

Ability to:

- Establish and maintain effective working relationships with others.
- Ability to understand, prepare and present a variety of reports for oral and written presentations.
- Above average verbal, written and non-verbal communication skills.
- Prioritize and effectively execute multiple tasks at once.

Work Environment

- Requirements of the position are from a typical office environment.
- Limited exposure to outdoor temperatures or dirt or dust.

Physical Job Requirements

- Must be able to remain in a stationary position during shift.
- Must be able to move without effort between levels of the building.
- May be required to move items or equipment up to 40 lbs.
- Constantly operates a computer and other office machinery, such as a calculator and copy equipment.

Mental Job Requirements

- Works well in a team environment.
- Enjoy working with senior aged individuals.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above average complexity/deadline requirements regarding decision making.
- Above average ability to learn new tasks, remember processes and maintain focus.
- Above average ability to multi-task job requirements.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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POSITION DESCRIPTION

Job Title	Sergeant	Direct Supervisor	Captain
Department	Public Safety	Position Type	Full Time
Cost Center	10408- Public Safety	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	Yes	Positions Supervised	Patrolman

Job Summary

The Police Department's Sergeant position is the front-line supervisor of patrol operations for enforcement of federal, state, and municipal laws. The Sergeant supervises and collaborates with Patrolman in assisting the public, addressing concerns, completing and approving written reports, ensuring proper manpower for best operations, and ensuring equipment and resources are available as needed. The position requires consistent attention to detail and commitment to the Oak Grove Police Department's mission, goal and objectives, and guiding principles of the City of Oak Grove.

Essential Duties and Responsibilities

I. Supervisory Activities (40% of Time)

- a. Conducts daily in-person or virtual roll call assuring that the scheduled officers are appraised regarding any crimes under investigation or other special happenings.
- b. Reviews all current reports, makes assessments regarding quality and accuracy and distributes to the appropriate party.
- c. On occasion, provides an orientation for probationary Patrolmen assuring for professionalism, and compliance with all departmental policies and procedures.
- d. Provides direct and indirect supervision of scheduled officers, acts as a role model, and provides feedback regarding their performance.

- e. Provides informal and formalized coaching and evaluation of subordinate officers assuring for professionalism, impartiality, accurate documentation and timeliness.
- f. Recommends and provides disciplinary action as needed assuring for professionalism, impartiality, accurate documentation and timeliness.
- g. Provides and facilitates internal and external training on specific police processes and activities as needed for professionalism.
- h. As assigned, patrols City and monitors and responds to radio messages regarding issues that may require supervisory attention. Upon arrival at scene, makes determination to intercede to assure that proper procedures are being followed.
- i. Makes determination to remain on site and act as backup or to depart for routine parole activities.
- j. Develops the monthly patrol schedule assuring for thorough road coverage, and assuring that hourly requirements including vacations, holidays, overtime, etc., are accommodated as well as possible.

II. Patrol Related Activities (40% of Time)

a. Incident/Accident Activities

- i. Patrolling assigned areas and conducts checks and monitoring process for all aspects within the City.
- ii. Responds to notification of incident/accident reports at scene assuring for timeliness and for safety.
- iii. Responds appropriately to incident/accident assuring that department procedures are followed and assuring for safety and professionalism.
- iv. Completes and submits to the Captain all reports as required assuring for timeliness and accuracy.

b. Service Call Activities

- i. Receives assignment and responds as requested assuring for professionalism and the best PR for the City.
- ii. Completes the required documentation as necessary assuring for accuracy.

c. Offense Call Activities

- i. Responds to radio announced incident and coordinates with other units as needed.
- ii. Responds appropriately and notifies dispatcher of arrival on scene. Takes appropriate enforcement or control action as required assuring that department procedures are followed and assuring for safety.
- iii. Notifies dispatcher of status and begins investigation of offense.

- iv. Completes investigation, makes determination regarding enforcement action required and completes reports and documentation as required assuring for timeliness and accuracy.
- v. If needed, makes arrest, handles prisoners assuring for officers and public safety and assuring that department procedures are followed.

d. Other Patrol and Miscellaneous Activities

- i. Conducts traffic and parking enforcement activities assuring safety, professionalism and the best PR for the City.
- ii. Maintains an awareness of people who have outstanding warrants and maintains vigilance for such persons and serves warrants as required assuring for safety and professionalism and for following prescribed policies and procedures.
- iii. Assists with animal related complaints. Handles matter appropriately.
- iv. Handles and interacts with prisoners as requested assuring for safety and professionalism and for following prescribed policies and procedures.
- v. Responds to requests for assistance from other agencies assuring professionalism and for adherence to department policies and procedures.
- vi. Maintains and safeguards vehicles and other department issued supplies and equipment. Monitors maintenance and maintains records on patrol vehicles.
- vii. Maintains video, radar and radio equipment. Advises when repair or replacement is necessary.

III. Special Projects and Public Relations Activities (20% of Time)

- a. Provides supervision for officers working community events and occurrences.
- b. Provides information and makes presentations as required demonstrating professionalism and knowledge of law enforcement.
- c. Provides testimony in court cases assuring for professionalism and accuracy.
- d. Works with outside agencies and other law enforcement in collaborative efforts.

Minimum Requirements

Education and/or Experience Requirements

- Fulfills and maintains all minimum requirements for Patrolman.
- Has obtained five (5) years of law enforcement experience, three (3) years concurrent being with Oak Grove.
- Ability to complete advanced course work related to police supervision and management.

- Practical knowledge of federal, state, and municipal laws, ordinances, city policies and departmental guidelines.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Radio procedures and communication protocol.
- City geography and any changes.
- Adherence and demonstration of the rules, regulations and policies of the department.
- Use of force tactics and the ability to use force in accordance with Department policy.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Counseling, supporting and being empathetic with people to establish rapport, explain complaints to offenders, victims, witnesses, interacting and working with citizens.
- Excellent organizational skills and attention to detail.

Ability to:

- Provide protective services skill level
- Carry out orders and directives of the Department.
- Maintain a demeanor of professionalism that enhances public confidence in the Police Department and its employees.
- Use good judgment and independent decision making in police responses.
- Perform effectively and safely during periods of highly stressful situations, split-second circumstances and physically demanding conditions.
- Safely, effectively and appropriately use lethal and non-lethal weapons.
- Present ideas clearly and concisely with verbal and written communication skills.

Work Environment

- Extreme exposure to weather and temperature extremes.
- Average exposure to chemicals and fumes.
- Average exposure to heights.
- Above Average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Above Average exposure to dust.

- Above Average exposure to loud noises.
- Above Average exposure to darkness.
- Above Average exposure to cramped spaces.

Physical Job Requirements

- Above Average physical mobility: movement from place to place on the job, considering distance and speed.
- Above Average physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.
- Above Normal physical strength to handle 150 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Above Normal endurance.

Mental Job Requirements

- Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Normal complexity of decision making.
- Normal time pressure of decision making.
- Normal analytical thinking.
- Normal conceptual thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

For your personnel file, please sign and return this page to your supervisor as acknowledgement that you have received a copy of the job description and keep the document for your records.

Employee Signature		Date:	
Supervisor Signature		Date:	



POSITION DESCRIPTION

Job Title	Utility Clerk	Direct Supervisor	City Clerk
Department	Administration	Position Type	Full Time
Cost Center	60%-20309- Water 40%-25303- Sewer	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

The Utility Clerk provides customer service, clerical support, produce and maintain the production of the City's utility billing records, prepare and review the daily cash receipting and online payments, daily service work orders, imports and ensures the integrity of the collected meter readings, and the billing production.

Essential Duties and Responsibilities

I. Daily Related Activities (40% of Time)

- a. Provides coverage for the switchboard assuring for professionalism and courtesy. Provides information as requested. Takes messages and/or routes callers to appropriate party and takes initiative for follow-up activities related to customer or staff requests.
- b. Communicates and corresponds in person, by phone, and through mail and email with customers, answers account questions, provides clarification, information on policy, deals with complaints assuring for professionalism, courtesy and the best possible public relations for the city.
- c. Provides services at the counter regarding customer requests, obtains information, collects deposits as necessary generates work orders relating to new utility service set-up, transfer, turn on/off or other action required such as completing service work order in billing software for customer accounts assuring for accuracy and timeliness, and the best possible public relations for the city.

- d. Processes utility payments from drop box, mail, in person and phone payments. Posts to software system assuring for accuracy and timeliness. Prepares daily reports from online payment system to the general ledger and assists with balancing cash drawer and daily bank deposits assuring for proper financial controls.
- e. Resolves account issues, transfer balances, bill returned check fees, bill reconnect fees, bill penalties, issue refunds and other account actions as necessary (with supervisor approval).
- f. Applies customer water deposits to their account, submits final bill notices to Accounts Payable for processing refund balances assuring for accuracy and timeliness.
- g. Collects payments for various city services including applications, permits, Animal Control fees, and business licenses assuring for professionalism and accuracy.
- h. Establishes new address for water taps and creates new reading routes according to the book number and sequence.
- i. Create Landlord accounts and generate permission to revert to Landlord document.

II. Monthly Related Activities (40% of Time)

- a. Assists Public Works with monthly meter reads with preparation of downloading readings to laptop. Upon completion of readings, uploading data to utility software. Generate reports based on monthly readings and notify re-read customers of high usage and/or possible leaks.
- b. Prepares monthly billing report file in billing software to export to third party bill processor and online bill pay service as well as any special message insert as requested assuring for accuracy and timeliness.
- c. Close out monthly billing period and prepares, reviews and digitally saves a monthly billing report to maintain a record assuring for accuracy and timeliness.
- d. Create monthly report of accounts in arrears to issue disconnect/shut-off orders assuring for compliance with city policies. Bill reconnect fee to affected accounts, applying tampering charges, if required, and supporting documentation.
- e. Establish payment arrangements for customers needing assistance and notate account according to policy (with supervisor approval).
- f. Prepares multiple Septic Hauler invoices received from Wastewater Treatment Plant Operator for monthly sewage disposal fee.
- g. Collect payment from Jackson County Public Water Supply District #17 for monthly bulk water usage charges prepared by the Public Works Director and collect payment for sewer and I/I for accounts calculated by Water District #17 based off of their meter readings submitted and issue receipts for the properties that are located in Jackson County Public Water Supply District #17 supplied by the City of Oak Grove.

- h. Complete and submit monthly Sales Tax Report from residential and commercial utility customers according to a report from billing software and provide Accounts Payable to process payment.

III. Miscellaneous Activities (20% of Time)

- a. Annually prepare and review report from billing software for sewer averages based on water usage for the months of December January, and February.
- b. Prepare as requested information from various city departments regarding utility accounts.
- c. Crosstrain employees to maximize service and efficiency.
- d. Performs voter registration duties for Jackson County Election Board.
- e. Annual Records Retention schedule for utility records.
- f. Assists with special projects as requested assuring for professionalism and timeliness.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Proficient knowledge of MS Office (Word, Excel).
- Proficient with the use of office equipment.

Skill in:

- Communicating clearly and effectively with others, both orally and in writing.
- Excellent organizational skills and attention to detail.
- Excellent customer service skills.

Ability to:

- Establish and maintain effective working relationships with others.
- Understand, prepare and present a variety of reports.
- Above average verbal, written and non-verbal communication skills.
- Work courteously with individuals in person and by phone.

- Prioritize and effectively execute multiple tasks at once.

Work Environment

- Requirements of the position require the incumbent to generally perform in a typical office environment.
- Limited exposure to outdoor temperatures or dirt or dust
- Might occasionally be required to move items or equipment up to 40 lbs.
- Average amount of overtime/extended work hours may be required.

Physical Job Requirements

- Must be able to remain in a stationary position during shift.
- Moves throughout the building to access files and records.
- Constantly operates a computer and other office machinery, such as a calculator and copy equipment.
- Must be able to see close-up and the ability to adjust focus.
- The ability to communicate information and ideas so others will understand.

Mental Job Requirements

- Works well in a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity/deadline requirements regarding decision making.
- Above Average ability to learn new tasks, remember processes and maintain focus.
- Average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

The preceding job description outlines the general nature and level of work performed by employees in this role. It is not intended to be a comprehensive list of all duties, responsibilities, or qualifications. Employees may be required to perform other job-related tasks or assignments as requested by their supervisor.

For your personnel file, please sign and return this page to your supervisor as acknowledgement that you have received a copy of the job description and keep the document for your records.

Employee Signature		Date:	
Supervisor Signature		Date:	



POSITION DESCRIPTION

Job Title	Assistant Plant Operator/Lab Technician	Direct Supervisor	Wastewater Treatment Plant Lead Operator
Department	Public Works	Position Type	Full Time
Cost Center	25303- Sewer	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	No	Positions Supervised	N/A

Job Summary

The Assistant Plant Operator/Lab Technician performs work in the operation and maintenance of the wastewater treatment infrastructure assuring that the public has a safe, reliable sewer collection and treatment system. Performs daily lab work, inspects, cleans, repairs, replaces and maintains pumps, motors, filters, and related equipment; and performs general, grounds and preventive maintenance. Makes various repairs in and around plant facilities, area lift stations and operates vehicles and other heavy equipment. Responsible for the day-to-day operations of the plant during the supervisor's absence.

Essential Duties and Responsibilities

I. Wastewater Related Activities (55% of Time)

- a. Makes visual inspection of wastewater treatment facilities, determines if treatment is needed and, if so, applies treatment assuring for safety and compliance with established procedures.
- b. Performs daily tests on wastewater samples in various stages of treatment to ensure compliance with environmental standards.
- c. Assists with data entry and other duties as needed.

- d. Works effectively with the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department.

II. Other Activities (30% of Time)

- a. Performs custodial duties in the laboratory such as dusting, sweeping, mopping, and trash removal to maintain cleanliness of the laboratory.
- b. Inspect, maintain, and repair equipment, using hand tools and power tools, to ensure its proper functioning.
- c. Troubleshoot assigned equipment, pumps, and other malfunctions and address any operational issues that arise.
- d. Assists with mowing and other groundskeeping activities as needed.
- e. Any other duties as assigned.

III. Distribution and Collection Systems Activities (15% of Time)

- a. Inventory and order necessary lab supplies and equipment.
- b. Completes the job assuring for accuracy, safety, and timeliness.
- c. May conduct preventative maintenance on existing sewer lines or manholes.
- d. Assists other departments in operational requirements as directed by the Public Works Director.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- Ability to obtain a valid Class E drivers license.
- Class C Wastewater License, Class B is preferred.
- NIMS 100 and 700 certifications are required within 12 months of hire date.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations to meet permit requirements.
- Safe operations of heavy-trucks and equipment.
- Construction industry safety rules and ability to utilize all Personal Protective Equipment when necessary.
- Basic understanding of public infrastructure.
- Wastewater operations and equipment, lab supplies and usage.
- Proficient with the use of office equipment and Microsoft Office software.

Skill in:

- Preventive maintenance of equipment.
- Excellent organizational skills and attention to detail.
- Proper sampling and treatment of wastewater.

Ability to:

- Establish and maintain effective working relationships with others.
- Operate heavy machinery including a sweeper, backhoe, skid steer, dump truck, bobcat, truck, trailer, snow removal equipment, and mower.
- Operate various hand tools and power tools.
- Work courteously with individuals in person and by phone.
- Strong verbal, written and non-verbal communication skills.
- Prioritize and effectively execute multiple tasks at once.

Work Environment

- Require the incumbent to generally perform tasks in various working environments.
- Extreme exposure to outdoor temperatures and weather changes
- Exposure to dust, dirt, mud, and grime.
- Exposure to chemicals and fumes
- Exposure to loud noises.
- Average amount of overtime/extended/on call work hours may be required.
- Average exposure to work safety hazards.
- Average exposure to darkness/cramped or confined spaces.

Physical Job Requirements

- Including walking or standing to significant degree on rough terrain or may involve remaining stationary for long periods with pushing and pulling of hands, arms and or leg controls.
- Might occasionally be required to move items or equipment up to 80 lbs.
- The ability to communicate information and ideas so others will understand
- Must be able to see close-up and the ability to adjust focus.
- Work has standard vision and hearing requirements.

Mental Job Requirements

- Ability to work independently and as part of a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above Average complexity/deadline requirements regarding decision making.
- Average ability to learn new tasks, remember processes and maintain focus.
- Average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

The preceding job description outlines the general nature and level of work performed by employees in this role. It is not intended to be a comprehensive list of all duties, responsibilities, or qualifications. Employees may be required to perform other job-related tasks or assignments as requested by their supervisor.

For your personnel file, please sign and return this page to your supervisor as acknowledgement that you have received a copy of the job description and keep the document for your records.

Employee Signature		Date:	
Supervisor Signature		Date:	



POSITION DESCRIPTION

Job Title	Wastewater Treatment Plant Lead Operator	Direct Supervisor	Public Works Director
Department	Public Works	Position Type	Full Time
Cost Center	25303- Sewer	FLSA Status	Non-Exempt
Original Date	April 2025	Revision Date	
Supervisory Position	Yes	Positions Supervised	Assistant Plant Operator/Lab Technician

Job Summary

The position of the Wastewater Treatment Plant Lead Operator is to perform work in the operation and maintenance of the wastewater treatment infrastructure assuring that the public has a safe, reliable sewer collection and treatment system. Leads and oversees, the work of assigned lab technician, inspects, cleans, repairs, replaces and maintains pumps, motors, filters, and related equipment; and performs general, grounds and preventive maintenance assuring for operation within budget. Makes various repairs in and around plant facilities, area lift stations and operates vehicles and other heavy equipment.

Essential Duties and Responsibilities

I. Wastewater Related Activities (50% of Time)

- a. Makes visual inspection of wastewater treatment facilities, determines if treatment is needed and, if so, applies treatment assuring for safety and compliance with established procedures.
- b. Completes regularly scheduled operational testing of the wastewater treatment facilities. Collects records and submits monthly lab sample analysis for BOD and TSS batch tests.
- c. Performs daily tests on wastewater samples in various stages of treatment to ensure compliance with environmental standards.

- d. Assists with data entry and other duties as needed.
- e. Works effectively with the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department.

II. Other Activities (25% of Time)

- a. Assists with mowing and other groundskeeping activities as needed.
- b. Performs custodial duties in the laboratory such as dusting, sweeping, mopping, and trash removal to maintain cleanliness of the laboratory.
- c. Inspect, maintain, and repair equipment, using hand tools and power tools, to ensure its proper functioning.
- d. Troubleshoot assigned equipment, pumps, and other malfunctions and address any operational issues that arise.
- e. Any other duties as assigned.

III. Distribution and Collection Systems Activities (25% of Time)

- a. Receives work orders, commutes to site, determines required equipment, and gathers needed supplies and equipment.
- b. Completes the job assuring for accuracy, safety, and timeliness.
- c. Documentation of sample collection dates, locations, methods used, and analysis results
- d. Responsible for record keeping of all lab results, flow measurements, effluent quality, equipment calibration records, and other local and federal regulations.
- e. Conducts preventative maintenance on existing sewer lines.
- f. Assists other departments in operational requirements as needed.

Minimum Requirements

Education and/or Experience Requirements

- Must have a High School Diploma or equivalent.
- Ability to obtain a valid Class E drivers license.
- Class A Wastewater License
- 3-5 years of supervisory experience preferred.
- NIMS 100 and 700 certifications are required within 12 months of hire date.

Knowledge, Skills and Abilities

Considerable knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations to meet permit requirements.
- Safe operations of heavy-trucks and equipment
- Construction industry safety rules and ability to utilize all Personal Protective Equipment when necessary.
- Basic understanding of public infrastructure.
- Wastewater operations and equipment, lab supplies and usage.
- Proficient with the use of office equipment and Microsoft Office software.

Skill in:

- Preventive maintenance of equipment.
- Excellent organizational skills and attention to detail.
- Proper sampling and treatment of wastewater.

Ability to:

- Establish and maintain effective working relationships with others.
- Operate heavy machinery including a sweeper, backhoe, skid steer, dump truck, bobcat, truck, trailer, snow removal equipment, and mower.
- Operate various hand tools and power tools.
- Work courteously with individuals in person and by phone.
- Strong verbal, written and non-verbal communication skills.
- Prioritize and effectively execute multiple tasks at once.
- Ability to effectively supervise, develop, organize motivate and utilize city staff.

Work Environment

- Require the incumbent to generally perform tasks in various working environments.
- Extreme exposure to outdoor temperatures and weather changes
- Exposure to dust, dirt, mud, and grime.
- Exposure to chemicals and fumes
- Exposure to loud noises.
- Average amount of overtime/extended/on call work hours may be required.
- Average exposure to work safety hazards.
- Average exposure to darkness/cramped or confined spaces.

Physical Job Requirements

- Including walking or standing to significant degree on rough terrain or may involve remaining stationary for long periods with pushing and pulling of hands, arms and or leg controls.
- Might occasionally be required to move items or equipment up to 80 lbs.
- The ability to communicate information and ideas so others will understand
- Must be able to see close-up and the ability to adjust focus.
- Work has standard vision and hearing requirements.

Mental Job Requirements

- Ability to work independently and as part of a team environment.
- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above Average complexity/deadline requirements regarding decision making.
- Average ability to learn new tasks, remember processes and maintain focus.
- Average analytical thinking.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

The preceding job description outlines the general nature and level of work performed by employees in this role. It is not intended to be a comprehensive list of all duties, responsibilities, or qualifications. Employees may be required to perform other job-related tasks or assignments as requested by their supervisor.

For your personnel file, please sign and return this page to your supervisor as acknowledgement that you have received a copy of the job description and keep the document for your records.

Employee Signature		Date:	
Supervisor Signature		Date:	



Appendix D - Employee Evaluation Forms



EMPLOYEE ANNUAL PERFORMANCE EVALUTION

Employee Name		Date of Evaluation	
Department		Position	
Evaluation Period		Type of Evaluation	

Performance Evaluation Categories

Complete this section prior to conducting the performance evaluation with the employee. Consider the employee's performance in the accomplishment of job responsibilities and designate the proper rating (1 - 5, from the list below) which most accurately describes that performance. When finished add up the values and put the total in the Performance Box.

5 - EXCEPTIONAL - Results indicate performance so clearly outstanding as to be obvious to all. The employee consistently exceeds performance standards with virtually no detected preventable or controllable errors. This person typically can anticipate and prevent problems proactively.

4 - ADVANCED - The employee exceeds performance standards on a regular, consistent basis, without falling below other standards as a tradeoff. Errors are infrequent and are typically detected and corrected by the employee before causing functional inconvenience.

3 - COMPETENT - Results indicate performance that is completely satisfactory and sufficient in every respect. Meets all end results in a completely acceptable manner expected of a well-qualified employee.

2 - IMPROVEMENT NEEDED - The employee meets minimum performance standards. Does what is necessary to accomplish assigned tasks. Close supervision is required. Employee does not initiate actions without supervisor's direction.

1 - MAJOR IMPROVEMENT NEEDED - The employee frequently and recurringly does not meet expectations. Needs constant and direct supervision to achieve standards. Cannot or will not perform requirements of job.

Job Knowledge/Performance

Effectiveness in handling job tasks.

Consider an employee's understanding of their role, responsibilities, and the technical skills necessary to perform their job effectively as outlined in the job description. It includes familiarity with processes, systems, and best practices required to carry out tasks with proficiency.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Customer Service

Delivering a positive experience for those served.

Consider how well the employee interacts with citizens/customers, addressing their needs, concerns, and queries in a professional and courteous manner and the ability to provide timely and accurate information or assistance.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Safety

Compliance with relevant safety regulations, laws, and standards.

Consider how well the employee implements safety protocols, procedures, regulations and training programs to mitigate identified hazards. Review employee's safety record during the review period and offer suggestions on how to continue to work safely.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Attendance/Reliability

Consistency in attendance and dependability in job performance.

Consider the employee's consistency in showing up to work as scheduled. It includes punctuality and adherence to company attendance policies.

Consider the employee's dependability in completing their duties without requiring constant supervision or reminders. It measures whether the employee consistently meets expectations and deadlines and can be trusted with additional responsibilities.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Problem Solving/Motivation

Ability to handle challenges and maintain motivation to achieve personal and team goals.

Consider the employee's ability to identify problems and develop effective solutions. It evaluates critical thinking skills, creativity, and the ability to make decisions under pressure or in complex situations.

Consider the employee's initiative and drive to perform their work to the best of their ability. A motivated employee is self-driven, takes ownership of their tasks, and proactively seeks opportunities for improvement and development.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Interpersonal Relations/Communication

Effectiveness in collaborating with others and communicating clearly and respectfully.

Consider the employee's ability to interact and build effective working relationships with colleagues, supervisors, and citizens/customers. It includes qualities like teamwork, conflict resolution, and maintaining a respectful and positive work environment.

Consider how effectively the employee conveys information, listens to others, and responds in both verbal and written forms. It includes clarity, active listening, and the ability to tailor communication to different audiences.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Productivity and Quality of Work

Balance between producing a high volume of work while maintaining a high level of quality.

Consider how efficiently the employee completes tasks, manages time, and achieves goals. It reflects the volume of work accomplished and the employee's ability to prioritize tasks effectively.

Consider the accuracy, attention to detail, and thoroughness of the employee's work. It looks at whether tasks are completed to a high standard, with minimal errors, and in alignment with organizational expectations.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Areas of Evaluation	Performance Rating Categories				
	1-Major Improvement Needed	2-Some Improvement Needed	3-Competent	4-Advanced	5-Exceptional
Job Knowledge/Performance					
Customer Service					
Safety					
Attendance/Reliability					
Problem Solving/Motivation					
Interpersonal Relations/Communication					
Productivity and Quality of Work					
Total Performance Rating:					

*This rating is NOT an average of the above ratings. It is the supervisor's assessment of performance based on the itemized factors.

Overall Evaluation

In consideration of the preceding total performance rating and evaluation of the employee's abilities over the last reviewing period, indicate below the overall evaluation category and whether the employee qualifies for a merit increase.

If the performance rating is less than competent in 3 or more areas, a Performance Improvement Plan is required to be completed. _____ (Employee Initials for PIP)

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Prior Year Goals:

Please identify 2-3 goals for further development. This may include special projects, ongoing responsibilities and performance requirements.

Goals should be SMART goals (Specific, Measurable, Attainable, Relevant, Time-Based).

GOAL 1:

☐ Accomplished ☐ Some Progress ☐ No Progress ☐ No Longer Relevant ☐ Abandoned

GOAL 2:

☐ Accomplished ☐ Some Progress ☐ No Progress ☐ No Longer Relevant ☐ Abandoned

GOAL 3:

☐ Accomplished ☐ Some Progress ☐ No Progress ☐ No Longer Relevant ☐ Abandoned

Current Year Goals:

Please identify 2-3 goals for further development.

Goals should be SMART goals (Specific, Measurable, Attainable, Relevant, Time-Based).

GOAL 1:

GOAL 2:

GOAL 3:

Comments:

Additional Training/Safety Considerations:

Comments:

By signing this form, you confirm that you have received and discussed this performance evaluation in detail with your supervisor but does not necessarily imply agreement with the evaluation or contents.

Employee Signature:	Date:
Supervisor Signature:	Date:



SUPERVISOR/MANAGERIAL EMPLOYEE ANNUAL PERFORMANCE EVALUTION

Employee Name		Date of Evaluation	
Department		Position	
Evaluation Period		Type of Evaluation	

Performance Evaluation Categories

Complete this section prior to conducting the performance evaluation with the employee. Consider the employee's performance in the accomplishment of job responsibilities and designate the proper rating (1 - 5, from the list below) which most accurately describes that performance. When finished add up the values and put the total in the Performance Box.

5 - EXCEPTIONAL - Results indicate performance so clearly outstanding as to be obvious to all. The employee consistently exceeds performance standards with virtually no detected preventable or controllable errors. This person typically can anticipate and prevent problems proactively.

4 - ADVANCED - The employee exceeds performance standards on a regular, consistent basis, without falling below other standards as a tradeoff. Errors are infrequent and are typically detected and corrected by the employee before causing functional inconvenience.

3 - COMPETENT - Results indicate performance that is completely satisfactory and sufficient in every respect. Meets all end results in a completely acceptable manner expected of a well-qualified employee.

2 - IMPROVEMENT NEEDED - The employee meets minimum performance standards. Does what is necessary to accomplish assigned tasks. Close supervision is required. Employee does not initiate actions without supervisor's direction.

1 - MAJOR IMPROVEMENT NEEDED - The employee frequently and recurringly does not meet expectations. Needs constant and direct supervision to achieve standards. Cannot or will not perform requirements of job.

Job Knowledge/Performance

Effectiveness in handling job tasks.

Consider an employee's understanding of their role, responsibilities, and the technical skills necessary to perform their job effectively as outlined in the job description. It includes familiarity with processes, systems, and best practices required to carry out tasks with proficiency.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Customer Service

Delivering a positive experience for those served.

Consider how well the employee interacts with citizens/customers, addressing their needs, concerns, and queries in a professional and courteous manner and the ability to provide timely and accurate information or assistance.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Safety

Compliance with relevant safety regulations, laws, and standards.

Consider how well the employee implements safety protocols, procedures, regulations and training programs to mitigate identified hazards. Review employee's safety record during the review period and offer suggestions on how to continue to work safely.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Attendance/Reliability

Consistency in attendance and dependability in job performance.

Consider the employee's consistency in showing up to work as scheduled. It includes punctuality and adherence to company attendance policies.

Consider the employee's dependability in completing their duties without requiring constant supervision or reminders. It measures whether the employee consistently meets expectations and deadlines and can be trusted with additional responsibilities.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Problem Solving/Motivation

Ability to handle challenges and maintain motivation to achieve personal and team goals.

Consider the employee's ability to identify problems and develop effective solutions. It evaluates critical thinking skills, creativity, and the ability to make decisions under pressure or in complex situations.

Consider the employee's initiative and drive to perform their work to the best of their ability. A motivated employee is self-driven, takes ownership of their tasks, and proactively seeks opportunities for improvement and development.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Interpersonal Relations/Communication

Effectiveness in collaborating with others and communicating clearly and respectfully.

Consider the employee's ability to interact and build effective working relationships with colleagues, supervisors, and citizens/customers. It includes qualities like teamwork, conflict resolution, and maintaining a respectful and positive work environment.

Consider how effectively the employee conveys information, listens to others, and responds in both verbal and written forms. It includes clarity, active listening, and the ability to tailor communication to different audiences.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Productivity and Quality of Work

Balance between producing a high volume of work while maintaining a high level of quality.

Consider how efficiently the employee completes tasks, manages time, and achieves goals. It reflects the volume of work accomplished and the employee's ability to prioritize tasks effectively.

Consider the accuracy, attention to detail, and thoroughness of the employee's work. It looks at whether tasks are completed to a high standard, with minimal errors, and in alignment with organizational expectations.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

SUPERVISORY/MANAGERIAL SECTION

Planning and Organization

Creating a roadmap of tasks and activities to reach a desired outcome.

Consider how effectively the employee plans ahead, schedules work, set realistic goals, anticipates and prepares for future assignments, set priorities, and use time wisely.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Credibility

Words and actions are reliable, honest and trustworthy

Consider how efficiently the employee leads by example, models that behavior or belief themselves, and does not over commit.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Delegation

Assigning or redirecting tasks and responsibilities to individuals or teams.

Consider how efficiently the employee assigns tasks to subordinates, encourages appropriate level of responsibility, and determines suitable level of control in work situations.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Decision Making

Cognitive process that includes gathering information and evaluating options resulting in a course of action.

Consider how efficiently the employee makes appropriate conclusions based on sound information and judgement.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Adaptability

Easily adjust to changing circumstances, factors, conditions or environments.

Consider how effectively the employee adapts to new challenges and learns from past mistakes.

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Areas of Evaluation	Performance Rating Categories				
	1-Major Improvement Needed	2-Some Improvement Needed	3-Competent	4-Advanced	5-Exceptional
Job Knowledge/Performance					
Customer Service					
Safety					
Attendance/Reliability					
Problem Solving/Motivation					
Interpersonal Relations/Communication					
Productivity and Quality of Work					
Supervisor/Managerial Areas of Evaluation					
Resilience					
Planning and Organization					
Credibility					
Delegation					
Decision Making					
Adaptability					
Total Performance Rating:					

*This rating is NOT an average of the above ratings. It is the supervisor's assessment of performance based on the itemized factors.

Overall Evaluation

In consideration of the preceding total performance rating and evaluation of the employee's abilities over the last reviewing period, indicate below the overall evaluation category and whether the employee qualifies for a merit increase.

If the performance rating is less than competent in 3 or more areas, a Performance Improvement Plan is required to be completed. _____ (Employee Initials for PIP)

☐ 1–Major Improvement Needed ☐ 2–Improvement Needed ☐ 3–Competent ☐ 4–Advanced ☐ 5–Exceptional

Comments:

Prior Year Goals:

Please identify 2-3 goals for further development. This may include special projects, ongoing responsibilities and performance requirements.

Goals should be SMART goals (Specific, Measurable, Attainable, Relevant, Time-Based).

GOAL 1:

☐ Accomplished ☐ Some Progress ☐ No Progress ☐ No Longer Relevant ☐ Abandoned

GOAL 2:

☐ Accomplished ☐ Some Progress ☐ No Progress ☐ No Longer Relevant ☐ Abandoned

GOAL 3:

☐ Accomplished ☐ Some Progress ☐ No Progress ☐ No Longer Relevant ☐ Abandoned

Current Year Goals:

Please identify 2-3 goals for further development.

Goals should be SMART goals (Specific, Measurable, Attainable, Relevant, Time-Based).

GOAL 1:

GOAL 2:

GOAL 3:

Comments:

Additional Training/Safety Considerations:

Comments:

By signing this form, you confirm that you have received and discussed this performance evaluation in detail with your supervisor but does not necessarily imply agreement with the evaluation or contents.

Employee Signature:

Date:

Supervisor Signature:

Date:

