

# Administrative Policy Manual

## Personnel Policies 10/20/08

Policy	Policy #	Issue Date	Most Current Revision
Annual Leave	06.04.02	09/10/74	11/16/07
Automobile Allowance	06.04.05.01	01/01/86	10/01/00
Cell Phones and Smart Phones	13.05	07/01/06	
City Related Subpeona	06.11.06	06/07/86	
City Seal & City Logo	01.02.07.01	04/03/96	
Compensatory Leave (n/e)	06.03.06	04/12/86	09/01/08
Conflict of Employment	06.01.06	04/06/94	
Copy and Certification Charges	01.03.02	08/14/85	09/01/08
Delagation of Authority	06.11.10	10/23/87	07/01/96
Departmental Computing	13.01	08/01/97	01/09/02
Discipline	06.09.01	06/24/74	09/01/08
Drug-Free Workplace	06.01.01	07/17/91	10/01/08
Employee Bonus Workplace	06.11.12	10/01/01	10/01/01
Employee Gainsharing Program	06.11.08	05/27/94	10/01/95
Employee Indentification Cards	06.11.05	04/07/86	10/01/01
Employee Insurance Coverage for Retirees & Disabled Employees	06.04.01.01	12/01/95	09/01/08
Employee Volunteer Firefigters	06.11.01	03/24/78	09/01/86
Employment of Relatives	06.02.03	08/11/75	03/01/02
Equal Employment Opportunity Statement	06.02.01	02/09/76	01/01/87
Expense Reimbursement for Private Vehicle Use	09.01.03	09/01/08	
Family Hours Work Schedule	06.11.09	09/01/95	05/01/97
Formal Grievances	06.10.020	11/27/74	03/31/89
Funeral Leave	06.04.04	05/16/75	11/16/07
Gifts	06.01.04	11/20/74	01/23/90
Holiday and Personal Days	06.04.06	10/01/74	01/01/97
Incentive Pay System	06.06.02	05/28/93	09/22/01
Infectious Diseases	06.05.04	08/26/94	
Jury Duty	06.11.02	05/16/75	11/16/07
Layoffs	06.08.02	04/27/74	03/31/89
Leadership Development	06.11.14	04/01/07	
Leave for Exempt Employees	06.03.07	07/01/86	04/01/07
Leave of Absence (including FMLA)	06.11.03	05/16/75	04/01/95
Longevity Benefits	06.03.02	03/79	12/01/94
Lunch and Leard Programs	06.11.15	09/01/08	
Mentoring Program	06.11.13	01/01/03	
Military Leave	06.11.07	01/31/77	04/01/07
Political Activity	06.01.03	01/02/90	
Posting Job Vacancies	06.07.03	03/31/89	
Promotional Rate Policy	06.07.03	01/12/81	04/01/07
Recruitment & Selection	06.02.04	03/31/89	
Resignation	06.08.01	04/27/74	03/31/89

# Administrative Policy Manual

## Personnel Policies 10/20/08

Policy	Policy #	Issue Date	Most Current Revision
Safety Program	06.05.01	09/01/95	
Sexual Harassment	06.01.02	01/19/89	12/15/93
Sick Leave	06.04.03.01	10/01/83	09/01/08
Sick Leave (Attendance Incentive Option)	06.04.03.02	12/01/92	01/01/02
Sick Leave (Payout at Separation)	06.04.03.03	10/01/83	01/01/97
Tuition Rembursement	06.04.09	02/12/85	10/01/06
Tuition Rembursement (Police)	06.04.09	10/01/02	
Vehicles, Take Home	06.11.11	01/01/86	06/01/96
Violence in the Workplace	06.01.05	06/01/96	
Wage and Hour	06.03.04	04/12/86	11/16/07