

Exhibit A – Ordinance No. 21-

Employee Handbook and Personnel Rules

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CHAPTER V - TIME OFF/LEAVES

A. HOLIDAYS

- (1) Designated Holidays. The following days are designated as official holidays to be observed by all full-time employees, excluding Police Department employees, each year (“Designated Holiday”):

New Year’s Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President’s Day	Friday after Thanksgiving Day
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day	New Year’s Eve
Labor Day	

When a holiday occurs on a Saturday, it shall be observed on the preceding Friday, but when the holiday occurs on a Sunday, it shall be observed on the following Monday (“Observed Holiday”). Requests to substitute bona fide religious observances in lieu of these dates will be considered by the City Manager if an employee has no personal days available.

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- (5) Incentive Personal Day. Each full-time employee of the City who does not use any sick leave for any purpose for the six (6) month period from January 1 through June 30 or from July 1 through December 31, shall be entitled to one (1) incentive personal day (8 hours) per six (6) month period. Each eligible employee must have been employed for the entire eligibility period [and not have carried a negative balance of sick time during that period](#). The incentive personal day granted pursuant to this section cannot be accrued and will be lost to the employee unless used within the next six (6) month period.

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C. SICK LEAVE

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- (8) Advance Sick Leave. The City Manager may grant advance sick leave to an employee if the employee has an insufficient balance of accrued sick leave time and the City Manager deems it appropriate under the circumstances. The employee must complete a Request for Advance Sick Leave form and return to the Human Resources Department.

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E. SPECIAL LEAVES

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- (d) Compensation – A permanent public employee who is on Military Leave of Absence shall be paid the difference between the permanent employee's gross monthly wage or salary as a permanent public employee and the sum of the permanent public employee's gross uniformed pay and allowances received each month, for the length of the period of uniformed services, if the permanent employee of the City of Hudson otherwise qualifies for military leave in accordance with federal and state law, upon call or order to serve in the uniformed services, and if the permanent employee's military pay rate is less than the rate of compensation by the City at the time of activation. The Human Resources Department must have deferential pay in writing prior to payment of such time.

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- (e) Return to Work – Application or request to return to work by the employee may be made in writing or verbally to the employee's supervisor or department manager, which shall be forwarded to the Human Resources Department. An employee has the right to be reinstated to the same or similar position if the employee meets the following criteria:
- Has been honorably discharged or released from active duty in an honorable status; and
 - Timely makes a request to supervisor/department manager dependent on the length of active duty served:
 - For active duty less than 31 days, notification must be made no later than 24 hours following the completed service period.
 - For active duty service of 31 to 180 days, notification must be made no later than 14 days after the completed service period.

- For active duty service for more than 180 days, notification must be made no later than 90 days after the completed service period. Employee must submit a copy of their Form DD214, Military Department of Defense Certificate of Release or Discharge from Active Duty, [or equivalent documentation needed for military time usage](#), to ensure protection under USERRA.

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CHAPTER VII - RULES AND POLICIES

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AD. TELECOMMUTING AND FLEXTIME POLICY

Telecommuting is the arrangement of working from home or another location on a regular basis. The City has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time. Telecommuting requires prior approval of the Department Manager and [City Manager](#).

[Telecommuting is a cost neutral program that benefits employees, departments and the community. Benefits include:](#)

- [Efficient use of City resources](#)
- [Ability to continue City operations during an emergency when the regular worksite is inaccessible](#)
- [Increased productivity](#)
- [Greater flexibility of employees and departments](#)
- [Retention and recruitment of highly qualified employees](#)
- [Improved employee morale and job satisfaction](#)
- [Reduced employee absenteeism](#)
- [Reduced employee commute time and costs](#)
- [Decreased carbon footprint](#)

[Telecommuting is a benefit, not a right. All City employees who telecommute must have an approved telecommuting agreement under this policy. A City department may have additional telecommuting requirements, guidelines, or procedures, provided they are consistent with the intent of this program.](#)

[Telecommuting does not change the duties, obligations, responsibilities, or terms and conditions of City employment. Telecommuting employees must still comply with all City policies, rules and regulations.](#)

[Employees must perform work during scheduled telecommuting hours. Employees may not engage in activities while telecommuting that would not be permitted at the regular worksite.](#)

- (1) Eligibility: Eligibility for telecommuting is based on both the position and the employee. Not every job, or every employee, is well-suited for telecommuting. An employee's position may be suitable for telecommuting when the job duties:

- Are independent in nature
- Lend themselves to measurable deliverables
- Are not essential to the management of on-site workflow
- Can still provide quality customer service both in-person and remotely.

Employees may be suitable for telecommuting when their personal characteristics, as determined by the supervisor include:

- Demonstrated dependability and responsibility
- Demonstrated motivation
- The ability to work independently
- The ability to prioritize work effectively
- Good organizational and time management skills
- A consistently high rate of productivity, as determined by the department manager.

Employees who are not upholding City obligations, such as meeting performance or conduct expectations, are not eligible to telecommute. A telecommuting arrangement may be rescinded, at any time, as needed. To the extent possible, the City will give advance notice if the telecommuting arrangement is being rescinded or amended.

- (2) Work Hours:

- Telecommuting employees must be able to report for work at City offices as required by their supervisor in accordance with the telework agreement.
- Work hours may be varied slightly between the hours of 7:00 a.m. and 6:00 p.m.
- Employees must notify and/or obtain approval to use vacation, or other leave in the same manner as departmental employees who do not telecommute.
- Employees must account for and report time spent telecommuting the same way they would at the regular worksite, or according to the telecommuting agreement.

- (3) Worksite:

A telecommuting employee must designate a work area suitable for performing City business. The employee must perform work in the designated area when telecommuting.

Telecommuting employees must work in an environment that allows them to perform their duties safely and efficiently and professionally. Employees are responsible for ensuring their work areas comply with the health and safety requirements covered in the telecommute agreement (or online training module).

When video conferencing, employees should ensure the environment or background is appropriate to represent their official capacity. A City stock photo may be used as a background. Telecommuting employees may be required, at times, to report to City offices and may be required to share office spaces. In the future, private offices may not be available.

Employees are covered by workers' compensation laws when performing work duties at their designated alternate worksite during regular work hours. Employees who suffer a work-related injury or illness while telecommuting must notify their supervisor and complete the City's Incident Report Form immediately or as soon as practical.

The City is not liable for damages to an employees' personal or real property while the employee is working at an alternate worksite. Alternate worksites are not the responsibility of the City. Incremental home utility costs and other items supplied by the City (coffee, tea, etc.) associated with working from home will not be paid by the City.

(4) Equipment and Supplies:

The City will provide IT equipment to telecommuting employees in the same manner as if the employee is working onsite. Additional equipment to be used in an alternate worksite will not be provided. Other than the City provided equipment, employee's personal IT equipment is not the responsibility of the City.

Adequate internet capacity is the responsibility of the employee in order to perform their duties.

A telecommuting employee must protect City equipment, software, and supplies from possible theft, loss and damage. The telecommuting employee may be liable for replacement or repair of the equipment, software, or supplies in compliance with applicable laws on negligence or intentional conduct in the event of theft, loss or damage.

Employees who use their personal equipment for telecommuting are responsible for the installation, repair, and maintenance of the equipment. Employees must contact their supervisor if equipment, connectivity, or other supply problems prevent them from working while telecommuting.

Employees who have an approved telework agreement are not eligible for a City take home vehicle or vehicle allowance.

(5) Training:

Telecommuting employees are expected to participate in City training for effective and efficient telecommute/remote work as organized by the City. Each employee who requests telecommute work shall complete the City's Telecommute Training (TBD)

(6) Procedure:

An employee must complete the following steps before telecommuting:

- (a) Employee officially requests to telecommute by completing the City Telecommute Request Form.
- (b) Department Manager reviews the request and determines employee's eligibility and job duties, office coverage and staffing levels.
- (c) Request is approved by Department Manager who forwards to City Manager for final approval.
- (d) Approved agreement is filed with Human Resources to be placed in employee's file.

An employee whose request to telecommute is denied, is not subject to the grievance procedures in any Memorandum of Understanding, or to any other review or appeal procedure, except as noted in this section.

An employee who believes the telecommute request has been denied for arbitrary and capricious reasons may appeal the decision by following the Complaint Procedure in section AA.

Flextime is an arrangement that allows an employee to alter the starting and/or end time of his/her workday. Employees still work the same number of scheduled hours per week as they would under a traditional schedule. Flextime requires prior approval of the Department Manager.

Flextime does not reduce the total number of hours worked in a given week.

The City supports flextime work scheduling options for employees, provided that such schedules are mutually beneficial to the City and the employee and continue to satisfy the needs and objectives of the department.

- (1) Eligibility: Eligibility for flextime is implemented on a department by department basis. Operational needs, staffing coverage and health and safety needs may preclude granting a request for flextime. Approval of the department manager is required and such schedule may be rescinded if business needs necessitate.
- (2) Flextime Types:

Flextime consists of the following three types:

- Regular or alternate work schedule: a full-time work schedule that may consist of a compressed workweek i.e. four (4) ten-hour (10) days.
- Incidental: time that may be used for an employee's personal needs and requires the employee to make up the time used within the same work week. i.e. a couple of hours off to attend a child's school function.
- Sporadic: time that may be used when an employee needs to work off hours and requests flexing their time in lieu of overtime or compensatory time. i.e. a special event scheduled on the weekend.

(3) Procedure:

Employee must complete the following steps before requesting flextime:

- (a) Employee officially requests to use flextime by completing a Flextime Form if requesting an alternate work schedule. For incidental or sporadic flextime requests, as much advance notice should be given to the supervisor, either by email or face-to-face, to discuss approved use of incidental or sporadic flextime.
- (b) Department Manager reviews the request and determines eligibility, job duties, office coverage and staffing levels.
- (c) Approved agreement, if requesting an alternate schedule, is filed with Human Resources to be placed in employee's file.

An employee whose request to flextime is denied, is not subject to the grievance procedures in any Memorandum of Understanding, or to any other review or appeal procedure, except as noted in this section.

An employee who believes the flextime request has been denied for arbitrary and capricious reasons may appeal the decision by following the Complaint Procedure in Section AA.

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AG. TRAVEL GUIDELINES (Administrative Directive 17-03)

Auto Mileage Reimbursement: The City of Hudson will reimburse employees for auto mileage in accordance with the effective rate established by the Internal Revenue Service. Refer to the Advance & Expense Reimbursement Form for current rate or contact the Finance Department.

Meal Guidelines: No meal reimbursement will be provided for travel completed within one business day. For employees whose travel involves an overnight stay, in general, the City of Hudson provides reimbursement for meal expenses on a per diem basis as opposed to submission

of actual itemized receipts. The per diem basis provides for greater efficiency and handling by the traveling employee and Finance Department personnel, as well as provides appropriate safeguards for the use of public funds. Employees can be reimbursed based on actual receipts as opposed to per diem provided they receive permission from the City Manager prior to travel.

The city will follow the current federal per diem rates set by the General Services Administration (GSA)/. The per diem amount you will be issued for meals depends on the location to which you are travelling. There are almost 400 destinations across the United states for which a special per diem rate has been specified. For travel to any other areas within the United States, the general per diem rates are used.

To determine the combined per diem meal and gratuity rate for your destination, go to <https://www.gsa.gov/travel/plan-book/per-diem-rates> and enter the state your destination resides in. If the City listed use the daily amount for that City in the last column under Meals and Incidental Expense (M&IE). If the city is not listed separately, use the Standard Rate for M&IE. For purposes of calculating the total per diem amount, the departure and arrival date should be included.

Other Travel Guidelines: *All other travel expenses require detailed receipts sufficient to enable the Finance Department to reimburse employees.*

<u>Category</u>	<u>Comments</u>
<u>Lodging:</u>	<u>Single, government or other lowest available rate. Receipt must show itemized costs.</u>
<u>Telecommunications:</u>	<u>Internet access, business related phone calls and faxes. One call home per day is allowed, up to a maximum of 10 minutes per call.</u>
<u>Parking, Tolls, Taxi:</u>	<u>Actual costs incurred, including gratuity.</u>
<u>Entertainment:</u>	<u>No reimbursement, this includes in-room movies.</u>
<u>Rental Cars:</u>	<u>Mid-size or smaller, no specialty vehicles, larger vehicle only when number of business travelers warrants.</u>
<u>Air Travel:</u>	<u>Coach airfare (supersaver if available), including applicable fees and taxes. Receipt must show travel itinerary and cost breakdown.</u>
<u>Baggage:</u>	<u>Additional fee affiliated with air travel (if applicable).</u>
<u>Travel Insurance:</u>	<u>No reimbursement.</u>

Loyalty & Frequent Flyer Programs: No employee shall accept, solicit, or use his/her position to secure for personal travel, discounted, bonus, or free air travel tickets, hotel stays, or other benefits based upon travel services accrued while in his/her official capacity.

Certain exceptions to these guidelines may be permissible with prior approval from the City Manager.

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