

## Employee Handbook FAQ

March 2015

### **Q: Why is the City issuing a revised Employee Handbook?**

A: The City of Bend's current Employee Handbook was issued in January, 2012. As it is important for the Handbook to clearly set the expectations for employees and also illustrate what employees can expect from the City, this revision provides a single source to guide the employee/employer relationship and do so in an easy-to-read format. This revision incorporates the changes and additions outlined below that were made to: (1) provide clarification to prior Handbook wording; and (2) incorporate changes mandated by state and federal employment law since the prior Handbook issuance in January, 2012.

### **Q: So what happens to the existing Handbook?**

A: When the new Handbook has been adopted (March 2015), it will replace all previously adopted personnel policies.

### **Q: I'm represented by a Union, how do I know where to go to answer a question I have about my employment?**

A: This Handbook applies to all employees working for the City, regardless of representation or affiliation. Though this Handbook applies to all employees, in the event of a conflict between this Handbook and a collective bargaining agreement, the collective bargaining agreement will prevail over the provisions in the Handbook. The Handbook contains many provisions not contained in collective bargaining agreements, and you should take some time to familiarize yourself with them.

### **Q: How do I let you know if I have a comment or suggestion?**

A: Each Department will conduct an internal review for their Non-Represented staff. During these internal reviews, you are encouraged to ask questions and provide any feedback that you may have. Human Resources personnel may attend at the request of the Department to assist.

### **Q: So what are some of the major policy changes in the new Handbook?**

A: The significant changes/additions noted in this revision are provided in the summary of highlighted topics below and are those you may especially want to read in their entirety. Please take the time, however, to review the whole Handbook to refresh your knowledge of its content.

<b>Topic</b>	<b>What's Changed</b>
Clarification of appointment types	Each type of appointment contains fully revised language and has been rewritten to more clearly differentiate the types of employment appointment types. Please read section 3.3 in its entirety.
Salary Administration	Salary Increases. Revises language concerning eligibility and consideration of annual salary adjustments.
Work Rules	<ul style="list-style-type: none"> <li>• Clothing. New language addresses clothing standards and uniform requirements as applicable by department.</li> <li>• Personal Products. Initiates a “Fragrance Free Workplace” and specifies the use of scented personal products.</li> <li>• Romantic Relationships. New policy discourages romantic relationships between direct and indirect reports.</li> </ul>
Ethics	<ul style="list-style-type: none"> <li>• Conflict of Interest. Added language regarding endorsements and employees being listed as possible references.</li> <li>• Gifts/Gratuities. Revised language relates to acceptance of gifts or gratuities. Includes new language regarding conference attendance and joint presentations with suppliers or contractors.</li> <li>• Off-Duty Conduct. Amends language prohibiting illegal or adverse activities that may impact public image or credibility.</li> </ul>
Communications and Software Systems	Includes verbiage concerning network user accounts and employee responsibility to comply with password rotation policies as requested.
Substance Abuse	Revises language applying to corrective actions and specific violation(s) of policy.
Tobacco-Free Campus Policy	Expands language to include any product that produces smoke or fumes to be inhaled by user (i.e., vapor or e-cigarettes).
<b>**New**</b> Social Media Policy	<p>New policy regarding use of social media:</p> <ul style="list-style-type: none"> <li>• Guidelines for social media posting and examples of policy violation.</li> <li>• Defines prohibited actions by supervisors and managers of existing employees or job applicants.</li> </ul>
Performance Management	Amends language pertaining to violations listed under “Examples of cause for corrective action”
Benefits Overview	New benefits table applies to all regular full-time and part-time employees, whether exempt or nonexempt for clarification of Affordable Healthcare Act (ACA) eligibility. See detailed table in Section 8.1.
Removal of 6-month probationary language for non-represented employees	Impacts new employees and synchronizes the annual performance goal-setting, evaluation, review schedule for all Non-Represented staff.

<p>Leave Law Updates</p>	<ul style="list-style-type: none"> <li>• Sick Leave. Modifies usage of sick leave for both FLSA Non-Exempt and FLSA Exempt employees.</li> <li>• Paid Holidays. Expansion of time off requirements for veterans for Veterans Day holiday.</li> <li>• Bereavement Leave. Amends language for length-of-leave and pay and OFLA benefits.</li> <li>• Family and Medical Leave. <ul style="list-style-type: none"> <li>○ OMFLA rules. Removes a previous eligibility requirement. New language clarifies entitlement and explains employee responsibilities for requesting and taking OMFLA leave.</li> <li>○ Parental Leave. Redefines eligibility requirements and parameters for use.</li> <li>○ Sick Child Leave. New provision spells out eligibility and conditions for use. Certification requirements apply after an employee has taken more than three days of Sick Child Leave during any one-year period.</li> <li>○ Family Medical Care. Clarifies definition of family members.</li> <li>○ Outside Employment. Prohibits employees in an FML status from taking outside employment unless prior written approval has been received.</li> </ul> </li> <li>• Uniformed Service Leave and Re-Employment. Adjusts reemployment requests following Uniformed Services Leave.</li> <li>• Domestic Violence Leave. Eligibility changes to include “harassment” and includes length-of-leave instructions.</li> <li>• Lactation Leave. Defines entitlement of paid and unpaid rest periods.</li> <li>• Crime Victim Leave. Lists types of leave that can be used. New language details policy for advance notice of intent to take leave, when feasible and documentation/certification(s) requirements.</li> </ul>
<p>Other Benefits</p>	<p>Voluntary Supplemental Benefits. Removes eligibility of employees who work less than 40-hour work weeks for voluntary, supplemental insurances like short-term disability, critical-care illness and other supplemental accident/injury/illness insurances.</p>
<p>Acknowledgment</p>	<ul style="list-style-type: none"> <li>• All employees are required to acknowledge receipt of the new Handbook via signature or COMPLI.</li> </ul>