



Employee Handbook

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City of West Memphis West Memphis, Arkansas

MAYOR

Marco McClendon

CITY CLERK

James Pulliaum

TREASURER

OPEN

COURT JUDGE

Fred Thorne

ATTORNEY

Mike Stephenson

CITY COUNCIL

Ward 1.....Tracy Catt
James Holt

Ward 2.....Melanie Hutchinson
OPEN

Ward 3.....Charles Wheelless
Wayne Croom

Ward 4.....Lorraine Mohamed
David Murray

Ward 5.....Helen Harris
Willis Mondy

A PERSONAL MESSAGE TO YOU

Be proud of your job. It is important and the experience you gain will be priceless. If you are to succeed, you must:

- Cooperate with your supervisor; he or she wants you to succeed.
- Be thorough and dependable. If it is worth doing, it is worth doing right.
- Refrain from being a 'griper'. You cannot build your own character by tearing down others.
- Follow the rules. Success requires teamwork.
- Exert 'extra' effort and strive to be the best.
- Be the master of your present job. This is your best recommendation for a better job.
- Be friendly and sincere to all.
- Be willing to learn.
- Be neat in appearance; be clean and conservative in your dress.
- Be respectful to your Supervisor, Department Head, Department, and to CWM.

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Welcome to The City of West Memphis

The City of West Memphis (“CWM”) would like to welcome you to our organization, and we are pleased that you have chosen CWM as the place you want to work.

This Employee Handbook (“Handbook”) describes many of CWM’s policies and outlines many of the programs and benefits available to eligible employees.

This Handbook will answer many of your questions about your employment at CWM. We suggest you become familiar with this Handbook as soon as possible. If you have any questions, please do not hesitate to contact your immediate supervisor.

We hope your experience at CWM will be challenging, enjoyable and rewarding. Again, welcome!

Section 1: Introduction

Introductory Statement

This Handbook is designed to acquaint and provide employees with information about working conditions, employee benefits and some of the policies affecting their employment.

Employees are expected to read, understand, and comply with all provisions of the Handbook. This Handbook describes many of the responsibilities of an employee and outlines the programs developed by CWM to benefit employees. One of CWM's objectives is to provide a work environment which is conducive to both personal and professional growth.

This Handbook and each policy in it replace all existing and/or prior policies and practices. However, some or all of the policies in this Handbook may not apply to employees with written employment agreements. Employees who have written employee agreements should consult their employment agreement to determine whether policies are applicable. If an employee has a question or concern or would like additional information regarding any policy in this Handbook, he/she may contact their immediate supervisor.

No Handbook can anticipate every circumstance or question about a policy. CWM Leadership is responsible for establishing and approving employment policies and reserves the right to revise policies, programs, and benefit plans at any time, with or without advance notice. CWM Leadership reserves the right to make exceptions when deemed necessary. Any exception granted by CWM is not intended to prevent and does not restrict its right to insist on adherence to the policy or practice in the future. Policy changes must be vetted through the Human Resources department, and Personnel Committee. Violation of policies and/or procedures may result in disciplinary action, up to and including termination of employment.

Nature of Employment

By law, an employee's employment with CWM is employment "at will". "At will" means employees are free to resign at any time, for any reason or for no reason, with or without cause and with or without advance notice. Likewise, "at will" means CWM may terminate an employee's employment at any time, for any reason or for no reason, with or without cause and with or without advance notice. No representative of CWM has the right to make an exception to "at will" employment.

Although CWM hopes each employee's tenure at CWM will be long-lasting, CWM makes no commitment to an employee's continued employment for any specific duration. Further, this Handbook is not intended to create a contract of employment of any kind, expressed or implied.

Equal Employment Opportunity

It is the policy and practice of CWM to provide equal opportunity in employment and advancement opportunities to all employees and applicants.

CWM does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, military status or any other characteristic protected by state or federal law.

CWM's Equal Employment Opportunity policy covers all employment practices, including, but not limited to selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employee who engages in unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination.

Immigration Law Compliance

CWM is committed to employing only people who are United States citizens, or who are non-citizens legally authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, every new employee at CWM is required to complete the Employment Eligibility Verification Form I-9 and provide documentation that proves identity and employment eligibility.

Disability Accommodation

It is the policy of CWM to provide equal opportunity in employment for all qualified individuals regardless of disability. In addition, CWM will make reasonable accommodations of the impairments of qualified individuals with disabilities to the extent required by law, unless undue hardship to CWM would result.

If any applicant or employee believes in good faith that he/she needs a reasonable accommodation because of a disability, he/she must contact their immediate supervisor and the HR Manager and request an accommodation.

Religious Accommodation

CWM is committed to providing a work environment that is respectful of the religious beliefs of all its employees. Consistent with this commitment, CWM will make good faith efforts to provide a reasonable religious accommodation to employees, temporary employees and interns whose sincerely held religious beliefs conflict with CWM employment requirement, unless such an accommodation would create an undue hardship for CWM.

A reasonable accommodation in the workplace allows an employee to observe a sincerely held religious practice or belief, as long as it does not create undue hardship for CWM. CWM will provide reasonable accommodations to employees to observe a sincerely held religious belief under Title VII of the Civil Rights Act of 1964 provided that the organization has notice of their need for religious accommodations.

If you feel you need an accommodation for a sincerely held religious belief, please notify your immediate supervisor. The request should include the following information:

- a description of the requested accommodation; and
- the reason for the requested accommodation.

CWM makes determinations concerning religious accommodation requests on a case-by-case basis and relies on fact-specific inquiries to determine if it will provide a reasonable accommodation. Your Supervisor will notify you of CWM's determination of your request.

CWM prohibits retaliation against employees who request a religious accommodation or who participate in an approved accommodation. An employee who violates this anti-retaliation provision may be subject to discipline, up to and including termination.

Genetic Information Nondiscrimination Act (“GINA”)

The Genetic Information Nondiscrimination Act of 2008 (“GINA”) prohibits covered employers from requesting or requiring genetic information of an individual or an individual's family member, except as specifically allowed by law.

To comply with GINA and all other applicable law, CWM asks that employees not provide any genetic information when responding to a request for medical information for purposes of leaves of absence or otherwise.

“Genetic information” as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

It is the policy of CWM to comply with this law.

Section 2: Work Culture

Introductory Period

CWM has an Introductory Period for new, rehired, and transferred employees within the organization. The Introductory Period for all new, rehired, and transferred employees is the first ninety (90) calendar days following their hire, rehire, or transfer date. During the Introductory Period, CWM will evaluate the employees' work habits and abilities to make sure they can perform their job satisfactorily. The Introductory Period also provides employees time to decide if the new job meets their expectations.

Employee Relations

CWM believes the work conditions, wages and benefits offered to CWM employees are competitive and internally equitable. If employees have concerns about work conditions or compensation, CWM strongly encourages them to express these concerns openly and directly with their immediate supervisor.

CWM's experience has shown when employees deal openly and directly with their immediate supervisor, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe CWM fully demonstrates its commitment to employees by attempting to respond timely to employee concerns in a good faith effort.

Nepotism

CWM wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices which involve employee hiring, promotion and transfer.

Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions which have a reporting responsibility to each other. Close relatives are defined as a spouse, domestic partner, child, parent, grandparent, in-law, aunt, uncle, niece, nephew, step relative, cousin and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a Supervisory position, the person in the Supervisory position is required to inform their immediate supervisor and the HR Manager of the relationship.

CWM reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Communicating with the Public

Employees of CWM shall at all times be civil, orderly, and courteous in their conduct and demeanor towards the public. Each employee should treat members of the public with respect and efficiently provide responses to their inquiries or requests. This attitude or approach to public service cannot be overemphasized.

When an employee is uncertain of the correct response to an inquiry or request from the public, the employee should refer the inquiry to the individual or the department which can provide the most satisfactory response to the inquiry. It is better to admit lack of knowledge than to provide erroneous information.

Communicating on Behalf of CWM

CWM's Communication Coordinator is authorized to communicate on behalf of CWM in interviews, publications, new releases, on social media sites, and related communications. Other employees may represent CWM if approved by one of these individuals to communicate on a specific topic. When speaking on behalf of CWM or while carrying out your official duties:

- Employees must identify themselves as representing CWM. Account names on social media sites must clearly be connected to CWM and approved by CWM's Communication Coordinator.
- All information must be respectful, professional, and truthful. Corrections must be issued when needed.
- Employees need to notify CWM's Communication Coordinator if they will be using their personal technology (cell phones, home computers, cameras, etc.) for CWM business. Employees should be aware that the data transmitted or stored may be subject to the Freedom of Information Act (FOIA).

Handling Requests for Information Pursuant to FOIA

Any citizen of the State of Arkansas may request to inspect, copy, or receive copies of public records pursuant to the Freedom of Information Act. Any request must immediately be forwarded to the public records custodian. If the employee receiving the request is not the custodian, the employee must notify the requester of this fact and identify the custodian.

Handling Media Requests

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through CWM's Communication Coordinator or the custodian of the records in the case of a records request. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda) provide the information and notify CWM's Communication Coordinator of the request.
2. If the request is regarding information about CWM personnel, potential litigation, controversial issues, and opinions on a CWM matter, of if you are unsure if it is a "routine" questions, immediately forward to CWM's Communication Coordinator or in the case of a records request, to the custodian of the records. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person who will get back to you as soon as she/he can."
3. Ask the media representative's name, questions, deadline, and contact information.

Uniforms and Personal Appearance

Uniforms or uniform allowance will be provided to personnel of certain departments as authorized by the department head or another individual authorized by the City Council. Personnel who are provided uniforms or uniform allowance shall wear uniforms at all times while on duty. Uniforms shall be kept as neat and presentable as working conditions permit. Employees must not wear uniforms while off duty except to and from your scheduled shift or work assignment. It is essential that an employee is not viewed by the public as a representative of CWM in any official capacity unless authorized to do so. Employees not required to wear uniforms should dress in appropriate professional departmental attire. If an employee is unsure what constitutes appropriate attire, then the employee should check with the employee's supervisor or department head.

Guidelines for Appropriate Conduct

CWM expects its employees to accept certain responsibilities, adhere to acceptable principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves a sincere respect for the rights and feelings of others, but also demands that both while at work and in their personal lives, employees refrain from behavior that might be harmful to the employees, co-workers, the citizen's and/or CWM.

Whether an employee is on-duty, the employee's conduct reflects on CWM. An employee should observe the highest standards of professionalism at all times. Types of behavior and conduct that CWM considers inappropriate include, but are not limited to the following:

- falsifying employment or other CWM records;
- violating any CWM nondiscrimination and/or harassment policy;
- soliciting or accepting gratuities from citizens;
- excessive absenteeism or tardiness;
- excessive, unnecessary, or unauthorized use of CWM property;

- reporting to work intoxicated or under the influence of non-prescribed drugs or participation in the illegal manufacture, possession, use, sale, distribution, or transportation of drugs;
- buying or using alcoholic beverages while on CWM property or using alcoholic beverages while engaged in CWM business, except where authorized;
- fighting or using obscene, abusive, or threatening language or gestures;
- theft of property from co-workers, citizens, or CWM;
- unauthorized possession of firearms on CWM premises or while on CWM business;
- disregarding safety or security regulations;
- insubordination; and
- neglect or carelessness resulting in damage to CWM property or equipment.

Should an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory and in violation of either of the above-referenced items or any other CWM policies, rules, or regulations, an employee will be subject to disciplinary action up to and including dismissal.

Unlawful Harassment

CWM is committed to maintaining an enjoyable, positive workplace for its employees, citizens, and visitors. Therefore, employees and non-employees are prohibited from engaging in any form of unlawful harassment, as well as any other behavior which would be inconsistent with the spirit and intent of this policy in the workplace and in any work-related setting outside of the workplace.

Under this policy, harassment is defined as verbal or physical conduct which denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, military status or any other characteristic protected by state or federal law and which: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's employment opportunities or work performance; (3) is unwelcome; and (4) is severe or pervasive in nature.

In addition, this policy prohibits retaliation against any employee because he/she files a complaint under this policy, cooperates with any internal or government investigation, or otherwise pursues his/her legal rights.

Harassment may encompass a wide range of verbal, physical and visual behaviors and may be sexual or non-sexual in nature. Each situation depends on a number of factors. In some cases, one incident will be sufficient to constitute harassment. In other cases, a pattern or series of incidents may be necessary.

Complaints will be promptly addressed (including an adequate investigation, if necessary) and appropriate action taken, if warranted. Confidentiality will be maintained to the extent reasonably possible under the circumstances. If CWM believes a violation of this policy may have occurred, or the behavior in question was inappropriate for any reason, or the conduct was inconsistent with the spirit and intent of this policy, then CWM will take appropriate action, which may include disciplinary action, up to and including termination.

If any employee feels in good faith that he/she has been subjected to harassment by a co-worker, Supervisor, or non-employee, the employee has an obligation to take reasonable steps to protect himself/herself to ensure the situation is addressed. This includes: (a) promptly and politely confronting the harasser, making it clear that the harassment is unwelcome, and asking that it stop; and/or (b) immediately reporting the harassment to their immediate supervisor or the Department Head. If the immediate supervisor or the Department head is unavailable or the employee believes it would be inappropriate to contact the Supervisor or Department Head, the employee should report the harassment to the HR Manager.

Conflicts of Interest

A “conflict of interest” is defined as any situation in which an employee engages in activities or takes actions which may adversely affect the interests of CWM or which may personally benefit the employee. Such conflicts exist when an employee receives a benefit from a citizen, customer, vendor, supplier, manufacturer, or any other individual in connection with any business of CWM. A benefit may be in the form of money, gift cards/certificates, gifts, merchandise, trips, services, or any other form of a benefit received, directly or indirectly. When such persons provide a benefit to an employee, he/she must report the nature of the benefit to his/her immediate supervisor.

Other issues of potential conflicts of interest will be handled on a case-by-case basis. Undisclosed or unresolved conflicts of interest may warrant disciplinary action, up to and including termination.

Social Media

CWM will use Social Media to communicate general information with its residents.

Social Media is an umbrella term that integrates technology, social interaction, and content creation. Social Media is to be used for business purposes in serving the interests of the organization and our citizens.

Social Media includes, but is not limited to, tools and websites such as Facebook, YouTube, Instagram, Pinterest, Tik-Tok, Twitter, and blogging.

Acceptable use of Social Media at CWM for business purposes, includes, but is not limited to, marketing, promotion, and public outreach.

1. CWM’s Communications Coordinator shall have responsibility for the Social Media used for CWM business purposes; which includes creating and maintaining Social Media accounts, posting content, coordinating responses to questions and comments and keeping the Social Media sites current and active.
2. CWM’s Communication Coordinator will maintain a list of all of CWM’s social media sites.
3. The Communications Coordinator will review Social Media content and responses to questions with the appropriate subject matter experts prior to posting.
4. CWM employees considered subject matter experts may be asked to prepare responses and messages for CWM’s Social Media, but will coordinate those messages through the Marketing and Public Relations Department.

5. CWM's website (www.westmemphisar.gov) will remain the primary and predominant Internet presence.
6. The best, most appropriate uses of Social Media fall into three (3) categories:
 - a. As channels for disseminating time-sensitive information as quickly as possible (example: outages, road closures, sanitation schedules, etc...).
 - b. As an avenue for addressing questions/concerns raised by residents who are using social media to communicate with CWM.
 - c. As marketing/promotional channels which increase CWM's ability to broadcast its messages to the widest possible audience.
7. Wherever possible, content posted to CWM social media sites will also be available on CWM website.
8. Wherever possible, content posted to CWM social media sites should contain links directing users back to CWM's official website for in-depth information, forms, documents, or online services necessary to conduct business with CWM.

CWM employees who choose to engage in Social Media for personal purposes assume any and all risk associated with that use.

1. When an employee clearly identifies his or her association with CWM and/or discusses his or her work on Social Media:
 - a. He or she is expected to behave appropriately and in ways consistent with CWM values and policies.
 - b. Employees shall make it clear they are speaking for themselves and not on behalf of CWM by including a disclaimer such as: "The postings on this site are my own and don't necessarily represent CWM's positions, strategies or opinions."

Unacceptable Use of Social Media

The following list is by no means exhaustive, but provides a framework for activities that fall into the category of unacceptable use of Social Media, both for business and personal purposes unless otherwise stated. Employees should contact CWM HR for questions about this policy.

The following activities are strictly prohibited, with no exceptions:

1. Engaging in any actions that may harm or tarnish the image, reputation and/or goodwill of CWM and/or any of its employees when participating in Social Media.
2. Attributing personal statements, opinions or beliefs to CWM when participating in Social Media (as stated above under "Representation of CWM").
3. Using CWM's name, trademarks, logos, and any other CWM intellectual property in connection with any personal Social Media activity.
4. Using a CWM Social Media account to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.

5. Making fraudulent offers of products, items, or services originating from any CWM account.
6. Making statements about warranty, expressly or implied, unless it is a part of normal job duties, from any CWM account.
7. Effecting security breaches, including, but not limited to, sharing data that is restricted from public disclosure.

Access to Personnel Files

CWM maintains an official personnel file on each employee. Employee personnel files are the property of CWM. Any current employee who wishes to review his/her official personnel file should contact the HR Manager. Access at reasonable times in the presence of the HR Manager will normally be granted to current employees for legitimate purposes. Upon termination, employees no longer have access to their personnel files.

CWM makes a good faith effort to preserve the confidentiality of personnel files. Therefore, Supervisors may have access to selected portions of the official personnel file of employees for legitimate business reasons only. It is important that employees update their personal records with the HR Department immediately when there is a change to their mailing address, telephone number, marital status, dependents' information, educational accomplishments, emergency contact information and other possibly related information.

Personal Cell Phone Use

While at work, employees are to exercise the same discretion in using their personal cell phones as they do for CWM telephones. Excessive personal calls, text messages or e-mails during Working Time, regardless of the phone used, can interfere with employee productivity and be distracting to others.

CWM encourages a reasonable standard of limiting personal calls, text messages and e-mails during Working Time. Employees are therefore asked to make personal calls, text messages and e-mails on Non-Working Time when possible and to inform friends and family members of this policy.

Flexibility will be provided in emergency situations; it is the employee's responsibility to inform their immediate supervisor of such an emergency. Violations of this policy may result in disciplinary action, up to and including termination.

CWM is not liable for the loss of personal cell phones brought into the workplace.

Company Property

All employees are expected to cooperate in keeping CWM's offices and work areas in a neat and orderly condition. Each employee is responsible for his/her own working area and care should be taken each evening to clear desk surfaces and file cabinets of unnecessary clutter. Particular attention should be paid to common areas where all employees should assist in maintaining a clean and presentable workplace.

Employees are responsible for the loss, damage, or theft of CWM-owned property due to their negligence. If property is worn or damaged through normal use, employees must return it to their

Supervisor for replacement. CWM property provided to employees must be maintained and used only for proper work-related purposes and used in an appropriate manner.

CWM reserves the right to inspect all CWM property, or items stored on CWM property, to ensure compliance with its rules and regulations. While CWM will attempt to advise employees at the time of a search or inspection, CWM reserves the right to make any investigation or search with or without notice to employees, and in their absence.

No CWM property is to be removed from the premises without first obtaining the approval of the employee's Supervisor. If an employee's employment with CWM terminates, he/she must return all CWM -owned property at the time of termination as required by A.C.A 11-4-210, as amended. CWM may withhold from the employee's paycheck (as long as the amount does not fall below the state minimum wage) or final paycheck the cost of any CWM property which is not returned when required. CWM may also take all action deemed appropriate to recover or protect its property.

Outside and Self-Employment

An employee may hold a job with another company as long as he/she satisfactorily performs his/her job responsibilities with CWM. All employees will be judged by the same performance standards and will be subject to CWM's scheduling demands, regardless of any existing outside work requirements.

If CWM determines an employee's outside work interferes with performance or the ability to meet requirements of CWM as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain with CWM. Outside employment will present a conflict of interest if it has an adverse impact on CWM.

Electronic Communication and Internet Use

All systems and electronic communications are to be used for business purposes only and in accordance with CWM's policies and procedures. All systems are subject to periodic audits for business and security purposes and should not be considered private. Please keep these guidelines in mind when using CWM's networks and the Internet.

Employees are advised not to store any personal information on CWM equipment. Examples of personal information include but are not limited to: music, pictures and personal documents, or any items consuming storage capacity on CWM server or individual computer desktops. CWM is not responsible for an employee's lost personal files stored on CWM equipment.

CWM respects and protects the rights of its employees. Employee privacy, however, does not extend to the use of CWM equipment. All computer and/or electronic communication devices, and the use of these devices, are the property of CWM. Contents of a voicemail, email and other such communications are accessible at all times by the Leadership for any business purpose.

Employees should not assume electronic communications of any kind are confidential and should have no expectation of privacy with respect to electronic communications. Employees who violate this policy are subject to disciplinary action, up to and including termination.

Section 3: Employment

Employment Classification

It is important that employees know and understand the definitions of the employment classifications at CWM. Employment classifications help determine your employment status and what benefits you may be eligible for. If an employee has questions or is not sure what his/her employment classification is, he/she may contact the HR Manager.

Depending on the employee's job, he/she is either non-exempt or exempt from federal and state wage and hour laws. If an employee is non-exempt, he/she is entitled to overtime pay under the specific provisions of federal and state laws. If an employee is exempt, he/she is excluded from specific provisions of federal and state wage and hour laws, including overtime pay. An employee's exempt or non-exempt classification is determined by CWM. Non-exempt employees are paid on an hourly basis and exempt employees are paid on a salary basis.

In addition to being a non-exempt or exempt employee, employees also belong to one of the following employment categories:

If an employee is a regular full-time employee, he/she is regularly scheduled to work at least forty (40) hours per work week. In most cases, regular full-time employees are eligible for all CWM benefit programs, subject to the terms, conditions, and limitations of each benefit program.

If an employee is a regular part-time employee, he/she is regularly scheduled to work less than forty (40) hours, but at least twenty (20) hours per week. Part-time employees receive all legally mandated benefits, such as Social Security and workers compensation insurance. Part-time employees are eligible for some CWM benefits on a pro-rated basis subject to the terms, conditions, and limitations of each benefit program.

If an employee is a temporary employee, he/she is hired as an interim replacement to temporarily increase CWM's workforce or to help finish a specific project. Employees are in the temporary category for a limited time, normally for a period of six (6) months or less. Employees will continue to be considered a temporary employee until they are officially notified that they have been assigned to a different category. Temporary employees receive all legally mandated benefits, such as Social Security and workers compensation insurance. Temporary employees are not eligible for other CWM benefit programs.

Job Descriptions

CWM develops and maintains current job descriptions for all established and authorized positions. Each job description outlines the position duties and responsibilities for every position, as well as the requirements. Employees are required to read and understand the requirements laid out in the job description. Employees will receive a copy of their job description and a signed copy of their job description will be placed in the employee's personnel file.

Retirement

Employees are eligible to retire at any time during their employment, but become eligible for the sick leave benefit payout after twenty (20) years of service. Retirement is mandatory for policemen and firemen upon reaching the age of seventy-one (71). Employment will cease on the last day of the month of the employee's anniversary date.

Physical Examinations

As a condition of employment with CWM, the employee may be required to have a physical examination. It may be required to have additional physicals during the term of employment. These physicals, when required by the department head, will be paid for by CWM.

Paydays

All employees are paid bi-weekly, receiving their paycheck every other Friday. Non-exempt and exempt employees' paychecks include pay for all work performed through the end of the current payroll period. Non-exempt employees will receive overtime pay for all work performed through the end of the previous payroll period. When a holiday falls on a regular payday, employees will be paid on the last working day prior to the holiday. Pay stubs will be available to Department managers by 11:00 A.M. on payday.

Pay Deductions

The law requires CWM to make certain deductions from each employee's compensation. Among these are applicable federal, state, and local income taxes, Social Security contributions or other deductions which may be required by law.

If an employee has a question regarding a deduction on his/her paycheck, he/she may contact the HR Department.

Administrative Pay Corrections

CWM makes every effort to ensure employees are paid correctly and on schedule. If an employee finds a mistake in his/her pay (underpayment **or** overpayment), advise the immediate supervisor immediately so the error may be corrected as quickly as possible.

Timesheets

Non-exempt employees are responsible for recording hours worked each day, including the time they arrived at work and the time they departed from work. Altering, falsifying, or tampering with time records or recording time on another employee's time record is considered fraud and is grounds for immediate termination.

Work Schedules

A work week for CWM is seven (7) day period beginning at 7:00 A.M. on Saturday. Full-time CWM employees will have work schedules of forty (40) hours, excluding lunch breaks.

Employees will be provided with their work schedules by their immediate supervisor and will be notified promptly should any changes be made to their schedules. Employees should direct all questions regarding their schedule to their immediate supervisor.

Meal Periods

Employee meal periods are established with CWM on the employee's first day of work. If an employee needs to change his/her meal period at any time, he/she must discuss such changes with his/her Supervisor.

Adherence to meal period policies in the office is essential for efficient operations. Abuse of meal policies can place a heavy burden on co-workers. Employees are allowed a one (1) hour unpaid meal period per work day. Employees are prohibited from skipping meal periods in order to leave

work early without prior approval from their supervisor. Employees must follow CWM's leave policies for any time off from regular work schedules.

Overtime

There may be times when CWM is unable to meet its operating requirements or other needs during regular working hours. If this occurs, CWM may schedule employees to work overtime hours. When possible, CWM will try to give employees advance notice of a mandatory overtime assignment. It is CWM's policy that no overtime can be worked by non-exempt employees without the prior approval and authorization of the immediate supervisor. Employees who fail to obtain approval prior to working in excess of forty (40) hours per week may be subject to disciplinary action, up to and including termination.

Non-exempt employees will receive overtime pay in accordance with the federal and state wage and hour laws. Non-exempt employees will receive overtime pay at one and one half (1½) times their regular hourly wage for all hours worked over forty (40) hours in a standard work week. Firefighters will be paid overtime in excess of 106 hours in a fourteen (14) day work period. Holiday Time is considered hours worked for overtime calculation purposes. Vacation and Sick Time is not considered hours worked for overtime calculation purposes. Police Officers will be paid overtime in excess of eighty-six (86) hours in a fourteen (14) day work period.

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. If no employees volunteer for the overtime, then the supervisor or department manager will designate someone. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Exempt employees are exempt from eligibility for overtime compensation.

Internal Transfers and Promotions

CWM believes employees are our most important asset. CWM is committed to training and career development to help employees prepare for advancement. CWM favors promoting and transferring our own employees into different positions when possible.

It is the policy of CWM to fill vacancies by promoting current employees whenever possible. The employee will be given consideration and preference for positions, which represent a promotion for the employee.

Vacant positions will be posted by the Human Resources Department. If the employee feels they are qualified for the position, contact the Human Resources Department for details. Recommendations for promotion are based on the employee's performance in their present job. Employees are evaluated for promotion and transfers based on a review of how their qualifications—including their skills, knowledge, abilities, experience, and educational backgrounds—match up with the essential requirements and functions of the job in question. Other factors considered, include disciplinary records, performance evaluations, merit increases, attendance, interpersonal skills, aptitudes, interests, leadership potential and immediate supervisor recommendations.

Company Credit Cards

As described in the attached Addendum 1 to this Employee Handbook, CWM will issue company credit cards to certain employees for use in their jobs. Use of CWM-issued credit cards is a privilege which CWM may withdraw in the event of serious or repeated abuse. Any credit card CWM issues to an employee must be used for business purposes only and in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose such as for any personal purchases or any other transactions which are not authorized or necessary to carry out their duties.

Any purchases an employee makes with CWM's credit card in violation of this policy may result in disciplinary action, up to and including termination.

Travel Expense Reimbursement

As described in the attached Addendum 2 to this Employee Handbook, CWM will reimburse employees for expenses associated with authorized business travel, including transportation and meals. Employees must comply with CWM's policies and Addendum 2 to this Employment Agreement in order to receive reimbursement for their travel expenses.

On-Call Pay – Utilities Department Only

Due to the nature of WMUC's business, certain non-exempt employees may have to be "on-call." An on-call employee is one who must be accessible to a supervisor via telephone, e-mail, pager, or other electronic means to address WMUC'S needs outside of the employee's normal work schedule, while outside of WMUC'S premises. An on-call employee must also be available to be dispatched to a work site or, if applicable, be able to return to WMUC'S premises to work.

The on-call period will be from Friday at 16:00 to the following Friday at 16:00. During an on-call period, employees are free to engage in personal activities and use time for their own purposes. Employees are prohibited from taking Vacation or Sick Time when on-call. However, on-call employees must be available to work remotely or return to WMUC'S premises and be able to respond to a supervisor within a specific period of time that the supervisor predetermines. Employees are prohibited from consuming alcoholic beverages while on-call. Call outs after 16:00 on Friday but before 0:00 Saturday will be added to Saturday's payroll.

WMUC'S will pay non-exempt employees for any time in which they actually perform work while on-call. Payment will begin once the employee receives the call to be dispatched and will be stop upon completion of the job. All durations of time will be rounded to the nearest quarter hour. The on-call employee will receive a minimum of two (2) hours of pay per dispatched call. If the employee is dispatched to another call prior to the completion of a current job or within thirty (30) minutes of the previous job ending, payment time will continue from the beginning of the initial dispatched call of the first job to the completion of the second job.

Non-exempt employees will be paid at their overtime rate of pay for time worked while on-call. In addition, non-exempt employees will receive one (1) hour of overtime per day during the on-call period. The employee on call for the day the most hours in the day receives credit for the day.

If an employee receives on call pay on a holiday, they will receive a Replacement Holiday, which must be taken within one (1) week. If is a two-day holiday the employee will have two weeks to take the Replacement Holiday's. The selected days must be full days and be preapproved by the employee's supervisor. If a Holiday occurs on Friday. The employees will still transition their call

at 16:00. If the employees are out on a call at the time of transition (16:00), the employees who started the job will complete the job if the job will not take longer than two (2) hours from the time of transition.

Non-exempt employees who are on-call but do not perform any work are not entitled to compensation unless otherwise required by federal, state and/or local law. Please speak to a supervisor or Human Resources to find out more information about on-call time or to report any concerns. WUMC strictly prohibits retaliation against any employee who makes a complaint.

Section 4: Benefits

Employee Benefits

CWM provides eligible employees with many benefits. Legally required benefits include Social Security, workers compensation and unemployment insurance. Employment classification determines benefit eligibility. To the extent there is a conflict between a benefit description contained in this Handbook and the actual terms of the applicable formal plan document or summary plan description for a particular benefit, the formal plan document will control.

Holidays

CWM observes eleven (11) paid holidays each calendar year. Full-time employees will receive holiday pay for the following holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

Holidays that fall on a Saturday or Sunday will be observed on the preceding Friday or following Monday as designated by the Leadership.

If an employee calls in sick before or after a holiday, the immediate supervisor or the HR Manager will require documentation regarding the illness from a physician. Failure to provide documentation will result in forfeiture of Holiday Pay.

Paid Time Off "Vacation"

Paid Time Off is available to full-time employees to provide opportunities for rest, relaxation, and personal pursuits. Employees are eligible to use vacation time based on their length of service as set forth in the following charts.

Policemen will be granted vacation according to the following schedule:

Years of Employment	Hours Accrued Per Year	Days Accrued Per Year	Hours Accrued Per Pay Period
1 year but less than 15 years	120 hours	15 days	4.6 hours
15 years but less than 20 years	160 hours	20 days	6.15 hours
20 years but less than 30 years	200 hours	25 days	7.69 hours
30 years and over	240 hours	30 days	9.23 hours

Firemen working twenty-four (24) hours shifts will be given vacation according to the following shift schedule. Firemen working eight (8) hours shifts will be given vacation according to the following weekly schedule:

Years of Employment	24-Hour Shifts	8-Hours Shifts
1 year but less than 2 years	4 shifts	10 days
2 years but less than 7 years	6 shifts	10 days
7 years but less than 15 years	9 shifts	15 days
15 years but less than 20 years	12 shifts	20 days
20 years but less than 30 years	15 shifts	25 days
30 years and over	18 shifts	30 days

All other full-time employees of CWM will be granted vacation according to the following schedule:

Years of Employment	Hours Accrued Per Year	Days Accrued Per Year	Hours Accrued Per Pay Period
1 year but less than 2 years	40 hours	5 days	1.53 hours
2 years but less than 7 years	80 hours	10 days	3.07 hours
7 years but less than 15 years	120 hours	15 days	4.6 hours
15 years but less than 20 years	160 hours	20 days	6.15 hours
20 years but less than 30 years	200 hours	25 days	200 hours
30 years and over	240 hours	30 days	9.23 hours

For the purpose of the above weekly schedules, a week is defined as five (5) working days of eight (8) hours each. Saturdays, Sundays, Holidays and other non-working days which fall within a period of vacation will not be counted as vacation, except in the case of Fire Department and Police Department employees who receive holiday pay and the Saturday, Sunday or holiday was a scheduled work day for that employee.

No payment will be made in lieu of vacation except when an employee is separated from CWM by reasons of layoff, dismissal, retirement, or resignation. Unused vacation and prorated vacation will be paid to the employee at his regular rate of pay at the time of separation, provided the unused and prorated vacation does not exceed the limit set forth as follows:

Vacation may be accumulated to a maximum of thirty (30) working days for all employees working eight (8) hours and fifteen (15) shifts for firemen working twenty-four (24) hour shifts. Vacation in excess of thirty (30) days or fifteen (15) shifts will be lost.

Vacation will be granted by the department head or supervisor at such time or times as will least interfere with the efficient operation of the department. The minimum charge for absence on account of vacation will be .25 or ¼ hour.

Conflicts in request for vacation will be resolved on the basis of seniority, providing written notice is received at least forty-five (45) days prior to the vacation date requested.

Unused vacation of a deceased employee will be paid to his estate or to an individual authorized to receive such payment at his regular rate of pay on his last day worked.

Vacation cannot be accumulated during periods of leave of absences without pay.

Employees who transfer between different departments within CWM without a break in service will retain all accumulated vacation credits.

The Mayor or General Manager of Utilities may give vacation benefits to a department head, or salaried exempt employee based upon the employee's experience when employed.

Sick Leave

CWM provides paid sick leave benefits to full-time employees for personal illness or incapacity resulting from injury, family illness, emergency medical appointments or employee personal necessity.

If illness prevents an employee from reporting to work, the employee must notify his/her Supervisor at the beginning of the work day. Additionally, when an extended length of absence due to illness is required, the employee's immediate supervisor must be kept advised as to the expected length of the absence.

Full time employees who have completed ninety (90) days of continuous service with CWM are eligible to receive sick leave.

- Sick leave will be accumulated at a rate of 13.33 hours per month for any employee hired before 1/6/2008.
- Any employee hired on or after 1/6/2008, shall be entitled to sick leave at the rate of eight (8) hours per month.

Sick leave will be posted to the employee's account on his or her monthly anniversary date.

CWM, in its sole discretion, may request medical authorization from an employee's physician prior to the employee's return to work from sick leave. A physician's statement may be required if an employee is absent due to personal illness.

Sick leave may be granted to the employee for the following reasons:

- Illness preventing normal work.
- Medical treatment or convalescence recommended by an attending physician.
- Medical, dental, or optical examinations.
- Exposure to a contagious disease.

Sick leave may be granted to employees due to illness of a member of the immediate family. For the purpose of this policy, "immediate family" member is defined as a spouse, child, parent, brother, sister, grandparent, grandchild, stepfamily member, in-law or legally adopted relationships of this group.

Sick leave will be charged against the employee for only those hours he is scheduled to work.

The minimum length of time chargeable to sick leave will be one quarter (1/4) of an hour.

Sick leave will accumulate to a maximum of sixty (60) days.

Firefighters – shall be subject to the general provisions of CWM of West Memphis regarding sick leave except as specifically provided in this section.

- Firefighters scheduled to be on duty for twelve (12) hours or more in a twenty-four (24) hour period shall accumulate sick leave at a rate of ten (10) working days per year which shall be posted to the firefighter's account on the firefighter's anniversary date.
- For firefighters scheduled to be on duty for twelve (12) hours or more in a twenty-four (24) hour period a "working day" shall mean that period of time a firefighter is on duty within a twenty-four (24) period.
- Firefighters scheduled to be on duty for twelve (12) hours or more in a twenty-four (24) hour period may accumulate sick leave to a maximum of sixty (60) working days (1,440 hours).
- Payment for unused sick leave in the case of a firefighter scheduled to be on duty for twelve (12) hours or more in a twenty-four (24) hour period, upon retirement or death, shall not exceed 720 hours at the firefighter's regular rate of pay at the time of separation.
- No firefighter shall have any previously earned sick leave reduced in value because of this change.

Whenever an employee is separated from CWM service for reasons of retirement (at least 20 years of service) or death, unused sick leave will be paid the employee at his/her regular rate of pay at the time of separation.

Accumulated sick leave of a deceased employee will be paid to the employee's estate or to an individual authorized to receive such payments. Payment will be computed at the employee's regular rate of pay on his/her last day worked.

Sick leave may not be used as vacation.

Any person returning to employment with CWM after a previous period of employment with CWM shall not be credited with any sick leave accrued during any previous period of employment.

Jury Duty

CWM grants full-time and regular part-time employees paid time off for mandatory jury duty. If an employee is excused for jury duty, the employee is expected to return to work during regular working hours.

In order for leave to be reviewed and approved, employees must provide their immediate supervisor with a copy of a notice, subpoena, or court order immediately upon receipt.

After endorsement of the jury duty check to CWM, eligible employees will receive full compensation at their regular rate of pay.

Time Off to Vote

On official federal, state, and local election days, employees may exercise their right to vote in elections. Employees who choose to vote should do so before work or after work. If it becomes impossible to vote before or after work, the employee should speak with his/her Department Head about other options.

Bereavement Leave

CWM offers bereavement leave to provide a time of mourning following the loss of an immediate family member. The employee must receive prior approval from his/her immediate supervisor for the use of bereavement leave.

Full-time employees are granted three (3) days paid bereavement leave for the death of an immediate family member. For the purpose of this policy, "immediate family" member is defined as a spouse, child, parent, brother, sister, grandparent, grandchild, stepfamily member, in-law or legally adopted relationships of this group.

If additional time off is needed for travel or funeral-related activities, employees may request to use Vacation.

Health Insurance

Full-time employees are eligible to participate in CWM's health insurance plan on the first day of the month following their first day of employment. If an employee does not enroll when initially eligible, he/she may enroll during the next annual enrollment period or when experiencing a qualifying change in status.

For additional information regarding health insurance, please contact the HR Manager.

Dental Insurance

Full-time employees are eligible to participate in CWM's dental insurance plan on the first day of the month following their first day of employment. If an employee does not enroll when initially eligible, he/she may enroll during the next annual enrollment period or when experiencing a qualifying change in status.

For additional information regarding dental insurance, please contact the HR Manager.

Life Insurance

CWM pays one hundred percent (100%) of the Basic Dependent Life Insurance of the premium for the Term Life and Accidental Death Insurance for full-time employees immediately upon hire. The benefit paid is for a Ten Thousand Dollar and Zero Cent (\$10,000.00) dollar policy. Employees can purchase additional voluntary life insurance policies.

For additional information regarding life insurance, please contact the HR Manager.

Retirement Savings Plan

All full-time employees are eligible to participate in CWM's retirement savings plan following one (1) month of successful completion of employment. Employees may enroll as per the Summary Plan Description.

Employees may enroll, modify, or terminate salary reduction contributions as specified in the Summary Plan Description at any time. Employees will annually elect the percentage of salary reduction of their choice and the contributions will be deducted from each paycheck.

To request the Summary Plan Description, please contact the HR Manager.

Pension Plan

CWM has established a pension plan for non-uniformed, full time employees. All non-uniformed, full time employees of CWM who have completed one (1) year of continuous service are eligible to participate in the plan.

Participation will commence on the first (1st) day of the month following the completion of one (1) year's continuous service. The employee is not required to contribute to the plan in order to participate.

CWM will not contribute on behalf of an elected official.

CWM will contribute six percent (6%) of the employee's regular pay to the plan.

Participants will receive a quarterly statement showing amounts added to or withdrawn from their account. Participants will receive an annual statement showing amounts added to or withdrawn from their account as well as the interest earned and the current value of their account.

Contributions can be invested in various funds including fixed and variable options. Interest at a rate to be announced each year will be credited to each participant's account.

Employees will complete an enrollment form before participating in the plan.

When the participant's employment with CWM ceases, benefits of the plan will be determined as follows:

- Retirement: on or after normal retirement date: Full value of the account.
- Death: Full value of the account will be paid to the beneficiary name on the enrollment form.
- Total or permanent disability: Full value of the account.
- Any other reason: Full value of the participant's contribution if any plus interest. After the five (5) years of service with CWM, the employee receives one hundred percent (100%).

Upon retirement or permanent disability from CWM service, several options for receiving plan benefits are available. Additional details and an election form are available from the Human Resources Department.

CWM expects to continue the plan indefinitely but reserves the right to change or discontinue the plan at any time. Should it become necessary to change or discontinue the plan, amounts already credited to your account cannot be adversely affected.

Awards

CWM realizes that its employees are its greatest asset. An awards program has been designed to recognize extended terms of service by CWM employees. Longevity pay will be presented to employees who have completed at least five years of full-time experience with CWM as of November 1st of each year. Each year, each employee will receive five dollars (\$5.00) for each year of service. The adjusted date of hire will be used for those employees when applicable.

Some examples:	For five years of service:	\$25.00
	For six years of service:	\$30.00
	For seven years of service:	\$35.00

Workers Compensation

All CWM employees are covered under the Arkansas State Workers' Compensation laws. Any employee incurring an "on-the-job" injury should immediately notify their supervisor who will arrange for appropriate medical treatment and prepare the necessary reports required for the employee to be compensated. Rules and regulations concerning Workers' Compensation have been posted on bulletin board of Human Resources and can be provide to each department. Drug and medical expenses incurred from such injuries will be paid within the limits of the law.

CWM will continue to pay the employee one hundred percent (100%) of their regular rate of pay, for up to seven (7) calendar days following the date of the injury providing a medical certificate is furnished CWM that the employee is unable to perform their assigned duties. Also, within this first seven days, if you need to attend physical therapy that is related to the work-related injury, this will be paid by CWM.

In the event the disability extends beyond these seven (7) calendars day period, Worker's Compensation should begin. CWM will continue to pay the employee the difference between their Worker's Compensation pay and ninety percent (90%) of their regular salary for a period of up to, but not exceeding, three (3) months, from the date of the accident. If the employee is still unable to return to work, CWM will pay the employee the difference between their Worker's Compensation pay and eighty (80%) of their regular salary for an additional three (3) months. The employee may not use sick or vacation time to supplement workers compensation pay or for further absenteeism due to this disability. An employee on unpaid leave will not be allowed to accrue employment benefits, such as vacation pay, sick leave, pension, etc. However, employment benefits which accrued up to the day on which the unpaid leave began will not be lost. The accrued amount will be prorated to the employee when they return to work.

If a worker's compensation absence also qualifies for FMLA, CWM's FMLA policy will also apply.

CWM reserves the right to temporarily assign the employee to duties, with the same rate of pay, other than those being performed at the time the injury occurred, providing a physician states, that it will not hinder recovery from the injury and the employee is expected to recover sufficiently to perform their regular duties. If the physician states that the employee is not expected to recover sufficiently to perform their regular duties, the employee may be offered another vacant position at the pay scale set by CWM Council for the vacant position being offered.

The recovery period after the accident will be at the discretion of the attending physician. However, CWM reserves the right to have the employee examined, at any time, by a physician of its choice.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA provides employees and their qualified beneficiaries the opportunity to continue health insurance coverage under CWM's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events may include, but are not limited to resignation, termination of employment or death of an employee, a reduction in an employee's work hours, a leave of absence, an employee's divorce or legal separation and/or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at CWM's group rate, plus an administration fee. CWM provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under CWM's health insurance plan. The notice contains important information about the employee's rights and obligations.

Patient Protection and Affordable Care Act

The federal Patient Protection and Affordable Care Act, commonly called the Affordable Care Act ("ACA"), was signed into law in March 2010 with the goal of reforming both the country's private and public health insurance systems in order to expand coverage to more Americans with affordable, quality health insurance.

The ACA applies to employers with fifty (50) or more full-time employees. For purposes of the ACA, an employee is considered full-time if he/she works at least thirty (30) hours per week.

Although the ACA continues to evolve, key provisions of the law are intended to expand access to insurance, increase consumer protection, emphasize prevention and wellness, improve quality and system performance, expand the health workforce and curb rising health care costs.

For more information about the ACA, please contact the HR Manager or visit one of these websites: www.healthcare.gov; www.hhs.gov/healthcare.

Unpaid Leave of Absence (LOA)

Occasions may arise when an employee desires extended time off for personal reasons. Leave may be for reasons of illness, maternity, paternity, adoption, or to provide extended care to a spouse, child, or parent for up to twelve (12) weeks. The General Manager or Mayor, in his/her sole discretion, may grant employees an unpaid LOA for such purposes. Each request is handled individually considering employees work record, length of service and nature of request.

If the employee requires an extended LOA beyond the permitted twelve (12) weeks, a request in writing must be presented to the HR Manager at least two (2) weeks in advance of the requested departure date. If granted, the employee may use accrued, authorized Vacation while he/she is on LOA. If the employee does not have accrued Vacation, the absence will be unpaid. Employees on a LOA may be permitted to continue health insurance coverage provided they make arrangements to pay the employee and dependent coverage premiums. An employee's failure to pay a premium within thirty (30) days after it becomes due may result in cancellation of coverage.

At the expiration of leave or any extension thereof, the employee shall be reinstated in the same job held before leave, if available. If the same job is not available, the employee will be reinstated in a similar job which he/she is qualified to perform.

If the employee fails to report at the expiration of the approved LOA, the employee will be considered to have abandoned his/her job and voluntarily terminated employment with CWM.

Family Medical Leave Act (FMLA)

It is the policy of CWM to provide family and medical leave in accordance with applicable law, including the Family and Medical Leave Act of 1993 (FMLA), 2008 amendments to the FMLA, and the Americans with Disabilities Act of 1990 (ADA).

When a qualifying event has been identified and communicated to the HR Manager, a letter will be sent to the employee acknowledging his/her eligibility for leave.

Eligible employees are entitled to:

- Basic FMLA – up to twelve (12) weeks of unpaid leave per a rolling twelve (12) month period for one of the following reasons: the birth or adoption of a child; to care for a seriously ill member of the employee’s immediate family (parent, child, or spouse); or the employee’s own serious illness.
- Active Duty Leave – up to twelve (12) weeks of unpaid leave per a rolling twelve (12) month period “for any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
- Military Caregiver Leave – up to twenty-six (26) weeks of unpaid leave per a rolling twelve (12)-month period for an employee who is the spouse, son, daughter, parent, or next of kin of a covered service-member who is recovering from a serious illness or injury sustained in the line of duty on active duty, as well as veterans undergoing medical treatment, recuperation or therapy for serious injury or illness which occurred any time during the five (5) years preceding the date of treatment.

Note: The maximum amount of *combined* leave is twenty-six (26) weeks for Basic FMLA/Active Duty Leave (exigency) and Military Caregiver.

For additional information about FMLA, please contact the HR Manager or visit <http://www.dol.gov/whd/fmla/>.

Military Leave

CWM complies with all requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any applicable state military leave laws.

With proper documentation, a request for military leave for reserve duty or for active duty in the United States military or in the state national guard will be granted to any regular full-time or part-time employee without pay. Employees must promptly notify their immediate supervisor upon receipt of orders.

If an employee’s absence is expected to last six (6) months or less, the employee will be placed on military leave of absence status. If an employee’s absence is expected to exceed six (6) months, or the length of absence cannot be reasonably estimated, the employee will be separated

from employment subject to reinstatement and bridging of service rights as required by law. The maximum amount of military leave is a cumulative period of five (5) years, as provided by law.

At the option of the employee, the employee may use previously earned, but unused, PTO hours while on military leave of absence. Upon return from military duty, an employee will be restored to such job and credited with such seniority and benefits as may be required by law.

If an employee has questions regarding CWM's military leave policy, applicable state and federal laws and continuation of benefits, he/she should speak with the HR Manager.

Section 5: Performance Standards

Performance Evaluations

The purpose of performance evaluations is to provide an objective and consistent means of measuring employees' overall effectiveness in their jobs and to set goals for future performance and professional growth. Supervisors and employees are given an opportunity to communicate openly regarding expected standards of performance, noteworthy accomplishments and progress, areas for improvement and career development potential. Performance evaluations are documented and signed by the employee and his/her Supervisor.

The employee performance process is ongoing and his/her Supervisor will discuss job performance with the employee regularly and informally.

Attendance and Punctuality

CWM expects employees to be present during their designated working hours. Attendance, punctuality, dependability, and a commitment to do the job right are essential at all times. As such, employees are expected to be at work on scheduled workdays, during scheduled work hours, and to report to work on time.

The following are examples of violations of the attendance and punctuality policy:

- excessive tardiness and absenteeism;
- leaving work early without a Supervisor's approval;
- unauthorized absences from the work area;
- failure to directly notify your immediate supervisor of an absence before the beginning of the scheduled work day; and
- no call, no show for a full work day. If an employee is absent for one (1) day without directly notifying his/her immediate supervisor, the employee will be considered to have abandoned his/her job and voluntarily terminated employment with CWM.

All employees are expected to be at their workstation ready to begin work promptly at their scheduled start time. Employees must notify their immediate supervisor if they are unable to report to work on time or will be absent.

An employee is considered tardy if he or she is not clocked in and prepared for work by the employee's scheduled work time. Five (5) instances of tardiness in one (1) month is considered excessive and will be subject to disciplinary action. Five (5) unexcused call outs in one (1)

calendar year will be subject to disciplinary action. Failure to Clock in will be considered a Tardy unless Immediate Supervisor was notified before employee was supposed to report to work.

Occasionally it may be necessary for an employee to be absent or late for his/her work shift. CWM is aware and sensitive to the nature of emergencies, illness, or pressing personal business which cannot be scheduled outside of an employee's work hours. Sick days and vacation days are provided for these occasions.

It is the responsibility of the employee's immediate supervisor to monitor and maintain a record of his/her attendance.

Violations of the attendance and punctuality policy may result in disciplinary action, up to and including termination.

Progressive Discipline

CWM administers equitable and consistent discipline for unsatisfactory conduct or performance in the workplace. CWM's own best interest lies in ensuring fair treatment of all employees and in making certain disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent its recurrence and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of the following four (4) steps: verbal warning, written warning, suspension without pay, or termination of employment, depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed, at the department head's discretion.

Progressive discipline means, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; the second offense may be followed by a written warning; the third offense may lead to an unpaid suspension; and, the fourth offense may then lead to termination of employment.

CWM recognizes there are certain types of employee problems serious enough to justify either a suspension, or in extreme situations, termination of employment, without going through the progressive discipline steps. By using progressive discipline, CWM hopes most employee problems will be corrected at an early stage, benefiting both the employee and CWM.

Utility employees who have received disciplinary action may request an appeal hearing with the Utility Commission, provided the request is made in writing to the HR Department within ten (10) days of the disciplinary action. All other employees who receive disciplinary action may request an appeal hearing with the Mayor, provided the request is made in writing to the HR Department within ten (10) days of the disciplinary action.

Problem Resolution

Each employee is expected to work in a cooperative manner with management, coworkers, and vendors.

Employees will not be penalized, formally or informally, for making a complaint as long as they do it in a reasonable, business-like manner and in good faith. If a situation occurs when an employee

believes an employment action or a decision which affects him/her is not fair, he/she is encouraged to present the problem to their immediate supervisor or the HR Manager.

Section 6: Safety and Security

Health and Safety

CWM strives to provide each employee with a safe, comfortable, and healthy work environment. CWM provides employees with the tools, training, facilities, and information necessary to work in a safe and efficient manner. Working and operating in a safe and efficient manner is a condition of employment. CWM asks employees to approach work with a thoughtfulness which reflects respect for individual health and the safety of co-workers. Employees are expected to follow Federal and State Regulations regarding safety, along with City and Departmental policies outlining safe work procedures. Anyone noticing a violation of safety regulations, safety procedures, the Occupational Safety and Health Act (OSHA), or who feels unsafe in his/her work environment should notify their immediate supervisor.

Failure to observe and follow safety procedures set forth by Federal, local, and departmental policy outlining safe work procedures is grounds for disciplinary action, up to and including termination of employment

Building Security

CWM employees should make every effort to be aware of strangers on the premises. Anyone noticing an unfamiliar or unauthorized person on the premises should contact their immediate supervisor. An area unlocked by an employee must be locked upon leaving. Keys are provided to employees requiring access and are the property of CWM. All employees with a key must return the key immediately upon request.

Employees should not bring large sums of money, jewelry, or other valuables to work. CWM is not responsible for personal property that is lost, damaged, stolen or destroyed, including personal vehicles.

On-The-Job Accident Reporting

Any job-related injury or illness, regardless of severity, must be reported immediately to the employee's immediate supervisor for appropriate designated personnel prompt and trained evaluation and medical attention. For non-life-threatening injuries, the employee must report the accident or injury to his/her immediate supervisor within twenty-four (24) hours. This policy is not to preclude an employee from calling 911 or emergency personnel should the situation warrant immediate medical attention. The employee's immediate supervisor or appropriate designated personnel will complete an initial safety incident report and forward it to the main office.

Failure to observe and follow the accident reporting procedures is grounds for disciplinary action, up to and including termination of employment.

Workplace Violence Prevention

CWM is committed to preventing workplace violence and creating a safe work environment. This policy explains CWM's guidelines for dealing with intimidation, harassment, violent acts, or threats of violence which might occur during business hours or during work-related settings. CWM does

not allow behavior in the workplace at any time which threatens, intimidates, or coerces other employees or vendors.

Employees should immediately report a violent act or a threat of violence by anyone to their immediate supervisor. CWM will promptly investigate all reports of violent acts or threats of violence, as well as all suspicious people and activities involved. CWM will protect the identity of a person who makes a report when reasonably possible to do so under the circumstances. Until CWM has investigated a report, CWM may suspend an employee, either with or without pay, if CWM believes it is necessary for safety reasons and/or to conduct the investigation. If an employee commits a violent act, threatens violence, or violates these guidelines in any way, he/she will be subject to disciplinary action, up to and including termination.

CWM wants to help employees resolve their problems before they become more serious and possibly violent. CWM will not discipline any employee who reports violent acts or threats of violence to CWM's attention in good faith.

Weapons in the Workplace

CWM is committed to maintaining a safe, healthy, secure, and efficient working environment for its employees, and to protecting CWM property, equipment, and operations. Employees, vendors, patrons, and visitors are covered by this policy. CWM is concerned about the danger and risk posed by the presence of weapons to the health and safety of both employees and persons in the community.

To this end, **no weapons or explosives of any type will be allowed on CWM's premises.** Weapons include firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm. Therefore, possession and/or use of all weapons (including licensed and concealed handguns) on CWM's premises before, during or after the time an employee is on duty is not permitted. Premises are defined as: CWM owned or leased buildings. Employees, citizens, vendors, patrons, and visitors are covered by this policy. Failure to abide by all terms and conditions of the policies described above may result in disciplinary action, up to and including termination and/or prosecution.

This policy shall not be construed to create any duty or obligation on the part of CWM to take any actions beyond those required of an employee by existing law.

If an employee becomes aware of anyone violating this policy, he/she should report it to the HR Manager immediately.

Tobacco Use

CWM prohibits the use of tobacco in any form throughout all of CWM's offices. Employees may use tobacco products outside in the designated areas during approved breaks. Please contact the HR Manager for additional information regarding when and where tobacco may be used.

Drug and Alcohol Use

CWM is committed to providing and maintaining a drug-free and alcohol-free workplace. Therefore, the following conduct is prohibited on or in CWM's property or on CWM's time, by employees and non-employees:

- the unlawful use, possession, sale, distribution, dispensation, or manufacture of any illegal drug;
- the use, possession, transfer, or sale of any paraphernalia which is reasonably believed to be used in connection with illegal drugs;
- working while under the influence of illegal drugs, even if used or consumed off-duty or off-premises; and/or
- working while under the influence of alcohol, even if used or consumed off duty or off premises.

“Legally prescribed drugs” are defined as any prescription or nonprescription drug which may impair working ability. If an employee takes a legally prescribed drug, he/she must notify his/her Supervisor if its use is expected to adversely affect the performance of the essential functions of his/her job. Employees have a duty to know if the legal prescription or nonprescription drugs they are taking may impair their ability to work.

CWM will conduct drug and/or alcohol testing of any employee involved in a work-related accident or injury under circumstances which suggest possible use or influence of drugs or alcohol in the accident or injury event. “Involved in an on-the-job accident or injury” means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

There may be occasions when CWM or a vendor, or customer may sponsor an event where alcoholic beverages are served. Employees are viewed as representatives of CWM, either working or attending such events. CWM expects employees to act in a professional manner, so not to damage or negatively impact the reputation of CWM or expose CWM to undue legal liability. Employees should not operate motor vehicles or engage in hazardous activities if impaired by alcohol, legal substances, or illegal substances. Employees violating this policy may be subject to termination, in addition to civil and/or criminal penalties.

CWM reserves the right to conduct drug and/or alcohol tests at any time, with or without reasonable suspicion and with or without advance notice. Such testing may include pre-employment (including job transfers and promotions), post-accident, reasonable suspicion, periodic, random, post-leave, post-rehabilitation, and/or any other types of testing. In addition, CWM reserves the right to search employees and their work areas without advance notice and without reasonable suspicion. Refusal to cooperate in these procedures may result in disciplinary action, up to and including termination.

Emergency Closings

There may be times when emergencies, such as severe weather, fires, power failures or tornadoes, disrupt normal business operations at CWM or require that CWM close a work facility. Leadership, at his/her sole discretion, will decide whether CWM offices will be closed or remain open for normal business operations during emergency situations. Leadership will notify employees of emergency closings.

When Leadership determines CWM offices are officially closed due to emergency conditions, employees who are regularly scheduled to work during this time will receive their regular rate of

pay and such pay will not be deducted from the employee's Vacation accrual balance. When Leadership determines CWM offices will remain open for normal business operations, but an employee is unable to report to work, the employee will not be paid for the time off. However, the employee may request to use accrued Vacation.

Inclement Weather

CWM will notify employees by phone or email no later than 6:00 a.m. in the event of an office closing due to inclement weather. If the office is closed, employees who are regularly scheduled to work during this time will receive their regular rate of pay and such pay will not be deducted from the employee's Vacation accrual balance.

If the office is open and an employee chooses to not report to work due to inclement weather, he/she will not be paid for the time off, but may utilize unused Vacation. If an employee chooses to stay home due to inclement weather, he/she must contact his/her immediate supervisor to discuss work needs for that day.

Health Insurance Portability and Accountability Act

All employees of CWM will adhere to all local, state, and federal laws relating to confidentiality and privileged communications and/or privacy protection of health care information to include the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

A major goal of the HIPAA Privacy Rule is to ensure an individual's health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and wellbeing.

All employees of CWM will treat all medical, personal, biometric, and financial information as confidential. Any person who breaches this trust will be subject to disciplinary action, up to and including termination.

Section 7: Termination of Employment

Termination of Employment

Termination of employment is inevitable within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by CWM.
- Layoff - involuntary employment termination initiated by CWM for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service and any other criteria for retirement from the organization.

Since employment with CWM is "at will", both the employee and CWM have the right to terminate employment at any time, for any reason or no reason, with or without cause. Employees will receive their final paycheck and any applicable accrued vacation pay, in accordance with the applicable state law.

Employees who voluntarily resign from CWM are requested to provide at least two (2) weeks' notice in writing of their intent to resign. Notice should be signed and include the employee's anticipated date of departure, reason for resignation and other pertinent data. CWM reserves the right to release an employee prior to his/her anticipated departure date. An employee's separation date is the last day he/she works in the office.

Employees whose employment has terminated may be requested to participate in an exit interview and sign an exit interview form at the time of termination. During the interview, matters of final pay and benefits will be discussed, and the employee will be required to return any city property in the employee's possession of which entrusted to him/her.

ADDENDUM 1 – CREDIT CARD POLICY

to the EMPLOYEE HANDBOOK

CITY OF WEST MEMPHIS CREDIT CARD POLICY

INTRODUCTION

The City of West Memphis (“City”) Credit Card Program is designed to help departments manage purchases of predetermined dollar limits for goods and services needed for conducting official City business.

The City may, in its sole discretion, issue City Credit Cards to employees (“Cardholders”). The use of such City Credit Cards is strictly limited to legitimate business purposes. Any personal or unauthorized charges on the City Credit Card may result in disciplinary action, up to and including termination. The City reserves the right to recover any unauthorized charges from an employee, to the fullest extent of the law. Moreover, all purchases must be documented with receipts. Any employee who abuses this policy by submitting fraudulent expenses, or misuse, will be subject to disciplinary action. A second violation of this policy will result in a revocation of Credit Card Program privileges.

NON-RESTRICTED AND RESTRICTED CHARGES

In general, the Cardholder may purchase goods and services that serve as official business purposes for the City. However, purchases of the following are prohibited:

- alcoholic beverages of any kind;
- cash advances, travelers checks, etc.;
- any items listed on state contracts (contact the Purchasing Department with any questions);
- personal items of any kind;
- personal travel expenses;
- any purchase that would involve a “trade-in”;
- any other purchases not permitted under City policy and/or procedure
- vehicle or motorized field equipment repairs or parts, except by Fleet Service.

Cardholders should contact the Purchasing Department with any questions before making a purchase.

CARDHOLDER RESPONSIBILITIES

PURCHASES

When making a purchase with the City Credit Card, the Cardholder should ascertain that the price being paid is reasonable, but competitive pricing is not required. Purchases for eligible goods or services may be made in person, by phone, or online. All purchases must be properly documented as described below.

SECURITY AND STORAGE

Cardholders should always treat the City Credit Cards with at least the same level of care as one does with their own personal credit cards. The City Credit Card should be maintained in a secure location and the card number should be carefully guarded.

ADDENDUM 1 – CREDIT CARD POLICY

to the EMPLOYEE HANDBOOK

Only employees who have formally checked out a City Credit Card are authorized to make purchases using the City Credit Card. The City Credit Card may not be lent to another person for any reason.

DOCUMENTATION

Valid source documentation may include:

- receipt and/or card transaction slip from the vendor;
- order form for books, subscriptions, or similar items;
- invoice showing credit card payment; and
- packing slip from the delivery annotated by the Cardholder as ordered by, received by, paid by and signature of the Cardholder.

All documentation must include the following minimum information provided by the Cardholder:

- vendor name;
- date of purchase;
- description and quantity of each item purchased;
- per item cost, if available from the merchant;
- total cost of the transaction; and
- cardholder name and card number.

If documentation is unavailable, the Cardholder must complete a Missing Receipts Form. The form is to be completed whether or not the Cardholder failed to provide the documentation through no fault of his/her own, or through willful or negligent fault.

UNRESOLVED DISPUTES AND BILLING ERRORS

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Cardholder/Department Card Coordinator should contact SunTrust Bank Customer Service at 1-855-821-0369 directly for assistance.

If the problem cannot be resolved on the telephone, SunTrust Bank may request the Cardholder to fax a signed Dispute Form to further clarify the problem and/or to document the reason for the dispute.

REBATES, REFUNDS AND PROMOTIONAL ITEMS

Any rebates or refunds received by the Cardholder resulting from the use of a City Credit Card transaction shall be deposited back into the appropriate department and documentation reflecting the transaction shall be attached to the City Credit Card Transaction Log for verification. Any promotional type items received as the results of a City Credit Card transaction shall become the property of the City and shall be utilized by the applicable department.

ADDENDUM 1 – CREDIT CARD POLICY

**to the
EMPLOYEE HANDBOOK**

CARD DECLINES

Should a vendor decline the City Credit Card, the Cardholder should immediately contact the Purchasing Agent for assistance. If a declined purchase is being made outside normal business hours, the Cardholder must find an alternate payment method or terminate the purchase. Contact the Purchasing Agent during normal business hours.

EMERGENCY TRANSACTIONS

Emergency transactions over \$1,000 may not be handled with the City Credit Card due to City procurement regulations unless the card holder has been given prior authorization for a higher balance. For any "emergency" type transaction, or one that exceeds the spending controls assigned to the card, the Cardholder must contact the Card Administrator for assistance.

ACKNOWLEDGMENT

By signing below, Cardholder understand, agrees, and acknowledges the terms and conditions of city credit card use as described above. Cardholder further understands that fraud or misuse of the city credit card may result in disciplinary action, up to and including termination.

Employee Signature: _____

Date: _____

Printed Name: _____

ADDENDUM 2 – TRAVEL REIMBURSEMENT POLICY

to the EMPLOYEE HANDBOOK

CITY OF WEST MEMPHIS TRAVEL REIMBURSEMENT POLICY

INTRODUCTION

In order to afford employees, elected and appointed, maximum flexibility in the accomplishment of their assigned tasks, the City of West Memphis (“City”) will pay eligible travel expenses directly related to official business. Travel expenses for official business may include the cost of out-of-town conferences involving professional associations, training, and meetings with state and federal authorities on program-related topics. All travel expenses for employees shall be approved by their Director within their approved travel budget. Travel expenses for Department Heads shall be approved by the Mayor. Travel by elected or appointed officials shall not require approval subject to prior budget approval. Extended travel time and expense incurred in excess of the business purpose are the responsibility of the Employee and must be approved in advance, in writing, by the employee’s supervisor. Any travel outside of the Tri-State Area (defined as Arkansas, Tennessee, and Mississippi) must be approved by the Mayor.

TRANSPORTATION

Airline ticket payment will be made for actual coach costs. The Employee has the option of using their own resources (cash, credit card, etc.) to purchase reimbursable tickets, or the following procedure may be utilized for the City to purchase tickets. A Purchase Requisition payable to the Credit Card Company, Airline Itinerary, and Confirmation Locator Number (supplied by the airline for tickets placed on 24-hour hold) must be submitted to Purchasing Department or the Finance Department as soon as possible after reservations are made. Transferring tickets is prohibited.

Mileage reimbursement for use of a private vehicle is allowable in the event a City-owned vehicle or the Courtesy Car is not available. Mileage shall be **forty-seven (47) cents per mile**. However, personal vehicle mileage reimbursement shall not exceed the lowest coach airfare available at the time of the travel request (documentation must be provided); nor shall food and lodging expense be for more than one additional day of travel time to and/or from the destination city. Any exceptions to this must have prior approval in writing from the Department Director. Reimbursement for use of personal vehicles to travel to and from the airport will be one round trip if utilizing airport parking, or two round trips if not utilizing airport parking. Mileage is paid from City Hall or the Employees normal work location to the airport and back. If travel is mandated by the manager’s written directive on a non-regularly scheduled workday, round trip mileage from the employee’s home of record is authorized.

Taxi fare and similar public transportation is reimbursable for all necessary City business related trips. Rental vehicles require prior written approval from the Department Director. Written justification for renting vehicles as well as cost estimates for the rental of the vehicle and collision insurance must accompany all requests for travel. Actual costs of mid-sized or smaller vehicles rented from recognized car rental agencies are reimbursable. When more than four (4) employees are traveling to the same destination, reimbursement for actual costs of renting vans shall be allowed. Fuel for City-owned vehicles is reimbursable. Use of City-owned vehicles outside City limits requires written justification from the employee’s manager.

ADDENDUM 2 – TRAVEL REIMBURSEMENT POLICY

**to the
EMPLOYEE HANDBOOK**

MEALS

Full day travel shall be defined as an initial departure time prior to 7:00 A.M. and return of at least 7:00 P.M. Allowances for travel within Arkansas shall be up to \$57.00 for all meals with tips included. Allowances for meals out of state shall be based on the General Services Administration (GSA) travel rates and shall not exceed the total daily amount. Itemized receipts must be turned in with travel forms.

Meals for partial day travel shall be paid on a per diem rate depending on departure and arrival time. Partial day travel shall be defined as an initial departure time later than 8:00 A.M. and/or return time of earlier than 6:00 P.M. The maximum allowable reimbursement shall be for two (2) meals. The per meal allowance in Arkansas, including tip, shall be: Breakfast-\$12.00; Lunch-\$20.00; Dinner-\$25.00.

Employees will not be eligible for meal per diem when meals are included in Conference Registration unless a request is made by the Employee due to one (1) or more of the following conditions: (1) the employee is unable to consume the meal(s) provided because of medical requirements or religious beliefs; (2) the employee purchased a substitute meal(s) to satisfy their medical requirements or religious beliefs; and/or (3) the employee was unable to take part in the provided meal(s) due to the conflict of official business.

Reimbursement of meals for other purposes for official city business must state the name of the guest(s), nature of business, and be approved by the Director of the department based on prior budget approval. The City shall not reimburse the costs of alcoholic beverages.

LODGING/PARKING

The City will reimburse charges for room rate, taxes, and work-related expenses where it is reasonably expected that a prudent employee could not return to their residence. Expenses incurred for parking are reimbursable. Any airport parking shall be reimbursed at the long-term parking rate. Employees may be reimbursed for tips related to parking expenses, up to fifteen percent (15%) of the parking cost.

REQUESTS FOR REIMBURSEMENT/DOCUMENTATION:

The employee must submit a completed copy of the Travel Expense Report to the Purchasing Department or the Finance Department within ten (10) workdays of return. In addition, the employee must also provide detailed supporting documentation related to the reimbursable expense(s), including itemized receipt(s), an explanation of the business purpose(s), and other relevant information.

ACKNOWLEDGMENT

By signing below, employee certifies that he/she understands, agrees, and acknowledges the terms and conditions of travel reimbursement use as described above.

Employee Signature: _____

Date: _____

Printed Name: _____

Employee Acknowledgement Form

I acknowledge that I have received a copy of this Employee Handbook (hereinafter "Handbook") from The City of West Memphis ("CWM").

I understand it is my responsibility to read and comply with the policies contained in the Handbook and revisions made to it. I understand that I should consult my immediate supervisor or the HR Manager regarding questions not answered in the Handbook.

I understand CWM reserves the right to modify, change, delete, supplement, rescind, or revise information contained in the Handbook, as CWM deems necessary or appropriate, at its sole and absolute discretion and with or without advance notice. Changes will be communicated through standard communication channels. The HR Manager must approve revisions to the Handbook. I understand that the Handbook is the property of CWM and I must return it to CWM at the conclusion of my employment.

I have entered into my employment relationship with CWM voluntarily and acknowledge that there is no specified length of employment. I understand my employment with CWM is "at will", and either I or CWM may terminate the employment relationship, with or without cause, for any reason or no reason, at any time, so long as there is no violation of applicable federal or state law.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Employee Signature: _____

Printed Name: _____

Date: _____