



CITY OF SPRINGFIELD

Human Resources Policy Manual

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HUMAN RESOURCE POLICY MANUAL

The purpose of Human Resource policies is to establish a system of administration that ensures a fair application of the policies.

All non-bargaining positions in the City, except those under the jurisdiction of the School Committee, the Springfield Retirement Board, elected positions and certain positions for which compensation is on a fee basis or the incumbents render intermittent or casual services shall be subject to the provisions of these policies.

Subject to Human Resources Department review and approval, departmental regulations that establish standards of performance, conduct or action shall continue to be applicable. In general, local department regulations can expand on these policies, but it is expected that they will not contradict them.

These policies are intended to be in accordance with all applicable state and federal laws. In the event that these policies are inconsistent with the applicable state or federal law, the applicable law shall apply.

It is important to note that this document is inclusive in that it addresses all Human Resource policies considered effective as of the date of this policy manual.

RIGHT TO AMEND THIS MANUAL

The City's policies, benefits and rules, as explained in the manual, may be changed from time to time as circumstances, employment legislation and economic conditions dictate. If and when provisions are changed, non-bargaining employees will be notified. A copy will also be placed in a highly visible location in each work site and on our City Of Springfield (COS) Intranet site.

The policies in this manual are to be considered as guidelines. The City of Springfield, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this manual at any time without prior notice. Any such action will apply to existing as well as future employees with continued employment being the consideration between the employer and the employee. No one other than the Mayor or the Control Board (while it is in existence) may alter or modify any of the policies in this manual. No statement or promise by a supervisor, manager or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

SICK LEAVE POLICY

Sick leave is a benefit limited to absences caused by an employee's illness, injury, exposure to contagious disease, illness or disability arising out of or caused by pregnancy or childbirth and/or illness or injury of an employee's immediate family that requires the employee to care for the family member.

"Immediate" family shall mean father, mother, brother, sister, spouse, child, spouse's father or mother, spouse's son or daughter, grandparents and grandchildren or other member of the employee's household for whom the employee has the verified status of a legal guardian.

Subject to limitation in the Human Resource policies, all employees, upon completion of six (6) months of continuous service for the City, shall be eligible for up to fifteen (15) days of sick leave annually without loss of pay for absences caused by legitimate illness or injury. Sick leave shall accrue monthly in increments of a day and a quarter per month worked. During any calendar month in which an employee accumulates three (3) or more separate absences due to illness and / or any unauthorized absence whether with or without pay, such employee shall not accrue such credit nor be entitled to said day and one quarter.

Employees shall be entitled to sick leave without loss of pay if the employee has notified their supervisor, or designee, of the absence and general nature thereof within one hour prior to the start of the workday, or as soon thereafter as practicable.

It is recognized that employees may become sick or need to utilize sick leave during the workday. Said employees may use sick leave, subject to the same provisions of this policy, in such instances. Employees shall notify their immediate supervisor before leaving work.

Sick leave may be used in minimum increments of one (1) hour.

The City requires employees absent from work for more than two (2) consecutive days due to their own or a family member's illness, injury or disability to provide medical documentation concerning the nature, severity, and duration of the illness, injury or disability. In addition, the City reserves the right to request an employee to provide documentation from their physician regarding their fitness to return to work. Also, the City may require an employee to be examined by a City selected physician for such purpose at the City's expense.

The City may require an employee who seeks to return to work after being absent, whether paid or unpaid, for ten (10) consecutive work days or more, to be examined by a City selected physician at the City's expense to determine the employee's fitness to return to work.

If the City requires a medical certificate from a City selected physician, the City will pay the cost of the physician's services in examining the employee.

If an employee has been warned of sick leave abuse, the City, in its exclusive discretion, may require a written certificate from a City selected physician establishing incapacity, illness, or injury as a condition of payment of sick leave benefits. The City shall initiate disciplinary action for employees engaged in sick leave abuse. If an employee uses sick leave for purposes other than legitimate illness or injury, the employee may, at the City's discretion, be subject to discipline up to and including discharge.

Sick leave payments and credits shall automatically terminate on the date of the retirement or separation from service of the city of an employee.

If an employee is transferred from one (1) city department to another city department, any accrued sick leave shall be credited to the employee in his/her new department.

COMPENSATION FOR UNUSED TIME

Sick time compensation for unused time shall be administered in the following manner:

Upon retirement or death, an employee, irrespective of the position held, shall be paid the rate of thirty dollars (\$30) per day or fifteen percent (15%) of the current day's salary, whichever is greater, for all sick leave accrued by said employee at the time of the employee's death while in the service of the city, or retirement from municipal service. Such payment will be made in one (1) lump sum. Further, in the event of death, such sum as would otherwise have been payable to the employee shall be paid to that person whom such employee has designated as his/her beneficiary on his/her municipal life insurance policy, and if none, to his estate.

Sick leave compensation for unused time will be paid for a maximum of 225 days for all employees hired from November 1, 2008 on. All employees hired before November 1, 2008 will be paid for all accrued time and shall not be subject to the 225 day cap.

PERSONAL LEAVE POLICY

Employees, upon completion of six (6) months of continuous service, shall be allowed to convert up to three (3) days, earned during a calendar year, of unused accumulated sick leave to personal leave during each calendar year. Personal leave shall not be cumulative from year to year and must be taken in minimum increments of 1 hour.

Application to use personal leave must be made to supervisors as early as possible and, except in an emergency or unforceable circumstance, not less than one (1) working day in advance.

VACATION LEAVE POLICY

A full time employee shall accrue vacation with pay credited for each full month worked in each calendar year in accordance with the following schedule. The amount of vacation time credited each month shall be one-twelfth of the annual vacation accrual. Employees, upon completion of six (6) months of continuous service, are eligible to take their accrued time as outlined below. Benefit eligible, part-time employees shall have their vacation time pro-rated.

<u>LENGTH OF SERVICE</u>	<u>ANNUAL VACATION ACCRUAL</u>
Up to five (5) years of service*	Two (2) weeks
Upon completion of five (5) to ten (10) years of service	Three (3) weeks
Upon completion of ten (10) to twenty (20) years of service	Four (4) weeks
Upon completion of twenty (20) or more years of service	Five (5) weeks

For new employees, the City may, but is not required to, recognize previous service, regardless of the employer, when determining beginning vacation allowances. All recognition of previous service must be approved by the department head and Human Resource Director. In addition, if a prospective employee has pre-planned a vacation scheduled within the first six months of employment, the hiring manager may, with department Head and Human Resources Director approval, negotiate to allow the employee to use accrued vacation time prior to the end of the 6-month waiting period.

All vacations are subject to approval by immediate supervisors or their designees in advance.

Vacation time must be taken in minimum increments of one (1) hour.

If an employee's vacation account exceeds 1.5 times their annual accrual, they will not earn additional time until their account returns to a 1.5 balance.

Employees who terminate service without having used their accrued vacation, shall be paid an amount, in lieu of vacation, as required by law.

* Years of service are based on the total accumulated time.

HOLIDAY LEAVE POLICY

Each full time employee shall be granted leave with pay on the days designated by law for observance of the following holidays. Benefit-eligible, part-time employees shall have their Holiday Leaves pro-rated.

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Presidents' Day	Columbus Day
Patriot's Day	Veteran's Day
Memorial Day	Thanksgiving Day
	Christmas Day

If a holiday occurs on Saturday or Sunday it shall be, as determined by State government, observed on either the Friday preceding, or the Monday following the holiday.

If a holiday occurs during the vacation period of a full time employee, the employee shall not be charged for a vacation day on the holiday.

If a holiday falls on a normally scheduled work day for a benefit-eligible, part-time employee, the employee will receive their normally scheduled hours for that day.

The number of hours for which an employee is paid on a holiday shall be considered time worked for overtime purposes.

MATERNITY AND PARENTAL LEAVE POLICY

An employee who has completed at least the probation period of six (6) months of service and employed on a regular basis for twenty (20) hours or more per week shall be granted up to sixteen (16) weeks of unpaid parental leave, without loss of seniority or accrued benefits, for the purposes of giving birth or adopting a child under age eighteen (18) or under age twenty-three (23) if the child is mentally or physically disabled, or placement of a child with the employee for foster care. Upon expiration of parental leave, an employee will be restored to the same or a similar position.

In the event a female employee is eligible for both Family Medical Leave Act (FMLA) and maternity leave, that employee's leave will be charged to both forms of leave simultaneously.

For proper planning purposes, an employee requesting leave pursuant to this policy is encouraged to notify their supervisor as soon as possible, except in the event of an emergency.

An employee must use any accrued vacation, sick, or personal time during this period. Note: Sick time can only be used for the duration of the medical disability associated with childbirth. If accrued paid time extends beyond sixteen (16) weeks, an employee will be entitled to use said leave until exhausted. In either case, an employee must return when their leave expires, or notify their manager by their return to work date if they are not returning. An employee is also asked to advise management, as soon as possible, if they do not intend to return to work.

FAMILY AND MEDICAL LEAVE POLICY

In accordance with the provisions of the federal Family and Medical Leave Act of 1993 (FMLA) employees having completed at least twelve (12) months of service and who have actually worked at least one thousand two hundred and fifty (1,250) hours during the preceding twelve (12) months, shall be entitled to take up to twelve (12) weeks of unpaid leave for any of the following purposes:

- (a) The birth of the employee's child, and in order to care for the newborn child;
- (b) The placement of a child with the employee for adoption or foster care;
- (c) The need to care for the employee's spouse, child or parent who has a serious health condition;
- (d) The employee's own serious health condition that renders the employee unable to perform the functions of their position.

Employees requesting leave pursuant to this policy must notify the City at least thirty (30) days prior to anticipated leave. If such leave is not foreseeable, employees must notify the City as soon as practicable. For purposes of calculating entitlement of such leave, the twelve (12) month period begins to run on the first day FMLA leave is taken.

In order to be eligible for leave under this policy, employees shall provide certification from a health care provider to substantiate any leave due to the health condition of the employee's spouse, child or parent.

The City will continue its contributions to group health plan premiums for employees on FMLA leave. Employees shall pay their applicable percentage of the premium while on such leave, or risk loss of coverage.

Employees on FMLA leave must use any accrued vacation and personal time, while on such leave. In addition, employees must use any accrued sick time in the event that they are taking FMLA leave for a purpose for which sick time can be used.

Upon the termination of FMLA leave, employees shall be restored to their same or similar position. Before reinstatement, an employee taking leave for (d) above must present a certification from a health care provider that the employee is medically able to return to work.

BEREAVEMENT LEAVE POLICY

Employees shall be granted leave of absence with pay in the event of death in the employee's immediate family. Such leave may extend from the time the employee receives notification of the death to the end of the first work day following the day of the funeral, or memorial service, not exceeding a period of five (5) work days. In the event that there is an extended delay before the funeral or memorial service, with supervisor's approval, the five work days may not need to be taken consecutively.

"Immediate family" shall mean the employee's father, mother, brother, sister, spouse, child, grandparents or grandchildren, and the employee's spouse's father, mother, son, daughter, grandparents or grandchildren and/ or other members of the employee's household.

In the event the funeral, or memorial service, of the employee's aunt, uncle, niece, nephew, first cousin, spouse's brother or sister or spouse's grandparents or grandchildren occurs on a work day, the employee shall be granted one (1) day of leave with pay to attend the funeral or memorial service.

INCENTIVE DAYS

Incentive days can be earned by employees, as detailed below, in recognition for good attendance.

For purposes of earning incentive days, the calendar year is broken down into three (3) incentive periods:

1. Period one: The period between January 1 and April 30, inclusive.
2. Period two: The period between May 1 and August 31, inclusive.
3. Period three: The period between September 1 and December 31, inclusive.

An employee who is not absent more than one (1) day due to a disqualifying absence or who is tardy not more than three (3) instances in excess of fifteen minutes per instance in an incentive period, shall earn an incentive day that incentive period.

Such earned incentive day shall be taken within the next succeeding incentive period. There shall be no accumulation of an earned incentive day to any succeeding incentive period. Such incentive leave shall be granted by the employer at such a time as in its' opinion will cause the least interference with the performance of the regular work of the city. In no event will days earned be convertible into monetary buyback.

For purposes hereunder, the following are to be categorized as disqualifying absences:

1. Absence due to sick leave beyond one (1) day in the incentive period.
2. Absence due to workmen's' compensation lost time within a period.
3. Absence due to unauthorized leave within a period.
4. Absence due to a leave of absence or maternity leave within a period.

For purposes hereunder, the following are to be categorized as qualifying absences:

1. An absence due to authorized vacation leave or a day taken pursuant to this program.
2. An absence due to jury duty.
3. An absence due to authorized bereavement leave.
4. An absence due to holiday leave.
5. An absence due to personal leave.
6. An absence due to authorized military leave, authorized time for civil service examination, and time lost to attend an industrial accident board meeting.

SMALL NECESSITIES LEAVE POLICY

The Commonwealth of Massachusetts enacted the Small Necessities Leave Act in 1998 mandating that certain eligible employees be permitted to take up to twenty-four (24) hours of unpaid leave during a twelve (12) month period for purposes specified in the Act. As detailed below, the City has defined standards for administering this leave.

CITY STANDARDS FOR ADMINISTERING SMALL NECESSITIES LEAVE ACT

- The City will grant leave to all employees who meet the eligibility requirements specified in the Act. The employee must have been employed for at least twelve (12) months by the employer from whom the leave is requested. And, the employee must have provided at least one thousand two hundred and fifty (1,250) hours of service to the employer during the previous twelve (12) month period.
- SNLA leave is unpaid.
- The City will grant leave for the purposes specified in the Act: to participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school; to accompany the son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations; to accompany an elderly relative (defined as an individual of at least 60 years of age who is related by blood or marriage to the employee, including a parent) to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.
- The City will administer the leave on a rolling 12 month basis. For purposes of calculating entitlement, the 12 month period begins to run on the first day SNLA leave is taken. Eligible employees will, therefore, be eligible for up to twenty-four (24) hours of SNLA leave in each 12 month period.
- The City will require that employees take the leave in minimum increments of no less than one (1) hour.

The City will allow, but will not require, employees to use any of their accrued paid vacation or sick leave for any of the SNLA purposes as long as the specific purpose is normally covered by a purpose for which sick time can be used.

- The City will require a written request for, and certification of leave in accordance with the lead time requirements specified in the Act. If the need for leave is foreseeable, the employee must request the leave not later than seven (7) days in advance. If the need is not foreseeable, the employee must notify the employer as soon as practicable.
- In cases of an emergency, the City will accept a verbal request to be followed up with a written request at the earliest practical time. A specific form will be available for the Request and Certification.
- Departments will submit the completed Request and Certification to Human Resources when received to be filed in the employee's personnel file.

MILITARY LEAVE POLICY

All employees who have been called to active duty must submit a copy of their military orders to their appointing authority to be able to qualify for the municipal benefits detailed in this policy. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), the cumulative length of service that causes an employee's absence from a position may not exceed five (5) years and is subject to the provisions of USERRA. Eligibility for these benefits is governed by applicable state and federal law, including, but not limited to, the USERRA.

COMPENSATION

Employees who are called or volunteer for active duty will receive their full pay from the City, in accordance with M.G.L., Ch. 33, Sec. 59, for the first seventeen (17) calendar days, per federal fiscal year (October 1st – September 30th), after their activation. If activated by the National Guard, employees will receive full City pay for the first thirty-four (34) calendar days, per state fiscal year (July 1st – June 30th), of activation. Therefore, a City employee on his/her annual tour of duty as a member of the Reserves or National Guard is entitled to their regular City pay for as many regular work days that fall within the first seventeen (17) calendar days (or within thirty-four (34) calendar days if called up by the National Guard) of such tour. After these periods of full City pay, the City will make up any difference in gross pay between what the employee receives from the military (including all entitlements such as housing, subsistence, bonuses, etc.) compared to what they would have made in their usual capacity with the city. The City rate used for this calculation will be the employee's regular gross rate of pay, and shall not include any calculations for lost overtime or other additional compensation such as Quinn Bill payments. It is the employee's responsibility to submit their military Leave and Earnings Statement to the department head so that the City can provide allowable reimbursements.

HEALTH INSURANCE

Employees on active duty who are enrolled in the City's health insurance program will have two (2) options. They may elect to discontinue coverage with the City and obtain insurance coverage provided by the federal government. Alternatively, they may choose to remain in their City plan and continue to pay their employee share of the premiums. Employees will be given a form to complete so that they may indicate their desire to remain in or opt-out of their respective City plan. An employee who leaves the

City's health insurance program will be allowed to re-enter the program as of the first day of the month following their return to regular City employment.

RETIREMENT

Employees returning to municipal employment from active military duty will be treated as not having incurred a break in service with the city. This active military service will be considered service with the City for vesting and benefit accrual purposes. The City will be responsible for contributing the employee's retirement payments while the employee is on active military duty. The employee will be required to repay the City upon their return. Per the USERRA Section 4318 (b) (2), upon reemployment the employee has three (3) times the length of service (not to exceed 5 years) to make repayments and the employer is liable to fund any resulting obligation of the plan within the same timeframe.

BASIC LIFE INSURANCE

The City will continue its contribution to the basic life insurance plan that an employee may have. The employee remains responsible for their portion of the premium.

CITY NON-CONTRIBUTORY BENEFITS

The City will not be responsible for assuming an employee's payments for any non-contributory plans/deductions that may be in effect while the employee is called up to active military duty. If an employee receives a supplemental check from the City, deductions will be taken from that check in the following order: State and Federal taxes, retirement (based only on the supplemental amount), health insurance, flexible spending, whole life insurance, supplemental term life, deferred compensation, and charitable contributions until either all deductions have been met or the supplemental amount has been exhausted, at which point the employee is responsible for any outstanding payments. If an employee does not receive a supplemental check from the City, the employee is responsible to make any payments to the appropriate party.

RETURN TO CITY EMPLOYMENT

All time spent in military duty will be included for purposes of calculating seniority, longevity, and for total time of service used in determining vacation weeks based on years of services. However, time spent in military service will not be applied to City time worked for purposes of earning the employee's annual vacation. Vacation already accrued when the employee is called up will not be lost, but will be available to the employee upon their return to work. The employee will not accrue sick leave or vacation time while in active military service.

CONCURRENT CITY EMPLOYMENT

If an employee wishes to serve his/her military duty and, without conflict, continue in his/her usual City employment, the City will allow such an arrangement only if the employee completely satisfies his/her military commitment and the employee's appointing authority grants approval for the employee to continue City employment. In such a scenario, the employee's normal wages and paycheck deductions will remain unchanged.

COURT/JURY LEAVE POLICY

Employees called for jury duty shall be granted jury leave. Notice of service shall be filed with the department head upon receipt of a summons. This applies to both full-time and regular part-time employees.

If jury fees received by an employee from the court equal or exceed the employee's regular rate of compensation, the employee may retain the excess of such fees and shall turn over to the City the regular rate of compensation with a court certificate of service and shall be deemed to be on leave of absence with pay.

Employees who are summoned to appear as witnesses on behalf of the City shall be granted court leave. Notice of service shall be filed with the department head upon receipt of a summons. Employees who are on court leave for this purpose and who receive witness fees for services during their regular office hours shall pay those fees to the City.

If an employee is summoned to appear as a witness in a matter not related to the City, the employee shall not be granted paid court leave. They may, however, take vacation or personal time, if available, or time without pay.

Paid court leave shall not be granted when an employee is the defendant, is summonsed as a witness for a defendant except as above, or is engaged in personal litigation. They may, however, take vacation or personal time, if available, or time without pay.

If an employee is called for jury duty or witness service and such jury duty or witness service occurs during the employee's vacation, the employee need not pay those fees to the City.

PERSONNEL FILE MAINTENANCE AND ACCESS

All official personnel files, including Civil Service files, will be centrally located in City Hall. Due to their confidentiality, official employee files should be kept in secured (locked) cabinets or in an area that is accessible only to authorized personnel.

Official employee file keepers are responsible for strictly ensuring that no inappropriate items be placed in the files. From time to time, files may be audited or requested by Legal to respond to subpoenas.

FILE ACCESS

Mass. Gen. Laws Ch. 149, sect. 52c requires an employer to give an employee the “opportunity to review” their official personnel record within 5 business days of a request. It also requires employers to provide an employee with “a copy of their personnel record” within five (5) business days of the employee submitting a written request for such records. A member of management, or an authorized Human Resource representative, should be present at all times when an employee is reviewing their file. Files removed by authorized personnel shall be signed out.

RELIGIOUS HOLIDAY POLICY

The City of Springfield does not discriminate against employees because of their religious beliefs. The City will make reasonable accommodation for the religious practices of employees including modifying an employee's work schedule to enable the employee to have certain days off.

The City will not compensate the employee for time lost due to religious holidays. Employees may use personal or vacation days or take unpaid leave in order to observe religious holidays.

HOURS OF WORK AND OVERTIME POLICY

The standard workweek for full-time personnel is thirty-seven and one-half (37.5) hours. Note that certain departments may have a different standard work-week based on the unique nature of their work.

EXEMPT EMPLOYEES

Employee who are exempt, based on the provisions of the Fair Labor Standards Act (FLSA), are expected to work the hours necessary to complete their jobs assignments in a professional manner. Department heads are authorized to exercise discretion in modifying schedules from time to time in recognition of excess hours worked.

NON-EXEMPT EMPLOYEES

Non-exempt employees shall be compensated at the rate of one and one half times their regular hourly rate for each hour or fraction thereof for authorized services rendered in excess of forty (40) hours in a work week, in accordance with the provisions of the FLSA. Department heads shall be responsible for the control and authorization of overtime. Overtime shall be authorized at the discretion of a department head.

ADJUSTED WORK HOURS

Flextime, adjusted or part-time alternative schedules may be approved with benefits prorated by the Human Resources Director upon recommendation of the department head.

NON-HARASSMENT POLICY

The City is committed to an environment that permits employees to develop and pursue opportunities free from harassment on the basis of national origin, race, color, sex/ gender, age, religion, sexual orientation or disability. An employee who feels that they are the subject of harassment or that they have witnessed any harassment should immediately contact their supervisor or Danny M.C. Hall, Equal Opportunity Administrator (413-797-6019), Human Resources Department, City Hall (Room 028), 36 Court Street. If someone in the employee's direct chain of command is the alleged harasser, the employee may proceed outside the chain of command and take their complaint directly to Danny M. C. Hall, Equal Opportunity Administrator, at the telephone and address stated above. All complaints of harassment will be promptly investigated. The City will preserve the confidentiality of harassment complainants and witnesses as much as possible consistent with a thorough investigation. There will be no retaliation against any employee who reports harassing conduct. Prompt, corrective action, up to and including termination of employment, will be taken when an investigation of a harassment complaint confirms the allegations. Consistent with the City's overall objectives, it is the policy of the City of Springfield to maintain a work environment free from all forms of harassment and to insist that all employees are treated with dignity, respect, and courtesy. This policy extends to comments or conduct of a sexual nature, where such behavior tends to threaten or offend a fellow employee.

SEXUAL HARASSMENT POLICY

I. Introduction

It is the goal of the City of Springfield to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings related to their employment is unlawful and will not be tolerated by the City of Springfield. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve The City's goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and the City has provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees. Because the City of Springfield takes allegations of sexual harassment seriously, it will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, it will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Please note that while this policy sets forth the City's goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which the City deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. Definition Of Sexual Harassment

In Massachusetts, "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when: (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or, (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. The legal definition of sexual harassment is broad and, in addition to the above examples, it includes other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment. The following are some examples of conduct,

which if unwelcome, may constitute sexual harassment depending upon the totality of circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- Comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct. The harasser may be anyone including a supervisor, a co-worker, or a non-employee, such as a recipient of public services or vendor. All employees should take special note that, as stated above, retaliation against an employee who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated by the City of Springfield.

III. Complaints of Sexual Harassment

If any City of Springfield employee believes that they have been subjected to sexual harassment, the employee has the right to file a complaint. This may be done in writing or orally. Employees should immediately report harassment to their supervisor or the Equal Opportunity Administrator. Employees may file a complaint with Danny M. C. Hall, Equal Opportunity Administrator, at 787-6019. His office is located in the Human Resources Department (Room 028), City Hall, 36 Court Street. All allegations of harassment will be investigated. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of sexual harassment complaint is similarly unlawful and will not be tolerated.

State and Federal Remedies

In addition to the above, if an employee believes they have been subjected to sexual harassment, they may file a formal complaint with either or both of the government agencies set forth below. Using the City's complaint process does not prohibit an employee from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC – 300 days; MCAD – 300 days).

1. The United States Equal Employment Opportunity Commission ("EEOC") One Congress Street, 10th Floor, Boston, MA 02114, (617) 565-3200.
2. The Massachusetts Commission Against Discrimination ("MCAD") Boston Office: One Ashburton Place, Room 601, Boston, MA 02108, (617) 994-6000. Springfield Office: 424 Dwight Street, Room 220, Springfield, MA 01103, (413) 739-2145.

IV. Sexual Harassment Investigation

When a City department receives a complaint it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted by the Equal Opportunity Administrator in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The Equal Opportunity Administrator will also interview the person alleged to have committed sexual harassment. When the investigation is completed, the City will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, the City will act promptly to eliminate the offending conduct, and where it is appropriate will impose disciplinary action.

V. Disciplinary Action

If it is determined that an employee has engaged in inappropriate conduct, the City will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from the employment, and may include such other forms of disciplinary action deemed appropriate under the circumstances.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the City of Springfield not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, national origin, disability or political affiliation. This policy incorporates, by reference, the requirements of Federal Executive Orders 11246 and 11375 as amended, Title VI of the Civil Rights Revised Order No. 4; Office of Federal Contract Compliance (U.S. Department of Labor), Age Discrimination Act of 1975 as amended by Executive Order No. 116 and No. 117 of Massachusetts General Laws, Chapter 151B.

The City of Springfield shall take affirmative action to insure that applicants and employees are treated without discrimination based on age, race, color, religion, sex/gender, national origin, or disability. Such action shall include, but not be limited to, the following: employment, promotion, demotion, transfer, recruitment advertising, layoff or termination, rate of pay, or training, including apprenticeships.

We recognize that illegal past or present discrimination practices by City departments or appointing authorities must be affirmatively remedied. The racial percentage of the City workforce should, at all levels, reflect the racial percentage of the City's population where jobs exist. The percentage females in the City workforce should, at all levels, reflect the percentage of females available for work in the local market. The percentage of persons with disabilities within the City workforce should, at all levels, reflect the percentage of persons with disabilities available to work in the local market.

The City of Springfield has adopted an Affirmative Action Plan to implement its policy of equal opportunity in employment. Danny M.C. Hall, Equal Opportunity Administrator has the responsibility of assisting in the implementation of the Affirmative Action Plan and to monitor the City's compliance with its Equal Opportunity Policy and Affirmative Action procedures.

DRUG FREE WORKPLACE POLICY

The Drug-Free Workplace Act of 1988 requires federal government contractors to take specific and affirmative steps to ensure a drug-free workplace. One of the Act's central provisions requires employers to prepare and distribute an anti-drug policy statement prohibiting any drug related activity in the workplace. The City of Springfield's policy regarding the work related effects of drug use and the unlawful possession of controlled substances on City property is as follows:

- Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the City's intent and obligation to provide a drug-free, healthful, safe and secure work environment.
- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on City premises or while conducting City business off City premises is absolutely prohibited. Violation of this policy will result in disciplinary action, up to and including termination and may necessarily involve legal action.

As mandated by the Drug-Free Workplace Act of 1988, employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under criminal drug statutes for violations occurring on or off City premises while conducting City business. A report of a conviction must be made within five (5) days after the conviction.

The City recognizes drug dependency as an illness and a major health problem. The City also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use the City's Employee Assistance Program and health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize an employee's job.

SMOKING IN THE WORKPLACE POLICY

In accordance with the provisions of Massachusetts General Laws, Chapter 270, Section 22 there shall be no smoking permitted in any public building in the City of Springfield.

This policy is not only promulgated to comply with the law, but also for the purpose of promoting a safe and healthy environment in work areas of the City. It is intended to reduce the health risks associated with exposure to tobacco smoke.

All employees are encouraged to exercise understanding of the views of others and to cooperate in the effective application of this policy. Problems or disputes arising out of the implementation of this policy shall be referred to the Human Resource Department for resolution.

INFORMATION TECHNOLOGY POLICY

PURPOSE

This document sets forth the City of Springfield ("City") policies and guidelines regarding the acceptable use of City information technology resources, including the use of computers, electronic mail ("E-mail") and the Internet connection. Included also are the City's policies for maintaining the security of the City's network servers and personal computers, and ensuring compliance with software licenses and applicable copyright laws. These guidelines apply to the use of any of the City's information technology resources, including Computer, Internet and E-mail access, by any employee, contractor, student, intern, guest or other authorized users.

DEFINITION

As used in this document, the term "information technology resources" refers to all of the City's information technology systems and accessories. These include, but are not limited to, the local area networks, wide area network, the Internet connection, personal computers, printers, servers, access to research databases and services, other communications equipment or peripherals, software programs and data. As used in this document, the term "user" refers to employees, contractors, students, interns, volunteers, and guests or other authorized users of the City.

USER RESPONSIBILITIES

Use of Information Technology Resources is conditional upon and subject to these policies. Any questions regarding appropriate use of information technology resources should be directed to the office of the Chief Information Officer of the Information Technology Division (ITD). In addition to the policy contained herein, usage must be in accordance with applicable City policies that govern all forms of communication and expression and applicable state and federal laws and collective bargaining agreements, including but not limited to, M.G.L. c. 266, §§ 33A and 120F; the Federal Computer Abuse Amendment Act, 1994; the Federal Electronic Communication Privacy Act; and the U.S. Copyright Act, all as amended.

USE AND CARE OF INFORMATION TECHNOLOGY RESOURCES

The City has invested considerable funds in its networks, hardware, computers, including laptop computers, and software. Employees shall exercise caution and care in using, transporting, securing, and otherwise handling office-owned computers and software. Laptops are particularly subject to damage and

theft and employees traveling with a laptop shall take reasonable precautions to prevent damage and theft of the laptop. Report any theft to your department head and the Director of ITD as soon as possible. Users must also exercise reasonable precautions in order to prevent the introduction of a computer virus into the network.

SOFTWARE PIRACY/COPYRIGHT INFRINGEMENT

The City is committed to providing each employee with the tools to do his or her work, including a computer and appropriate software. The City will only do so, however, in compliance with all of its vendors' licenses and applicable copyright laws. Computer programs are intellectual property and software publishers license their programs to protect their property rights from infringement. In addition, legal protections can also exist for any information published on the Internet. The City respects the rights of intellectual property owners. Under no circumstances may employees, contractors, students, interns, volunteers, guests or other authorized users unlawfully copy or distribute any software or copyrighted information. The use of software from unauthorized sources could also present security threats or interfere with the functionality of the network and such software will not be installed or used on City computers. No employee, contractor, student, intern, volunteer, guest or other authorized user shall download or install software from the Internet or any other source or save software attached to E-mail messages to their workstation or the network server without the prior written approval of the Director of the City's ITD Department.

NO EXPECTATION OF PRIVACY

City information technology resources, including the Internet connection and E-mail, are the property of the City. As such, City retains the right to inspect any user's computer and the files contained within. The firewall between the Internet and the network automatically checks all data moving between the network and the Internet, identifying the sending and receiving destinations. Individual workstation activity is logged and users should assume that any files they create or receive, any messages they send or receive, and any web sites that they access are subject to monitoring. No employee, contractor, student, intern, volunteer, guest or other authorized user should have any expectation of privacy while using City information technology resources.

ASSESSMENTS, AUDITS AND REMOVAL OF UNAUTHORIZED SOFTWARE OR ACCESSORIES

The Chief Information Officer of the ITD or his/her designee may make assessments of software use, announced and unannounced audits of City computers, and take any other actions considered necessary to assure compliance with this policy. The Chief Information Officer of the ITD or his/her designee shall remove from any computer any unauthorized software found for which a valid license or proof of purchase is not available. No personally owned software, peripheral or other accessory shall be used in or attached to any City computer equipment without permission from the Chief Information Officer of the City's ITD.

UNACCEPTABLE USES OF INFORMATION TECHNOLOGY RESOURCES

It is unacceptable for any employee, contractor, student, intern, volunteer, guest or other authorized user to use any of the City's information technology resources:

- in furtherance of any illegal act, including violation of any federal or state laws or regulations;
- for any political purpose;
- for any commercial purpose;
- to infringe any intellectual property rights;
- to send threatening or harassing messages;
- to libel or otherwise defame any person;
- to access or share sexually explicit materials;
- to distribute chain letters;
- to intercept communications intended for other persons;
- to gain, or attempt to gain, unauthorized access to any computers or networks;
- for any use that causes interference with or disruption of network users and resources, including propagation of computer viruses or other harmful programs;
- to misrepresent either the City or a person's role in the City; or
- in any manner that is prohibited by this policy or any other policy of the City, or in any unprofessional manner.

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, age, religion, national origin, physical attributes, gender, or sexual preference

will be transmitted. The list of activities is not intended to be exhaustive and all questions regarding licenses, copyright laws, or appropriate use should be addressed to the Chief Information Officer of the City's ITD.

ACCEPTABLE USE OF E-MAIL AND THE INTERNET CONNECTION

The City encourages the widest possible use of the Internet to pursue the administration's goals and objectives. In addition, employees, contractors, interns or other authorized users may utilize the Internet in pursuit of job-related professional or educational development, research and analysis activities. While the City does not specifically prohibit use of the Internet or E-mail for personal, non-business uses, such use should be limited and should otherwise be consistent with this policy's section regarding Unacceptable Uses of Information Technology Resources. Personal, nonbusiness use of the Internet should not interfere with a user's prescribed duties and responsibilities. Personal, non-business use of either the Internet or E-mail is limited to areas where there is no additional, easily quantifiable cost to the City. Users are not authorized to make personal, and nonbusiness use of any Internet sites that result in additional charge to City. It is the user's responsibility to be aware whether additional cost is involved. If a charge is incurred, the user must reimburse the City for such.

OFFICE OR SYSTEM WIDE E-MAIL BROADCASTS

No employee, contractor, student, intern, volunteer, guest or other authorized user may send a SYSTEM WIDE broadcast without first obtaining the approval of Chief Information Officer of the City's ITD. No employee, contractor, student, intern, volunteer, guest or other authorized user may send an OFFICE WIDE broadcast without first obtaining the approval of his/her department head.

CHARITABLE SOLICITATIONS

Prior to issuing any such broadcast, a user interested in notifying colleagues of a charitable purpose via E-mail or any other City system must make a formal request to his/her department head or Chief Information Officer of the City's ITD. These requests will be considered individually and a determination made on a case by case basis.

PROTOCOL

All Internet communications identify the user to all sites accessed. City E-mail addresses assigned to employees and other authorized users identify the sender as a member of the City. Internet access and E-mail, like all other forms of communication, reflect upon the City and users should maintain a professional and courteous tone, observing the rules governing conduct of employees. A user engaging in personal use of the City Internet for E-mail should make it clear that his or her communication is not being used for official City business.

E-MAIL AND RECORD PRESERVATION

E-mail created or received by an employee of a government unit may constitute a public record and therefore may be subject to public access through the Public Records Law. The Supervisor of Public Records has defined E-mail as "messages created and received on an electronic mail system." The E-mail messages may be text or word processing documents, spreadsheets or any other data compilations transmitted through the network. A determination as to whether an E-mail message is exempt from disclosure depends upon the content of the message. Additionally, E-mail messages may be discoverable in litigation and may be admissible. Like all electronically created and stored records, E-mail is subject to the rules of evidence and a judge will rule on its admissibility.

E-MAIL RETENTION

E-mail records are subject to the same rules regarding record retention and disposition as are paper records. The value and treatment of each E-mail message must be determined individually and records retention schedules applied accordingly.

All documents requiring preservation should be printed and stored in the appropriate case or subject matter file and subsequently deleted from the computer system. Storing electronic files or messages on a computer hard drive or floppy disk is not considered an adequate means of long term record preservation. See Supervisor of Public Records Bulletin No. 1-99 for specific information and requirements.

DATA CONFIDENTIALITY

In the course of providing services to the public and to other government agencies, City employees, contractors, students, interns, volunteers, guests or other authorized users often have access to confidential information such as personal data about identifiable individuals. Under no circumstances is it permissible for employees, contractors, students, interns, volunteers, guests or other authorized users to

acquire access to confidential data unless such access is required by their job. Under no circumstances may employees, contractors, students, interns, volunteers, guests or other authorized users disseminate any confidential information unless such dissemination is required by their jobs, or if permission has been granted by the owners of the confidential information. Even E-mail secured with encryption technology can be shared with others in print or by being forwarded.

NETWORK SECURITY

Users must take particular care to avoid compromising the security of the network. Most important, all passwords should be kept confidential. In addition, users who will be leaving their personal computers unattended for extended periods should log off or lock their workstation to the network. Finally, no user is allowed to access the Internet or other external networks via a modem unless they have received specific permission from the Chief Information Officer of the City's ITD.

GENERAL SECURITY

All messages created, sent or retrieved over the Internet are the property of the City, and should be considered public records. The City reserves the right to use any software to access and to monitor all messages and files on the computer system as deemed necessary and appropriate including but not limited to blocking site software. Internet messages are public communication and are not private. Employees have no reasonable expectation of privacy in E-mail communications or internet usage occurring on City computers or in the workplace. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Upon the transfer to another department, lay off, suspension, leave of absence or termination (voluntary or involuntary) of an employee/user with any computer or internet access on the City's computer network the department head and Human Resources Director shall notify the Chief Information Officer of the City's ITD on the same day or on the next business day that the user is no longer an employee of the City. Department heads shall request, in writing, for individual employees to have access to a computer, the internet and E-mail through the City's system, certifying that said employee has business needs for such access.

After this policy is adopted, no employee shall receive authorized access to internet or E-mail system until he or she has received, reviewed, and agreed, in writing, to comply with this policy. Such documentation shall be retained in employee's personnel file and ITD file.

VIOLATION OF POLICY

Violation of this policy may result in limiting or revoking use of the City's information technology resources and/or disciplinary action up to and including termination. If necessary, the City will advise appropriate legal officials of any illegal violations. The City reserves the right to change this policy at anytime, with such notice, if any, as may be reasonable under the circumstances. You may contact Human Resources or the ITD for any questions you may have regarding this policy.

WORKPLACE VIOLENCE POLICY

The City of Springfield maintains a Zero Tolerance Policy toward acts of workplace violence by any of its employees.

“Employee”, is defined as any person employed full time or part time by the City of Springfield.

Employees are directed to go to their immediate supervisor, or call the public safety officials, if appropriate, to report an act of workplace violence.

The City will promptly respond to reports of workplace violence and upon notice of an incident take immediate action to protect the safety of employees. Incidents of workplace violence will be reported to appropriate public safety personnel when incidents involve potential criminal conduct.

After investigation, where a determination has been made that an employee has committed an act of workplace violence, the employee will be disciplined by the City up to and including termination.

HIRING OF RELATIVES POLICY

Moving forward, no department or division head shall hire into or have working in their department or division anyone who is related to them. Related shall mean the employee's father, mother, brother, sister, spouse, child, grandparents, grandchildren, aunt, uncle, niece, nephew and the employee's spouse's father, mother, son, daughter, grandparents, grandchildren, brother, sister, aunt, uncle, niece, nephew or other member of the employee's household for whom the employee has the verified status of a legal guardian.

No local official or employee shall be the immediate supervisor, or that supervisor's immediate supervisor, of a related person. The Human Resources Department will work with affected related persons to resolve any issues that exist related to this policy.

No official or employee of the City shall influence or attempt to influence the hiring, transfer, suspension, promotion, discharge, reward, discipline, or the adjustment of grievances of a related person.

No official or employee of the City shall influence, or attempt to influence the awarding of a City contract to a related person. No local official or employee shall be responsible for managing a City contract with a related person.

DISCIPLINARY AND CORRECTIVE ACTION POLICY

The City of Springfield is committed to administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best discipline or corrective measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. The City's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The primary purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Although employment is based on mutual consent and both the employee and the City have the right to terminate employment at will, with or without reason or notice, the City may use discipline, including progressive discipline, at its discretion. This policy does not alter the "at-will" nature of employment.

When disciplinary action becomes necessary, the City may utilize a progressive approach which may include counseling, verbal warning, written warning, suspension with or without pay, or termination of employment, depending on the severity of the problem and the number of occurrences. All forms of disciplinary action beyond counseling will be documented in the employee's personnel file. Any disciplinary action involving suspension or termination must be approved by the Director of Human Resources and the City Solicitor. Circumstances may warrant the skipping of one or more steps, or immediate termination.

While it is impossible to list every type of behavior that may be deemed a prohibited offense, upon request the Human Resources Department can provide examples of problems that may result in disciplinary action including termination of employment. Other offenses or unsatisfactory conduct may lead to disciplinary action, including termination, as well.

CONFLICT OF INTEREST

The City of Springfield adheres to the conflict of interest provisions stated in Chapter 268A of the Massachusetts General Laws.

Specifically, employees must avoid conflicts of interest between their obligation to the City and their personal affairs. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City's business dealings. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City does business, but also when an employee or relative receives any kickback, bribe, gift, or special consideration as a result of any transaction or business dealings involving the City. No employee should have an economic interest in, hold a position in, or maintain a relationship with any firm, person or corporation with which the City does business or competes that could jeopardize the City's interest. In general, the use of good judgment, based on the highest ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where a conflict may develop or where it is difficult to determine the proper course of action, the matter should be discussed openly with the employee's supervisor and Human Resources Director as soon as possible so that safeguards can be established to protect all parties. In addition, an employee with questions, concerns, or issues related to conflicts of interest may contact the State Ethics Commission.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with appropriate business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

Nothing in this Policy shall be construed to conflict with Chapter 268A of the Massachusetts General Laws for conflicts of interest.

The successful operation of City business and the reputation of the City are built upon the principles of fair dealing and ethical conduct among employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success in serving the City of Springfield and its citizens is dependent upon our maintaining the trust of our citizens, vendors and service providers, and we are dedicated to preserving that trust. Employees owe a duty to the City to act in a way that will merit continued trust and confidence. The City regards ethical conduct with those organizations providing goods and services to the City, and those organizations to which we provide goods and services, as paramount to the establishment of an effective working relationship.

The City will comply with all applicable laws and regulations and expects its officials and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. The integrity of all employees is an indispensable source of goodwill and must remain unquestioned.

COMPLAINT RESOLUTION PROCEDURE

Complaint resolution procedures for concerns related to Harassment, Sexual Harassment and Equal Employment Opportunity are specified in those respective policies. Procedures addressing concerns outside of those areas will be developed by Human Resources.

EMPLOYEE ACKNOWLEDGMENT FORM

This Human Resources Policy Manual describes important information about the City of Springfield. Employees should consult with City management and /or Human Resources regarding any question not answered in this manual.

- The Human Resources Policy Manual does not and is not intended to create a contract of employment between the City and any of its employees, nor is it to be construed to constitute contractual obligations of any kind. Rather, the Human Resources Policy Manual is provided for employee guidance only. The provisions of the policies have been developed at the discretion of City management and, except for its policy of employment- at- will, may be amended, modified, revoked, rescinded or added to at any time, in the City's sole discretion. This Manual does not and is not intended to create any enforceable rights or promises of any kind with respect to the terms and conditions of employment.
- I acknowledge that the City of Springfield may make revisions to the information, policies and benefits described in this Manual from time to time. All such changes will be communicated through official notices and I understand that revised information may supersede, modify or eliminate existing policies.
- I understand that I have entered into my employment relationship with the City of Springfield voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the City or I can terminate the relationship at will, with or without reason, at any time, as long as there is not a violation of applicable federal or state law. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing.
- I acknowledge that this Manual is not a contract of employment.
- I specifically acknowledge that I have reviewed the Harassment Policy in this Manual. I understand that, in the event that I believe I have been subjected to discrimination or harassment, including sexual harassment, that there is an internal complaint resolution process available to me (Reference Policy #'s 16 & 17)

- I understand that my signature below indicates that I have received a copy of the City of Springfield Human Resources Policy Manual, and I understand that it is my responsibility to read and comply with its provisions and any revisions made to it. I have read and understand the above statements.

EMPLOYEE NAME (PRINTED)

DATE

EMPLOYEE NAME (SIGNATURE)

