

Employee Policies Manual

Revision 1.0

The policies and procedures in this manual are not intended to be contractual commitments by the Town of Battle Ground, and employees shall not construe them as such.

The policies and procedures are intended to be guides to management and are merely descriptive of suggested procedures to be followed. The Town of Battle Ground reserves the right to revoke, change or supplement guidelines at any time without notice.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this manual.

The Town of Battle Ground
100 College Street, Battle Ground, Indiana 47920
March 10, 2008

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Town of Battle Ground

Welcome to the Town of Battle Ground! We are pleased to have you with us and hope that you find your new job rewarding and challenging. Battle Ground is a growing town, and we feel that all of us have the opportunity to benefit. We want to maintain the benefits of our current environment as we expand and grow over the coming years.

To reach our goal we must provide superior service to our customers and this means employing the best people. As a member of the town's team, you are critical to our success. Through your success we can reach our goals.

Battle Ground strives to create an exciting, challenging and rewarding work environment that allows you to flourish. We want you to build a long and successful association with the Town of Battle Ground and be a happy and productive member of our team. Through your dedication, creativity, perseverance and efforts, our town will continue to grow.

Regards,

Battle Ground Council President

Continuity of Policies - Right to Change or Discontinue

The policies and procedures in this manual are not intended to be contractual commitments by the Town of Battle Ground and employees shall not construe them as such. They are intended to be guides to management and merely descriptive of suggested procedures to be followed.

The Council reserves the right to revoke, change, or supplement these guidelines at any time without notice. Such changes shall be effective immediately upon approval by the Council unless otherwise stated.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied by statements in this manual.

Equal Opportunity Policy

The Town of Battle Ground is an Equal Opportunity employer.

No employee of the town will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age or any physical or mental disability. No employee of the town will discriminate against any applicant or fellow employee because of the person's veteran status.

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay and other forms of compensation or overtime.

Recruitment

The Town of Battle Ground's positions may be filled by either transfer or promotion of existing employees or by new employees who are recruited or apply. Recruitment may be conducted through advertising, employment agencies, schools, employee referrals or technical and trade referrals. Council/director/supervisors should consider the most appropriate method of recruitment for filling departmental positions. All recruitment shall be conducted in an ethical, professional and non-discriminatory manner.

The Town of Battle Ground provides equal employment opportunity to all applicants on the basis of demonstrated ability, experience and training.

Employee Selection and Development

The Town of Battle Ground provides equal opportunity to all applicants on the basis of demonstrated ability, experience, training, and potential. Qualified persons are selected without prejudice or discrimination as stated in the Town's Equal Opportunity Policy.

The employment requisitions, initiated by the council/director/supervisors, will define the job-related tasks and qualifications necessary to assume the position. The defined tasks and stated qualifications will be the basis for screening applications. The council/ director/supervisors will conduct structured initial interviews limited to job-related questions to assess each candidate's experience, demonstrated ability and training. The telephone may be used for these initial interviews.

Recruiting is only one part of continued employee development, which is a five-part process designed to help retain good workers. The employment development process includes (1) recruiting, (2) interviewing, (3) hiring, (4) training and (5) evaluation.

Recruiting

Recruiting involves a variety of factors:

- Developing a job description
- Finding candidates through
 - ◊ employee referral
 - ◊ job boards
 - ◊ advertising in trade magazines or the general media
 - ◊ executive recruiters

Interviewing

Interviewing also involves a variety of factors:

- Telephone screening to determine if candidates meet the job description
- Initial one-on-one interviews
- Follow-up interviews with peers
- Checking references and backgrounds
- Gaining the consensus of interviewers to hire or not to hire

Before extending an employment offer and upon the applicant's prior agreement, at least two applicant references must be checked. Inquiries are to be made in a professional manner requesting only factually verifiable and job-related information. The reference data is used only as supplemental information for the hiring decision.

Hiring

once the council/director/supervisors has made a decision a verbal or written offer will be submitted to the applicant. Upon applicants acceptance he/she will be hired and welcomed as a member of the Town of Battle Ground team. Following employment, the references and interview ratings must be retained for

up to one year and then may be destroyed.

After candidate interviews, verification of employment history and reference inquiries, the hiring manager/supervisors are responsible for the employment offer. After the verbal offer has been made and the candidate has agreed to the essential terms of the offer (typically the position, employee classification, salary or rate, and the starting date), a written offer will be prepared and submitted to the candidate in person or by mail confirming the verbal offer and will include the essential terms of the verbal offer as agreed to by the candidate. The candidate will be required to sign and date an acceptance of the written offer that will state as follows:

"The undersigned accepts the above employment offer and agrees that it contains the terms of employment with the Town of Battle Ground and that there are no other terms express or implied. It is understood that employment is subject to verification of identity and employment eligibility and may be terminated by the Town of Battle Ground at any time for any reason."

The verbal or written offer must never express or imply that employment is "permanent," "long-term," of a specific duration, or words of similar meaning. An exception may be made where a temporary position of known duration is to be filled. Employment may be made contingent upon certain job-related factors, such as obtaining a specific state or federal license when appropriate or desirable.

After the candidate has accepted the employment offer, she or he will be required to provide documentation of identity and employment eligibility in accordance with federal law. Form I9, shall be used for this purpose.

Here is an outline of the hiring process:

- Make verbal offer
- Follow-up with basic offer letter outlining key terms
- Receive acceptance of offer letter from new employee
- File paperwork (W2, signed employment agreement and I-9)

Training

All new employees will be provided with an orientation briefing, which will be held within their first week of employment with the town. The orientation is designed to acquaint the new employee with the town and its policies. The director/supervisors will be responsible for ensuring the attendance of new employees at the town orientation sessions.

On the first day of employment, the employee's director/supervisors are responsible for assisting the employee in completing all check-in and benefit enrollment procedures with the Personnel and Accounting departments. In addition the director/supervisors will ensure that the new employee receives an introduction within the town and is provided with in-depth information regarding his or her specific role and responsibilities within his or her department.

Here is a brief outline of this first week:

- Introduction to coworkers on Day 1

- Director/supervisors identifies specific roles and responsibilities of employee on Day 1
- Director/supervisors reviews the town history and facilities within 1st week of employment

Evaluation

giving constructive feedback at various times during the employment relationship is the final stage of the employment development process. New and existing employees will be provided with feedback at different times during the year.

Director/supervisors will provide the following:

- New employees will be provided performance evaluation criteria before the end of the 1st month of employment
- Quarterly feedback sessions with all employees
- Semiannual professional development review for all employees
- Annual Performance Reviews for all employees

Sexual Harassment

The Town of Battle Ground will not allow any form of sexual harassment within the work environment.

Sexual harassment interferes with work performance and creates an intimidating, hostile or offensive work environment. Sexual harassment influences or tends to affect the career, salary, working conditions, responsibilities, duties or other aspects of career development of an employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment. It will not be tolerated.

Sexual harassment, as defined in this policy, includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g., signs and posters) or requests for sexual favors.

Any intentional sexual harassment is considered to be a major violation of the town policy and will be dealt with accordingly by corrective counseling and/or suspension or termination, depending upon the severity of the violation.

Illegal Drug Abuse/Alcohol Abuse

This policy is implemented because we believe that the impairment of any town employee due to his or her use of illegal drugs or due to alcohol abuse is likely to result in the risk of injury to other employees, the impaired employee, or to third parties, such as customers or business guests. Moreover illegal drug abuse adversely affects employee morale and productivity.

"Impairment" or "being impaired" means that an employee's normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of illegal drugs or alcohol.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of the town rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal or any other penalty appropriate under the circumstances. Likewise the use, possession, transfer or sale of any illegal drugs on town premises or in any town storage area or job site is prohibited. Employees who violate this rule are subject to severe disciplinary action. In all instances disciplinary action to be administered shall be at the sole discretion and determination of the director/supervisors or council.

When an employee is involved in the use, possession, transfer or sale of illegal drugs in violation of this policy, the town may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the employee's director/supervisors and the council. The town council is aware that illegal drug abuse is a complex health problem that has both physical impact and an emotional impact on the employee, his or her family, and social relationships. A drug abuser is a person who uses illegal drugs, as defined above, for no medical reasons, and this use affects job performance detrimentally or interferes with normal social intercourse at work. Illegal drug abuse is both a management and a medical problem.

The director/supervisors who suspect a drug or alcohol abuse case should discuss the situation immediately with the town council. Because each case is usually different, the handling and referral of the case must be coordinated with the director/ supervisors and the town council.

Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

The town council has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on the town premises at any time.

Social activities held off-premises and paid for on a personal basis are not affected by this policy.

The town is concerned with its employee's privacy, especially when matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, the town shall maintain employee medical and personal information in confidence and release this information to authorized town personnel on a "need to know" basis. An exception to this policy is when the employee signs a release for the transfer of such information on forms acceptable to the town to designated persons or agencies.

Nothing contained in this section shall eliminate or modify the town's right to terminate any employee at any time for any reason.

Smoking

No smoking will be allowed in the office area at any time. This policy is for the health and safety of all employees.

Employment Classifications

There are three classifications of employees:

Regular Full-time is an employee who works a minimum 40-hour workweek on a regularly scheduled basis.

Regular Part-time is an employee who works either a regularly scheduled workweek or an irregular scheduled workweek for an undetermined amount of weeks.

Temporary is an employee hired for a position required for only a specific, known duration, usually less than six months, and who is not entitled to regular benefits. A temporary employee may be full-time or part-time.

All employees are classified as exempt and nonexempt according to these definitions:

Salaried Exempt Positions of a managerial, administrative or professional nature, as prescribed by federal and state labor statutes, which are exempt from mandatory overtime payments.

Salaried Nonexempt (hourly) Positions defined by statute, which are covered by provisions for overtime payments.

If you are uncertain as to your status, please contact your director/supervisors.

Employee Safety

The Town of Battle Ground strives to provide its employees with a safe and healthful workplace environment. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety.

All job-related injuries or illnesses are to be reported to your director/supervisors immediately, regardless of severity. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject the town to fines and penalties.

Return to Work After Serious Injury or Illness

As a joint protection to the employee and the town, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than two (2) consecutive weeks or one which may limit the employee's future performance of regular duties or assignments. (Also see Medical/Family Leave policy.)

The director/supervisors shall ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

If the cause of the employee's illness or injury was job-related, the employee's director/supervisors will make every reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

Performance Improvement

Performance improvement may be suggested whenever town management believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of the director/supervisors. The town desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in the town's best interests. The town expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, it may be terminated at any step at the discretion of the council. The council, in its sole discretion, may warn, reassign, suspend or discharge any employee at will, whichever it chooses and at any time.

The director/supervisors will determine the course of action best suited to the circumstances. The steps in performance improvement are as follows:

Verbal Counseling

The first step in correcting unacceptable performance or behavior, the director/supervisors should review pertinent job requirements with the employee to ensure his or her understanding of them. The director/supervisors should consider the severity of the problem, the employee's previous performance appraisals and all of the circumstances surrounding the particular case. Stating that a written warning, probation or possible termination could result if the problem is not resolved should indicate the seriousness of the performance or misconduct. The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. The director/supervisors should document the verbal counseling for future reference immediately following the review.

Written counseling

if the unacceptable performance or behavior continues, the next step shall be a written warning. Certain circumstances, such as violation of a widely known policy or safety requirement, may justify a written warning without first using verbal counseling. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation or termination or both may result if improvement is not observed. Written counseling becomes part of the employee's personnel file, although the director/supervisors may direct that the written warning be removed after a period of time, under appropriate circumstances.

Probation

if the problem has not been resolved through written counseling or the circumstances warrant it, or both, the individual should be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period. The employee's director/supervisors, after review of the employee's corrective counseling documentation, will determine the length of probation. Typically, the probation period should be at least two weeks and no longer than 60 days, depending on the circumstances. A written probationary notice to the employee is prepared by the director/supervisors. The letter should include a statement of the following:

- The specific unsatisfactory situation;

- A review of oral and written warnings;
 - The length of probation;
 - The specific behavior modification or acceptable level of performance;
 - Suggestions for improvement;
 - A scheduled counseling session or sessions during the probationary period; and
- A statement that further action, including termination, may result if defined improvement or behavior modification does not result during probation. "Further action" may include, but is not limited to, reassignment, reduction in pay, grade or demotion.

The director/supervisors should personally meet with the employee to discuss the probationary letter and answer any questions. The employee should acknowledge receipt by signing the letter. If the employee should refuse to sign, the director/supervisors may sign attesting that it was delivered to the employee and identifying the date of delivery. The probationary letter becomes part of the employee's personnel file.

On the defined probation counseling date or dates, the employee and director/supervisors will meet to review the employee's progress in correcting the problem which led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee.

At the completion of the probationary period, the director/supervisors will determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

Involuntary Termination

involuntary termination notice is prepared by the director/supervisors with concurrence of, and review by, the town council. The employee is notified of the termination by the director/supervisors and will be directed to report to the town council for debriefing and completion of termination documentation. Involuntary termination is are cases that cannot be resolved by corrective counseling or a major violation has occurred which cannot be tolerated.

The following definitions and classification of violations, for which corrective counseling, performance improvement or other disciplinary action may be taken, are merely illustrative and not limited to these examples. A particular violation may be major or minor, depending on the surrounding facts or circumstances.

Minor violations

is a less serious violations that have some effect on the continuity, efficiency of work, safety, and harmony within the town. They typically lead to corrective counseling unless repeated or when unrelated incidents occur in rapid succession. Here are some examples of minor violations:

- Excessive tardiness;
- Unsatisfactory job performance;
- Defacing town property;
- Interfering with another employee's job performance;

- Excessive absenteeism;
- Failure to observe working hours, such as the schedule of starting time, quitting time, rest and meal periods;
- Performing unauthorized personal work on town time;
- Failure to notify the director/supervisors of intended absence either before or within one hour after the start of a shift; and
- Unauthorized use of the town telephone or equipment for personal business.

Major Violations

More serious violations would include any deliberate or willful infraction of town rules and may preclude continued employment of an employee. Here are some examples of major violations:

- Fighting on town premises;
- Repeated occurrences of related or unrelated minor violations, depending upon the severity of the violation and the circumstances;
- Any act which might endanger the safety or lives of others;
- Departing town premises during working hours for personal reasons without the permission of the director/supervisors;
- Bringing firearms or weapons onto the town premises;
- Deliberately stealing, destroying, abusing, or damaging town property, tools, or equipment or the property of another employee or visitor;
- Disclosure of confidential town information or trade secrets to unauthorized persons;
- Willfully disregarding town policies or procedures;
- Willfully falsifying any town records;
- Willfully deleting any files and town records;
- Employee's conviction for or confession to fraud, misappropriation, embezzlement, theft or the like against the town;
- Employee's conviction of a felony or a crime involving moral turpitude;
- If Employee performs any intentional act which, under the reasonable man standard, damages the reputation of the town;
- Employee's conviction for or confession to sexual harassment in any form towards employees of the town or anyone affiliated with the town; or
- Employee's excessive absence from performing his duties for the town, as determined by the town, in the town's sole and absolute discretion.

Termination

Terminations are to be treated in a confidential and professional manner by all concerned. The director/supervisors must assure thorough, consistent and evenhanded termination procedures. This policy and its administration will be implemented in accordance with the town equal opportunity statement.

Terminated employees are entitled to receive all earned pay, including vacation pay.

Employment with the town is normally terminated through one of the following actions:

Resignation

voluntary termination by the employee;

Dismissal

involuntary termination for substandard performance or misconduct; or

Layoff

termination due to reduction of the work force or elimination of a position

Resignation

an employee who wants to terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. Two weeks or ten working days is generally considered to be sufficient notice time.

Substandard Performance

an employee may be discharged if his or her performance is unacceptable. The director/supervisors shall have counseled the employee concerning performance deficiencies, provided direction for improvement, and warned the employee of possible termination if performance did not improve within a defined period of time. The director/supervisors are expected to be alert to any underlying reasons for performance deficiencies such as personal problems or illegal drug abuse. The management team must concur in advance of advising the employee of discharge action. Documentation to be prepared by the director/supervisors shall include reason for separation, performance history, corrective efforts taken, alternatives explored and any additional pertinent information.

Misconduct

an employee found to be engaged in activities such as, but not limited to, theft of town property, insubordination, conflict of interest or any other activities showing willful disregard of the town interests or policies will be terminated as soon as the director/supervisors and management team have concurred with the action.

Termination resulting from misconduct shall be entered into the employee's personnel file. The employee shall be provided with a written summary of the reason for termination. No salary continuance or

severance pay will be allowed.

Termination Processing Procedures

the director/supervisors must immediately notify the management team of the termination so that a termination checklist can be initiated. The management team will approve and direct the termination procedure.

On the final day of employment, the director/supervisors must receive all keys and town property from the employee.

The director/supervisors may conduct an exit interview with the employee.

The employee will pick up his or her final payroll which includes all earned pay and any expenses due the employee.

Grievance Procedure

The Town of Battle Ground recognizes the value of a grievance procedure that provides for the timely review of employee grievances in a fair yet workable manner. A grievance is considered to be any dispute between an employee and the town which impacts on an employee's ability to perform his or her job.

Although purely personal matters between employees would not ordinarily give rise to a grievance subject to this grievance procedure, any matter that adversely affects an employee's ability to perform his or her job could be the subject of a grievance. Use good individual judgment and common sense as your guide.

An employee may express a verbal grievance to his or her immediate director/supervisors. If the concern is not resolved to the employee's satisfaction within one week, the employee may put in writing the details of his or her grievance and submit the grievance to the town council.

The problem will be discussed in the presence of the employee and director/supervisors.

The decision will be reduced to writing, a copy given to the employee and director/supervisors, with the original kept in the employees file in the clerk's office.

Employment Disputes

Any dispute or claim that arises out of or that relates to employment with the Town of Battle Ground or that arises out of or that is based on the employment relationship (including any wage claim, any claim for wrongful termination or any claim based on any employment discrimination or civil rights statute, regulation or law), including tort or harassment claims (except a tort that is a "compensable injury" under workers' compensation law), shall be resolved by arbitration in accordance with the then effective commercial arbitration rules of the American Arbitration Association by filing a claim in accordance with the Association's filing rules, and judgment on the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof.

Compensation

Equal Pay

The Town of Battle Ground will not pay wages to any employee at a rate less than the town pays employees of the opposite sex for work that is substantially equivalent requiring comparable skills.

This policy is to be construed in accordance with applicable federal and state laws and regulations.

Job Descriptions

Job descriptions are available through the director/supervisor for all positions opened in the town.

Position descriptions are used to determine employee selection, job requirements, performance criteria, organizational structure, and the relative worth of jobs in relation to each other. Town director/supervisors review all town positions to ensure equity and consistency in our Personnel system.

Workday

Normal scheduled hours for town employees are 7:30am to 4:00pm with adjustments to seasonal hours.

Payday

Paydays will take place on Friday each week unless requesting paid earlier due to vacation.

Overtime Compensation

Nonexempt salaried (hourly) employees will accumulate compensation pay at the rate of one and one-half times their regular hourly rate of pay for all time in excess of 40 hours in any one workweek.

(Amended by [Resolution No. 10-45](#), adopted 12/13/2010.

+/- { *view archive 2* }

(Amended by [Resolution No. 09-34](#), adopted 11/9/2009.

+/- { *view archive 1* }

The Battle Ground Town Council may elect to pay-down accumulated compensation time by adopting a resolution for such purpose that specifies the process.

Editor's Note: The preceding paragraph was added by [Ordinance No. 11-490](#), adopted 3/29/2011. For an example of a "Pay-Down" Resolution, see [Resolution 11-46](#), adopted 3/29/2011.

Overtime is never at the employee's discretion. It shall only be incurred and paid at the request of the

employee's director/supervisors. Director/supervisors shall ensure that no unauthorized overtime hours are worked.

Performance Review

It is the director/supervisors responsibility to develop and maintain a work environment in which employees can openly discuss performance and develop plans. The employee will be notified in writing ten days in advance of the performance review date. Also included in the notification will be the time, place, and the discussion topics for the employee to prepare for the review. The employee, as well as the director/supervisor, is to bring the following to the review meeting:

- A summary statement of the progress made toward meeting his or her employment goals;
- Examples of job-related areas demonstrating greatest strengths and identifying areas where additional training is needed;
- An outline of job-related tasks in which the employee can participate to improve performance;
- A recommendation of job responsibilities and goals to be established for the next six-month period;
- A summary of overall employment performance.

The director/supervisor is responsible for establishing a relaxed atmosphere at the performance review and encouraging two-way communication. The discussion should be conducted in a positive manner, in complete privacy and with no interruptions. The director/supervisor shall verify that the employee is familiar with his or her job duties, previous goals and the appraisal criteria or factors. At the conclusion of the performance appraisal, the employee will be requested to sign the appraisal verifying that he or she participated in the evaluation. The employee should be encouraged to submit comments about the appraisal that will become part of the record. A date for the next appraisal shall be agreed upon and noted on the appraisal form. The employee must be given a signed copy of the appraisal. The appraisal is then submitted for review to the town council.

The Town of Battle Ground believes that pay increases should be related to an employee's performance. Following performance reviews, the director/supervisor will rank the employee's performance according to his or her relative level of contribution to the town. Factors will include how well the employee has met the objectives agreed upon in the last review and the employee's level of contribution to the success of the department relative to other employees. The director/supervisor will rank all department employees in one of five groupings:

1. Outstanding
2. Very Good
3. Good
4. Marginal
5. Unsatisfactory

Any employee receiving a rating of 4 or 5 must be put on warning with a corrective action plan to address the issues identified.

A decision relating to the employee's merit increase in pay will be made by the director/supervisor after the review and ranking process has been completed. The director/supervisor will forward a merit increase recommendation with the appraisal to the town council. Merit increases in pay are neither

automatic nor periodic. They are reserved for employees who show skills improvement and higher than average performance. Information about rates of pay and merit increases in pay, if any, are deemed to be confidential matters between the town and each employee and are not to be discussed among employees.

Salary Administration

It is a council policy to award annual merit increases to employees for their dedication to the town based on their skills, improvement and outstanding performance. Every employee is eligible for a merit increase. However merit increases are not automatic. Following the employee's performance review, the director/supervisor will rank the employee's performance according to his or her relative level of contribution to the town. Factors will include, without limitation, how well the employee has met the objectives agreed upon in the last review. Employees will be ranked as:

1. Outstanding
2. Very Good
3. Good
4. Marginal
5. Unsatisfactory

The director/supervisor will forward a merit increase recommendation with the appraisal to the town council for final approval.

Payroll Deductions

The following mandatory deductions will be made from every employee's gross wages: federal income tax, social security FICA tax, Medicare tax and applicable state and county taxes.

Every employee must fill out and sign a federal withholding allowance certificate, IRS Form W-4, on or before his or her first day on the job. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 at anytime when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption from Withholding Certificate, IRS Form W-4E. Employees are expected to comply with the instructions on Form W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

Other optional deductions include the portion of group health insurance not paid by the town, which is deducted from each payroll check. Other voluntary contributions (if applicable), such as pension (PERF) plan, are also deducted each pay period.

Every employee will receive an annual Wage and Tax Statement, IRS Form W-2, for the preceding year on or before January 31. Any employee, who believes that his or her deductions are incorrect for any pay period, or on Form W-2, should check with the town clerk immediately.

Employee Benefits

Insurance

Employees should refer to the current salary ordinance for information on insurance coverage.

The Town of Battle Ground has the right to change insurance companies or to modify or terminate eligibility requirements, benefits, or coverage at any time.

PERF Program

Eligibility

A full time employee is to enter the plan on the first week of work.

Contributions

It is mandatory to contribute 3% of your compensation or current rate on a pre-tax basis weekly although you are allowed to contribute more. For further information contact the clerk.

Transfer of monies between your fund choices or changes in allocation of your percentage of contribution to any or all of your funds are allowed with time restrictions.

Statements: Participant statements will be prepared by PERF on a quarterly basis and mailed to your home address.

Vacation

New employees become eligible for vacation in accordance to the current salary ordinance. Part-time and temporary employees are not entitled to paid vacation. Employees who are not entitled to paid vacation may request permission from their director/supervisor to take vacation time without pay.

All vacations must be scheduled in advance with the employee's director/supervisor. Employees are responsible for planning ahead for vacation and working out a complete schedule with their director/supervisor.

The Battle Ground Town Council may elect to pay-down accumulated vacation time by adopting a resolution for such purpose that specifies the process.

Editor's Note: The preceding paragraph was added by [Ordinance No. 11-490](#), adopted 3/29/2011.

Upon termination, the employee's accrued and unused vacation hours will be added to the final paycheck

using the employee's then-current straight-time hourly rate for conversion.

Holidays

Employee paid holidays will be listed in the current salary ordinance and the town hall will be closed on these days.

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If these holidays fall on Saturday, the Friday before will be a holiday. If they fall on Sunday, the following Monday will be a holiday.

Only regular full-time employees are eligible for holiday pay. Part-time and temporary employees are not eligible for holiday pay.

If a designated holiday falls within an employee's vacation period, the holiday is not considered a vacation day.

Sick Days

The Town of Battle Ground does not provide paid sick days. Employees can however use accumulated compensation time or vacation time.

It is in the best interests of the town and the employee who is ill or injured to not remain at work. It is the director or supervisor's responsibility to send the employee home if the employee is incapacitated.

Employees are encouraged to make their routine doctor or dentist appointments before arriving for work or after leaving work for the day, if possible. If time off is required for such appointments, arrangements should be made in advance with the employee's director or supervisor.

An employee is expected to notify his or her director/supervisor at the beginning of each work day during illness or injury. Exceptions to this include a serious accidental injury or hospitalization, or when it is known in advance that the employee will be absent for a certain period of time.

A medical statement from the employee's doctor may be requested by the town when an employee is absent from work for more than three working days.

Leave of Absence

A leave of absence is time off in a non-pay status. Upon receipt of a formal written request for leave of absence from regular full-time employees, management will determine whether a leave of absence will be granted. The employee is expected to request leave of absence with as much advance notice as possible.

Vacation or compensation time should be used for such absences. Each case will be evaluated on its own merits, and the following will be taken into considerations:

1. The reason for the request;
2. The amount of time required; and
3. The employee's length of service and past record.

Return to Work

Employees who do not return to work after any leave of absence will be terminated effective on the last day of work or paid leave, whichever is later.

Benefits during Approved Leave of Absence

Holidays

to receive holiday pay, an employee must be in active pay status the day before and the day after the holiday. Employees are not eligible to receive pay for any holiday during the leave period.

Vacation

No vacation hours are earned during the leave period. Employees requesting a leave of absence for medical or military reasons may choose to use all earned vacation before beginning leave of absence. Employees requesting personal leave of absence must use all earned vacation before beginning leave of absence.

Insurance

The town will continue the employee's insurance benefits on a leave of absence, provided that the employee pays the entire cost of the premiums.

Bereavement Leave

The town will pay for three day of time off in the event of death of the following immediate family members: spouse, child, brother, sister, mother or father, grandparents and father and mother-in-laws.

Additional time off will be decided between the employee and director/supervisor. Accumulated comp-time or vacation time can be used at this time.

Leave for attendance at the funeral of a non-immediate family member or person with an especially close relationship may be granted without pay.

Jury Duty

The Town of Battle Ground will grant employees time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear as a result of a court order or subpoena.

A copy of the court order or subpoena must be supplied to the employee's director/supervisor when requesting time off.

The employee is entitled to full pay for each day of jury duty or service as a witness in addition to any other paid leave. However time off for court appearances as a party to any civil or criminal litigation shall not be compensated and the employee must arrange for time off without pay or use accrued vacation or compensation time for such appearances.

Employee-Incurred Expenses and Reimbursement

All items purchased or charged by the employee are to have a paid receipt to be turned over to the town clerk. His or her director/supervisor must approve all such expenses incurred by an employee before the clerk will make payment.

Employees are **not** allowed to make personal purchases on the town accounts under any circumstance.

Travel Reimbursement

This policy establishes the general guidelines and procedures to be followed when business travel is required:

1. Travel-related expenses are to be detailed on a log sheet or from an on line (Map Quest) or some similar source of the proof of the mileage;
2. Employees will be reimbursed at the federal *state* mileage rate (*See Council Minutes, April, 2009*);
3. All parking expenses and highway tolls incurred as a result of business travel will be reimbursed;
4. Employees lodging must include a detailed receipt from the hotel or motel;
5. Employees will be allowed \$40 per day for meals and provide a receipt when available. A reasonable tip to the restaurant will be reimbursed;
6. All reimbursement requests are to be submitted to the town clerk.

Non-Employee Travel Reimbursement

1. Citizens appointed to represent the Town of Battle Ground on boards or commissions will be subject to the requirements and reimbursement of the "Travel Reimbursement" Subsection of this document, with the term "Appointees" replacing the term "Employees" as appropriate.
2. The Town Council must approve non-employee travel outside of Tippecanoe County or where overnight lodging is required before such travel occurs.

([Resolution 08-27](#), adopted 11/10/2008.)

Conferences and Meetings

Employees may attend conferences or meetings sponsored by institutions or professional organizations. The subject matter to be presented must relate directly to the employee's position or provide beneficial information to be shared in the employee's department.

The employee's director/supervisor and the must approve the employee's participation in the conference or meeting.

The town will pay for the following expenses if attendance is approved: registration fees, travel costs, lodging and meal expenses not covered by registration.

Time off for attendance and travel during normal working hours will be paid at the normal rate of pay.

Required Management Approval

All employee travel, mileage, purchase requisitions and other business-related expense reports must have a director/supervisor's approval. Employees may request an advance of expenditures whenever needed to prevent any heart ship. All expenses are to be submitted to the town clerk. Prior to being honored by the town clerk, these expenses must have the employee's signature and date and must be approved by the employee's director/supervisor.

Miscellaneous Policies

Confidentiality of Company Information

It is the responsibility of all town employees to safeguard sensitive town information. Continued employment with the company is contingent upon compliance with this policy. The director/supervisor bears the responsibility for the orientation and training of his or her employees to ensure enforcement of town confidentiality.

All such information shall be appropriately marked or verbally identified to each employee. When such information is transferred from one employee to another, the transferor must do all of the following:

1. Determine that the transfer is necessary and in the interest of the town;
2. Determine that the transferee has a need to know the information;
3. In consideration of their employment with the town, employees will be exposed to information and materials which are confidential. Employees will not at any time disclose or use, either during or subsequent to their employment, any information, knowledge or data which they receive.

Confidentiality of the Town Information E-Mail

The town computers and e-mail system are town property. All employees are expected to use good judgment in using electronic mail and to avoid indiscretions such as offensive or inappropriate messages or any other message the town deems inappropriate. E-mail messages should be used for town business only. Misuse of e-mail may result in disciplinary action or possibly termination.

Employee Privacy

The Town of Battle Ground recognizes our employees' rights to privacy. In achieving this goal, the town adopts these basic principles:

1. The collection of employee information will be limited to that which the town needs for business and legal purposes;
2. The confidentiality of all personal information in our records will be protected;
3. All in-house employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action;
4. Internal access to employee records will be limited to those employees having an authorized, business-related, need-to-know basis. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena;
5. The town will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so;
6. Employees are permitted to see the personal information maintained about them in the town records.

They may correct inaccurate factual information or submit written comments in disagreement with any material contained in their town records.

Telephone

Personal calls of short duration may be received and made at your desk or workstation. Personal telephone call privileges are subject to change or termination at any time. For instance, if the company telephone lines become overloaded with calls or an employee is found spending more than just limited time on personal calls, this privilege will be revoked either generally or specifically as to the offending employee.