

RESOLUTION NO. 2022-2244

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF GOODYEAR, MARICOPA COUNTY, ARIZONA, AMENDING "POLICY 1 EMPLOYEE POLICY ADMINISTRATION & ACKNOWLEDGEMENT," "POLICY 200 EMPLOYEE COMPENSATION," "POLICY 300 EMPLOYMENT," "POLICY 600 ATTENDANCE LEAVE POLICY," "POLICY 700 PROFESSIONAL AND PERSONAL CONDUCT," AND "POLICY 1000 EMPLOYEE SAFETY AND HEALTH" AS AN AMENDMENT TO THE "CITY OF GOODYEAR POLICY AND ADMINISTRATIVE GUIDELINES MANUAL".

WHEREAS, the Mayor and Council of the city of Goodyear, Maricopa County, Arizona are authorized to provide for the manner in which personnel policies, rules, regulations and procedures applicable to city of Goodyear employees are to be adopted;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GOODYEAR, MARICOPA COUNTY, ARIZONA, AS FOLLOWS:

SECTION 1. STATEMENT OF AUTHORITY

Section 3-3-3 of chapter 3 of the Goodyear City Code authorizes the Mayor and City Council to adopt by ordinance written policies, rules, regulations and procedures to give effect to the Article.

SECTION 2. "POLICY 1 EMPLOYEE POLICY ADMINISTRATION & ACKNOWLEDGEMENT" AS AN AMENDMENT TO THE "CITY OF GOODYEAR POLICY AND ADMINISTRATIVE GUIDELINES MANUAL"

The "Policy 1 Employee Policy Administration & Acknowledgement," are amended as reflected in Exhibit A (Final Version).

SECTION 3. "POLICY 200 EMPLOYEE COMPENSATION" AS AN AMENDMENT TO THE "CITY OF GOODYEAR POLICY AND ADMINISTRATIVE GUIDELINES MANUAL"

The "Policy 200 Employee Compensation," are amended as reflected in Exhibit B (Final Version).

SECTION 4. "POLICY 300 EMPLOYMENT" AS AN AMENDMENT TO THE "CITY OF GOODYEAR POLICY AND ADMINISTRATIVE GUIDELINES MANUAL"

The "Policy 300 Employment," are amended as reflected in Exhibit C (Final Version).

SECTION 5. "POLICY 600 ATTENDANCE AND LEAVE" AS AN AMENDMENT TO THE "CITY OF GOODYEAR POLICY AND ADMINISTRATIVE GUIDELINES MANUAL"

The "Policy 600 Attendance and Leave," are amended as reflected in Exhibit D (Final Version).

SECTION 6. "POLICY 700 PROFESSIONAL AND PERSONAL CONDUCT" AS AN AMENDMENT TO THE "CITY OF GOODYEAR POLICY AND ADMINISTRATIVE GUIDELINES MANUAL"

The "Policy 700 Professional and Personal Conduct," are amended as reflected in Exhibit E (Final Version).

SECTION 7. "POLICY 1000 EMPLOYEE SAFETY AND HEALTH" AS AN AMENDMENT TO THE "CITY OF GOODYEAR POLICY AND ADMINISTRATIVE GUIDELINES MANUAL"

The "Policy 700 Employee Safety and Health," are amended as reflected in Exhibit F (Final Version).

SECTION 8. CORRECTIONS

The City Clerk and the codifiers of this Ordinance are authorized to make necessary clerical corrections to this Resolution, including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

SECTION 9. SEVERABILITY

If any section, subdivision, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining provisions of the ordinance or parts thereof.

SECTION 10. EFFECTIVE DATE

This Resolution shall become effective as prescribed by law.

PASSED AND ADOPTED by the Mayor and Council of the City of Goodyear, Maricopa County, Arizona, by a _____ vote, this _____ day of _____, 2022.

Joe Pizzillo, Mayor

Date: _____

ATTEST:

APPROVED AS TO FORM:

Darcie McCracken, City Clerk

Roric Massey, City Attorney

EXHIBIT A

POLICY STATEMENT	
Subject: Employee Policy Administration & Acknowledgement	
Origination Date: 04/01/2001	Revision Date: 05/01/2022
Guideline Number: 1	

Purpose

The purpose of this policy is to provide guidance in the development and administration of all city employee-related policies.

A. Introduction

It is the desire of the city of Goodyear to extend its services to its customers in the most efficient manner possible. The City acknowledges that the well-being of its employees and a harmonious relationship between the City and its employees is essential to maintaining total quality service delivery.

These policies are a statement of expectations, adopted by the Mayor and Council of the city of Goodyear, through which the city of Goodyear (City) defines employee benefits, employee responsibilities, obligations, and opportunities for professional growth. The City of Goodyear Policy and Administrative Guidelines Manual further define how the policies will be carried out. Although employee advice is sought on employee-related policies, final decision-making and enforcement rights are entrusted to the City Council and the City Manager.

All employees need to familiarize themselves with these policies and administrative guidelines, as well as other pertinent policy and procedure manuals or statements issued by the City. The City reserves the right to modify, remove, or add to its policies in its discretion without prior notice to employees. When changes are made, the City will make reasonable efforts to notify employees of those changes, but it is the employee's responsibility to follow current policies and guidelines.

If any departmental policy or guideline is more restrictive than the requirements set forth in this document, the departmental policy will take precedence over the provisions of this document; departmental guidelines cannot contradict citywide policy.

These policies are written so that as of the date of their adoption, they are in compliance with Federal legislation, as amended, covering employment practices, such as, the Americans with Disabilities Act (ADA), Title VII, the Fair Labor Standards Act (FLSA), the Occupational Safety and Health Act (OSHA), the Immigration Reform and Control Act of 1986 (IRCA), the Family and Medical Leave Act of 1993 (FMLA), and relevant state laws.

Any prior policies and procedures that are now inconsistent with the policies herein shall no longer be effective.

B. Purpose and Objectives of the Policies and Administrative Guidelines

These policies and guidelines are designed to assist City employees in understanding the employee practices and benefits in effect at the city of Goodyear at the time of their adoption. It is not, however, intended to create any contractual obligations. The City reserves the right to amend, change, or discontinue the practices and benefits described in these documents at any time. No member of City staff is authorized to enter into any contract of employment, either an oral contract or a contract in writing. Only the City Manager or the City Council are authorized to enter into employment contracts.

C. Administration of Policies and Administrative Guidelines

The administration of these documents shall be the responsibility of the City Manager, or his designee. Specifically, the City Manager is responsible for:

1. administering the provisions of these documents;
2. preparing amendments to these documents;
3. amending administrative guidelines, as necessary;
4. recommending City Manager approved amendments to the policy documents to the City Council for their consideration; and
5. notifying City personnel of changes to any policy or administrative guideline.

Policy documents require City Council approval to be modified or for an exception to be made in any way. The City Manager does not have authority to make exceptions to policy. However, due to the administrative nature of the City of Goodyear Policy and Administrative Guidelines Manual, these documents can be amended by the City Manager, or his/her designee at any time. The following chart further illustrates this distinction:

City of Goodyear Policies	Administrative Guidelines
▪ Changes require City Council approval	▪ Changes require City Manager approval
▪ Are direction-setting	▪ Are task or action defining
▪ Establish general parameters for the human resources system	▪ Give specific guidelines for how Human Resources and departments carry out the policies
▪ General in nature	▪ Specific in nature
▪ Provide philosophical direction and guidance to the organization	▪ Establish actions that must be taken to support the philosophies established in policies
▪ Says "we believe this way"	▪ Says "this is how we do it"

D. Administration of Policies and Administrative Guidelines

It is the director's, manager's and supervisor's responsibility to follow up and implement these policies and administrative guidelines. Deviation from these

policies or administrative guidelines without prior permission from the City Manager will be grounds for discipline up to and including termination.

E. Modification by Memorandum of Understanding with Public Safety Sworn Employee Organizations

These policies and guidelines are subject to modification through a current Memorandum of Understanding (MOU) with a Public Safety Sworn Employee Organization to the extent that the MOU was legally adopted by the Goodyear City Council and does not otherwise conflict with the Goodyear City Charter or City Code.

ACKNOWLEDGEMENT

By signing this policy, I acknowledge that I have been provided access to and the location of the City of Goodyear Policy and Administrative Guidelines Manual.

I understand it is my responsibility to read and become familiar with the City of Goodyear Policy and Administrative Guidelines Manual, as well as other Goodyear pertinent policy and procedure manuals or statements issued by the City. The City reserves the right to modify, remove, or add to its policies in its discretion without prior notice to employees. When changes are made, the City will make reasonable efforts to notify employees of those changes, but it is the employee's responsibility to follow current policies and guidelines.

EXHIBIT B

POLICY STATEMENT	
Subject: Employee Compensation	
Origination Date: 04/01/2001	Revision Date: 07/01/2022
Guideline Number: 200	

Purpose

The purpose of the compensation plan is to attract, retain, and motivate employees through financial compensation commensurate with the employee's ability and responsibility. This plan is designed to recognize employee performance, achieve internal equity, and be externally competitive with market compensation.

Policy

A. Maintenance and Administration of the Compensation Plan

The Human Resource Director, or designee, shall be responsible for maintenance and administration of the Compensation Plan. This includes recommending to the City Manager any amendments or market changes to the Plan. The Compensation Plan shall establish salary ranges, including a minimum and maximum pay rate for an employee to progress through their range. The City will conduct salary surveys and propose recommendations to the City Council for market-based adjustments as needed to maintain a market competitive position. The City will establish pay periods and pay dates.

The City will strive to provide a total compensation package that is affordable, yet allows the City the opportunity to attract qualified applicants and retain excellent performing employees. Total compensation includes base pay, applicable assignment/specialty pay, and indirect pay (comprehensive benefits).

B. Adjustments to Salary

The overall amount allocated for all adjustments to salary will be determined based on the City's fiscal constraints. No individual's salary should be increased beyond the maximum of their salary range.

1. Annual Salary Increase

Annual salary increases for employees may be a percentage of base pay, or be withheld or postponed, depending on job performance and budgeted funds.

a. Salary Increase

If the performance rating for the annual review reflects an overall rating of "Meets Expectations" an increase may be recommended based on budgeted funds.

b. **Salary Increase Withheld or Postponed**

If the performance rating for the annual review reflects an overall rating of "Does Not Meet Expectations" then the salary increase will be withheld until the performance rating "Meets Expectations".

c. **Employees at the Maximum of the Range**

If the employee is at the maximum of their range, a lump sum salary increase may be recommended based on availability of budgeted funds. Lump sum salary increases are not added to the employee's base pay and will be equal to the raise an employee would have received had they not been at the maximum of the range.

2. Equity Adjustments

Equity adjustments are salary changes outside of normal salary adjustments (promotions, reclassifications, market increases, etc.) to remedy salary issues such as external pressure in high demand areas, internal salary compression, equal pay for equal work, and/or retention considerations. Any potential equity adjustments must be analyzed by Human Resources and approved by the City Manager or designee.

3. Promotion

When an employee is promoted to a position at a higher salary range, the employee will receive a five (5) percent increase or the entry of the new range, whichever is greater. However, if the employee exceeds the minimum relevant experience requirements for the job by two (2) to five (5) years, a starting salary within 80%-90% of midpoint can be authorized by the department director. If the employee's relevant experience exceeds the minimum requirements by six (6) to nine (9) years or a special skill requirement is identified, a starting salary within 91%-100% of midpoint can be authorized by the department director. If the employee has over ten (10) years of relevant experience beyond the minimum qualifications, the employee has special skills or background, or there has been difficulty in recruiting for the position, the Deputy City Manager or City Manager may approve a starting salary above midpoint. In all cases, documentation justifying the request must be received by Human Resources.

4. Reclassification

When an employee is reclassified to a higher salary range, the employee will receive a five (5) percent increase or the entry of the new range, whichever is greater. However, if the employee exceeds the minimum relevant experience requirements for the job by two (2) to five (5) years, a starting salary within 80%-90% of midpoint can be authorized by the department director. If the employee's relevant experience exceeds the minimum requirements by six (6) to nine (9) years or a special skill requirement is identified, a starting salary within 91%-100% of midpoint can be authorized by the department director. If the employee has over ten (10) years of relevant experience beyond the minimum qualifications, and the employee has special

skills or background, the Deputy City Manager or City Manager may approve a starting salary above midpoint. In all cases, documentation justifying the request must be received by Human Resources.

When an employee's position is reclassified to a lower salary range, the employee's salary will not be decreased unless their salary is higher than the maximum step of the new range. If the employee's salary is above the maximum of the new range, the department director may recommend, and if the City Manager, Deputy City Manager, or designee approves, the employee's salary will remain the same and will be frozen until the salary in the new range reaches the employee's salary level, based on market adjustments.

When an employee's position is reclassified to a position in the same pay range, no adjustment in salary will be made.

5. Transfer at Same Salary Range

When an employee is transferred from one position to another having the same salary range, the employee's pay shall remain the same.

6. Demotion for Non-Disciplinary or Disciplinary Reasons

Demotion occurs whenever an employee is moved to a position with reduced pay. Employees will receive a minimum of a five (5) percent (or greater with City Manager or Deputy City Manager approval) reduction in pay and will not exceed the maximum of the new salary range, unless prior approval is received by the City Manager, Deputy City Manager, or designee. This should not place the employee's salary below the entry of the range or above the maximum of the range. If an employee demotes within twenty-four (24) months of a promotion, the salary reduction will be equal to the amount of the promotional increase. Employees may appeal an involuntary demotion which results in the loss of pay through the City's appeal procedures as outlined in Administrative Guideline #830. The demotion of an employee while in their trial period is not appealable.

7. Temporary Re-Assignment to Higher Classification

The City Manager, Deputy City Manager, or designee, may authorize an employee to serve in an "acting" assignment to fill in for a higher position on a temporary basis. While on acting assignments, employees will be eligible for a pay increase. Their salary will be recalculated using their regular position salary, adding the pay increase and then acting assignment pay. If this recalculation would not change the salary in their acting assignment, they will not receive an increase at that time. Once the acting assignment is completed, the employee will be moved to the appropriate salary in their regular position to reflect the pay increases they were scheduled to receive during their acting assignment. Temporary assignments may be removed at any time by the City Manager, Deputy City Manager, or designee and it is not appealable.

For performing all of the essential functions of the position being filled.

a. **Non-exempt Positions**

Non-exempt employees who serve in an acting assignment for a minimum of thirty (30) consecutive calendar days shall receive either the entry of the pay range of the acting position or a five (5) percent increase in pay, whichever is greater, for the duration of the assignment. The employee will maintain the non-exempt status if the employee continues to perform their non-exempt job functions while filling in for an exempt status job. If the employee is no longer performing the non-exempt job functions of their original position and is performing only the exempt job functions of the acting assignment position, the employee will be considered exempt status while serving in the acting assignment.

b. **Exempt Positions**

Exempt employees who serve in an acting assignment for a minimum of thirty (30) consecutive calendar days shall receive either the entry of the pay range of the acting position or a five (5) percent increase in pay, whichever is greater, for the duration of the assignment.

8. Market Adjustment

When the salary structure is updated, all regular employees who are below the proposed minimum of their salary ranges will be brought up to the new minimum. If financially possible, all employees within the structure will be moved the same percentage as the structure movement, and remain at their respective position within the range to prevent compression.

9. Regrade Movement

When individual positions are moved to another grade because of market movement or misalignment identified in a compensation study, incumbents may be moved to the new grade (higher or lower) without impact to their salary. If the regrade results in movement to a lower grade that places the incumbent over the maximum of the range, the incumbent will be "red lined" above the range maximum.

10. Temporary Salary Adjustments

The City Manager may authorize temporary reductions to employee rates of pay due to budget constraints. Temporary reductions under this section shall be of general applicability to the City workforce and are not subject to the discipline, grievance, and/or appeal process.

11. Monetary Recognition Awards

In support of maintaining a high performing culture and providing recognition for exemplary performance and achievements, the City Manager is authorized to develop recognition incentive programs that provide awards including monetary, trophy, plaques, certifications, and annual award events. Any taxation requirements which arise based upon I.R.S. rules will be taxable to the employee.

C. Rates of Pay

1. Starting Salary

Normally an employee will be appointed or reinstated at the minimum of the salary range for the job classification. However, if the employee exceeds the minimum relevant experience requirements for the job by two (2) to five (5) years, a starting salary within 80%-90% of midpoint can be authorized by the department director. If the employee's relevant experience exceeds the minimum requirements by six (6) to nine (9) years or a special skill requirement is identified, a starting salary within 91%-100% of midpoint can be authorized by the department director. If the employee has over ten (10) years of relevant experience beyond the minimum qualifications, the employee has special skills or background, or there has been difficulty in recruiting for the position, the Deputy City Manager or City Manager may approve a starting salary above midpoint. In all cases, documentation justifying the request must be received by Human Resources.

Lateral Police Officers and Firefighters will be hired in accordance with their Memorandum of Understanding (MOU).

2. Overtime Compensation

Pursuant to the Fair Labor Standards Act (FLSA), the City will pay overtime to non-exempt employees who work in excess of forty (40) hours in their designated workweek.

Exception: The Fire Department certified non-exempt personnel will receive overtime for hours worked above their regularly scheduled shifts (hours in excess of 106 hours on their 120-hour pay period or 96 hours on their 96-hour pay period).

- a. Employees eligible for overtime shall be compensated at a rate of one and one-half (1 ½) times their regular rate of pay.
- b. For purposes of calculating overtime pay, compensatory time used, industrial related leave to attend off-duty appointments, and administrative leave shall not be considered time worked and shall be deducted from "hours worked" in the workweek. All other leaves will be considered hours worked.
- c. Positions which are exempt under FLSA will not receive overtime, but may be given time off for extensive "after hours" work on special projects or under extenuating circumstances as approved by the department director.
- d. Non-exempt employees must get approval from their supervisor prior to working overtime. Non-exempt employees who work overtime without prior approval from their supervisor may be subject to disciplinary action.

3. Compensatory Time

Pursuant to the FLSA, the City will provide compensatory time in lieu of overtime pay, at a rate of one and one-half (1 ½) hours for each eligible hour of overtime worked, provided the employee and the immediate supervisor agree to the compensatory time accrual prior to the performance of the work. Compensatory Time earned may be cashed out by request of the employee or by the City on any regular payroll.

4. Bilingual Pay

Employees who are required to speak, interpret, read and write in a language other than English including American Sign Language (ASL) and pass the City approved examination will receive \$0.95 per hour added to their regular rate of pay and employees who are required to speak and interpret in a language other than English including American Sign Language (ASL) and pass the City approved examination will receive \$0.55 per hour added to their regular rate of pay. Bilingual pay is counted as wages for the purpose of calculating an employee's regular rate of pay for overtime purposes.

Eligibility requirements for bilingual pay are found in Administrative Guideline #210.

5. Holiday Compensation

See Administrative Guideline #620.

6. Red Line Rates of Pay

Based upon classification studies, reclassification of a position or a voluntary demotion, the City Manager or Deputy City Manager may authorize "red line" rates of pay. A "red line" salary is in excess of the maximum rate of pay assigned to the position classification. No salary adjustments to base pay shall be effective for an employee with a "red lined" salary. Employees with a "red lined" salary are eligible for lump sum increases.

7. Call Out Pay

Call out pay is intended to compensate non-exempt employees for actually working during a time an employee is not scheduled to work (i.e. in response to an emergency.) Call out pay is not intended to compensate non-exempt employees who are called in to work to cover a shift. The criteria for call out pay is as follows:

- a. The employee is advised with less than twelve (12) hours' notice that they need to come to work; and
- b. The notice is a minimum of two (2) or more hours prior to the employee's regular scheduled start time. If the employee is called to work less than two (2) hours prior to the employee's regular scheduled start time, the employee will be compensated at an hourly rate that complies with the FLSA; or
- c. The notice is after the employee has left work.

An employee who is called out shall be paid a minimum of two (2) hours call out pay (or up to the start of their regular start time), which includes thirty (30) minutes travel time to/from work, at one and one-half (1 ½) times their regular rate of pay regardless of the hours actually worked that workweek.

8. Stand-by Pay

Stand-by pay for non-exempt employees will be paid at a rate of \$2.00 per hour for every hour of stand-by time served.

Stand-by duty is a specific period of time during non-scheduled work hours in which an employee remains available to respond to an emergency. Stand-by response times will be determined by the department.

- a. It is the employee's responsibility to advise their supervisor, or other person who would call them out, the phone number they can be reached at while on stand-by.
- b. Employees on stand-by are expected to remain in a geographic vicinity that permits the employee to respond within thirty (30) minutes
- c. Employees cannot receive stand-by pay concurrently with call out pay. Once an employee on stand-by is called out, call out pay provisions will apply.
- d. Employees who become ill or experience a circumstance that would prevent them from responding to an emergency will immediately make the necessary notifications and will be removed from stand-by status.
- e. Employees on stand-by status who fail to respond to a direction to come to work, or are unable to respond may be subject to disciplinary action.

9. Longevity Pay Program

Regular full-time employees who have completed their eighth (8) year of service, by December 1, shall be eligible for longevity pay. The longevity pay program is contingent on available budgeted funds. Longevity pay is considered an element of base pay in regards to the FLSA, any overtime implications will be calculated using hours worked beginning on November 1 and ending on October 31.

When budgeted funds are available, longevity will be paid on the first payroll that begins after December 1 of each year, and according to the following chart.

Completed Years of Service (Completed by Dec. 1)	Dollar Amount
8 years	\$400.00
9 years	\$500.00
10 years	\$600.00
11 years	\$700.00

12 years	\$800.00
13 years	\$900.00
14+ years	\$1,000.00

An employee MUST be actively employed at the time longevity checks are issued to be eligible. Payment of longevity pay is considered supplemental wages and is subject to I.R.S. guidelines regarding tax withholding in addition to all other applicable taxes.

10. Fire 40-hour Day Shift Assignment

To determine the forty (40) hour day shift assignment rate of pay for non-exempt shift personnel (Firefighters, Fire Engineers, and Fire Captains), 3,054 annual hours will be used, additional pays impacted by this assignment, with the exception of Bilingual Pay, will be calculated based upon a 1.47 multiplier.

11. Assignment Pay

Police Department Assignment Pay for non-exempt, sworn positions will be paid at 2.5% - 5% of the midpoint of the Police Officer salary range and is added to the employee's base rate of pay (a specific listing of assignment pays can be found in Administrative Guideline #210). Communication Training Operator/Supervisor (CTO) assignment pay will be paid at five (5%) percent of the employee's current salary. Non-exempt, sworn police employees may participate in as many assignments as determined by the Department, but may only collect assignment pay up to ten (10%) percent. Assignment Pay may be removed at any time and is not appealable.

Assignment Pay for non-sworn positions will be paid to employees who, due to unique circumstances are assuming secondary work that is being performed on an ongoing basis and is distinctly separate from and unrelated to an employee's primary position; or are responsible for the management of specific budgeted projects. Employees approved for Assignment Pay will receive a five (5%) percent increase in base pay for the period of time the employee is performing the special assignment. If the employee is at the maximum of the salary range, the salary will be five (5%) percent above the maximum of the range during the special assignment. Department directors, Deputy City Managers and contract employees are excluded from receiving Assignment Pay. Assignment Pay will be recommended by the department director and approved by Human Resources. Employees serve in special assignments at the discretion of the department director and the removal of an employee from a special assignment is not an adverse employment decision that is subject to grievance and/or appeal.

12. Uniform Allowance

Sworn Police employees will be paid a uniform allowance of \$506 four (4) times a year. Sworn Fire employees will be paid a uniform allowance of \$250 four (4) times a year. Non-sworn City positions approved by the City Manager

are listed in Administrative Guideline #210 to receive a uniform allowance of \$253 four (4) times a year. Uniform allowance is contingent on available budgeted funds.

13. Shift Differential Pay

Shift differential shall be paid to non-exempt employees who do not work twenty-four (24) hour shifts for scheduled hours actually worked on an assigned second (2nd), third (3rd), or fourth (4th) shift. Shift differential shall be paid to exempt employees who do not work twenty-four (24) hour shifts for scheduled hours actually worked on an assigned second (2nd), third (3rd), or fourth (4th) shift for more than fourteen (14) consecutive days. Shift differential is added to the employee's base rate of pay and shall be included in the calculation of the overtime rate as required by the FLSA.

Shift	Start/End Time	Differential Amount
1 st Shift	5:00 am – 3:00 pm	N/A
2 nd Shift	11:00 am – 9:00 pm	\$0.50
3 rd Shift	4:00 pm – 2:00 am	\$0.75
4 th Shift	8:00 pm – 6:00 am	\$1.00

Non-sworn employees whose shift begins after 5:59 p.m. will receive fourth (4th) shift pay. Pay will be adjusted for non-exempt employees only after an employee has worked a minimum of four (4) consecutive days on the same shift [whether first (1st), second (2nd), third (3rd), or fourth (4th) shift] during a pay period.

14. Returning Salary (from Layoffs)

Employees rehired within their same position at the time of layoff will return to the same paygrade and rate of pay including (plus or minus) any adjustments made during the time of layoff. This should not place the employee's salary below the entry of the range or above the maximum of the range.

If the employee returns in a position in a lower pay grade they will return at the same rate of pay, not to exceed the maximum of the range. If the employee is above the maximum of the range, their rate of pay will be adjusted to the maximum of the range.

EXHIBIT C

POLICY STATEMENT	
Subject: Employment	
Origination Date: 04/01/2001	Revision Date: 05/23/2022
Guideline Number: 300	

Purpose

The purpose of this policy is to establish a procedure for recruiting, selecting, and retaining qualified personnel for City jobs. This policy will address the issues of recruitment, maintenance of employee records, trial periods, retirement, layoffs and contracts.

Policy

A. Equal Opportunity Employment

It is the policy of the city of Goodyear to grant equal opportunity to qualified persons without regard to their membership in any protected classification. It is the intent and the desire of the City that equal employment opportunity will be provided in all aspects of the employer-employee relationship including, but not limited to: recruitment, hiring, promotions, layoff, termination, demotions, transfers, training, rates of pay, fringe benefits, use of facilities, and other terms, conditions and privileges of employment.

It is the City's intention to:

1. recruit, hire and promote for all job classifications without regard to membership in any protected class pursuant to federal or state law (i.e., race, color, sex, national origin, religion, veteran status, marital status, age, pregnancy, genetic information, or disability, etc.); and discrimination on the basis of sexual orientation is also prohibited;
2. make employment decisions based upon the principles of equal employment opportunities;
3. ensure that promotion decisions are in accordance with principles of equal employment opportunities;
4. ensure that all other human resource actions such as compensation, benefits, transfers, terminations, City-sponsored training, and educational tuition assistance are administered without regard to membership in any protected class (i.e., race, color, sex, national origin, religion, veteran status, marital status, age, pregnancy, genetic information, or disability unrelated to job performance, etc.); and discrimination on the basis of sexual orientation is also prohibited; and
5. provide reasonable accommodations as outlined in the Americans with Disability Act (ADA) to employees if necessary to allow the employee to perform the essential functions of his or her job.

Any alleged act or complaint of discrimination on the part of any City employee or department should be reported to the Human Resources Department for appropriate investigation and action.

B. Recruitment and Selection

The purpose of the recruitment and selection process for the City is to ensure that all position vacancies are filled with qualified, competent individuals who are well suited to perform in the position for which they apply. The Human Resources Department in cooperation with department directors will coordinate recruiting efforts.

C. Over-Filling Authorized Positions

Over-Filling is when a single authorized position has two (2) assigned employees based upon one (1) of those having provided written notice of departure from the City. Over-fills will be restricted to unique operational demands, which are critical to the organization. The department director may request in writing to the Human Resources Director that a position be “over filled” for a defined period not to exceed twelve (12) months for sworn police or eight (8) months for sworn fire and telecommunication employee positions or three (3) months for other non-sworn positions.

All over-fill considerations must be based on an employee entering the Arizona Public Safety Personnel Retirement System (PSPRS) DROP or accepted notice of resignation/retirement, which cannot be rescinded once the position is over-filled with a replacement. It is the hiring department's responsibility to ensure adequate funds are budgeted to support the over-fill.

D. Pre-Filling Authorized Positions – Police Department

Pre-filling is the ability to begin the hiring process and fill the newly approved vacancies for sworn police and telecommunications positions when the tentative budget is approved. Pre-filling is contingent upon having the budget capacity to fund any positions hired before the new fiscal year budgeted funds become available. In all cases, pre-filling positions cannot result in exceeding the total authorized position count for the City.

Pre-fills must be requested by the Chief of Police and be approved by Budget and the Deputy City Manager. Approval documentation must be sent to Human Resources to initiate the process.

E. Personnel Files

The Human Resources Department will maintain a personnel file for each individual employed by the City. The personnel file will represent a record of an individual's employment with the City, and may include, but is not limited to, the following: application, contracts or agreements, disciplinary actions, performance appraisals, and personnel-related correspondence. Any medical records will be

maintained in a separate, confidential file separate from the employee's personnel file.

Each employee personnel file of the City will be treated as confidential and the contents thereof disclosed only on an as needed basis.

F. Trial Service Period

Although there is no guarantee of employment for any specific length of time, up to the first twelve (12) months from the date of hire serves as the "Trial-Service" period.

During this period the employee is employed on an at-will basis. This means that the employee or the City may terminate the employment relationship at any time without notice or cause. Trial service employees do not have access to the appeal process or other termination rights laid out in the City's policies or administrative guidelines.

The City may extend an employee's trial service period as outlined in Administrative Guideline #340.

Upon satisfactory completion of the trial-service period the employee becomes a regular employee. Regardless of status or duration of employment, all employees must meet and maintain City standards for job performance and behavior.

G. Retirement

According to state statute, City employees working twenty (20) or more hours per week [in twenty (20) or more weeks per year] must participate in the Arizona State Retirement System (ASRS). Also, according to state statute, sworn Police and Fire Personnel must participate in the PSPRS, unless they have already retired from PSPRS.

H. Layoffs

The City Manager may lay off an employee due to shortage of funds, curtailment of work, abolishment of position, or a material change in duties. An employee whose employment is terminated on a non-disciplinary basis due to a layoff has no right to appeal the termination decision through the appeal process laid out in the City's policies or administrative guidelines.

I. Contracts

Certain positions such as City Manager, City Attorney and Presiding Judge are at-will and serve at the pleasure of the Mayor and City Council. These positions serve on a contractual basis which outlines benefits and compensation offered but does not specify any guaranteed length of employment.

J. Benefits

The City offers benefits such as medical insurance, dental insurance, life insurance, and deferred compensation to its employees. Specific detail on these programs can be obtained from the Human Resources Department.

EXHIBIT D

POLICY STATEMENT	
Subject: Attendance and Leave	
Origination Date: 04/01/2001	Revision Date: 05/23/2022
Guideline Number: 600	

Purpose

The purpose of this policy is to establish standard hours of work, holidays, vacation leave, and sick leave. In addition, this policy will establish the conditions under which City employees may be granted time off from work.

Policy

A. Hours of Work/Attendance

Department directors are responsible for establishing a schedule of regular working hours for their respective departments to ensure optimum service delivery to the citizens of Goodyear. Employees are responsible for being at their work site during their scheduled work hours.

B. Holidays

The following days shall be considered holidays for City employees:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Juneteenth Day
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Friday after Thanksgiving Day
11. Christmas Day
12. Floating Holiday*

*One (1) floating holiday is available to all regular full-time and part-time (half benefit) status employees each calendar year. Floating holidays are granted on January 1st of each calendar year. If you are not employed as of January 1st, a floating holiday will not be granted for the calendar year. Floating holidays must be scheduled with, and approved, by your supervisor at least three (3) days in advance of the requested date. Floating holidays may not be carried forward to be used in the following year.

C. Vacation Leave

Vacation is provided to employees to ensure the mental and physical health and well-being of both the employee and the organization.

For employees entitled to vacation leave, accruals begin on the first day of employment. No employee shall take vacation leave in excess of the amount accrued. Full-time employees accrue vacation leave on the following basis:

Job Classification	Years of Service	Vacation Hours Earned per Pay Period Standard Work Week Employees
Full-time Regular and Trial Employees	21+ years	7.3643
	15 – 20 years	7.0571
	10 – 14 years	6.1571
	5 – 9 years	5.3
	0 – 4 years	4.3929

Regardless of years of services, the maximum accrual of vacation hours is 320 hours for forty (40) hour work week employees and 448 hours for fifty-six (56) hour work week employees. Effective July 1, 2004, if an employee's current accrual rate is higher than indicated in the schedule above based on years of service, they will remain at their current accrual rate until such time as their years of service reaches an accrual rate above their current rate.

1. Vacation Accrual for Part-Time and Temporary

Regular part-time employees shall receive a prorated accrual of vacation leave benefits at $\frac{1}{2}$ the accrual rate of full-time employees. Temporary employees typically shall not accrue vacation leave. However, temporary employees working full-time hours will receive vacation leave.

2. Maximum Accrual

Hours over the maximum accrual will be lost at the end of each calendar year, unless the City Manager provides written authorization for an employee to exceed their maximum accrual.

3. Vacation Cash-In

Employees shall be allowed to cash in up to forty (40) hours [fifty-six (56) hours for sworn shift Fire], based on availability of budgeted funds, of accrued vacation leave, one time a year as determined by the City, as long as they maintain a vacation balance of eighty (80) hours (112 hours for sworn shift Fire) after the vacation leave is paid out and have taken at least forty (40) hours [fifty-six (56) hours for sworn shift Fire] of vacation leave prior to the cash in date. Payment of vacation cash-in is considered supplemental wages and is subject to I.R.S. guidelines requiring a mandatory lump sum tax withholding in addition to all other applicable taxes.

4. Change of Employee Status

When an employee is promoted, demoted or transferred, they shall not lose accrued vacation leave. However, depending on the employee's job classification, the rate at which they accrue vacation leave may change.

5. Disciplinary Action

Under circumstances of financial hardship, the City Manager or Deputy City Manager may approve requests for use of accrued vacation or compensatory time in lieu of suspension. Request must be submitted to the department director and Human Resources.

D. Sick Leave

Sick leave is provided as benefit for all employees unable to report to work because of personal illness (to prevent infection of co-workers), or whose family member becomes ill and the employee must care for the family member. Upon approval from the department director or designee, sick leave may be used to extend funeral leave (Administrative Guideline #660). It is not to be used for purposes other than those contained herein.

Sick time accruals begin on the employees first day of employment. Full-time employees (including full-time temporary employees) accrue sick leave on the following basis.

	Accrual per Pay Period	Maximum Accrual of Hours
Full-time Regular and Trial Employees	3.70 hours	Unlimited
56-hour Work Week Employees	5.18 hours	Unlimited

Part-time employees receive sick leave at half ($\frac{1}{2}$) the rate of the full-time employees.

Temporary employees who are not working full-time accrue sick leave on the following basis:

	Accrual per Pay Period per Hours Worked	Maximum Accrual of Hours	Maximum Annual Usage
Part-time Employees	0.34	Unlimited	40 hours

1. Sick Leave Payout upon Termination

A full-time regular employee vested in the Arizona State Retirement System (ASRS) with a minimum of five (5) years of continuous service with the City and who voluntarily separate employment shall be compensated for accrued sick leave up to a maximum of 240 hours upon termination. Employees with a minimum of ten (10) years of continuous service with the City shall be compensated for accrued sick leave up to a maximum of 480 hours upon termination regardless of reason for separation.

A full-time regular employee vested in the Arizona Public Safety Personnel Retirement System (PSPRS) with a minimum of five (5) years of continuous service with the City and who voluntarily separate employment shall be compensated for accrued sick leave up to a maximum of 240 hours [336 hours for fifty-six (56) hour employees] upon termination. A full-time regular employee vested in the Arizona PSPRS with a minimum of ten (10) years of continuous service with the City shall be compensated for 480 hours [672 hours for fifty-six (56) hour employees who work the majority of his/her last ten (10) years of service in a fifty-six (56) hour assignment] of accrued sick leave (if accrued) upon termination regardless of reason for separation.

2. Sick Leave Conversion Upon Termination

Full-time regular employees who officially retire through ASRS or PSPRS or employees who separate employment due to disability retirement or separate from employment after filing for long term disability will receive the following amount of sick leave balance that is above the noted threshold paid out in a Retirement Health Savings (RHS) account at the time of termination at the current base hourly wage amount:

Years of Service	Percent of Sick Leave Balance above 480 hours or 672 hours (56-hour employees) to be converted to RHS
8 years	25%
10 years	35%
15 years	50%
20 years	75%

Employees who involuntarily separate employment or do not meet these eligibility requirements will not receive any sick conversion at the time of termination, and they forfeit all unused sick time.

3. Discipline

Forfeiture of accrued sick leave as a disciplinary action shall not be authorized.

4. Advanced Sick Leave

The City Manager may grant no more than ten days of advanced sick leave to a full-time regular employee. The advanced sick leave will be repaid by the employee through the normal leave accrual process or through transfer of sick leave accrual. In order to qualify for advanced sick leave, employees must be full-time regular and have exhausted all forms of paid leave; i.e., vacation, sick, compensatory time, floating holiday.

5. Promotions/Demotions/Transfers

When an employee is promoted, demoted or transferred, the employee will not lose accrued sick leave.

6. Donation of Sick Leave and Vacation Leave

The purpose of leave donation is to permit an employee to donate accrued sick or vacation leave to a central leave bank to assist another employee. This policy permits such a donation to occur when an employee has a need for additional paid leave because they have exhausted all paid leave including, but not limited to sick, vacation, comp time, and floating holidays and have a serious medical hardship or catastrophic illness or injury. The employee's need may arise from their own serious medical hardship or catastrophic illness or from their need to care for a family member who has a serious medical hardship or catastrophic illness.

In addition to employee donations, all forfeited sick leave balances will be placed in the central bank. If the donation leave bank exceeds 2,000 hours, all hours above will be retired.

7. Sick Leave Conversion to Retirement Health Savings (RHS) Account

If an employee has a sick leave balance that reaches the threshold noted below by December 30th of each year, the corresponding sick leave amount will be converted to a dollar amount and be automatically removed from the employee's sick leave bank and rolled in an RHS Account tax free:

Accrued Hours	Sick Leave RHS Conversion
240	12 hours
360	18 hours
480	24 hours
720	48 hours

The monies deposited into this account can be accessed upon separation of employment for health-related premiums and expenses. Employees covered by the IAFF Local 4005 MOU are not eligible for this conversion.

E. Family and Medical Leave (FMLA)

The Family and Medical Leave (FMLA) Act of 1993 and the National Defense Authority Act (NDAA) of 2008 intends to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity. To accomplish these purposes, the City will establish a process with respect to leave necessary for the medical care of employees and their families.

F. Other Leave Categories

The City shall provide a mechanism for the following types of additional leave to be available to employees:

1. Military Leave
2. Funeral or Bereavement Leave
3. Jury Duty Leave

4. Election Leave
5. Injury Leave
6. Administrative Leave
7. Crime Victims Leave
8. Fatigue Leave
9. Industrial Leave to Attend Off-Duty Appointments

G. Unpaid Leave Categories

1. Personal Leave Without Pay

The City provides an opportunity for leave without pay for employees to deal with personal situations occurring for more than ten (10) days, but not exceeding ninety (90) days. Such leave is granted at the discretion of the department director on a case-by-case basis. The leave is unpaid, unless the employee has available vacation, sick, or other time. This policy does not cover leaves for medical reasons, which would otherwise be covered by the FMLA. Also, this policy does not cover medical leaves that may be covered by the Americans with Disabilities Act (ADA). Such leave will be covered by the City's policy regarding reasonable accommodations for employees with disabilities, which provides that in some cases an employee may be given an unpaid leave of absence as a reasonable accommodation, the length of which will be evaluated on a case-by-case basis, and may in some instances involve leave beyond ninety (90) days.

2. Furloughs

If a budget shortfall is anticipated, the City Manager has the authority to require employees to take a specified number of hours off without pay which will be designated as furlough time off. Exempt employees are considered hourly during pay periods in which furlough time is taken and accurate payroll records must be maintained of actual hours worked. Furloughs authorized by the City Manager are not subject to the discipline, grievance and/or appeals process.

H. Workplace/Telecommuting

The department director may authorize employees to work at a centralized City location, or at other sites to possibly include telecommuting. For telecommuting refer to Administrative Guideline #680. All employees must reside and work on a regular basis within the state of Arizona.

I. Emergency Leave

Under a declaration of emergency, the City Manager is authorized to grant emergency leave provisions to maintain the continuity of city operations.

EXHIBIT E

POLICY STATEMENT	
Subject: Professional and Personal Conduct	
Origination Date: 04/01/2001	Revision Date: 11/15/2021
Guideline Number: 700	

Purpose

The integrity and image of an organization is based on the integrity of the employees who comprise it; not just administration, but all employees. Therefore, it is important to have recognized and accepted standards of conduct, both on the job and off the job, when one's behavior reflects upon the City's image and reputation in the community.

The purpose of this policy is to provide specific standards of behavior for City employees to adhere to.

Policy

It is the policy of the City to expect, uphold, promote, and demand the highest standards of conduct from all of its employees and officials, whether elected, appointed, or hired. Accordingly, all city employees and officials should maintain the utmost standards of personal integrity, truthfulness, honesty, ethics, and fairness in carrying out their public duties. They should avoid any improprieties, real or perceived, in their personal or professional lives, and never use their city position or powers for personal gain. The following values were developed by the city Values Task Team and adopted by the City Council on April 8, 1997. Our Core Values were further developed by our People Master Plan Committee (PMP) to include definitions and behaviors.

In our culture we value:

- The individual
- The team
- The customer

We express this by setting ethical standards and the display of integrity in the performance of our duties.

We expect:

- Each task to have a purpose
- The individual to step up and lead
- Positive examples to be set by leadership

Our expectations are fulfilled by consistency between our words and our actions.

We believe:

- Our first responsibility is to our internal and external customers
- In the mission and vision of our organization

Our beliefs are demonstrated by actions rather than empty promises. Our organizational culture fosters mutual respect, trust, and empowerment.

We expect each employee of the City to be guided by our Core Values in the performance of their duties and their interactions with others. These six (6) Core Values are central to our culture:

Integrity	Empathy
Initiative	Adaptability
Optimism	Innovation

Relevant Issues

Proper conduct is defined in a number of ways. The following describes some of the most common conduct-related issues and clarifies the City's policy on that issue.

A. Conflict of interest

Employees are subject to the provisions of A.R.S. Section 38-501 through 38-532 regarding conflict of interest. While not exclusive, specific examples of conflict of interest are enumerated below for the guidance of employees.

1. Interest in Appointments

Employees should not canvass the Mayor or members of the City Council, directly or indirectly, in order to obtain preferential consideration in connection with any appointment to a city job. This does not apply to positions filled directly by the City Council.

2. Preferential Treatment to Individuals

Granting any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen is prohibited.

3. Disclosure of Confidential Information

The city maintains confidential materials of various kinds, i.e., financial records, personnel data, administrative/legal opinions, software programs, and nonpublic records designated as confidential by the City Manager, Deputy City Manager, or designee.

All employees are expected to assume responsibility for safeguarding city records, equipment, property, and other materials. Access to certain material is based upon job classification and a need-to-know basis. Appropriate confidentiality will always be maintained.

4. Representing Private Interest before City Agencies or Courts

No person whose salary is paid in whole or in part by the City shall appear on behalf of private interests before any agency-related City activities. They shall not represent private, business, and/or financial interests in any action or proceeding against the interests of the City in any litigation to which the City is a party.

5. Interest in Contract with the City

No employee of the City shall have any interest in any contract made by them in their official capacity or by any committee, board, or commission of which he is a member, agent, or employee.

6. Disclosure of Interest in Legislation

An employee who has a financial or other private interest shall disclose conflict of interest in writing on the records of the City or other appropriate authority, the nature and extent of such interest.

Any employee who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale, purchase, or service.

Any employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an employee in such decision.

B. Unlawful Harassment, Discrimination, Workplace Violence and Unlawful Activity

The City prohibits any form of employee discrimination, workplace violence, unlawful activity including sexual harassment and harassment based on race, gender, national origin, religion, age, pregnancy, veteran status, genetic information, disability or any other protected category or status. Discrimination, workplace violence, unlawful activity including sexual harassment and harassment on the basis of sexual orientation is also prohibited. Harassment is unlawful and is prohibited by Title VII of the Civil Rights Act of 1964.

Sexual harassment can include sexual advances, requests for sexual favors, and/or any unwelcome verbal or physical conduct of a sexual nature. It does not refer to occasional compliments of a socially acceptable nature or welcomed social relationships between co-workers.

This policy prohibits any demand for sexual favors. It also prohibits subtle pressure for sexual favors, including implying or threatening that an applicant's or employee's cooperation of a sexual nature (or refusal thereof), will have any effect on the person's employment, job assignment, wages, promotion, or on any other conditions of employment or future job opportunities. The following is a list of example situations that can constitute harassment:

1. Unwanted sexual advances, flirtations, invitations, comments and/or propositions.
2. Verbal abuse of a sexual nature, sexually related comments and jokes, graphic suggestive or degrading comments about employees, their body, their dress, or their appearance.

3. Any physical contact or unwanted touching; such as assault, patting, pinching, brushing against another's body, impeding or blocking movement, or any physical interference with normal work or movement when directed at any individual.
4. Verbal harassment regarding the individual's membership in a protected class, (i.e., race, sex, color, national origin, religion, disability, or age) such as, but not limited to, epithets, derogatory comments, jokes and/or slurs, profanity, gestures, racial jokes, or forms of address.
5. Visual forms of harassment such as derogatory and/or sexually oriented cartoons, posters, pictures, drawings or the display of sexually suggestive objects or pictures (including photographs) in the workplace.
6. Undesirable work assignments due to membership in a protected class (i.e., race, color, sex, national origin, age, disability, religion, etc.).
7. Any employee who uses sexual behavior to implicitly or explicitly threaten, coerce, influence or affect the employment, job status, salary or performance of another employee.

All City employees must report immediately, without fear of retaliation, any unlawful activity, discrimination including unlawful harassment, and workplace violence so that complaints can be investigated quickly and fairly resolved. All reported activities shall be made to the department director, Human Resources Director, the City Manager or the Deputy City Manager.

C. Chain of Command

To ensure departmental communication is clear, accurate, and everyone is well informed, the City requests all employees follow the chain of command established within the employee's department.

D. Secondary Employment

The City shall be the principal vocation of regular, full-time employees; however, an employee may engage in secondary employment provided the following conditions are complied with:

1. It does not interfere with efficient job performance;
2. It does not in any way conflict with the interests of, or information held by the City; or
3. It is not a type of employment that would reasonably give rise to criticism or suspicion of conflicting interests or duties.

E. Political Activity

Employees are encouraged to vote and will be given time off for voting consistent with state law. However, employment shall not be offered as an inducement for supporting a candidate for public office. Nothing herein is intended to limit or restrict the right of the employee to the free expression of their political views.

Specifically, no employee of the City shall:

1. Simultaneously hold or be a declared candidate for a paid, public, elective office or a paid, public, appointive office within the jurisdiction of the city of Goodyear.
2. Engage in any activities permitted by this section while on duty, while in uniform, clothing, or apparel with the city name or logo, within city facilities, utilizing city property, or at city expense.
3. Be a member of any national, state or local committee of a political party, an officer or chairperson of a committee of a partisan political club, and shall not take part in the management or affairs of any political party or in the management of any partisan or non-partisan campaign or recall effort, except that an employee may:
 - a. Express an opinion;
 - b. Attend meetings to become informed concerning the candidates for public office and the political issues;
 - c. Cast a vote and sign nomination or recall petitions;
 - d. Circulate candidate nomination petitions or recall petitions;
 - e. Engage in activities to advocate the election or defeat of any candidate; or
 - f. Make contributions to candidates, political parties or campaign committees contributing to candidates or advocating the election or defeat of candidates.

Under this Section, an Employee may not:

- a. Solicit or encourage contributions to be made directly to candidates or campaign committees contributing to candidates or advocating the election or defeat of candidates while in uniform, clothing, or apparel with the city name or logo, within city facilities, utilizing city property, or at city expense; or
- b. Use their influence, power, or position to reward or give favors in return for partisan participation on any campaign for any candidate or cause.

F. Acceptance of Gifts

The City as a whole is judged by the integrity of its employees. To uphold the highest standard of ethical behavior, under most circumstances, the City does not condone the acceptance or solicitation of gifts.

G. Professional Attire at Work

Dress and personal appearance are representative of both personal and organization professionalism. The image of the City in the larger community is determined, in part, by the professional conduct and attire of its employees. It is

therefore imperative that each employee maintains a neat and clean appearance as well as dress in a manner which projects a professional image to the public.

H. Professional Conduct at Work

A relaxed and friendly atmosphere at work is encouraged as conducive to productivity, teamwork, and morale. However, professionalism and personal safety cannot be compromised.

1. Employee Behavior

All employees shall treat each other, their supervisors and the citizens with the utmost dignity and respect. Insubordination, inappropriate, threatening or offensive language will not be tolerated.

2. Appearance of Work Areas

Work areas are to be kept neat and presentable in the interest of safety and efficiency, presenting a professional appearance at all times for co-workers and visitors alike.

3. Use of City Vehicles and Equipment

City vehicles should be used only for city business and should not be used for personal errands. Employees operating city vehicles and equipment are required to comply with all state and local traffic laws. Safety belts must be worn while riding in or driving a city vehicle. If safety belts are inoperable or are not provided, employees should immediately contact their supervisor and report any safety deficiencies.

4. Care of Personal Belongings/City Supplied Items

The City does not assume responsibility for the loss of personal money or belongings, nor is it covered by insurance for such loss. Therefore, each employee needs to protect his or her personal belongings while at work. The City may provide certain clothing, clothing allowances, equipment, and other items for designated positions to aid an employee to perform assigned duties. It is the responsibility of the employee to wear, use, and maintain City provided materials.

I. Professional Conduct Outside of Work

As a representative of the City, employees are held to a higher standard of ethics and behavior. Employees wearing a city uniform, city logos, or city ID badges outside of the workplace and outside of work time, are still identified as city employees and should be cognizant of such. In addition, city employees are provided services from outside vendors such as benefit providers and the City Wellness Center. All employees shall treat providers of city services with the utmost dignity and respect. Inappropriate language or actions with regard to these providers will not be tolerated. Access to providers could be suspended and/or disciplinary action could be initiated if such inappropriate behavior occurs.

J. Use of City Computer Hardware and Software

The use of computers is a critical part of the work environment. Employees are required to use the city's technological resources in the most prudent manner and in support of the city's mission. Users should have no explicit or implicit expectation of privacy related to their use of city computer systems, including e-mail and Internet use. City computer systems may be monitored for all lawful purposes without prior notice. All information placed or sent over the city of Goodyear's systems may be monitored without prior notice, and may be examined, recorded, copied, and used for authorized purposes. The City prohibits improper and unlicensed use of city computer hardware, software and accessories.

K. Intellectual Property Rights

While employed by the city of Goodyear, all employees shall grant the city of Goodyear exclusive rights to patents, copyrights, inventions, and all other intellectual property they originate or develop during working hours and/or that utilize city equipment, training, or resources in their development.

Employees shall retain the rights to patents, copyrights, inventions and all other intellectual property that they originate during non-working hours and that do not utilize city equipment, training, or resources, but employees shall grant the City a license to utilize such intellectual property for its own purposes in a non-commercial manner at no cost to the City.

L. Delegation of Authority

When a supervisor or above plans to be away from the work site, he or she has the authority to delegate supervisory responsibility and signing authority to the person next in command.

M. Confidentiality

The City maintains confidential materials of various kinds, i.e., financial records, personnel records, administrative/legal opinions, software programs, and non-public records designated confidential by the City Manager, Deputy City Manager or designee. All employees are expected to assume responsibility for safeguarding city records, equipment, property, and other materials. Access to certain material is needed upon job classification and a need-to-know basis. Breach of confidentiality is considered a serious matter and disciplinary action may be taken up to and including termination.

EXHIBIT F

POLICY STATEMENT	
Subject: Employee Safety and Health	
Origination Date: 04/01/2001	Revision Date: 05/23/2022
Guideline Number: 1000	

Purpose

The purpose of this policy is to establish a safety and health policy for the city of Goodyear employees.

Safety of individuals and the protection of property are of great importance to the city of Goodyear and are the combined responsibility of all City officials and employees. The city of Goodyear recognizes the importance of this responsibility and shall strive to provide a safe, healthful place to work. Employees shall follow safe work practices as outlined by the City of Goodyear Policy and Administrative Guidelines Manual.

The department director shall be responsible for implementing and monitoring the program within their department.

Policy

A. Employee Responsibilities

Each employee will comply with and promote safe practices in the workplace. Employees are encouraged to offer suggestions for improvements to the workplace to ensure a safe environment. Each employee is responsible for their own safety on the job and may be subject to disciplinary action, up to and including termination for unsafe work practices.

B. City Department Responsibilities

Each City department may have its own safety guidelines or regulations that specify expectations and requirements for their specific type of work. These guidelines or regulations may be developed by the department director or designee. For example, such department specific guidelines may include, but are not limited to:

1. Hazardous Material Handling
2. Use of Protective Equipment
3. Storage and Handling of Compressed Gases
4. Exposure to Blood Borne Pathogens
5. Confined Space Entry
6. Lockout – Tagout of Hazardous Energy Sources

C. Controlled Substance, Drug, Marijuana and Alcohol Use and Testing

The City is committed to providing a safe and secure environment that complies with the Drug Free Workplace Act. Employees who report to work under the

influence of or in the possession of alcohol, marijuana unlawful drugs or controlled substances, or whose off-duty use adversely affects job performance, safety, or the City's reputation, may be subject to disciplinary action, up to and including termination.

The City Manager will establish guidelines for addressing the use of unlawful drugs, alcohol, marijuana and controlled substances in the workplace. The guidelines shall allow for the testing of employees under the following circumstances:

1. Pre-employment for safety sensitive positions (See Administrative Guideline #1020, Section A)
2. Post-accident (See Administrative Guideline #1020, Section A)
3. Reasonable suspicion
4. Random testing of employees required to hold a Commercial Driver's License (CDL)
5. Follow-up

D. Workers' Compensation

Employees are covered by the City under the Arizona State Workers' Compensation Act (A.R.S. Title 23, Chapter 6) against injuries, illness, or disease occurring in the course of City employment. The law provides for payment of all medical expenses and, under certain circumstances, compensation for loss of income.

E. Tobacco Use

The City does not encourage the use of cigarettes or other tobacco products by City employees per Section II-I-17, Article II-1, Chapter 11 of the Goodyear City Code. Employees who choose to use cigarettes, including electronic cigarettes (vapor product), or other tobacco products during working hours should do so in designated areas only.

F. Accident Reporting

While employees should avoid any work-related accidents, some accidents may occur in the course of work. Risk Management shall provide for a procedure for reporting all kinds of work-related accidents, including, but not limited to:

1. Motor vehicle accidents
2. Accidents resulting in property damage, loss, or theft
3. Accidents resulting in injury
4. Other accidents that result in a potential liability for the City
5. Legal claims against the City

In addition, the department director shall provide a mechanism for employees to report potential safety hazards in the workplace to their immediate supervisor.