



City of Rapid City Employee Handbook

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Welcome

Welcome to employment with the City of Rapid City! It is our goal that your experience with the City will exceed your expectations and that your time here will be rewarding. We greatly value the service of each of our employees and recognize that our employees are our greatest asset.

This Employee Handbook describes the expectations, policies, procedures, and benefits available to City employees. The Handbook will be a helpful reference throughout your employment with the City. You are encouraged to freely ask questions of your Supervisor or Manager, Department Director, and the Human Resources Department regarding the policies and procedures, employment, or benefits information contained within this Handbook.

Our responsibility as representatives of the City of Rapid City is to provide our citizens, internal and external business community, and other members of the public, with service that is courteous, dependable, and efficient. Your role in accomplishing these objectives is very important, and you were selected for your position based on the knowledge, skills, and abilities you possess for performing your job. The City takes pride in delivering excellent customer service and trusts that you will always do your best to help maintain this high standard.

As a City employee, you are expected to conduct yourself in a way that reflects favorably on the City and its administration. At the same time, the City is committed to providing you with challenges, appropriate compensation, and benefits to help you reach your goals and objectives. By working together and by remembering that our first duty is to serve the citizens and the customers, the future of the City of Rapid City and your employment here will be both productive and prosperous.

We wish you great success in your endeavors with the City.

Code of Ethics

Employee Code of Conduct

In order to maintain a professional and positive working environment and to facilitate excellent service to the public, the City of Rapid City adopts this policy for all employees. This policy covers City employees and volunteers.

The City of Rapid City expects each employee to demonstrate the highest standards of conduct, personal integrity, and honesty in all activities in order to inspire public confidence and trust in City employees. The City of Rapid City expects each employee to undertake their duties in a fair and impartial manner and to refrain at all times from discrimination, hostility, and harassment.

City employees frequently interact with the public. Given the unique relationship between the government and its citizens, each employee is expected to treat members of the public with respect and courtesy. However, no employee shall be expected to endure personal hostility or abuse, regardless of the source. This policy is intended to be broad; if any concerns or questions arise, please contact the Human Resources Department.

Employee Classifications

Employment Categories

It is the intent of the City of Rapid City to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time as South Dakota is a right to work state. Accordingly, the right to terminate the employment relationship at any time is retained by both the employee and the City of Rapid City.

Each employee is designated as either non-exempt or exempt from the overtime provisions of the Fair Labor Standards Act. Non-exempt employees are entitled to overtime pay while exempt employees are not entitled to overtime pay.

In addition to the above categories, each employee will belong to one additional employment category: FULL-TIME BENEFITED employees are those who are regularly scheduled to work 40 hours per week and are eligible for City benefits.

PART-TIME BENEFITED employees are those who are regularly scheduled to work at least 30 but less than 40 hours per week and are eligible for the same benefits as full-time benefited employees, on a prorated basis.

PART-TIME NON-BENEFITED employees are those who work less than 30 hours a week and are not eligible for benefits.

SEASONAL NON-BENEFITED employees are those whose term of employment is fixed at the time of hiring and does not exceed a term of six (6) months. A seasonal employee can work an unlimited number of hours during that time period.

Equal Employment Opportunity

Equal Employment Opportunity

The City of Rapid City is an equal opportunity employer. Discrimination and harassment of any type are prohibited and equal employment opportunities are afforded to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between the City of Rapid City and its employees, including: recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, employee benefits and application of policies.

Any applicant or employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their supervisor or Department Director and the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Preference and Accommodations

Veterans' Preference

In accordance with South Dakota Law, veterans who are disabled, or who served on active duty in the Armed Forces are entitled to preference over others in hiring practices and in retention during reductions in force. If candidates are equally qualified for a particular position; the City of Rapid City will offer employment opportunity preference to qualified veterans when such candidates have disclosed their veteran's status. If an applicant, who has identified as a veteran, possesses at least the minimum qualifications necessary to fill the position, the department shall offer an interview to that applicant. In addition, a veteran who has a service-connected disability shall be given preference over a non-disabled veteran provided the veteran possesses the qualifications necessary to discharge the duties of the position involved. In some cases, spouses of veterans are entitled to preference.

Disability Accommodation

The City of Rapid City fully complies with the Americans with Disabilities Act (ADA) which provides comprehensive civil rights protections to individuals with disabilities in the areas of employment, public accommodations, state and local government services and programs, and telecommunications.

The City will provide reasonable accommodation to otherwise qualified, disabled employees or applicants. Please recognize, however, that the City cannot promise to make any and all accommodations. The City must consider each accommodation on a case-by-case basis to determine whether it would cause an undue hardship to our organization. The City will provide interviews to applicants that have met the minimum qualifications of an open position and that have self-identified as being certified disabled by the South Dakota Division of Rehabilitation Services.

Employees who believe they need reasonable accommodations should inform their Supervisor and/or the Human Resources Department immediately.

Complaints should be addressed to the City's ADA Coordinator, the City of Rapid City's Human Resources Director, who has been designated to coordinate complaints for the ADA compliance efforts for the City of Rapid City:

Human Resources Director
300 6th Street
Rapid City, SD 57701
605- 394- 4136

- The complaint should be filed in writing and contain the name, address, telephone number of the person filing the complaint, and a brief description of the alleged violation of the regulation for Title II.
- The complaint must be filed no later than 30 days from the date of the alleged discrimination. A complaint will be treated as filed on the date it is first filed with the City.

- An investigation, as appropriate, shall follow the filing of a complaint. An investigation will be conducted by the designated official and a written determination as to the validity of the complaint will follow no later than 30 days after filing.
- The ADA Coordinator shall maintain the files and records of the City relating to the complaints filed.

City Employment

City Organizational Structure

Elected City Officials

The City of Rapid City is an aldermanic form of government. The City Council consists of the Mayor and 10 alderpersons, all officials elected by the citizens of Rapid City. The Mayor has decision-making authority over City Departments.

"We envision Rapid City to be a vibrant community where all citizens can prosper and enjoy our quality of life." – adopted by the City Council on Oct 18, 2007

City Departments and Functions

Attorney's Office: As the City's legal counsel, this office represents the City by giving legal opinions, prosecuting City ordinance violations in court, and performing services as required by ordinance or statute, or as directed by the Mayor or Council.

The Monument (formerly known as the Rushmore Plaza Civic Center): The Monument offers venues for events and gatherings. Their facility provides the residents of Rapid City an establishment for entertainment, concerts, plays, conventions, sporting events and civic gatherings. The Monument is managed by its own Board of Directors.

Community Development: This department leads the City's planning and development. Their services include building inspections, residential and non-residential growth analysis and projections, development review, transportation planning, air quality inspections, annexation studies, tax increment financing, historic preservation assistance, code enforcement, parking enforcement and mapping for Rapid City and Pennington County.

Finance Office: The Finance Office provides counsel on the City's overall fiscal policy, completes and presents the annual budget plan, manages the central accounting system, manages grant compliance & reporting, completes the annual financial report and withstands the annual audit for the City, oversees elections, acts as the official repository of all City Documents, receipts all revenues, pays all vendors, administers all special assessments, issues various licenses and administers the RSVP+ program.

Fire Department: The Fire Department provides education, prevention and emergency response services to the Rapid City community to minimize loss of life, pain and suffering, property loss, and environmental damage from fire, natural or manmade disasters, and medical emergencies.

Human Resources (HR): The HR Department provides support to all the City's departments in areas such as payroll, recruiting, new hire onboarding, benefits, employee relations, labor relations and

training.

Information Technology (IT): The IT Department provides enterprise wide computing, data, networking and information security solutions to the City.

Mayor's Office: The Mayor leads the city's staff and chairs the City Council. The office is hope to the Communication Coordinator, Culture Strategist, City Hall Maintenance and Administration.

Parks and Recreation: Parks and Recreation provides oversight for all recreational programs including golf, aquatics, and ice arena for the community. Maintains indoor and outdoor recreational facilities including parks, swimming pools, and City-owned golf courses. This Department also maintains the City-owned cemetery.

Police: We are committed to excellence in public safety, the protection of life and property, and are dedicated to the people, traditions, and diversity of our city. We provide community-enhancing services, foster a positive relationship with the community, and develop our agency and officers with an emphasis on professionalism, integrity and service.

Public Works: Provides services for the engineering, design, construction and maintenance of all public infrastructure including transit, roads, sewer and water pipelines, solid waste collection and disposal, traffic signals, street repairs and snow removal.

Rapid City Public Library: Provides materials and services to help residents of all ages obtain information to meet personal, professional and educational needs. The Rapid City Public Library is advised by its own Board of Trustees.

Rapid City Regional Airport: Provides safe, compliant, and regulated air transportation to the citizens of the Rapid City area. The Rapid City Regional Airport is advised by its own Board of Directors.

Job Postings

Job postings are the primary vehicle to inform employees of vacant positions and to identify qualified and interested applicants.

Job vacancies will be communicated to employees and outside applicants through the Human Resources Department and are posted on the City of Rapid City's careers section of the website. Each job posting notice may include the job title, department, location, compensation, job summary, essential duties, and qualifications (required knowledge, skills, and abilities). The City may utilize other job posting and recruiting sources to fill open positions as needed.

In general, notices of part-time and full-time job openings are posted, although the City of Rapid City reserves its discretionary right to not post a particular opening.

Job Descriptions

The City of Rapid City creates and maintains accurate job descriptions for all positions within the City. The job descriptions are generally published on the City's external website and always available to request from Human Resources. Job Descriptions are used to aid in introducing new employees to their jobs,

identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. At times, due to regular maintenance or requests for re-writes, Job Descriptions may not be readily available on the website, however they can always be requested from the Human Resources Department.

Job descriptions are not intended to be a task list and do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Job descriptions are intended to cover high level duties the employee will partake in while performing the job. Employees should contact the supervisor/Department Director or the Human Resources Department if they have any questions or concerns about their job description.

Employment Applications

The City of Rapid City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and during employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment, the City rescinding a job offer, or termination of employment.

Pre-Employment Testing

To help ensure that an applicant will be able to fully and safely perform the duties of the job that has been offered, pre-employment testing may be required upon a conditional offer of employment. The scope of pre-employment screening is determined based upon the job for which the applicant is being hired. All pre-employment testing will be provided by the City of Rapid City or a certified facility selected by the City and will be paid for by the City. The offer of employment and assignment to duties is contingent upon satisfactory completion of all pre-employment testing.

City Issued Property

Reasonable care and precautions must be taken with any City property. If an employee is issued City keys, property and/or equipment, it is the employee's responsibility to ensure those items are kept in good working condition. All items furnished by the City shall remain the property of the City, and shall be used only in connection with job duties required by the City. Using City keys to grant unauthorized access to any City facility is prohibited and may result in disciplinary action up to and including termination.

If employment with the City terminates for any reason, the employee is required to return any City owned property in their possession to their supervisor, Department Director or the Human Resources Department.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the City of Rapid City presents to the public. During business hours or when representing the City of Rapid City, employees are expected to present a clean, neat and tasteful

appearance. Employees should dress and groom themselves according to the requirements of their position. If there are specific questions as to what constitutes appropriate appearance, employees should contact their direct supervisor.

If the supervisor deems an employee's personal appearance as inappropriate, the employee may be asked to leave the workplace until they are properly dressed or groomed. Under such circumstance, they will not normally be compensated for the time away from work.

Attendance and Punctuality

To maintain a productive work environment, employees are expected to adhere to hours and schedules set by their direct supervisor. Absenteeism and tardiness place a burden on other employees and on the City of Rapid City. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor according to their department's requirements. It is the employee's responsibility to know and understand their respective supervisor's expectations and preferences regarding notification. Should an employee develop an issue with absenteeism and/or tardiness, disciplinary action up to and including termination may occur.

Employees who fail to report to work or call in for two consecutive shifts will be considered to have voluntarily ended their employment with the City of Rapid City.

Employee Discipline

The purpose of this policy is to state the City of Rapid City's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from each employee taking full responsibility for their actions.

The City of Rapid City's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

The supervisor determines the appropriate step in the discipline process depending on the severity of the problem and the number of occurrences, among other factors. In some circumstances, steps may be bypassed by management and the supervisor/Department Director will involve the Human Resources Department to determine the appropriate disciplinary action.

Disciplinary action may call for any of the following steps:

- Verbal Warning
- Written Warning
- Performance Improvement Plan
- Probation
- Suspension without Pay
- Suspension with Pay
- Demotion

- Termination of Employment

While it is impossible to list every type of behavior that may be deemed an offense that will trigger disciplinary action, the conduct violations listed below include some examples of unsatisfactory behavior. The City of Rapid City expects employees to exercise sound judgment, make good choices, and follow the rules of conduct that will protect the interests and safety of all employees and the organization.

Conduct Violations:

Violation of any City of Rapid City rule set forth in the Union Contracts, Non-Union Employee Guide, Employee Handbook, or other guidelines established by the City Council and/or Management.

- Dishonesty
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Fighting or threatening violence in the workplace
- Disobeying a direct work order
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of City property, telephones, mail system, or other employer-owned equipment
- Release of confidential information outside the scope of official City business
- Unsatisfactory performance or conduct
- Violation of City safety standards or unsafe work practices
- Damage to City property
- Use of work hours for the employee's own personal purposes or gain

This is not an all-inclusive list

By adhering to the discipline policy, we hope that most employee issues can be corrected at an early stage, benefiting both the employee and the City of Rapid City.

Access to Personnel Files

The City of Rapid City maintains personnel files on each employee. The personnel file may include such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, disciplinary documents, and other employment records. Personnel files are the property of the City of Rapid City and access to the information they contain is restricted. Generally, those with a need to know who have a legitimate reason to review particular information in a file are allowed to do so, such as a Supervisor or Department Director.

Employees who wish to review their own file should contact Human Resources. With reasonable advance notice, employees may receive a copy (electronic or hard copy) of their employee file. Should an employee prefer a hard copy, the cost of the physical copies is in accordance with the Fee Schedule, under the 'Finance Department Fees' section found on the City of Rapid City's website.

Employment Verifications

With regard to requests for employment verification, the City's Human Resources Department can release the employee's name, hire date, termination date, job title, salary, current status (active or inactive and full time or part time) and department to which the employee is currently assigned.

It is the City's policy that employees should not release information about other current or former employees without proper authorization from the Human Resources Department. Information given in response to requests from outside employers or businesses to verify employment is limited, therefore external requests for employment information should be directed to the Human Resources Department phone number (605) 394-4136 or email address: human.resources@rcgov.org. Additional information will only be given with a signed release from the employee.

Personal Data Changes

It is the responsibility of each employee to promptly notify the City of Rapid City of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, life events, and other such status reports should be accurate and current at all times. Please notify the Human Resources Department with any personal data changes.

Separation of Employment

If an employee decides to leave employment with the City, a written resignation with an effective date is required and a two-week (ten business day) notice is preferred. It is also preferred that the written notice includes the reason for resignation. Certain core benefits will continue through the month in which the employee leaves the City.

If the employee is resigning or retiring and wants to setup an exit meeting, they may contact the Human Resources Department prior to leaving employment. If the employee does not choose to schedule an exit meeting, an exit packet will be mailed to the address the Human Resources Department has on file.

Conditions of Employment

Drug and Alcohol Use

It is the City of Rapid City's policy to provide a drug-free, healthy, and safe workplace. To promote this goal, the City complies with the Drug-Free Workplace Act of 1988. Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Any individual who conducts business for the City, is being considered for a position, or is conducting business on City property is covered by the City's drug-free workplace policy.

While performing the job or driving a City vehicle, no employee may use, possess, manufacture, distribute, dispense, sell, have in their possession, or be under the influence of alcohol or illegal drugs. Employees who do so will be severely disciplined, up to and including termination.

The legal use of prescribed drugs is permitted while at work only if it does not impair an employee's ability to effectively perform the essential functions of the job in a safe manner that does not endanger other individuals in the workplace.

The City reserves the right to conduct testing for drugs and/or alcohol under the following circumstances:

Pre-employment:

- After a conditional offer of employment has been made for all benefited positions.
- Department of Transportation (DOT) related non-benefited positions.
- Internal Transfers to safety sensitive positions (per DOT).

Random Testing:

- All employees in “safety sensitive positions.” Jobs within the safety sensitive classification will be identified in the DOT Drug and Alcohol policy, which can be found on the City’s Intranet (The Noodle).

Reasonable Suspicion:

- Reasonable suspicion testing on all employees for drugs and/or alcohol based upon evidence that an employee is using or has used alcohol or other drugs in violation of this policy.

Post-Accident Testing:

- As soon as practicable following an accident while on duty resulting in injury and/or damage to City property, the employee operating the vehicle, machinery, or equipment and any other covered employee whose performance could have contributed to the accident, as determined using the best information available at the time of the decision, may be tested for drugs and alcohol.
 - The affected employee’s supervisor may, at his/her discretion, exempt the employee from testing if facts and circumstances can clearly establish that the employee’s performance did not contribute to the accident.

Results of a drug or alcohol test will be kept confidential, to the extent allowed by law. Should a drug or alcohol test return a failed result, the facility conducting the test will involve a Medical Review Officer (MRO) and s/he will contact the employee or applicant to ensure the legitimacy of the result. This will take place prior to any notification to the City regarding the failed test. A failed drug or alcohol test, or refusal to submit to a drug or alcohol test may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Any application of this policy is subject to the City’s grievance procedures, either through the applicable union contract or Non-Union Guide. Employees with questions or concerns about substance dependency or abuse are encouraged to utilize the resources of the City’s confidential Employee Assistance Program (EAP). They may also wish to discuss these matters with their supervisor/Department Director to receive assistance or referrals to appropriate resources in the community. Employees may find more information about EAP on the City-wide Intranet (*The Noodle*) or by contacting the Human Resources Department.

Reporting Criminal Convictions

Per the Employee Code of Conduct, employees of the City of Rapid City are held to a high standard. Throughout the duration of an employee’s employment with the City, regardless of position

held, employees arrested of a serious crime involving violence, drugs, or dishonesty such as theft or fraud, are required to report the conviction immediately to their supervisor, Department Director or the Human Resources Department. Employees who drive City owned vehicles as part of their job are required to report if they are arrested of Driving Under the Influence or Driving While Intoxicated (DUI/DWI) or other offenses that would affect their ability to legally operate a vehicle. If the City of Rapid City later discovers an arrest that should have been disclosed by an employee, disciplinary action, up to and including termination may occur. If employees have any questions about what convictions are covered by this policy, they should consult with the Human Resources Department.

Tobacco and Smoking

In keeping with the City of Rapid City's policy to provide a safe and healthy work environment, smoking and the use of all tobacco products, including e-cigarettes is prohibited in all City buildings, vehicles and on all City property, except in designated areas. This policy applies equally to all employees, customers, and visitors.

Confidentiality

City employees may have custody of confidential information through physical files or in computer files. All employees should take the steps necessary to keep such information confidential and only make accessible to others on a need-to-know basis. Confidential information includes, but is not limited to; employee medical information, financial history, drug test results, personal leave of absences, disciplinary action, criminal background history, or such other information that is not available to the public by South Dakota law, will be kept separate from other employee information and maintained confidentially. At no time is anyone with access to confidential information allowed to release such information to visitors, other City employees without a need to know, family members, or friends.

Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the City of Rapid City (except as required by law) may be subject to disciplinary action up to and including termination.

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes the framework within which the City of Rapid City will operate. The purpose of this framework is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Department Director or the Human Resources Department for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a close, personal friend or relative as a result of the City of Rapid City's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside organizations. However, if employees have any influence on transactions involving purchases, contracts or leases, it is

imperative that they disclose to a Department Director of the City of Rapid City as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in an organization with which the City of Rapid City does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City of Rapid City.

Should a conflict of interest (or perceived or potential conflict of interest) arise that was not disclosed or handled properly, the involved employee(s) may be subject to disciplinary action.

Outside Employment

Employees who are not bound by an individual employment contract, may hold outside employment as long as they meet the performance standards of their position with the City of Rapid City. All employees will be held to the same performance expectations and will be subject to the City of Rapid City's scheduling demands, regardless of any existing outside work requirements.

Outside employment that constitutes a conflict of interest, as defined in the Conflicts of Interest Policy, is prohibited. Employees may not receive any income or material gain from individuals outside the City of Rapid City for materials produced or services rendered while performing their City jobs.

Multiple Positions with the City

If an employee is seeking additional employment at a position within the City of Rapid City, the employee and the hiring department must seek the advice of Human Resources prior to a job offer being made as there may be implications under the federal Fair Labor Standards Act (FLSA).

If all parties believe that secondary employment with the City is acceptable the employee will be asked to sign an acknowledgment form.

Nepotism (Employment of Relatives) and Personal Relationships

Employment of relatives is permitted; however, generally employees may not directly employ immediate family members, nor use their position to influence their employment. Employees shall not be placed in positions in which they would supervise or are supervised by an immediate family member; or be in a position where immediate family members could affect each other's employment i.e., promotion, salary administration, or other related management or personnel transactions. Should a situation arise where an employee would like to request consideration for an exception to this policy, the request should be directed to Human Resources. All other questions or concerns with this policy should also be directed to Human Resources.

Cooperation with City Investigations

Employees have a general duty to cooperate in good faith with internal investigations conducted by their employer. This will help streamline the process and expedite a fair resolution.

Employees are expected to provide timely and accurate information relevant to the complaint as requested by the investigators. Refusal to assist with internal investigations could lead to incorrect or

incomplete facts during an investigative review. Failure of the employee to cooperate may result in disciplinary action, up to and including termination.

Safety and Security of Employees

Safety

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or who fail to report or where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.

Regardless of significance, all accidents that result in injury while at work, should immediately be reported to an employee's supervisor or Department Director. See the Workers' Compensation section of the Employee Handbook for more information.

Use of Equipment and Vehicles

When using City property, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines. The use of City equipment for any purpose other than conducting appropriate City business is prohibited.

Employees are expected to notify their supervisor/Department Director if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Employees can defer to their supervisor/Department Director for questions regarding the maintenance and care of equipment or vehicles used on the job.

As an employee of the City of Rapid City, it is possible to be provided a vehicle for use in performing City business. This may include taking the vehicle home after normal work hours. All City employees are required to follow all applicable laws when driving for City business.

City employees are prohibited from using City-owned vehicles for personal use or for commuting purposes except as specifically required and authorized by their Department Director. Some exceptions may be made to this policy for employees required to be on call. For further details refer to the City's Travel & Training Policy.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Harassment

It is the City's policy to foster and maintain a positive work environment that is free from harassment. The City will not tolerate harassment of any employee based on the person's race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic as protected by law. Employees who

are the focus of conduct which may violate this policy or employees who observe conduct which may violate this policy should report such conduct immediately to their supervisor or Department Director and the Human Resources Department.

Harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Any conduct that could be deemed as harassing behavior is expressly prohibited by this policy. Prohibited behaviors may include, but are not limited to, the following:

- Written form, electronic communications, and social media such as cartoons, e-mail, text messaging, posters, drawings or photographs; or
- Verbal conduct such as epithets, derogatory comments, slurs or jokes, innuendos, insults; or
- Physical conduct such as unwanted physical contact, threatening behavior, assault, blocking an individual's movements or other negatively-perceived nonverbal conduct.

Sexual harassment is harassment which is based on an individual's gender. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment; or
- Submission or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited. Such conduct includes but is not limited to:

- Written form and social media, such as electronic communications, cartoons, posters, calendars, notes, letters, emails or text messaging; or
- Verbal conduct, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates; or
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging and brushing up against another's body.

This policy applies to all employees, including Department Directors, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, members of the public, or any person who interferes with the working environment of our employees.

Retaliation

The City of Rapid City encourages the prompt reporting of all perceived incidents of discrimination, harassment, complaints, or concerns so that prompt and constructive action can be taken. It is the policy of the City of Rapid City to thoroughly investigate such reports. Any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy will not be tolerated. If the allegations are substantiated, the alleged harasser will be disciplined up to or including termination. Any questions, concerns, or reports of retaliatory behavior should be directed to the Human Resources Department.

Workplace Violence Prevention

The City of Rapid City is committed to preventing workplace violence and to maintaining a safe work environment without intimidation, threats, or violence. Any action deemed inappropriate in the workplace will not be tolerated.

Threats, threatening language, or any other acts of aggression or violence made toward or by another employee, a customer, or a member of the public at any time including off-duty periods, will not be tolerated. For purposes of this policy, a threat includes but is not limited to: any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking, or any other hostile, aggressive, injurious, or destructive action undertaken for the purpose of domination or intimidation.

Procedures for Reporting a Threat

All direct and indirect threats of (or actual acts of) violence, and any suspicious individuals or activities should be reported as soon as possible to law enforcement and the supervisor/Department Director. This includes threats by employees as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible. An employee should not place themselves in danger. If employees see or hear a commotion or disturbance near their work station, they should not attempt to intercede.

The City of Rapid City will promptly and thoroughly investigate all reports of threats of (or actual acts of) violence and suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the City of Rapid City may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual acts of) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. Any questions or concerns in regards to this policy may be directed to the Human Resources Department or the City Attorney's Office.

Patron Conduct Policy

The City of Rapid City maintains the right to regulate its facilities. No patron may engage in offensive conduct at a City facility or in seeking or receiving municipal services as it hinders or prevents City employees from carrying out their professional responsibilities. It is important that City employees address disruptive behavior promptly. If left unaddressed, disruptive behavior may continue to escalate, resulting in negative consequences for the individual as well as others. Offensive conduct may be that of a disruptive, threatening, or violent nature that interferes with the functioning and orderly administration of a City facility or the provision of a municipal service.

If such conduct by a patron occurs, the City employee should promptly locate a supervisor or another member of management to intervene and advise the individual that his/her behavior must stop. If the individual continues, he/she will be asked to leave the City facility or be denied the municipal service. If the patron refuses to comply, the police shall be called to remove the patron from the premises.

Technology

Technology Resource Usage Policy

The following policies define appropriate use of the City of Rapid City network, electronic data transmission & recording equipment, telephone, radio, and other audio/voice communication equipment, computers, all related peripherals, software, electronic communications, and internet access. These policies apply to the access of the City's network and use of computing technology resources at any location, from any device, via wired or wireless connection. All users of City technology resources regardless of employment status are expected to adhere to the City's technology policies.

Access to all networks and related resources require that each user be familiar with these policies and associated work rules. The City authorizes the use of computing and network resources by City staff, contractors, volunteers, and others to carry out legitimate City business. All users of City computing and network resources will do so in an ethical, legal, and responsible manner. All use of technology resources must be consistent with the intent and requirements of all City policies and work rules. Technology resources may not be used to facilitate operation of a personal business.

Technology resources may be used for incidental personal needs as long as such use does not result in additional cost or liability; interfere with business, productivity or performance; pose additional risk to security, reliability or privacy; or conflict with the intent or requirements of any City policy or work rule. Personal usage should generally conform to limits typically associated with personal phone calls. This document does not attempt to address every possible situation that may arise. Etiquette and common sense should be exercised while using City technology resources. This document provides general rules for appropriate use of resources.

Network Usage

The Information Technology Department (ITD) must approve connecting devices to the City's network, with the exception of USB drives used for data transfer.

- Personal software may not be loaded or attached to any City-owned equipment without written authorization by the designated Department Director and by the ITD.
- Intruding or attempting to intrude into any gap in system or network security is prohibited. Providing internal information to others that facilitates their exploitation of a gap in system or network security is prohibited.
- If an employee discovers a gap in system or network security, they should immediately report the information to the Director of IT.

User Accounts

The ITD must authorize all access to City computer systems. Additional authorization by departments and ITD is needed for remote access.

Each user is responsible for establishing and protecting the security of their password. The use of another person's account or attempt to capture another user's password is prohibited. Each user is responsible for restricting unauthorized access to the network by logging out of their computer or locking it when unattended. If an employee discovers unauthorized use of their account, they should notify the ITD immediately.

Monitoring and Employee Privacy

The City owns all data stored on its network and systems (including e-mail, voicemail, and internet usage logs) and reserves the right to inspect and monitor any and all such communications at any time. The City may conduct random and requested audits of employee accounts in order to ensure compliance with policies and requirements, to investigate suspicious activities that could be harmful to the organization, to assist departments in evaluating performance issues and concerns, and to identify productivity or related issues. Prior to viewing the email account of an elected official, there shall first be a determination by the Mayor and either the Council President or Council Vice President that sufficient cause exists to justify viewing the elected official's email account. Internet and email communications may be subject to the rules of discovery in the event of a lawsuit. The City's Internet connection and usage by individuals are monitored. There is no right to privacy in an employee's use of any City technology resources.

Administration, Reporting and Violations of Technology Policies

Department Directors share the responsibility of monitoring appropriate implementation of the policies and requirements regarding technology. Department Directors are responsible for determining any and all disciplinary actions that may stem from violations of these policies and requirements.

Any employee who observes or suspects a violation of these policies and requirements, particularly those that relate to security of the City's network, systems and data, should immediately report these concerns to their designated Department Director and to the ITD.

Violations of these technology policies are subject to disciplinary action as deemed appropriate by the Department Director. Actions that demonstrate a clear disregard for these policies may result in action taken against the technology resource user, up to and including termination of employment, seeking restitution, commencement of civil action, criminal prosecution, or any combination thereof.

Social Media on Behalf of The City of Rapid City

This policy provides guidance for employee use of social media on behalf of The City, which should be broadly understood for purposes of this policy to include blogs, wikis, micro blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to use of social media on behalf of the City of Rapid City.

- Employees should exercise professional judgment and conduct themselves in a manner consistent with all City policies.
- Employees should be aware of the effect their actions may have on their images, as well as the City's image. The information that employees post or publish constitutes a public record.
- Employees should not post material that is inappropriate or harmful to the City or its employees.

Although not an all-inclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialog in a polite manner and seek the advice of a supervisor.

Social media networks, blogs, and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the City Communications Coordinator.

Only authorized employees with valid business purposes are allowed to create, use, and maintain City social media sites. Employees must have approval from management to engage in social media on behalf of the City, including making any representations about the City's services, decisions, or other business activities. The following text is to be placed on all City affiliated social media web sites:

"The purpose of this site is to present matters of public interest in Rapid City, including its many residents, businesses, and visitors. We encourage you to submit your questions, comments, and concerns, but please note this is a moderated online discussion and not a public forum."

Once posted, the City of Rapid City reserves the right to delete unacceptable comments. The following are some examples of unacceptable comments. This list is for illustrative purposes only and is not an exclusive list:

- *Obscene language or content*
- *Offensive comments that target or disparage any ethnic, racial, or religious group*
- *Comments advocating illegal activity*
- *Solicitations of commerce*
- *Comments that infringe on copyrights or trademarks*
- *Confidential or nonpublic information*

Please note that the comments expressed on this site do not reflect the opinions and position of the City of Rapid City government or its administration and employees. If you have any questions concerning the operation of this online moderated discussion site, please contact the Communications Coordinator at (605) 721-6686."

These restrictions do not apply to Elected City Officials.

Cell Phone Usage

As a representative of the City of Rapid City, all phone users are reminded the regular business etiquette employed when speaking from office phones should also be used when conversing on a cell phone for City business. To ensure effective telephone communications, employees should always speak in a courteous and professional manner.

The City of Rapid City may provide cellular telephones to assist employees in communicating with other City employees, the public, and others with whom they conduct business with. Cell phone use is primarily intended for business-related calls. However, occasional, brief personal use is permitted within a reasonable limit.

Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. Texting while driving is prohibited while operating a City vehicle

Compensation

Work Schedules

Work schedules for employees vary throughout the City. Supervisors/Department Directors will advise employees of their individual work schedules. Minimum staffing requirements and operational needs may necessitate variations in shift start and end times, as well as variations in the total hours that may be scheduled each day/week. The standard work-week for 40-hour employees for the purpose of calculating pay and overtime, shall begin at 12:00 AM, Sunday and end at 11:59 PM, Saturday.

Time Records

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the City of Rapid City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all time spent performing job related duties.

Non-exempt (hourly) employees shall be compensated for all time worked. Non-exempt employees are specifically prohibited from performing work “off the clock.” “Off the clock” is defined as performing work without recording the time worked and therefore, not receiving compensation. Any non-exempt employee who is asked to work “off the clock” should report this conduct to the Human Resources Department. If employees have questions regarding what is compensable work, they should contact their Department Director or the Human Resources Department.

Non-exempt employees should work closely with their timekeeper, if applicable to accurately record the time they begin and end their work. Overtime work requires approval before it is performed. Benefited employees must report any time off of work that should be coded as leave (i.e. holiday, vacation, sick time, funeral leave, etc.).

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. It is the employee's responsibility to enter their time records and certify the accuracy of all time recorded. The timekeeper, supervisor, or Department Director will review and approve the time recorded before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes.

Paydays

All employees are paid bi-weekly, on the Friday following the conclusion of the bi-weekly pay period. If such Friday falls on a recognized holiday, employees may be paid prior to the holiday, but not after. All benefited employees will be required to participate in direct deposit of payroll. One bank account may be designated for deposit of payroll. Non-benefited or seasonal employees may choose to setup a direct deposit account or have checks mailed to the address on file with the City Human Resources Department. If there is an email address on file, an itemized pay summary will be emailed to the individual's email account.

An employee's initial paycheck will go through a pre-note process at the bank to verify the routing and account numbers and therefore will not be direct deposited. This initial check will be mailed to the employee's address on file. After the direct deposit account information is verified on the first check, the following checks will be direct deposited. This pre-note process to verify bank account information will also occur if an employee changes the bank information that is on file with the City Human Resources Department.

Employees should review their electronic or physical pay summary every payday. In the unlikely event that there is an error, the employee should promptly bring the discrepancy to the attention of their direct supervisor, timekeeper, or Payroll so that corrections can be made.

Compensation Administration

The City of Rapid City administers fair and consistent pay practices, complies with applicable federal and state laws, takes our commitment to Equal Employment Opportunity seriously, and strives to offer competitive salaries within our labor market. The Human Resources Department is responsible for ensuring the fair administration of City pay practices.

Compensation scales, which list the pay grade and steps for every position in the City of Rapid City, can be found on the City's website. The pay grade is determined by several factors, including but not limited to job evaluations, internal equity reviews, compensation studies, and compensation surveys to collect information on prevailing market compensation and benefit practices. The City of Rapid City periodically reviews its salary administration as necessary. As part of the overall City's compensation administration, step increases and pay matrix adjustments (also referred to as Cost of Living Adjustments (COLAs)) are determined annually or through union contract negotiations.

Employees should bring their pay-related questions or concerns to the attention of their Department Director/supervisor or the Human Resources Department, depending on the nature of the question or concern.

Paid Time Off

Paid Leaves

Benefited employees are provided with paid vacation, holidays, personal holidays, sick leave, short-term disability leave, funeral leave, storm day leave, and jury duty leave. Employees should refer to their applicable union contract or non-union guide for complete details on available paid leaves.

Time Off to Vote

If on an official election day, the employee's work schedule does not allow two (2) consecutive hours to vote during the time the polls are open, the employee will be permitted to take such time away from work for that purpose with pay. The supervisor will specify the time during which the employee may be absent.

Facility Closures/ Inclement Weather/ Disaster Policy

In inclement weather or disaster, it may be necessary to limit City services. In these situations, the Mayor or his official designee, with input from the Department Directors, will make the determination and issue a declaration. Employees may be eligible for snow day leave as stated in their applicable union contract or Non-Union Guide. Employees who are essential to services that must be carried out during inclement weather or disasters may be required to report to work at these times. Essential employees needed will be determined by management.

If an official declaration is not made, employees should consider their own safety and the safety of others when deciding whether to report to work. If it is not possible or advisable (ex: travel is not advised) for

the employee to report to work, departmental absentee procedures should be followed. If inclement weather or disaster (declared or not) prevents an employee from reporting to work or requires the employee to leave work, vacation, personal holiday, or accrued holiday time must be used. There may be an opportunity for flex scheduling during the same work week to make up for hours not worked due to inclement weather or disaster if determined feasible and approved by supervisor. When the options noted above are not possible, leave without pay may be used. However, before placing an exempt employee in a without pay status the supervisor and Department Director should consult with the Human Resources Department.

Benefits

Employee Benefits

The City of Rapid City understands that the health and well-being of its employees and their families are vital to ensuring a strong, productive, and dedicated employee base. As such, the City currently offers a variety of benefits to eligible employees, retirees, and their eligible dependents.

The City contributes toward the cost of certain benefits i.e., retirement if set provisions are met, health insurance, life insurance, Employee Assistance Program (EAP), etc. The City offers additional benefits without cost contribution i.e., dental insurance, vision insurance, AFLAC, etc.

More detailed information regarding benefits can be found by contacting the Human Resources Department or by consulting available benefits guides, plan summaries, and the Health Care and Benefits section of the City Intranet (*The Noodle*). Benefits information is provided to each benefited employee upon hire and is available from the Human Resources Department upon request.

The City conducts an annual open enrollment period which allows employees the opportunity to make changes to their benefits coverage. This change in coverage takes effect on the first of each year following the open enrollment period. Employees may also elect to make changes to their core benefits if they experience a Qualifying Life Event (QLE). A QLE is a change in life or benefit status such as marriage, divorce, birth of a child, loss of other coverage, etc. A complete list of QLEs can be found in the Health Care and Benefits section of the City Intranet (*The Noodle*). Employees should contact the Human Resources Department to update all benefits that may be affected by this life event change. Employees have 30 days from the date of the event to make the changes.

Benefits eligibility is dependent upon employee classification. Full-time and part-time benefited employees are eligible for benefits.

Health Insurance

The City of Rapid City's healthcare plan is self-funded and administered by Wellmark Blue Cross and Blue Shield. The plan provides benefited employees and their dependents access to medical and prescription benefits.

Eligible employees may participate in the healthcare plan subject to all terms and conditions of the agreement between the City of Rapid City and the insurance administrator. Eligible employees obtain coverage on the first of the month following the first day of employment.

Details of the healthcare plan are described in the Summary of Benefits and Coverage (SBC). The SBC has information on cost of coverage and coverage details are provided in advance of enrollment to eligible employees. Contact the Human Resources Department for more information about healthcare benefits.

Dental Insurance

For benefit-eligible employees, the City offers access to group dental insurance through Delta Dental. Premiums are paid 100% by the participant and are deducted from wages on a pre-tax basis.

Vision Insurance

For benefit-eligible employees, the City offers access to group vision insurance through Avesis. Premiums are paid 100% by the participant and are deducted from wages on a pre-tax basis.

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985)

As required by federal law, the City offers COBRA continuation of coverage for health, dental, and vision plans. COBRA is a temporary extension of health, dental, and vision benefits under certain circumstances when coverage would otherwise end.

When applicable, COBRA information will be provided to employees separating from employment with the City. If a qualified life event occurs that may trigger COBRA eligibility, it is the responsibility of the employee to ensure the Human Resources Department is notified in a timely manner in an effort to comply with COBRA notification mandates.

Detailed coverage information may be found in current plan documents and/or by contacting the specific group carrier.

Life Insurance

The City of Rapid City provides a basic life insurance plan for benefited employees. Participation in the life insurance plan for eligible employees is optional and subject to all terms and conditions of the agreement between the City of Rapid City and MetLife Insurance company. The City of Rapid City pays 50% of the premium and the employee pays 50% of the premium for life insurance coverage which offers \$35,000 of Basic Life Insurance and \$35,000 of Accidental Death & Dismemberment (AD&D). Premiums paid for life insurance will be deducted from the employee's paycheck.

Dependent Life Insurance

The City of Rapid City offers the option for employees to purchase dependent life insurance to cover their spouse and/or dependents. The coverage for a spouse is \$10,000 and the coverage for each dependent is \$5,000. The City will pay 50% of the premium and the employee will pay 50%. Premiums paid for dependent life insurance will be deducted from the employee's paycheck.

Flexible Spending Accounts (FSA) Section 125

The City of Rapid City provides a Flexible Spending Account (FSA) that allows employees the option to have pre-tax dollars deducted from their paycheck and contributed into an FSA to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for non-reimbursed healthcare expenses during the plan year. Through the FSA program, taxable income can be lowered without reducing spendable income.

The FSA Plan is governed by Section 125 of the Internal Revenue Code. If participating in the FSA Plan, an employee will designate an amount, up to the amount allowed by the IRS, to be deducted from wages and placed into the account for use in paying for certain health care, dependent care, and adoption-related expenses.

Participation in the Healthcare FSA is determined on an annual basis for the plan year and employees who wish to elect must re-enroll for the Healthcare FSA each plan year during open enrollment.

Eligible expenses must be incurred during the plan year (January 1 through December 31), and all claims for reimbursement must be received on or before March 31 of the following year. There is a grace period of up to two and a half (2.5) extra months to use the money in the FSA. It can allow the FSA to carry over a specified amount per year to use in the following year. If the entire balance of the account is not exhausted by claims for reimbursement submitted before the deadline, the remaining balance in the account that exceeds the rollover limit will be lost. Please contact the Human Resources Department or refer to the Health Care and Benefits section of the City Intranet (*The Noodle*) for more detailed information.

Dependent Care Flexible Spending Account (FSA)

The City of Rapid City provides a Dependent Care Flexible Spending Account (FSA) that allows employees the option to have pre-tax dollars deducted from their paycheck and contributed into a Dependent Care Account. If elected, the employee will be provided with an account that can be used to pay eligible dependent care expenses. Dependents must be under 13 years of age if they are the employee's child(ren), foster child(ren), or ward(s). Additionally, this benefit can be utilized if a spouse or dependent is physically or mentally unable to care for him/herself. Funds may be used for expenses such as preschool, summer day camps, before and after school programs, child or elder daycare, etc. The employee can elect their yearly contributions up to the annual amount allowed, as specified by the IRS.

Participation in the Dependent Care FSA is determined on an annual basis for the plan year. If elected, employees must enroll each plan year during the open enrollment period. Eligible expenses must be incurred during the plan year (January 1 through December 31).

Employees are advised to contact a professional for assistance with tax-related questions. Please contact the Human Resources Department or refer to the Health Care and Benefits section of the City Intranet (*The Noodle*) for more detailed information.

Employee Assistance Program

The City of Rapid City cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. There are times when an employee may need or desire professional assistance and advice.

The Employee Assistance Program (EAP) is a benefit provided to all employees and their immediate family members and offers a variety of resources and access to a broad panel of problem-solving experts. The EAP provides short-term counseling and referrals surrounding addictions, adoption, alcoholism, care consultations, depression, anxiety, family budget, legal issues, prenatal specialists, etc.

Employees can connect to resources via phone by calling 800-779-6125 or through the website www.connectionseap.com using username: **coremp** password: **eap**. The EAP is strictly confidential and is

designed to safeguard privacy rights. Information given to the EAP counselor may be released to someone other than the employee using the service only if approval by the employee is granted in writing.

There is no initial cost for employees to consult with an EAP counselor. If further services are necessary, the EAP counselor will outline services available. The employee may incur some cost through an outside referral and certain services may be covered under the health insurance plan based on eligibility requirements.

Contact the Human Resources Department for more information about Employee Assistance Program benefits.

Health Screenings

The City of Rapid City offers an annual wellness screening benefit to all benefited employees that are covered under the City's health plan. This includes a free basic wellness screening (blood pressure, weight/height/BMI, glucose test, lipid profile/cholesterol test).

The information can be used to assess overall health and well-being. The wellness exam can also be used to obtain the City of Rapid City's Wellness Incentive, as set out below.

Wellness Incentive

City employees are offered an annual incentive for maintaining good health and wellness. If an employee meets the following criteria, they are eligible to receive a \$100.00 Wellness Incentive:

- Must complete 12 months of consecutive service.
- Must be a participant in City of Rapid City healthcare plan.
- Must pass a health screening provided by the City or a personal provider.
- Must submit a completed Wellness Incentive Form and a copy of wellness screening to the Human Resources Department.
- *Sworn Police Officers and Fire Operations employees are excluded.*

Rapid City Parks and Recreation Reduced Passes

The City of Rapid City Parks and Recreation Department offers discounted rates to employees and their immediate family members for use at City facilities such as Aquatics, Ice Arena, and City Golf Courses. Parks & Recreation passes can be paid in full or through payroll deductions. Employees are encouraged to contact the City Parks and Recreation Department for details and to purchase passes.

Nursing Mothers

The City of Rapid City supports breastfeeding mothers by providing appropriate and reasonable arrangements, i.e., space and break times for women wishing to express breast milk for her nursing child for up to one year following the birth. Employees who need assistance in identifying an appropriate space should speak with the Human Resources Department who are available to assist in working with the employee's supervisor to identify accommodations if needed.

Donation of Vacation Hours

Employees who have suffered or face a catastrophic or crisis medical situation or a personal crisis of a severe nature that directly impacts the employee or family, may qualify for the receipt of vacation hours donated by other City employees.

If an employee desires to donate vacation hours, the employee must have sufficient time available in their vacation bank before donation; make the donation on a strictly voluntary basis; and sign and deliver the donation form to their Department Director for the donation.

The recipient employee must have exhausted all personal leave available in order to qualify to receive donation of vacation leave from another City employee. Vacation leave time donated that is in excess of the time off needed will be returned to the donor.

An employee or supervisor may contact their Supervisor, Department Director or the Human Resources Department if they would like to request consideration to receive donated leave.

Educational Loan Program

To recognize that continuing education benefits both the employee and the City and to facilitate such education with minimal hardship to the employee, the City of Rapid City offers a low interest educational loan program to eligible benefited City employees who have met their initial probationary period. All full-time and part-time benefitted employees are eligible for this benefit. If the employee utilizing the benefit is part-time benefitted, the allowed amount that can be borrowed will be pro-rated to the maximum amount allowed for full-time employees.

Eligibility

The expenses must be directly related to an educational program to qualify the employee for an Associate, Baccalaureate, or Postgraduate program in an accredited educational institution or such other college credit that is transferable to one of the South Dakota state-supported colleges, or job-related vocational/technical training.

The employee must provide proof of enrollment in good standing and expenses to equal, or exceed the amount of loan requested to the Human Resources Department and it shall be Human Resources' responsibility to verify that the criteria of this program has been met before approving such requests.

The maximum amount of outstanding loan balance, exclusive of interest, shall be \$5,000 and a 1% simple interest rate will be assessed to the outstanding balance.

A payroll deduction will be established to enable repayment of the outstanding balance, with interest, within 24 months of the date of the loan. If benefited employment is terminated during the term of the loan, the balance shall be due to the City in full on or prior to the employee receiving their final paycheck.

Other Benefits

The City of Rapid City makes additional benefits available through payroll deduction such as AFLAC, United Way contributions, and other approved programs. Contact the Human Resources Department for more information about these programs.

Leaves of Absence

Short-Term Disability

A benefited employee becomes eligible for short-term disability after the employee has completed the first 90 days of employment. Short-term disability may be used for an employee's own personal illness or injury. If an employee will need to be off work for more than 3 consecutive days/shifts and be deemed unable to work from a qualified, licensed medical professional (M.D., P.A, N.P, etc.) they may qualify for this benefit. Short Term Disability is paid at 100% of the employee's regular rate of pay until their individual, accrued bank of time is depleted. Short Term Disability is considered "pay protection" while FMLA is "job protection." If an employee exhausts their FMLA leave, but still has Short Term Disability leave available, it is the Department's decision (with guidance from Human Resources and the City Attorney's Office) to determine if the employee's job can be held open following exhaustion of FMLA. Employees should refer to their applicable union contract or Non-Union Guide for more details on how Short-Term Disability leave is accrued and applied.

To request Short Term Disability Leave, an employee should contact the Human Resources Department. Prior to the time off of work, the employee may be required to provide a doctor's statement specifying the nature of the illness as well as expected time away from the job, which will be the employee's responsibility to provide. If the employee fails to provide the Human Resources Department with the Verification of Disability form that includes the specific date of the disability to the specific date the employee may return to work, payment of the benefit may be rejected or delayed. If the employee has an unexpected absence from the workplace for more than 3 days, the paperwork may be turned in after the incident or illness.

Once proper documentation is provided to the Human Resources Department, they will educate the employee on their short-term disability availability and how to utilize the benefit as determined per the employee's Union Contract or Non-Union Employee Guide.

Long-Term Disability

When a health care provider certifies that the employee is disabled permanently to the extent that the employee is unable to perform the essential functions of the job, with or without reasonable accommodations, the employee may petition the South Dakota Retirement System (SDRS) for disability benefits. This program is administered and governed by SDRS. To apply or if you have questions, contact SDRS directly. No payment of sick leave or short-term disability benefits will be made in such instances unless the appropriate petition has been submitted to the SDRS within 10 days of receipt of the doctor's certification of permanent disability.

Family Medical Leave Act

Basic Leave Entitlement

The City complies with The Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave). To be eligible for absence under the FMLA, the employee must have been continuously employed by the City for a 12-month period immediately preceding the request for absence, and during that 12-month period have worked at least 1,250 hours. Employees taking FMLA leave will be required to use available sick leave, short-term

disability, and/or vacation leave during any FMLA absence. If an employee has no paid leave available, the leave may be taken as unpaid leave.

Reasons for Leave

To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

- the birth of a child or to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care or to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job.

Amount of Leave

An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. The 12-month period will be measured as a rolling 12-month period measured backward from the date an employee uses any leave under this policy.

Eligible spouses who both work for the City of Rapid City may only take a combined total of 12 weeks of leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

Military Caregiver Leave Under FMLA

FMLA for this purpose can be taken to care for a family member who is a current servicemember with a serious illness or injury. An eligible employee can take up to 26 weeks of leave during a single 12-month period. For this military caregiver leave, the city will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Complete details of the FMLA law may be found online at the United States Department of Labor (DOL), Wage and Hour Division website. Please note that the DOL website will always contain the most updated information, including any mandatory legislative changes to benefits and/or eligibility.

To request FMLA leave, employees will need to contact the Human Resources Department. Employees may refer to the FMLA Rights and Responsibilities document located on the employee intranet (*The Noodle*) for more information on leave entitlements, benefits and protections, eligibility requirements, requesting leave, employer responsibilities, and enforcement.

Military Leave

The City of Rapid City is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the City of Rapid City's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment

action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the Human Resources Department.

Eligibility

Employees taking part in a variety of military duties are covered under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including active duty, reserve or National Guard, for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the law, these benefits are generally limited to five cumulative years of leave of absence.

Procedures for Military Leave

Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide the City of Rapid City with notice of the need for leave as far in advance as reasonable under the circumstances. Employee submits their military orders to their Supervisor or directly to the Human Resources Department.

Employees on temporary or extended military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence. If employee chooses to use any paid leave, a request must be submitted to their Manager/Supervisor.

Upon return from military leave, employee must provide military discharge documentation either to their Supervisor or directly to the Human Resources Department.

Benefits

An employee on extended military leave may elect to continue group health insurance coverage for themselves and covered dependents under the same terms and conditions for a period of 30 days. The employee must pay his/her normal premiums directly to the Finance Department. If needed, the employee and covered dependent can elect to continue their benefits past the 30 day period through COBRA for up to 24 months and pay the full premium cost. Employee must elect coverage and make the required payments to the Finance Department to continue coverage.

An employee on extended military leave may elect to continue life/AD&D (employee coverage) while on leave. The employee must arrange for payroll deduction or direct payment of premiums to cover the duration of leave.

Voluntary supplemental life/AD&D (dependent coverage) will terminate the day the employee's military orders specify their start of military leave. The employee may choose to convert to an individual policy to continue voluntary dependent life insurance coverage. To exercise this conversion option, dependents must submit a written application and the first premium payment within 31 days immediately following the termination of coverage.

With respect to South Dakota Retirement System contributions, upon return from leave, a member shall receive credited service for leave of absence due to qualified military service, authorized in advance by the employer, without contribution by the employee or employer if the member returns to the employ of a participating unit within one year from the member's date of discharge from the member's initial period of qualified military service and if the member remains in the employ of a participating unit for at least one year.

Workers' Compensation

The City of Rapid City provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any eligible work-related injury or illness that requires medical, surgical, or hospital treatment.

If injured, no matter how slightly, or an illness is contracted as a result of employment, employees must report the incident to the Supervisor. A written report (First Report of Injury) must be submitted to the City Attorney's Office within three days of the date of injury.

The following steps should be taken in the case of an injury or illness that occurred from work;

- Supervisor is notified. *(In the case of an emergency, please call 911 or get the employee to a hospital before continuing with these instructions).*
- Supervisor and Employee fill out First Report of Injury and send to the City Attorney's Office.
- Supervisor notifies the Human Resources Department.

Employees who require time off for work for a work-related injury may also be eligible for a leave of absence under the City's leave of absence policies. Employees should consult with the Human Resources Department for additional information.

City volunteers will be covered under the following circumstances:

- Requested to perform City work by a duly authorized City Official.
- Notification is given to the appropriate Department Director.
- Coverage has been approved in the official City Council minutes.

Neither the City of Rapid City nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City of Rapid City.

Prior to an employee returning to work following a worker's compensation-related leave of absence, a certification from a health care provider confirming the ability to return to work will be required.

Retirement

South Dakota Retirement System

The City participates in the South Dakota Retirement System (SDRS). SDRS is a 401(a) defined benefit pension plan that provides retirement, survivor, and disability benefits for South Dakota's public employees. Eligible employees and the City share the cost of SDRS retirement benefits by contributing a percentage of an employee's salary to the system. Benefited employees become SDRS members upon hire. SDRS manages and administers the retirement program.

Contributions: Class A members contribute 6% of their gross salary and the City matches 6%. Class B members contribute 8% of their gross salary and the City matches 8%. Contributions are deducted from an employee's paycheck each pay period. SDRS contributions are made on a pre-tax basis, meaning that federal income taxes are not withheld on contributions when they are made to the system. Upon drawing

benefits, payments are taxable. Contribution amounts are set by SDRS and cannot be increased or decreased by an SDRS member.

For complete plan information, employees are encouraged to read through their applicable Class A or Class B Handbook which is available electronically on the SDRS website or request a hard copy from the Human Resources Department.

SDRS and the City encourage employees to learn about benefits available in order to help plan their financial future. SDRS offers a variety of educational outreach programs. As employees work toward retirement, it's encouraged to attend and participate in these no-cost programs to learn more about benefits and financial and retirement planning. SDRS educational workshops are designed to target members at the various stages in their careers and are offered at centralized locations throughout the state. Individual counseling sessions provide members the opportunity to meet with an SDRS retirement planner to discuss their benefits and specific questions.

**Please note that the SDRS website will always contain the most updated plan information, including any mandatory legislative changes to benefits and/or eligibility.*

Retirement Eligibility

The City of Rapid City recognizes employees as “retirement eligible” after meeting specific criteria set forth by The South Dakota Retirement System (SDRS). To be entitled to retirement benefits, an employee must have a minimum of three years of contributory service. Unreduced retirement benefits are available once an employee reaches normal retirement age or meets the requirements for special early retirement. Reduced retirement benefits can be drawn once an employee attains minimum retirement age. No retirement benefits are payable before attaining minimum retirement age.

There are two types of class members, Class A general members and Class B public safety members. Class A and Class B members have two different benefit designs:

- Foundation members: Class A and B members that joined SDRS prior to July 1, 2017
- Generational members: Class A and B members joining SDRS on and after July 1, 2017

Foundation members:

Normal retirement age for Class A members is age 65, age 55 for Class B Public Safety Foundation members. The special early retirement option provides an unreduced benefit when specific combinations of age and credited service are met. Special early retirement is based on the Rule of 85 for Class A members and the Rule of 75 for Class B Public Safety members.

Generational members:

Normal retirement age for Class A members is age 67, age 57 for Class B Public Safety Generational members.

All retirement benefits that do not meet the above criteria for Foundation and Generational members may be payable at a reduced level.

Retirement meeting

Employees considering retirement may request to meet with a member of the Human Resources Department prior to their retirement date. In addition, they may contact Payroll to request an estimation of their final compensation from the City of Rapid City.

It is recommended to follow any applicable planning checklists, including checklists provided by South Dakota Retirement System (SDRS). Once official notification from a department is received regarding an upcoming retirement, a member of the Human Resources Department will schedule a retirement/exit meeting prior to the employee's last scheduled day.

SDRS Special Pay Plan

The SDRS Special Pay Plan (SPP) is an additional retirement plan funded by an eligible employee's special pay (termination pay), which is compensation other than regular salary or wages accumulated by an employee and converted to a lump-sum amount at the employee's termination of employment. Special Pay may include unused vacation leave, unused sick leave, or other lump-sum special pay that is eligible for contribution into the SDRS-SPP. Under the SPP, an eligible member's lump-sum special pay is permanently exempt from Social Security taxes and free from Federal income taxation until the funds are withdrawn from the Plan.

To be eligible for the SDRS-SPP, each of the following provisions must be met:

- An employee who is age 55 or has reached the first day of the calendar month prior to the employee's 55th birthday; and
- An employee who is receiving special pay of \$600 or more.

South Dakota Retirement System Supplemental Retirement Plan

Benefited employees hired on or after April 1, 2014 are eligible for SDRS Supplemental Retirement, (457b) plan immediately upon hire. This plan offers additional opportunities for benefited employees to save for retirement. Benefited employees be automatically enrolled to have the minimum monthly amount deducted from their paycheck and contributed to the plan. An automatically enrolled participant may elect to opt out of the Supplemental Retirement Plan or elect to make changes to the amount they want to contribute after his/her first payroll date by providing written notice to the plan administrator within stated deadline. Pre-tax and post-tax contributions are available. Certain Internal Revenue Service (IRS) guidelines apply.

Refer to the SDRS Supplemental website and/or the Human Resources section of the City Intranet (*The Noodle*) for the most updated plan information, including any mandatory legislative changes to plan benefits, plan design, eligibility and/or contribution limits.

International City/County Management Association (ICMA)

Employees may elect to contribute pre-tax dollars to ICMA-RC Deferred Compensation Retirement Plan (457). The City offers two ICMA plans including FOP Lodge #306491 and Non-FOP #301875. This an additional opportunity for benefited employees to save for retirement. Employees may make tax deferred contributions by payroll deduction to supplemental retirement plans, also known as Deferred Compensation or Section 457 Plans. Certain Internal Revenue Service (IRS) guidelines apply.

Refer to the ICMA plan websites and/or the Human Resources section of the City Intranet (*The Noodle*), for the most updated plan information, including any mandatory legislative changes to plan benefits, plan design, eligibility and/or contribution limits.