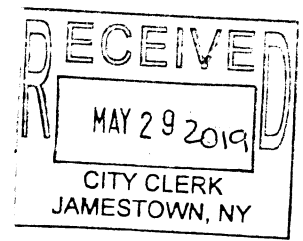


**City of Jamestown
MANAGEMENT EMPLOYEE/OFFICER GUIDELINES**

Effective May 20, 2019



These Management Guidelines are applicable to all City of Jamestown management employees and officers (hereinafter "employees"), except employees working at the Board of Public Utilities and the Department of Development. The benefits outlined will be fully enjoyed by all full-time incumbents in the positions listed below:

Note: If you have any questions about the interpretation or application of these guidelines, please contact the Director of Human Resources.

(This list may be amended subject to the approval of the Mayor.)

Group I

1. Mayor
2. Director of Public Works
3. Director of Parks, Recreation & Conservation
4. Director of Administrative Services/City Clerk
5. City Comptroller
6. Corporation Counsel/Director of Human Resources

Group II

1. Deputy Fire Chief
2. Battalion Fire Chief
3. Police Chief/Director of Public Safety
4. Police Captain

Group III

1. Executive Assistant to the Mayor
2. Legal Secretary
3. Administrative Assistant to the Director of Public Safety
4. Secretary to the Mayor
5. Administrative Assistant (Fire Department)
6. Full Time Court Security Officers

Group IV

1. Part Time Court Security Officers

APPLICABLE PROVISIONS

I. HOURS OF WORK

Employees in Groups I and II, by the nature of their positions, are expected to work more than the normal hours of their department. Consequently, subject to the approval of their direct administrative supervisor, employees, with the exception of the Mayor, shall be allowed to take off small periods of time, up to a day but not multiple workdays consecutively, without regard to the vacation or sick leave guidelines. The Human Resources Office will be responsible for maintaining a record of all time off.

Employees in Group III shall receive compensatory time off, subject to the prior approval of their direct administrative supervisor, rather than pay at straight time for all hours worked between the regular 37½ and 40 hours in the work week. The use of all compensatory time off shall occur with the prior approval of the employee's direct administrative supervisor.

All hours worked in excess of forty hours in a work week must be approved, in advance, by the employee's direct administrative supervisor and shall be paid at the rate of one and one half (1 ½) times their normal rate of pay.

Compensatory time off and overtime shall be recorded on the employee's time sheet and forwarded to the Human Resources Office on a bi-weekly basis. All compensatory time off accrued, as well as the use of that time off, must also be forwarded to the Human Resources Office.

II. SALARY RANGE; PERFORMANCE REVIEWS

Effective June, 2007, pursuant to City Council resolution 200607A10, employees covered by these Management Guidelines with the exception of the Mayor and Group II employees shall no longer be subject to a salary schedule, but shall instead have a salary range for their position. The Mayor shall conduct a performance review of each employee covered by these Guidelines on an annual basis. During the budget review process, the City Council shall include adjustments to the respective salary range and determine a maximum salary increase percentage for these employees. Upon the Mayor's completion of the performance reviews for said employees, he shall determine salary adjustments that are appropriate and commensurate with each employee's job performance and professional development. At the conclusion of said salary review process the Mayor shall report to City Council members all salary adjustments granted.

III. WAGES

Attached hereto and made a part hereof is the Salary Range for employees covered by these guidelines.

Employees in Group II shall receive salary raises in one of the following manners:

- a) The dollar equivalent of any wage increase enjoyed by the highest paid member of the uniformed bargaining unit which the employee supervises, or
- b) The wage increase provided to management employees, pursuant to City Council resolution.

Employees in Group II shall receive the greater of the foregoing wage increases; however, in no circumstances will employees in Group II receive both of the foregoing wage increases during the course of one year.

IV. TIME MANAGEMENT

In the interest of effective time management, each department will be expected to keep a record of days worked and days off for its employees. This record shall be forwarded to the Human Resources office on no less than a monthly basis.

V. ABSENCES FROM WORK

Employees shall report their personal absences from work to the person designated in charge of the department in their absence.

For periods of extended absence, a notice designating the official "person in charge" and dates of absence should be circulated throughout the management staff.

VI. VACATION

Employees (with the exception of the Mayor) in Groups I, II and III will accrue official vacation time under the following guidelines:

1. Vacation will be accrued monthly on a pro-rated basis.
 - (a) 1/12 of the total yearly vacation earned will be accrued each month.
2. Vacation will be accrued starting on the first day of employment.
3. The most recent employment anniversary date will be used to determine the amount of vacation accrued.
4. Group I and II:

<u>Length of Service</u>	<u>Vacation Earned</u>
During 1 st Year	10 days
2 nd Year	15 days
5-9 Years	18 days
10-14 Years	24 days
15-19 Years	26 days
20-24 Years	29 days
25 Years and Over	30 days

5. Group III

<u>Length of Service</u>	<u>Vacation Earned</u>
1 Year	5 days
2 – 3 Years	10 days
4 – 9 Years	15 days
10-14 Years	22 days
15-19 Years	24 days
20-24 Years	26 days
25 Years and Over	28 days

6. Group IV (Part-Time Court Security Officers hired prior to January 1, 2019. Part-time Court Security Officers hired after January 1, 2019 will not be eligible to accrue vacation time.)

<u>Length of Service</u>	<u>Vacation Earned</u>
1-4 Years	6 days
5-10 Years	8 days
10-14 Years	11 days
15-19 Years	12 days
20 Years and Over	15 days

7. A day of vacation shall be considered a normal day of work.
8. It is intended that employees in Groups I, II and III take their yearly vacation allotment during the anniversary year in which it is made available. In instances where circumstances

have precluded the use of the full allotment, balances up to a maximum of one (1) week may be carried over to the next year with the Director of Human Resources written approval. Department heads must have the Mayor's written approval.

9. Employees in Groups I, II and III who have earned at least three (3) weeks of vacation may elect to sell back to the City up to ten (10) days of their allotted vacation at straight time each year. Approval to do so must be given by the employee's immediate supervisor, the Director of Human Resources or the Mayor. At least one pay period of advance notice shall be given to the Human Resources Office. Vacation time sold back must be vacation time already earned.
10. No more than two weeks' vacation may be taken immediately prior to resignation or retirement. This may be used in conjunction with the sell-back provision above.

VII. PERSONAL LEAVE

All employees in Group III shall be granted two (2) days of personal leave during the calendar year. New employees will be granted two (2) days of personal leave after twelve (12) months of service. Personal days cannot be carried over from year to year, nor can personal days be cashed in at time of resignation or retirement.

VIII. BEREAVEMENT LEAVE

In the event of a death in the immediate family, an employee shall be granted a leave of absence with pay for up to three (3) days as a Funeral Leave. For this purpose, the immediate family shall mean: spouse, mother, father, brother, sister, children (own or step-children), mother-in-law and father-in-law.

One (1) day leave of absence with pay shall be granted for the death of grandchildren, grandparents, step-parents, aunts, uncles and all other in-laws.

IX. SICK LEAVE

All employees (with the exception of the Mayor) are entitled to sick leave with pay. Accumulation of sick leave will begin after the first full completed calendar month. Sick leave shall accrue at the rate of one (1) day per calendar month of service.

For Group IV employees hired before January 1, 2019, sick leave shall accrue at the rate of one-half (1/2) day each calendar month of service. Group IV employees hired after January 1, 2019 are not eligible to accrue sick leave.

Sick leave shall be cumulative. Each employee shall be entitled to take all accumulations of sick leave with pay as above-provided, but not to exceed two hundred (200) workdays (based on that employee's normal work day) at the time of his or her retirement from City service.

For all purposes within these Guidelines, "Retirement from City service" shall mean that the individual has applied for retirement, has a date certain when he/she will begin collecting his/her retirement benefits from the New York State Retirement System, and has provided to the Human Resources Office a copy of signed and notarized Form RS 6037 or equivalent proof that they have applied for retirement.

X. HOLIDAYS

The following are considered holidays for employees:

New Years Day
Martin Luther King Day

Columbus Day
Veteran's Day

President's Day
Good Friday
Memorial Day
Independence Day
Labor Day

Thanksgiving Day
Day After Thanksgiving Day
Christmas Eve day
Christmas Day
½ day New Years Eve

If any of the above holidays fall on a Saturday, the preceding Friday (and not such Saturday) shall be observed as the holiday.

If any of the above holidays fall on a Sunday, the following Monday (and not such Sunday) shall be observed as the holiday.

XI. LEAVES OF ABSENCE

The Director of Human Resources may grant to employees, based on his or her discretion, unpaid leaves of absence without loss of benefits. Time on leave will be treated the same as time worked for purpose of benefits. The following guidelines shall be generally followed:

1. Personal illness (in excess of accumulated sick leave) – six (6) months, with possible extension;
2. Maternity (in addition to applicable Disability and New York State Paid Family Leave time) – three (3) months;
3. Education and Professional – one (1) year;
4. Personal Reasons – to be determined by the Director of Human Resources and department head and/or Mayor.

XII. JURY DUTY

Employees shall be entitled to their usual salary for the days they serve as a juror or are subpoenaed as a witness in any court. If Jury Duty is not required for a full workday, the employee is expected to report to work.

ADDITIONAL BENEFITS

Health Care Insurance

All employees shall be covered under the hospitalization, medical, dental, vision and prescription insurance programs of the City of Jamestown. These benefits are outlined fully in a Summary Plan Document available in the Human Resources Office or the Insurance Office. Employees become eligible for coverage on the first day of the month following thirty (30) days of service.

All employees will be expected to make a monthly contribution toward their medical and dental insurance program. The contribution level for part-time employees in Group IV shall be double that of the full-time employee. Deductions for medical and dental coverage will be pre-tax deductions unless so designated by the employee.

Effective January 1, 2014, a voluntary Health and Wellness Program (the "Good Life Program") went into effect. Effective January 1, 2017, all active employees or employees who retire from City service (hereinafter "retirees") who participate in the Good Life Program shall pay a premium of 20% of the cost of healthcare coverage effective for the duration of the calendar year. Active employees or retirees who elect not to participate or fail to complete the steps within the required time frames as

outlined in Appendix A shall pay a premium of 27% of the cost of healthcare coverage effective for the duration of the calendar year.

Paid Health Insurance at Retirement

Effective January 1, 1987, retirees will be eligible for continuance of the same health, dental, vision and prescription drug insurance plans received as an active employee provided that they continue to pay to the City of Jamestown in advance of the premium due date the same amount toward premiums as active employees. In accordance with the above provision, effective January 1, 2002, all retirees will pay an amount equivalent to the amount of the monthly health insurance premium paid by active employees. After the date of retirement, a retiree may not add dependents (i.e., spouse, children, step-children), or add coverage without the approval of the Insurance Committee.

All employees hired after January 1, 2019, will be eligible for continuation of health insurance benefits upon retirement from City service only until the date they become eligible for Medicare benefits.

Effective January 1, 2017, all employees and retirees will pay the following deductibles and prescription co-pays:

Deductibles: Effective January 1, 2017:

Individual	\$200.00
Family	\$400.00

Co-Pays: Effective January 1, 2017, prescription co-pays will be as follows:

Generic	\$7.00
Formulary	\$35.00
Non-formulary	\$50.00

The cost for a maintenance drug (60-day supply) prescription will be one and one-half (1½) times the above amounts.

The cost for a mail order prescription (90-day supply) will be two (2) times the above amounts.

NOTE: Formulary and non-formulary are the industry terms used to describe prescription lists. Existing lists are updated continuously based on the availability of generics and new drug entities. A committee, assembled by the City's third-party pharmacy administrator, whose members include clinical pharmacists, physicians of various specialties, nurse practitioners, and physician assistants, meet quarterly to review and discuss the composition of the existing lists. The formulary and non-formulary lists are updated based on these quarterly reviews and based on current industry standards.

Upon the death of a retiree, the spouse may continue coverage until death or remarriage provided the retiree's share of premiums continue to be paid. If a retiree is covered by another health insurance plan, they will be eligible for coverage under the City plan only to the extent of supplemental coverage for such other plan. In the event such other health and/or dental insurance coverage through Medicaid, Medicare or Veteran's Administration shall be involuntarily discontinued, an eligible retiree or his/her eligible spouse may, upon request, be restored to the benefits herein provided.

An employee eligible for reinstatement to the City's health and dental plans as above stated shall be reinstated to such plans by the City on the first day of the month following notification that the retiree wishes to have his/her participation reinstated.

LONGEVITY

Longevity allowance shall be paid to all eligible employees with the exception of the Mayor in accordance with the following schedule:

For Groups I, II, and III:

\$700.00 after five (5) years continuous service;
\$1000.00 after ten (10) years continuous service;
\$1300.00 after fifteen (15) years continuous service;
\$1500.00 after twenty (20) years continuous service;
\$1700.00 after twenty-five (25) years continuous service.

Group IV (Part-Time Court Security Officers hired prior to January 1, 2019. Part-Time Court Security Officers hired after January 1, 2019 will not be eligible for longevity allowance):

\$350.00 after five (5) years continuous service;
\$500.00 after ten (10) years continuous service;
\$600.00 after fifteen (15) years continuous service;
\$800.00 after twenty (20) years continuous service;
\$900.00 after twenty-five (25) years continuous service.

RETIREMENT

Effective January 1, 1994, the City agrees to pay each retiring employee a retirement longevity of \$100.00 per bi-weekly pay for twenty-six (26) equal payments or a lump sum in the employee's final check. To qualify, the employee must give one (1) year advance notice of his/her intent to retire. Applications on less than one (1) year's notice must be approved by the Director of Human Resources. In either case, the employee must have completed at least ten (10) years of continuous service with the City, and must end employment with the City no more than fifty-two (52) weeks after longevity payments commence.

TERMINATION OF EMPLOYMENT; BENEFITS

Upon termination of employment through no fault or cause of the terminated employee, e.g. permanent layoff, abolition of position, or failure to be re-appointed such employee shall receive a pro-rated amount of earned benefits due them at their time of termination. Such employee shall be paid at the time of his or her leaving the City's service, an amount equal to 40 percent of the value of a maximum of 200 days of such officer or employee's unused accumulated sick time as of the date of termination, or two weeks' salary, whichever is greater.

PROFESSIONAL CONDUCT

All employees will be expected to conduct themselves in a professional manner at all times.

CONFIDENTIALITY

All City business matters and information concerning the City and its employees should be considered confidential.

EMPLOYEE PRIVACY

The City recognizes each employee's right to privacy. To achieve this goal, the City has adopted the following principals:

1. The City will request only that information required for business or legal purposes.
2. The City will protect the confidentiality of all personal information in its records.
3. The City will limit the availability of personal information to those City officials with a business "need to know".
4. The City will refuse to release information to outside sources without the employee's written approval.
5. The City will require each employee involved in record-keeping to adhere to these policies and practices, and violations will result in disciplinary action.

(See Appendix for "Employee Privacy Policy" in its entirety.)

DRESS CODE

Employees are expected to maintain a professional appearance at all times. Managers whose departments have adopted dress codes should set a good example by adhering to the dress code.

RESIGNATION

Employees will be expected to provide at least one (1) month's written notice prior to any resignation.

PROFESSIONAL GROWTH

Performance Appraisal

Performance appraisal is integral in the development of all employees. Effective use of performance appraisal program will be expected of each department head on an annual basis.

Seminars & Conferences

Requests to attend seminars and conferences should be presented to the immediate supervisor as far in advance as possible. At least one month is generally required since all requests must ultimately be approved by City Council. Contact the Human Resources Office for the appropriate forms.

Tuition Reimbursement

The City will reimburse employees for certain job-related college course work. For a full description of the "Tuition Reimbursement", see the Appendix.

Professional Affiliations

Employees are encouraged to join and actively participate in job related professional organizations. Membership dues in these organizations will be paid by the City subject to the approval of the immediate supervisor.

Pre-Employment Physical Examination

A pre-employment physical examination with satisfactory results is a condition of permanent employment. Such an examination is performed at no charge to the employee.

Employee Injury

All employees injured on the job must abide by the following procedures:

1. Contact the supervisor immediately
2. If emergency treatment is necessary:
 - (a) Employee must obtain a copy of the "Incident Report Form"
 - (b) Employee reports to the Emergency Department for treatment;
 - (c) After treatment, the employee and an Emergency Department representative will complete the appropriate section of the Incident Report Form;
 - (d) The employee will return the Incident Report Form to his/her supervisor, who will follow 3(a) to 3(c) below.
3. If emergency treatment is not necessary, the supervisor will follow the following procedure:
 - (a) The supervisor completes the appropriate section of the Incident Report Form;
 - (b) The supervisor completes the "Supervisory Investigation Report";
 - (c) The supervisor will then forward the report to the Human Resources Office for review and processing.

NOTE: We are required to keep an up-to-date informative log regarding all employee accidents. Failure to submit reports could result in serious problems for both the City and the department head. Also, delays in the above procedure will result in delayed Worker's Compensation benefits for employees.

Fire, Emergencies & Disasters

Each department should have at least one copy of the City of Jamestown Emergency Preparedness Manual. It is imperative that each employee read and be totally familiar with the plans outlined in the manual.

GENERAL INFORMATION

Civil Service

All City employees are covered by and subject to the rules and regulations of Civil Service. These rules and regulations are implemented in the City through the Human Resources Office and are administered by the Chautauqua County Civil Service Commission. Any questions regarding Civil Service should be directed to the Human Resources Office or the Chautauqua County Civil Service Commission.

Unions

The City of Jamestown currently has six (6) separate and distinct employee bargaining units. It is very important that department heads and managerial employees become familiar with the labor agreement(s) for their area of responsibility. Any questions related to these agreements should be directed to the Director of Human Resources.

Reimbursement for Expenses

The City will reimburse employees for pre-authorized expenses. Forms are available for this purpose from the Finance Office.

Changes in Personal Data

All employees must contact the Human Resources Office in the event of any change in name, address, phone number, marital status or number of children at least one week prior to a new payroll period so this information can be updated on the computer. Failure to notify the Personnel Office of any change may result in nonpayment of claims, suspension and/or termination of benefits.

Retirement Information

Employees Retirement System:

The City participates in the New York State & Local Retirement System, offering contributory Plan A14 for Tier III employees and contributory Plan A15 for Tiers IV, V and VI employees. Employees in Tiers III, IV and V receive the 41J Sick Leave option and employees in Tier VI receive the 41J1 Sick Leave option.

Police & Fire Retirement System:

The City participates in the New York State Police & Fire Retirement System, offering 20 Year non-contributory Plan 384-D for Tier II employees and 20 Year contributory Plan 384-D for Tiers V and VI employees.

APPENDIX I

EMPLOYEE PRIVACY POLICY

The City of Jamestown recognizes each employee's right to privacy. To achieve this goal, the City has adopted the following principals:

1. The City will request only that information required for business or legal purposes.
2. The City will protect the confidentiality of all personal information in its records.
3. The City will limit the availability of personal information to those City officials with a business "need to know".
4. The City will refuse to release information to outside sources without the employee's written approval.
5. The City will require each employee involved in record keeping to adhere to these policies and practices, and violations will result in disciplinary action.

Maintenance of Records

All official employee records will be maintained exclusively in the Human Resources Office. The Human Resources Office will periodically review each employee file. Information deemed by the Director of Human Resources to be either inappropriate or outdated will be destroyed.

Departmental Files

Upon approval of the Director of Human Resources, Department Heads may maintain confidential files limited to the following:

1. Attendance records;
2. Copies of performance evaluations;
3. Information relating to an employees job performance;
4. Information which is necessary for the proper functions of the department.

Departmental files must be transferred to the Human Resources Office when the employee transfers or terminates employment with the City.

Access to Employee Records

Access to employee records is restricted to the following:

1. Human Resources Office employee(s) with a business "need to know";
2. The director supervisor or department head of an individual employee with a business "need to know".

Disclosure of Employee Information

All requests for information about current or former employees must be referred to the Director of Human Resources. The Director of Human Resources will, upon receipt of an authorization signed by the employee, disclose to prospective employers dates of employment, final title or position and department. With the employee's permission, the Director of Human Resources may give a more detail employment and salary history.

For Law Enforcement

Specifically requested information will be provided upon receipt of duly authorized and properly executed judicial orders and subpoenas. However, a copy of such order or subpoena must be obtained and placed in the employee file and approval must be obtained from the Director of Human Resources (or an official designee in his/her absence) prior to the release. The City need not inform an employee that personal information has been disclosed to a law enforcement agencies if it concerns an investigation into the employee's on-the-job conduct, especially when an employee's actions endanger other employees or City security and/or property.

To Others

Prior authorization from the employee will be required before personal data, including verification of employment, will be disclosed to an outside source.

APPENDIX II

TUITION REIMBURSEMENT

City of Jamestown Tuition Reimbursement Policy

The intention of this policy is to allow full-time employees to receive reimbursement for job related courses at an accredited institution of higher education. It is the policy of the Council to require advance application by the employee and advance approval by the Council. This approval will have the affect of affirming the relationship of the course to the job. It is the policy that only tuition and/or laboratory fees will be covered; and it will only be reimbursed upon satisfactory completion of the course (grade "C" or better) and certification by the employee that no other form of tuition reimbursement has been or will be received, and that if it is received, the City's reimbursement will be repaid.

The following elements of this policy apply:

1. Employee will make application to his department head requesting approval for attendance, as part of his duties, at a specified course at an accredited institution of higher education.
2. Application will include the name of the course, the institution, the time and dates of its scheduling, and the amount of tuition.
3. The application will describe the relationship of the course to the individual's job and will briefly describe the skills, knowledge and capabilities expected to be acquired from attendance at the course.
4. The applicant states that he will attend the course during off-duty hours and make no claim on the City, as his employer, for wages, benefits, travel expenses, books or student fees or any other expenses other than tuition and/or laboratory fees incidental to his/her attendance at the course.
5. Applicant will certify that he does not expect tuition assistance from any other source and will not apply for any; and if any other tuition reimbursement or related educational aid is received based on attendance at that course, he will repay the City's payment to him/her promptly.
6. Applicant understands that payment will be made upon satisfactory completion of the course with a "C" average or better and submission of a transcript with the voucher requesting reimbursement.
7. Applications will be forwarded to the department head for his/her recommendation and from the department head to the Finance Committee for recommendation to the Council to be approved prior to the opening of classes for the course.

APPLICATION FOR TUITION AUTHORIZATION AND REIMBURSEMENT¹

Name: _____ Department _____

Position Title _____ Date of Employment _____

Home Address _____ Phone _____

Work Shift _____

Degree of Education Level Presently _____

Course Title(s) and No.(s) _____

Credit Hours _____ Tuition Amount _____

College or University _____

Address _____

Times/Dates Offered _____

Relationship to job _____

Briefly describe skills, knowledge, capabilities to be acquired: _____

I hereby apply for authorization to attend the above listed job related course with tuition reimbursement and/or laboratory fee reimbursement to be applied for upon submission of evidence of satisfactory completion (grade "C" or better) of the course. I will attend the classes during off-duty hours and will make no claim upon the City for wages, benefits, and travel expenses, books or fees incidental to my participation in this course. I certify that I will not apply for educational assistance under any other program for attendance at this course(s), and, if any assistance is received, I will promptly repay the City's tuition payment. I understand that specific approval must be received from the City Council prior to the start of the classes.

Date: _____
Employee's Signature

Date _____
Department Head Approval

Finance Committee Approval Date _____

Council Resolution _____

¹ Revised: 7/11/83, 5/1/87, 3/1/88, 11/14/01, 7/1/08

CITY OF JAMESTOWN
DEPARTMENT HEAD AND EXEMPT EMPLOYEE SALARY SCHEDULES

<u>Title</u>			<u>Base Salary</u>				<u>Upper Range</u>
Director of Public Works			73,431.00				103,736.00
Director of Administrative Services			59,147.00				84,166.00
City Comptroller			69,934.00				103,387.00
Corporation Counsel/Director of Human Resources			76,928.00				105,076.00
Executive Assistant to the Mayor			36,132.00				51,285.00
Legal Secretary			37,298.00				51,112.00
Administrative Assistant to the Director of Public Safety			35,386.00				47,206.00
Secretary to the Mayor			34,969.00				50,120.00
Department Secretary (Fire Department)			25,643.00				36,132.00
Full Time Court Security Officers			31.85/hour				
Part-time Court Security Officers			19.83/hour				
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	
Police Chief/Director of Public Safety	86,853	89,111	91,463	93,312	94,464	99,121	
Police Captain	82,433	84,506	86,725	88,014	91,163	93,503	
Deputy Fire Chief	84,060	86,574	89,193	91,921	94,763	98,315	
Battalion Fire Chief	75,892	77,901	79,990	82,164	84,424	86,775	

APPENDIX A: HEALTH AND WELLNESS PROGRAM