

# City of Green River City Council Workshop Agenda Documentation

Preparation Date: August 3, 2011	Department: Public Works
Meeting Date: August 9, 2011	Department Head: Mike Nelson
	Presenter: Mike Nelson

**Subject: Jamestown/Rio Vista Water and Sewer District Emergency Action Plan**

**Purpose Statement:** Jamestown Presentation of the Action Plan in the event of water system failure

**Background/Alternatives:** Jamestown has prepared an Emergency Action Plan involving assistance from the City of Green River. The intent is for a mutual aid Agreement to be entered into between Jamestown and Green River.

**Attachments:**

Jamestown/Rio Vista Emergency Action Plan

**Fiscal Impact:** Not applicable

**Staff Impact:** Minimal

**Legal Review:** Not applicable

Received  
4/13/11

# EMERGENCY ACTION PLAN

## JAMESTOWN / RIO VISTA WATER AND SEWER DISTRICT

April 2011

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EMERGENCY ACTION PLAN  
JAMESTOWN / RIO VISTA WATER AND SEWER DISTRICT

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## 1 INTRODUCTION

The Jamestown / Rio Vista Water and Sewer District located in Southwest Wyoming operates a water system with approximately 200 water users. The system was constructed in 1982 and consists of a treatment plant drawing water from the Green River, a 200,000 gallon steel storage reservoir, and a distribution system.

The water system is in need of major repair and improvement. At this time the District is in beginning stages of securing funding to perform a project that will abandon the water treatment plant and connect the system to the Rock Springs / Green River Joint Powers Board treatment plant located approximately 2.5 miles southeast of Jamestown in Green River.

The purpose of this Emergency Action Plan is to provide a document to guide the board in the event of a major system failure prior to the new improvements being made. This plan presents the information necessary to construct a temporary water supply line from Jamestown to the nearest City of Green River waterline. This plan presents emergency contacts, discusses how to contact water users and what water restrictions will be necessary, presents a schedule for enacting the plan and lays out a conceptual level construction plan. This plan does not contain the level of detail that is typically required to obtain permits for construction (full design and specifications). However, enough information is presented to allow the necessary clearances from affected agencies to be obtained in an emergency situation.

**This plan addresses a major system failure that deals with the District's ability to produce and supply water.** A storage failure is not addressed in this plan. Possible failures that are addressed by this plan include:

- Major intake structure failure,
- Complete treatment plant failure, and/or
- The inability of the operator to perform his duties

## 2 EMERGENCY CRITERIA

Over the last 30 years, it has been the experience of the District that all treatment plant related failures have been repairable within a reasonable amount of time. However, in an emergency situation the operator and board members should meet and decide whether or not to enact this plan based on the following considerations:

- If a repair of the system will take more than 14 days the plan should be enacted.
- If the temperature is expected to be below 25° F during construction and start-up of the new line then the plan should not be enacted and all necessary means should be used to repair the existing system.

### 3 CONTACT INFORMATION

#### 3.1 District Board Members and Personnel

Water Operator	Mike Boling	307-870-5448
Backup Water Operator	James Reinard	307-870-8021
Secretary	Danna	307-875-0163
President of the Board	Dave Shillcox	307-875-9132 307-707-9132 (cell)
Board Member	Kael Jaspersen	307-875-9205
Board Member	Rafe Lamb	307-875-3592
Board Member	Robert Cudney	307-875-5027
Board Member	Gay Collar	307-875-5339

#### 3.2 Agency Contacts

Sheriff's Office	Dispatcher	307-872-6350
Sweetwater County Emergency Management		307-922-5370
Joint Powers Water Board	Brian Seppie	307-870-5740
City of Green River	Mike Nelson Police Department	307-872-0532 307-872-0555
Wyoming DEQ	Mark Baron	317-335-6962
WYDOT	Tory Thomas	307-352-3000
EPA		800-227-8917
National Guard		307-362-3575

#### 3.3 Contractors

Jackman Construction	Len Jackman	307-382-4051 307-297-0006 (cell)
Roger's Excavation	Roger Lundgren	307-870-6329
Longhorn Construction	Don Harman	307-875-2232

#### 3.4 Suppliers

Waterworks Industries, Casper	Pipe, Valves, Fittings	307-265-9566
Ferguson Water Works, SLC	Pipe, Valves, Fittings	801-956-3600
WR White Supply, SLC	Pipe, Valves, Fittings	801-282-4400
Zurich Transfer	Potable Water Trucking	307-362-3622

#### 4 EMERGENCY PLAN SCHEDULE

See attached schedule.

#### 5 WATER USE ESTIMATES, TRUCKING REQUIREMENTS, RESTRICTIONS

Two water use scenarios exist within this plan, 1) water use in the District if water is being trucked in, 2) water use in the district after the supply from Green River is in place.

##### 5.1 Water Use During Trucking

Level of service: Water use limited to indoor use from 6:00 – 8:00 A.M., 11 A.M. to 1:00 P.M. and 5:00 – 11:00 P.M.

Water Use Estimate: 50,000 gallons per day  
(based on operator experience and recommendations)

Number of trucks per day: 9  
(based on 6,000 gal. per truck for a tanker with a pup)

##### 5.2 Water Use with Supply Line from Green River

Level of service: Indoor use only

Water Use Estimate: 125,000 gal. (210 gal/capita/day)  
(based on historical winter use, times 1.5)

##### 5.3 Water Use Restrictions and Enforcement

During an emergency water should be restricted according to the level of service described above. Until the temporary water supply line is in service, bottled water should be provided by the District and available at a convenient location. The District could solicit volunteers to manage the distribution of bottled water, possibly at a location other than the district office or shop in order to avoid congestion and distraction from other emergency activities.

The District should keep the Sheriff's office apprised of the water restrictions and ask that patrol officers keep an eye out for violations.

## 6 CONTACTING WATER USERS

In an emergency, water users should be contacted immediately and kept informed during the process. The following method should be used:

### Initial Contact:

- Door-to-door with flyer
- Radio
- Reverse 911

\*(door-to-door performed by District staff and volunteers, i.e. search and rescue, boy scouts)

### Continuing Contact:

- Social Media (i.e. facebook)
- Flyers
- Radio
- Mailers

## 7 DESIGN AND CONSTRUCTION

See the attached Figure 1 showing the supply line from Green River to Jamestown. The new 4" HDPE supply line will connect to the Green River system at the furthest west Green River fire hydrant on the south side of Hwy 374 at the location shown on the figure. A 2" turbo type meter will be plumbed into the connection fittings. A 4" gatevalve and 4" PRV will be located near the hydrant connection and will be enclosed in a 5' diameter manhole cone section with a lid. Because the waterline will be on the surface, notches will be cut in the cone section to fit over the waterline. The waterline will run westward on the south side of Hwy 374 (within the highway right-of-way) to a point on the Jamestown system shown in Figure 1.

On the Jamestown side, the waterline will be connected to the existing 4" PVC line shown in the figure. The 4" PVC line will be intersected and a tee will be installed using a transition coupling. A gate valve will be installed on the leg of the tee connected to the HDPE line. A 1" air relief valve will be installed on the 4" HDPE line at the highest spot along the line, as determined in the field during installation.

### 7.1 Design Criteria

#### Pressures and Elevations

Pressure at Green River Hydrant:	109 psi
Elevation at Green River Hydrant:	6184 ft
Pressure at Jamestown Connection:	80 psi
Elevation at Jamestown Connection:	6090 ft
Jamestown Tank Elevation:	6284 ft

### Required Flow Rate

For 125,000 gallons/day delivered over a 12-hr period, the flow rate is 174 gpm

### Pressure Losses

At 174 gpm: Pressure losses = 55 psi  
Pressure at Jamestown connection = 95 psi

At 0 gpm: Pressure losses = 0 psi  
Pressure at Jamestown connection = 150 psi

### PRV Design

PRV must be capable of reducing pressures from 109 psi to 39 psi (70 psi drop) and be sized for flows up to 174 gpm.

### Meter Design

A 2" inch turbo style water meter will work for this application. Typical 2" meters are rated up to 250 gpm. Pressure losses at 174 gpm (design flow for this line) are typically around 5 psi.

## 8 SYSTEM OPERATION

The existing blowoff hydrants located on the 6" and 4" Jamestown waterlines near the connection point with the new supply line (see Figure 1) can be used to flush the new line during disinfection and start-up.

The PRV will be adjusted to maintain the water level in the tank. As the tank level drops, and pressure in the system is reduced, the PRV will open up to provide water to the system. As the water level in the tank increases back to the set point, the PRV will close slightly to maintain this set level. In this way, the PRV will work based on the hydraulics of the system to keep the tank topped off.

Jamestown / Rio Vista Water and Sewer District  
 Emergency Action Plan Schedule

Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Emergency Analysis/Decision Making																				
Contacting Water Users																				
Contacting Agencies Involved																				
Agency Approval/Permitting																				
Providing Bottled Water																				
Trucking in Water																				
Contacting Contractors and Suppliers																				
Contractor Mobilization																				
New Supply Line Construction																				
Supply Line Disinfection and Testing																				

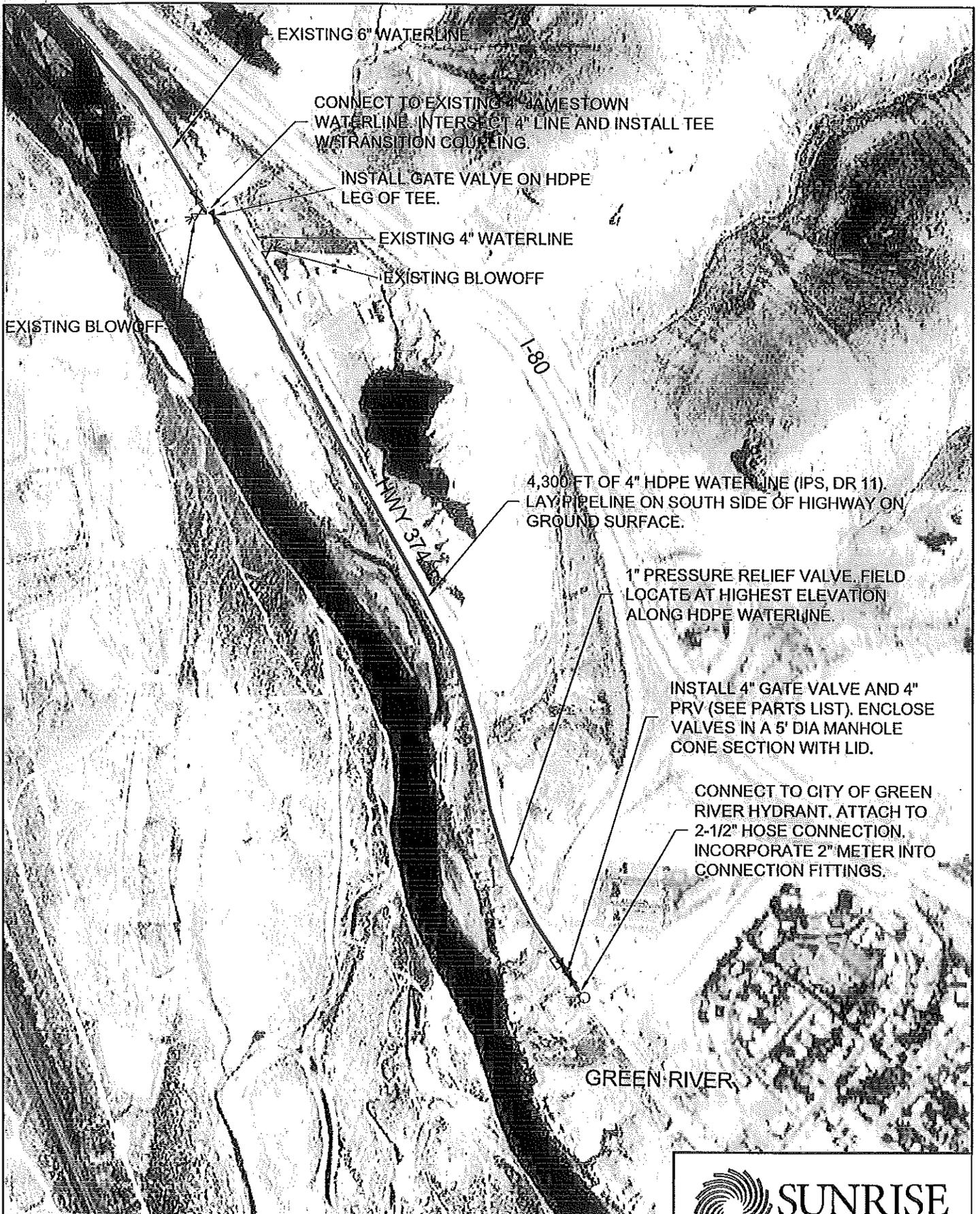


Figure 1 - Jamestown/Rio Vista Water and Sewer District  
Emergency Supply Line



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# City of Green River City Council Workshop Agenda Documentation

Preparation Date: August 3, 2011	Department: Public Works
Meeting Date: August 9, 2011	Department Head: Mike Nelson
	Presenter: Mike Nelson

**Subject:** Green River/Rock Springs Alternate Route Update by Inberg Miller Engineers

**Purpose Statement:** Update Governing Body on Project

**Background/Alternatives:**

IME was selected to complete the Alternate Route Study. This is a Project Status Report.

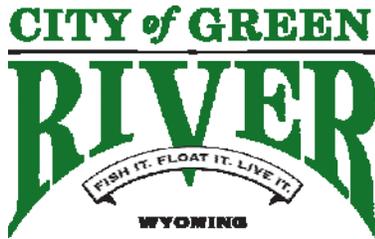
**Attachments:**

None – will be Power Point Presentation

**Fiscal Impact:** Not applicable

**Staff Impact:** Minimal

**Legal Review:** Not applicable



CITY OF GREEN RIVER  
CITY COUNCIL WORKSHOP  
Agenda Documentation

Preparation Date: 7/28/11	Submitting Department: Human Resources
Meeting Date: 8/9/11	Department Director: Debbie Klein Robertson
	Presenter: Debbie Klein Robertson

**SUBJECT:**

Proposed Changes to the Personnel Manual

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**PURPOSE STATEMENT**

The proposed changes to the Personnel Manual will provide some necessary clarifications to the existing rules as well as add some needed/required changes.

**DESIRED OUTCOME**

That the Governing Body will review and comment on the recommended changes so that the revisions can be further prepared for approval at a future City Council meeting.

**BACKGROUND / ALTERNATIVES**

The following lists the recommended change and the justification:

- Page 6, addition of definition of “wage or pay increase or adjustment”: This clarifies the term as it is used in the personnel manual.
- Page 10, change in language referencing the administrative procedures: With the pending modification to the administrative procedures manual, the number of the procedure is uncertain.
- Page 17, changes to promotional policy: This clarifies the requirements in the Accounting Technician ladder and adds the two existing levels of IT Specialist to the promotional ladder policy.
- Page 23, changes the special time off policy: This removes the pay out of special time off and returns it to a “use it or lose it” status.
- Page 33, adds language to the military leave policy regarding the Uniformed Service Employment and Re-employment Act (USERRA): The City has an internal procedure that meshes USERRA and state law regarding military leaves.
- Page 38, expands and renames the Employee Assistance Program section to Employee Wellness Program: This will include the wellness program information that was previously in the administrative procedures manual. It is now being placed in the Personnel Manual.

- Page 41, amends the uniform policy to include references to dress code and cleans up some other language: The addition of dress codes allows staff to eliminate the dress code policy in the administrative procedures manual.
- Page 47, page 61, and page 62, establishes a complaint policy to comply with federal law: These changes also add some consistency to the process regardless of whether there is a harassment claim or a violence in the workplace claim.
- Page 77, lists additional policies that will apply to part time employees: Unless specifically listed as covered by a policy, part timers are not governed by the policy. Over the last several years, in collaboration with legal counsel, staff has found policies that needed to be added to the list.

### **ATTACHMENTS**

A copy of the pages of the Personnel Manual containing the proposed changes is attached.

### **FISCAL IMPACT**

The revisions will not result in any direct costs to the City. Wage increase matters will be determined as part of the annual budget process.

### **STAFF IMPACT**

The changes will have minimal staff impact.

### **LEGAL REVIEW**

The City Attorney has been sent the proposed changes for his review. (This included the first draft this winter. The City Attorney did not review the proposed change to the special time off policy.)

**Exempt Employees** City employees who meet federal guidelines which make their positions ineligible for overtime pay.

**Grievance** Any dispute concerning the interpretation or application of personnel rules/regulations or terms and conditions of employment.

**Personnel Action Form** The form that documents various actions in an employee's tenure with the City (including status changes and wage adjustment.) The form is signed by the supervisor, department head, Director of Human Resources, and City Administrator.

**Position** An employment for which an individual has been hired.

**Probationary Period** A working test period during which an employee is required to demonstrate his/her fitness for the duties to which he/she is appointed by actual performance of the duties of the position. (Employees receiving promotions outside promotional ladders will serve a probationary period.)

**Promotion** The movement of an employee from one class to another class having a higher pay range.

**Reclassification** The change of a position from one class to another deemed more appropriate in terms of duties, authority, responsibility, and working conditions.

**Rehire** A former City employee who has left City service in good standing may be rehired for any available position for which he/she is qualified. Under most circumstances, a former City employee must participate in a recruitment process to acquire the desired position. (This applies to full-time, regular part-time, and seasonal part-time employees.)

**Supervisor** For purposes of this manual, a supervisor is an employee who does the following as a regular part of their job (i.e., daily responsibilities; this would not include supervisory responsibilities that are assigned on an as needed basis by a supervisor above the employee):

- Schedules employees (including approving time off)
- Assigns work or projects
- Prepares employee evaluations and conducts performance discussions
- Disciplines employees

**Suspension** The temporary separation of an employee from City service with or without pay.

**Transfer** The movement of any City employee from one position to another position in the same pay range.

**Wage or Pay Increase or Adjustment** A change in hourly rate, salary, or base pay.

**Work Year** The 12-month period that an employee must work to be eligible for an annual wage adjustment. For employees hired prior to August 1, 2006, the work year is July 1-June 30. For employees hired after August 1, 2006, the work year is based on the anniversary of the day the employee passed probation.

employee shall choose from the submitted list within three days of receipt or the right to choose shall be considered waived. All results of the physical examination will be sent to the City's Human Resources Department.

(c) The City shall bear all costs associated with the recommended examination and tests, but if additional tests or procedures are requested by the applicant/employee, said costs shall be the responsibility of the applicant/employee. Before the City's share of the costs is paid, the Human Resources Department must have the results of the examination from the approved doctor. Steps will be taken to ensure maximum confidentiality of physical examination results.

(d) If the examination discloses medical conditions that prevent the applicant/employee from successfully performing the essential functions of the job, the City will attempt to make reasonable accommodations if the candidate requests that a reasonable accommodation be made. If no reasonable accommodations can be found, or they cause an undue hardship on the City, the conditional offer of employment will be withdrawn or the employee may be subject to termination.

### **Sec. 20.5-49. BACKGROUND CHECK**

(a) Prior to being hired into any position with the City, a candidate may be subject to a background check. The purpose of the checks is twofold:

(1) To ensure the accuracy of more objective data such as employment history, educational credentials, and license possession.

(2) To ensure that the candidate has no civil or criminal history that would preclude successful fulfillment of the responsibilities of the proposed position.

(b) ~~Administrative Procedure #67~~ An applicable administrative procedure provides procedures processes and forms for conducting background checks.

### **Sec. 20.5-50. DISQUALIFICATION OF APPLICANTS**

An applicant may be removed from consideration who:

(a) Lacks any of the minimum requirements established for the positions for which he/she is applying;

(b) Makes a false statement of any material fact;

(c) Practiced or attempted to practice any deliberate deception or fraud in his/her application or in his/her examination in establishing his/her eligibility or securing his/her appointment;

(d) Uses, threatens, or attempts to use political influence in securing employment or re-employment;

(e) Is rendered physically unfit for the performance of the duties of the position which he/she seeks;

(f) does not pass the pre-employment drug screen;

(g) has failed to submit his/her application correctly or within the prescribed time limit;

(h) has been convicted of a felony or guilty of infamous or notoriously disgraceful conduct;

(i) has been dismissed from public service or other employment for reasons that would impair his/her ability to perform his/her duties;

(3) Demotion at employee’s request. An employee may request a demotion to a classification having a lower base salary range. Such requests will be made to the Director of Human Resources.

(d) **Assignment Change.** A supervisor may assign duties, tasks, and functions to his/her subordinates provided the duties, task, and function are listed as part of the employee’s job description.

**Section 20.5-77. PROMOTIONAL POLICY**

(a) **Procedures.** The following guidelines establish criteria for employee promotions within career ladders.

- (1) **Promotion Criteria within Career Ladders (Full-Time Positions).** The following are criteria for the promotion of full-time employees within career ladders.
  - a. Employee must meet or exceed job performance (as documented on his/her annual performance evaluation)
  - b. Employee must know how to perform; must have performed, on a regular basis, the duties of the next level position (i.e., meet qualifications of next level position); and have demonstrated proficiency.
  - c. Employee must have attained the number of years of City service (and any relevant certification/requirements) as described on the following chart. (A year of full-time City service equals 12 months of consecutive full-time employment—2080 consecutive hours.)

<u>Position</u>	<u>Years of City Service within Career Ladder Plus Relevant Certification/Requirements</u>
Accounting Tech I	N/A
Accounting Tech II	3 years plus relevant coursework
Accounting Tech III	6 years plus relevant coursework
Administrative Assistant I	N/A
Administrative Assistant II	3 years
Administrative Assistant III	6 years
Animal Control Officer I	N/A
Animal Control Officer II	3 years plus successful testing
Fleet Technician I	N/A
Fleet Technician II	3 years
Fleet Technician III	6 years
IT Specialist I	N/A
IT Specialist II	3 years
Parks Maintenance Operator I	N/A
Parks Maintenance Operator II	3 years
Parks Maintenance Operator III	6 years
Police Officer I	N/A
Police Officer II	1 year (Experienced officers from out of state will become a Police Officer II upon obtaining Wyoming State Certification)
Public Safety Dispatcher I	N/A

**Sec. 20.5-89.5. EXEMPT EMPLOYEES**

The Federal Fair Labor Standards Act (FLSA) exempts officials appointed to policy making positions, executive, administrative, and professional employees from its overtime definitions. The following positions within the City of Green River are hereby determined to be exempt under the terms of the FLSA:

- Exempt positions
- Elected positions
- Boards and commissions
- Department heads and supervisors
- Contract employees

**Sec. 20.5-90. SPECIAL TIME OFF**

(a) The positions listed herein are exempt employees appointed by the City Administrator to serve in an administrative capacity and they are given the equivalent of two working weeks off each fiscal year, accrued on the first day of the fiscal year. This special time off is given to these employees due to the nature of their jobs and the extra time (including night and off hour meetings) involved with their positions. These employees are not eligible for any overtime.

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| • Director of Community Development | • Director of Parks & Recreation |
| • Director of Finance/City Clerk    | • Director of Public Works       |
| • Director of Human Resources       | • Fire Chief                     |
|                                     | • Police Chief                   |

(b) The positions listed herein are exempt employees serving in specialty positions and supervisory positions as outlined in the annual City budget and they are given the equivalent of one working week off each fiscal year, accrued on the first day of the fiscal year. This special time off is given to these employees due to the amount of extra time (including night and off hour meetings) involved with their positions. These employees are not eligible for any overtime.

- |  |                                 |                                 |
|--|---------------------------------|---------------------------------|
| • Accounting Supervisor                  | • Planner                       | • Recreation Supervisor         |
| • Assistant City Engineer                | • Police Lieutenant             | • Sanitation Supervisor         |
| • Assistant Fire Chief                   | • Purchasing/Payroll Supervisor | • Streets Supervisor            |
| • Engineer                               |                                 | • Utility Manager               |
| • Fleet Maint. Supervisor                |                                 | • URA/Main Street Administrator |
| • Main Street Manager                    |                                 |                                 |
| • Parks, Facilities, and Project Manager |                                 |                                 |

(c) At the end of the fiscal year, all remaining special time off will be ~~paid to the employee based on his/her regular rate of pay at the time the payment is made.~~ **forfeited.**

(d) At employee separation, all remaining special time off will be paid to the employee based on his/her regular rate of pay at the time the payment is made.

- (5.) If an employee is due for an annual performance evaluation and wage or salary review while on an approved family and medical leave, the evaluation will be handled per the policy in Division 6 of this document.

**Sec. 20.5-117. MILITARY LEAVE**

The City will grant leave, as necessary, for uniformed service in compliance with all the Uniformed Service Employment and Re-Employment Rights Act (USERRA) and other applicable federal and state laws. With exemptions and limitations, employees are entitled upon completion of military service, to reemployment with the City and certain other benefits in accordance with USERRA and other applicable federal and state laws.

**Sec. 20.5-118. FLOATING HOLIDAYS**

(a) Employees are entitled to four (4) floating holidays per fiscal year, earned on the first day of the months of July, October, January, and April. Floating holidays may be carried into future quarters, but all unused floating holidays will be forfeited on July 1 of each year. (For extraordinary circumstances, the City Administrator may allow floating holidays to be carried over into the next fiscal year.) A floating holiday consists of eight (8) hours of compensable time.

(b) Only floating holidays that have been carried forward from previous quarters will be paid off at the time of employee separation.

**Sec. 20.5-119. HOLIDAY LEAVE**

(a) The City provides for the following nine official holidays:

- |                                     |                           |
|-------------------------------------|---------------------------|
| (1) New Year's Day                  | January 1                 |
| (2) Four (4) hours on Good Friday   | The Friday before Easter  |
| (3) Memorial Day                    | Last Monday in May        |
| (4) Independence Day                | July 4                    |
| (5) Labor Day                       | First Monday in September |
| (6) Thanksgiving Day                | 4th Thursday in November  |
| (7) Thanksgiving Friday             | Day after Thanksgiving    |
| (8) Christmas Day                   | December 25               |
| (9) Four (4) hours on Christmas Eve | December 24               |

(b) Unless otherwise stated, an official holiday consists of eight (8) hours of compensable time. Generally, holidays which fall on a Saturday will be observed on the preceding Friday and holidays which fall on a Sunday will be observed on the following Monday. (If December 25 falls on a Monday, the Christmas Eve holiday will be observed on the previous Friday. If December 25 falls on a Saturday, Christmas Eve will be observed the previous Thursday.)

(c) All employees will receive the designated hours for each holiday paid at their normal hourly rate for each official City holiday or day designated as an official City holiday. If an employee works on a City holiday he/she will be compensated at one and one-half (1.5) times their normal hourly rate for the time actually worked on the holiday in addition to the designated hours for the holiday. The only exception is for four (4) hour holidays as noted below.

(d) For four (4) hour holidays, the first four (4) hours of time actually worked will be paid at an employee's normal hourly rate. Time actually worked over four (4) hours will be paid at a rate of one and one-half times the employee's normal hourly rate.

## DIVISION 8. EMPLOYEE BENEFITS

### Sec. 20.5-132. DEFERRED COMPENSATION

In addition to the Wyoming Retirement System and the Social Security Program, employees may also enroll in a City-approved deferred compensation plan. Detailed information on these plans is available from the Human Resources Department.

### Sec. 20.5-133. GROUP INSURANCE

Full-time City employees are eligible for group life, health, and dental insurance through a City-sponsored plan. Detailed information on this plan is available from the Human Resources Department.

### Sec. 20.5-135. RETIREMENT

(a) Full-time City employees are eligible for participation in the City's retirement program. This plan is offered through the State of Wyoming with the City contributing the employer's full statutory share as well as that percentage of the full-time employee's statutory share that the City paid as of July 1, 2002.

(b) In the case of full-time City employees classified as law enforcement the percentage of the employee's statutory share that the City paid as of July 1, 2002, was eight and six-tenths percent (8.6%). For all other full-time City employees the percentage of the employee's statutory share that the City paid as of July 1, 2002, was five and fifty-seven hundredths percent (5.57%).

(c) Detailed information on this plan may be obtained from the Human Resources Department.

### Sec. 20.5-136. SOCIAL SECURITY

The City of Green River participates in the federal Social Security Program. Under this program, the employee and the City each contribute one-half of the program costs. Social Security benefits are available under the provisions of the Social Security Act. Detailed information on this program may be obtained from the Human Resources Department.

### Sec. 20.5-138. EMPLOYEE ASSISTANCE PROGRAM WELLNESS PROGRAM

~~The Employee Assistance Program (EAP) is a confidential counseling service offered to employees and their immediate family members. By providing a means of assisting employees to deal with personal problems, the City hopes to improve their quality of life both on and off the job. While there is no charge to the employee for the initial level of service, this benefit is limited to the number and type of sessions set forth in the contract between the City and the employee assistance program provider. Further information on the details of this contract can be obtained through the Human Resources Department.~~

**The City promotes employee health and wellness via a wellness program:**

- (a) A comprehensive wellness program seeks to provide an individual with tools to positively affect the following:
- 1) Life/work balance
  - 2) Mental wellness
  - 3) Physical wellness
  - 4) Physical fitness

A comprehensive wellness program also provides an individual with various program options by which he/she can “take charge” of his/her health and wellness. Program components may include the following:

- 1) Health screening and testing (baseline testing and regular evaluation)
  - 2) Education (on various topics – diet, weight reduction, smoking cessation, stress management, etc. and in various forms – written materials, live presentations, videos, individual instruction, etc.)
  - 3) Stress management activities (massages, yoga, meditation, etc.)
  - 4) Counseling (health, psychological, life issues, etc.)
  - 5) Fitness screening and testing (baseline testing and regular evaluation)
  - 6) Fitness programs (exercise programs, sports, etc.)
- (b) Current program components include the following:
- 1) The City provides City employees with an employee assistance program. This program provides employees (and their families) with a means of dealing with personal, psychological, and life issues. Employees access this program by calling the provider directly. (Refer to current brochure for details.)
  - 2) The City offers full time employees (and/or their family members) with Recreation Center membership. Employees enroll in this program through the Recreation Center. Maximum benefit paid on behalf of the employee is the Family annual pass rate listed in the Council approved schedule of fees. (This is treated as additional income; employee may pay additional taxes.)
  - 3) Additional program components will be added as they are developed and funded.

### Section 20.5 -139. EMPLOYEE BREAKS

(a) This policy is established to provide guidelines for employee rest breaks. Neither federal law nor state law requires that breaks be provided – it is up to the employer. If breaks are provided, some federal laws may apply. For example, the Fair Labor Standards Act considers breaks as time worked that must be paid.

(b) The official City position regarding breaks is as follows:

- (1) The length of breaks, location of breaks, and scheduling of breaks is at the discretion of the department head. These breaks should be scheduled to support the department plan of work. Supervisors should also be considerate of the needs of employees.
- (2) Generally, employees are entitled to two rest breaks, one rest break prior to the lunch/meal break and one after the lunch/meal break, each not to exceed 15 minutes duration. The duration of the work shift will determine the number and length of breaks. (See chart in Section 3.5.)
- (3) Employees shall respond to emergency calls during the break periods.

(c) Breaks should be taken at a convenient time, if possible. Major projects involving extensive labor and equipment should not be halted at a critical time solely for taking a break.

(d) Employees should remain at the worksite, if possible, during break periods. Groups of employees should not go on break until a supervisor or someone in charge is notified and has given permission.

(e) The use of City equipment during break times for personal business should be restricted to emergencies only.

program money is dispersed. If the last applicants are tied in years of full-time experience, the second tie breaker will be total hours of previous part-time service with the City. The final tie breaker will be a roll of the dice.

(f) Plan Benefit

- (1) Each eligible employee who is accepted for voluntary early retirement shall receive \$1,000 for each of his/her years of service plus the pay out of his/her accumulated leave as provided for under the Personnel Policies and Procedures. Payment will be made in a one time, lump sum on the date the employee selected. (The date must be within the current fiscal year, between January 1 and June 1. The date selected for retirement is irrevocable.) (Payments may have tax implications; employees should consult with their tax/financial advisors with questions.)
- (2) If the employee is also eligible to retire and draw benefits from the Wyoming Retirement System, he/she may also apply for a service retirement. (This necessitates additional forms and a separate process.) An employee does not need to retire from the Wyoming Retirement System to participate in the City's voluntary early retirement program.

### Section 20.5 – 140.1. UNIFORM AND CLOTHING STANDARDS POLICY

(a) The City will set general uniform and clothing standards; departments will establish specific policies and procedures, as needed, to meet their special tasks and responsibilities. Departmental uniform policies and dress codes, as approved by the relevant department head and the City Administrator, will be the official uniform policy for these departments. All departments requiring a uniform must have a written uniform policy. The policy will state that the uniforms must be worn during all working hours.

(b) Uniform Options

- (1) Uniform Allowance (up-front / reimbursable / inventory): All City employees (except for elected officials) may be eligible to receive up to a \$375 (per fiscal year) uniform allowance, which will be treated as additional compensation to the employee. Employees may receive an amount less than three hundred seventy-five dollars (\$375.00) if established by their departmental uniform policy.
- (2) Uniform Service: A division may forego a uniform allowance and elect to use a uniform service. This service will not be treated as additional compensation to the employee. Under this option, individuals will not be allowed a \$375 uniform allowance.
- (3) Police and Fire Department Uniforms: Individuals in the Police and the Fire Departments are generally exempt for ~~taxing purposes~~ from income. Exceptions to this are individuals that are not considered uniformed officers and items not part of a uniform (undergarments, t-shirts, workout clothes, etc.). Police and Fire employees who are issued a uniform are also exempt from the annual uniform allowance limitation. Departmental needs may dictate that greater expenditures will be required in some years with significantly lesser amounts in other years. Departmental management will monitor and control expenditures as provided in their departmental uniform policies.

(c) Provision of Uniforms (Uniform Service and Uniform Allowance). A department head may choose from the following uniform provision options.

that it is unwelcome, offensive, and should stop at once. The employee also should report any discrimination and/or harassment to his/her immediate supervisor, department head, or the Human Resources Department. ~~An official complaint or report of harassment or discrimination must be submitted in writing to the Human Resources Department. The Human Resources Department will investigate the discrimination and/or harassment claim.~~ **Complaints or reports of discrimination and/or harassment will be handled as outlined in Section 20.5-150.5.**

(d) The City of Green River will conduct its investigation in as confidential a manner as possible. A timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination and/or harassment. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. However, any employee that knowingly makes a false claim of harassment and/or discrimination will be subject to corrective action, up to, and including, termination.

(e) Occasionally, talking with a supervisor, department head, or someone in the Human Resources Department about this conduct is not an option. If an employee feels that his/her complaint has not been or cannot be properly handled, he/she may forward the written complaint to the City Administrator. Complaints that are not felt to be satisfactorily resolved via City policy may be taken to the Equal Employment Opportunity Commission by the claimant.

#### **Sec. 20.5-148. DRUG AND ALCOHOL POLICY FOR CITY EMPLOYEES WHO ARE REQUIRED TO HAVE A COMMERCIAL DRIVER'S LICENSE**

(a) **PURPOSE AND APPLICABILITY.** The City of Green River requires some employees (through their job functions or job descriptions) to have a Commercial Driver's License (CDL). Federal law requires that employees with CDLs follow specific rules aimed at controlling drug and alcohol use and thereby reducing accidents and injuries. This policy is not intended to replace or be applied in lieu of any other policies or rules of the City relating to alcohol and/or controlled substances. (Section 20.5 – 146 and Section 20.5-149 of this document, therefore, also apply to commercial drivers.) This policy is not intended to replace any federal regulations. 49 Code of Federal Regulations (C.F.R.) Part 382, 49 C.F.R. Part 40, and any other applicable regulations will be followed relative to commercial drivers.

(b) **DEFINITIONS.** The following definitions apply to the policy and have been taken from Sections of the Code of Federal Regulations (C.F.R.). (In the case of a conflict between the policy and the regulations as a result of an amendment to the regulations, the definitions in the code of regulations are to control and supersede those set forth in this policy.)

**Accident** – an occurrence involving a commercial motor vehicle on a public road in interstate or intrastate commerce which results in:

1. A fatality
2. Injury to a person requiring immediate treatment away from the scene of the accident.
3. Disabling damage to a vehicle requiring it to be towed from the scene.

The term "accident" does not include an occurrence which involves only boarding or alighting from a stationary vehicle, or which involves only the loading or unloading of a vehicle's cargo. Also not included is an occurrence involving the operation of a

**Sec. 20.5-150. VIOLENCE IN THE WORKPLACE**

(a) The City is committed to providing a safe workplace. The possibility of workplace violence threatens every place of employment. To deal with and mitigate the risk of workplace violence, the City has established this policy.

(b) "Violence" is described as threatening behavior that may be physical or psychological in nature. Unacceptable behaviors include, but are not limited to, the following:

(1) Aggressive or hostile behavior that creates a reasonable fear of injury or subjects another employee to emotional distress:

- a. Hostile and/or threatening gestures
- b. Hostile and/or threatening written correspondence
- c. Verbal Intimidation

(2) Physical Attacks

(c) Employees are required to report any incident in the workplace involving violence as described above. The perpetrator could be a co-worker, family member, or a stranger. **Complaints or reports of the aforementioned behaviors will be handled as outlined in Section 20.5-150.5**

(d) Any employee who engages in threatening behaviors is subject to discipline, up to and including termination. If an employee uses life threatening violence (e.g. brandishing a weapon, threatening to kill someone, etc.) he/she is subject to immediate termination. Other "lesser" forms of workplace violence may result in other forms of discipline and referral to the City's employee assistance program.

(e) Employees will receive regular training for dealing with workplace violence.

**Sec 20.5-150.5 COMPLAINT POLICY**

(a) The City is committed to providing a safe and productive work environment, free of threats to the health, safety, and well-being of its workers. Such threats might include, but are not limited to, harassment, discrimination, violations of health and safety rules, and violence.

(b) Any employee who witnesses or is subject to inappropriate conduct in the workplace may complain to their department head or supervisor or the Human Resources Department. (An employee is not required to follow the chain of command, especially if his/her supervisor or department head is part of the alleged problem.) Any employee who receives a complaint about, hears of, or witnesses any inappropriate conduct is required to notify the Director of Human Resources either directly or indirectly via his/her supervisor or department head – whichever is appropriate. Complaints may be made verbally or in writing. Follow-up investigations of the complaints will result in written reports, which will require the complainant's signature (as well as the signatures of witnesses, accused, etc.)

(c) Inappropriate conduct includes any conduct prohibited by City policies pertaining to harassment, discrimination, discipline, workplace violence, health and safety, wages and hours, and drug and alcohol use. In addition, employees are encouraged to come forward with any workplace complaint, even if the subject of the complaint is not explicitly covered by written policies.

(d) Employees are encouraged to come forward with complaints immediately, so that

appropriate action can be taken to handle the problem/situation. Once a complaint has been made, the Director of Human Resources will determine how to best handle it. This may include a complete and impartial investigation. Investigations will be conducted promptly. If prudent, outside investigators may be used.

- (e) All employees must cooperate fully in investigations by, for example, answering questions completely and honestly and giving the investigator all documents and other material that might be relevant. All complaints will be handled as confidentially as possible. When the investigation is complete, the City will take corrective action, if appropriate.
- (f) The City will not engage in or allow retaliation against any employee who makes a good-faith complaint or participates in an investigation. Employees who believe that they have been subjected to any kind of negative treatment because of making a complaint or being questioned in a complaint investigation, must report the conduct immediately to the Director of Human Resources.

(c) For four-hour holidays, the first four (4) hours of time actually worked will be paid at an employee’s normal hourly rate. Time actually worked over four (4) hours will be paid at a rate of one and one-half (1.5) times the employee’s normal hourly rate. For four-hour holidays, regular part-time employees will receive holiday pay for hours worked up to four (4) hours.

(d) To receive holiday pay, the regular part-time employee will record the time appropriately on his/her time card. The relevant supervisor will approve the time and monitor the time to make sure an employee does not get holiday pay for the actual holiday and the day designated as a holiday.

(e) If a holiday shift goes into overtime, only the overtime rate will be in effect (not both holiday and overtime).

**Sec. 20.5-208. DRUG AND ALCOHOL POLICIES**

Drug and alcohol policy sections of this manual (Sec. 20-5-146 and Sec. 20.5-149) pertaining to the drug-free workplace and drug and alcohol policies for all employees cover regular part-time and seasonal employees.

**Sec. 20.5-209. OTHER POLICIES**

The following policies contained in this manual also pertain to part-time (regular and seasonal) employees.

- Sec. 20.5-27 Personnel Records
- Sec. 20.5-30.5 Employee Relations Committee
- **Sec. 20.5-33 Definition of Terms**
- **Sec. 20.5-48 Physical and Mental Examinations**
- Sec. 20.5-49 Background check
- Sec. 20.5-62 Training
- Sec. 20.5-77 Promotional Policy
- Sec. 20.5-82 Appointment and Rehire
- Sec. 20.5-84 Paydays
- Sec. 20.5-85 Pay periods
- Sec. 20.5-85.5 Work periods
- Sec. 20.5-95 Shift Differential
- Sec. 20.5-113 Worker’s Compensation
- Sec. 20.5-116 Family and Medical Leave
- Sec. 20.5-117 Military Leave
- Sec. 20.5-125 Americans with Disabilities Act Reasonable Accommodation Policy
- **Sec. 20.5-136 Social Security**
- **Sec. 20.5-138 Employee Wellness Program**
- Sec. 20.5-140.1 Uniform and Clothing Standards Policy
- Sec. 20.5-141 Code of Ethics and Core Beliefs
- **Sec. 20.5-142 Conflicts of Interest**
- **Sec. 20.5-144 Political Activities**
- Sec. 20.5-147 Harassment and Discrimination Policy
- Sec. 20.5-149 Drug and Alcohol Policy for All City Employees
- Sec. 20.5-150 Violence in the Workplace
- **Sec. 20.5-150.5 Complaint Policy**
- Sec. 20.5-191 Layoffs
- Sec. 20.5-193 Final Paycheck Release/Termination Pay