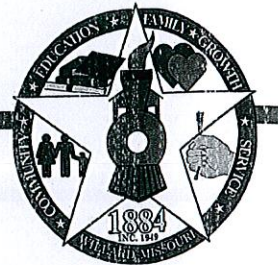


CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



MEETING AGENDA AND PACKET

BOARD OF ALDERMEN

Special Meeting

January 13, 2011

6:00 PM - Willard City Hall

224 W. Jackson Street

Mayor

Jamie Schoolcraft

Board Members

Richard Simpson

David Hemphill

Doug Johnson

Pat Lloyd

Board President: Tim Magee

Bryan Vincent

www.cityofwillard.org

1-12-11

PLEASE BRING YOUR PACKET FROM THE MEETING SCHEDULED FOR 01-10-11.

THIS IS A SUPPLEMENT TO THAT PACKET AND A NEW AGENDA HAS BEEN INCLUDED.

KEVIN MC DONALD WILL NOT BE AT THE MEETING ON THURSDAY AND THEREFORE I DID NOT INCLUDE HIM ON THE AGENDA.

PLEASE CALL ME WITH ANY QUESTIONS.

DALE

**CITY OF WILLARD
BOARD OF ALDERMEN
SPECIAL MEETING
January 13, 2011
6:00 P.M.**

Notice posted on January 12, 2011.

Notice is hereby given that the City of Willard, Board of Aldermen will conduct a special meeting at 6:00 p.m., January 13, 2011, at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:

PLEDGE OF ALLEGIANCE

Call the meeting to order

1. Roll Call
2. Agenda Amendments/Approval of Agenda
3. Approval of Meeting Minutes;
 - a. December 28, 2010 Meeting
4. Citizen Input (*5 minute limit per person*)
5. Chief Financial Officer Report, Karen Robson
 - a. Outstanding Bills
 - b. December Adjustment Report
 - c. Street Lighting
 - d. Audit Update
 - e. Utility Billing Update
6. Planning and Development, Randy Brown
 - a. Preliminary Plat for Freedom Bank
 1. Citizen Input
 2. Discussion/Vote
 - b. Annexation request from Willard Fire Protection District
 1. Citizen Input
 2. Discussion/Vote

7. Employee Manual Discussion
8. Department Heads Job Description Discussion
 - a. Stacy Winters
 - b. Tom McClain
 - c. Karen Robson
 - d. Justin Reaves
 - e. Linda Murray
 - f. Dale Duvall
 - g. Randy Brown
9. Old Business
10. Adjourn meeting

REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:

Dale Duvall or Kendra Adams
224 West Jackson
P O Box 187
Willard, MO 65781

IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY CITY PERSONNEL AT CITY HALL. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS.

Dale Duvall, City Clerk

CITY OF WILLARD

EMPLOYEE POLICY MANUAL

Adopted October, 2008
Amended December, 2010

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Introduction

This informational handbook contains policies and procedures for the City of Willard officials and employees as they exist on the date of its printing and shall be followed in the administration of City Policies in personnel matters. It is the duty of all City employees, including supervisors, department heads, city officials and the Mayor to fairly administer and enforce these policies, and all employees are expected to abide by and follow them. The provisions of the Employee Policy Manual apply to all officials and employees of the City of Willard, regardless of the time of the creation of the position or the time of the appointment of the officer. In addition, the City of Willard has a separate Police Department Personnel Policy Manual. All employees and officers of the police department are required to familiarize themselves with the Police Department Personnel Policy which contains additional information, policies and procedures which apply to their employment. In the event there is any conflict between the guidelines in this Employee Handbook and any Police Department Personnel Policy, Police Department Personnel Policy will prevail and take precedence.

This booklet has been prepared to inform you about the City of Willard and its current policies, procedures, rules, and regulations. The guidelines may be changed by the City of Willard at any time. Changes will apply to all existing and future employees. Employees shall be vigilant in keeping current in changes in City Policy. Changes to or interpretations of policies may or may not be reflected in written updates of this handbook, written notices or other written documents. In the event there is any conflict between the guidelines in this Employee Handbook and any City of Willard policy, the City's policy will prevail and take precedence. No statement or promise by a supervisor, manager or department head, past or present, may be interpreted as a change in policy or practice, nor will such statements constitute an agreement of any kind with any employee regarding the City of Willard's policies, procedures or any other matter.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

This Employee Handbook replaces and supersedes any and all other previous City of Willard employee informational manuals and handbooks.

At Will Employment

None of the policies described herein or any other written or verbal communication are intended to create a contract of employment; nor is this handbook a guarantee of employment for any period of time. All employment is at will and either the employee or the City of Willard may terminate or modify the employment relationship at any time, with or without cause, and with or without notice. No provision of this informational handbook should be construed to alter the at will nature of employment with the City of Willard.

Equal Employment Opportunity

The City of Willard is an equal opportunity employer. Interaction with applicants for

employment and with our employees are administered without regard to race, color, religion, sex, age, national origin, disability, military status, or any other characteristics protected by applicable laws. The City of Willard actively promotes this policy by conducting all employment transactions strictly on the basis of job related qualifications. All employment decisions are based on merit and the City's equal employment opportunity philosophy applies to all aspects of employment with the City of Willard. The City of Willard strictly prohibits harassment or discrimination of any individual on the basis of any characteristic listed above.

The City of Willard will promptly undertake an investigation of any claim or allegation of harassment or discrimination as confidentially as possible. If the City of Willard determines that a violation of this policy has occurred, effective remedial action will be taken commensurate with the severity of the offense. Any employee who is found to have violated this guideline will be subject to disciplinary action up to and including termination of employment.

Any employee who feels that he or she has been treated contrary to this guideline should immediately report such conduct to the Mayor. However, if the report involves the Mayor, the employee may take their concerns to the Board of Aldermen. In addition, employees and applicants can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion or discrimination.

Harassment

The City of Willard has adopted a policy of "zero-tolerance" regarding unlawful employee harassment, and the City of Willard is committed to providing a work environment free of harassment. The City of Willard's policy prohibits discrimination or harassment on the basis of sex (including pregnancy), race, religion, color, national origin or ancestry, disability, age, military status, or status in any group protected by federal, state or local law, or any other basis protected by law.

It is the City of Willard's position that all employees have the right to work in an environment free from all forms of conduct, which can be considered discriminatory or harassing, and that any harassment is a form of misconduct that undermines the integrity of the employment relationship. Improper interference with the ability of the City of Willard's employees to perform their expected job duties will not be tolerated. No employee, either male or female, should be subject to unsolicited and unwelcome inappropriate verbal, non-verbal, visual or physical conduct. All such prohibited harassment in violation of City policy is unlawful, and will not be tolerated.

No manager, supervisor, lead person, employee, or other third party shall threaten or insinuate that another employee's or applicant's refusal to submit to sexual advances will adversely affect any aspect of that person's employment. Similarly, no employee shall promise, imply, or grant any preferential treatment to another employee, applicant, or other third party in exchange for engaging in sexual conduct. Harassment may also include, among other things, unwelcome propositions, flirtations, and requests – whether express or implied – for sexual favors. The same holds true for any contractors, temporary agency employees, customers, guests, and visitors on our premises or anyone with whom we are conducting business.

Prohibited harassment includes unwelcome conduct of a verbal, non-verbal, visual or physical nature. Prohibited harassment includes, but is not limited to the following:

- Verbal statements such as graphic comments about an individual's body, skin color, or ethnicity; degrading verbal abuse, threats, epithets, offensive jokes, derogatory comments, or racial or sexual slurs;
- Nonverbal conduct such as suggestive or insulting noises, leering, whistling or obscene gestures;
- Visual conduct such as making sexual gestures, or displaying sexually suggestive material such as derogatory posters, photographs, cartoons, drawings, pictures, objects, letters, notes, invitations, pictures or cartoons;
- Physical conduct such as assault, rape, unnecessary touching, unwanted touching or blocking another person's movement;
- Retaliation for reporting harassment or threatening to report harassment;
- Unwanted sexual advances or propositions;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances; or

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to the following:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - Submission to 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 creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendos, and other sexually oriented statements.
 - Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
 - Sexually suggestive touching.
 - Grabbing, groping, kissing, fondling.
 - Violating someone's "personal space".
 - Lewd or suggestive whistling. Wolf whistles.
 - Lewd, off-color, sexually oriented comments or jokes.
 - Foul or obscene language.
 - Leering, staring, stalking.
 - Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons on company

property, clothing (including PPE).

- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.
- Offensive e-mail.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated requests for dates.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Any other conduct or behavior deemed inappropriate by the City of Willard's management.

Every City employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

If any employee believes he or she has been subjected to, or has observed other employees being subjected to, conduct which may constitute harassment, that individual should immediately report the offensive conduct directly to the Mayor. In the case of a complaint against the Mayor, the employee should immediately report the conduct to any individual on the Board of Aldermen.

All allegations of discrimination, harassment or retaliation will be taken seriously and will be thoroughly investigated as promptly and confidentially as reasonably possible. It is imperative that all parties involved in a complaint are aware of the need to maintain strict confidentiality while the complaint is being investigated and evaluated. After an investigation of the individual's complaint, the individual who complained of the harassment and the harasser will be advised of the results of the investigation.

If there is reasonable evidence substantiating that harassment has occurred, the City of Willard will take the necessary and appropriate remedial action to prevent further harassment from occurring. An employee who, after an investigation, is determined to have engaged in any form of discrimination, harassment, or retaliation is in violation of this guideline and will be subject to appropriate disciplinary action, up to and including immediate termination of employment.

Individuals can be assured that there will be no retaliation against those who make a complaint with the reasonable belief that harassment has occurred. If an employee makes a report of what he or she in good faith believes to be harassment or retaliation, the employee will not be subject to disciplinary actions even if the employee turns out to have been mistaken.

If you have any questions about the guideline on harassment, discrimination, or the procedure for filing complaints, please contact the Mayor.

Personnel Management

The Mayor is responsible for the hiring and firing of all city employees. With regard to the City's department heads or police officers, the Mayor hires and fires these employees with the

consent of a majority of the Board of Aldermen.

The Mayor, with the consent of a majority of all the members elected to the Board of Aldermen, may remove from office any appointive officer of the City at will. Additionally, any such appointive officer may be removed by a two-thirds (2/3) vote of all the members elected to the Board of Aldermen, independently of the Mayor's approval or recommendation.

Elected officers of the City may only be removed as provided by the Revised Statutes of Missouri.

The Mayor may suspend any appointed official of the City, department head or police officer, with pay, for a period of not more than fifteen days whenever the Mayor believes the suspension is necessary for the safety and security of the City, its citizens, or its property. No later than fifteen days from said suspension the issue shall be brought before a regular or special meeting of the Board of Aldermen for review and action.

Employees will be selected from qualified applicants, on the basis of qualifications alone, without regard to race, creed, color, age, national origin, sex or occupationally irrelevant physical requirements, in accordance with objective standards which permit review, after a full and fair opportunity for application; and this program shall be operated on a completely nondiscriminatory basis.

Safety Statement

Employees are expected to be familiar with the safety manual and to conduct themselves in a manner consistent with the provisions set forth in the safety manual.

Personnel involved in, or having any knowledge of, any accident whereby any person employed by the City or any property or equipment owned or operated by the City is involved, shall immediately report the accident and pertinent information to the department supervisor who shall forward such information to the office of the City Clerk. The City Clerk shall record the information on three copies of the applicable accident form, one copy to be forwarded to the Finance Office, one copy to the Mayor, and one copy retained on file in the City Clerk's office.

Work Rules and Discipline

It shall be the duty of all City employees to comply with the personnel rules and regulations of the City. Employees who are found to violate the City of Willard's rules and regulations will be subject to discipline, up to and including immediate termination of employment. All employees of the City of Willard are at will and may be subject to immediate termination of employment with or without cause and with or without notice.

Supervisors and department heads may issue verbal warnings to employees for violations of City personnel rules, regulations or other misconduct. Supervisors and department heads should inform the Mayor of any warnings given to employees. In the event an employee's violation of City

personnel rules, regulations or other misconduct requires a written warning, reprimand or discipline, the issue should be taken to the Mayor for action. Written documentation of employee counseling, warnings, reprimands or discipline must be placed in an employee's personnel file with the consent and approval of the Mayor. Disciplinary actions, other than verbal warnings, including all written warnings, reprimands, counseling, suspensions or demotions, must be approved by the Mayor.

Violation of the City of Willard's personnel rules, regulations, policies and procedures may be cause for disciplinary action, up to and including immediate termination of employment. The following are examples of violations which may result in discipline up to an including immediate termination of employment. This list is not intended to be a complete list of all types of conduct that can result in disciplinary action. The City of Willard may in its discretion determine other behaviors that are unacceptable.

1. Conviction of a felony or other crime involving moral turpitude;
2. Acts of incompetence, inadequate performance, inefficiency, negligence in the performance of duties.;
3. Unauthorized absence, habitual absences or tardiness, or excessive tardiness;
4. Acts of insubordination; Intentional failure or refusal to carry out instructions or assignments;
5. Misappropriation, destruction, theft or conversion of City property;
6. Refusal or neglect to pay just debts. Maintenance of effort to pay debts must be shown to clear employee of neglect charges;
7. Acts of misconduct while on duty;
8. Dishonesty;
9. Falsification of any information required by the City;
10. Failure to properly report accidents or personal injuries;
11. Neglect or carelessness resulting in damage to city property or equipment;
12. Repeated convictions during employment on misdemeanor and/or traffic charges;
13. Introduction, possession or use on city property or in city equipment of intoxicating liquors or illegal controlled substances (drugs) or proceeding to or from work under the influence of liquor or an illegal controlled substance, including any violation of the City's Substance Abuse Policy.

Nothing in this section alters the employment at will status.

Job Performance Evaluation

Each employee's work performance may be evaluated by his or her immediate supervisor and/or the Mayor. Employees may from time to time be furnished with a performance rating and evaluation slip to help them improve in their job and continued service with this City. A copy of any evaluations will be kept in the employee's personnel file.

An employee may discuss any issues pertaining to a job performance evaluation with their supervisor or the Mayor. Employees are encouraged to frankly discuss any problems, concerns or comments which they feel are pertinent to the evaluation.

Grievance Policy

If any employee wishes to file a grievance regarding their employment, including but not limited to, discipline, job evaluations, job assignments, supervisors, or work hours, an employee must submit the grievance in writing and provide it to the Mayor. The City will make its best effort to address the grievance within two weeks.

Employees who have received written reprimand, been suspended, demoted or terminated have the right to appeal the action to the Board of Alderman. Any such appeal must be submitted in writing within two weeks of the suspension, demotion or termination. If an employee requests a hearing, the Board of Alderman will attempt to schedule a hearing within two weeks of receiving the notice of the appeal. An employee has a right to an attorney or support person to assist them in the hearing. The Board of Alderman will attempt to issue a decision regarding the appeal within two weeks of any hearing, or in the case where no hearing is requested, within two weeks of the appeal. Mayor makes any decisions regarding these types of discipline, therefore, need to have an appeal beyond the decision maker.

Nothing in this policy alters the employment at will status. Further, nothing in this policy applies to any appointed officials of the City whose employment or termination is governed by Missouri statutes.

Release of Information

Personnel and employment records are the property of the City and except for records and information that the City is required to provide by law will not be released. Access to personnel records within the City is limited to the Mayor and those designated by the Mayor.

Pre-Employment Requirements

All full-time employees will be required to undergo a pre-employment physical and drug screen before beginning work. Part-time or seasonal employees will undergo the drug screen only at the request of the supervisor.

Residence

Employees of the City of Willard shall not be required to live within the city limits, unless required to do so by law, but they are encouraged to do so. This suggestion is intended to foster a greater interest in and concern for the welfare of the community on the part of the city employees.

Employee Classification

Part-time/seasonal employees do not receive vacation, holiday, sick or other fringe benefits enjoyed by the full-time employees. Part-time/seasonal employees may have holidays off, or other days by request (with the permission of their department supervisor or foreman) but without pay.

All City of Willard employees are employees at will. As such, either the employee or the City of Willard can terminate employment with or without cause and with or without notice.

Probationary Period

Each new employee must serve a probationary period of ninety (90) days before they will be considered a regular employee. During the employee's probationary period, the employee's work habits, abilities, attitude, promptness and other pertinent characteristics will be observed and evaluated by their supervisor, department head, and other appropriate city officials. If the probationary employee fails to meet required standards of performance, they may be dismissed and will not be entitled to any hearing, grievance or other procedures set forth in this handbook. During the probationary period, the new employee is not eligible for sick leave or vacation. Wages for designated holidays falling within the probationary period will be paid to probationary full time employees.

Political Activities.

City employees shall not be coerced to take part in political campaigns, to solicit votes, to contribute or to solicit funds or support, for the purpose of supporting or opposing the appointment or election of candidates for any office.

Dress Code

The dress code for each department shall be established by the department head. The code shall be developed with all consideration for employee safety, citizen recognition, etc. This code shall be strictly enforced.

Oath

Every officer of the city shall, before entering upon their duties, take the oath prescribed by

law.

Termination of Office

Every officer and employee of the city, upon the termination of their term or employment for any cause whatsoever, shall deliver to the City all City property, including books, records, documents, papers or other equipment which may be the property of the City.

Outside Employment

No municipal employee shall engage in any outside employment without the prior written consent of the Mayor. Further, consent will not be given unless such outside employment does not conflict, impair or interfere with the employee's performance of duties for the City of Willard.

Employment of Relatives

Applicants for any full-time positions or vacancy may not be employed if the applicant is related to any full-time employee on the payroll within the same department and under the jurisdiction of the same department head. In this context, related shall mean or include: parent, child, spouse, common-law spouse, brother, sister, grandparents, grandchildren, uncle, aunt, nephew, or niece, cousins including step, half, foster, or in-laws.

Nepotism

If employees employed in the same department become related to each other after employment begins, it will be necessary for one of those related employees to either terminate their employment or change to another department within the city organization if a position is available and the necessary qualifications are met. This policy is not to be made retroactive and will not effect employment relationships in existence prior to the passage of this policy.

Holidays

All full-time employees and appointed officers shall receive normal compensation for legal holidays and any other day or any part of a day during which the public offices of the city shall be closed by special proclamation by the Mayor with the approval of the Board of Aldermen.

Holidays presently observed include:

1. New Year's Day - January 1
2. Martin Luther King Day
3. President's Day
4. Personal Holiday
5. Memorial Day - Last Monday in May
6. Independence Day - July 4
7. Labor Day - First Monday in September

8. Columbus Day
9. Veteran's Day
10. Thanksgiving Day + Friday following
11. Christmas Eve – Close at noon
12. Christmas Day - December 25
13. Employee's Birthday
14. Personal Holiday
15. New Year's Eve – close at noon

Any employee who shall be required to work during a scheduled holiday by reason of the work scheduled by their department head, shall be entitled to receive and must take during each calendar year, a selected and scheduled day off to compensate the employee for the lost holiday on which he worked. Any compensating day off not taken prior to the end of each calendar year shall be lost, as the same shall not accumulate to another year.

Vacation

Employees and appointed officials of the municipality who work full time for the municipality shall receive annual vacation periods with full pay on the following basis:

(1) One week vacation for those who have served the municipality for a period of one year prior to their anniversary date;

(2) Two weeks vacation for such employees or officers whose service has continued for two years or more prior to such date; and

(3) Three weeks vacation for those whose service has continued for five years or more prior to such date.

(4) Four weeks vacation for those whose service has continued for twelve years or more prior to such date.

(5) Five weeks vacation for those whose service has continued for fifteen years or more prior to such date.

Employees wishing to use earned vacation time should submit their request to their department head or supervisor for approval. Department heads or appointed officials must have their vacation approved by the Mayor.

Vacation days are accrued annually on January 1st. Two weeks of vacation time may be carried over to the following year if unused during the current year. After two years of continuous employment, every employee or appointed official will use January 1 of each year as their anniversary date. Employees may not carry over more than two weeks of vacation each year.

Holidays recognized by the City are not considered vacation time. If a holiday should fall

within the time an employee is on vacation, it will not be deducted from vacation days earned.

Employees who have served their one-year continuous service and have taken part or none of their vacation days earned, upon termination of employment, will be paid for the vacation which will be pro-rated up to the time of termination. The foregoing rule is assuming the employee is in good standing at the time of termination and has tendered the required notice prior to leaving.

Health Insurance

The City provides life and health insurance. Vision and dental are available at the employee's expense. This is for coverage of the employee only. Additional insurance for the employee's dependents may be purchased at the employee's expense. The insurance becomes effective thirty (30) days from your date of employment. Details and forms may be obtained from the Finance Department at the time of employment.

Workers Compensation Insurance

The City of Willard carries workers compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to loss or earnings from work-related injuries. If an employee should suffer an on-the-job injury or illness, regardless of how minor or severe, the following steps must be followed:

1. Notify a supervisor or someone at City Hall immediately. If a supervisor is unavailable and/or City Hall is closed, any such injury must be reported directly to the Mayor. If the injury is of a severity that the employee is unable to immediately report the same, such employee should, at the earliest opportunity, request a family member or friend to report the injury.
2. Employees in need of medical attention should go to a physician or facility which has been approved by the City's insurance carrier. Such approval should be obtained before any employee receives treatment unless the injury sustained is of such severity so as to require immediate medical attention. Any employee receiving medical attention for any on the job injury may be subjected to testing to determine the presence of illegal or unauthorized controlled substances.

Unreported on-the-job injuries may place an employee in the position of losing any workers compensation benefits for which they might have been eligible. If any employee has any questions regarding the workers compensation program, please contact the Finance Department.

Retirement Plan

Upon an employee reaching their six month anniversary with the City, the City shall enroll each full time employee in the Missouri Local Government Employees Retirement System. At this time the employee shall pay 4% of their gross wages into the account with the City paying the amount

stipulated under the terms of the agreement with LAGERS. This is not an optional program. Enrollment in the program is a condition of employment for every full time employee. If any employee has any questions regarding the retirement plan, please contact the Finance Department.

Uniform Policy.

Police Department: Each officer of the Willard Police Department will receive a \$650.00 uniform allowance issued once each year in July after showing proof of purchase. This allowance is to be used for dress uniforms and equipment required by the Department policy. Uniforms may be purchased at approved vendors under the City's name to be repaid by payroll deduction under the following schedule:

\$100.00 - \$200.00	Three months' deductions
\$201.00 - \$450.00	Four months' deductions

Charges for less than \$100.00 will be deducted from one paycheck.

Public Works Department: Each employee of the City of Willard Public Works Department will receive a \$200.00 clothing allowance to be used for pants and winter wear. In addition, a \$135.00 boot allowance will be provided. The clothing and boot allowance will be issued once per year in July after showing proof of purchase. The City will provide five t-shirts per employee every summer plus uniform shirts (long sleeved and short sleeved) with one jacket and vest. The uniform shirts, jacket and vest will be provided through a uniform company who will also launder these items weekly as returned by the employee.

Voicemail and Electronic Mail

All electronic and telephone communication systems and all communications and information transmitted by, received from or stored in these systems are the property of the City of Willard and as such are intended for job related purposes. Personal use should be kept to a minimum. Electronic or telephone communication systems may not be used to transmit messages that may be considered inappropriate under the City of Willard's policies, including those prohibiting harassment. All pass codes are the property of the City of Willard and may be used by the City of Willard to access electronic and telephone communications at any time. The City of Willard reserves the right to monitor any electronic or other communications made using the City of Willard systems or property.

The City of Willard provides computer access, e-mail, facsimiles, internet and voice mail access for business use only. All electronic and telephonic communication systems and all communications and information submitted by, received from, or stored in these systems are the property of the City of Willard and are to be used solely for job-related purposes. All use of any of the City of Willard-provided technology is information subject to audit and monitoring in accordance with all applicable laws to enforce compliance with this policy. Users are specifically advised that they should have no expectation of privacy for any use of the City of Willard-provided systems.

Overtime

The Fair Labor Standards Act (FLSA) governs the payment of overtime. All employees, unless exempt due to position or other provision of the FLSA, are eligible for overtime pay in excess of 40 hours per work period. To receive overtime pay, the employee must work beyond the City's normal forty hour workweek.

Each department head must approve any overtime pay requested. Overtime pay slips are available at the Finance Office.

The overtime rate paid will be at one and one-half times the employee's normal hourly rate. The base workweek for computing overtime compensation will be the actual hours worked. This does not include sick, vacation, or holiday hours. Original, signed time sheets must be submitted to the Finance Office for each pay period.

Paychecks

The City pays all employees every two weeks. Payroll checks will be distributed by the Finance Department. If you think an error has been made in your paycheck, please bring the check immediately to the City Treasurer.

Leaves of Absence

Leave of absence without pay may be granted for a period not to exceed sixty days when the granting of such leave is in the mutual interest of the city and the employee, or otherwise required by law. The employee may make a written request to the Mayor for any authorized leave of absence stating the time required and the reason for such a request. Only the Mayor may approve such a leave. Vacation, sick leave, and holiday rights will not be accrued, or paid for, during an extended leave of absence, unless otherwise required by law.

The employee will not, however, lose any vacation, sick leave, or holiday benefits which were earned prior to the commencement of the leave of absence. If such sick leave, vacation, or holiday benefits should carry past an anniversary date due to a leave of absence, authorization from the Mayor is required to carry it over.

An employee absent for three consecutive working days without notice and without sufficient reason shall be considered to have voluntarily terminated their employment.

A. Sick Leave.

Employees and appointed officials of the municipality who work full time for the municipality and who are not on an hourly pay basis, shall receive pay during unavoidable absence from work due to sickness or accident during any one year on the following basis:

<u>Length of Employment or Service</u>	<u>Full Pay For</u>
3 months to 1 year	40 hours
1 year to 3 years	80 hours
3 years to 6 years	80 hours
6 years to 10 years	120 hours
10 years to 15 years	160 hours
Over 15 years	200 hours

Sick leave is earned by the hour and used by the hour. Where payment is due to such employees or officer under worker's compensation, the amount received by reason of worker's compensation shall be deducted from the allowance above provided for.

Employees shall be allowed to accumulate 35 (working) days (280 hours) in sick leave, which may be carried over from one year to the next. If a holiday should fall within the time you are absent on sick leave, it will not be deducted from your available number of sick leave days. Employees do not get paid for sick leave upon termination of employment.

An employee who is sick must call their immediate supervisor as soon as possible if they are unable to work. If an employee fails to do so within four hours after the beginning of the work day, they may be denied pay for the period of absence. If sick leave is more than three days, the department head may require a doctor's certification; however, a certificate of verification may be required by a supervisor or department head in any case.

B. Family and Medical Leave - FMLA

Eligibility Requirements: Employees may be entitled to job-protected family or medical leaves of absence if the following conditions are met:

- You have worked for the City of Willard for the last 12 months.
- You are currently employed by the City of Willard.
- During the last 12 months of employment with the City of Willard you have worked at least 1250 hours.

Types of Leave: Employee leaves of absence under the FMLA may include:

- The birth of your child, or the placement of a child with you for adoption or foster care;
- A serious health condition that makes you unable to perform the essential functions of your job; or
- A serious health condition affecting your spouse, child or parent for which you are needed to provide care.

How and When to Request Leave: Except as explained below, an eligible employee has a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for any of the reasons

listed above. An eligible employee must provide timely and adequate notice of his or her need for FMLA-qualifying leave. To request leave, you must contact the Mayor for the appropriate forms. When the need for FMLA leave is foreseeable, such as with planned medical treatment or expected birth, the employee must provide at least 30 days advance notice before FMLA leave is to begin. When an employee's need for FMLA is unforeseeable, the requisite notice must be provided as soon as practicable under the facts and circumstances. Your notice, when possible, should be in writing, and it should provide the City of Willard with enough information to determine whether the leave qualifies as family or medical leave. Failure to provide proper notice may result in delay or denial of leave.

Continuation of Benefits: An employee's health benefits, if any, will be maintained during any period of unpaid leave under the same conditions as if he or she continued to work. The employee will be reinstated to the same or equivalent job with the same pay, benefits and terms and conditions of employment on return from FMLA leave.

Further, if the employee normally pays a portion of the premiums for his or her health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment will be discussed with the employee. The employee will have a minimum 30-day grace period in which to make premium payments. If payment is not made timely, the employee's group health insurance may be cancelled.

If an employee does not return to work following FMLA leave for a reason other than the continuation, recurrence, or onset of a serious health condition which would entitle the employee to FMLA leave, or other circumstances beyond the employee's control, the employee may be required to reimburse the City for its share of health insurance premiums paid on the employee's behalf during the FMLA leave.

Medical Certification Requirement: An employee's requested leave may be counted against the employee's annual FMLA leave entitlement. Further, the employee will be required to furnish medical certification if the leave is due to a serious health condition. Certification of Health Care Provider forms are available from the Mayor. Failure to provide the required certification may result in delay, denial or cancellation of leave. If the certification shows that your absence does not qualify under the FMLA, the FMLA designation will be revoked retroactive to the first day of your leave. The City of Willard may require recertification during your leave.

Application of Accrued Paid Leave: Family and medical leave is generally unpaid leave.

However, any accrued paid leave, including sick leave, vacation time or other leave, shall be applied to time off available under this section. Time off under worker's compensation or short-term disability will also be applied to a leave under this section.

Fitness-for-Duty and Status Reports: The employee may be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, the employee's return to work may be delayed until the certification is provided. Further, while on leave, the employee may be required to furnish the City of Willard with periodic reports of the employee's status and intent to return to work. If the circumstances of the employee's leave change,

and he or she is able to return to work earlier than the date indicated above, the employee may be required to notify the Mayor at least two weeks prior to the date the employee intends to report to work. The employee may be required to furnish recertification to a serious health condition.

C. Military Leave of Absence

The City of Willard complies with all applicable laws applying to military leave.

D. Funeral Leave

An employee may be granted up to three working days of leave with full pay as needed in the event of the death of spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, grandfather, grandmother, or any relative residing permanently with and dependent upon the employee.

E. Jury Duty

An employee may be granted leave with pay when required to be absent from work for jury duty or as trial witness. Compensation for such leave shall be limited to the difference between pay received for this service and normal pay.

Substance Abuse Policy

It is the policy of the City of Willard to provide safe, dependable, and quality services to its citizens, to provide safe and healthy working conditions for its employees, and to comply with the requirements of federal law and regulations related to the Drug Free Work Place Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991.

It is the policy of the City of Willard to ensure that its employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner. The City desires to create a work environment free from the adverse effect of alcohol and controlled substances abuse or misuse. Employees are strictly prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol while conducting any work on behalf of the City or on any City premises. Employees are also prohibited from the unauthorized possession of alcohol while on duty and are prohibited from the unauthorized possession or use of unauthorized controlled substances at any time, whether on or off duty. No employee shall use alcohol or non-prescribed drugs in the workplace or in operation of the City's motor vehicles or equipment.

This policy applies to all employees and/or applicants who apply for employment with the City of Willard. All employees, regardless of their date of hire, will be required by the City of Willard to comply with all sections of this policy including: pre-employment, post-accident, reasonable suspicion, return to work, and follow-up testing for both alcohol and controlled substances. Further, as set forth herein, the City encourages employees to seek professional assistance when personal problems, including alcohol and controlled substance dependency,

adversely affect their ability to perform assigned duties.

Any employee convicted of illegal conduct related to alcohol or controlled substances, including a conviction of a criminal drug statute occurring in the workplace, must notify the Mayor within five calendar days of any such conviction. Failure to timely report any such conviction will result in disciplinary action, up to and including termination of employment. Further, any employee whose job performance requires the possession of a valid driver's license and who subsequently loses the driver's license as a consequence of drug or alcohol related convictions, pleas or other legal means, shall be subject to disciplinary action, up to and including termination from employment. The employee shall notify the Mayor of the loss of the driver's license immediately after revocation or temporary suspension of their license. Failure to notify the Mayor of the loss of the driver's license shall result in disciplinary action, up to and including termination of employment.

Any employee who is using a prescribed or authorized controlled substance which may inhibit or impair the employee's performance shall provide written notice to the Mayor of such use upon returning to work and prior to engaging in any work related activity.

As a condition of employment, both present and future employees shall be subject to alcohol and controlled substances testing including the following types of tests: pre-employment testing, random testing, reasonable suspicion testing, post-accident testing, return to work testing, and follow-up testing. Tests shall be conducted by a facility certified and approved by the City of Willard.

An employee who fails a test or who fails to submit to a test under this policy may be discharged by the City for misconduct connected to work.

1) Pre-Employment Testing

Pre-employment urine drug testing shall be required of all applicants for all positions as a condition of employment, regardless of the status of the position. Receipt of satisfactory test results is required prior to commencement of employment. A positive alcohol or controlled substance test result disqualifies an applicant from appointment to employment for a period of at least two (2) years. Applicants must submit to a pre-employment urine drug test within twenty-four (24) hours of being ordered to test. Failure to submit to testing or failure to submit in a timely manner will result in the withdrawal of the City's conditional offer of employment. The applicant will be disqualified from further consideration for a period of two(2) years. Applicants who fail to test or who fail to submit in a timely manner for a second time will be permanently disqualified for consideration for employment with the City of Willard. Any deviation from this practice must be documented and approved in writing by the administrator.

2) Reasonable Suspicion Testing

Reasonable suspicion testing applies to all City of Willard employees regardless of their status or position. Reasonable suspicion testing shall be used to determine fitness for

duty evaluations, including appropriate urine and/or breath testing when there are objective observable reasons to believe that alcohol or a controlled substance use is adversely affecting an employee's job performance or that the employee has violated this policy. Reasonable suspicion referrals for testing shall be made on the basis of documented objective facts and circumstances consistent with the effects of substance use. Reasonable suspicion observations and reports can only be made by supervisory or management personnel. The observing supervisor or manager, regardless of the direct reporting relationship with the affected employee, is required to complete the appropriate required documentation concurrently with the observation and consideration to impose reasonable suspicion testing.

All employees may be subject to testing following any type of accident if reasonable suspicion is determined, regardless of whether the accident meets the guidelines as noted under the post-accident provisions of this policy. A supervisor or manager who fails to report an observation and, subsequently, fails to order a confirmed reasonable suspicion will be subject to disciplinary action up to and including termination.

Reasonable suspicion testing shall be required and completed whenever possible within two (2) hours of the observation, but in any case, no later than eight (8) hours after the observation for breath alcohol testing and thirty-two (32) hours for controlled substance testing. An employee who is ordered to submit to a reasonable suspicion drug test should be transported to the testing site by City personnel.

3) Random Testing. Random testing is applicable to all employees. Random testing shall be conducted at the direction of the Mayor. An employee who is notified to submit to a random drug test must report immediately to the collection site. No delay in reporting is acceptable. An employee who is ordered to submit and does not report to the collection site, without delay, must document circumstances causing the delay to be tested.

4) Post Accident Testing. Post accident testing is applicable to any employee involved in an accident or in which the employee injures the person or property of another.

5) Return to Work or Follow up Testing. Return to work or follow up testing may be required at the direction of the Mayor.

C. Rehabilitation Effort

Employees are encouraged to seek help with alcohol or chemical dependency problems voluntarily through a provider of their choice. Employees will not be disciplined for seeking assistance, if assistance is sought voluntarily.

Rehabilitation assistance, due to the refusing to submit to an alcohol or controlled substance test, may only be granted to an employee one time while employed by the City of Willard. Failure to complete the rehabilitation evaluation and any subsequent treatment plan and/or comply with the provisions of this policy will result in termination of employment.

The following items must be completed for a rehabilitation process to be successful and complete:

1. The employee shall agree to be evaluated by a rehabilitation professional acceptable to the City of Willard and shall successfully complete the rehabilitation treatment plan established for the employee by such; and
2. The employee shall agree to refrain from any violation of this policy and the use of alcohol and/or controlled substances as is consistent with the treatment plan for rehabilitation and this policy; and
3. The employee shall provide a release of all medical records for use and review by the City of Willard, specifically relating to the rehabilitation treatment plan for assistance and compliance; and
4. The employee shall agree to submit to return to work testing demonstrating that the employee has tested negative for alcohol and/or controlled substance test standards; and
5. The employee shall agree to unannounced follow-up testing for a period of time as determined by the administrator or designee subsequent to the employee's return to work and consistent with this policy; and
6. The employee will continue to be a participant of the random drug testing pool and ordered to submit to a random drug test as outlined in this policy; and
7. The employee shall agree that any future alcohol or controlled substance violations will result in the termination of employment.

Violation of this policy will be considered misconduct connected to work and will result in disciplinary action, up to and including termination of employment.

CITY OF WILLARD EMPLOYEE POLICY MANUAL

Equal Employment Opportunity

The City of Willard is an equal opportunity employer. Interaction with applicants for employment and with our employees are administered without regard to race, religion (belief or non-belief), sex, age, national origin, disability, veteran status, as well as other classifications protected by applicable federal, state or local laws. The City of Willard actively promotes this policy by conducting all employment transactions strictly on the basis of job related qualifications. The City's equal employment opportunity philosophy applies to all aspects of employment with the City of Willard including recruiting, hiring, training, transfer, promotion, job benefits, pay, dismissal, educational assistance, and social and recreational activities.

Personnel Policies

This handbook contains the policies of the City of Willard relative to hours, wages, and conditions of employment and is a reference manual which shall be followed in the administration of City Policies in personnel matters. It is not to be construed to be contrary to any of the state or government regulations concerning wage and hour laws, discrimination, etc. The following policies are operating practices and rules of the city. These policies have been established and are for the mutual benefit of employees and the administration in order to provide good working conditions and relationships. It is not intended that any rule or policy should be an imposition on any employee. It is the duty of supervisors and foremen to administer fairly and enforce these policies, and all employees are expected to abide by and follow them. These policies are not arbitrary, but in the event of any question relative to the application of any rule or policy contained herein, reference shall be made to the administration.

This booklet has been prepared to inform you about the City of Willard and its current policies, procedures, rules, and regulations. In it we have endeavored to outline in the most clear, most concise way, what is expected of you as a City employee, and what you may expect from the City.

We believe understanding is the basis for a good working relationship. Every statement of policy has a sound background of common sense and courtesy based on the experiences of this City and conditions in the area.

This booklet has been prepared for you, to serve as a guide to your responsibilities, duties and loyalty as an employee of the City of Willard and, most of all, to the citizens we serve. This is your manual of policies, practices, privileges, and regulations. Read it, study it and keep it on hand for ready reference.

Personnel Management

The city has no separate Personnel Department, as such, for the sole purpose of hiring, discharging, etc. Because of limited personnel and size of our city, this responsibility is vested in the **department head with the approval of the Mayor** and the Board of Aldermen. All recruiting, applicant interviewing, and screening of potential employees for the City is handled by the **department head with input from the Office of the Mayor**.

All applicants for employment must complete an application and be interviewed as outlined above. All applications will remain confidential. Applicants judged to be qualified candidates for possible employment may be referred to the supervisor or foreman of the department who has requested an additional employee. The supervisor or foreman will then make a recommendation to the **City Administrator and the Office of the Mayor**. The final decision regarding employment, however, will be made by the Mayor and the Board of Aldermen.

Employees will be selected from qualified applicants, on the basis of qualifications alone, without regard to race, creed, color, age, national origin, sex or occupationally irrelevant physical requirements, in accordance with objective standards which permit review, after a full and fair opportunity for application; and this program shall be operated on a completely nondiscriminatory basis.

Eligibility, Application, and Employee Requirements

1. ~~The minimum age for employment shall be eighteen years of age, police officers shall be twenty-one.~~
2. ~~Employees are not required to live inside the City limits~~
3. ~~Applicants must complete an application without falsification.~~
4. ~~Applicants must be willing to be photographed, fingerprinted and sign the release for a criminal background check.~~
5. ~~All employees must be willing to meet all training requirements if applicable.~~
6. ~~All employees must be willing to attend all meetings as required by the Mayor.~~
7. ~~All employees must be willing to report to duty in case of emergency.~~
8. ~~All employees must sign that they have read and understand and will abide by these regulations.~~
9. ~~The City may require additional background checks, physical exams, and/or drug screenings or testing.~~

Pre-Employment Requirements

All full-time employees will be required to undergo a pre-employment physical and drug screen before beginning work. Part-time or seasonal employees will undergo the drug screen only **at the request of the supervisor.**

Probation

All employees are hired on a ninety (90) day probationary period unless otherwise specified by the Mayor and Board of Aldermen.

Appointment and Promotion

City employees should be assured that both appointment and promotion within the city service will be on the principle of merit. Appointments and promotions to all classified positions shall be on the basis of qualifications and experience, which shall be determined by evaluation of the applicant's 1) training, education, experience and physical fitness, 2) oral interview, and 3) whenever practical, an examination or demonstration test.

Employees will be notified by bulletin board posting when vacancies occur. However, the City of Willard may recruit applicants from outside the city service whenever they have reason to believe that better qualified applicants are available than within the city service. Promotion within the city service shall be based on the qualifications and experience of the person being appointed. Usually, the first consideration in filling of vacancies will be given to the most qualified applicant in the department in which the vacancy exists. Next, consideration will be given to the most qualified applicant from outside the department. If no acceptable applicant is found within the city service, the vacancy will be filled from outside the city service. The criteria used in the selection of the most qualified applicant shall be based upon experience, performance, evaluation and, where feasible, examination.

Transfer between departments within the same position classification will be considered when a vacancy occurs, but first preference will be given to promotion within the department.

Employee Classification

All employees who work forty (40) hours or more each week on a regular basis are classified as full-time employees. This term does not include seasonal workers, who are hired for a term of less than one year.

All other employees who work less than 40 hours per week regardless of the department in which they work are considered part-time employees.

Part-time/seasonal employees do not receive vacation, holiday, sick or other fringe benefits enjoyed by the full-time employees. Part-time/seasonal employees may have holidays off, or other days by request (with the permission of their department supervisor or foreman) but without pay.

Qualifications Required

Any combination or education, training, and experience providing the following knowledge, skills, and abilities:

Must possess a demonstrated leadership ability with a strong record of achievement. Ability to obtain thorough knowledge of municipal government; prepare and maintain manual and computer files and records of a widely varied nature; read, learn, and apply state and local election laws and procedures; effectively direct and supervise subordinate personnel; make independent decisions, demonstrate sound judgment, and exercise initiative; accurately analyze the historical value of documents or records and coordinate the city archives; possess excellent human relations skills with associates and the general public; follow oral and written instructions; communicate effectively both verbally and in writing; perform effectively as a member of a team in carrying out the city's quality management philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Must have the ability to lead and manage an organization of diverse individuals and to insure that both department and city goals and objectives are accomplished.

Miscellaneous Requirements

Must have a valid Missouri State Driver's License. Must pass a pre-employment substance abuse test and will be subject to random substance abuse testing.

Safety Statement

The City of Willard strives to provide each employee with a safe and healthful work environment, but ultimately safety becomes an individual decision. The City of Willard believes that employees must assume responsibility for taking the necessary precautions to protect themselves and co-workers; abiding by safety rules and practices, immediately reporting all accidents and injuries, making unsafe practices or conditions known to their department head or other designated employee.

All City equipment shall be maintained and operated in the safest possible manner and only by those employees qualified to operate them. All equipment issued to an employee shall be the responsibility of the employee for upkeep and maintenance of said departmental equipment. Refer to the City Safety Manual for specifics in each area of

safety.

Continuous Service

Continuous service shall be defined as uninterrupted service from the date of your employment to the present time. Approved leave-of-absence will not cause termination of employment. Fringe benefits are not accrued while on leave of absence.

Personnel whose employment has been terminated for any reason with this City shall lose their seniority. Employees who quit of their own accord will lose seniority.

Residence

Employees of the City of Willard shall not be required to live within the city limits, unless required to do so by law, but they are encouraged to do so. This suggestion is intended to foster a greater interest in and concern for the welfare of the community on the part of the city employees.

Probationary Period

Each employee receiving an appointment or a promotion to a position in the city service must serve a probationary period of ninety (90) days before he/she will be considered a regular employee. During the employee's probationary period, the employee's work habits, abilities, attitude, promptness and other pertinent characteristics will be observed and evaluated by their supervisor, department head, and other appropriate city officials. If the probationary employee fails to meet required standards of performance, he/she is to be dismissed, or if he/she is a promoted regular employee, he/she may be restored to the position from which he/she was promoted or to a comparable position if such position is available. During the probationary period, the new employee is not eligible for sick leave or vacation. Wages for designated holidays falling within the probationary period will be paid to probationary full time employees.

If at any time during the probationary period the supervisor determines that the services of the employee have been unsatisfactory, the employee may be separated from his position.

At the end of the probationary period, if there is reason to believe that the employee may develop the ability to perform satisfactorily by an extension of the probation period, the supervisor may grant an extension not to exceed sixty (60) days.

At the end of each employee's probationary period, the supervisor shall complete and file the probationary report and the notify the Mayor in writing that either: (1) the employee has successfully completed his/her probationary period and is capable of performing the duties of the position satisfactorily, and is henceforth to be considered a regular employee with all rights and privileges due him/her; or, (2) the employee has not demonstrated the ability to perform

~~satisfactorily the duties of the position and is to be separated from city employment, or, if promoted from another position, returned to the previous or a similar classification should such position be available. The mayor shall then notify the Board of Aldermen on the action taken.~~

Job Performance Evaluation

Each employee's work performance will be evaluated by his or her immediate supervisor and/or the Mayor. You may from time to time be furnished with a performance rating and evaluation slip to help you improve in your job and continued service with this City. This evaluation slip is furnished to you with absolute confidence and is not to be shown or discussed with any employee except your foreman or the Mayor. The information checked on this form has been furnished by your foreman, ~~you or workers and the Mayor's personal observations.~~ A copy of each evaluation will be kept in your personnel file.

If you so desire, the mayor will be glad to discuss your evaluation with you in private. You are encouraged to frankly discuss your problems and make any comments which you feel are pertinent to the evaluation. All conferences will be kept confidential and shall not be discussed with anyone but pertinent city officials.

Disciplinary Action

It shall be the duty of all city employees to comply with and to assist in carrying into effect the provisions of the city's personnel rules and regulations. No employee shall be disciplined except for violation of established rules and regulations, and such discipline shall be in accordance with procedures established by the personnel rules and regulations.

A. Employee's and Supervisor's Responsibilities:

1. It is the duty of every employee to attempt to correct any faults in performance when called to their attention and to make every effort to avoid conflict with the city's rules and regulations.
2. It is the duty of every supervisor to discuss improper or inadequate performance with the employee in order to correct the deficiencies and to avoid the need to exercise disciplinary action. Discipline shall be, whenever possible, of an increasingly progressive nature, the step of progression being (a) warning, (b) suspension, (c) demotion and (d) removal.

B. Grounds for Action: The following are declared to be grounds for demotion, suspension, or removal of any permanent employee:

1. Conviction of a felony or other crime involving moral turpitude.

2. Acts of incompetency
3. Absence without leave
4. Acts of insubordination
5. Intentional failure or refusal to carry out instructions
6. Misappropriation, destruction, theft or conversion of city property
7. Refusal or neglect to pay just debts. Maintenance of effort to pay debts must be shown to clear employee of neglect charges.
8. Employee subsequently becomes physically or mentally unfit for the performance of his duties
9. Acts of misconduct while on duty
10. Willful disregard of orders
11. Habitual tardiness and/or absenteeism
12. Falsification of any information required by the City
13. Failure to properly report accidents or personal injuries
14. Neglect or carelessness resulting in damage to city property or equipment
15. Repeated convictions during employment on misdemeanor and/or traffic charges
16. Introduction, possession or use on city property or in city equipment of intoxicating liquors or illegal controlled substances (drugs) or proceeding to or from work under the influence of liquor or an illegal controlled substance.

C. Employee Notice: A written notice shall be given to each employee stating the reasons for the disciplinary action and the date it is to take effect. The notice is to be given to the employee at time such action is taken and in any event not later than three (3) working days from date of action. A copy of the notice signed by the employee in the employee's personnel file shall serve as prima facie evidence of delivery.

[Handwritten signature]

D. Introductory Employee: Any introductory employee may be suspended, reduced in pay or class, or removed at any time by the department head or the Mayor. Introductory, temporary and seasonal part-time employees shall not have the right of appeal from such action.

E. Regular Employees: All regular employees holding positions in the classified service may be suspended for a period of not to exceed thirty (30) working days, reduced in pay or class, or removed for cause by the Department Head with a full report to go to the Mayor and the Board of Aldermen. ~~Regular employees shall be dismissed only after having been given written notice~~ 

F. Evidence: Normally, the deterioration of an employee's conduct is a progressive problem and every effort should be made to reverse this trend as soon as it is apparent. Based on this philosophy, sufficient evidence should be available in the employee's personnel file to justify the action taken.

G. Right of Appeal: All regular employees are granted the right of appeal. Within ten (10) days after effective date of disciplinary action, the employee may file a written appeal to the Mayor and/or Board of Aldermen.

H. Investigation: The Mayor and/or Board of Aldermen shall hear appeals submitted by any regular employee in the classified service relative to any suspension, demotion or dismissal and shall submit a written statement of facts, findings, and recommendations to the Board of Aldermen, whose action shall be final and conclusive.

I. Hearings Closed: The hearing shall be open to the public at the discretion of the Mayor and/or Board of Aldermen.

J. Informal Nature: The hearing shall be conducted in an informal manner and the Mayor/Board of Aldermen shall make every effort to avoid the appearance of conducting a trial in a court of law.

K. Scheduling of Appeal: No later than ten (10) working days after receipt of the written appeal, the Mayor and/or Board of Aldermen shall fix a time and place for convening of a hearing. Within forty-eight (48) hours after the completion of the hearing the Mayor and/or Board of Aldermen shall report its findings and recommendations.

L. Right to Representation: The appellant shall have the right to appear and be heard in person or by counsel.

M. Appellant Fails to Appear: Appellant's failure to attend or notify the Mayor and/or Board of Aldermen of the inability to attend, will constitute just cause for dismissal of the appeal.

Grievance Policy

A. Purpose: The most effective accomplishment of the work of the city requires prompt consideration and equitable adjustment of the employee grievances. It is the desire of the city to adjust the causes of conflicts informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise.

B. Policy: An employee may present a grievance, or have an employee committee, selected by the employee, present it to the employee's supervisor, department head or to the City Administrator.

C. Grievances to be Written: All grievances shall be submitted in writing.

D. Time Limit: If satisfaction is not achieved by the above procedure within ten (10) working days, the grievance then may be presented to the Mayor and/or Board of Aldermen.

E. Final Authority: The Mayor/Board of Aldermen shall convene a meeting within ten (10) days to consider the grievance. The employee, the supervisor, the department head and any other interested party shall have the right to be heard. The Mayor/Board of Aldermen then shall take appropriate action, which may include a recommendation to change the personnel rules and regulations, a finding that the grievance is unjustified, or any other appropriate recommendation.

F. Protection: No employee shall be disciplined or discriminated against in any way because of proper use of the grievance procedure.

Provisions Relating To All Officers and Employees

A. Code of Ethics for City Officials

A. Policy: The public judges its government by the way public officials and employees conduct themselves in the posts to which they are elected or appointed.

The people have a right to expect that every public official and employee will conduct himself/herself in a manner that will tend to preserve public confidence in and respect for the government he/she represents.

Such confidence and respect can best be promoted if every public official and employee, whether paid or unpaid, and whether elected or appointed, will uniformly: (1) treat all citizens with courtesy, impartiality, fairness and equality under the law; and (2) avoid both actual and potential conflicts between their private self-interest and the public interest.

B. Fair and Equal Treatment: No official or employee shall grant or made available to any person any consideration, treatment, advantage, or favor beyond that which it is the general practice to grant or make available to the public at large.

No official or employee shall request, use or permit the use of any publicly-owned or publicly-supported property, vehicle, equipment, labor or service for the personal convenience or the private advantage of himself/herself or any other person. This rule shall not be deemed to prohibit an official or employee from requesting, using, or permitting the use of such publicly-owned or publicly-supported property, vehicle, equipment, material, labor or service which it is the general practice to make available to the public at large or which is provided as a matter of stated policy for the use of officials and employees in the conduct of official business.

C. Conflict of Interest:

(1) Financial or personal interest. No official or employee, either on his/her own behalf or any other person, shall have any financial or personal interest in any business or transaction with any public body unless he/she shall first make full public disclosure of the nature and extent of such interest.

(2) Disclosure and Disqualification. Whenever the performance of his/her official duties shall require any official or employee to deliberate and vote on any matter involving his/her financial or personal interest, he/she shall publicly disclose the nature and extent of such interest and disqualify himself/herself from participating in the deliberation as well as in the voting.

(3) Incompatible Employment. No official or employee shall engage in private employment with, or render services for, any private person who has business transactions with any public body unless he/she shall first make full public disclosure of the nature and extent of such employment or services.

(4) Representation of Private Persons. No official or employee shall appear on behalf of any private person, other than himself/herself, before any public body in the city.

(5) Gifts and Favors. No official or employee shall accept any gift, whether in the form of money, thing, favor, loan or promise, that would not be offered or given to him/her if he were not an official or employee.

(6) Confidential Information. No official or employee shall, without prior formal authorization of the public body having jurisdiction, disclose any confidential information

concerning any other official or employee, or any other person, or any property or governmental affairs of the city.

(7) Nepotism. No elected official shall appoint or vote for appointment of any person related to him/her by blood or marriage to any clerkship, office, position, employment, or duty, when the salary, wages, pay or compensation is to be paid out of public funds.

D. Advisory Opinions: Upon the written request of the officer or employee concerned, the Board shall render written advisory opinions based upon the provisions of this policy. The Board shall file its advisory opinions with the City Clerk, but may delete the name of the officer or employee involved.

E. Hearings and Determinations: Upon the sworn complaint of any person alleging facts which, if true, would constitute improper conduct under the provisions of this policy, the council shall conduct a public hearing in accordance with all of the requirements of the due process of law, and, in written findings of fact and conclusions based thereon, make a determination concerning the propriety of the conduct of the subject official or employee.

F. Political Activities: **City employees shall not be appointed or retained on the basis of their political activity. City employees shall not be coerced to take part in political campaigns, to solicit votes, to contribute of solicit funds or support, for the purpose of supporting or opposing the appointment or election of candidates for any municipal office.**

No city employee shall actively advocate or oppose the candidacy of any individual for nomination or election to any municipal office, but an employee may participate in political affairs at other levels of government, provided such participation does not adversely affect his performance as a city employee. Employees are expected to exercise their right to vote in municipal elections, but shall not engage in or participate in any other way in any municipal elections.

Failure to comply with these provisions is grounds for immediate dismissal.

GENERAL PROVISIONS

A. Effect: These provisions shall apply alike to all officers and employees of the city, regardless of the time of the creation of the position or the time of the appointment of the officers.

B. Appointments: Where no specific provision is made to the contrary, by the Missouri Revised Statutes or city ordinance, the mayor shall designate or hire all employees of the city. In the case of officers, he shall appoint such officer with the advice and consent of the council.

C. Terms: Unless otherwise designated by a specific ordinance, every appointed officer shall hold office for the term of one year or until his/her successor is appointed and qualified. Employees shall serve as long as their services are deemed necessary by the Mayor.

D. Assignment of Duties: The mayor shall have the power to assign to any employee any duties he/she sees fit. Where the duties of an office are not provided for by law, the mayor may designate such duties with the advice and consent of the council.

E. Records: All records kept by any officer of the city shall be open to inspection by the Mayor, or any member of the Board of Aldermen at all reasonable times, whether or not such records are required to be kept by statute or ordinance. All City records shall be kept in City Hall and shall not leave the premises.

F. Moneys Received: Every officer or employee other than the Treasurer of the city shall at least once each day turn over all moneys received by him/her in his/her official capacity to the City Treasurer with a statement showing the source from which the same was received.

G. Oath: Every officer of the city shall, before entering upon his/her duties, take the oath prescribed by law.

H. Bond: Every officer and employee shall, if required by the Board of Aldermen or statute, upon entering upon the duties of his/her office, give a bond in such amounts as may be determined by the Board and with such sureties as it may approve, conditioned upon the faithful performance of the duties of his/her office or position.

I. Salaries: All officers and employees of the city shall receive such salaries as may be provided from time to time by ordinance. No officer or employee receiving a salary from the city shall be entitled to retain any portion of any fees collected by him/her in the performance of his/her duties as municipal officer or employee in the absence of a specific ordinance provision to that effect.

J. Termination of Office: Every officer and employee of the city, upon the expiration of his/her term for any cause whatsoever, shall deliver to his/her successor all books and records which may be the property of the city; and if no successor has been appointed within one week after the termination of office such property shall be delivered either to the City Clerk or to the City Treasurer.

Employee and Appointed Officers' Benefits

A. Wage Policy: The City pays all employees on a bi-monthly basis. Payroll checks will be distributed by the Finance Department, and if for any reason you are not present, your check will be held until called for later.

If you think an error has been made in your paycheck (underpaid or overpaid), please bring the check immediately to the City Treasurer. DO NOT CASH THE CHECK UNLESS INSTRUCTED TO DO SO. If short, you probably will be given an additional check for the difference or, if the sum is minor, it may be added to your next paycheck.

Any change of name, address, telephone number, marital status, or additions to the family should be reported immediately to the City Treasurer. You will be furnished proper forms to change your withholding, insurance and social security status. This is very important.

Each department head must approve any overtime pay requested. Overtime pay slips are available at the Finance Office. Department heads and supervisors of three or more people will be exempt from overtime.

All employees will receive a performance evaluation in October with a wage evaluation included. Wage increases will be approved by the Board of Aldermen at the November council meeting. All wage increases, if any, will become effective the following January 1.

B. Work Schedule: The City workweek is defined as a seven day period. A workweek is established as forty (40) hours for regular full-time employees. Part-time employees schedules will be established and defined by the department head. Lunch and break periods will be established by the department heads following all Fair Labor Standards Act provisions.

C. Overtime: The Fair Labor Standards Act (FLSA) governs the payment of overtime. All employees, unless exempt due to position, are eligible for overtime pay in excess of 40 hours per work period. To receive overtime pay, the employee must work beyond the City's normal forty hour workweek. The overtime rate paid will be at one and one-half times the employee's normal hourly rate. The base workweek for computing overtime compensation will be the actual hours worked. This does not include sick, vacation, or holiday hours. Original, signed time sheets must be submitted to the Finance Office for each pay period.

D. Wage Garnishment: Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee's pay directly from the City. Although the City does not wish to become involved in an employee's private matters, we have to administer the court's orders. In doing so, the finance office will contact the employee to explain the details of the garnishment and how it affects wages. Employees are encouraged to resolve these matters privately to avoid the City's involvement in this situation. The City may apply to the court for the award of a fee for processing the garnishment.

E. Smoking: Smoking will not be permitted in any City building or City vehicle.

Smoking is permitted in designated areas only.

F. Release of Information: Except for records and information that the City is required to provide by law, no information about any employee will be released unless the City has a signed authorization from the employee on file.

G. Vacation: Employees and appointed officials of the municipality who work full time for the municipality shall receive annual vacation periods with full pay on the following basis:

- (1) One week vacation for those who have served the municipality for a period of one year prior to their anniversary date;
- (2) Two weeks vacation for such employees or officers whose service has continued for two years or more prior to such date; and
- (3) Three weeks vacation for those whose service has continued for five years or more prior to such date.
- (4) Four weeks vacation for those whose service has continued for twelve years or more prior to such date.
- (5) Five weeks vacation for those whose service has continued for fifteen years or more prior to such date.

The head of each department may designate by rule the time when each employee under his/her supervision may take a vacation; the time at which heads of departments or appointed officials may pick their vacation shall be designated by the City Administrator. Vacation days are accrued annually on January first. Absence on account of sickness, injury or disability in excess of sick leave may at the request of the employee and the discretion of the department head be charged against vacation leave. Notice of this request must be given to the Finance Department in a timely manner.

Effective January 1, 2004, vacation time will no longer be eligible for financial compensation. All departments will be fully staffed, and this should allow everyone to schedule their full vacation time. Two weeks of vacation time may be carried over to the following year if unused during the current year. After two years of continuous employment, every employee or appointed official will use January 1 of each year as their anniversary date.

Holidays recognized by the City are not considered as part of your vacation time. If a holiday should fall within the time you are on vacation, it will not be deducted from your vacation days earned.

Employees who have served their one-year continuous service and have taken part or

none of their vacation days earned, upon termination of employment, will be paid for the vacation which will be pro-rated up to the time of termination. The foregoing rule is assuming the employee is in good standing at the time of termination and has tendered the required notice prior to leaving.

H. Sick Leave: Employees and appointed officials of the municipality who work full time for the municipality and who are not on an hourly pay basis, shall receive pay during unavoidable absence from work due to sickness or accident during any one year on the following basis:

<u>Length of Employment or Service</u>	<u>Full Pay For</u>
3 months to 1 year	40 hours
1 year to 3 years	80 hours
3 years to 6 years	80 hours
6 years to 10 years	120 hours
10 years to 15 years	160 hours
Over 15 years	200 hours

Sick leave is earned by the hour and used by the hour. Where payment is due to such employees or officer under worker's compensation, the amount received by reason of worker's compensation shall be deducted from the allowance above provided for.

Employees shall be allowed to accumulate 35 (working) days (280 hours) in sick leave, which may be carried over from one year to the next.

If a holiday should fall within the time you are absent on sick leave, it will not be deducted from your available number of sick leave days.

An employee who is sick must call his/her immediate supervisor as soon as possible if unable to work. If he/she fails to do so within four hours after the beginning of the work day, he/she may be denied pay for the period of absence. If sick leave is more than five days, the department head shall require a doctor's verification; however, a certificate of verification may be required by supervisor in any case.

I. Funeral Leave: An employee may be granted up to three working days of leave with full pay as needed in the event of death of spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, grandfather, grandmother, or any relative residing permanently with and dependent upon the employee.

J. Jury Leave: An employee may be granted leave with pay when required to be absent from work for jury duty or as trial witness. Compensation for such leave shall be limited to the difference between pay received for this service and normal pay.

K. Worker's Compensation and Disability Payment: Absence from work for on-the-job injury as a result of an accident shall be compensated for loss in time in accordance with provisions of the Worker's Compensation Act and the city's plan to supplement such compensation. These same provisions provide for payment of medical expense in accordance with the Worker's Compensation Act.

L. Unemployment Compensation: The city began providing unemployment compensation benefits on January 1, 1978. The cost of this benefit is paid completely by the city and assures that all eligible persons receive a weekly income for a specific duration if they are laid off from work and cannot find other employment.

M. Holidays: All full-time employees and appointed officers shall receive normal compensation for legal holidays and any other day or any part of a day during which the public offices of the city shall be closed by special proclamation by the Mayor with the approval of the Board of Aldermen.

Holidays presently observed include:

1. New Year's Day - January 1
2. Martin Luther King Day
3. President's Day
4. Personal Holiday
5. Memorial Day - Last Monday in May
6. Independence Day - July 4
7. Labor Day - First Monday in September
8. Columbus Day
9. Veteran's Day
10. Thanksgiving Day + Friday following
11. Christmas Day - December 25
12. Employee's Birthday
13. Personal Holiday

Any employee who shall be required to work during a scheduled holiday by reason of the work scheduled by their department head, shall be entitled to receive and must take during each calendar year, a selected and scheduled day off to compensate the employee for the lost holiday on which he worked. Any compensating day off not taken prior to the end of each calendar year shall be lost, as the same shall not accumulate to another year.

N. Retirement Plan: Upon the employee reaching his/her six month anniversary with the City, the City shall enroll each full time employee in the Missouri Local Government Employees Retirement System. At this time the employee shall pay 4% of their gross wages into the account with the City paying the amount stipulated under the terms of the

agreement with LAGERS. This is not an optional program. Enrollment in the program is a condition of employment for every full time employee.

O. Health Insurance: The City provides, at no cost to the employee life, health, dental and vision insurance. This is for coverage of the employee only. Additional insurance for the employee's dependents may be purchased at the employee's expense. The insurance becomes effective thirty (30) days from your date of employment. Details and forms may be obtained from the Finance Department at the time of employment.

P. Employment of Relatives Applicants for any full-time positions or vacancy may not be employed if the applicant is related to any full-time employee on the payroll within the same department and under the jurisdiction of the same department head. In this context, related shall mean or include: parent, child, spouse, common-law spouse, brother, sister, grandparents, grandchildren, uncle, aunt, nephew, or niece, cousins including step, half, foster, or in-laws.

If employees employed in the same department become related to each other after employment begins, it will be necessary for one of those related employees to either terminate their employment or change to another department within the city organization if a position is available and the necessary qualifications are met.

This policy is not to be made retroactive and will not effect employment relationships in existence prior to the passage of this policy.

Q. Medical Leave of Absence: The Family and Medical Leave Act of 1993 (FMLA) allows an eligible employee 12 work weeks of unpaid leave during any 12-month period for the following reasons:

1. Birth of a child; The birth of the employee's child or to care for such child;
2. Placement of child for adoption or foster care; The child's placement with the employee for adoption or foster care;
3. Family serious health condition; The care of a spouse, child, or parent who has a serious health condition;
4. Employee serious health condition; The employee's own serious health condition.

The following provisions shall apply:

- A. Entitlement to family leave expires 12 months after the birth or adoption of a child.
- B. Leave for birth or adoption shall be limited to one consecutive leave period. Leave for serious health conditions may be intermittent or on a reduced time basis if such schedule is needed for medical reasons. The City may move an employee on intermittent or reduced time leave to an alternative position that

can accommodate such scheduling.

- C. When leave is foreseeable, an employee must give the City 30 days advance notice. In addition, when foreseeable leave is for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the City's operation. If it is not possible to provide 30 days notice, as much notice as is practicable must be provided. During leave, an employee is required to report periodically on his/her status and intent to return to work.
- D. Serious health condition is defined as a condition that involves inpatient care in a hospital, hospice, or residential care facility or continuing treatment by a health care provider.
- E. The City will return the employee to the same or equivalent position and employment benefits upon return from approved family leave.

To be eligible for FMLA leave, an employee must have twelve (12) months of total service with the City. If a husband and wife are both employed by the City, they are allowed to have a combined twelve (12) weeks of leave during any twelve (12) month period.

Disability due to pregnancy is treated as any other illness or disability. An employee needing time off from work has the option of using accumulated vacation, sick leave, or request an unpaid leave under the provisions of the Family and Medical Leave Act.

R. Military Leave of Absence: Employees may receive a leave of absence, not to exceed ten (10) working days annually, for participation in annual training for the National Guard or Reserve Armed Forces. Request for such leave must be accompanied by a copy of official orders requiring such training. Employees shall not be compensated for such leave. Leave of absence may exceed ten (10) days if the Guard or Reserve unit is activated.

S. Workers Compensation Insurance: The City of Willard carries workers compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to loss or earnings from work-related injuries. If an employee should suffer an on-the-job injury or illness, regardless of how minor or severe, the following steps must be followed:

1. Notify a supervisor or someone at City Hall immediately. If a supervisor is unavailable and/or City Hall is closed, any such injury must be reported directly to the Mayor. If the injury is of a severity that the employee is unable to immediately report the same, such employee should, at the earliest opportunity, request a family member or friend to report the injury.
2. Employees in need of medical attention should go to a physician or facility which has been approved by the City of the City's insurance carrier. Such approval should be obtained before any employee receives treatment unless the injury

sustained is of such severity so as to required immediate medical attention. Any employee receiving medical attention for any on the job injury may be subjected to testing to determine the presence of illegal or unauthorized controlled substances.

Unreported on-the-job injuries may place an employee in the position of losing any workers compensation benefits for which he/she might have been eligible. If any employee has any questions regarding the workers compensation program, please contact the Finance Department.

The City of Willard and its insurance carrier shall not be responsible for the payment of workers compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity which is not part of the employee's work-related duties.

~~T. Americans with Disabilities Act: The ADA makes it unlawful to discriminate against people with disabilities in all employment practices or employment related activities.~~

~~The City of Willard will follow and enforce all provisions of the Americans with Disabilities Act.~~

U. Uniform Policy:

Police Department: Each officer of the Willard Police Department will receive a \$650.00 uniform allowance issued once each year in July after showing proof of purchase. This allowance is to be used for uniforms and equipment required by the Department policy. Uniforms may be purchased at approved vendors under the City's name to be repaid by payroll deduction under the following schedule:

\$100.00 - \$200.00	Three months deductions
\$201.00 - \$450.00	Four months deductions

Charges for less than \$100.00 will be deducted from one paycheck.

Public Works Department: Each employee of the City of Willard Public Works Department will receive a \$335.00 clothing/boot allowance. The clothing/boot allowance will be issued once per year in July after showing proof of purchase. The City will provide five t-shirts per employee every summer plus uniform shirts (long sleeved and short sleeved) with one jacket and vest. The uniform shirts, jacket and vest will be provided through a uniform company who will also launder these items weekly as returned by the employee.

PERSONNEL RULES

A. Leave of Absence: Leave of absence without pay may be granted for a period not to exceed sixty days when the granting of such leave is in the mutual interest of the city and the employee, or otherwise required by law.

The employee may make a written request to the office of the Mayor for any authorized leave of absence stating the time required and the reason for such a request. Only the Mayor may approve such a leave.

Vacation, sick leave, and holiday rights will not be accrued, or paid for, during an extended leave of absence, unless otherwise required by law.

The employee will not, however, lose any vacation, sick leave, or holiday benefits which were earned prior to the commencement of the leave of absence. If such sick leave, vacation, or holiday benefits should carry past an anniversary date due to a leave of absence, authorization from the Mayor is required to carry it over.

B. Absence without Leave: No employee may absent himself/herself from duty without permission of their department head. Absence without leave shall be sufficient cause for forfeiture of all rights and privileges earned while employed. An employee absent for three consecutive working days without notice and without sufficient reason shall be considered to have resigned.

C. Special Leave: Employees or officials on special leave for official city business, education, or training, upon authorization by the Board of Aldermen, shall receive a regular pay during the period of said leave. It is further provided that the Board of Aldermen may authorize that all necessary expenses be paid by the City.

D. Dress Code: The dress code for each department shall be established by the department head. The code shall be developed with all consideration for employee safety, citizen recognition, etc. This code shall be strictly enforced. After one warning the employee shall be suspended without pay until compliance. If the employee has not complied within a three day period, immediate termination of employment shall occur.

E. Traveling Expense: Request for travel expense funds for official city business, education, or training shall be submitted to the Finance Office for approval on an authorized form obtainable from the City Clerk's office, except, due to an immediate need, the Mayor may approve such travel expense funds. All expenses incurred for official city business, education, or training shall be reported on the travel expense statement forms within five days upon return to duty. The forms shall be completed in full and submitted to the office of the Chief Financial Officer. In the event that the travel expense reported is greater than the amount advanced or authorized, a claim may be filed and submitted to the department head and, upon approval of the claim, authorized payment will be made.

F. Accidents: Personnel involved in, or having any knowledge of, any accident whereby any person employed by the City or any property or equipment owned or operated by the City is involved, shall immediately report the accident and pertinent information to the department supervisor who shall forward such information to the office of the City Clerk. The City Clerk shall record the information on three copies of the applicable accident form, one copy to be forwarded to the Finance Office, one copy to the Mayor, and one copy retained on file in the City Clerk's office.

G. Outside Employment: No municipal employee shall engage in any outside employment which will impair the performance of his/her duties or be detrimental to the municipal service. Employees must obtain written approval by the Mayor before undertaking outside employment.

H. Grievance: Employees with any grievance arising out of their employment by the City, except requests for a general wage increase, shall have the right of appeal to their immediate supervisor. Appeal shall be made in writing and may be presented by the employee individually or by said employee's selected representative. In the event the grievance cannot be settled between the department supervisor and the employee, or his/her selected representative, the department supervisor shall submit a report in writing, and one copy to the Mayor. The Mayor shall have the final decision in the matter. At the Mayor's discretion, the grievance may be brought before the Board of Aldermen in closed session.

I. Termination:

(1) Voluntary:

- a. Give two weeks advance notice of your intention to leave.
- b. Request letter of recommendation if one is desired
- c. You will be paid in addition to your regular check any monies due you, such as clothing allowances, vacation pay, etc. Pay for unused sick leave will not be made.
- d. Inform office of permanent address to mail any employment records, including withholding forms, insurance, and other fringe benefit notices.
- e. Turn in any keys, phone, and city equipment in your possession.
- f. Your final paycheck will be handed or mailed to you on your next regularly scheduled payday

- (2) Employees Generally: The Mayor may dismiss an employee at any time. You will be paid, in addition to your regular pay, any accrued vacation time not used. Your final check will be mailed to you on your next regularly scheduled payday, or as required by law.

Any employee whose employment is terminated for violations and/or misconduct shall not be given prior notice but may be fired on the spot.

- (3) Appointed Officials: The Mayor shall have power to remove any appointed official, on any formal charge, whenever he/she shall be of the opinion that the interests of the City demand such a removal. The Mayor shall report the reasons for such removal to the Board of Aldermen at a meeting thereof to be held not more than fifteen days after such removal.

Substance Abuse Policy

1) Alcohol and Controlled Substance Testing Policy:

It is the policy of the City of Willard to provide safe, dependable, and quality services to its citizens, to provide safe working conditions for its employees, and to comply with the requirements of federal law and regulations related to the Drug Free Work Place Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991. It is also the policy of the City of Willard to provide healthy and satisfying working environments for its employees.

It is the policy of the City of Willard to ensure that its employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner; to create a work environment free from the adverse effect of alcohol and controlled substances abuse or misuse; to prohibit the unlawful manufacture, distribution, dispensing, possession or use of alcohol and controlled substances; and to encourage employees to seek professional assistance when personal problems, including alcohol and controlled substance dependency, adversely affect their ability to perform assigned duties.

This policy applies to all employees and/or applicants who apply for employment with the City of Willard. All employees, regardless of their date of hire, will be required by the City of Willard to comply with all sections of this policy including: pre-employment, post-accident, reasonable suspicion, return to work, and follow-up testing for both alcohol and controlled substances.

2) Alcohol & Controlled Substances Prohibitions

An employee is prohibited from the operation of a city vehicle, equipment and/or engaging in any work related functions for the following alcohol related conduct: a) while consuming alcohol; b) while having a blood alcohol concentration of 0.02 or greater; c) within four (4) hours of consuming alcohol; d) after refusing to submit to an alcohol test; and e) from consuming

alcohol with eight (8) hours after an accident.

An employee is prohibited from the unauthorized possession of alcohol while on duty. An employee is prohibited from the unauthorized possession or use of unauthorized controlled substances at any time, whether on or off duty.

Any employee convicted of illegal conduct related to alcohol or controlled substances or who fails to report such a conviction to the administrator shall be subject to disciplinary action, up to and including termination of employment.

Any employee whose job performance requires the possession of a valid drivers license and who loses the drivers license for a violation of, or as a consequence of, the law shall be subject to disciplinary action, up to and including termination from employment. The employee shall notify the administrator and the employee's immediate supervisor of the loss of the drivers license immediately after revocation or temporary suspension of their license. Failure to notify the administrator of the loss of the drivers license shall result in disciplinary action, up to and including termination of employment.

Any employee who is using a prescribed or authorized controlled substance which may inhibit or impair the employee's performance shall provide written notice to his/her supervisor and/or the administrator of such use upon returning to work and prior to engaging in any work related activity.

3) Alcohol & Controlled Substance Testing Provisions

Employees shall be subject to alcohol and controlled substances testing including the following types of tests: pre-employment testing, random testing, reasonable suspicion testing, post-accident testing, return to work testing, and follow-up testing.

A) Pre-Employment Testing

Pre-employment urine drug testing shall be required of all applicants for all positions as a condition of employment, regardless of the status of the position. Receipt of satisfactory test results is required prior to commencement of employment. A positive alcohol or controlled substance test result disqualifies an applicant from appointment to employment for a period of at least two (2) years. Applicants must submit to a pre-employment urine drug test within twenty-four (24) hours of being ordered to test. Failure to submit to testing or failure to submit in a timely manner will result in the

withdrawal of the City's conditional offer of employment. The applicant will be disqualified from further consideration for a period of two(2) years. Applicants who fail to test or who fail to submit in a timely manner for a second timely manner for a second time will be permanently disqualified for consideration for employment with the City of Willard. Any deviation from this practice must be documented and approved in writing by the administrator.

B) Reasonable Suspicion Testing

Reasonable suspicion testing applies to all City of Willard employees regardless of their status or position. Reasonable suspicion testing shall be used to determine fitness for duty evaluations, including appropriate urine and/or breath testing when there are objective observable reasons to believe that alcohol or a controlled substance use is adversely affecting an employee's job performance or that the employee has violated this policy. Reasonable suspicion referrals for testing shall be made on the basis of documented objective facts and circumstances consistent with the effects of substance use. Reasonable suspicion observations and reports can only be made by supervisory or management personnel. The observing supervisor or manager, regardless of the direct reporting relationship with the affected employee, is required to complete the appropriate required documentation concurrently with the observation and consideration to impose reasonable suspicion testing.

All employees may be subject to testing following any type of accident if reasonable suspicion is determined, regardless of whether the accident meets the guidelines as noted under the post-accident provisions of this policy. A supervisor or manager who fails to report an observation and, subsequently, fails to order a confirmed reasonable suspicion will be subject to disciplinary action up to and including termination.

Reasonable suspicion testing shall be required and completed whenever possible within two (2) hours of the observation, but in any case, no later than eight (8) hours after the observation for breath alcohol testing and thirty-two (32) hours for controlled substance testing. An employee who is ordered to submit to a reasonable suspicion drug test should be transported to the testing site by City personnel.

C) Random Testing

Random testing is applicable to all employees. Random testing shall be conducted once per quarter throughout the year using an established selection method. Testing may be ordered by appropriate supervisory personnel. An

employee who is notified to submit to a random drug test must report immediately to the collection site. No delay in reporting is acceptable. An employee who is ordered to submit and does not report to the collection site, without delay, must document circumstances causing the delay to be tested. Appropriate action by the supervisor, including the possibility of discipline, shall be required.

A positive random test result for alcohol or controlled substances will result in termination of employment unless the positive result is due to the employee refusing to test and invoking their one-time option for rehabilitation.

D) Post Accident Testing

Post accident testing is applicable to any employee after a vehicular accident, regardless of the type of vehicle being operated. Testing shall include both breath alcohol and urine drug testing of the employee(s).

Post accident testing shall be required and completed whenever possible within two (2) hours of the accident occurrence, but in any case, no later than before eight (8) hours after the accident for breath alcohol testing and thirty-two (32) hours for controlled substance testing. Employees submitting to post-accident testing should be transported to the testing facility by City personnel. An employee involved in an accident shall refrain from alcohol consumption for eight (8) hours following the accident. A positive post accident test result for alcohol or controlled substances will result in termination of employment.

E) Return to Work Testing

Return to work urine drug and alcohol testing shall be required for all employees who previously refused to submit to an alcohol or a random controlled substance test, which results in the reporting of a positive drug test result in compliance with federal and state laws. To return to work, the employee must test negative and be evaluated and released to return to work by a testing facility before being permitted to return to work. Employees who test negative for alcohol or a controlled substance return to work test will be required to submit to follow-up testing. A positive return to work test result for alcohol or controlled substances will result in termination of employment.

F) Follow up Testing

Follow up testing is required for all employees who have received a positive test result via a failure to test for alcohol or a controlled substance. These

employees shall submit to frequent unannounced random urine and breath alcohol tests for a minimum of six (6) tests in the following twelve (12) months after return to work. Random testing may be continued for a period of up to sixty (60) months from the employee's return to work date. The duration of the follow-up testing and frequency of such testing shall be at the discretion of the administrator. A positive follow-up test result for alcohol or a controlled substance will result in termination of employment.

G) Failure to Test

Any employee who fails to submit to the required testing under this policy is considered to have tested positive and shall be subject to all of the consequences related to a positive test.

Any employee ordered to submit to an alcohol or controlled substance test shall report immediately to the test facility upon being ordered to submit to testing. Employees may exercise their one-time option for rehabilitation if elected prior to submitting a specimen for an alcohol or random controlled substance test. Employees are not afforded this option for rehabilitation if the employee is ordered to submit to a reasonable suspicion or post-accident alcohol or controlled substance test. Delay in reporting for testing by the employee shall be treated as a refusal to test and shall subject the employee to the consequences related to a positive test. Failure to provide a sufficient sample or to provide an unadulterated sample shall be considered as a refusal to test and shall subject the employee to the consequences related to a positive test.

An employee ordered to submit to an alcohol or controlled substance test must be transported by another City employee or supervisor under the Post Accident or Reasonable Suspicion provisions of this policy.

Testing

Tests shall be conducted by a facility certified and approved by the City of Willard. Alcohol breath tests will be conducted on Evidential Breath Testing devices. An initial screening test is conducted first. Any test result that is less than 0.02 blood alcohol concentration is considered to be a negative test result. If the blood alcohol concentration is 0.02 or greater, a second confirmation test must be conducted. Any employee who tests with a blood alcohol concentration of 0.02 or greater shall be removed from any work-related activity for at least twenty-four (24) hours. An employee whose alcohol confirmation test result indicates a blood alcohol concentration of 0.04 or greater is considered a positive test result and will be subject to discipline. The employee shall not be permitted to return to work until he has

tested negative in a follow-up test.

Tests for controlled substances will be conducted by analyzing an employee's urine specimen provided at a laboratory certified and monitored by the U. S. Department of Health & Human Services. The test is a two stage test. If the test result is positive for one or more of the controlled substances, a confirmation test is conducted to identify the specific metabolite and concentration level present. Any employee or applicant who tests positive on the confirmation test shall be immediately removed from any work-related activity. An applicant will be contacted and the conditional offer of employment will be withdrawn.

Any employee who invokes their one-time option for rehabilitation prior to submitting a specimen for a random drug test will be removed from operating vehicles and heavy equipment immediately. The employee shall not be permitted to resume work until the employee has tested negative in a follow-up test. Employees so removed may be allowed to use any form of their accrued leave balances while removed from work.

Any employee or applicant who questions the results of a required urine drug test under this policy may request that an additional test be conducted. The test must be conducted on a split sample that was collected at the same time as the original sample. All costs for testing that is requested by the employee shall be paid by the employee. The test analysis shall be conducted at a different qualified laboratory than where the original test was conducted.

An employee's request for a re-test must be made in writing to the administrator within seventy-two (72) hours of the notice to the employee of the initial test result. Requests made by the employee after the seventy two (72) hour limit will only be accepted if the delay was due to documented circumstances that were beyond the control of the employee.

Rehabilitation Effort

Employees are encouraged to seek help with alcohol or chemical dependency problems voluntarily through a provider of their choice. Employees will not be disciplined for seeking assistance, if assistance is sought voluntarily.

Rehabilitation assistance, due to the refusing to submit to an alcohol or controlled substance test, may only be granted to an employee one time while employed by the City of Willard. Failure to complete the rehabilitation evaluation and any subsequent treatment plan and/or comply with the provisions of this policy will result in termination of employment.

The following items must be completed for a rehabilitation process to be successful and complete:

1. The employee shall agree to be evaluated by a rehabilitation professional acceptable to the City of Willard and shall successfully complete the rehabilitation treatment plan established for the employee by such; and
2. the employee shall agree to refrain from any violation of this policy and the use of alcohol and/or controlled substances as is consistent with the treatment plan for rehabilitation and this policy; and
3. the employee shall provide a release of all medical records for use and review by the City of Willard, specifically relating to the rehabilitation treatment plan for assistance and compliance; and
4. the employee shall agree to submit to return to work testing demonstrating that the employee has tested negative for alcohol and/or controlled substance test standards; and
5. the employee shall agree to unannounced follow-up testing for a period of time as determined by the administrator or designee subsequent to the employee's return to work and consistent with this policy; and
6. the employee will continue to be a participant of the random drug testing pool and ordered to submit to a random drug test as outlined in this policy; and
7. the employee shall agree that any future alcohol or controlled substance violations will result in the termination of employment.

Harassment

It is the City of Willard's policy to maintain a working environment free from actual or perceived forms and types of harassment. This includes harassment directed toward any individual.

The types of harassment which are prohibited by this policy include, but are not limited to, unwelcome comments, acts, slurs, jokes, insults, derogatory epithets, publications or other verbal or physical actions which have a tendency to degrade, demean, insult or harass any individual.

Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act. Unwelcome propositions, repeated requests for dates, dirty jokes, sexually provocative pictures and other verbal, physical and visual conduct of a sexual nature are prohibited. Such behavior may offend the recipient, cause discomfort

or humiliation, and interfere with job performance.

The harassment of another employee by an employee may lead to disciplinary action, up to and including immediate termination in cases of serious or repeated misconduct.

Any employee who feels harassed has the right to file a charge with the Equal Employment Opportunity Commission, and with the appropriate state agency. The City requests that the employee speak first with his or her supervisor, or if the supervisor is not appropriate, to the next level of supervision; the Mayor, City Administrator, or the Board of Aldermen, or anyone else in management, in an attempt to reach resolution.

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City of Willard, Missouri Job Description

Director of Planning and Development: Administration Department

General Purpose of Position

Oversees and coordinates all development and construction projects and the site planning process

Major Duties and Responsibilities

Serves as part of the site plan review committee

- Coordinates review of major developments with appropriate city staff to assure code compliance
- Works with developers, contractors and citizens, as well as city, county, and state agencies to ensure development requirements are met
- Inspects new development and Public Works projects
- Reviews all commercial and residential construction documents for compliance with city land development regulations
- Works with Board of Aldermen and Planning and Zoning Commission as required
- Completes plan review process

Oversees City property improvements

- Plans construction of new buildings and facilities
- Oversees construction of new buildings and facilities
- Communicates regularly with various stakeholders, including City Staff, other government entities, contractors and developers
- Manages water, street, storm water and other infrastructure construction plans
- Provides project cost estimates for planned projects and upgrades
- Oversees any blasting done within City limits

Assists Public Works Departments with projects as needed

- Operates heavy equipment and large vehicles
- Addresses citizen questions and concerns
- Assists with main breaks when required
- Installs new infrastructure when needed
- Performs utility locating for underground lines

Participates in public relations and education

- Serves as staff liaison to the City Council, various committees and boards
- Communicates regularly with various stakeholders, including City Staff, other government entities, contractors, and developers
- Attends Council, commission, and other board meetings as required
- Prepares slides and presentations using related software
- Provides technical assistance to city officials and the general public regarding land use issues
- Mediates and resolves zoning and land use issues through administrative processes set forth by state statute

Serves Damage Assessment Coordinator and assists with disaster preparedness

Performs other duties as directed

Job Context

Status	Full-time
FLSA Status	Exempt
Department	Administrator
Immediate Supervisor(s)	City Administrator, Mayor and Board
Frequency of Supervision	For reporting purposes only
Number of Supervised Employees	None
Type of Work Schedule	Regular hours year-round, emergencies
Frequency of Overtime	Occasionally, for meetings, workload, and emergencies
Frequency of Night Work	Occasionally, for meetings, workload, and emergencies
Shift Position	Not Applicable
On Call Status	Not Applicable
Percentage of Work Indoors	50%
Percentage of Work Outdoors	50%, in all types of weather conditions
Types of Accountabilities	Safety, Legal
Exposure to Chemicals / Hazardous Materials	Occasionally
Applicable Chemicals / Hazardous Materials*	
Average Stress Level	Average, varies with activities
Physical Work Associated With This Position**	

*Exposure to chemicals / hazardous materials may not be limited to this list.

**These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.

Education and Experience

The person in this position must have a high school diploma or its equivalent; some college is strongly recommended. At least three years of experience in planning or a related field is required; five years is preferred. An equivalent combination of education and experience will be considered.

Licenses and Certifications

A valid Missouri driver's license; a Class D Wastewater license and a Class DS-3 Water license are preferred. Also required is certification in blasting regulations, procedures and seismographic readings.

Knowledge, Skills and Abilities

Knowledge

- Budgeting principles, practices and procedures
- Supervisory principles, practices and procedures
- Construction standards and zoning requirements
- City ordinances related to planning and zoning
- General layout of the City
- Plan review process
- Principles, policies, and procedures related to professional land use management

- Civil engineering principles, and procedures
- Public infrastructure and construction techniques
- Land surveying
- Construction and maintenance methods, materials, and equipment
- Proper materials and equipment
- Principles, practices of municipal public works engineering
- Public works project planning, development, and construction
- Survey instruments and their proper use
- Principles and practices of civil engineering, construction and maintenance methods, materials and equipment
- Construction standards relating to structural, mechanical, electrical, and life safety requirements
- Computer operations and applications, including word processing and spreadsheets
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication as well as algebraic and geometric functions
- General functions and operations of municipal government

Skills and Abilities

- Apply supervisory techniques to practical situations
- Effectively negotiate contracts and other agreements
- Inspection techniques
- Determine work needed from visual inspections
- Develop bid specifications
- Read and understand construction plans and specifications
- Use various types of heavy machinery and equipment
- Interpret maps and aerial photographs
- Express and implement ideas on technical subjects clearly and concisely
- Plan for future public works improvements and city facilities needs
- Establish and maintain effective working relationships with city officials, employees, and officials of other government bodies
- Meet and work with contractors, engineering firms, suppliers, and the general public
- Understand, interpret, and enforce applicable codes and ordinances accurately
- Maintain confidentiality
- Proofread reports accurately
- Use various types of office software, including word processing and spreadsheets
- Use common sense
- Use a 10-key adding machine or calculator
- Complete detailed work accurately
- Work effectively with a wide range of people
- Meet specified deadlines
- Prioritize daily work flow
- Work as a team member with other employees
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and City policies and procedures

City of Willard, Missouri Job Description

Chief Financial Officer: Administration Department

General Purpose of Position

Manages and oversees the City's accounting and financial management processes as well as duties associated with the City's human resources and payroll

Major Duties and Responsibilities

Assists with maintenance of the employee compensation system

- Tracks employee promotion and salary changes
- Recommends salary increases and ranges for new positions
- Administers employee benefit programs
- Serves as an employee advocate during claims process, when needed
- Reviews payroll and all associated records in conjunction with the overall compensation of employees
- Oversees application of the compensation plan during the budget cycle
- Manage and maintain records
- Investigate and improve options for Board approval

Prepares and manages the City's annual budget

- Provides historical information to department heads and other appropriate personnel
- Answers questions and provides information about specific issues or problems
- Develops revenue projections for all City revenue sources
- Prepares complete City budget for each fiscal year with input from department heads
- Monitors revenues and expenditures throughout the fiscal year
- Makes recommendations for changes in encumbrance and expenditure to assure that overall spending is within budget constraints
- Prepares budget amendments each July and/or December as needed

Oversees all City financial transactions

- Supervises and provides for the collection of all City revenues
- Serves as the City's internal auditor to assure integrity of financial systems
- Develops, implements and monitors all internal controls as per audit requirements
- Prepares financial statements and reports as required and requested

Manages the City's cash flow to maximize return on investment

- Projects cash flow and cash requirements
- Approves all payments with appropriate documentation
- Serves as a signatory for the City
- Researches investment opportunities available to the City
- Transfers money from appropriate fund(s) as needed to maximize return and assure appropriate cash reserves
- Assures proper cash flow management practices are utilized
- Maintains annual accrual schedule

Monitors and maintains all records related to outside funding opportunities

- Audits grant revenues and expenditures as needed or requested
- Coordinates with grant's administrator to determine compliances
- Oversees expenditures throughout grant period to assure compliance

- Works with auditor and provides necessary documentation and information
- Communicates with funding sources as needed

Manages employee insurance / risk management programs

- Participates in bidding process
- Enrolls new employees
- Calculates employee premiums
- Collates employee records
- Answers employee questions and concerns regarding insurance
- Files worker compensation claims
- Disburses employee separation packet
- Reports to Board on related issues and consequences

Maintains payroll and payroll records

- Reviews timesheets for accuracy
- Inputs hours and prints checks
- Distributes checks to employees
- Oversees and assures correct payroll taxation practices
- Reconciles payroll liabilities
- Prints weekly and monthly reports
- Maintains employee sick leave files and absentee calendars
- Maintains employee compensation records
- Completes all required tax reports within specified deadlines

Reconciles accounts receivable and accounts payable

- Compares dollars and goods to invoices
- Reconciles any differences by obtaining corrected information from vendor
- Receives invoices from mail
- Matches invoice to appropriate purchase order
- Assures appropriate accounting number and code from general ledger
- Prepares accounts receivable information for billing and directs to the City Clerk

Collects and processes utility payments

- Looks up various accounts within the system and finds documentation
- Enters payments and post-payments into computer
- Provides necessary receipts

Reconciles all City accounts and provides necessary reports

- Reconciles each account's entries to bank statements
- Researches available data when there are discrepancies
- Prepares financial statements and reports
- Creates monthly reports for Board packets
- Provides preparation for audits
- Prepares appropriate tax reports as required
- Creates departmental purchase request report for Board meetings

Installs and maintains computer hardware and peripherals

- Installs computers, printers and other hardware for City employees
- Obtains and install driver updates as needed
- Maintains database of City-owned computer equipment
- Troubleshoots and solves hardware and problems

- Keeps logs pertaining to hardware issues and their resolutions

Installs and maintains computer software and trains City employees on use

- Installs appropriate software on personal computers and mainframe system
- Keeps accurate records of individual and site licenses issued to the City
- Works with application software provider to correct problems
- Performs computer system operations as needed
- Provides information about available software and updates

Performs various system tasks and duties

- Assists with development of the City's network
- Gathers information from City employees for posting on the City's web site
- Maintains City's web site, adding new pages and updating current information
- Completes backups as scheduled, assuring that process is successfully completed
- Tests integrity of City databases to assure accuracy of information storage
- Determines applicability of upgrades or purchases to IT capital planning

Supports other departments

- Answers and directs telephone calls
- Helps with constituent walk-ins
- Fills in for front desk staff when needed
- Accepts payments
- Writes portions of the city newsletter

Performs all Chief Financial Officer duties as required by state statute and local ordinances

Performs other duties as directed

Job Context

Status	Full-time
FLSA Status	Exempt
Department	Administration
Immediate Supervisor(s)	Mayor and City Administrator
Frequency of Supervision	For reporting purposes only
Number of Supervised Employees	None
Type of Work Schedule	Regular hours, year-round
Frequency of Overtime	On a regular basis, for meetings, workload, and emergencies
Frequency of Night Work	On a regular basis, for meetings, workload, and emergencies
Shift Position	Not Applicable
On Call Status	Always
Percentage of Work Indoors	90%
Percentage of Work Outdoors	10%, in all types of weather conditions
Types of Accountabilities	Monetary, Fiscal, Budgetary, Safety, Legal
Exposure to Chemicals / Hazardous Materials	Rarely

Applicable Chemicals / Hazardous Materials*	Cleaning supplies, toner
Average Stress Level	Above average, varies with activities
Physical Work Associated With This Position**	Using a personal computer, sitting for long periods of time, reaching for files, bending, and carrying files

*Exposure to chemicals / hazardous materials may not be limited to this list.

**These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.

Education and Experience

The person in this position must have an Associate's degree; a Bachelor's degree is preferred. At least four years of experience in government finance or a related field; six years is preferred. An equivalent combination of education and experience will be considered.

Licenses and Certifications

A valid Missouri driver's license is required.

Knowledge, Skills and Abilities

Knowledge

- Principles and applications of risk management related to human resources management
- Federal and state regulations and standards concerning payroll and payroll taxes
- Federal and state regulations and standards concerning employee insurance, workers compensation and liability
- City ordinances, state statutes and federal laws regarding employment and human resources
- Basic labor law principles and applications
- Payroll systems
- Rules and regulations concerning employees
- City's compensation plan and position placements
- General office and filing practices and procedures
- General accounting principles
- Utility billing systems
- City and departmental billing and collections procedures
- City work order system and procedures
- Accounts payable principles and applications
- Rules and procedures for tax-exempt status
- City and departmental purchasing procedures
- City purchase order system and procedures
- Computerized accounting systems
- City's chart of accounts
- Filing systems and management
- Policies and procedures for handling cash
- Communication techniques
- City ordinances and state statutes
- General operations of City
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- Federal and state statutes concerning the work of the department

- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Organizational skills
- Use various pieces of office equipment, including typewriters, photocopiers and facsimile machine
- Accurate typing and data entry using a personal computer
- Use a multi-line telephone system to answer and transfer calls
- Prepare and present effectively, oral and written informative material relating to the activities of the department
- Maintain confidentiality
- Proofread reports accurately
- Properly manage and handle cash
- Be surety bonded, including employee errors and omissions
- Reconcile financial records and documentation
- Read and use various financial statements
- Maintain confidential records
- Reconcile books
- Exercise patience
- Use various types of office software, including word processing and spreadsheets
- Use common sense
- Pay attention to detail
- Use a 10-key adding machine or calculator
- Complete detailed work accurately
- Work effectively with a wide range of people
- Provide effective leadership for and maintain harmonious relationships
- Meet specified deadlines
- Prioritize daily work flow
- Work as a team member with other employees
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Implement and follow departmental and City policies and procedures

City of Willard, Missouri Job Description

Court Clerk: Administration Department

General Purpose of Position

Prepares documents and oversees processes for the Municipal Court

Major Duties and Responsibilities

Prepares the docket for both the arraignment and municipal court sessions

- Assures the judges have their necessary information
- Creates master case docket sheet for each file
- Prints docket from computer to each court participant and distributes

Attends court sessions

- Records sessions on case docket
- Loads files on the computer system
- Works with attorneys, providing necessary information for cases
- Records disposition of each case
- Gives administrative support to the Municipal Court Judge
- Issues warrants as directed and maintains all required records
- Monitors probation and conditions of probation

Manages disposition records and procedures after court sessions

- Enters dispositions into computer
- Submits record of convictions to the state when required
- Directs the processing of bond money
- Posts fines and fees
- Completes necessary correspondence with attorneys
- Makes certain that all pertinent filing is done
- Ensures that all records are accessible
- Updates journals and receipt logs
- Complies with provisions of the Sunshine Law for record retention and disposal

Manages the overall functions and requirements of the municipal court

- Assures that all required procedures are followed, as per state and federal law
- Keeps current on legislation that could affect the municipal court
- Attends professional development sessions and conferences as needed or required

Performs all Court Clerk duties as required by state statute and local ordinances

Performs other duties as directed

Job Context

Status	Full-time
FLSA Status	Exempt
Department	Judicial
Immediate Supervisor(s)	Judge and City Administrator
Frequency of Supervision	Weekly, for reporting purposes only

Number of Supervised Employees	None
Type of Work Schedule	Regular hours, year-round
Frequency of Overtime	On a regular basis, for meetings, court sessions, workload, and emergencies
Frequency of Night Work	On a regular basis, for meetings, court sessions, workload, and emergencies
Shift Position	Not Applicable
On Call Status	Emergencies only
Percentage of Work Indoors	95%
Percentage of Work Outdoors	5%, in all types of weather conditions
Types of Accountabilities	Monetary, Fiscal, Safety, Legal
Exposure to Chemicals / Hazardous Materials	Rarely
Applicable Chemicals / Hazardous Materials*	Cleaning supplies, toner
Average Stress Level	Above average, varies with activities
Physical Work Associated With This Position**	Using a personal computer, sitting for long periods of time, reaching for files, bending, and carrying files

*Exposure to chemicals / hazardous materials may not be limited to this list.

**These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.

Education and Experience

The person in this position must have a high school degree or its equivalent. Some experience or college is preferred. An equivalent combination of education and experience will be considered.

Licenses and Certifications

The person in this position must receive or maintain MULES certification within the timeframe specified by state statute; a valid Missouri driver's license is required and Certified Court Administrator status is preferred.

Knowledge, Skills and Abilities

Knowledge

- Municipal Court processes and procedures
- Departmental policies, rules and regulations
- Basic understanding of city and state laws, codes, and ordinances
- Specialized computer software systems related to municipal court and law enforcement
- City and departmental purchasing procedures
- General office and filing practices and procedures
- General accounting principles
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Manage attorney requests and other information
- Answer questions about rights, ordinances, and court procedures
- Determine correspondence necessary for attorneys and defendants
- Maintain records file management system, both on paper and electronically
- Explain complex concepts in layman's terms
- Organizational skills
- Use various pieces of office equipment, including typewriters, photocopiers and facsimile machine
- Accurate typing and data entry using a personal computer
- Accurately handle and officially record fines and court costs
- Use a multi-line telephone system to answer and transfer calls
- Maintain confidentiality
- Proofread reports accurately
- Use various types of office software, including word processing and spreadsheets
- Pay attention to detail
- Use a 10-key adding machine or calculator
- Complete detailed work accurately
- Work effectively with a wide range of people
- Meet specified deadlines
- Prioritize daily work flow
- Work as a team member with other employees
- Communicate effectively with others, both orally and in writing
- Deal with others in a professional manner
- Use common sense
- Demonstrate good judgment and courtesy in communications
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Institute and maintain modern office practices to ensure complete and accurate official records
- Maintain professional composure in heated situations
- Implement and follow departmental and City policies and procedures

City of Willard, Missouri Job Description

City Clerk: Administration Department

General Purpose of Position

Performs duties required for the position of City Clerk and provides assistance to the City's administrative function

Major Duties and Responsibilities

Provides administrative support to Board and Mayor

- Performs research as requested
- Prepares special proclamations and conveys Mayor's correspondence
- Plans and makes arrangements for meetings including catering when necessary
- Prepares Board chambers for meetings

Provides administrative support for Planning and Zoning Commission and other boards and commissions

- Performs research as requested
- Prepares copies of project paperwork
- Arranges for delivery of project paperwork

Prepares for and attends all City Council meetings

- Prepares agenda
- Puts copies of all relevant materials in appropriate packets
- Sends attorney information that pertains to legal issues
- Prepares ordinances when necessary
- Faxes agenda to the news media
- Prepares information for department heads
- Arranges for delivery of meeting packets
- Attends all Council meetings, taking notes, recording minutes and official votes
- Assures that official City records are properly recorded and maintained

Manages and maintains the City's official records

- Types minutes for various types of meetings
- Tracks and logs ordinances, resolutions and considerations
- Types ordinances and prepares for attorney review
- Keeps City seal
- Provides certified copies of required legal papers to courts
- Provides information to council and citizens as requested
- Acts as municipal election official
- Assists with easements and deeds
- Serves as liaison with constituents, contractors, and engineers for capital improvement projects
- Issues business licenses

Provides assistance throughout the City's plan review and development procedures

- Answers questions for developers, residents and others
- Provides maps upon request
- Provides information concerning zoning, codes, easements and utilities
- Assists with future City planning and development
- Issues building permits and zoning fees

- Updates City regulations as needed

Performs public relations at counter and on telephone

- Answers phones, transferring calls to appropriate personnel or taking messages
- Provides phone numbers or other information as needed
- Directs public to appropriate department or person

Performs all City Clerk duties as required by state statute and local ordinances

Performs other duties as directed

Job Context

Status	Full-time
FLSA Status	Exempt
Department	Administration
Immediate Supervisor(s)	City Administrator
Frequency of Supervision	For reporting purposes only
Number of Supervised Employees	None
Type of Work Schedule	Regular hours, year-round
Frequency of Overtime	On a regular basis, for meetings, workload, and emergencies
Frequency of Night Work	On a regular basis, for meetings, workload, and emergencies
Shift Position	Not Applicable
On Call Status	Always
Percentage of Work Indoors	95%
Percentage of Work Outdoors	5%, in all types of weather conditions
Types of Accountabilities	Monetary, Fiscal, Safety, Legal
Exposure to Chemicals / Hazardous Materials	Rarely
Applicable Chemicals / Hazardous Materials*	Cleaning supplies, toner
Average Stress Level	Above average, varies with activities
Physical Work Associated With This Position**	Using a personal computer, sitting for long periods of time, reaching for files, bending, and carrying files

*Exposure to chemicals / hazardous materials may not be limited to this list.

**These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.

Education and Experience

The person in this position must have a high school diploma or its equivalent and some college or managerial courses are preferred. This position requires at least two years of experience as a City Clerk. An equivalent combination of education and experience will be considered.

Licenses and Certifications

A valid Missouri driver's license is required; Certified Municipal Clerk (CMC) or Missouri Registered City Clerk (MRCC) status is preferred.

Knowledge, Skills and Abilities

Knowledge

- Supervisory techniques
- Principles and applications of risk management related to human resources management
- Responsibilities of a City Clerk as set by state laws
- Preparation and certification of ordinances and resolutions
- Federal and state regulations and standards concerning payroll and payroll taxes
- Federal and state regulations and standards concerning employee insurance, workers compensation and liability
- City ordinances, state statutes and federal laws regarding employment and human resources
- Basic labor law principles and applications
- General office and filing practices and procedures
- General accounting principles
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Organizational skills
- Use various pieces of office equipment, including typewriters, photocopiers and facsimile machine
- Accurate typing and data entry using a personal computer
- Use a multi-line telephone system to answer and transfer calls
- Prepare and present effectively, oral and written informative material relating to the activities of the department
- Maintain confidentiality
- Proofread reports accurately
- Use various types of office software, including word processing and spreadsheets
- Use common sense
- Pay attention to detail
- Use a 10-key adding machine or calculator
- Complete detailed work accurately
- Work effectively with a wide range of people
- Provide effective leadership for and maintain harmonious relationships
- Meet specified deadlines
- Prioritize daily work flow
- Work as a team member with other employees
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and City policies and procedures

City of Willard, Missouri Job Description

Director of Community Services: Parks and Recreation Department

General Purpose of Position

Manages and oversees all operations of the Parks and Recreation Department, including park lands, facilities, programs, events, policies and procedures

Major Duties and Responsibilities

Prepares communication for Park Board and Board of Aldermen meetings

- Attends monthly meetings as assigned
- Responsible for scheduling meetings and video recording of those meetings when necessary
- Prepares correspondence, agendas and packets
- Reports minutes of Park Board meetings to Board of Aldermen
- Transcribes minutes and maintains records
- Develops monthly reports detailing various programs, budgets, expenditures, requests, and other issues

Administers citizen surveys related to Parks and Recreations

- Develops surveys
- Distributes to relevant residents and facility users
- Collects all completed surveys
- Compiles all data
- Evaluates all end of program surveys and data
- Reports finding to Park Board and Board of Alderman

Creates and implements policies for Parks and Recreation Department

- Works with the Park Board and Board of Aldermen to direct, change and implement all Park policies
- Researches park policies in other jurisdictions
- Makes recommendations based on research
- Creates, revises and implements policies based on user feedback, requests and experiences

Develops and manages the departmental budget

- Prepares individual program budgets
- Updates budgets weekly, monthly and annually
- Works with Chief Financial Officer to develop overall departmental budget
- Works with Park Board to allocate funds within budget
- Receives and tracks expenses to stay within budget
- Oversees and maintains petty cash, cash drawers, and allocation of funds for start up programs
- Directs purchasing for the department
- Takes bids for various expenditures
- Solicits sponsors for events
- Audits and revises user fees
- Implements and revises programming to increase revenues as needed

Supervises departmental personnel

- Recruits, interviews, hires and schedules all departmental personnel
- Completes employee performance evaluations as required by City policy
- Tracks and posts all scheduling, vacation time, comp time, and sick leave according to procedure

- Oversees needed discipline and tracks all applicable documentation
- Assures professional development for each employee, especially those requiring ongoing maintenance of certifications
- Processes any required paperwork for employees

Manages and oversees departmental operations

- Oversees all programming associated with youth and adult programs
- Develops and directs all special events
- Attends weekly staff meeting with other department heads
- Coordinates work orders, scheduling, and maintenance with Public Works Department
- Assigns facility scheduling with other Parks staff
- Plans park events and programs in conjunction with other City Departments and entities such as the Trailhead Committee, Chamber of Commerce, etc.
- Provides conflict resolution for any problems between staff, park users, or board members

Schedules departmental projects

- Creates schedule in conjunction with departmental priorities
- Calculates and determines supplies and equipment needed for projects
- Orders supplies for projects
- Assures work is done satisfactorily

Develops long range plans for department

- Researches, develops, implements and oversees new programs
- Researches and compiles data for various issues
- Writes reports concerning parks growth, maintenance and programming
- Assists City Planning Director with proposals for long-range plans and/or policy changes
- Plans special annual events such as Fourth of July, Safe Halloween, Easter Egg Hunt, etc.

Assists with grant proposals and implementation

- Researches and compiles data and documentation for various grant and applications
- Authors Parks related grants
- Assists in the application for dual use grants

Participates in public relation, networking, and education

- Serves as the staff liaison to and works with City or community committees as assigned
- Communicates regularly with various user groups, including City staff and other government entities
- Attends committee meetings and other meetings as required
- Prepares visual and oral presentations
- Provides technical assistance to city officials and the general public regarding parks and recreation issues as requested
- Arranges public speaking engagements to communicate with public and civic groups

Works with other departmental staff as needed

Performs all Director of Parks and Recreation duties as required by state statute and local ordinances

Performs other duties as directed

Job Context

Status	Full-time
FLSA Status	Exempt
Department	Parks and Recreation Department
Immediate Supervisor(s)	City Administrator
Frequency of Supervision	Periodically for reporting purposes only
Number of Supervised Employees	Up to two full-time employees, two-part time employees; 5-50 seasonal employees
Type of Work Schedule	Regular hours, year-round; flexibility required
Frequency of Overtime	Frequently
Frequency of Night Work	Frequently
Shift Position	Not Applicable
On Call Status	Always
Percentage of Work Indoors	75%
Percentage of Work Outdoors	25%, in all types of weather conditions
Types of Accountabilities	Monetary, Fiscal, Budgetary, Safety, Legal
Exposure to Chemicals / Hazardous Materials	Occasionally
Applicable Chemicals / Hazardous Materials*	Cleaning supplies, toner, gasoline, diesel fuel, cleansers, and herbicides
Average Stress Level	Above average, varies with activities
Physical Work Associated With This Position**	Sitting for long periods of time, using a personal computer, walking on job sites, climbing, bending and reaching, pushing, standing for long periods of time, raking, carrying, and climbing

*Exposure to chemicals / hazardous materials may not be limited to this list.

**These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.

Education and Experience

The person in this position must have a Bachelor's degree in Parks, Recreation or a related field. At least three years of experience is required; five years is preferred. An equivalent combination of education and experience will be considered.

Licenses and Certifications

A valid Missouri driver's license; CPR and First Aid certifications are required. Attendance of various conferences and workshops is also required to maintain professional status.

Knowledge, Skills and Abilities

Knowledge

- Budgeting and accounting principles, practices and procedures
- Supervisory principles, practices and procedures
- Project management practices and procedures
- City's purchasing policies and procedures

- Project costing methods and techniques
- Turf management principles and practices
- Principles and practices of aquatic facility maintenance and management
- Maintenance methods of parks grounds, buildings and equipment
- Basic equipment maintenance and repair
- General layout of the City
- ADA compliance for recreational facilities and activities
- Rules for various sports and recreational activities
- Basic civil engineering principles and procedures
- Construction and maintenance methods
- Proper materials and equipment needed for projects
- Construction and maintenance methods, materials, and equipment
- Parks and recreation project planning, development, and construction
- Federal and state labor laws and workers compensation rules and regulations
- General office and filing practices and procedures
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication, as well as complex mathematical operations
- General functions and operations of municipal government

Skills and Abilities

- Apply supervisory techniques to practical situations
- Manage a departmental budget
- Develop bid specifications
- Effectively negotiate contracts and other agreements
- Effectively manage personnel, equipment and supplies to maximize departmental efficiency
- Inspection techniques
- Determine work needed from visual inspections
- Read and understand construction plans and specifications
- Express and implement ideas on technical subjects clearly and concisely
- Plan for future parks improvements projects and city facility needs
- Compile data, analyze information and draw conclusions
- Explain complex concepts in layman's terms
- Plan for future parks and recreation improvements and city facilities needs
- Establish and maintain effective working relationships with city officials, employees, and officials of other governmental bodies
- Meet and work with contractors, engineering firms, suppliers, and the general public
- Properly manage and handle cash
- Accurate typing and data entry using a personal computer
- Use a multi-line telephone system to answer and transfer calls
- Maintain confidentiality
- Proofread reports accurately
- Use various types of office software, including word processing, spreadsheets and project management
- Use common sense
- Pay attention to detail
- Use a 10-key adding machine or calculator
- Complete detailed work accurately
- Work effectively with a wide range of people
- Meet specified deadlines

- Prioritize daily work flow
- Work as a team member with other employees
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and City policies and procedures

City of Willard, Missouri Job Description

Director of Emergency Management: Administration Department

General Purpose of Position

Manages and oversees all City operations relating to emergency management regulations according to state and federal regulations and City ordinances

Major Duties and Responsibilities

Acts as and performs duties of Emergency Management Director

- Maintain and implement the City's pre-disaster mitigation plan
- Assure that the city is prepared for natural disasters
- Speak at various public venues related to disaster education
- Write press releases and newspaper articles for disaster education
- Revise and implement the City's Emergency Operations Plan
- Coordinate among organizations and agencies within the City's jurisdiction
- Monitor and oversee training for all city Citizen Corp programs, CERT and AWARE
- Write, implement and evaluate annual disaster exercises
- Write and maintain homeland security annual grants
- Coordinate and implement storm warning system
- Serves as Director of Disaster Response, when needed

Develops and manages the budget for emergency management functions

- Proposes line item budget based on prior year
- Tracks expenditures on a monthly basis
- Receives and tracks monthly expenses to stay within budget
- Prepares and distributes the appropriate information needed to prepare annual budget
- Oversees and maintains annual budget

Performs administrative duties related to departmental functions

- Maintains adequate inventories of supplies and equipment
- Purchases supplies following City policies and procedures
- Maintains intergovernmental relations
- Provides research and analysis to Board of Aldermen
- Participates in the City's comprehensive planning process
- Complete all reports and paperwork as required

Participates in public relations and education

- Communicates regularly with various stakeholders, including City staff, other government entities, contractors and developers
- Attends Board meetings and other meetings as required
- Provides technical assistance to Mayor and Board of Alderman and the general public regarding emergency preparedness
- Participates in continuing education activities to remain up to date with current regulations and procedures.

Performs all Director of Emergency Management duties as required by state statute and local ordinances

Performs other duties as directed

Job Context

Status	Part-time
FLSA Status	Non-exempt
Department	Administration
Immediate Supervisor(s)	City Administrator
Frequency of Supervision	For reporting purposes only
Number of Supervised Employees	None
Type of Work Schedule	15-20 hours per work week
Frequency of Overtime	Only in times of emergency or workload requirements
Frequency of Night Work	As needed for program implementation
Shift Position	Not Applicable
On Call Status	Always
Percentage of Work Indoors	80%
Percentage of Work Outdoors	20%, in all types of weather conditions
Types of Accountabilities	Fiscal, Budgetary, Safety, Legal
Exposure to Chemicals / Hazardous Materials	Rarely
Applicable Chemicals / Hazardous Materials*	Cleaning supplies, toner
Average Stress Level	Above average, varies with activities
Physical Work Associated With This Position**	Using a personal computer, sitting for long periods of time, reaching for files, bending, and carrying files

*Exposure to chemicals / hazardous materials may not be limited to this list.

**These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.

Education and Experience

The person in this position must have NIMS certification. At least three years in emergency management or a related field is required; five years in either field is preferred. An equivalent combination of education and experience will be considered.

Licenses and Certifications

A valid Missouri driver's license is required.

Knowledge, Skills and Abilities

Knowledge

- Budgeting principles, practices and procedures
- General public works project management and planning
- Software uses and availability
- Budget development, management and implementation principles
- Public and media relations and applications
- Financial policies and procedures related to the bidding process and purchasing

- General layout of the City
- Global positioning systems and practical applications
- Proper materials and equipment
- Grants administration and financial compliances
- Computer operations and applications, including word processing and spreadsheets
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication, as well as complex mathematical operations
- General functions and operations of municipal government

Skills and Abilities

- Explain complex concepts in layman's terms
- Manage City operations within the constraints of a budget
- Determine feasibility and cost-effectiveness of hardware and software upgrades
- Coordinate and organize various constituencies working toward common goals
- Work effectively with organizations and government agencies
- Deal courteously with the public
- Provide effective leadership for and maintain harmonious relationships
- Meet specified deadlines
- Develop, implement and follow departmental and City policies and procedures
- Apply supervisory techniques to practical situations
- Express and implement ideas on technical subjects clearly and concisely
- Compile data, analyze information and draw conclusions
- Establish and maintain effective working relationships with city officials, employees, and officials of other governmental bodies
- Understand, interpret, and enforce applicable codes and ordinances accurately
- Organizational skills
- Use various pieces of office equipment, including typewriters, photocopiers and facsimile machine
- Accurate typing and data entry using a personal computer
- Use a multi-line telephone system to answer and transfer calls
- Prepare and present effectively, oral and written informative material relating to the activities of the department
- Maintain confidentiality
- Proofread reports accurately
- Use various types of office software, including word processing and spreadsheets
- Use common sense
- Pay attention to detail
- Use a 10-key adding machine or calculator
- Complete detailed work accurately
- Work effectively with a wide range of people
- Provide effective leadership for and maintain harmonious relationships
- Meet specified deadlines
- Prioritize daily work flow
- Work as a team member with other employees
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and City policies and procedures

City of Willard, Missouri Job Description

Public Works Director: Public Works Department

General Purpose of Position

Manages and oversees the maintenance of public facilities, completion of complex projects, and work on capital projects

Major Duties and Responsibilities

Develops and manages the departmental budget

- Proposes line item budget based on prior year
- Tracks expenditures on a monthly basis
- Receives and tracks monthly expenses to stay within budget
- Prepares and distributes the appropriate information needed to prepare annual budget
- Oversees and maintains annual departmental budget

Performs all administrative duties for the department

- Performs all reports required by regulatory agencies, both federal and state
- Tracks all purchases and prepares purchase orders
- Prepares and gives a monthly status report to the Board of Aldermen

Supervises departmental management personnel

- Completes employee performance evaluations on a regular basis
- Oversees needed discipline and tracks all applicable documentation

Participates in public relations and education

- Communicates regularly with various stakeholders, including City staff, other government entities, contractors and developers
- Attends Council meetings and other meetings as required
- Provides technical assistance to city officials and the general public regarding streets and sanitation issues as requested

Performs the statutory duties of a Director of Public Works

Performs other duties as directed

Job Context

Status	Full-time
FLSA Status	Exempt
Department	Public Works
Immediate Supervisor(s)	City Administrator, Mayor and Board
Frequency of Supervision	For reporting purposes only
Number of Supervised Employees	Up to ten full-time employees
Type of Work Schedule	Regular hours year-round, emergencies
Frequency of Overtime	On a regular basis, for meetings, snow removal, and emergencies

Frequency of Night Work	On a regular basis, for meetings, workload, and emergencies
Shift Position	Not Applicable
On Call Status	Always
Percentage of Work Indoors	65%
Percentage of Work Outdoors	35%, in all types of weather conditions
Types of Accountabilities	Fiscal, Budgetary, Safety, Legal
Exposure to Chemicals / Hazardous Materials	Occasionally
Applicable Chemicals / Hazardous Materials*	Cleaning supplies, muratic acids, pool chemicals, insecticides, herbicides, marble dust, gasoline, oil, vehicle exhaust, flood water, human waste
Average Stress Level	Moderately low, varies with activities
Physical Work Associated With This Position**	Lifting, climbing, raking, shoveling, bending, walk for long periods of time, carrying equipment, pulling and pushing

**Exposure to chemicals / hazardous materials may not be limited to this list.*

***These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

Education and Experience

The person in this position must have a high school diploma or its equivalent; some college or vocational training in engineering or a related field is preferred. At least three years of experience is required; five years is preferred. An equivalent combination of education and experience will be considered.

Licenses and Certifications

A valid Missouri driver's license, a Class DS-2 license and a Class D Wastewater license is required.

Knowledge, Skills and Abilities

Knowledge

- Supervisory principles, practices and procedures
- Project management practices and procedures
- City's purchasing policies and procedures
- Inventory management principles and methods
- Proper maintenance, repair and use of heavy equipment, including aerial bucket lift truck, tandem axle dump truck and skid loader
- Minor mechanical repairs on the truck and other machinery
- Proper installation, maintenance and repair of water and wastewater systems
- Proper storage and use of various chemicals
- Lift station operations and maintenance
- Basic civil engineering for determining and digging grades
- Basic environmental standards for water, sewer and wastewater treatment systems
- Layout of city streets
- Turf management principles and practices
- Basic carpentry, plumbing, electrical and concrete techniques
- Maintenance methods of grounds, buildings and equipment
- Basic equipment maintenance and repair

- Basic civil engineering principles
- Proper materials and equipment
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication as well as algebraic and geometric functions
- General functions and operations of municipal government

Skills and Abilities

- Apply supervisory techniques to practical situations
- Manage a departmental budget
- Develop bid specifications
- Effectively negotiate contracts and other agreements
- Effectively manage personnel, equipment and supplies to maximize departmental efficiency
- Read and interpret engineering grades
- Use various types of heavy equipment, including aerial bucket lift truck, tandem axle dump truck and skid loader
- Complete required testing on water pressure, flow and static pressure for fire hydrants
- Accurately locate buried water lines
- Install, maintain and repair water and sewer system components
- Follow procedures to maintain vehicles and equipment
- Use various types of equipment, including weed eaters, blowers, and tractors
- Examine a repair or maintenance issue and determine an effective solution
- Use common sense
- Pay attention to detail
- Complete detailed work accurately
- Work effectively with a wide range of people
- Meet specified deadlines
- Prioritize daily work flow
- Work as a team member with other employees
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and City policies and procedures

City of Willard, Missouri Job Description

Police Chief: Police Department

General Purpose of Position

Manages and oversees all operations and administration of the Police Department

Major Duties and Responsibilities

Develops and manages the departmental budget

- Proposes line item budget based on prior year
- Tracks expenditures on a monthly basis
- Receives and tracks monthly expenses to stay within budget
- Prepares and distributes the appropriate information needed to prepare annual budget
- Oversees and maintains annual budget

Supervises departmental personnel

- Supervises all employees, establishing all scheduling practices and assigning appropriate tasks
- Completes employee performance evaluations on a regular basis
- Tracks and posts all scheduling, Vacation time, comp time, and sick leave according to procedure
- Oversees needed discipline and tracks all applicable documentation
- Assures professional development for each employee
- Provides effective leadership in planning, organizing, directing, and coordinating all police activities
- Works with various agencies to ensure public safety
- Coordinates and oversees officer training and development

Oversees the department's administrative functions

- Oversees the department's purchasing processes, assuring compliance with City policies and procedures
- Oversees all human resources management for the department
- Oversees reporting functions and assures that all reports are filed within specified deadlines
- Develops, plans, implements and oversees various City special projects involving the department
- Writes grant proposals, administers grants and assures compliances when funding is received
- Schedules and attends management meetings as required
- Assures that all training records are accurate and up-to-date.
- Updates Standard Operating Procedures as needed.
- Coordinates hiring process for new employees with the City Administrator and Board of Aldermen

Handles departmental public relations

- Schedules and completes speaking engagements throughout the community
- Addresses citizen concerns when brought to this level
- Answers questions about the department or related issues
- Works with the Mayor, Board of Alderman and the media
- Maintains open lines of communication
- Fosters positive intergovernmental relations
- Serves as official Public Information officer for department

Serves as the City's D.A.R.E. officer in the public schools

Serves as the City's D.A.R.E. officer in the public schools

- Obtains or develops appropriate curriculum for age groups
- Purchases materials and supplies needed for program
- Implements programs at public schools as scheduled
- works with teachers and parents as needed to resolve issues or problems as they arise
- Completes program evaluation as necessary
- Writes and submits reports as required

Performs other duties related to departmental and City activities

- Serves as an instructor in various capacities as needed including firearms, effective communication and anger management
- Administers and writes grants
- Attends monthly law enforcement professional development meetings
- Develops and implements community programs such as charity boxing and neighborhood watch
- Supports a strong emphasis on community policing and citizen involvement

Serves as any departmental personnel as needed**Performs other duties as directed****Job Context**

Status:	Full-time
FLSA Status:	Exempt
Department:	Police
Immediate Supervisor(s):	City Administrator
Frequency of Supervision	For reporting purposes only
Number of Supervised Employees	Up to ten full-time employees and five reserve employees
Type of Work Schedule	Regular hours, year-round
Frequency of Overtime:	Rarely
Frequency of Night Work	Occasionally, for meetings and emergencies
Shift Position	Not Applicable
On Call Status	Always
Percentage of Work Indoors	90%
Percentage of Work Outdoors	10%, in all types of weather conditions
Types of Accountabilities	Fiscal, Monetary, Budgetary, Safety, Legal
Exposure to Chemicals/ Hazardous Materials	Occasionally

Applicable Chemicals/ Hazardous Materials*

Ether, anhydrous, communicable diseases,
Methamphetamine, radiation, radon, vehicle
exhaust, smoke, maces, narcotics, lead,
blood and other bodily fluids.

Average Stress Level

Moderately high, varies with activities

Physical Work Associated with this Position**

walking, sitting or standing for long periods,
Lifting and carrying people, using a personal
Computer, chasing suspects, climbing,
Bending.

**Exposure to chemicals / hazardous materials may not be limited to this list.*

***These are not the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

Education and Experience

The person in this position must have a Bachelor's degree or be a graduate from the FBI academy. At least eight years experience in law enforcement is required; ten years is preferred. At least three years of management experience is desired. An equivalent combination of education and experience will be considered.

Licenses and Certifications

The person in this position must have all state-and City-required certifications completed and up-to-date and must have a valid Missouri driver's license. Ongoing professional development is required to maintain certifications.

Knowledge, Skills and Abilities

Knowledge

- Budgeting principles, practices and procedures
- Supervisory principles, practices and procedures
- Grants administration and financial compliances
- Basic knowledge of labor laws related to payroll
- Basic knowledge of federal and state laws related to government finance and accounting
- Basic understanding of city and State laws, codes and ordinances
- Departmental policies, roles and regulations
- Principles and practices of investigations
- Interviewing techniques
- Proper use of physical restraints
- Evidence gathering and processing policies and procedures
- Public relations principles and their application for law enforcement

- Proper procedures for using and maintaining firearms
- Firearms safety and cleaning
- Arrest procedures
- Law enforcement specializations and their related practices, policies and procedures
- Municipal court policies and procedures
- Departmental rank, structure
- Basic law related to the administration of criminal justice and law enforcement
- Departmental general orders
- Layout of the City and City streets
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Apply supervisory techniques to practical situations
- Manage a departmental budget
- Compile data, analyze information and draw conclusions
- Explain complex concepts in layman's terms
- Use appropriate professional language at all times
- Recount details during testimony
- Gain respect of fellow officers
- Maintain proficiency with firearms, police equipment and weaponry
- Handle patrol car under extreme conditions
- Understand and interpret the law
- Exercise shooting and defense tactics
- Maintain good physical condition
- Keep chain of custody of evidence and documentation secure
- Work under adverse conditions
- Express and implement ideas on technical subjects clearly and concisely
- Compile data, analyze information and draw conclusions
- Explain complex concepts in layman's terms
- Accurate typing and data entry using a personal computer
- Maintain confidentiality
- Proofread reports accurately
- Use various types of office software, including word processing and spreadsheets
- Use common sense
- Pay attention to detail
- Complete detailed work accurately
- Work effectively with a wide range of people
- Meet specified deadlines
- Prioritize daily work flow
- Work as a team member with other employees
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City policies and procedures

