

Health & Safety Manual

City of Monroe, Michigan



Table of Contents

GENERAL RULES	3
RESPONSIBILITIES	4
Department Head	4
City Safety Coordinator	4
City Safety Committee	5
Employee	5
HOW TO MANAGE AN UNSAFE CONDITION.....	5
DRIVING RULES AND REGULATIONS	6
Parking	6
Equipment	6
Special Equipment	6
General	7
PROCEDURES FOR REPORTING ACCIDENTS AND/OR BREAKDOWNS OF CITY VEHICLES	7
SAFETY EQUIPMENT	7
TRAINING	8
ACCIDENT, INJURY AND INCIDENT REPORTING.....	8
ON-THE-JOB INJURY PROCEDURES.....	8
Procedures- Time of Injury.....	8
Lost Time	8
Follow-up Visits	9
Consultations	9
Bills, Medical Reports, Etc.	9
Light Duty	9
Return to Work	9
Release of Medical Information	9
Completion of Injury or Illness Form	9
OFFICE SAFETY	10
LADDERS AND SCAFFOLDING	10
Ladders	11
Scaffolding	11
ALCOHOL & DRUGS	12
RIGHT TO KNOW	12

General Rules

Safety is as much a part of your job as following instructions or working rapidly. Observing the safety rules and safety procedures contained in this safety manual will aid in making City operations safer – *safer for you, your fellow employees, and the public.*

You are encouraged to SUBMIT SUGGESTIONS to your supervisor, City safety committee, or the City's safety coordinator. These people are interested and responsible for job safety, but the person who knows the hazards best and the best solutions is often you- *the employee doing the job.*

Failure to adhere to safety rules will be considered a major work rule violation.

The following general safety rules are established:

1. Report all personal injuries, no matter how minor, to your immediate supervisor as soon as possible but no later than 24 hours. This must be done whether the injury resulted in lost time from work or required medical attention or not. Prompt reporting of accidents is a requirement under Federal and State OSHA laws and the workers compensation laws.
2. Engaging in horseplay or practical jokes on the job is prohibited.
3. Possession or use of alcoholic beverages or controlled substances on the job during working hours is prohibited.
4. Obey warning tags and signs. They are posted for your own safety.
5. Operate only the machinery or equipment you have been authorized and trained to operate safely.
6. Remove jewelry such as rings, identification bracelets, etc., in work involving climbing or operating mechanical equipment.
7. Wear personal protective equipment as required. Its use will be enforced. (See City of Monroe Personal Protective Standard).
8. Always inspect tools and equipment before use. Report defects to supervisors and other potential users. Do not use tools and equipment that are defective to an unsafe degree. Utilize proper lock-out, tag-out procedures. (See City of Monroe LOTO Policy).
9. Never reach over moving parts of machinery or equipment.
10. Never operate machinery or equipment with guards removed.
11. The Personnel Department will investigate all reported accidents, hazards and exposures detrimental to safe and healthful working conditions.

The following general safety procedures are established:

1. The City of Monroe does not expect you to take any unnecessary risks while working. Learn the right way to do your job. That will be the safe way. If you are not sure you thoroughly understand the job, ask your supervisor for further instructions.
2. Work at a speed consistent with safety within the scope of your job. FOOLISH HURRY such as running in corridors or on stairs is dangerous.
3. Keep yourself in good physical condition to do a day's work.
4. Jumping from an elevation such as a table, bench, or platform is liable to result in serious injury. DON'T DO IT!
5. Remove or report splinters from workbenches, tables, bins, shelves, or chairs before someone is injured.
6. Remove or report items that need to be cut off, or hammered down. Such as protruding nails, staples, or steel straps.
7. Work clear of suspended loads; if a load is moved above where you are working, stand aside until it has passed.

8. Report to work in appropriate clothing suitable for the type of work you perform, including footwear. Avoid wearing loose clothing or personal equipment near machinery or equipment with moving parts.
9. Common sense, health and sanitation rules must be observed for the welfare and consideration of other employees, visitors and/or the public.
10. Never park vehicles or equipment under power lines at the scene of a fire or other disaster or at the scene of construction activities unless that is the only position from which the equipment may perform the job at hand. If that is the case, additional precautions as outlined in other sections shall be taken to prevent contact.

Responsibilities

Department Head

The Department Head and Supervisory Personnel are responsible for fulfillment of departmental safety goals and objectives. In the adopted safety policy, the highest priority is employee safety, which becomes the responsibility of the respective supervisor.

Department Heads and Supervisory Personnel will assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. They will act positively to eliminate any potential hazards within the activities under their jurisdiction and they will set the example of good safety practice in all spheres of their endeavors. It is absolutely essential that all accidents be reported, and that all records be as complete and accurate as possible. Department Heads and Supervisors are responsible for enforcing the following safety rules:

- A. Enforce all safety regulations in effect and make employees aware that violations of safety rules will not be tolerated.
- B. Make sure all injuries are reported promptly and treated properly, and that all accidents are reported even if the injury is not apparent.
- C. Conduct thorough investigations of all accidents and take necessary steps to prevent recurrence through employee safety education, operating procedures or modification of equipment.
- D. Provide employees with complete safety instructions regarding their duties prior to the employees' actually starting to work.
- E. Provide safety equipment and protective devices for each job based on knowledge of applicable standards or on recommendation of the Safety Committee.
- F. Conduct regular safety checks, including a careful examination of all new and relocated equipment before it is placed in operation.
- G. Properly maintain equipment and issue instructions for the elimination of fire and safety hazards.
- H. Continuously monitor for unsafe practices and conditions and promptly undertake any necessary corrective actions. (Update Hazard Assessments).
- I. Develop and administer an effective program of good housekeeping and maintain high standards of personal and operational cleanliness throughout all operations.
- J. Conduct safety briefings at organizational meetings and encourage employee safety suggestions.
- K. Give full support to all safety procedures, activities and programs.

City Safety Coordinator. . . .

1. Act as the chairperson of the Safety Committee.
2. Maintain minutes of all safety meetings.
3. In conjunction with the Safety committee, develop and recommend changes in procedures, rules and/or equipment in order to comply with current safety and health standards and increase overall safety.

4. Maintain liaison with Michigan Department of Labor safety representative and safety consultants for the City and coordinate inspections of work areas.

City Safety Committee.....

The purpose of the committee is to promote and maintain safety in all work areas within the City. Its responsibilities are to:

1. Conduct regular meetings for the discussion of accident and illness prevention methods, observed hazards, accidents records, and other subjects related to safety.
2. Recommend changes in or additions to rules to comply with safety and health standards.
3. Review safety records, including accident reports, and recommend appropriate action.
4. Maintain communications with Department Heads and City Manager regarding safety program.

Employee.....

Each employee is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing daily tasks. Each employee's safety commitment must include, but is not limited to, the following:

Failure to adhere to these safety standards may result in disciplinary action.

- A. Properly use the safety equipment that has been provided for use in performing daily work assignments.
- B. Wear appropriate clothing and safety shoes as required by the PPE.
- C. Only operate equipment for which training or orientation has been received.
- D. Immediately report defective equipment to a supervisor.
- E. Report dangerous or unsafe conditions or acts that exists in the workplace as well as throughout the City of Monroe to a Supervisor.
- F. All injuries and accidents regardless of severity, should be reported immediately, but in all events not later than the next scheduled work day.
- G. Near-miss situations that could result in future accidents should also be reported.
- H. Report and collection of unsafe conditions that could be a hazard to the public.
- I. Take care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible as well as to ensure that they are in the best possible condition while being used.

How to Manage An Unsafe Condition

Often, the obvious remedy to an unsafe condition appears costly, time consuming, unreasonable and over-reactionary. This is generally due to the failure to supply the alternative methods to determine a solution that is both timely and cost effective for the situation. The following options are listed in order of their effectiveness:

After reporting the problem the responsible department shall:

1. Eliminating the hazard by removal of the machine, method, material, or structure - lock-out, tag-out where applicable.
2. Providing control of the hazard by enclosing or guarding the point of hazard at the source.
3. Training personnel on what to do when confronted with a hazardous condition and providing safe avoidance procedures.
4. Providing and ensuring the use of personal protective equipment to shield employees from the hazard.

At no time should protective devices or safety practices be set aside to get done "sooner" or "cheaper". The price paid for such indiscretion may greatly outweigh the gain anticipated by this action.

Driving Rules & Regulations

All drivers of City vehicles, with the exception of emergency vehicles, and those using their personal vehicles in pursuit of City business, will comply with all applicable laws of the State as well as any additional regulations of the City.

Parking

1. City vehicles are not to park in "NO PARKING" zones except in emergency situations or to unload equipment. At those times a vehicle is parked in a "NO PARKING" zone, emergency blinkers will be turned on.
2. No City vehicle is to be left unattended and unlocked with ignition key left in the ignition.
3. All City vehicles shall be locked when not in use and unattended.
4. Before initial use of any vehicle each day, the driver will walk around and inspect the vehicle for damage, inoperable lights, loose hardware, under inflated tires, or any other conditions which may create an unsafe situation.
5. Any deficiency encountered will be reported to a supervisor immediately. It will be the supervisor's responsibility to insure that appropriate action is taken to correct the problem.

Equipment

1. Turn signals will be utilized by all drivers at all times in ample time to warn oncoming or following vehicles of the intent.
2. Drivers will insure that the windows, headlights, taillights and windshield wipers are clean and operational at all times.
3. Tailgates will be up and locked when vehicles so equipped are in motion.
4. **All occupants of City vehicles shall utilize safety belts as required by State law.**
5. If the vehicle does not have a tailgate, but is loaded, the driver of the vehicle will insure that the load is secure on the truck and that overhangs are properly marked in accordance with applicable state and local laws.

Special Equipment

1. Special equipment such as tractors, backhoes or any unit, which has special devices, added for specific types of work will require formal instruction prior to use by a driver. This special training will include the following:
 - a. Explanation and demonstration of all control devices.
 - b. Explanation and demonstration of all safety equipment.
 - c. Knowledge of maintenance items such as fuel, water, oil or other minimum operating needs of the unit.
 - d. Demonstration of operation.
 - e. Instruction in driving to and from, or on and off a trailer, parking procedures and method for securing where required.
2. Passenger will ride only in seats so designed for passengers on special equipment.
3. Operators will always look around and have a person guiding them when backing. *(Guide required for in-street work.)*
4. Construction-type equipment will travel at less than 20 MPH *without exception*. This equipment will use the right lane except when a left turn is required. Right-of-way will be given to all other motor vehicles. Triangular, orange-colored slow moving vehicle signs will be displayed on the rear of the vehicle.

5. Use of special equipment without training on record, authorization and/or required CDL will result in disciplinary action.

General

1. Backing up vehicles without a clear view of the area back of the rear end will be done only with the assistance of a guide. If a second person is in the vehicle, he/she will get out and guide the vehicle back using the appropriate hand signal and voice signal. If the driver is alone, he/she will get out the vehicle and inspect the area behind before backing. Again, strict caution is to be observed.
2. Riding on the sides, toolboxes, tailgates or roof of any truck is prohibited. Further, standing or riding in the back of any truck is not permitted. Riders will be seated only in the intended area.
3. Drivers will carry their State driver's license at all times when operating motor vehicles where applicable.
4. Each employee who operates a vehicle regularly or occasionally is required to report any suspension or revocation of his/her license to his/her supervisor who will in turn advise the applicable state agency of this fact. ***Failure of an employee to report a change in license status will result in disciplinary action.***
5. Riding on running board of trucks is strictly prohibited.
6. Except in authorized emergencies, posted speed limit will be strictly adhered to.
7. During periods of limited visibility or any time windshield wipers are in use, **VEHICLE HEADLIGHTS WILL BE TURNED ON.**
8. The City reserves the right to periodically review employees driving records.
9. Trailers are to be fastened securely to hitches. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle.
10. All items to be transported either in a truck or trailer, which may move around during transport, will be secured.
11. No more than three (3) persons will ride in the front seat of any vehicle. Where only two single seats exist, there is to be only one rider per seat.

These rules may be updated periodically and may be amended as necessary.

Procedures For Reporting Accidents and/or Breakdown of City Vehicles

In the event an operator of a City vehicle is involved in an accident, regardless of the severity, the appropriate police agency shall be called and the appropriate police accident report procedures followed. The operator of the City vehicle involved in the accident should provide all the necessary identification and insurance information to the other party involved.

If a City vehicle is disabled as the result of an accident, or vandalism, or if a City vehicle breaks down and becomes inoperable, the responsible Department Head and/or Supervisor is to be notified as soon as possible.

Safety Equipment

It is the City's intent to provide all necessary personal protective equipment required in performing routine operations, IE:

- | | | |
|-----------------------------|-----------------------|--------------------------------|
| - Safety Shoes | -Rain Gear | -Gloves |
| - Boots | - Protective Headgear | - Goggles |
| - Hearing Protection | - Visibility Vests | - Welding Clothing and Shields |
| - Special Application Tools | - Protective Clothing | - Respiratory Equipment |

Requests for equipment not immediately available should be directed to the responsible Department Head. The use of required personal protective equipment is the employee's responsibility and ignoring this requirement **will not** be tolerated. NOTE: Personal Protective Standard, City of Monroe.

Training

Each department has the responsibility of providing training to each employee on the topics that will enable the employee to do his/her job safely and efficiently. This training shall include:

1. Orientation to department and overall City safety and health rules.
2. Procedure for reporting on-the-job injuries.
3. Requirements for use of vehicle, and
4. Reporting of unsafe conditions.

In addition, specialized training must be offered in the use of tools and equipment in order to maximize the capabilities of the equipment as well as to prolong its usable life and to prevent accidents.

Accident, Injury & Incident Reporting

In the event of accident or injury to a City employee, injury to a citizen by City operations, or damage to property related to City operations the Department Head and or Supervisor will be notified immediately after any necessary emergency assistance is called. This includes any fatalities occurring on City property whether an employee or not. This rapid notification is vital to the proper management of the incident as well as to cause the necessary procedural steps to be taken.

The Department Head and or Supervisor is responsible for proper handling of the details of such cases. This requires those involved to remain calm and in control of the situation, to make the necessary requests for emergency assistance and to collect vital information so that effective case management can take place.

Emergency assistance is obtained by calling 911. The same phone number applies to police, fire, ambulance and all other types of emergency assistance.

On-The-Job Injury Procedures

The following procedures apply to all employees, both full and part-time. In addition to these procedures, special provisions, which pertain to police and fire personnel may be required.

Procedures – Time of Injury.....

Report the injury to your Department Head and or Supervisor as soon as possible. A written report must be submitted within 2 working days or 48 hours.

If the injury is serious, request ambulance assistance by calling 911.

Lost Time.....

If you find you will be off work beyond the day the injury occurred, your injury is considered a "lost-time injury". You are only permitted to be off work on a job-related injury if a doctor has certified your time off prior to the taking of the time. This certification of time off may be subject to concurrence by a physician or facility designated by the City. In accordance with the Michigan Workmen's Compensation Act, no compensation will be paid unless the injury results in loss time for a period of more than seven (7) days (*employee may utilize sick, vacation or personal leave during this waiting period*). If the incapacity continues for two weeks or more, compensation will be computed from the date of injury.

Follow-up Visits.....

Employees are required to attend all scheduled follow-up visits to medical facilities unless other arrangements have been made and approved by the Department Head. Individuals who miss follow-up appointments and have not returned to their jobs because of their injury may lose their continuing benefits and also be considered absent without permission from their jobs.

Individuals who have been hospitalized for job-related injuries must call or report their status to the Department Head immediately upon discharge from the hospital.

Each appointment for treatment or a return visit is to be considered the end of your period of care unless new instructions are given after the visit. Failure to keep appointments or to report status immediately after such visits is the same as not showing up for work and not calling in.

Consultations

Employees may seek consultations regarding their conditions from other doctors. However, the City of Monroe will not be responsible for the cost of those consultations unless each consultation is approved by the Personnel Department prior to the visit. No consultation will be paid for under any circumstances unless a complete medical report is submitted from that consultant.

Bills, Medical Reports, Etc.....

All documents received that relate to the injury must be submitted to the Personnel Department. Do not assume that bills you receive at your residence are copies and that originals have been sent to the City of Monroe for payment.

Light Duty.....

Occasionally, light duty is available so those employees may return to work sooner. This duty is available only with the consent of the individual's Department Head, and the Personnel Director. Light duty may be assigned in a department other than the employee's department. If no light duty is available, the employee must remain off the job until released by a doctor for full duty.

Return to Work.....

No employee may return to work from an injury involving lost time without a doctor's release. The return to work authorization must be personally delivered to the Personnel Department before you may return to work. **See the attached City of Monroe Return to Work Policy.**

Release of Medical Information

Employees may be requested to sign a release for medical information in order for the City and its agents to obtain pertinent medical information from private care providers or hospitals. This information is vital to the continuation and/or payment of benefits to which you may be entitled.

Completion of Injury or Illness Form

When an injury involving medical treatment, lost time or worse occurs, the accident report form must be completed as soon as possible.

This form should be completed immediately after the occurrence and signed by the injured employee and the supervisor.

Assistance, including additional copies of the form, should be available from the Personnel Department.

Office Safety

Office work is more dangerous than is commonly supposed and many accidents occur during ordinary office routine.

1. Every employee shall be responsible to see that his/her own desk and work area is clean and orderly. Pick up items such as pencils or paper clips that are strewn around. Good housekeeping is the key to a safe office environment.
2. Keep an eye open for loose or threadbare floor coverings.
3. Be extra cautious when you come up to a door that can be opened in your direction. Take it easy when pushing open such a door and slow down when coming to a “blind” corner.
4. Haste when walking between desks can result in bruises and falls. Keep electrical cords out of aiseways.
5. All files, desk and table drawers shall be kept closed when not in use. As soon as you leave, close them. Never open more than one file drawer at time.
6. Overloading the top drawer of unsecured file cabinets has caused many an injury. If unfamiliar with file cabinets, test the drawers and be careful not to pull them out to full extension. There may be no locking device on inexpensive or older models.
7. Office tables, desks and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
8. Tilting chairs can be hazardous when improperly used and care should be taken to assure that they are in good working condition.
9. Never use chairs, desks, or other office furniture as a makeshift ladder. Always use a step ladder. Don’t overreach and lose your balance.
10. Message spindles can all too frequently cause puncture wounds to hands and arms. When used, the point shall be protected by a suitable blunt cover or, preferably, the point should be bent to a horizontal angle.
11. Keep the blade of paper cutters closed when not in use.
12. Scissors, paper cutters and similar office devices can easily cause minor, but painful injuries. Report such injuries at once and take precautions to avoid infection.
13. Paper can cut and it hurts. Use a sponge or other setting devices for envelopes. Use rubber finger guards when working with stacks of papers.
14. Keep paper clips, thumb tacks and pins in a place where they can’t injure you. Keep razor blades and “X-Acto” blades covered. Even a little scratch can get infected.
15. Be sure all electrical equipment is grounded and the cord is in good condition. If a machine gives you a shock or starts smoking, unplug it and report the defective device immediately to the office manager.

Ladders & Scaffolding

Mishaps involving electricity and falls from high places result in the two most critical types of injuries involving ladders and scaffolding. Other hazards include: *splinters, slivers and slips that can cause Sprains, strains, bruises and abrasions.*

The following safety procedures will prevent accidents and possible injury:

Ladders.....

1. Metal ladders shall not be used in the vicinity of electrical circuits.
2. Periodically inspect wooden ladders. They shrink over a period of time. In a stepladder, this may cause steps or back bar members to become loose. Hold the rods beneath the steps with pliers and tighten the nut at the end with a wrench to maintain strength and keep the ladder steady.
3. Wooden ladders or scaffold planks should not be painted because defects may be covered up. Use a good grade of spar varnish or a mixture of linseed oil and turpentine to preserve the wood.
4. Nonskid feet should be used on all straight and extension ladders.
5. When properly placed, the feet of the ladder should be about one-fourth as long as the vertical (*i.e. if the ladder is leaned against a wall eight feet high, the feet should be set two feet from the wall*). Ladders should never be place against window sashes.
6. When using a straight ladder, it should be long enough to extend at least three rungs above the level to which the user is climbing. Stepladders must not be used in lieu of straight ladders. They are not designed for this purpose.
7. If the feet of a straight ladder are to rest on an unsecured surface, secure the ladder in position by the use of hooks, ropes, spikes, cleats or other anti-slip devices or by stationing an employee at the base of the ladder to hold it in position during use.
8. Never stand on the top step of a stepladder.
9. Only one person shall be on a ladder at a time unless the ladder is of an applicable rating.
10. Use a hand line to raise and lower tools and materials or suspend them suitably in a tool belt is the preferred method.
11. Always face a ladder when ascending or descending and always use both hands.
12. Clean muddy or slippery shoes before beginning to climb the ladder.
13. Keep rungs clean and free of grease, oil, and caked on dirt.
14. If it is necessary to place a ladder near a door or where there is potential foot traffic, set up warning signals or take other precautions to prevent accidental contact that might upset the ladder.
15. For detailed instructions on ladder use, please refer to the Department of Consumer & Industry Services General Industry Standards, part 4 available through your Department Head.

Scaffolding

1. Proper supervision is required to erect scaffolding.
2. Planks and other material used in building scaffolding must be sound and free from knots. Keep planks in good conditions with a spar varnish. Never paint the planks.
3. Planking should be adequately cleated; the scaffolding used for work over 10 feet off the ground should have toe boards, midrails and handrails.
4. Tools left on top of the scaffolding can easily fall to the ground and injure passersby. Keep tools in a bucket or box lashed to the scaffolding.
5. For detailed instructions on scaffolding use, please refer to the Department of Consumer & Industry Services General Industry Standards, part 5 available through your Department Head.

Alcohol & Drugs

Under no circumstance may an employee report to work (e.g., at the beginning of a shift or after a lunch or coffee break), perform any tasks, or operate any vehicle or equipment, while under the influence* of illegal drugs, or alcohol. Employees are similarly prohibited from consuming, carrying (open or closed), possessing, manufacturing, distributing, using, selling, attempting to sell, purchasing or transferring illegal drugs, or alcohol while performing City business, while on any City-owned or controlled property, or while operating or riding in any City-owned or controlled vehicle or equipment, regardless of location.

The City may require a blood test, urinalysis or other/drug/alcohol screening when management determines there is a reasonable suspicion to believe an employee is using or is under the influence of illegal drugs, or alcohol. An employee's consent to submit to such a test is required as a condition of employment.

Violation of any provision of this Policy, including a refusal to provide the required consent for drug and alcohol screening as above provided, may result in disciplinary action, up to and including termination, even for a first offense.

****Under the influence** means for the purposes of this policy, that the employee is affected by a drug or alcohol, or the combination of a drug, and alcohol in any detectable manner. The symptoms of influence

are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficult in maintaining balance. A determination of influence can be established by a professional opinion, a scientifically valid test, and, in some cases, by a lay person's opinion.

**** "Illegal Drugs"** means any drug (a) which is not legally obtained or (b) which is legally obtainable but has not been legally obtained and (c) prescribed drugs not being used for prescribed purposes. Marijuana is considered an illegal drug.

***See the attached City of Monroe Major Work Rules.**

Right-To-Know

In compliance with Michigan Public Act 80 of 1986, Right-To-Know, the City of Monroe maintains a complete inventory of all chemicals in the workplace including the name and address of the manufacture.

The location of the notebook (s) containing the chemical inventory and a copy of the Material Safety Data Sheets (MSDS) for each chemical is posted in each workplace. Employees are to refer to the MSDS's and follow all safety precautions listed (*i.e., rubber gloves, protective wear, dust masks, etc*).

A copy of the City's policy regarding Right-To-Know is provided to all employees at the time of hire.

RETURN TO WORK POLICY

This Policy is instituted for all City employees in order to develop an orderly return-to-work procedure when a City employee is off of work for any of the reasons listed below:

Employees shall report to his/her immediate supervisor any medical condition that may have a material effect on his/her ability to perform his/her job duties. The City has the right to require an employee to take a physical examination, at the direction and expense of the City, before returning to active duty, whenever, in the City's sole discretion, there may be an issue with reference to the employee's ability to perform his/her employment duties.


Therefore, employees who meet any of the following conditions must report to the Personnel Department before actually returning to work.

1. Personal illness or accident qualifying for Family Medical Leave Act (F.M.L.A.).
2. Absent from work for 3 or more consecutive days.
3. Personal business in excess of 30 days.
4. Workman's Compensation.

When the employee reports to the Personnel Department, they shall present the proper documentation authorizing their return to work by their doctor (if they were under his care), or Corporate Connection (in the case of an on-the-job related injury). His/her return to work will be authorized, confirmed to his/her department and the payroll department will be notified. Employees on a leave of absence will resume work on the first scheduled workday after the expiration date of the leave.

This Policy supercedes and cancels any previous Policy on this subject.

This Policy is effective March 29, 1999.


Robert A. Hamilton, City Manager

March, 1999

EFFECTIVE MAY 1, 1996

GENERAL CITY RULES AND REGULATIONS

These rules and regulations are not designed to restrict the rights of any employee but rather to define them and thus protect the rights of all employees. This can result only from a clear understanding of these rules and regulations by all employees.

Commission of, or being a party to any of the following acts will be sufficient grounds for disciplinary action which may include written reprimand, disciplinary layoff or discharge. At the discretion of Management, action will be taken after consideration of the nature of the facts concerning the offense and work history of the employee.

Major offenses are any willful or deliberate violations of City rules of such a degree that continued employment of the individual may not be desirable. These major rules are examples of some offences that may subject an employee to immediate disciplinary action.

MAJOR RULES:

1. Falsification of a City record or document; for example, employment application, payroll records, accident reports, work order, but not limited to.
2. Leaving City Hall or job location during work hours without authorization of your supervisor.
3. Carrying weapons of any kind during work hours, unless specifically authorized to do so by the City.
4. Insubordination – Refusal to carry out instructions of work assignments given by the Supervisor. (Do the work assigned to you and follow instructions promptly; if you have a complaint, discuss the matter with your immediate supervisor).
5. Gambling or taking part in gambling on City property.
6. Possession of alcohol or controlled substance on City premises; or consuming alcohol or using controlled substances on City premises; or reporting for work under the influence of alcohol or controlled substances which makes work performance doubtful or hazardous.
7. Failure to return to work on expiration of vacation or leave of absence – or when called back after a layoff. (3 Day Quit).
8. Neglect of, abuse of, or deliberate destruction of City property or property of other employees including tools, equipment, documents, etc., or private property while on the job.
9. Engaging in immoral or obscene practices while on the premises or job assignment.

GENERAL CITY RULES AND REGULATIONS

continued

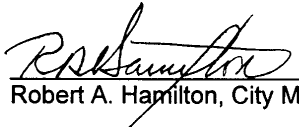
10. Removing property from the premises or job locations without authorized action from the Supervisor or Department Head, or other authorized individual.
11. Unauthorized use of City vehicles or equipment.
12. Conviction of a felony while in City Employment.
13. Threats of physical harm to an employee or supervisor.
14. Theft of an employee's personal property or City property.
15. Violation of City Policy (s) on Sexual Harassment.
16. Excessive absenteeism.
17. Operation of City vehicles or other City equipment in a reckless manner so as to endanger persons or property.

Space violations of a minor nature that have little or no effect on the continuity, efficiency and safety of plant work, but that cannot be tolerated if repeated. Here are some examples of what may be termed minor rule violations, that can result in either verbal or written warnings being entered in your record:

1. *unauthorized absence from work.
2. Excessive tardiness.
3. *Failure to notify the Department Head/Supervisor promptly when you are absent from work.
4. Leaving your assigned workstation continually during work hours without authorization from your Supervisor.
5. Failure to report immediately to your Supervisor when injured while on duty, provided you are able to do so.
6. Interfering with or causing others to interfere with work in progress.
7. Distributing literature or printed matter of any kind, at any time, in any work area anywhere on the City premises or posting notices, signs or writing in any form anywhere on City premises unless specifically authorized to do so by the City.
8. Failure to observe rules and regulations set forth by the City Manager.

9. Unauthorized use of City telephones without permission of the Supervisor.
10. While on duty, no employee shall engage in or encourage the following types of conduct:
Horseplay, scuffling, practical joking, distracting or startling others causing confusion, unnecessary noise, shouting, using profane language, threatening or abusive language to other, demonstration of any kind or acting in a disorderly manner.
11. Soliciting contributions of any kind unless authorization in writing is given by the City Manager or his designee.
12. Selling or offering for sale articles of any kind while on City premises, or job assignment, without proper permission.

*Unit I collective bargaining agreement.


Robert A. Hamilton, City Manager

4/29/96
Date

NOTICE

TO: ALL EMPLOYEES
FROM: BOB HAMILTON
DATE: 3/5/01
RE: Health & Safety Manual

As the Monroe City Manager, I am very concerned whenever our employees suffer accidents and injuries. These accidents cause personal hardships, suffering and financial loss to our employees and their families. The medical expenses and compensation payments for time lost from work are draining tax dollars as away from much needed services and programs. We must reduce this loss.

The City of Monroe recognizes it's obligation to provide the safest possible working conditions for its employees, and we have developed the following Health & Safety Manual in an effort to minimize personal injuries. The City of Monroe therefore, is instituting the Health & Safety Standards contained in the attached manual.

I expect all department heads to implement and aggressively support the newly developed Health & Safety standards.

A handwritten signature in black ink, appearing to read "R. Hamilton", is written over a horizontal line.

Robert Hamilton, City Manager