





## POLICY AND PROCEDURE STATEMENT

SUBJECT DEVELOP, APPROVAL, & AMEND	PAGE 1 OF 5	DATE EFFECTIVE APRIL 1, 2019		
SECTION/POLICY NO. 1.00	APPROVED BY  MAYOR	SUPERSEDES VOA I-A OCTOBER 1, 2003		
PREPARED BY VILLAGE ADMINISTRATOR & PERSONNEL DIRECTOR	 VILLAGE ADMINISTRATOR  PERSONNEL/BENEFITS COMMITTEE	APPROVAL DATE 3/28/2019	ISSUE DATE 4/1/2019	REVIEW DATE
REFERENCE	REVIEW APPROVED BY  PERSONNEL DIRECTOR	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL, CLERK- TREASURER, AND VILLAGE EMPLOYEES		

### SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

### POLICY AND PROCEDURE

- I. Appropriate persons in the Village of Ashville develop policies, as they are needed for operation and regulation.
- II. All policies that cover the scope of services offered, supervision, personnel qualifications (located in the individual job descriptions) and program evaluations are reviewed annually by the Village of Ashville leadership.
- III. The Village of Ashville leaders review all other policies at least every three (3) years. The leadership includes, at least the mayor and village administrator, and may include the police chief, department leaders, and village council member. The Mayor or other Appointing Authority should, by appropriate means, encourage the Village's employees to recommend revision or amendments to any policy covered by this manual. Matters not already addressed should be brought to the attention of the Mayor. *Table of Content* will be provided with the chapters, section numbers, policy name, and review dates listed.
- IV. Each applicable policy is reviewed and/or revised each time that there is a change in standards, regulations, law, or a change in administrative practice. New policies are developed as necessary to maintain compliance with law, standard, regulation and practice. The Mayor, other Appointing Authorities and Department Heads shall monitor supervisor/employee performance related to policy changes to ensure a clear understanding of and support for the new policy.
- V. The Mayor shall decide how policies are communicated to the Village's employees (e.g., group meetings, bulletin boards, paycheck enclosures, etc.).
- VI. Copies of all new policies or revisions shall be sent to each employee or department head who is assigned a manual. A transmittal letter must be attached naming the section which the new pages replace and their effective date. Each policy manual holder shall place the revised section in his/her manual and destroy the outdated section. The website will also be updated with that information.

VII. The revision date for each revised policy is listed at the top of the policy.

VIII. The effective date for a new policy is indicated at the top of the policy.

1. In preparation for the annual program evaluation of the Village of Ashville the leaders will review the following policies:
  - Safety Policies
  - Budget Policies
2. If any changes in practice, law, or regulation occur, revisions are made to the applicable policies. Any new policies are developed as deemed appropriate.
3. After the initial review is complete and the recommended revisions are made, the leadership then reviews and approves the policy.
4. The qualifications for all Village of Ashville staff positions are to be reviewed by the organizations leadership.
5. Following approval by the Village of Ashville leadership, the review date and approval date are listed in the Table of Content of the manual.
6. In the event there are no changes in legal or regulatory requirements, every fifth (5<sup>th</sup>) year the Village of Ashville leaders conduct a review of all Ashville Policies.
7. If any changes in practice, law, or regulation do occur before the five (5) - year policy review period, revisions are made to the applicable policies. Any new policies are developed as deemed appropriate.
8. The leaders shall approve all revisions and changes and note the approval date(s) on the Table of Content of the manual.
9. The Mayor or designee will make all revisions to the policies in departments or personnel that reports directly to the Mayor.
10. The Personnel/Benefits Committee may be responsible for the development and revision of Personnel Policies and Procedures.
11. The Safety Improvement Team may be responsible for the development and revision of Safety Policies and Procedures.
12. The Village of Ashville Rights and Ethics Improvement Team may be responsible for the development and revision of the policies related to rights and ethics. Final approval of each policy is given to the leaders of the Village of Ashville or the Personnel/Benefits Committee.
13. List policies, procedures, and dates on following pages (Table of Content):

**PURPOSE:**

- I. To provide appropriate policies for the Village of Ashville.
- II. To provide adequate development, review, and revision of all Village of Ashville policies.

<u>Section No.</u>	<u>Policy Name</u>	<u>Title &amp; Page</u>	<u>Date</u>	<u>Reviewed</u>
<b>Section I – Personnel Administration</b>				
1.00	Develop, Approval, and Amend Policy.....	Personnel Administration–i-v	04/01/2019	00/00/2000
1.01	Definition of Terms.....	Personnel Administration–1-5	04/01/2019	00/00/2000
1.02	Objective.....	Personnel Administration–1-1	04/01/2019	00/00/2000
1.03	Equal Opportunity Employment.....	Personnel Administration–1-2	05/01/2018	00/00/2000
1.04	Management Rights.....	Personnel Administration–1-2	04/01/2019	00/00/2000
1.05	Scope of Coverage.....	Personnel Administration–1-1	05/01/2018	00/00/2000
1.06	Savings Clause.....	Personnel Administration–1-1	05/01/2018	00/00/2000
1.07	Administration of the Personnel System.....	Personnel Administration-1-1	05/01/2018	00/00/2000
1.08	Classification of Employment.....	Personnel Administration-1-1	05/01/2018	00/00/2000
1.09	Department Rules and Regulations.....	Personnel Administration-1-1	05/01/2018	00/00/2000
1.10	Personnel Files.....	Personnel Administration–1-2	04/01/2019	00/00/2000
<b>Section II - Employment</b>				
2.00	Hiring.....	Personnel Employment–1-5	06/01/2018	00/00/2000
2.01	Orientation.....	Personnel Employment–1-2	06/01/2018	00/00/2000
2.02	At-will, Scope of Employment.....	Personnel Employment–1-5	06/01/2018	00/00/2000
2.03	Contractual, Scope of Employment.....	Personnel Employment–1-5	06/01/2018	00/00/2000
2.04	Physical Examinations.....	Personnel Employment–1-1	06/01/2018	00/00/2000
2.05	Performance Appraisal Policy.....	Personnel Employment –1-2	06/01/2018	00/00/2000
2.06	Compliance Standards - Code of Ethics.....	Personnel Employment–1-5	04/01/2019	00/00/2000
2.07	Time Card Policy.....	Personnel Employment–1-3	06/01/2018	00/00/2000
2.08	Requesting Time-Off.....	Personnel Employment–1-3	06/01/2018	00/00/2000
2.09	Employee Dispute Resolution Policy.....	Personnel Employment–1-6	06/01/2018	00/00/2000
<b>III. Descriptions of Jobs</b>				
3.00	Job Description Policy.....	Personnel- Job Description–1-1	02/01/2019	00/00/2000
<b>A. Administration/Department Heads</b>				
♦	Police Chief (Exempt).....	Personnel- Job Description –1-1	02/01/2019	00/00/2000
♦	Chief of Wastewater (Exempt).....	Personnel- Job Description –1-5	02/01/2019	00/00/2000
♦	Chief of Water (Exempt).....	Personnel- Job Description –1-6	02/01/2019	00/00/2000
♦	Clerk / Fiscal Officer/Treasurer.....	Personnel- Job Description –1-1	00/00/2019	00/00/2000
♦	Service Department Superintendent (Exempt).....	Personnel- Job Description –1-4	00/00/2019	00/00/2000
♦	Village Administrator (Exempt).....	Personnel- Job Description –1-3	02/01/2019	00/00/2000
<b>B. Full-time Employees</b>				
♦	P & Z, Building ,IT System & Communication.....	Personnel- Job Description –1-1	02/01/2019	00/00/20
♦	Labor and Maintenance Worker.....	Personnel- Job Description –1-3	02/01/2019	00/00/2000

- ◆ Police Detective ..... Personnel- Job Description –1-1 00/00/0000 00/00/2000
- ◆ Police Lieutenant..... Personnel- Job Description –1-1 00/00/0000 00/00/2000
- ◆ Police Officer ..... Personnel- Job Description –1-1 00/00/0000 00/00/2000
- ◆ Police Sergeant..... Personnel- Job Description –1-1 00/00/0000 00/00/2000
- ◆ Utility Operator With License ..... Personnel- Job Description –1-1 02/01/2019 00/00/2000
- ◆ Utility Operator Without License ..... Personnel- Job Description –1-4 02/01/2019 00/00/2000
- ◆ Utility Clerk & Lead Receptionist..... Personnel- Job Description –1-3 02/01/2019 00/00/2000

C. Part-Time Employees

- ◆ Mayor's Court & Adm. Associate ..... Personnel- Job Description –1-3 02/01/2019 00/00/2000
- ◆ Personnel Director..... Personnel- Job Description –1-3 02/01/2019 00/00/2000
- ◆ Tax Administrator ..... Personnel- Job Description –1-4 02/01/2019 00/00/2000

D. Seasonal Employees

- ◆ MORPC Intern ..... Personnel- Job Description –1-1 00/00/0000 00/00/2000
- ◆ Student Summer Works Program..... Personnel- Job Description –1-4 02/01/2019 00/00/2000

IV. Hours, Compensation & Benefits

- :00 Compensation Policy..... Personnel Hours, Compensation & Benefits –1-1 10/01/2018 00/00/2000
- 4:01 Overtime..... Personnel Hours, Compensation & Benefits –1-2 10/01/2018 00/00/2000
- 4:02 Payroll Deduction ..... Personnel Hours, Compensation & Benefits –1-2 10/01/2018 00/00/2000
- 4:03 Worker's Compensation ..... Personnel Hours, Compensation & Benefits –1-1 10/01/2018 00/00/2000
- 4:04 Unemployment Compensation. Personnel Hours, Compensation & Benefits –1-1 10/01/2018 00/00/2000
- 4:05 Medical Insurance ..... Personnel Hours, Compensation & Benefits –1-1 11/01/2018 00/00/2000
- 4:06 Hospitalization Coverage .... Personnel Hours, Compensation & Benefits –1-3 10/01/2018 00/00/2000
- 4:07 Holiday..... Personnel Hours, Compensation & Benefits –1-2 10/01/2018 00/00/2000
- 4:08 Vacation ..... Personnel Hours, Compensation & Benefits –1-2 11/01/2018 00/00/2000
- 4:09 Sick Leave..... Personnel Hours, Compensation & Benefits –1-2 11/01/2018 00/00/2000
- 4:10 Bereavement..... Personnel Hours, Compensation & Benefits –1-1 10/01/2018 00/00/2000
- 4:11 Personal Time ..... Personnel Hours, Compensation & Benefits –1-1 10/01/2018 00/00/2000
- 4:12 Court/Jury Duty..... Personnel Hours, Compensation & Benefits –1-1 10/01/2018 00/00/2000
- 4:13 Benefits Leave of Absences Personnel Hours, Compensation & Benefits –1-5 10/01/2018 00/00/2000
- ◆ Sick Leave.....
- ◆ Family Medical Leave.....
- ◆ Personal Leave .....
- ◆ Military Leave.....
- ◆ Bereavment Funeral Leave.....
- ◆ Injury on Duty Leave (IOD).....
- 4:14 Employee Disability (ADA) Personnel Hours, Compensation & Benefits –1-2 10/01/2018 00/00/2000

4:15	Expense Reimbursement .....	Personnel Hours, Compensation & Benefits –1-2	00/00/0000	00/00/2000
4:16	Credit Card .....	Personnel Hours, Compensation & Benefits –1-2	00/00/0000	00/00/2000

## V. Safety & Conduct

5:00	Work Rules and Regulations.....	Personnel Safety and Conduct –1-9	07/01/2018	00/00/2000
5:01	Safety and Health.....	Personnel Safety and Conduct –1-2	07/01/2018	00/00/2000
5:02	Use of Village Property.....	Personnel Safety and Conduct –1-1	07/01/2018	00/00/2000
5:03	Vehicle Use.....	Personnel Safety and Conduct –1-4	07/01/2018	00/00/2000
5:04	Cell Phone/Hand Held Device .....	Personnel Safety and Conduct –1-2	07/01/2018	00/00/2000
5:05	Uniform Use.....	Personnel Safety and Conduct –1-2	07/01/2018	00/00/2000
5:06	Tools, Supplies, Equipment, & Telephones ...	Personnel Safety and Conduct –1-2	07/01/2018	00/00/2000
5:07	Seat Belt Policy.....	Personnel Safety and Conduct –1-1	07/01/2018	00/00/2000
5:08	Attendance, Tardiness, & Absenteeism.....	Personnel Safety and Conduct –1-1	07/01/2018	00/00/2000
5:09	Alcoholic Beverages/Drugs & Controlled Sub ..	Personnel Safety and Conduct –1-8	08/01/2018	00/00/2000
5:10	Employee Conviction in Court of Law.....	Personnel Safety and Conduct –1-10	7/01/2018	00/00/2000
5:11	Appearance .....	Personnel Safety and Conduct –1-10	7/01/2018	00/00/2000
5:12	Gifts & Gratuities.....	Personnel Safety and Conduct –1-1	08/01/2018	00/00/2000
5:13	Gambling.....	Personnel Safety and Conduct –1-1	08/01/2018	00/00/2000
5:14	Sexual & Other Prohibited Types of Harassment ...	Personnel Safety and Conduct –1-4	08/01/2018	00/00/2000
5:15	Social Media External/Internal.....	Personnel Safety and Conduct –1-2	08/01/2018	00/00/2000
5:16	Internet & Computer Use (Internal) .....	Personnel Safety and Conduct –1-5	00/00/0000	00/00/2000
5:17	Outside Employment.....	Personnel Safety and Conduct –1-2	09/01/2018	00/00/2000
5:18	Political Activity .....	Personnel Safety and Conduct –1-3	07/01/2018	00/00/2000
5:19	Workplace Violence.....	Personnel Safety and Conduct –1-1	09/01/2018	00/00/2000

## VI. Discipline & Appeals

6.00	Disciplinary Principles .....	Personnel Discipline & Appeals–1-1	11/01/2018	00/00/2000
6.01	Progressive Discipline.....	Personnel Discipline & Appeals–1-2	11/01/2018	00/00/2000
6.02	Grounds for Disciplinary Action & Penalties	Personnel Discipline & Appeals–1-9	07/01/2018	00/00/2000
6.03	Pre-Disciplinary Conference .....	Personnel Discipline & Appeals–1-2	11/01/2018	00/00/2000
6.04	Appeals .....	Personnel Discipline & Appeals–1-2	11/01/2018	00/00/2000

## VII. Voluntary Separation

7.00	Resignation.....	Personnel Voluntary Separation–1-1	04/01/2019	00/00/2000
7.01	Exit Interview.....	Personnel Voluntary Separation–1-5	03/01/2019	00/00/2000