

Welcome to tonight's City Council meeting!

The elected officials of the City of Bonners Ferry are appreciative of an involved constituency. Testimony from the public is encouraged concerning issues when addressed under the Public Hearing portion of the agenda. Any individual who wishes may address the council on any issue, whether on the agenda or not, during the Public Comments period. Normal business will preclude public participation during the business portion of the meeting with the discretion left to the Mayor and Council. Special accommodations to see, hear, or participate in the public meeting should be made at City Hall within two days of the public meeting.

Vision Statement

Bonners Ferry, "The Friendliest City", strives to achieve balanced growth, builds on community strengths, respects natural resources, promotes excellence in Government, and values quality of life. We are a city that welcomes all people.

**AGENDA
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
April 19, 2022
6:00 pm**

Join video Zoom meeting: <https://us02web.zoom.us/j/176727634>

Meeting ID: 176727634

Join by phone: 253-215-8782

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

Fee hearing for new or increased fees

PUBLIC COMMENTS

Each speaker will be allowed a maximum of three minutes, unless repeat testimony is requested by the Mayor/Council.

REPORTS

Police/Fire/City Administrator/City Engineer/Urban Renewal District/SPOT/Golf

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the April 5, 2022 Council meeting minutes
4. Treasurer's Report

OLD BUSINESS

NEW BUSINESS

5. **City** – Consider adopting Resolution 2022-002 for new or increased fees (attachment) {action item}
6. **City** – Discuss the Traffic Safety Committee {action item}
7. **City** – Consider the revised Extension Policy (attachment) {action item}
8. **Electric** – Consider the revised Billing Policy (attachment) {action item}
9. **City** – Consider the revised Personnel Policy (attachment) {action item}

ADJOURNMENT

INFORMATION – Draft Minutes – Golf Committee

Notice is hereby given that the City Council of the Bonners Ferry, Idaho, will hold a public hearing on April 19, 2022 at 6:00 p.m. in the City Hall Council Chamber, 7232 Main Street, Bonners Ferry, Idaho, for the purpose of taking public testimony regarding the additional or increased fees listed below and to explain the reasons for such fees or increases, as prescribed by section 63-1311A of Idaho State Statute.

Table 2: Providing notation indicating the city may pass along actual costs associated with processing land use files through development agreement or conditions of approval of land use files. These fees will cover the actual costs the city incurs in processing specific land use requests.

New Note	Zoning Fee Note	Actual costs may be passed through Development Agreements and Land use applications.
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Table 4- Remove Electrical Transformer capacity charge, which will move to a pass-through of actual cost within the utility connection estimation form. Materials and parts will be subject to the 20% handling fee.

Removed	Electrical Transformer Capacity Charge	\$500.00	
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Table 6- City Property- Providing for amendment of pool fees to cover labor costs and increase in pool products.

	City Pool Fees / Rates		
Amended	City Pool	\$60 – First Hour	\$40.00 for each additional hour
Amended	Swim Lessons	\$40	Per City Resident
Amended	Swim Lessons	\$50	Per Non-City Resident

Table 7- City Equipment and Rates- Providing for rate for equipment not previously listed. These rates are charged to customers when the city performs work on their behalf.

	Category: City Equipment Rates (CE)	Estimated Replacement Cost	Estimated Service life (Hrs)	Estimate Hour Operation Cost	Hourly Rate
New Fee	Thumper Truck	\$ 65,000.00	2,000	\$ 32.50	\$ 56.88
New Fee	Wire Trailer	\$ 15,000.00	3,000	\$ 5.00	\$ 8.75
New Fee	Chipper	\$ 25,000.00	1,000	\$ 25.00	\$ 43.75
New Fee	Air compressor	\$ 28,000.00	1,000	\$ 28.00	\$ 49.00

A copy of the new draft fee structure can be viewed at City Hall during business hours. Additionally, the city will place the draft fee structure on the city website for viewing as well. Any person requiring a special accommodation due to a disability condition should contact the Bonners Ferry City Clerk at (208) 267-3105 at least two days prior to the hearing to make your specific request.

Please Publish April 7, 2022
April 14, 2022



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator *LMA*
DATE: April 11, 2022
RE: Staff Report for Fee Increase Hearing

Under Idaho Code 63-1311 states: FEES FOR SERVICES. (1) Notwithstanding any other provision of law, the governing board of any taxing district may impose and cause to be collected fees for those services provided by that district which would otherwise be funded by property tax revenues. The fees collected pursuant to this section shall be reasonably related to, but shall not exceed, the actual cost of the service being rendered.

Under Idaho code 63-1311A, No taxing district may make a decision approving a fee increase that is in excess of five percent (5%) of the amount of the fee last collected or a decision imposing a new fee, unless it first holds a hearing upon such proposed fee increase or fee imposition at a regular or special meeting of the district's governing body and after it gives public notice of such hearing in the manner provided in this section.

The following public hearing is to consider fee increases on the city's official fee schedule for the following areas:

Table 2: Providing notation indicating the city may pass along actual costs associated with processing land use files through development agreement or conditions of approval of land use files. These fees will cover the actual costs the city incurs in processing specific land use requests.

New Note	Zoning Fee Note	Actual costs may be passed through Development Agreements and Land use applications.
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New Fee	Air compressor	\$ 28,000.00	1,000	\$ 28.00	\$ 49.00

To complete the requirements of Idaho Code 63-1311A, the Council shall hold a public hearing to consider public testimony on the new or adjusted fees. The hearing was noticed in compliance with, IC 63-1311A on April 7 and 14th. The format for conducting the hearing has been provided to the Mayor.

After the hearing is complete, the council may then act by either adopting a fee resolution, as drafted by staff, or by directing staff to make changes to the draft fees, re-notice the public hearing, or reject the fees amendments all together.

If there are any questions, please feel free to contact me.

**MINUTES
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
April 5, 2022
6:00 pm**

Mayor Dick Staples called the Council meeting of April 5, 2022, to order at 6:00 pm. Present for the meeting were: Council Members Brion Poston, Valerie Thompson, Rick Alonzo, Ron Smith. Also, present were: City Administrator Lisa Ailport, City Clerk/Treasurer Christine McNair, City Attorney Andrakay Pluid, City Engineer Mike Klaus and Police Chief Brian Zimmerman. Members of the public present were: Jerry Higgs, Denise Crichton, Barb Russell, Diane Tombleson, Dave Gray, Kathy Walk, Marciavee Cossette, David Clark, Emily Bosant.

PLEDGE OF ALLEGIANCE

GUEST

Barbara Russell – Regarding sign content on private property.
Barb presented Council with pictures of signs around town. Barb feels these signs are not political signs but hate signs. Barb is asking for something to be on a future agenda as an action item regarding these signs.

PUBLIC COMMENTS

Jerry Higgs spoke regarding Barb Russell's comments.

REPORTS

City Administrator Lisa Ailport said the Comprehensive Plan updates are now available on the City's website. City Engineer Mike Klaus said there is a survey for the All-Hazard Mitigation Plan online. Mike is hoping everyone will take the survey.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
 2. Approval of Bills and Payroll
 3. Approval of the March 15, 2022 Council meeting minutes
 4. **Electric** – Consider authorizing the Mayor to sign Pay Request #6 for S & L Underground for the Moyie Dam Concrete Rehabilitation Project (attachment)
 5. **Electric** – Consider authorizing the Mayor to sign the contract with Palouse Power to replace power poles (attachment)
 6. **Electric** – Consider authorizing the Mayor to sign the contract with Palouse Power for the Highway 95 conductor installation (attachment)
 7. **Pool** – Consider authorizing to hire a pool manager for the 2022 pool season (attachment)
 8. **Pool** – Consider authorizing to advertise for lifeguards for the 2022 pool season (attachment)
 9. **Golf** – Consider affirming the Mayoral appointment of Scott Schopen to the Golf Committee for a four-year term
 10. **Electric** – Consider authorizing the Mayor to sign the contract with Kendall Deaton for tree trimming (attachment)
- Mayor Staples said Scott Schopen is being appointed to complete the term vacated by Brion Poston, not a four-year term. The end of the term is December 31, 2023. Valerie Thompson moved to approve the consent agenda. Brion Poston seconded the motion. The motion passed. Ron Smith – yes, Valerie Thompson – yes, Brion Poston – yes, Rick Alonzo – yes

OLD BUSINESS

NEW BUSINESS

11. **Sewer** – Consider authorizing the Mayor to sign Task #3 and Task #4 with JUB Engineers for design services related to the bar screen and the sulfur dioxide building at the Sewer Lagoons (attachment) {action item}
Mike said Task #3 is for the de-chlorination/sulfur dioxide building and Task #4 is for the bar screen design. Mike thought we would be able to use a building we already have for the de-chlorination building, but laws have changed and we are unable to now. The bar screen maybe a team effort with JUB, which will save some money. Ron Smith moved authorize the Mayor to sign Task #3 and Task #4 with JUB Engineers for design services related to the bar screen and sulfur dioxide building at the Sewer Lagoons in the amount of \$15,250 and \$12,750, respectfully. Valerie Thompson seconded the motion. The motion passed. Brion Poston – yes, Ron Smith – yes, Valerie Thompson – yes, Rick Alonzo – yes
12. **Water** – Consider authorizing the Mayor to sign the contract with Idaho Transportation Department for additional costs for water service relocations (attachment) {action item}

Mike said it is the City's responsibility to move the water lines, but due to the need for traffic control, it was contracted with J7 as part of the highway project. The cost to the City is \$13,225.00. Rick asked if this has anything to do with the Fry Street crossing. Mike said it does not. One of the crossings is the 8" crossing at Super 1 and a few smaller lines that need to be re-routed. Rick Alonzo moved to authorize the Mayor to sign the contract with Idaho Transportation Department for additional costs for water service relocations in the amount of \$13,225.00. Ron Smith seconded the motion. The motion passed. Valerie Thompson – yes, Ron Smith – yes, Rick Alonzo – yes, Brion Poston – yes

13. **Electric** – Consider approval of match funds required for the electric relocation of the Riverside Project (attachment) {action item}

Mayor Staples said the total cost for the City is \$194,285.00. Mike said there is a contract forthcoming with this amount. Mike said this has been in the budget for several years since we were unsure of when it would actually take place. The Electric Department has completed as much of the project as possible, by moving six poles near Deep Creek and doing the underground work near Davidson's and Walter's. The remaining 17 poles will be moved under contract. Valerie Thompson moved approve the expense of 13,285.00 to provide for the 7.34% match to Boundary County for the relocation of the city electrical infrastructure contingent upon the approval of the forthcoming utility agreement between Boundary County, FHWA and the City Council. Rick Alonzo seconded the motion. The motion passed. Brion Poston – yes, Ron Smith – yes, Rick Alonzo - yes, Valerie Thompson – yes

14. **Pool** – Consider authorizing signature on the Innovia grant agreement for pool bathroom upgrades totaling \$3,500 (attachment) {action item}

Lisa said Innovia chose to fund the pool bathroom upgrades for \$3,500, which will make the bathroom showers ADA compliant. The plan is for the upgrades to happen after the pool season this year. Valerie Thompson moved to authorize the signature on the Innovia grant agreement for the pool bathroom upgrades totaling \$3,500.00. Brion Poston seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Brion Poston – yes

15. **City** – Consider the Fiscal Year 2023 budget public hearing date (attachment) {action item}

The Mayor said Christine has recommended a hearing date of August 16, 2022. Rick Alonzo moved to set the Fiscal Year 2023 budget public hearing date for August 16, 2022. Ron Smith seconded the motion. The motion passed. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes, Brion Poston – yes

16. **City** – Consider authorizing the Mayor to sign the ERP Payment quote with Tyler Technologies for credit card payments (attachment) {action item}

Christine said the current company the City is using for credit card payments is not going to continue working with the City's software company. The software company has built their own credit card payment system. The City will be required to pay a \$99.00 annual fee and a \$10.00 monthly fee. The customers will have to pay 3% with a minimum of \$2.50 per transaction instead of 2%. Valerie Thompson moved to authorize the Mayor to sign the credit card software with Tyler Technologies for \$99.00 annually and \$10.00 per month and 3% to the customers. Rick Alonzo seconded the motion. The motion passed. Valerie Thompson - yes, Rick Alonzo – yes, Brion Poston – yes, Ron Smith – yes

17. **Executive Session** – Executive session pursuant to Idaho Code 74-206, subsection 1 (b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student. {action item}

Rick Alonzo moved to enter into executive session pursuant to Idaho Code 74-206, subsection 1 (b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student. Valerie Thompson seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Brion Poston – yes

Executive session started at 6:33 pm

Executive session ended at 6:40 pm with no action taken.

ADJOURNMENT

The meeting adjourned at 6:40 pm.

INFORMATION – Draft Minutes – Golf Committee, Comprehensive Plan Advisory Committee and Planning and Zoning

RESOLUTION NO. #2022-002

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BONNERS FERRY, IDAHO, ADOPTING A REVISED FEE SCHEDULE FOR SERVICES PROVIDED AND REGULARLY CHARGED BY THE CITY AS SPECIFIED BY CITY CODE; AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL BY COUNCIL

WHEREAS, City Council has determined that the revised and new fees as included in this Resolution are appropriate and are reasonably related to the purpose for which such fees are charged; and,

WHEREAS, the Council held a public workshop on October 20, 2021 to hear comments from staff and the public and to make changes based on comments received; and,

WHEREAS, a public hearing was duly held on April 19, 2022, pursuant to Idaho code §63-1311A, which the Council considered input given by the public; and,

WHEREAS, the public hearing was duly noticed in accordance with Idaho Code, §63-1311A and was published in the paper of record on April 7, 2022 and April 14, 2022, respectively.

WHEREAS, the Council by this Resolution, desires to amend and update those fees and charges contained in the attachment "Exhibit A" of this Resolution; and,

WHEREAS, the Council by authorization of the Mayor's signature hereto shall make the fee effective from the date established hereon.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Bonners Ferry, Idaho that the city hereby adopts the following Exhibit "A" as the new City Fee Schedule.

PASSED BY THE CITY COUNCIL on this 19th day of April, 2022.

SIGNED BY THE MAYOR on this 19th day of April, 2022.

MAYOR

ATTEST:

CITY CLERK



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

Memo

To: Mayor and City Council
From: Christine McNair, Clerk/Treasurer
Date: April 12, 2022
Re: Extension Policy updates

The two areas that were removed are on page 2 and page 3. Both relate to the transformer fees and the changes made to the fee resolution.

Thank you,

Christine

POLICY IV.C FACILITY EXTENSION POLICY

A. GENERAL REQUIREMENTS

1. SERVICE RELIABILITY: The City does not guarantee constant or uninterrupted delivery of utility services.
2. FACILITY EXTENSION REQUIREMENTS: It shall be the determination of the City whether an extension of the system backbone is required. This applies to the extension of Primary Electrical Power, Main Water Line, and/or Main Sewer Line. Generally only City owned facilities will be placed longitudinally in public rights-of-ways and all water and sewer lines placed longitudinally in public rights-of-ways will be main lines.

B. SERVICE AREA

1. ELECTRIC:
 - a) The City will only provide electric service in the service area as defined in the territorial agreement with Northern Lights Incorporated or where it is beneficial to all parties and documented by written approval of both Northern Lights Incorporated and the Bonners Ferry City Council
2. WATER AND SEWER:
 - a) The City provides service inside the City Limits of Bonners Ferry

C. NEW FACILITY EXTENSIONS

1. CUSTOMER REQUIREMENTS FOR FACILITY EXTENSIONS:
 - a) APPLICATION: Complete and sign the New Utility Application form.
 - b) PROPERTY DOCUMENTATION: Provide copies of all required plats and legal descriptions covering the property which is to be serviced and properties that must be crossed to service such property.
 - c) EASEMENT: Secure written easements granting permission of the City to construct and maintain utility facilities on the properties involved. When easements are not available service shall not be considered available.
 - d) RIGHT-OF-WAY CLEARING: Clearing right-of-way of trees and vegetation to the City's specifications so as to allow installation and safe operations of utilities facilities.
 - e) PAYMENT OF COST: Pay the estimated cost of construction as estimated by the City. All fees and deposits must be paid prior to scheduling construction of the job.

POLICY IV.C
FACILITY EXTENSIONS

- (1) The customer pays the full cost associated with the facility extension unless otherwise specified. This cost to include but not limited to all permits, licenses, actual labor with overheads, equipment, material with a handling fee, and any cost for independent contractors retained by the City for construction of the facility extension.
 - (2) Capitalization Fees:
 - (a) Residential: A Capitalization fee as determined by City resolution will be charged for any service connected to the City system per equivalent dwelling unit (EDU).
 - (b) Commercial and Apartments: the Capitalization fee is prorated by the City based on the estimated EDUs, with a 1 EDU minimum.
 - (c) Retired Services: No Capitalization fee will be charged for reactivated services.
 - (d) Reactivated Services: The City will charge for permits, actual labor with overheads, equipment, materials with a handling fee, any applicable independent contractor costs, and any other associated actual costs associated with reinstating a service.
 - f) PERMITS: Provide a copy of all permits as required by state law.
 - g) SERVICE CONNECTION SPECIFICATIONS: Provide service connections per the City's requirements. Specifications for service equipment are defined in the City's Policy IV.D and in "Water and Sewer Service Requirements and Guidelines" for water and sewer services. These Requirements and Guidelines are available from City Hall.
2. CITY RESPONSIBILITIES FOR NEW FACILITY EXTENSIONS:
- a) ESTIMATES: The City will provide estimates of the construction cost and fees. These estimated costs and fees must be paid prior to the job being scheduled.
 - b) COST PAID BY THE CITY: The City pays the cost for the meter, if required. ~~The City provides the first single phase transformer at no cost to the customer. The customer is responsible for two thirds of the cost of multi-phase transformer banks.~~
3. OWNERSHIP: The change of ownership is at the point where the City's facilities are joined to the customer owned equipment. For electrical services this is generally at the weather head on overhead services or at the bottom of the vertical conduit below the meter on underground services. For water services this is generally at the curb valve or meter. For sewer services this is generally at the mainline tap.

D. NEW LARGE SINGLE ELECTRIC LOAD

1. For the City of Bonners Ferry a New Large Single Load (NLSL) is defined as new load to the system having an anticipated usage of over One (1) Average Megawatt.
2. The City may set a new rate and class for any NLSL, which will be determined by the Bonners Ferry City Council. This rate will be based on the impact to the existing customer's rates, the price of Tier 2 power from BPA, and the economic impact of the new customer.

E. BILLING:

1. The monthly bill shall commence when the service is installed and available.
2. Garbage charges will commence with any other City utility service.

F. SERVICE UPGRADES:

1. UPGRADED CITY FACILITIES: Upgrading facility service requires that the customer pays the full cost associated with the facility upgrade unless otherwise specified. This cost to include but not limited to all permits, equipment, licenses, actual labor with overheads, material with a handling fee, and any cost for independent contractors retained by the City for construction of the facility extension. The customer may also be required to pay additional capitalization fees if the upgraded service will provide additional EDU's to the customers upgraded connection. The number of EDU's associated with an upgrade will be determined by the City Engineer or Administrator.

~~a) Exceptions:~~

- ~~(1) For electrical service upgrades to multi-phase services the customer is responsible for the prorated cost difference between the existing transformer bank and the new bank with the same 2/3 split as in new extensions.~~

G. FACILITY MOVES:

1. DEFINITION: Any change to the City's facilities, requested by the customer or required due to the customer's action, which entails construction of new facilities or changes to existing facilities. This includes overhead/underground conversions of primary or secondary wire, changes to meet code required clearances, and/or structures built over City facilities, and/or changes degrading the operation of the water and sewer system.
2. COST: Cost will be the same as for new facility extensions.

H. TEMPORARY SERVICE:

1. DEFINITION: A temporary service is for a facility not expected to be in place for over 6 months, or is for construction purposes of a permanent facility and will be removed after construction of that permanent facility
2. CUSTOMER REQUIREMENTS: Customer to provide the service and all secondary wire and/or piping.
3. ESTIMATES: The City will provide an estimate of the in and out cost. This cost must be paid before the job is scheduled.
4. CUSTOMER COST: The customer pays the cost for actual labor with overheads, material with a handling fee, equipment, and any cost for independent contractors.



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

Memo

To: Mayor and City Council
From: Christine McNair, Clerk/Treasurer
Date: April 12, 2022
Re: Billing Policy updates

There are numerous additions, deletions and items that were moved to a different area.

Thank you,

Christine

POLICY IV. B BILLING AND COLLECTIONS POLICY

A. NEW ACCOUNTS

1. NEW CUSTOMERS: Shall Must request service by written/online fillable application for utility service, shall provide a copy of the warranty deed or lease/rental agreement, photo identification and pay required fees and deposits as identified in the Fee Resolution as adopted by the Bonners Ferry City Council and listed in Appendix A.
 - a. If the customer has a prior account with the City that has been closed or retired but has a balance owing or a balance in collections, the customer ~~must~~ shall pay all past-due balances before a new account may be opened.
2. NEW SERVICES: If a service connection does not exist, the customer ~~must~~ shall request a facilities extension, pay pre-service application fee, and pay amounts as defined in the City's Facility Extension policy IV.C.

B. SECURITY DEPOSITS

1. REQUIREMENTS: Required for all new residential electrical accounts unless a letter of credit is provided or the customer enrolls in auto-pay. Required for all new commercial and industrial accounts unless the customer enrolls in auto-pay. The deposit will be collected at the time of application. If payment arrangement is needed on the deposit, a minimum of fifty percent of the deposit amount will be collected at the time of application and the remaining amount by the due date of the first billing cycle on the account. Payment of deposit will take priority and the remaining amount will be applied to utility service balance.
2. AMOUNT: See Fee Resolution as adopted by the Bonners Ferry City Council and listed in Appendix A.
3. LETTER OF CREDIT: The security deposit will be waived on residential accounts if the customer has the previous 12 months consistent ~~on-time full~~ full, on-time payment history with the City or an email received from the previous electric utility company, on the company's letterhead ~~and document~~ documenting the previous 12 months of consistent on-time full, full, on-time payment history. ~~with another utility by correspondence on utility letterhead.~~ This letter must show historic payment obligations for a like sized account.
4. ~~AUTO PAY: To enroll in auto-pay the customer must complete the form available at City Hall. Auto-pay may only be withdrawn from a checking or savings account. After two consecutive months of auto-pay returned due to NSF, the auto-pay will be stopped and the customer will be required to pay the security deposit and the amount due. If a customer has been removed from auto-pay, they will not be able to re-enroll in auto-pay until they have had twelve consecutive months of full, on-time payments.~~
5. ~~DUE DATE: The deposit will be collected at the time of application. If payment arrangement is needed on the deposit, a minimum of fifty percent of the deposit amount will be collected at the time of application and the remaining amount by the due date of the first billing cycle on the account. Payment of deposit will take priority and the remaining amount will be applied to utility service balance.~~

POLICY IV. B BILLING AND COLLECTIONS POLICY

6. DEPOSIT REFUNDS: The City will credit the deposit to the customer's account after 12 months of full, on-time payments at the customer's request or when the account is closed.
7. INTEREST: Will not be paid on security deposits.
8. BANKRUPTCY: If a customer has previously declared bankruptcy while a utility customer of the City of Bonners Ferry, the security deposit required shall double. Additionally, the deposit shall not be refunded to the account until there has been 24 months of full, on-time full payments or when the account is closed.

C. BILLING POLICY

- ~~1. DUE DATE: Payment shall be due and payable by the date printed on the bill. The due date is the 30th of each month, with the exception of February, which is the last day of February.~~
2. RATES: Billing rates are as adopted by the Bonners Ferry City Council.
3. If an error is found in billing or a mechanical meter malfunction is found, the billing will be corrected retroactively for up to a three-year period.

D. PAYMENTS

1. DUE DATE: Payments shall be due the 30th of each month, with the exception of February, in which payments shall be due the last day of February. ~~and payable by the date printed on the bill.~~
2. AUTO PAY: To enroll in auto-pay the customer must complete the form available at City Hall. Auto-pay may only be withdrawn from a checking or savings account. After two consecutive months of auto-pay returned due to NSF, the auto-pay will be stopped and the customer will be required to pay the security deposit and the amount due. If a customer has been removed from auto-pay, they will not be able to re-enroll in auto-pay until they have had twelve consecutive months of full, on-time payments.
3. PAYMENT METHODS: Payments can be made with cash, check or credit cards. Credit card payments can be made through the automated phone system or the online portal.

E. BILLING PROCESS

1. Bill mailed and due 14 days later
2. On the 15th day a Payment Reminder Letter is mailed if there is a past due (30 day) balance over \$20.00 letting the customer know it ~~must~~ shall be paid within five days or an arrangement for payment is made.
3. A City of Bonners Ferry Payment Arrangement form must be filled out for the arrangements to be accepted. Payment arrangements will only be made to bring past due balances current. Current amounts due will remain due on the regular billing cycle, (example bill date April 15, due date April 30). Customers must pay a minimum of 25% of the past due amount prior to the payment arrangement being accepted. The remaining balance of the past due amount will be due within 30 days. A new payment arrangement will not be allowed if the previous payment arrangement was not paid. Each account is limited to 2 payment arrangements per year.

POLICY IV. B BILLING AND COLLECTIONS POLICY

4. ~~An order to disconnect service door hanger~~ is then generated if the balance is not paid or a payment arrangement has not been accepted. ~~arrangement for payment made within the five-day period from the date the Payment Reminder Letter is mailed.~~ A door hanger fee will be charged.
5. A customer can delay termination of service for an additional thirty (30) days from scheduled disconnect date by obtaining a certificate from a doctor or public health official stating that a medical emergency would exist or a medical condition would be aggravated if the service is turned off. Payment arrangements must be made before the thirty-day window expires. The certificate must be signed by the person diagnosing the medical condition and must name the person affected.

F. CONNECT AND DISCONNECT POLICY

1. CHARGES: Connect and disconnect charges will be made for all connects and disconnects at the rates shown in Appendix A.
2. IMMEDIATE DISCONNECT REASONS: The City may immediately and without notice disconnect services for the following reasons:
 - a. Broken payment arrangement.
 - b. Diversion or unauthorized use of City utility services.
 - c. Discovery of a condition determined by the City to be hazardous.
 - d. Violation of and/or noncompliance with any applicable Federal, State or other local laws, regulations and codes.
 - e. Discovery of meter tampering.
 - f. Other appropriate circumstances.
3. DELINQUENT ACCOUNTS AND DISCONNECT:
 - a. A "Door Hanger Charge" will be required each time City personnel are required to make a ~~personal~~ visit to the premises ~~for the purposes of collections~~ on a delinquent account. The customer will be charged as identified in the Fee Resolution as adopted by the Bonners Ferry City Council and listed in Appendix A.
 - b. Delinquent accounts shall be disconnected after the disconnect notice unless payment arrangements have been ~~made with~~ accepted by the City.
 - c. Account holder shall have the right to a hearing before the Utility Grievance Board in order to show cause why the service should not be disconnected. Account holder shall be responsible for scheduling and participating in the hearing prior to the scheduled date of disconnect. The Utility Grievance Board shall be composed of one staff member from the Utility Billing Department (typically the billing supervisor) and a staff member from City Administration (typically the City Administrator).
 - d. Accounts shall not be reconnected until the connect charges, disconnect charges, account balance and any required deposits have been paid in full.

POLICY IV. B BILLING AND COLLECTIONS POLICY

4. RECONNECT REQUIREMENTS: After a service has been disconnected by customer request or for non-payment, the City shall require the service to be brought up to current State and National Code requirements and City standards before reconnection. Accounts shall not be reconnected until the connect charges, disconnect charges, full account balance and any required deposits have been paid in full.
5. DISCONNECT FOR MAINTENANCE: By request of the customer and when it is convenient for the City; the City will provide routine off-on service to its customers during normal working hours at no cost to the customer. If such service becomes excessive, generally more than two hours of labor per year or outside of normal working hours, the City may charge for such service. The charge will be the actual labor cost expended for such service. If a service needs to be updated, the update will be required prior to the service being re-energized. The update is the owner's expense.

G. CLOSED ACCOUNTS

1. CUSTOMER REQUESTED CLOSURE:

- a. Customer must complete a request to discontinue utility services form. The account will remain in the customer's name until the City has received the completed form.
- b. The customer receives a closing bill that is due on the due date ~~regular billing cycle~~. The customer continues to receive a statement until account is paid in full or turned over to a collection agency.

2. INACTIVITY CLOSURE:

- a. When an account has been disconnected and inactive for thirty (30) days, account will be closed and any past due balance sent to collections.
- b. Reconnection of an account closed due to inactivity will require a new application and payment of all associated fees and deposits.
- c. When an account is closed, due to inactivity meters may be removed.

H. COLLECTION POLICY FOR CLOSED ACCOUNTS

1. PROCESS:

- a. Closing bill mailed ~~on~~ in the regular billing cycle
- b. Final collection notice mailed 30 days after final bill is due, before sending to the ~~credit bureau~~ collection agency

I. RETIRED SERVICE

1. A service may be retired by written request of the property owner. When a service is retired, meters will be removed.
2. Request for service at a location from which a service has been retired shall be required to install a new service per the Extension Policy 4C.

POLICY IV. B BILLING AND COLLECTIONS POLICY

J. ~~PROJECT SHARE~~

- ~~a. Funds remain in Boundary County to assist local customers.~~
- ~~b. Boundary County Community Action Partnership
PO Box 627
Bonners Ferry, ID 83805
(208) 267-3663~~
- ~~c. Any refund of 5.00 or less will be donated to Project Share.~~

K. NON-SUFFICIENT FUND (NSF) POLICY

- 1. When the City receives an NSF for auto-pay or a check the ~~receipt~~ payment is cancelled from accounts receivable and the customer is charged a NSF fee. The City Clerk will advise the Police Department of NSF checks when appropriate.
- 2. NOTIFICATION: The Clerk will send a door hanger to inform them of the NSF.

L. LANDLORD/RENTAL DWELLING POLICY

- 1. TRANSFER OF SERVICE: Upon a tenant vacating a property the utility accounts shall revert back to the landlord's name or property manager. The landlord/property manager may contact the City at any time to request the status of the tenant's account.
- 2. TENANT'S LIABILITY: If the service is placed in the landlord's name and the tenant has outstanding utility bills, the tenant will be subject to the collection process.

M. METER READING

- 1. Meters are read monthly or when a final read is necessary.

N. ESTIMATED BILLING

- 1. When the City is unable to gain reasonable access to a meter or when the meter fails, the City will estimate the reading for a billing period based on the historical usage of that service.

O. WATER LEAKS

- 1. When a major water leak is discovered on the customer's lines the City will provide bill relief under the following conditions.
 - a. Only for the billing cycle in which the leak is detected.
 - b. The leak must be external to any structures.
 - c. Not greater than ½ of the amount in excess of the normal water usage, as estimated by the City
 - d. The consumer must notify City Hall within thirty days of the billing date.
 - e. The consumer must provide a detailed explanation, in writing, of the conditions.
 - f. If the leak is caused by customer negligence, the City will not absorb any of the loss.

POLICY IV. B
BILLING AND COLLECTIONS POLICY

Appendix A

****Always review adopted fee resolution.****

Schedule of Security Deposits, Connect Charges, and Disconnect Charges

A. ELECTRIC

1. Security Deposit Rates:

Residential \$200.00

Commercial/Industrial

Existing Service Two-month average of previous customer, \$200 minimum.

New Service Two-month average estimated by City, \$200 minimum.

2. Connect and Disconnect Rates

Door hanger charge \$25.00

Connect and Disconnect

During Working Hours \$30.00

Outside of Working Hours \$90.00

3. Transformers and Transformer Capacity Credit (late comers' agreement)

a. All new transformers shall be billed to the first customer as the full costs of materials.

b. If there is a capacity available on an existing transformer, then a proportionate share of the original cost of electric transformer shall be billed to subsequent customers. Staff shall then credit the first customer's account with the additional capacity charges.

B. GARBAGE

1. Security Deposit Rates:

None.

2. Connect and Disconnect Rates

None.

C. WATER

1. Security Deposit Rates:

None.

2. Connect and Disconnect Rates

Connect and Disconnect

During Working Hours \$30.00

Outside Working Hours \$90.00

D. SEWER

1. Security Deposit Rates:

None.

2. Connect and Disconnect Rates

None.



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

Memo

To: Mayor and City Council
From: Christine McNair, Clerk/Treasurer
Date: April 12, 2022
Re: Personnel Policy updates

Below is a list of the recommended changes.

Page 6, B. Payroll Reporting Systems - changes due to new software

Page 19, 5. b. Privately-Owned Vehicles – addition regarding not using fuel cards

Page 26, 2. Holidays – changed the number of holidays to include the Friday after Thanksgiving Day

Page 28, 6. Insurance Coverage Available to Full-Time Employees – additional wording regarding insurance coverage and stating additional pay shall not be received if the employee has primary insurance coverage elsewhere. Also, removed “claims procedures”

Page 29, Removed “credit union participation”

There are several minor changes throughout the policy

Thank you,

Christine

CITY OF BONNERS FERRY PERSONNEL POLICY



7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105

Adopted by the Bonners Ferry City Council on March 1, 2011

Revised: May 6, 2014
 March 3, 2015
 November 3, 2015
 September 28, 2017
 May 15, 2018
 September 18, 2018
 December 1, 2020
 October 5, 2021
 April 19, 2022

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I. PURPOSE

The purpose of this Policy is to establish a safe, efficient and cooperative working environment, to establish the responsibilities and level of performance expected of all City employees and to explain benefits provided to City employees. THIS POLICY IS NOT TO BE CONSTRUED AS A CONTRACT OF EMPLOYMENT AND IS NOT INTENDED TO SPECIFY THE DURATION OF EMPLOYMENT OR LIMIT THE REASONS FOR WHICH AN EMPLOYEE MAY BE DISCHARGED. THIS POLICY CREATES NO RIGHTS, CONTRACTUAL OR OTHERWISE, ON BEHALF OF EMPLOYEES OF THE CITY. The City may, at its sole discretion, alter or amend this Policy or portions thereof at any time without prior notice to or consent by its employees.

II. NATURE OF EMPLOYMENT

ALL EMPLOYEES OF THE CITY ARE EMPLOYED AT THE DISCRETION OF THE MAYOR AND CITY COUNCIL AND SHALL HAVE NO RIGHT TO CONTINUED EMPLOYMENT OR EMPLOYMENT BENEFITS, EXCEPT AS MAY BE AGREED IN WRITING AND EXPRESSLY APPROVED BY THE CITY COUNCIL. All provisions of this Policy shall be interpreted in a manner consistent with this paragraph and in the event of any irreconcilable inconsistencies, the terms of this paragraph shall prevail. **Except as otherwise provided herein, or as required by law, employees of the City are AT-WILL employees. Only a written contract expressly authorized by the governing board can alter the at-will nature of employment by the City.**

III. ETHICS RULES OF THUMB

In addition to the guidance provided in this Policy, there are five rules of thumb we can consider when faced with ethical questions:

1. The Media Test – How would you feel and how would the City look if your actions appeared on the front page of the newspaper?
2. The Raised Eyebrow Test – How would your co-workers, friends or family react to your judgments or decisions?
3. The Sleep Test – Are you comfortable enough with your behavior that you can sleep at night?
4. Child on Your Shoulder Test – How would you feel if a child were on your shoulder observing your behavior?
5. The Conscience Test – If it feels wrong, it usually is wrong!

IV. GENERAL POLICIES

A. THE ORGANIZATION IN WHICH YOU WORK

Working for Bonners Ferry may be somewhat different from any employer for which you may have worked in the past. Bonners Ferry is a political subdivision of the State of Idaho, though it is not a part of state government. The City Council serves as the governing body for Bonners Ferry, carrying out local legislative duties and fulfilling other obligations as provided by law. The City Council is the general policymaker for Bonners Ferry, and as such, has primary authority to establish terms and conditions of employment with Bonners Ferry. The Mayor may appoint personnel to help carry out administrative responsibilities.

As with all elected public officials, the Mayor and the City Council are ultimately responsible to the voters of Bonners Ferry. The terms set forth herein reflect city policy at the time of its printing, but

they are subject to change at any time, without prior notice, and at the sole discretion of the City Council.

While the City Council has authority to establish general policy for Bonners Ferry employees, the Mayor has the authority to establish administrative policy. Each employee should recognize that although he/she may serve as an employee supervised by the Mayor or a Department Head, he/she remains an employee of Bonners Ferry, not of the official who supervises his/her work. The terms and conditions set forth in this policy, and in the resolutions and policy statements which support it, cannot be superseded by any other official's pledge, without the express action of the City Council. That is particularly true for terms or conditions which would establish a financial obligation for Bonners Ferry, now or in the future. You may work for a department with an operational policy that provides additional direction to employees on expectations and procedures unique to that department.

B. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All selection of Bonners Ferry employees and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to race, religion, sex, age, national origin, sexual orientation, gender identity, or non-job-related disability. No job or class of jobs will be closed to any individual except where a mental or physical attribute, sex, or age is a bona fide occupational qualification. All objections to application of Bonners Ferry policy in this regard shall be brought to the attention of the office of the Mayor or Department Head, or in the case of objection to actions undertaken by that person, to legal counsel for the City.

C. VETERAN'S PREFERENCE

Bonners Ferry will accord a preference to employment of veterans of the U.S. Armed Services in accord with provisions of Idaho Code § 65-502 or its successor. In the event of equal qualifications for an available position, a veteran or family member who qualifies for preference pursuant to Idaho Code § 65-502 or its successor will be employed.

D. CONFLICT OF INTEREST

No person shall be employed by Bonners Ferry when said employment would result in a violation of provisions found in Idaho Code § 59-701 et seq., §18-1359 or their successors. Any such appointment may be void. An employee whose relative is subsequently elected may be eligible to retain his/her position as allowed in Idaho Code §18-1359(5).

E. PREFERENCE FOR HIRING FROM WITHIN

Qualified individuals who are already employees of Bonners Ferry may be given preference over outside applicants to fill vacancies in the work force. Employees may be selected for transfer to positions without following the selection procedures normally required for hiring of new employees.

F. PERSONNEL POLICY SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

The rules contained in this Personnel Policy are subject to change, without prior notice, at any time in the sole discretion of the City Council.

V. EMPLOYMENT START-UP

A. EMPLOYMENT FORMS TO BE COMPLETED

The following forms must be completed before the employee may begin work for Bonners Ferry:

1. Employment application form
2. Withholding allowance form W-4
3. Employment eligibility verification form I-9
4. Drug testing forms
5. Insurance forms
6. Insurance information about dependents (if coverage is available)
7. Any other benefit forms necessary for employee information

B. PAYROLL REPORTING SYSTEMS

~~Reports of hours worked and leave time must be completed in a timely manner in accord with procedures established by the city clerk's office. Each report of employee time should be signed by both the supervisor and by the employee and should contain a certification that it is a true and correct record of the employee's time and benefit usage for the time period covered. All hourly employees shall enter time into the Employee Self Service Software. Salaried employees shall enter leave time into the Employee Self Service Software, when necessary. After time entered has been approved by the supervisor, it is sent to the payroll clerk to process payroll. Pay is deposited directly into an account provided by the employee and a paystub is emailed to the email provided by the employee. It is the employee's responsibility to make sure the account numbers and emails are kept current. Any employee with concerns about his/her compensation, rate of pay, payroll status, deductions, etc. shall communicate such concerns to the city clerk's office as soon as any such concern becomes evident. If the response from the city clerk's office is unsatisfactory, the employee should address the issue to his/her immediate supervisor in order to resolve stated concerns. A written record of such issues should be maintained in the employee's personnel file.~~

C. DISTRIBUTION OF POLICY

At the time of employment, each employee should receive a copy of this personnel policy. It is the responsibility of the employee to familiarize him/herself with the contents of the personnel policy and to acknowledge its receipt in writing. Periodic updates or changes should be distributed and acknowledged.

D. EMPLOYEE PERSONNEL FILES

1. Personnel Records

The official employee records for Bonners Ferry will be kept in the office of the City Clerk. Within these personnel files will be kept all records of employee performance evaluation, employee status, and other relevant materials related to the employee's service with Bonners Ferry. The employee's supervisor, employee's elected official or the employee himself/herself may contribute materials to the personnel files deemed relevant to the employee's performance and tenure. Each employee shall have the right to review all

materials placed in his/her personnel file at any reasonable time. Copies of materials in an employee's personnel file are available to that employee without charge. Personnel files shall not be removed from the premises except as necessary for city purposes.

2. Access to Personnel Files

It is the policy of Bonners Ferry to allow only limited access to an employee's personnel file. Those authorized to evaluate materials in a personnel file include the Mayor, the employee's supervisors, the City Council when acting as a body in the course of its official business, attorneys for the City, and the employee him/herself. Based upon the general confidentiality of personnel files, access of others to such files shall be allowed only with authorization of the supervising official after consultation with the City Attorney. Information regarding personnel matters will only be provided to outside parties with a release from the employee, or when deemed necessary by legal counsel for the City or pursuant to Court Order, or pursuant to a proper subpoena. The City reserves the right to disclose the contents of personnel files to outside state or federal agencies, to its insurance carrier or its agents for risk management purposes or when necessary to defend itself against allegations of unlawful conduct.

3. Management of Information in Personnel Files

Each employee shall be provided an opportunity to contest the contents of his/her personnel file at any time. This is to be done by filing a written objection and explanation which will be included in the file along with the objectionable material. In the sole judgment of the supervising official, after consultation with legal counsel for the City, any offending material may be removed upon a showing by the employee that it is false or unfairly misleading. In general, there should be a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history.

VI. RULES OF EMPLOYEE CONDUCT

A. GROUNDS FOR DISCIPLINARY ACTION

Violation of any of the rules set forth below shall be grounds for disciplinary action including possible dismissal from employment. However, this list is not all inclusive and other acts of misconduct not specifically set out below may be grounds for disciplinary action as well. Among these rules, the most important is the rule addressing attitude and cooperative behavior.

B. PERSONAL PERFORMANCE AND BEHAVIOR

Each employee of Bonners Ferry is expected to conduct him or herself in a manner that is helpful and productive, and which does not reflect adversely upon Bonners Ferry. Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. In order to accomplish the goals of Bonners Ferry as a public institution, each employee is expected to scrupulously avoid personal behaviors which would bring unfavorable public impressions upon Bonners Ferry and its officials. In order to accomplish this, each employee must comply with the following expectations:

1. **WORK COOPERATIVELY AND CONSTRUCTIVELY WITH FELLOW WORKERS AND MEMBERS OF THE PUBLIC TO PROVIDE PUBLIC SERVICE OF THE HIGHEST QUALITY AND QUANTITY.** This is the first priority for all employees.
2. Shall be prompt and regular in attendance at work or other required employer functions.

3. Shall keep all City bills paid on time and current as a condition of employment.
4. Shall not use City property for personal use except as follows:
 - a. Incidental use where primary purpose is for city business
 - b. City communication devices may be used for brief infrequent emergency personal business.
 - c. On call vehicles
 - d. Specific authorization by the City Council.
5. Shall comply with dress standards established in the department for which the employee works. Dress standards shall be set by the managing official, but in the absence of any departmental dress standards, clothing shall be appropriate for the functions performed and shall present a suitable appearance to the public.
6. Shall dedicate primary efforts to Bonners Ferry employment. Secondary employment should not conflict with duties performed for the City in any meaningful way. Individual department rules may spell out permissible examples of "moonlighting" wherein employees may hold additional positions.
7. Shall avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in Bonners Ferry and related agencies. No employee shall engage in conduct which violates the laws of the State of Idaho, including but not limited to I.C. §18-1356 (accepting gifts that exceed a value of \$50), I.C. §59-701 et seq. (Ethics in Government Act), I.C. §59-201 (Prohibitions Against Contracts) and I.C. §18-1359 (Using Public Position for Personal Gain).
8. Shall not accept gifts or gratuities in any personal or professional capacity which could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.
9. Shall not serve on any board or commission which regulates or otherwise affects the official duties or personal interests of said official or employee in a way that could create disadvantage for other members of the public or advantage for the employee.
10. Shall not release any public record without the express authority of the public official responsible for custody of the record or without an order from a court or public agency of competent jurisdiction. Public records are any information that has been filed or recorded by the City. See also Idaho Code Title 50 Chapter 9.
11. Shall not engage in conduct away from work which, although not criminal, may reflect adversely upon Bonners Ferry or its officials or otherwise impair the employee's ability to perform.
12. Shall not use any substances, lawful or unlawful, which will impair the employee's ability to function as a valued and competent part of the Bonners Ferry work force. Should the employee be prescribed a lawful substance that may impair the employee's ability to safely do his or her job, the employee is required to provide a physician's note explaining the possible effects of the medication upon the employee's ability to do his or her job and the length of the time that the employee will be required to take the medication. The employee may be required to take sick leave bank time while taking the medication.

13. Shall not engage in conduct while operating a motor vehicle which impairs the ability of the employee to perform job functions even though the driving conduct does not occur during hours of employment.
14. Shall not engage in workplace or public conduct otherwise detrimental to the accomplishment of the goals established by the City Council, the Mayor, or the department for whom he/she works.
15. Seat belt use is required in all City vehicles so equipped.

C. WORKPLACE CONDUCT

Each employee will be expected to conduct him/herself in the workplace in accordance with the following rules. THESE RULES ARE NOT ALL-INCLUSIVE OF CONDUCT EXPECTED OF Bonners Ferry EMPLOYEES. Each employee of Bonners Ferry shall:

1. Give his/her best efforts to accomplish the work of Bonners Ferry for public benefit in accordance with policies and procedures adopted by the Mayor and City Council displaying an attitude of cooperation and constructive participation.
2. Be subject to the administrative authority of the officials who supervise the department where the employee works even though the officials may not have been involved in the hiring of the employee.
3. Adhere to any code of ethics in his/her profession and avoid conflicts of interest or using his/her public position for personal gain.
4. Live within 15 miles of normal work site location.
5. Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained.
6. Abide by all departmental rules whether they be written or issued orally by the supervisor. No employee shall be required to follow the directive of a supervisor which violates laws of any local jurisdiction, the state, or nation.
7. Abide by pertinent state and federal statutes, and Bonners Ferry rules concerning the dissemination of information to the public from public records or about public matters. The decision to release information from the public records or to disclose writings or other information in the hands of a public official belongs with the responsible official who has official custody of that record. Each employee shall maintain the confidential nature of records which are not open to public scrutiny in accordance with the direction of the responsible official.
8. Adhere to defined work schedules and follow procedures for requesting exceptions from normal work schedules. Each employee shall follow the rules regarding the reporting of work hours and obtaining the supervisor's approval for time-keeping records. Failure to follow such rules may be grounds for delayed payment of wages, salaries, or reimbursements or for imposition of appropriate disciplinary penalties.
9. Follow rules regarding breaks and lunch periods, including provisions granting supervisors authority to adjust them. Timing of breaks or lunch periods may be changed to accommodate the completion of necessary work.
10. Reporting all accidents that occur or are observed on the job. Each employee shall cooperate in the reporting and reconstruction of any job-related accident in order that

workplace hazards can be eliminated, and that proper consideration can be accorded to injured workers and the public.

11. Report any accidents observed to have happened on city property or involving city property. Each employee shall provide as much information as he/she can from the observations made in the course of activities associated with one's work. Such information should be reported to the employee's immediate supervisor as soon as physically possible and reasonable efforts should be made to assist those in need.
12. Follow all rules regarding safety in the workplace whether established formally by the department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
13. Maintain a current driver's license, when necessary, in the conduct of work for Bonners Ferry. Each employee must report any state-imposed driving restrictions to his/her immediate supervisor. Each employee is also obligated to notify his/her supervisor in the event that his/her driving abilities are impaired.
14. Perform such obligations as are necessary to carry out the work of Bonners Ferry in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.

D. PROHIBITED WORKPLACE CONDUCT

Employees of Bonners Ferry shall not:

1. Be present in the workplace under the influence of drugs, alcohol, illegal substances, or other legal substances which would impair the ability of the employee to perform his/her work competently or which would threaten the safety or well-being of other workers or the public.
2. Engage in abusive conduct to fellow employees or to the public or use abusive language in the presence of fellow employees or the public. Abusive language shall include profanity and loud or harassing speech.
3. Sleep or be absent from the employee's workstation when on duty. Employees shall be attentive to their work at all times.
4. Engage in malicious gossip and/or spread rumors, engage in behavior designed to create discord and lack of harmony, or willfully interfere with another employee's work output or encourage others to do the same.
5. Use work time for personal business, including the selling of goods or services to the general public.
6. Use work time or public premises to promote religious beliefs to members of the public or fellow employees.
7. Engage in political activities while on duty in public service. This rule shall not apply to elected officials.
8. Provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
9. Destroy, alter, falsify, or steal the whole or any part of a police report or any record kept as part of the official governmental records of the City (I.C. §§ 18-3201 and 18-3202).

10. Discriminate in the treatment of co-workers or members of the public on the basis of race, religion, gender, age, disability, or national origin.
11. Smoke in City buildings, vehicles, or equipment.
12. Abuse employee benefit offerings by taking unjustified personal time off or otherwise participate in a scheme or deception designed to create incorrect personnel records or to claim benefits which are not deserved in accordance with Bonners Ferry policy.
13. Violate rules concerning absence from the workplace without proper authorization. Employees must obtain prior permission as required by the Bonners Ferry policy for use of paid time off, bereavement, or other types of leave granted by this personnel policy.
14. Engage in prolonged visits with co-workers, children, friends, or family members who interfere with the course of work in the office or department in which the employee serves.
15. Use phones or computers in the workplace in a manner that violates policy, or which disrupts workplace activities.
16. Engage in criminal conduct of any kind while on duty or off. Bonners Ferry employees are expected to behave in a lawful and socially acceptable manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.
17. Violate any lawful rule established by the appointing official to maintain order and productivity in the workplace.
18. Unlawfully harass a fellow worker or member of the public at any time while in the Bonners Ferry active service, as outlined in the City's Unlawful Harassment Policy.

E. RELATIONSHIP POLICY

1. No employee of Bonners Ferry shall hire, supervise, or otherwise exercise discretion concerning a paid employee who is a spouse.
2. No employee of Bonners Ferry shall supervise or otherwise exercise discretion concerning a paid employee who is related to the supervisor within the first degree of affinity or consanguinity.
3. No employee of Bonners Ferry shall hire a paid employee who is related to the supervisor within the second degree of affinity or consanguinity pursuant to state law (I.C. § 18-1359 or its successor).
4. Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate.

F. CANDIDACY FOR ELECTIVE OFFICE

While Bonners Ferry recognizes that the First Amendment provides Constitutional protections for the political activity of its employees, it also recognizes that this right is not absolute when balancing the right of the individual to become a candidate for office and the City's interests in promoting the efficiency of the public services it performs through its employees. (*Pickering v. Board of Education*, 391 U.S. 563, 88 S.Ct. 1731 (1968).

If an employee initiates candidacy against an incumbent Elected Official for whom he/she is a subordinate and there is a reasonable prediction of disruption in that Official's office, the employee must immediately resign or face possible termination.

A “reasonable prediction of disruption” is based upon any of the following factors:

1. The size of the office in which the employee works--the smaller the office, the greater prediction of disruption;
2. Whether the employee candidate holds a position of trust and confidence to the incumbent--the closer the ties, the greater likelihood of disruption;
3. Whether the employee candidate is running for a position in which he/she would replace or become superior to his/her current supervisor--in such circumstances the threat of disruption would loom larger; or
4. The nature of the relationship between the employee candidate and the incumbent and the degree of contact they have with one another--the greater the amount of contact and interaction, the greater the possibility of disruption.

Not all of the above factors must be met in order to seek resignation or termination of the employee.

If the Official determines that there exists a “reasonable prediction of disruption” should the employee remain employed with Bonners Ferry and the employee refuses to resign, he/she may be terminated. The Official should set out, in writing, the factual basis, for finding that there exists a “reasonable prediction of disruption” using the above factors. Said written findings should be provided to the employee, placed in the employee’s personnel file and be made a part of the official record. All other applicable hearing procedures, as set out in this policy, shall apply

G. FIREARMS IN THE WORKPLACE

In order to ensure a safe workplace for the employees of the City of Bonners Ferry as well as the citizens of Bonners Ferry, the City prohibits employees from carrying on his/her person or having at his/her workplace, firearms of any type while the employee is representing the City of Bonners Ferry (i.e. on duty, during regular work hours, and/or performing off-site tasks for the City). This shall include a prohibition on firearms in any City-owned vehicle. This prohibition shall apply to all visible and concealed firearms, regardless of whether the owner has obtained the necessary permits.

1. Definition: The definition of a “firearm” for the purposes of this policy shall be as defined in Idaho Code §18-3302.
2. Police Officer Exception: Police officers are required, as a condition of their work assignment, to possess a firearm while executing their work responsibilities and thus are not subject to this prohibition. These employees are to possess and use these firearms in accordance with the department’s operating procedures and all applicable state and federal laws.
3. Special Authorization: An employee may request authorization to possess or utilize a firearm while fulfilling City duties by applying for special authorization in writing. The request must state the reason for the request, the time frame for which authorization is requested, and the location at which the authorization is requested. Requests shall be reviewed by the Mayor and the Chief of Police, and the consent of both reviewers shall be required prior to authorization and must be documented in writing. A copy of any request, whether approved or denied, shall be placed in the employee’s personnel file. Authorization granted may be revoked at any time and without prior notice by the Mayor or Chief of Police in consultation with the City legal department.

H. ON-THE-JOB INJURIES

All on-the-job injuries shall be reported to the employee's supervisor as soon as practicable to allow filing of a worker's compensation claim in the proper manner. If an employee is disabled temporarily by an on-the-job accident he/she should be eligible for worker's compensation benefits. Return to employment will be authorized on a case-by-case basis upon consultation with the supervising official and the State Insurance Fund. Concerns associated with injured worker status may be brought before the appropriate elected official for review. The employee may use sick leave and submit the comp checks to the City.

For sworn law enforcement officers injured in on-the-job accidents, the City should handle worker's compensation claims pursuant to Idaho Code.

VII. EMPLOYEE CLASSIFICATION, COMPENSATION, AND BENEFITS

With the exception of Elected Officials, any employee, regardless of designation, may utilize the unlawful discrimination and name-clearing hearing procedures set out in Section V of this policy should he/she believe that an employment action taken against him/her was the result of unlawful discrimination or an allegation entitling him/her to a name-clearing hearing.

A. CLASSIFYING EMPLOYEES FOR POLICY PURPOSES

1. Employment Status

- a. Except as otherwise provided by this Policy, or as required by law, or pursuant to a written contract approved by the governing board, employees of the City are AT-WILL EMPLOYEES.
- b. Changes in employment status that are the result of budgetary needs, reductions in force, reorganization of work duties through transfer or reassignment, or general changes in the terms or conditions of employment or of benefit offerings may be made at the sole discretion of the City. Therefore, Bonners Ferry retains full authority, without prior notice, to modify the general terms and conditions of employment. Should an employee believe that any such decision is the result of unlawful discrimination, he/she may utilize the hearing procedures set out in Section VIII of this policy.
- c. Appointed Officials. The city clerk, treasurer, and any other officials appointed pursuant to Idaho Code § 50-204 may only be removed pursuant to Idaho Code § 50-206 and the hearing process as set out in this policy does not apply. However, any employed appointed official who believes that he/she has been removed from his/her position as a result of unlawful discrimination or as a result of an allegation entitling him/her to a name-clearing hearing, may utilize the hearing procedures set out in Section VIII of this policy.
- d. Temporary or Seasonal Employees. Employees who work on an irregular or temporary basis are considered to be temporary or seasonal employees. Any temporary or seasonal employee who believes that he/she has been terminated from his/her position or demoted with an attendant change in pay as a result of unlawful discrimination or as a result of an allegation entitling him/her to a name-clearing hearing, may utilize the hearing procedures set out in Section VIII of this policy.
- e. Veteran's Rights Following Reinstatement. Any veteran, who has been restored to his/her position in accordance with Idaho Code, shall not be discharged from such position without cause for a period of one (1) year after such restoration. During this one-year period, a returning veteran shall be entitled to a hearing prior to termination.

Such returning veteran shall also be considered as having been on leave of absence during his/her period of military duty. He/she shall be restored to his/her position without loss of seniority, status or pay.

2. Employee Classification for Benefit Purposes

The classification of the position you hold with Bonners Ferry may affect the status of obligations or benefits associated with your employment. The primary classes of employees and their respective status is outlined as follows:

- a. Elected Officials - Elected officials are not considered regular employees. Elected officials receive employment benefits by action of the City Council.
- b. Full-Time Regular Employees - Employees who are not temporary or seasonal and whose typical work week consists of at least 40 hours are considered Full-time Regular Employees. Full-time regular employees shall receive all employee benefits provided by Bonners Ferry as such benefits now exist or may be subsequently changed by action of the City Council.
- c. Part-Time Regular Employees - Employees who are not temporary or seasonal and whose typical work week consists of less than 40 hours on a regular basis are considered Part-time Regular Employees. Part-time regular employees shall receive employee benefits in accordance with specific policies adopted by the City Council. The number of hours scheduled may also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.
- d. Temporary/Seasonal Employees - Employees who work on an irregular or temporary basis, even though they work more than 40 hours per week are classified as temporary or seasonal employees. Temporary or seasonal employees will receive no benefits provided to regular employees, except those required by law or those approved by official action of the City Council. The hearing process set out in this policy does not apply to temporary or seasonal employees.
Any temporary or seasonal employee who believes that he/she has been terminated from his/her position or demoted with an attendant change in pay as a result of unlawful discrimination or as a result of an allegation entitling him/her to a name-clearing hearing, may utilize the hearing procedures set out in Section V of this policy.
- e. Exceptions – May be made by the council for volunteers and special circumstances.
- f. Independent Contractors - Independent contractors who provide services to the City on a contractual basis are not considered employees of the City. As such, this Policy does not apply to independent contractors.

B. COMPENSATION POLICIES

1. Establishment of Employee Compensation

Bonners Ferry compensates employees in accord with decisions by the City Council as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time period. The supervising elected official or administrator may make suggestions about salary compensation and other pay system concerns, but the final decision regarding compensation policy rests with the City Council. The City Council reserves the right to make budget adjustments, and consequently pay adjustments, during

the course of the budget year in order to manage cash flow or to deal with other circumstances which justify or require change in city expenditures.

2. Compliance with State and Federal Pay Acts

Bonnors Ferry shall comply with all State and Federal Pay Acts respecting the compensation of employees for services performed in the public service.

3. Additional Compensation Policies

Elected Officials shall be paid a set salary as established by the Council in the annual budget. They shall have no right to overtime pay, compensatory time off, or personal time off. Employees determined to be exempt from the hourly requirements of the Fair Labor Standards Act shall be paid on a salary basis as established by the City Council.

4. Right to Change Compensation and Benefits

Bonnors Ferry reserves the right to change general compensation for any reason deemed appropriate by the Council. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent city budget. Hours worked may be reduced or employees may be laid off as necessary to meet budgetary constraints or as work load changes.

5. Overtime Compensation - Compliance with Fair Labor Standards Act

In addition to the employee classifications set forth elsewhere in this policy, all employees are classified as Exempt (salaried) or Nonexempt (hourly) for purposes of complying with the Federal Fair Labor Standards Act (FLSA). The FLSA is the federal wage and hour law which governs the obligation of employers to pay overtime compensation. Certain employees are exempt from operation of this law because they perform work that qualifies for the professional, executive or administrative exemption. As such, exempt employees are not required to receive overtime pay for hours worked beyond the limits provided by the statute. Employees who serve as sworn law enforcement officers or as firefighters may be subject to special exceptions found in the FLSA (see 29 U.S.C. § 207(k)). Please contact your department supervisor or the office of the City Clerk (HR) for further clarification of your FLSA status.

6. On-Call/Standby duty:

- a. Definition: Time which an employee is not required to be at work, but who is available should the City schedule, call or otherwise desire the employee to attend to work matters. Employees who are schedule for on-call work are expected to be available at any time during their scheduled on-call or standby time to carry out their full working duties.
- b. Compensation: An employee shall be paid for standby time at a rate of two (2) hours of overtime for each **full day (24 hours)** of standby duty. This is compensation for standby and does not include hours worked. Employees shall be compensated for any hours worked in addition to the on-call or standby duty.
- c. Scheduling: An Employee may be schedule for On-Call or Standby time during their normal scheduled weekend or weekday off, or when scheduled to work on observed holidays.

7. Nighttime On-Call / Standby duty:

- a. Definition: The time an employee is scheduled to be available should the city call, schedule or otherwise require the employee to be available for work after normal working hours of one day and before the normal working hours of the next day.
- b. Compensation: Nighttime On-Call duty is compensated at a rate equivalent of one (1) hour of overtime rate for each night of duty. This compensation for standby and does not include hours worked. Employees shall be compensated for any hours worked in addition to the nighttime on-call or standby duty.
- c. Scheduling: An Employee may be schedule for On-Call or Standby time during their normal scheduled weekend or weekday off, or when scheduled to work on observed holidays.

8. Call Outs

- a. Definition: An event when an employee is called-in for unanticipated work outside of their normal scheduled work hours. Call Outs may coincide with On-Call or Standby Duty time.
- b. Compensation: Employees, shall be compensated a minimum of two (2) hours overtime worked for any call-out, as defined. Call-Out time is typically scheduled or authorized by the Superintendent or Department Head. Call Out pay does not apply in the following situations:
 - i. Time worked adjacent to a scheduled shift,
 - ii. Issues that can be addressed remotely, or
 - iii. Worked not scheduled in conjunction with On-Call or Standby time, such time shall be treated as normal or overtime hours and be paid in accordance with the FLSA.

~~9. Reporting and Verifying Time Records~~

~~It is the responsibility of each hourly employee to properly record time that he or she has worked. Each time sheet shall bear the signature of the employee with a statement verifying its accuracy and a counter signature by a supervisor indicating that the hours claimed were actually worked. These records shall be retained as required by the records retention policy of the City, consistent with state law. Exempt employees may be required to document time worked for accountability and benefit purposes.~~

10. Work Periods

Employment with Bonners Ferry is subject to the Federal Fair Labor Standards Act as previously described. Each employee is responsible for monitoring the status of hours worked in each work period. Overtime will be allowed only when authorized by an appropriate supervisor or when absolutely necessary in an emergency. The work week for all regular employees who are subject to the FLSA will begin at 12:00 a.m. (midnight) on Sunday of each week and conclude at 11:59 p.m. the succeeding Saturday. For regular employees, time actually worked in excess of forty hours in a work week will be computed at one and one-half (1 ½) times the hours worked. Paid time off and holidays falling on a regularly scheduled workday will count toward hours worked for computation of overtime pay.

Sworn law enforcement officers and firefighters may be subject to the special exception for their respective professions under 29 U.S.C. § 207(k) which allows establishment of their

work period up to twenty-eight (28) days. Overtime compensation at one and one-half (1 ½) times the hours worked is to be paid for qualifying law enforcement officers' or for qualifying firefighters' hours beyond those established by the § 207(k) schedule. For these special exception employees, compensatory time will accrue on the paycheck which follows the conclusion of each work period.

11. Promotions and Compensation

The compensation policy for all employees is established by action of the City Council. The annual budget of Bonners Ferry sets the funding available for compensation for positions in various departments. Promotions and changes in status may be recommended by officials in each of the operating departments, but final authority regarding compensation rests with the appropriate administrative official.

12. Payroll Procedures and Paydays

Employees are paid every two weeks throughout the year. Paychecks are issued by the office of the treasurer on every Friday following the pay period. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued.

It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only. The paycheck is generated by a computer program that does not have the capacity to think or to understand individual circumstances. Actual practices respecting the issuance of paychecks and allocation of employee benefits must be consistent with the official policy of the City. In the event of disagreement between the computer-generated paycheck stub and official policy as interpreted by the Department Head with the assistance of the City Clerk, the policy shall prevail. Employees are obligated to call to the City's attention any discrepancies in payroll practices, whether to the advantage or disadvantage of the employee.

13. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding

Leave will be granted and full pay provided to employees called to serve as a court witness in matters specifically related to city operations or called to serve on jury duty. The employee has the choice of taking unpaid leave; or using paid leave, advising the City of funds received for services for jury duty and having these deducted from their gross pay; or taking paid time off and keeping the funds received for jury duty.

14. When a City Employee who is also a City volunteer fireman responds to an incident during normal working hours they will be compensated as an employee. When they respond to an incident outside of normal working hours, they will receive the stipend paid to all other firemen.

15. Military Leave

Unpaid leave of absence will be granted to participate in ordered and authorized field training. The city's employment policy will comply with the provisions of Idaho Code § 46-224, et seq., or its successor, as those Code provisions govern leaves of absence for military service and the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended (USERRA).

16. Reduction in Force

Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and workload. The Mayor reserves the right to make any changes in work force or assignment of resources deemed to be in the organization's best interests.

17. Payroll Deductions

In accord with Idaho Code § 45-609 or its successor, no payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law.

C. TRAINING, CONFERENCE, & TRAVEL POLICY

1. Purpose and Scope

The purpose of this policy is to provide guidelines under which City of Bonners Ferry employees, public officials, and appointees will be reimbursed for authorized travel expenses incurred in the conduct of business for the City of Bonners Ferry, hereinafter referred to as "City."

This policy shall apply to employees of the City, elected officials, boards, commissions, and others who are engaged in authorized travel and who expend City funds for travel purposes.

While this policy does not cover every possible situation, it establishes guidelines for employees and officials to make appropriate judgments regarding the expenditure of City funds for reimbursable expenses.

2. Training and Conference Registration Fees

Request for payment of registration fees shall be accompanied by registration form and receipt if paid by the employee. When practical, registration fees should be paid in advance by the City.

3. Travel Authorization

Travel requests shall be approved by the department head, subject to budgetary allowances. If the travel request is in excess of budgeted amounts, the department head may make a special request for approval to City Council.

The Mayor shall have approval authority over travel requests for department heads and other employees without a direct supervisor. All requests must be submitted in a reasonable amount of time for approval.

4. Transportation: Common Carrier

All trips requiring the use of a common carrier must be pre-approved by the appropriate authority.

The mode of travel must be justified on the basis of the most economical use of time of the personnel involved, cost of optional travel modes, and requirements of the trip.

All common carrier reservations must be consistent with reasonable travel planning, common carrier will be booked at the lowest available fare.

Travel reservations should be made as far in advance as possible to attain the lowest fares. Reservations should be made directly with the carrier, or if made through a booking service (Expedia, Travelocity, etc.), shall be refundable. When possible, reservations should be made by the Clerk's office to allow for direct billing; department head may also make reservations as appropriate.

For air travel, the City will reimburse the cost of one checked bag only. A receipt is required for reimbursement.

5. Transportation: Passenger Vehicles

a. City-Owned Vehicles

City-owned vehicles should be utilized for travel when such use is the most practical and economical mode of transportation, including the cost of fuel and parking.

b. Privately-Owned Vehicles

Reimbursement of private vehicle expenses shall be at the Standard Mileage Rate as set by the federal government for actual and necessary miles traveled. Mileage begins at the employee's normal place of work such as City Hall or the City Yard and shall be calculated to the destination.

When considering approval for use of personal vehicles for travel, the approving authority shall take into consideration the cost of alternative modes of travel and the cost of meals and lodging for the additional travel days. Mileage reimbursement shall not exceed the cost of airfare plus travel to/from the airport.

When two or more employees travel in a privately owned vehicle, only one mileage reimbursement is allowed.

When a private vehicle is used for transportation to and from airport, City will pay for or reimburse the cost of parking at the airport for the amount of time the employee is attending the conference/training. Any additional days spent in airport parking outside of conference attendance shall be paid by employee.

When an employee is using a private vehicle for transportation to and from training, the employee shall NOT use a City issued fuel card to pay for fuel used in the private vehicle.

6. Lodging

a. General

City travelers are expected to seek accommodations that are comfortable, convenient, and meet business and personal needs and offer good value. Employees are expected to compare local lodging rates in the area prior to reserving lodging, if practicable.

b. Accommodation

Lodging accommodations for reasonably priced single occupancy rooms are reimbursable when the traveler is away from home overnight due to travel.

Accommodations shared with family members or others not on official City business are reimbursable at the single occupancy rate only.

The employee is urged to reserve hotel accommodations that offer the best value to the City, including offered government rates. When possible, reservations should be made by

the Clerk's office to allow for direct billing; department head may also make reservations as appropriate.

7. Use of City Credit Cards

Employees issued a city credit card during travel ~~should~~ shall only use it to pay for expenses associated with approved travel including lodging and related transportation expenses. Upon return from travel, itemized receipts must be provided. City credit cards ~~should~~ shall not be used to purchase items covered within the per diem policy or non-reimbursable expenses, including meals and gratuities.

Failure to provide itemized receipts within a reasonable time upon return from travel may result in employee being required to reimburse the City for non-verifiable expenses.

8. Non-reimbursable Expenses

The following are non-reimbursable expenses and are not to be charged to City credit cards:

- Laundry
- Personal entertainment
- Personal phone calls
- Traffic and parking tickets
- Overweight baggage fees
- Theft, loss, or damage of personal effects
- Personal care items
- Alcohol

9. Personal Travel in Conjunction with City Travel

An employee may combine personal travel with city business travel with pre-approval from department head or appropriate approval authority. The City is responsible ONLY for the official business portion of the trip. No personal expenses during personal travel portions of a trip will be reimbursed. Employee ~~must~~ shall obtain a quote showing the cost of the most economical and direct travel method/route to and from the approved business destination for the dates of official business. This quote will be used for reimbursement purposes. Employee ~~will~~ shall be required to cover the cost in excess of the most economical and direct travel method.

10. Wages and Overtime

a. Travel Time

An employee will be compensated for work time while traveling which corresponds with the employee's regularly scheduled shift, not including mealtimes.

It is the policy of the City that employees shall be compensated for travel time to and from training in addition to the time at training. Time spent over the employee's normal work shift shall be compensated as overtime.

b. Training Time

As a general rule, premium pay for overtime, night, holiday, or Sunday work will not be paid during training.

Attendance at lectures, meetings, training, and conferences shall not be compensated as working time if the following criteria are met: it is outside normal working hours; it is voluntary; not job related; and no other work is performed.

Time spent by employee in outside study while at trainings is not compensable if the studying is not required by the employer (i.e. employees voluntarily do extra work on their own to bolster their ability). However, when completion of "homework" is a requirement of a compensable training class, time spent completing assignments for such training is compensable per FLSA standards.

11. Travel Per Diem

a. Daily Per Diem Allowance Rates:

A daily Per diem allowance shall be paid to the traveler in accordance with the amounts and hours of the day as adopted by the City Council. The Per diem allowance is a fixed amount for a full day of official travel status and is not a reimbursement for actual costs incurred. No receipt or other evidence of expenditure is required. The Per diem allowance is intended to cover the cost of food, beverages, and related gratuities and no portion of these costs shall be reimbursed as separate items.

The City Council shall adopt an in-state Per diem rate (see Appendix A below). Out of state Per diem rates shall be based off of the General Services Administration's (GSA) dually adopted Per diem rates available at www.gsa.gov/travel.

b. Timeframes for Partial Day Per Diem Allowance:

The amount of the Per diem allowance for official City travel that does not involve an overnight stay, or for the first and last day of a multiple day trip, shall be calculated based on the percentages of the daily Per diem allowance as established by the City Council.

- 25% for breakfast (leave at 7:00am or earlier/return at 8:00am or later)
- 30% for lunch (leave at 11:00am or earlier/return at 2:00pm or later)
- 45% for dinner (leave at 5:00pm or earlier/return at 7:00pm or later)

c. Meals Provided by Others and at Conferences:

When meals are furnished by others or as part of a meeting or conference and are identified on an official agenda, the Per diem allowance for the day shall be calculated for only those meals not provided. The allowable amount shall use the following percentages applied to the allowable Per diem allowance for each meal not provided by others or as part of a meeting or conference:

- 25% for breakfast
- 30% for lunch
- 45% for dinner

Complimentary meals or beverages provided by lodging vendors (including hotel continental breakfasts), commercial airlines, or other commercial entities will not be considered when determining Per diem allowances.

d. Incidental Expenses

Tips and Gratuity Tips and gratuity are included in the Per diem allowance amount and cannot be claimed separately, even if the gratuity is unrelated to a meal expense. This includes all amounts related to taxi or airport shuttle services, baggage handling, hotel services, or for which gratuities are usual and customary for the services provided.

Other expenses not specifically described in these policies, but which are necessary in the performance of official City business and properly authorized and documented, are allowable.

**PER DIEM POLICY APPENDIX A
IN STATE PER DIEM ALLOWANCES**

MEAL			IN STATE RATE
B			\$12.50
B	L		\$27.50
B		D	\$35.00
	L		\$15.00
	L	D	\$37.50
		D	\$22.50
B	L	D	\$50.00

Percentage for Partial Day Meal Reimbursement	
Breakfast	25%
Lunch	30%
Dinner	45%

Leave and Arrival Requirements		
Breakfast	Leave	7:00 am or before
	Arrive	8:00 am or later
Lunch	Leave	11:00 am or before
	Arrive	2:00 pm or later

Dinner	Leave	5:00 pm or before
	Arrive	7:00 pm or later

12. Peace Officers Standards Training (POST) Travel

The City will pay for the cost of travel to attend POST training in Boise to include roundtrip travel to the training facility at the beginning of the course and home at the completion of the course, as well as one additional roundtrip home. Additional trips home will be the responsibility of the employee.

Should an employee attend POST training at the POST North Idaho College (NIC) Police Academy Training Facility in Post Falls, if feasible the city may provide a City-owned vehicle to be issued to the employee for commuting between the city limits and facility on weekends. Mileage allowances for weekend trips between city limits and facility in a private vehicle shall be at the discretion of the Chief of Police.

E. EMPLOYEE BENEFITS

Bonnors Ferry offers a number of employee benefits for regular full-time and part-time employees. These benefit offerings are subject to change or termination in the sole discretion of the City Council. Each benefit offering is subject to the specific terms of its respective insurance policy and/or official resolution of the City Council.

1. Paid Time Off

The City of Bonnors Ferry believes that employees should have opportunities to enjoy time away from work to help balance their lives. The City of Bonnors Ferry recognizes that employees have diverse needs for time off from work. The City of Bonnors Ferry has established this paid time off (PTO) policy to meet those needs. The benefits of PTO are that it promotes a flexible approach to time off. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

a. Eligibility

PTO is accrued upon hire or transfer into a benefits-eligible positions. Eligible employees, for determination of this policy are full-time regular employees as defined within the City's Personnel policy. Temporary/seasonal employees or part time regular employees are not eligible to accrue PTO.

b. Procedures

PTO accruals are available for use in the pay period following initial hiring of an eligible employee. All hours thereafter are available for use in the pay period following the pay period in which they are accrued.

i. Accrual and Payment of PTO

Accruals are based upon paid hours up to 2,080 hours per year, excluding overtime. Length of service determines the rate at which the employee will accrue PTO. PTO does not accrue on unpaid leaves of absence or PTO cash outs upon termination. Employees

become eligible for the higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

ii. Accrual of Banked Sick Time

Any employee may choose to create a sick bank wherein hours can be moved from PTO to the sick bank accrual. The employee shall make requests in writing to move PTO time to their sick bank and shall accept that once the allocation is made it cannot be moved back to regular PTO. Employee shall make written request prior to their maximum accrual time being met; any time lost prior their written request shall not be reestablished.

Accrual Table

Years of Service	Accrual Rate per Hour	Annual PTO Accrual*	Maximum PTO Accrual**	Sick Bank Accrual
1-10 years (120 Months)	0.08462	176 hours	264 hours	480 Max. Accrual
10-15 years	0.10385	216 hours	324 hours	480 Max. Accrual
15 or more years	0.12307	256 hours	384 hours	480 Max. Accrual

*Annual PTO Accruals are based on an employee having 2,080 paid hours per year (40 hours per week).

**No PTO hours will accrue beyond the maximum accruals listed unless moved to the Sick Bank Accrual.

iii. Use and Scheduling of PTO

Employees are required to use available PTO when taking time off from work. PTO may be taken in increments of as low as ½ one hour. However, PTO may not be used for missed time because an employee reports late to work, except during inclement weather.

Whenever possible, PTO must be scheduled in advance. PTO is subject to supervisory approval, department staffing needs and established departmental procedures. Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department. The supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence.

Sudden illnesses that result in absence from scheduled work must be reported to the employee's supervisor as early as possible. Employees experiencing sudden illness are encouraged to check in with their supervisor at least 15 minutes before their schedule shift. Failing to call or calling in after the employee's schedule shift may be grounds for disciplinary action by the Supervisor.

When PTO is used, an employee is encouraged to request payment of PTO hours according to his or her regularly scheduled workday. For example, if an employee works a six-hour day, he or she would request six hours of PTO when taking that day off. PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculation.

Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.

iv. Payment upon Termination

An employee will be paid upon resignation, separation or retirement for all PTO hours accumulated but not used. Employees whose positions are eliminated through a reduction in force or reorganization or whose hours drop below 20 hours per week are paid PTO on the effective date of the termination.

v. PTO Cash Out- upon separation

Upon separation, employees are eligible to be paid out for any unused PTO by a lump-sum payment at the then-current hourly or daily rate.

vi. Borrowing Against PTO or Sick Bank- Not allowed

No employee shall be allowed to borrow or receive credit for PTO or sick bank time for their use. In order to use any PTO or Sick Bank time, the employee shall first have earned such time.

c. Sick Bank Account

i. Creation and Contribution to Employee Sick Bank Account

Any Employee can create a sick bank account by making a written request to the City's Human Resources Officer. Once created, the account shall operate in accordance with this policy.

The employee is responsible for the creation and continued contribution of sick bank time. The City shall not contribute to any sick bank time without amendment to this policy. Contribution can only be made to their account through the employee's PTO time. Once an employee transfers time from their PTO to their sick bank account, the time cannot be transferred back to PTO.

ii. Use & Schedule of Sick Bank Time

An employee may request, at any time, to move PTO to their Sick Banked Account through proper submission request to the City's Human Resource Officer. Any requested move from PTO to Sick Banked Account shall occur prior to time being lost because of accrual limitation being met. Any lost time cannot be reinstated or retro-actively compensated if the request is made after time is lost.

Sick Bank Time shall only be utilized to cover those hours that the employee needs to care for themselves or immediate family's health needs.

Employees who have a qualifying illness or event that require them to be absent for longer than three (3) working days per condition, are required to contact their immediate supervisor and Human Resource Officer to apply for use of sick bank time.

Employees must first use a minimum of three (3) working days of PTO per condition before accessing their sick banked time. Employees who do not have any PTO time shall take the time without pay before being eligible for sick banked time.

Sick bank account may be used for a Workman's comp covered injury.

Requests for Sick Bank Leave must be taken in minimum one (1) workday or eight (8) hours, with one (1) hour increments above that.

An employee ~~must~~ shall not have a written record of disciplinary action for leave abuse or misuse of leave within the past twelve (12) months.

An employee ~~may~~ shall not accrue more hours than those hours stipulated within the accrual table.

Qualifying Illness or Condition

A qualifying illness and/or conditions are acute or prolonged illnesses or injuries that are expected to take longer than three (3) days to recover.

The City retains the right to determine whether the illness or condition qualifies based on the information it receives from the employee and/or medical provider.

Examples of a qualifying illness or conditions include, but are not limited to:

1. Surgery that requires longer than three (3) days of recovery (preauthorization recommended).
2. Serious or debilitating illness that requires hospitalization or in-home care.
3. Caring for an ill or injured family or household member
4. Death of a family or household member
5. Treatment for a chronic or long-term health conditions.

As with any request, the employee is encouraged and recommended to review all requests of sick bank time with the supervisor and/or human resource officer prior to submitting for time off.

Use of Bereavement Leave is considered a qualifying event or conditions.

iii. Sick Bank Cash Out- upon separation

Upon separation from the City the employee may request to be cashed out of any sick bank time. Cash outs shall not be more than 25% of the total hours or \$5,000.00 whichever is less.

d. Bereavement Leave:

Up to five (5) days of paid leave of absence shall be provided for a death in an employee's immediate family (spouse, mother, father, stepmother, stepfather, mother-in-law, father-in-law, children, grandparents, grandchildren, brothers, sisters, sisters-in-law, or brothers-in-law).

Use of Bereavement Leave is considered a qualifying event or condition to access the employee's sick bank account.

Any additional leave must be approved by the department head and may be granted from accrued Personal Time Off (PTO), sick bank account, comp time, or unpaid leave of absence.

2. Holidays

~~Eleven~~ Twelve official holidays are provided for full-time regular employees. Employees who have regular full-time active status on the date of any holiday shall receive compensation for that day even though they do not work. Holidays that fall on Saturdays shall be observed on the preceding Friday. Those that fall on Sunday shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the City Council.

Recognized Holidays:

New Year's Day	Labor Day
Martin Luther King, Jr./Human Rights Day	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth Day	<u>Friday after Thanksgiving Day</u>
Independence Day	Christmas Day

- a. Holidays - Occurring on an Employee's Regularly Scheduled Workday: When a paid holiday falls on an employee's regularly scheduled workday, the employee will be paid eight hours holiday pay. If the typical regularly scheduled workday is more than holiday paid hours, the employee may:
 - i. Elect to use PTO earned to make up for the time more than the 8 hours that the employee was scheduled to work; or
 - ii. Elect to forego compensation for the difference; or
 - iii. Pending Department Head approval, an employee may work additional hours during the same pay period as the holiday to make up for any loss of hours.
- b. Holidays - Occurring on an Employee's Regularly Scheduled Day Off: When a paid holiday falls on an employee's regularly scheduled day off, the employee will be paid eight hours holiday pay and be given an alternate 8-hour day off during the same pay period as the holiday. If the typical regularly scheduled workday is more than holiday paid hours, the employee may:
 - i. Elect to use either paid time off or compensatory time earned to make up for the time more than the 8 hours that the employee was originally scheduled to work; or
 - ii. Elect to forego compensation for the difference; or
 - iii. Pending Department Head approval, an employee may work additional hours during the same designated pay period as the holiday, in lieu of using accrued leave.
- c. Full-time Regular Hourly Employees who work on holidays shall be compensated at a rate of one and a half (1½) times the employee's regular rate of pay in addition to the normal holiday pay.
- d. Part-time employees may be allowed to work a recognized holiday but must first obtain approval from their supervisor. If a part-time employee is approved to work or has been requested by their supervisor to work on a recognized holiday, the employee shall be compensated at a rate of one and a half (1½) times the employee's regular rate of pay.

3. Leaves of Absence

Up to thirty (30) days unpaid leave can be granted by the Mayor for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of thirty days shall require written approval of the City Council.

4. Change in Benefits

Bonnors Ferry, through its City Council, reserves the right to change, condition, or terminate any benefits set forth in this section. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

5. Benefits for Part-Time or Temporary Employees

All employees shall receive benefits as required by law to include Worker's Compensation insurance, all other benefits to be determined by the City Council.

6. Insurance Coverage Available to Full-Time Employees

Health insurance is available to all full-time employees and the employee immediate family members in accordance with the terms and conditions of the city's contract for such services. For purposes of this section, immediate family shall include spouse/domestic partner and/or child(ren) under the age of 26. All eligible employees of the City of Bonnors Ferry must participate in the insurance programs offered by the City's insurance provider except elected officials and individuals who provide proof of other medical, dental or vision benefit coverage under a policy on which the coverage is primary for the employee seeking to waive coverage and would remain primary whether or not the employee is covered by the City. Retirees of the City may also participate in the City's insurance programs provided such participation complies with Idaho law and provided that there has been no lapse in coverage between active status and retired status. Any employee that has primary coverage elsewhere and opts out of the offered insurance, shall **not** receive additional pay in lieu of insurance.

Fire Department Employees who are eligible to take the City's health coverage shall do so under the following circumstances:

- i. Are only eligible for the employee and not their spouse or child(ren).
 - ii. Where they are not offered or have coverage through their primary employer.
 - iii. Shall meet or attend at least four hours of training in each pay period.
- b. Failure to meet the four hours of training in each pay period will result in the employee having to cover the cost of the health insurance for that month. Continued failure, more than three times in a 12-month, period ~~may~~ shall result in loss of benefit and may result in the termination from the position.

The City Clerk's Office should be contacted to learn of sign-up and ~~claims procedures~~. Any such offerings are subject to change at any time.

7. Retirement

The retirement plan of Bonnors Ferry combines benefits of the Public Employees Retirement System of Idaho (PERSI) with Social Security (FICA). PERSI mandates withholding a percentage of an employee's gross salary for pension purposes, which is presently exempt from Federal and State income taxes, and Bonnors Ferry matches this with an additional larger contribution. Contact the City Clerk's Office for further information.

8. Miscellaneous Benefits

In addition to the benefits listed on the previous pages, the following miscellaneous benefits may be available to employees for participation in accordance with the terms of their respective policy or agreement. Any such offerings are subject to change at the City Council's sole discretion at any time.

- Deferred compensation plans handled by payroll deduction.
- Credit union participation.
- Employee-requested deduction programs subject to city policy.
- Provision of uniforms, tools, equipment allowance, etc.
- Parking privileges, use of the lunchroom and kitchen facilities, and use of a locker.
- Further training and higher education reimbursement or tuition refund.
- Transfer of Benefits with Employee Transfer

Accrued benefits for each employee continue to the benefit of that employee if the employee transfers from one department to another within Bonners Ferry. Any such transfer will not result in a reduction of benefit offerings separate and apart from those realized by employees similarly situated.

F. MODIFIED DUTY POLICY

1. Purpose and Scope

The purpose of this policy is to establish procedures for assigning employees to modified duty. Temporary modified duty assignments may be available to employees who have incurred a duty related illness or injury, and due to medical restrictions or limitations, are unable to perform their regularly assigned duties. Non-duty related illnesses or injuries may also be considered for eligibility in accordance with this policy. Eligibility for modified duty assignment is subject to the approval of the head of the employee's department or his/her designee.

Modified duty assignments are intended to provide an employee with the ability to continue working within the limits of his/her restrictions and limitations on a temporary basis while providing the employee's department or the City with a productive employee during the interim period.

The City will engage in a good faith interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability.

c. Definition

Modified Duty: a temporary, limited term assignment not requiring performance of the full range of duties associated with the employee's regular job classification. Modified duty may also be referred to as "light duty."

d. Limitations

Modified duty assignments are a management prerogative and not an employee right. Modified duty assignments shall be subject to continuous reassessment dependent upon the City or the department's needs and the employee's ability to perform in a modified duty capacity.

An injured employee may be offered a modified duty position outside of his/her normal assignment or department if it becomes available, but the employee shall be given the

option to either accept the position or continue to draw on applicable sick leave bank or disability accounts if applicable.

If an employee cannot adequately perform in a modified duty assignment such assignment may be modified or terminated.

The lack of City or department need or a change in priorities may result in the employee's removal from or modification of a modified duty assignment.

The City or department may place conditions as deemed appropriate upon any modified duty assignment.

e. Procedure

Employees may request assignment to modified duty by first submitting a written request for modified duty to their department head. At that point the department head or his/her designee will discuss potential modified duty assignments available and provide employee with a list of these proposed assignments. Employee shall then provide this list to his/her health care provider for review and return a signed statement from their health care provider which indicates which of the suggested duties the employee is capable of safely performing and which would not be appropriate, as well as a statement describing the employee's restrictions, limitations, and expected duration of restrictions to their department head or his/her designee. The statement must also indicate if the employee requires any workplace accommodations, mobility aids or medical devices. The City will provide to the employee the form or forms to be completed by the medical provider.

The department head will determine what modified duty assignments may be available based on the needs of the department or of the City, limitations of the employee, and suitability of the employee to work a particular assignment.

f. Modified Duty Schedules

The schedules of employees assigned to modified duty may be adjusted to suit medical appointments or department needs at the discretion of the department head. The employee and his/her supervisor should be informed in writing of the schedule, assignment, and any limitations or restrictions as determined by the employee's health care provider.

g. Accountability

The employee's supervisors shall coordinate efforts to ensure proper time accountability and shall complete and process a change of assignment form.

Employees on modified duty are responsible for coordinating required doctor's visits and physical therapy appointments in advance with their supervisor to appropriately account of any time taken. Doctor's visits and appointments for treatment of injuries or illnesses shall be arranged during off duty time or otherwise charged to the employee's sick leave bank.

Employees shall promptly submit a status report for each visit to their treating health care provider and shall immediately notify their supervisor of any change in restrictions or limitations as determined by their health care provider. An employee assigned to a modified duty assignment shall provide a health status report to his/her supervisor no less than once every thirty days while the employee is on modified duty.

Supervisors shall keep department head informed of the employee's status and ability to perform the modified duty assignment. Modified duty assignments that extend beyond 60 days require a written status report and a request for an extension to the department head with an update of the employee's current status and anticipated date of return to regular duty. Extensions require the approval of the department head.

When it is determined that an employee on modified duty will return to regular duty, the supervisor shall notify the department head and complete and process a change of assignment form. All training and certification necessary for return to duty shall be reviewed and updated as necessary.

h. Medical Examinations

The City reserves the right to require, prior to returning to full duty status, a fitness for duty examination of any employee assigned to a modified duty assignment or of any employee having been on such assignment. Such examinations shall be at the expense of the City and with a physician of the City's choosing.

Prior to returning to full duty status, employees shall be required to provide a statement signed by their health care provider indicating that they are medically cleared to perform the basic and essential job functions of their assignment without restriction or limitation.

i. Pregnancy

It is the policy of the City to reassign employees who are pregnant upon request by the employee or when deemed necessary by the City to temporary assignment that will not routinely expose the employee to potentially hazardous environments or activities.

G. FAMILY MEDICAL LEAVE ACT (FMLA) POLICY

2. Eligibility Requirements.

To be eligible for FMLA benefits, prior to any leave request, the employee:

- must have worked for the employer for at least 12 months;
- must have worked at least 1,250 hours for the employer during the previous 12 months; and
- your employer must employ at least 50 employees or be a public agency of the federal, state, or local government.

The employee must meet all eligibility requirements before FMLA benefits will be extended him/her.

If your employment situation does not meet all of the qualifications set forth above, the subsequent FMLA policy, which is required by law to be included in our policy, does not apply to you.

3. Entitlements

The Family and Medical Leave Act (FMLA) provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period to eligible, covered employees for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition; or 3) care of the employee's own serious health condition. It also requires that the employee's group health benefits be maintained during the

leave. The 12-month period is determined using a “rolling” 12-month period measured backward to the date an employee first uses any FMLA leave.

If all eligibility requirements are met, the employee is covered under the FMLA. He/she may request up to 12 weeks of leave where the City of Bonners Ferry will continue the employee's benefits (employer portion only) during the leave period. If the employee does not return to work for reasons other than their own continued serious health condition or that of an eligible family member, the City of Bonners Ferry may recover from the employee the premium(s) that were paid for the employee's medical coverage.

Total FMLA leave for employee spouses/parents who both work for the City of Bonners Ferry is 12 weeks combined if the leave is for reasons other than the employee's own personal serious illness.

VIII.EMPLOYEE PERFORMANCE AND DISCIPLINE

A. PURPOSE OF DISCIPLINE/PERFORMANCE POLICY

The purpose underlying the discipline/performance policy of Bonners Ferry is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

B. DISCIPLINARY/PERFORMANCE SYSTEM FRAMEWORK

Bonners Ferry adopts the following framework for actions to be taken in the event that any employee subject to this policy violates employment policies or fails to perform adequately. Progressive steps may be implemented in order to encourage improved performance or attitude but are not required. Bonners Ferry reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step.

C. DISCIPLINARY ACTIONS AVAILABLE

The following actions are among the disciplinary steps that may be taken by the supervisor in response to personnel policy violations:

- Oral warning
- Written warning or reprimand
- Suspension without pay
- Probation
- Demotion
- Dismissal

D. OPPORTUNITY FOR HEARING—NAME-CLEARING HEARING OR HEARING BASED ON ALLEGATIONS OF UNLAWFUL DISCRIMINATION

All Bonners Ferry employees are AT-WILL employees. However, Bonners Ferry recognizes that even at-will employees may from time to time suffer from the adverse consequences of unlawful discrimination. Bonners Ferry also recognizes that a public employee who is being terminated

from employment based upon allegations of dishonesty, immorality or criminal misconduct is entitled to a "Name-Clearing" hearing. The procedure for this hearing shall be that laid out below.

Unlawful discrimination addresses actions that are alleged to involve decisions based upon age, sex, race, religion, national origin, or disability that is not a bona fide occupational qualification. Issues of job performance or employee attitude are not the proper subject of this hearing procedure. Bonners Ferry does not condone discrimination on the basis of the foregoing unlawful categories. **FAILURE TO PURSUE A HEARING PURSUANT TO THIS POLICY SHALL CONSTITUTE A FAILURE TO EXHAUST REMEDIES UNDER THIS POLICY.**

The procedure to be followed in any such hearing, to be undertaken at the direction of a designated hearing officer and panel are as follows:

1. In order to be provided a hearing, the employee must, within fourteen (14) days of his/her termination or demotion, submit a written allegation of unlawful discrimination or of termination based on dishonesty, immorality, or criminal misconduct. The request must state with particularity the basis for the requested hearing. Hearings filed untimely or failing to state a specific or legally recognized basis for the hearing will not be heard.
2. An employee alleging unlawful discrimination or entitlement to a name-clearing hearing shall be heard before the designated panel with the oral hearing to last no longer than two hours unless otherwise approved.
3. There shall be a record maintained of the proceeding; an audio recording of the hearing shall be considered a sufficient record. This recording shall be maintained by the City within the employee's personnel file.
4. The employee's supervisor or an appropriate administrative official of the City shall provide a brief written statement and documentation, if available, in response to the particular allegation of discrimination or misconduct. The designated hearing officer may request that the employee's supervisor participate in the oral hearing.
5. The employee shall have an opportunity to be represented by legal counsel at his/her own expense.
6. The employee shall be provided an opportunity to present evidence upon which the claim of discrimination or misconduct is based. This may include in person testimony or documentary evidence.
7. An employee alleging termination based on dishonestly, immorality, or criminal misconduct shall be provided the opportunity to refute any such allegations.
8. The hearing is not an opportunity for the employee to question or interrogate his supervisor or the panel. The panel shall consider all information presented by the employee and may ask questions for the purpose of clarification of any witness or of the employee but shall not engage in a debate with the employee on the merits of the information.

The default designated hearing officer for this proceeding shall be the Mayor or his designee. The panel shall consist of at least three people including the hearing officer and not more than five people. A panel shall not include more than one councilperson and the Mayor, unless the full body of the City Council is chosen as the panel. If the full Council is the chosen panel, the hearing shall be agendized as a meeting per Idaho Code with the hearing taking place as an executive session. If the full Council is not utilized as the hearing panel, additional panel members shall be chosen by the designated hearing officer and may include the employee's supervisor or other administrative officials of the City.

Every such hearing shall take place as soon as it can be accommodated by the schedules of those involved and no more than fourteen days following the request by the employee. Additional time may be granted at the request of the employee upon a showing that additional time is needed to provide facts necessary to present evidence on the alleged discrimination.

After conducting the hearing, the hearing panel shall consider the information submitted and such other information as might be in the city's records to arrive at a decision concerning the allegations. Said decision shall be in writing and provided to the employee. The written decision shall set forth the basis for the determination concerning the allegations.

In the event of an unlawful discrimination proceeding, should the panel find that unlawful discrimination has occurred, the City shall take remedial steps to address the alleged discrimination, which may include reinstatement of the employee if appropriate. A finding of no unlawful discrimination shall be a final decision.

In the event of a name-clearing hearing held on the basis of allegations of dishonesty, immorality, or criminal misconduct, the panel shall render a decision in writing, stating whether or not the employee's personnel records with the City shall reflect that the employee was terminated on the basis of dishonesty, immorality, or criminal misconduct. The written decision shall be maintained within the employee's personnel file. A name clearing hearing shall not result in reinstatement of an employee.

IX. DISCRIMINATORY WORKPLACE HARASSMENT POLICY AND COMPLAINT PROCEDURE

A. PURPOSE

The purpose of this Harassment Policy is to clearly establish the City's commitment to work to provide a work environment free from unlawful harassment, to define discriminatory harassment, and to set forth the procedures for investigating and resolving internal complaints of harassment. Because of the importance of a workplace free from unlawful harassment, this policy should be reviewed with each employee on a regular basis.

It is important that all employees treat all other employees and members of the public with decency and respect. It is the responsibility of each and every employee, supervisor and Department Head to prevent inappropriate behavior in the workplace. Inappropriate behavior which impacts the workplace, or has the potential to impact the workplace, will **not** be tolerated.

This Policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

B. POLICY

Harassment of an applicant for employment, a member of the public, or an employee by any employee of the City on the basis of race, color, religion, national origin, sex, age (40 and over) and disability is in violation of State and/or Federal law and will not be tolerated by Bonners Ferry.

Employees found to be participating in any form of employment-related unlawful harassment or retaliating against another employee for filing a complaint or cooperating with an investigation shall be subject to disciplinary action up to and including termination of employment.

C. RESPONSIBILITIES

The City: It is the responsibility of the City to develop this policy, provide training on this policy, keep it up to date, and to ensure that any violation of this policy brought to its attention is dealt with as required by law and according to this Policy.

The City should designate an official who will be responsible for following the Complaint Procedures as set out in this policy. This official will be referred to as the "Designated Official."

Supervisors: It is the responsibility of supervisors to enforce the policy, to train new employees on the policy, to make a regular review with all employees to ensure they know the policy and to regularly check the workplace to make sure the policy is being followed.

If a supervisor observes that unlawful discrimination, harassment, or retaliation is occurring, he/she should take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the affected person, developing a specific account of the actions, omissions or occurrences that are deemed discriminatory, consult with the supervisor or a Department Head and take corrective or disciplinary action as appropriate. If the alleged discrimination, harassment, or retaliation is not within the supervisor's area of responsibility or oversight, he/she should notify the Department Head or other appropriate management employee, who should then take prompt steps to address the allegation.

If unlawful harassment is reported or alleged, it must be followed up. No complaining party should be allowed to retract an allegation of unlawful harassment without proving that it was made erroneously. If a supervisor receives information that discrimination, unlawful harassment or retaliation might be occurring, he/she should follow the Complaint Procedure as set out in this policy below.

Employees: It is the responsibility of each and every employee to know this policy and to follow it. All City employees share the responsibility of understanding and preventing unlawful discrimination and harassment. But, ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the affected person. Individuals who believe they have been discriminated against or unlawfully harassed have the primary obligation of informing their supervisor, Department Head, Mayor, City Clerk, or legal counsel for the City of the act of discrimination, unlawful harassment, or retaliation, recounting specific actions or occurrences whenever possible. It is imperative that every employee treat every other employee and members of the public with decency and respect to facilitate a sound professional work environment.

C. DEFINITIONS

For purposes of clarification, unlawful harassment includes but is not limited to the following behaviors:

1. **Verbal Harassment** – Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, color, religion, national origin, sex, age (40 and over) and disability whether made in general, directed to an individual or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually oriented comments, including dress or physical features, sexual rumors, code words, and race-oriented stories, as well as jokes of a sexual or discriminatory nature or "kidding" which is oriented towards a prohibited form of harassment.
2. **Physical Harassment** – Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, color, religion, national origin, sex, age (40 and over) and disability. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, sleeping facilities and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.
3. **Visual Forms of Harassment** – Derogatory, prejudicial, stereotypical, or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings, or pictures on the basis of race, color, religion, national origin, sex, age (40 and over) and disability. This applies to both

posted material and material maintained in or on Bonners Ferry equipment or personal property in the workplace.

- 4. Sexual Harassment** – Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

There are basically two types of sexual harassment:

"Quid pro quo" harassment, where submission to unlawful harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, job retention, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

"Hostile work environment," where the unlawful harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or the public. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

E. COMPLAINT PROCEDURE

The following complaint procedure will be followed in order to address a complaint regarding harassment, discrimination, or retaliation:

1. A person who believes he/she has been unlawfully harassed, discriminated or retaliated against should report it to their supervisor, Department Head, Mayor, City Clerk, or legal counsel for the City. If a supervisor becomes aware that unlawful harassment or discrimination is occurring in any city department as a result of an employee coming forward, the supervisor should immediately report it to a designated official pursuant to this policy. Once a complaint of unlawful harassment, discrimination or retaliation has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
2. Promptly upon receiving the complaint, the Designated Official should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of this Policy occurred.
3. Upon receiving the complaint or being advised by a supervisor that violation of this policy may be occurring, the Designated Official should review the complaint with the City Attorney, the City Clerk or Mayor.
4. The Designated Official, in conjunction with legal counsel for the City, should engage an appropriate person to investigate the complaint. The investigator should be a neutral party.
5. The investigator will interview the complainant, the respondent, and any relevant witnesses to determine whether the conduct occurred.
6. As soon as practical, the investigator will conclude the investigation and submit a report of his or her findings to the Designated Official, who then will route it as appropriate.

7. If it is determined that unlawful harassment or discrimination in violation of the City's policy has occurred, the appropriate official will recommend the appropriate course of action to be taken by the City. The appropriate action will depend on the following factors:
 - a. The severity, frequency and pervasiveness of the conduct;
 - b. Prior complaints made by the complainant;
 - c. Prior complaints made against the respondent; and
 - d. The quality of the evidence (first-hand knowledge, credible corroboration, etc.).
8. If the investigation is inconclusive or it is determined that there has been no unlawful harassment or discrimination in violation of this Policy, but some potentially problematic conduct is revealed, corrective action may be taken.
9. Promptly after the investigation is concluded, the supervisor(s) will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation.
10. The complainant and the respondent may submit statements to the supervisor(s) challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting with the supervisor(s) in which the findings of the investigation is discussed.
11. Promptly after the supervisor(s) has met with both parties and reviewed the documentation, he or she will decide, after consultation with legal counsel, what action, if any, should be taken.

F. DISCIPLINARY ACTION

If unlawful harassment is determined to have occurred, the supervisor should take prompt and effective remedial action against the harasser. The action should be commensurate with the severity of the offense, up to and including termination of employment.

G. RETALIATION

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information, or assisting in an investigation, is expressly prohibited and subject to disciplinary action **up to and including termination**. The supervisor, Department Head and Mayor should take reasonable steps to protect the victim and other potential victims from further harassment or related consequences.

H. CONFIDENTIALITY

Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, State and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved.

I. FALSE COMPLAINTS

Any complaint made by an employee of the City regarding employment-based harassment, which is conclusively proven to be false, should result in discipline. This discipline may include termination of employment. This section is not intended to discourage employees from making complaints regarding employment-based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

J. DISTRIBUTION

This policy should be disseminated to all employees, supervisors, and Elected Officials of the City. Any questions, concerns or comments related to this policy should be directed to the Department Head, City Clerk, Mayor, or City Attorney.

The position of City Clerk is appointed as the Designated Official for the purposes of this Policy.

X. SEPARATION FROM EMPLOYMENT

A. REDUCTIONS IN FORCE (RIF)

When financial circumstances or changes of workload require, Bonners Ferry reserves the right to reduce forces in such manner as it deems necessary to maintain the effective functioning of Bonners Ferry services. Decisions about the functions or positions to be reduced are not subject to the hearing procedure established by Bonners Ferry.

Reorganization initiated to make more efficient use of resources or to accommodate budgetary needs shall not be subject to the hearing procedure established by Bonners Ferry.

B. RETIREMENT POLICY

The retirement policy of Bonners Ferry shall comply in all respects with federal and state requirements respecting mandatory retirement and the obligations established by the Public Employee's Retirement System of Idaho (PERSI).

C. COBRA BENEFITS

Employees of Bonners Ferry who currently receive medical benefits, who separate their employment may be eligible to continue those medical benefits at the employee's sole cost and expense for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). If you have any questions regarding your right to continue your health coverage after separating from Bonners Ferry, please contact City Clerk.

D. EXIT INTERVIEW

Each employee who terminates from employment with Bonners Ferry is encouraged to participate in an exit interview with the designated representative of the City, or in the event of involuntary termination with the personnel officer. In such interview, the employer should notify the employee when certain benefits will terminate, when final pay will be issued and review the process to receive COBRA benefits. The employee will be invited to inform the interviewer about his/her impressions of employment in such interview. An employee exit memo will be completed at this point whenever possible and will be retained in the employee's personnel file.

E. RESIGNATION POLICY

Voluntary resignations will generally be made in writing. If the employee wants their formal records to indicate "voluntary resignation", they must do so in writing to their supervisor or Department Head. Oral resignations will be documented by the supervisor after consultation with the elected official or Department Head in charge. Evidence of acceptance of a resignation should be provided to the ex-employee if possible. Employees who have an unexcused or unauthorized absence of three working days or more may be considered to have abandoned their position and therefore resigned.

XI. DRUG AND ALCOHOL TESTING POLICY

In recognition of the harmful effects that the use of illegal drugs and the misuse of alcohol or prescription drugs can have on employees in the workplace, the City of Bonners Ferry has a responsibility to its employees, and the public at large, to see that its employees are both drug and alcohol free while on duty. This responsibility comes in light of recent studies showing that employees who are under the influence of drugs or alcohol while on duty are more likely to cause accidents and injuries, both to themselves and co-workers, as well as the public at large. Therefore, the City of Bonners Ferry is reviewing and reaffirming this Drug and Alcohol Testing Policy that includes within its provisions those regulations relating to random periodic testing of all employees in a "safety-sensitive" position as hereinafter defined and to require drug testing of any employee when circumstances, as enumerated herein, may warrant

Implementation Schedule

This policy became effective April 1, 1996 and continues to apply to all prospective and current employees of this City.

Questions Regarding This Policy

The City hereby designates the City Clerk as the person responsible for answering employees' questions relating to the provisions of this policy.

Safety Sensitive Employees Defined

For the purpose of this policy, a "safety-sensitive" position is one in which:

- A. The duties involve a greater-than-normal level of trust for, responsibility for, or impact on the health and safety of the employee or others; and,
- B. Errors in judgment, inattentiveness or diminished coordination, dexterity, or composure while performing the duties could result in mistakes that would endanger the health and safety of the employee or others; and,
- C. Employees in these positions work with such independence that it cannot be safely assumed that mistakes such as those described in subsection (B) could be prevented by a supervisor or another employee.

Employees' Use of Alcohol

The City is committed to ensuring that all employees are not at work while under the influence of alcohol. Therefore, employees of this City are not to consume alcohol within four (4) hours of reporting to work. Employees are not to report to work or remain at work while having an alcohol concentration of .02 or greater. Employees are prohibited from using or possessing alcohol while they are on duty.

Possession, Use, Distribution of Illegal Drugs or Alcohol

The possession, use, purchase, or distribution of illegal drugs as defined or amended in Idaho Code (or drug paraphernalia) by an employee in a City vehicle, at a job site, on City property, or during work hours, is strictly prohibited. Any employee violating this prohibition will be immediately terminated from employment with the City.

This City has an absolute prohibition against an employee's use of illegal drugs both on and off the worksite. An employee's off duty illegal use, manufacture, purchase, possession, or distribution of illegal drugs or drug paraphernalia, that results in criminal charges being brought

against the employee, will result in the employee being requested to submit to drug testing and may result in the employee being suspended from work without pay. Any employee who is convicted of a criminal drug statute will be terminated from employment with the City.

Self-Referral

All employees of the City who consider themselves drug or alcohol dependent and who voluntarily identify themselves as such will be encouraged to get an evaluation by a State certified or recognized substance abuse counselor and seek treatment, if this is the counselor's recommendation. The City will provide informational assistance in locating professional substance abuse counseling to any employee who requests it.

Employees who undergo drug or alcohol rehabilitation will be expected to do so at their own expense (other than those expenses covered by the City insurance program), on their own time, or during a non-paid leave of absence, approved by the City. Arrangements may be made to allow an employee to use PTO during any such leave of absence.

Employees, who demonstrate successful progress, or completion of a recommended course of treatment, may return to work after taking and passing a drug and/or alcohol test with the recommendation of a State certified or recognized substance abuse counselor. Any such employee returning to work after treatment will be expected to comply with all aspects of this drug/alcohol testing policy. A request for rehabilitation may not be made in order to avoid the consequence of a positive drug result or to avoid taking a drug test when requested to do so under the terms of this policy.

A. TYPE OF DRUG AND ALCOHOL TESTING

Pre-Employment Testing

All prospective employees will take, and pass, a drug test as part of the application process. Furthermore, all prospective CDL operators must disclose to the City all previous employers for whom they have worked as an operator within the past two (2) years. The City will then request from those employers all information regarding any incidents where the prospective operator has tested positive for illegal drugs or alcohol or refused to test within the last two (2) years. In the event that the City receives information from a past employer that the prospective operator has tested positive for drugs or alcohol within the last year, that prospective operator will not be offered employment, or his/her conditional employment will be terminated with the City. Operators must sign a consent form authorizing the City to conduct a check with each employer the operator has been employed with during the past two (2) years as an operator to determine if the operator has tested positive for illegal drugs or alcohol.

Any operator that is found to have previously tested positive for illegal drugs or alcohol and who is hired by the City must show that they have been evaluated by a substance abuse professional and were found to be non-drug or alcohol dependent. The City will ensure that any follow-up tests of such operators are conducted as required by DOT regulations.

Random Testing

Safety sensitive employees will be subject to random drug and alcohol testing. Random selections will be made by a scientifically valid method that will result in each employee having an equal chance of being tested each time selections are made. Random testing for alcohol will take place during employee duty time.

Post-Accident

Any Employee involved in a work-related accident will be tested for use of illegal drugs and alcohol as soon as possible after the accident, but no later than two (2) hours in the case of alcohol, and no later than thirty-two (32) hours in the case of illegal drugs. Examples of an accident that will require an employee to take a drug and alcohol test include, but are not limited to, accidents resulting in:

1. The death of a person;
2. Injury to another person requiring medical treatment;
3. An injury to the employee that may result in that employee filing a worker's compensation claim and whose lost time will likely exceed one working day;
4. Damage to property owned by the City, or third party, reasonably estimated to exceed \$750.00; or
5. Any accident which occurs while the employee is operating a City owned vehicle or equipment, regardless of damages or injuries.

Employees seriously injured and who cannot provide a specimen to testing will be required to authorize the release of relevant hospital reports, or other documentation, that would indicate whether there were drugs or alcohol in his/her system at the time of the accident. Any employee required to be tested under this section must remain readily available for such testing and such an employee may not consume alcohol within eight (8) hours of the accident.

Any employee who is involved in a work-related accident requiring medical attention is to inform his/her supervisor of the accident as soon as possible so that any needed drug or alcohol test may be promptly conducted in conjunction with the medical treatment.

Reasonable Cause

The City will require an employee to be tested for the use of alcohol, illegal drugs, or the use of prescription medication if an employee's physical appearance or pattern of behavior give City officials or the employee's supervisor acting in consultation with City officials, reason to believe the employee is impaired because of substance abuse which would endanger his/her well-being, as well as the safety of fellow employees or the general public. The basis of suspicion indicating drug or alcohol abuse may be a specific, contemporaneous event, or conduct evidencing impairment observed over a period of time. The supervisor or official shall clearly document the basis of the suspicion. An employee who refuses to submit to testing will be terminated.

B. SPECIMEN COLLECTION PROCEDURES AND TEST RESULT NOTIFICATION

Adulteration or Submission of a Concealed Specimen

If, during the collection procedure, the collection monitor detects an effort by an employee to adulterate or substitute a specimen, a second specimen will be requested. If a second specimen is provided, that specimen will be tested. If the request for a second specimen is refused, altered, or substituted, the collection monitor will inform the city contact of the employee's refusal to submit a true specimen. Such conduct by the employee will be considered as a refusal to test.

In the event that a prospective or current employee submits a specimen that the laboratory later identifies as a diluted specimen, the City will advise the employee of that result and request that

the employee submit a second specimen. The donor will be advised by the City not to drink any fluids prior to the test.

Drug/Alcohol Specimen Collection Procedures

All testing for illegal drugs will be done by the testing of an employee's urine specimen. All such testing will utilize the split specimen collection procedure. Under that procedure, each employee will have his/her urine specimen sealed in two separate containers and both sent to SAMHSA certified laboratory for testing. If employee's first specimen tests positive, that employee may request, within three (3) days of the positive notification, that the other specimen be tested at another SAMHSA laboratory. This second test will be done at the employee's expense unless the second test comes back negative. During the time the second specimen is being tested, that employee may be suspended without pay. Any employee who has a test come back negative will be given back pay for the time of the suspension.

All specimen collections will be conducted by personnel that have been instructed and trained in collection procedures. Any specimen that screens positive for the presence of illegal drugs will be confirmed by the Gas Chromatography/Mass Spectrometry (GC/MS) confirmation method.

All testing for alcohol will be by approved DOT procedures with qualified technicians.

Notification of Test Results

All drug test results will be forwarded to the City through Minert & Associates, Inc., as the representative of the Medical Review Officer (MRO). Prior to the City being informed that a prospective or current employee has tested positive for illegal drugs, the employee will be offered an opportunity to personally discuss the positive drug test with the MRO or his representative. The MRO will follow up on such information as is deemed appropriate.

Any employee who is taking a prescription drug that may have been the cause of a positive test result will be asked to provide the name of the medication and the identity of the prescribing physician for verification. If this is verified, the employee's test result will be reported as negative. If, after consideration of the matter, the MRO finds no reason to doubt the validity of the positive test, that result will be conveyed to the City contact.

Refusal

An employee may not refuse to take a drug/alcohol test when requested to do so, consistent with the terms of this policy. Such a refusal will be considered equivalent to testing positive for illegal drugs or alcohol. An employee will be considered as refusing to test if he/she expressly refuses to take a test, or otherwise fails to provide an adequate breath or urine sample without a valid medical explanation. Additionally, an employee will be considered as refusing to test if he/she engages in conduct that clearly obstructs the testing process, including willfully failing to meet post-accident testing requirements.

Effect of Testing Positive for Drugs or Alcohol

Any prospective employee who tests positive for illegal drugs will not be offered employment. Any current employee that tests positive for illegal drugs or alcohol will be terminated from further employment with the City.

For purposes of this policy, an employee tests positive for alcohol when that employee's blood alcohol concentration (BAC) is .04 or above. Any employee that twice tests between .02 and .039 in a year's time will be treated as the equivalent of testing positive for alcohol.

AUTHORIZATION BY COUNCIL AND MAYOR
APPROVED THIS DATE BY MOTION OF THE CITY COUNCIL

April 19, 2022 _____

DATE

Mayor

Adopted March 1, 2011; Revised April 19, 2022

Attested By: _____

Clerk

Date

XII. APPENDICIES

APPENDIX "A"- ACKNOWLEDGEMENT OF RECEIPT

ACKNOWLEDGMENT OF RECEIPT OF THE CITY OF BONNERS FERRY PERSONNEL POLICY

I, _____ acknowledge receipt of the City of Bonners Ferry Personnel Policy, adopted by the Bonners Ferry City Council on March 1, 2011, and revised on April 19, 2022.

I understand that it is my responsibility to read and review this, Policy.

I understand that I am an at-will employee of the City of Bonners Ferry, that this Policy is not an employment contract, that none of the provisions of this Policy can create a contract and that the Policy is not a guarantee of any particular length or term of employment.

I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Personnel Policy Manual and any additional rules, regulations, policies, or procedures imposed by the department in which I work whether or not I choose to read the new Policy.

I understand that this Policy may be modified without prior notice to me.

I understand that should this Policy be modified that I will be provided with a copy of the modifications.

I understand that this Policy may be provided to me in either paper format or by electronic access.

DATED this _____ day of _____, 20__.

(Signature of Employee)

I, _____, provided a copy (either electronically or by paper) of the City of Bonners Ferry Personnel Policy, as adopted by the City Council on March 1, 2011, and revised on April 19, 2022, to _____, on this _____ day of _____, 20__.

(Name - Title - Department)

APPENDIX "B" TESTING CONSENT
CONTROLLED SUBSTANCE TESTING CONSENT FORM
DOT DRUG TESTING PROGRAM

As a condition of my employment with the City of Bonners Ferry, I consent to take a drug and/or alcohol test as required by the terms of the City's Substance Abuse Policy.

I understand that if I test positive for illegal drugs or alcohol I will be terminated from further employment with the City.

I further agree that in the event that I am involved in an on-the-job accident (as defined by the terms of the City's Substance Abuse Policy) I authorize the release of relevant hospital reports, or other documentation, that would indicate whether there were any illegal drugs or alcohol in my system at the time of the accident.

I consent to the release of my drug and alcohol test results received by Minert & Associates, Inc. as the representative of the Medical Review Officer, to management officials at the City of Bonners Ferry, and understand that those results will be held in confidence by them.

I have received, read, and understand the terms of the City of Bonners Ferry's Drug and Alcohol Testing Policy and agree to abide by those terms.

Employee's Name (print)

Employee's Signature

Date

MINUTES
Golf Committee Meeting
Mirror Lake Golf Course
April 12, 2022
5:30 pm

Chairman Steve Nelson called the golf committee meeting of April 12, 2022, to order at 5:38 pm. Present for the meeting were: committee members John Youngwirth, Gerry Ann Howlett, Scott Schopen. Also present for the meeting were: Councilman Brion Poston, Ralph Lotspeich, and A/P Clerk Deby Garcia.

PUBLIC COMMENTS

No public comments were given.

REPORTS

Ralph Lotspeich said the course is looking good. The course has dried up quickly, but there are still some wet spots. The green fees are down, but the season passes and punch cards are high. Both toilet tanks broke in the outside restrooms over the winter. Ralph will donate the replacement tanks. The sprinkler system has been recharged and so far, there are no issues.

CONSENT AGENDA {action item}

1. Approve the March 22, 2022 Minutes

John Youngwirth moved to approve the minutes. Scott Schopen seconded the motion. The motion passed with all in favor.

OLD BUSINESS

2. Capital projects recommendations to City Council {action item}

Ralph said there might be about \$5,000 that can be spent at the golf course. Brion said the projects have to have specifics and numbers. If the projects are going to improve the golf course it will be easier to support those projects. Steve mentioned extending the golf cart shed, possible building where the gazebo is, storage at the maintenance shop, a new pump house and a public announcement system. Scott asked if the golf course has a budget. Steve said there is. Brion said you have to say what you're budgeting for. Steve recommended asking Travis Blackmore if he will help with project estimates. John Youngwirth moved to ask Travis Blackmore for estimates on extending the golf card shed, the picnic area shed and the pump house shed. Scott Schopen seconded the motion.

ADJOURNMENT

John Youngwirth moved to adjourn the meeting. Scott Schopen seconded the motion. The motion passed with all in favor.

The meeting adjourned at 6:32 pm.