MEETING NOTICE
PERSONNEL COMMITTEE
WEDNESDAY, JUNE 22, 2016
5:30 P.M.
MUNICIPAL BUILDING
800 BORNER ST
PRESCOTT, WI 54021

1. Call to Order
2. Roll Call
3. Health Insurance benefits when both employees work fulltime for city
4. Discuss job description for Administrative Assistant at Police Department
5. Update Funeral leave for employee handbook
6. Update Communication and Social Media policy for employee handbook
7. Other Business
8. Adjourn

NOTICE

ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS AVAILABLE THROUGH THE MUNICIPAL BUILDING PARKING LOT ENTRANCE. ALL THOSE WITH SPECIAL NEEDS SHOULD CALL CITY HALL OFFICES (715-262-5544) IF ASSISTANCE IS REQUIRED.

Employee Handbook

HEALTH INSURANCE

New regular full-time employees and new regular part-time employees are eligible for Health Insurance after 30 days of employment. Department managers and regular full-time and regular part-time employees shall contribute a portion of the monthly premium unless otherwise noted in a bargaining agreement. Regular part-time employees are eligible for Health Insurance and the employee contribution will be pro-rated. The portion of health insurance paid by the City shall be pro-rated for regular part-time employees.

If an employee is absent from work because of an injury or illness for which worker's compensation benefits are due and during such absence exhausts his/her paid leave accumulation, the City will continue to pay the premium for health insurance up to 12 months following the month in which the employee's sick leave was exhausted.

An employee who terminates his/her service with the City may elect to continue health insurance coverage for a period according to the provisions of COBRA. The employee is liable to pay the premium to the employer on time each month. Late payments will be subject to termination of insurance. Booklets describing the plans and information regarding continuation rights are available in the Clerk's Office.

Health Savings Account: The City has implemented a Health Savings Account Plan for each eligible employee. The amount the City will contribute toward the Health Savings Account will be determined each year during the budget procedure with the information distributed to the employees via a separate memo. Effective January 1, 2016, the city shall contribute on January 15th , April 15th , July 15th and October 15th of each year to reach annual maximum.

Payment in lieu of health insurance: Payment in lieu of health insurance is offered to employees that are working full-time (40 hours a week) and are eligible for health insurance coverage by the City.

The City will offer a monthly payment in lieu of health insurance for an employee eligible for employee/spouse coverage or family coverage who elects to have no coverage from the City because the employee and dependents have insurance provided by the employer of the City employee's spouse.

The City will offer a monthly payment in lieu of health insurance for an employee eligible for employee/spouse coverage or family coverage who elects to have a single policy covering only the City's employee when the others in his/her family are covered by insurance provided by the employer of the spouse of the City employee.

To be eligible for payment in lieu of health insurance, employees must provide proof of health insurance from their spouse's employer annually or at the City's request. Employees must notify the City immediately if their spouse no longer provides health insurance for them. Each year during open enrollment, full-time employees may decide to have health insurance coverage or accept a payment in lieu of health insurance. After January 1st if an employee has a life changing event (i.e. marriage, divorce, death, birth) that changes their health insurance coverage, the

employee may decide to have health insurance coverage or accept a payment in lieu of health insurance.

- If an employee has a life changing event that changes their health insurance coverage and the employee elects to receive a payment in lieu of health insurance, the payment in lieu of health insurance will commence the first of the month following 30 days from the life changing event.
- If an employee has already received a contribution to the health savings account, the payment in lieu of health insurance will be reduced by an amount equal to the pro-rated portion of the contribution received.
- If an employee elected to receive a payment in lieu of health insurance and has a life changing event that changes their health insurance coverage and the employee elects to have health insurance and cancel the payment in lieu of health insurance mid-year, the payment in lieu of health insurance will stop the same month that health insurance coverage is received. There will be no pro-rating of the payment.
- Payment in lieu of health insurance will continue as long as the City is advised that the payments are in accordance with state and federal laws.

Health Reimbursement Account

The City of Prescott HRA Plan is a health plan deductible expense reimbursement program. Under this program the employee will be able to receive reimbursement for the cost of eligible health plan deductible expenses incurred within the plan year without taxation to you individually. All of the HRA plan benefits being offered within this plan are entirely paid by the City of Prescott at no additional cost to the employee. The HRA plan only reimburses health plan deductible expenses which include prescription. Employee will use employer health savings contribution, then employee out of pocket expense followed by employer health reimbursement account to meet deductible.

The employee will be responsible to submit for reimbursement from HRA. Copies of Explanation of Benefits (EOB) along with a HRA claim form are sent to the HRA provider hired by the city for reimbursement in the employee's personal bank account. It is the employee's responsibility to pay the doctor, clinic or hospital.

Claim forms for HRA reimbursement are available in the city administration offices

DENTAL INSURANCE

The City of Prescott offers its regular full-time and regular part-time employees a dental plan. The City shall pay one-half the cost of single coverage premium for regular full-time employees and regular part-time employees. Contact the Clerk's office if you are interested.

Union Contract

(C) The absence is for medical reasons of the employee, such as pregnancy or obtaining a physical examination.

The Employer may request an employee to have a doctor's examination at the Employer's expense.

Section 16.03 Retirement: When a full-time employee retires from the City of Prescott, they shall be paid an amount equal to fifty (50) percent of 1280 hours accumulated sick leave remaining in his/her account at their current rate of pay.

ARTICLE 17 – HEALTH AND WELFARE

Section 17.01

1. After thirty (30) days of employment the Employer agrees to cover all of its full-time employees covered by this Agreement and their dependents under a group health plan. Effective January 1, 2016 the Group Health Plan shall be a high deductible health plan. A change from the present health plan may be made if substantially equivalent benefits are maintained. Effective January 1, 2016, employee portion of health insurance premiums shall be as described in Appendix A. The Employer will provide a short-term and long-term disability insurance policy for each employee. Employer shall pay for the short-term disability policy and the Employee shall pay for one-half (½) of the cost of the long-term disability policy.
2. Health Savings Account: The City will provide a Health Savings Account for each employee who participates in the Group Health Plan described in Section 19.01(a) of this Article. Effective January 1, 2016, the city shall contribute two hundred and fifty dollars ($250) on January 15th, April 15th, July 15th and October 15th of each year to an annual maximum of one-thousand ($1,000) for each employee receiving single coverage and five hundred dollars ($500) on January 15th, April 15th, July 15th and October 15th of each year to an annual maximum of two-thousand dollars for each employee receiving family, employee/spouse or employee/children coverage.
3. Health Reimbursement Account: The City will provide a Health Reimbursement Account for each employee who participates in the Group Health Plan described in Section 17.01(1). Effective January 1, 2016, the City shall contribute $ One thousand seven hundred ($1,700) for each employee receiving single coverage and three thousand four hundred dollars ($3,400) for each employee receiving family, employee/spouse or employee/children coverage and The employee is required to submit a payment form and explanation of benefits documentation to the HRA provider. The HRA provider will deposit into the employee's personal checking account payment for covered medical and/or drug expenses. Each subsequent year an amount for the Health Reimbursement Account contribution will be set as part of the budget process.

4. Payment in lieu of Health Insurance: Payment in lieu of health insurance is offered to employees working full-time (40 hours a week) and eligible for health insurance coverage by the City. The City will offer a five-hundred dollar ($500.00) monthly payment in lieu of health

insurance for an employee eligible for employee/spouse coverage or family coverage and elects to have no coverage from the City because the employee and dependents have insurance provided by their spouse's employment. The City will offer a three-hundred dollar ($300.00) monthly payment in lieu of health insurance for an employee eligible for employee/spouse coverage and elects to have a single policy covering only the employee and the employee's spouse has coverage provided by their employer.

To be eligible for payment in lieu of health insurance, employees must provide proof of health insurance from their spouse's employer. Employees must notify the Employer immediately if they no longer have health coverage from their spouse. Each year during open enrollment, full-time employees may decide to have health insurance coverage or accept a payment in lieu of health insurance. If any employee has a life changing event (i.e. marriage, divorce, death, birth) that changes their health insurance coverage, the employee may decide to have health insurance coverage or accept a payment in lieu of health insurance. If an employee has a life changing event that changes their health insurance coverage and the employee elects to receive a payment in lieu of health insurance, the payment in lieu of health insurance will commence the first of the month following thirty (30) days from the life changing event. If an employee has already received a contribution to the Health Savings Account, the payment in lieu of health insurance will be reduced by an amount equal to the pro-rated portion of the contribution received. If an employee elected to receive a payment in lieu of health insurance and has a life changing event that changes their health insurance coverage and the employee elects to have health insurance and cancel the payment in lieu of health insurance mid-year, the payment in lieu of health insurance will stop the same month that you received health insurance coverage. The Health Savings Account deposit will be prorated based on the date the insurance coverage begins. Employees must notify Employer if spousal health coverage changes.

Section 17.02 – Dental: After thirty (30) days of employment the Employer agrees to offer all of its full-time employees covered by this Agreement and their dependents a Dental Plan mutually agreed upon by the employees and the City of Prescott. The employee(s) shall contribute toward the cost of the plan effective January 1, 2016. The Employer shall contribute one-half (½) of the cost of a single plan toward either the single or family plan premium.

Section 17.03: If an employee is absent due to injury on the job of the Employer, the Employer shall continue to pay the required contributions until such employee returns to work; however, such contributions shall not be required for a period of more than twelve (12) months beyond the month of the injury.

Section 17.04: If an employee is laid off, a contribution shall be made by the Employer for the full month in which the layoff occurred.

Section 17.05: Upon termination, layoff, death, or off-the-job illness or injury, employees may remain in the group according to the provisions of C.O.B.R.A. The Employer shall notify the

employee of the premium amount and due date and it shall be the employee's responsibility to submit premium payments each month. Late payment of the premium may terminate insurance.
Section 17.06: Should the Employer become delinquent in its contributions to the insurance stated above, the Employer shall be liable to its employees for all claims that arise during the period of delinquency up to the limit that the group health plan would have covered.

ARTICLE 18 – INSPECTION PRIVILEGES

Section 18.01: Association business may be conducted by employees during work hours as long as it does not interfere with City of Prescott or Prescott Police Department business. Association members shall not be paid while conducting Association business if they are not already on their assigned tour of duty.
Section 18.02: Association meetings or meetings with employee's representatives for the purposes of collective bargaining or adjusting grievances may be attended by employees during work hours as long as it does not interfere with City of Prescott or Prescott Police Department business.

ARTICLE 19 – SEPARATION OF EMPLOYMENT

Section 19.01: Upon separation of employment, the Employer shall pay all money due to the employee on the payday following such separation. All property of the Employer issued to the employee shall be returned to the Employer prior to the employee receiving his/her final pay. The cost of replacing any such property of the Employer not returned may be deducted from the employee's final pay.

ARTICLE 20 – JURY AND WITNESS DUTY

Section 20.01: An employee who responds to a call for jury duty under subpoena involving his/her Employer shall receive his/her minimum guaranteed weekly wage minus the amount of compensation received for such jury duty or as witness fees if the amount thereof is less than the amount he/she would have received while performing his/her regular duties, provided such employee:

1. Gives prior notice thereof to the Employer.
2. Furnishes the Employer with satisfactory evidence of his/her call for jury duty or as a witness under subpoena involving his/her Employer. This provision shall be subject to and modified by the provisions of Article 14.

ARTICLE 21 – FUNERAL LEAVE

Section 21.01: In case of death in the employee's immediate family (i.e. spouse, mother, father, sister, brother, children, grandparents, grandchildren, step-mother, step-father, step-sister, step-brother, step-children, step-grandparents, step-grandchildren, or life partner), the Employer shall grant such employee three (3) days off with full pay. In case of death in the employee's spouse's

Current

CITY OF PRESCOTT
Position Description

Name:

Start/End Dates:
(If a regular, full-time position, the position does not have an end-date.)

Position Title: **Police Department Administrative Assistant**

Position Type: **Full-Time, Regular, Clerical Classification**

Purpose: To assist the Police Department for the daily operation of the Police Department Business Office
(See detailed position description attached)

Salary: _____ Hourly

Supervisor: Chief Of Police

Regular Hours of Work: 40 hours/week or 2,080 hours/year
(Schedule to be set by supervisor)

Benefits:
(List benefits that accompany this position.)

Termination: Either party may terminate this agreement for any or no reason, with or without cause. Either party terminating this agreement will give notice of termination at least ten (10) working days prior to the intended last day.

Employee_____ **Date:** _____

Supervisor _____**Date:**_____

City of Prescott
Police Department Administrative Assistant – Position Description

A. Maintain Business Office

The Administrative Assistant supports the entire office clerical function of the Prescott Police Department. This position requires handling of confidential information. DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Be proficient in telephone communications and in communicating orally over the telephone and in person.
2. Screens callers and public to determine type of information/assistance needed. Answers any questions regarding motor vehicle registration, reports, activities, investigations as possible.
3. Provide clerical support to the Chief, Sergeant or Officers as requested.
4. Custodian of all records as designed by Chief of Police.
5. Confidential transcription of reports, letter and other correspondence as assigned.
6. Coordinates and prepares responses and information to City Attorney for upcoming pretrials and trials; interacting with officer, municipal court and City Attorney.
7. Reviews civil process for legality and validity, records same for further reference for preparation of legal certificates of service after it is completed, prepares certificates of service, bills account for service.
8. Distributes incoming mail.
9. Be proficient in composing business letters and related correspondence.
10. Records all incoming and outgoing legal papers.
11. Prepares and mails copies of offense reports, accident reports and picture to insurance companies; billing and receipting for payment
12. Logs traffic accidents in permanent record, makes a file and mails copy of accident reports to Wisconsin Department of Transportation.
13. Assists in investigations as needed.
14. Responsible for inventory of all citations and necessary forms.
15. Coordinating purchases of necessary items.
16. Other duties as assigned.

ESSENTIAL FUNCTIONS

- Advanced skill to use a personal computer and various office software packages.
- Ability to establish priorities, work independently, and proceed with objectives with minimal supervision.
- Ability to handle and resolve recurring problems.
- Ability to communicate effectively with employees, supervisors, citizens, and contractors.
- Ability to maintain a pleasant, cooperative, service-oriented relationship with department heads, employees, and citizens.

WORKING CONDITIONS

Special Requirements Willing to work occasional overtime as requested and approved by supervisor. Willing to work at various hours of the day or night to assist on major cases when directed or called.

FREEDOM TO ACT

The Freedom to Act independently for this position is limited to the scope and priorities of the duties set forth in this position description. Regular communication about workflow and work schedules is expected to happen daily and or weekly as part of the workday. Exceptions to normal circumstances, issues and/or concerns related to payroll or accounts payable should be reported to the supervisor immediately. Any delays needed to complete work within deadlines must be communicated to the supervisor immediately. Problems related to other staff meeting deadlines in a timely way should be communicated to the supervisor.

Proposed

Prescott Police Department

Police Officer I/Law Enforcement Clerk

Description:

General Description of Work

Under limited supervision, provides professional administrative assistant services to the Chief of Police involving a high degree of confidentiality and judgment. This position is responsible for organizing, planning and controlling clerical functions, as assigned, in order of priority. This position utilizes an individual certified(able) as a police officer by the State of Wisconsin, Training and Standards Board to assist the citizens and police officers of Prescott in maintaining order, control and confidence within the city.

Qualification Requirements

Minimum

- Certified(able) police officer by the Wisconsin Training and Standards Board
- Two-year Associate's degree in a related field, and 2 years office experience or equivalent combination of education and experience.

Preferred

- Experience using electronic RMS (Records Management System) for case recording, tracking and reporting
- Experience with emergency service dispatching
- Experience with Microsoft programs (Word, Excel, Outlook, etc)
- Two years of general Police Department experience

Example of Duties:

- Perform administrative services requiring initiative, independent judgment and discretion. Communicate with internal staff and external individuals (Public, Assisting departments or agencies)
- Data Entry; Coordinate and maintain filing system for departmental records (Accident/Incident/Juvenile) Compile and report UCR (Uniform Crime Reporting) data within expected time frames; Receive, distribute and coordinate subpoena's for appearance within the department to outside departments/agencies; Maintain department calendar regarding subpoena's
- Proofreads correspondence, administrative reports/records (including confidential), press releases and publications/announcements; Provides administrative support involving confidential and sensitive information regarding personnel matters
- Provide and facilitate radio communication, as necessary, between department staff and other agencies; maintain composure and practice effective conflict resolution skills interacting with difficult/emotional individuals; Must be able to handle frequent disruptions while completing tasks
- Prepares and compiles case files for distribution to both the City Attorney and District Attorney's Office, Pierce County Human Services and all other assisting agencies; Prepare correspondence to the Wisconsin DMV regarding OWI related suspensions/refusals; Correspondence regarding emergency detentions; TRO (Temporary Restraining Order)/Injunctions; mailing of OWI related blood-collection kit; Prepare letters of changes to citations (court date/time)
- Sort, organize and file various reports, citations, parking tickets and records
- Maintain certification on the State and National TIME System for access to criminal history and driver/vehicle information; Maintain monthly NCIC/CIB Validation records.
- Maintains record keeping of all incident/accident reports or photo requests as requested; prepares reports/photos and collects associated fees
- Prepares and mails all out-going mail; sorts and delivers all incoming mail; deliver specific paperwork as designated by the Chief
- Perform record checks for bartender's licenses/direct seller's permit

- Schedules repairs/maintenance on office equipment and department vehicles; Manage appointments, meetings and correspondence for the Chief of Police
- Orders office supplies, maintains inventories of supplies, determine needs and researches costs of supplies
- Serves civil process papers as assigned as a Police Officer for the State of Wisconsin
- Oversees records management system including records retention, filing and imaging (when necessary)
- Ability to achieve and maintain Notary abilities

Physical Requirements

- Ability to perform Police Officer functions; cognitively, physically, mentally, emotionally
- Ability to perform Office related functions; frequent standing/sitting, lifting/pushing; proficient typing skills necessary to complete tasks in a timely, fast-paced environment
- Ability to use/see computer screens for majority of shift, depending on workload
- Ability to multi-task; work in adverse conditions (weather and noise related)

How is this job description different?

Most importantly, this new job description utilizes a certified Police Officer, in an office setting, to reduce the number of call-ins of officers from the street to handle general complaints. This position also allows for additional cover/back-up. Should more than one person need to be transported to jail, this position can now assist with that while keeping one of Prescott's Police Officer's here in the City. This position utilizes someone (in this case, me) possessing a Bachelor of Art degree in Sociology/Criminal Justice; 5+ years of full-time, hands-on Correctional Officer experience, over 4 years working in the office setting of Law Enforcement; 2.5 years dispatching emergency calls-for-service for Pierce County (working closely with officers from the agencies within and without Pierce County).

The inclusion of this new job description, I will also be doing Validation of CIB/NCIC entries. Such entries involve stolen goods, verifying they're still listed as stolen (guns, vehicles, jewelry, machine/equipment, etc). I have already been trained in this through E-time. I will be able to handle simple complaints at the front window involving the gathering of information, pulling a case number and handling of statement/victim forms.

With the investment in CIS, together with Pierce County and surrounding Agencies, UCR is now handled online and I'm able to work cooperatively with assistance in close proximity.

Being in this position, I have gone to training for proper Records Management and Retention. I have begun changes to improve how we file our incidents/accidents/juvenile records. With the addition of CIS, I have been able to cut down significantly in paper usage, folder usage and space usage, while maintaining/meeting appropriate retention guidelines.

Community involvement; I would like to continue to go to community events, promote the City of Prescott Police Department and be a positive, yet protected, face for the City.

Point of Contact for county-wide Code Red emergency notification system

current

f. Health benefits if any will continue during these leaves, but sick leave or vacation credits will not accrue. The employee, at his/her discretion, may substitute any paid leave earned by the employee for the unpaid leave.

g. The employee cannot work during their unpaid leave.

NURSING MOTHERS

Nursing mothers may generally be provided a private place other than a bathroom to nurse or express milk except where it imposes an undue hardship on the City.

FUNERAL LEAVE

In case of death in the employee's immediate family (i.e. spouse, mother, father, sister, brother, children, step-mother, step-father, step-sibling, step-children, step-grandparents, step-grandchild, life partner, grandparents and grandchildren) the City shall grant such employee a maximum of three (3) days off with full pay. In case of death in the employee's spouses immediate family (i.e. mother-in-law, father-in-law, sister-in-law, brother-in-law, or any relative residing with the employee in the same house), the City shall grant such employee a maximum of two (2) days off with full pay. In all cases the employee shall immediately notify his/her supervisor of any absence.

Funeral Leave shall not be paid if an employee is on his/her vacation or if such day is a paid holiday, however, employees may use vacation time for Funeral Leave if additional time is needed. The Common Council may grant additional paid-for or unpaid Funeral Leave on a non-discriminatory basis.

NON-MEDICAL LEAVE OF ABSENCE

Upon advance written request of an employee, leave of absence without pay may be granted by the Common Council taking into consideration, good conduct, length of service, and the efficiency of the department and the general good of the City. Such leave of absence shall not exceed a period of 30 calendar days provided that the same may be extended beyond such period if the leave of absence is for continued disability or other good and sufficient reasons. No vacation or sick leave shall accrue during leave of absence without pay and all vacation and floating holiday hours must be used before leave of absence may begin without pay. Leave without pay shall require the advance approval of the department manager and the Common Council. Emergency Leaves, not to exceed three (3) days in length, may be approved by the department head.

WORK FROM HOME POLICY

Work from home is defined as related work/activities accomplished at home **in lieu of** the work place, with specific, advance authorization by employee's supervisor and appropriate governing body. This definition and policy does not include or apply to work "taken home" beyond the 8 hour

Proposed change

FUNERAL LEAVE

In case of death in the employee's immediate family (i.e. spouse, mother, father, sister, brother, children, step-mother, step-father, step-sibling, step-children, step-grandparents, step-grandchild, life partner, grandparents and grandchildren) the City shall grant such employee a maximum of three (3) days off with full pay. In case of death in the employee's spouses immediate family (i.e. mother-in-law, father-in-law, sister-in-law, brother-in-law, or any relative residing with the employee in the same house), the City shall grant such employee a maximum of two (2) days off with full pay. In all cases the employee shall immediately notify his/her supervisor of any absence.

Funeral Leave shall not be paid if an employee is on his/her vacation or if such day is a paid holiday, however, employees may use sick/vacation/floating holiday time for Funeral Leave if additional time is needed. The Common Council may grant additional paid-for or unpaid Funeral Leave on a non-discriminatory basis.

Change as approved by city attorney

COMMUNICATIONS AND SOCIAL MEDIA POLICY

Purpose: The City of Prescott strives to provide the public accurate and timely information, communicated in a professional manner, and in accordance with the laws regarding public information and data practices. This policy provides guidelines for employee use of social media and other communications related to employment with the City using various mediums including, but not limited to:

- Printed materials such as newsletters, articles, and brochures.
- Electronic materials such as email, postings to web sites or social media sites.
- Media relations such as requests for interviews, news releases, and media inquiries.

The City also recognizes that employees may sometimes comment on City matters outside of their official role as an employee of the City of Prescott. Employees shall not publicly criticize or ridicule the City, its policies or other employees as to the performance of their duties in a manner which is defamatory, obscene, unlawful, or in any other manner that impairs the effective operation of the City or displays a reckless or knowing disregard for the truth. This regulation shall not be construed so as to impair the exercise of free speech by employees on matters of public concern, or to inhibit employees from engaging in protected concerted activity.

This policy applies to City employees while on-duty and off-duty, as well as when communicating as a public employee or private citizen.

Definitions:

1. **Blogs** are a type of website, usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video
2. **Social media** are primarily Internet and mobile-based tools for sharing and discussing information among people.
3. **Social network sites** - web-based services that allow individuals to (1) construct a public or semi-public profile within a bounded system, (2) articulate a list of other users with whom they share a connection, and (3) view and traverse their list of connections and those made by others within the system. The nature and nomenclature of these connections may vary from site to site.

General Guidelines for All Communications (Official and Personal)

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Any employee who identifies a mistake in reporting should bring the error to the City Administrator, Mayor, or appropriate governing body.

Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws and follow all City policies that may apply. Examples of relevant policies include:

- Electronic Mail Policy — refer to employee handbook section titled electronic mail policy.
- Internet Policy — refer to employee handbook section titled internet policy.
- Respectful Workplace Policy. Employees cannot publish information that is discriminatory, harassing, threatening, or sexually explicit.

- Data Practices Policy. Employees cannot disclose private or confidential information and must route data practices requests to the responsible authority.
- Political Activity Policy. Employees cannot use City resources or participate in personal political activity while on city time or while discharging city responsibilities. No employee may act in a manner that suggests that the City either supports a particular candidate or political issue, or endorses the personal political opinions of the employee.
- Open Records Policy. Employees must retain public records for the time set forth in the statutes or ordinance.
- Health Insurance Portability and Accountability Act (HIPAA). Employee cannot reveal or discuss any information covered by HIPAA.

In general, the City of Prescott views social networking sites (e.g., MySpace and Facebook), personal Web sites, and Weblogs positively and respects employees' use of these sites as a medium of self-expression. The City also has a duty to protect the reputation of the organization and its employees, as well as to guard against liability and potential legal risk.

Therefore, the City reserves the right to monitor these websites, and employees are advised of the following:

1. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject employees to disciplinary action up to and including termination. Employees must always be fair and courteous to co-workers, community members, and the public. Also, employees should keep in mind that work-related complaints are more likely to be resolved by speaking directly with co-workers or by talking with a supervisor than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, employees must avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.

2. Employees must make clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the City of Prescott. Employees must be clear and write in first person. Employees must be clear that they are not speaking on behalf of the City of Prescott.

3. Employees must be aware that the employee's online presence can reflect on the City and that actions captured via images, posts, or comments can be interpreted to be a reflection of the City.

4. Employees must not use blogs or personal Web sites to discuss engaging in conduct that is prohibited by City policy or ordinance.

5. Employees must not post pictures of other employees on a Web site without obtaining written permission.

6. If you have any questions about what is appropriate to include in social media

communications, ask the City Administrator. All employees are encouraged to report any discovered or suspected unauthorized or improper usage of electronic media or social media with impact on the workplace. The City prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy and/or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge from employment.

7. Employees may not post pictures of themselves in a City uniform.

8. If an employee of the City chooses to identify himself or herself as an employee of the City, the employee must use their real name and be clear about your role within the City. If an employee is identifiable as an employee of the City, then the employee must make clear that they are not speaking, acting on behalf of, or representing or presenting the interests of the City of Prescott.

9. Employees may not comment on anything related to legal matters, litigations, or any parties the City may be in litigation with.

10. Employees may not use personal social media account names or email names that are tied to the city (e.g. PrescottCop).

11. Employees should be vigilant about protecting themselves and their privacy and remember that whatever is published is widely accessible and will be around for a long time.

12. Employees should exercise caution and good judgment when social networking online. Employees should be aware that the content of these social networking sites can be subpoenaed and used in criminal and civil trials to impeach the employee's testimony.

13. Any individual who can be identified as an employee of the City of Prescott has no reasonable expectation of privacy when social networking online, and is subject to all pertinent City of Prescott policies, local, state, and federal laws regarding public information on arrests, investigations, and personnel data.

Communication on behalf of the City

The Mayor, City Administrator, Department Heads and members of governing bodies are authorized to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications. Other employees may represent the city if approved by one of these individuals to communicate on a specific topic. When speaking on behalf of the city:

1. Employees must identify themselves as representing the city. Account names on social media sites must clearly be connected to the city and approved by the Mayor, City Administrator, or appropriate governing body.

2. All information must be respectful, professional, and truthful. Corrections must be issued when needed.

3. Personal opinions generally do not belong in official city statements. One exception is communications related to promoting a city service.

Violation
Failure to comply with any portion of the COMMUNICATION AND SOCIAL MEDIA POLICY may result in discipline, up to and including termination of employment.