



Montana's Sunrise City

115 2nd Street S.E., Sidney, Montana - 406-433-2809

Budget and Finance Committee Meeting 5/12/26

May 12, 2026 5:30 PM

Committee meetings are held in a hybrid format, allowing both in-person and Zoom participation. Councilmembers will attend in person unless remote attendance is necessary. Consistent with the Montana Constitution's Right of Participation and Right to Know, the City is committed to open and accessible meetings. Public participation via Zoom or phone is available using the information below:

Zoom Link:

<https://us06web.zoom.us/j/7130805898?pwd=tJpmtgBdGbsjBXS0EAU50ANb4u7h3l.1&omn=87378491905>

Call: 1-346-248-7799

Meeting ID: 713 080 5898

Passcode: 4332809

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Committee Members Present:

City Officials/ Staff Present:

4. Correction or Approval of Minutes

[a.](#) April 14th, 2026 Budget and Finance Committee Meeting Minutes

5. Public Comment/ Visitors

Your opportunity for the public to address the Committee on items not included on the agenda, no action will be taken during this time.

6. Monthly Reports

7. New Business

[a.](#) 2026 Employee Handbook Update

[b.](#) Employee Evaluation Policy 2026

[c.](#) Drug and Alcohol Testing Policy 2026

[d.](#) Conflict of Interest and Ethics Policy and Form

8. Unfinished Business

[a.](#) Public Works Operations Manager Job Description

[b.](#) Assistant Public Works Director Job Description

[c.](#) Public Works Director Job Description

[d.](#) FY26-27 Payroll:

Superintendent positions Exempt

2.9% COLA

No Merit Increase

9. Comments and Questions from the Committee

10. Adjournment

Meeting Guidelines

- We ask that all participants be respectful and courteous.
- Please direct comments to the Council as a whole.
- When speaking, please state your name for the record.
- Be mindful of others by keeping comments concise and avoiding repetition.
- The presiding officer may guide speaking time to help the meeting run smoothly.
- Disruptive behavior may result in removal from the meeting.



City of Sidney, MT
 Budget and Finance Committee Meeting 4/14/26
 April 14, 2026 5:30 PM
 115 2nd Street SE | Sidney, MT 59270

Committee meetings are open to the public attending in person. If the public does not wish to participate in person, they are also invited to participate via a Zoom meeting or via phone:

Meeting ID: 713 080 5898 Passcode: 4332809 Call: 1-346-248-7799

1. Call to Order

Alderwoman Christensen called the Budget and Finance Committee to order at 6:30pm.

2. Pledge of Allegiance

The Pledge of Allegiance was stated by all present.

3. Committee Members Present

Christensen, Buxbaum, DiFonzo and Skinner

Others Present

Mayor Norby, Chief Kraft, PWD Hintz, Clerk/Treasurer Chamberlin. Via Zoom: James Falcon (Sidney Herald) and Zoom User.

4. Correction or Approval of Minutes

a. March 10th, 2026 Budget and Finance Committee Meeting Minutes

Motion was made to approve with the correction of Mrs. Skinner is not a voting member.

Motion made by DiFonzo, Seconded by Buxbaum.

Voting Yea: Christensen, DiFonzo, Buxbaum

b. April 1st, 2026 Special Budget and Finance Committee Meeting Minutes

Motion was made to approve with the correction of Mrs. Skinner is not a voting member.

Motion made by Buxbaum, Seconded by DiFonzo.

Voting Yea: Christensen, DiFonzo, Buxbaum

5. Visitors

None.

6. Monthly Reports

a. March 2026 Treasurer's Report

Clerk/Treasurer Chamberlin presented the March 2026 Treasurer's Report on behalf of Deputy Schmierer.

7. New Business

a. Budget Policy-Payroll and Compensation

Clerk/Treasurer Chamberlin presented her staff report and the proposed Budget Policy on Payroll and Compensation to the Budget and Finance Committee. The Committee reviewed the policy and corresponding starting wage pay scales. Questions included the wage range for some of the jobs was very small and Clerk/Treasurer Chamberlin explained these positions are usually hired with their position being given raises for certifications, which is why the starting wage ranges does not have to be large. The Committee reviewed how the 2.9% COLA and the presented policy will affect the total payroll for FY26-27, with the total increase being no more than the previous years. Clerk/Treasurer Chamberlin stated this policy and starting wage pay scale are a great step forward but not crossing the finish line yet, the policy and pay scales will need to be refined though the next couple budget processes.

Motion was made to recommend approval of the Budget Policy-Payroll and Compensation.

Motion made by Buxbaum, Seconded by DiFonzo.

Voting Yea: Christensen, DiFonzo, Buxbaum

b. Non-exempt and Exempt Positions Wage Ranges and Pay Scales

Motion was made to recommend approval of the Non-exempt and Exempt Positions Wage Ranges and Pay Scales.

Motion made by DiFonzo, Seconded by Buxbaum.

Voting Yea: Christensen, DiFonzo, Buxbaum

c. FY26-27 Payroll:

Superintendent positions Exempt

2.9% COLA

No Merit Increase

Clerk/Treasurer Chamberlin presented the proposed FY26-27 Payroll budget, which includes changing supervisor/superintended positions to exempt with a salary evaluation, a 2.9% COLA, 6% increase in health insurance and the restructuring and new positions. She stated payroll does not have to be approved until the next Budget and Finance Committee Meeting in May.

d. Website/Meetings Application ADA Accessibility and Update

Proposed Solutions & Pricing**Agenda & Meeting Management – Select**

\$5,300 annually

*One-time implementation fee of \$2,500 — waived***Total Year 1 Cost - \$19,222.40****Recurring Cost - \$17,222.40/year**

Clerk/Treasurer Chamberlin stated the city initially contracted with Municode for the website and meetings software, but they have been bought out by CivicPlus, who no longer supports our version of the website and meetings software, which is not surprising because they were the Municode base models. She stated these no longer being supported explains the issues they have been having. She further stated that the Federal Government has ruled that public websites must be ADA compliant for all visual disabilities, examples include blindness or vision impairment, color blindness and dyslexia. She stated they have enjoyed working with CivicPlus and she has reviewed their base website, meetings software and applications that can be added/used on the website to meet ADA Compliance and is recommending moving forward with:

Proposed Solutions & Pricing

AudioEye: Application added to the website that allows the users to change the website to meet their individual needs, such as font, colors, sizing etc. \$3,200/year \$500 one-time implementation fee

DocAccess: Application used initially by CivicPlus when updating the website to bring all documents on the website into ADA Compliance and then used by City for posting documents. Document compliance includes the ability for vision impairment reading applications to read maps. \$4,222.40 annually \$1,500 one-time implementation fee

Central Starter Standard Website: Base website but has more capabilities, including the city's ability to edit the website. \$4,500 annually, *One-time implementation fee of \$5,900 — waived*

Agenda & Meeting Management – Select: New and improved for posting agendas and meeting information on website, but includes more capabilities for Council and staff, including making annotations on the application and saving for further reference under individual logins. \$5,300 annually, *One-time implementation fee of \$2,500 — waived*

Total Year 1 Cost - \$19,222.40**Recurring Cost - \$17,222.40/year**

Motion was made to recommend approval of the website improvements and ADA Compliance applications.

Motion made by Buxbaum, Seconded by DiFonzo.
Voting Yea: Christensen, DiFonzo, Buxbaum

8. Unfinished Business

a. Posting of Assistant Public Works Director Position-Internally before Externally

b. Appointment and Terms: Interim Chief Administrative Officer (City Administrator)

Alderman DiFonzo requested that the offer reflect should the interim positions not turn into full time positions, the wages will revert back along with the position to that held prior to the interim position.

Motion was made to recommend approval per the new budget policy and starting wage pay scale with the update as outlined by Alderman DiFonzo.

Motion made by DiFonzo, Seconded by Buxbaum.
Voting Yea: Christensen, DiFonzo, Buxbaum

c. Appointment and Terms: Interim Clerk/Treasurer

Motion was made to recommend approval per the new budget policy and starting wage pay scale and the inclusion in the offer that should the interim positions not turn into full time positions, the wages will revert back along with the position to that held prior to the interim position.

Motion made by Buxbaum, Seconded by DiFonzo.
Voting Yea: Christensen, DiFonzo, Buxbaum

9. Comments and Questions from the Committee

10. Adjournment

CITY OF SIDNEY, MONTANA

EMPLOYEE HANDBOOK (2026 EDITION)

Effective Date: _____

This handbook supersedes all prior versions of the City of Sidney Personnel Policy and Procedure Manual.

It serves as a general guide for employees and does not constitute a contract of employment.

If any provision conflicts with State or Federal law, those laws shall take precedence.

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- Preface -

This manual provides policies, rules and regulations to be followed as an employee of the City of Sidney. Some aspects of employment with a governmental entity such as the city are also controlled by specific Federal and State statutes and by City Ordinances. Great effort has been made to harmonize this manual with those various laws. In any case of conflict, the Federal and State law and City Ordinances shall take precedence over this manual. As an example, many rules and regulations of the city police department are derived directly from State statutes and those statutes control. Otherwise, this manual shall govern all employees of the City of Sidney, Montana. Although the Mayor is the Chief Executive Officer of the City and has final decision-making authority in personnel matters, the Chief Administrative Officer (CAO) administers the City's day-to-day operations under the direction of the Mayor. All employees shall direct questions and concerns regarding their employment or the policies contained in this manual to their supervisor first. Please note all references herein to "supervisor" may include

the Chief Administrative Officer (CAO) or the Mayor if the employee is under their direct supervision.

- Exemptions -

The disciplinary procedures outlined in this manual do not apply to the police department. In addition, certain police personnel policies or policies related to safety sensitive functions may differ from this manual. The City of Sidney recognizes that sworn members of the Police Department are governed by a set of rules, regulations, policies, procedures, directives, and disciplinary guidelines, some of which may be statutorily provided for. Therefore, it is intended that the policies contained in this manual shall act in conjunction with those Department rules, regulations, policies, procedures, directives and disciplinary guidelines as established and shall apply to any areas of employment by the City of Sidney, not specifically covered by Department rules, regulations, policies, procedures, directives, and disciplinary guidelines.

All such personnel should contact their supervisor for copies of the applicable personnel and disciplinary policies. Fire department personnel, being volunteers, are not employees and are not covered by this handbook. The Fire Marshall, who is a paid employee of the city, is covered by this manual. City/County Library personnel are not employees of the city and are not covered by this handbook.

SECTION 1 – WELCOME & OVERVIEW

1.1 Welcome Statement

Welcome to the City of Sidney! You have joined a dedicated team of professionals committed to serving our community with integrity, accountability, and pride. This handbook provides a practical overview of your rights, responsibilities, and benefits as a City employee. It is intended to help you understand how City government operates and what is expected of you in your role.

Nothing in this handbook constitutes an employment contract. The information provided here serves as general guidance and may be modified as required by law or City Council action.

1.2 Mission Statement

The City of Sidney exists to:

- Serve the citizens of Sidney, Montana.
 - Assist citizens in receiving an excellent quality of life from City government, consistent with our resources and their willingness to provide those resources.
 - Ensure that citizens are free to act and live their own lives consistent with the laws of the United States and the State of Montana.
 - Provide leadership, communication, and delivery of cost-effective services that are responsive to the people's needs and geared to the future of Sidney.
 - Provide a climate that fosters economic growth, recognizing that people are the key to our success.
 - Cooperate with other government entities to serve and protect the rights of our citizens.
-

1.3 Purpose of the Handbook

This handbook provides uniform personnel policies for all City of Sidney employees. It ensures compliance with applicable federal and Montana laws, promotes fair and consistent treatment, and supports efficient operations throughout City departments.

If a conflict arises between this handbook and State or Federal law, those laws take precedence. Department-specific procedures may supplement these policies but must be at least as restrictive and consistent with this handbook.

1.4 Management Rights

The City retains all customary management rights necessary to conduct municipal operations, including (but not limited to):

- Hiring, training, promoting, assigning, and evaluating employees;
- Establishing work schedules and job classifications;
- Determining budgets and staffing levels;
- Implementing and enforcing rules for workplace safety and conduct; and
- Taking appropriate disciplinary or administrative action when required.

Except where otherwise provided by law or collective agreement, City employment is governed by applicable Montana and federal law. During any probationary period, employment may be terminated at any time. After completion of probation, employment actions will be taken in accordance with City policy and applicable law.

1.5 Questions and Policy Revisions

Questions about this handbook or specific personnel issues should be directed to your immediate supervisor, department head, Chief Administrative Officer (CAO), as applicable.

The City Council reserves the right to amend, repeal, or replace any portion of this handbook at any time. When changes occur, employees will be notified and are responsible for reviewing and complying with all updated policies. Holders of the copies of the rules shall be responsible for inserting changes as they are issued and for keeping their respective copies of the policies current.

SECTION 2 – EMPLOYMENT BASICS

2.1 Employment Definitions

To ensure clarity and consistency, the following terms apply to all City employment:

- **Full-Time Employee:** Regularly scheduled to work 40 hours per week.
- **Part-Time Employee:** Regularly scheduled to work fewer than 40 hours per week.
- **Permanent Employee:** Has successfully completed a probationary period and occupies an ongoing position.
- **Temporary Employee:** Hired for a specific, limited duration not to exceed 12 months; not eligible for permanent status without a competitive process.
- **Seasonal Employee:** Performs duties interrupted by seasons and may be recalled without loss of rights or benefits.
- **Short-Term Employee:** May not work more than 90 days in a continuous 12-month period; not eligible for benefits.
- **Exempt Employee:** Excluded from overtime pay under the federal Fair Labor Standards Act (FLSA).

- **Non-Exempt Employee:** Covered by FLSA overtime provisions.
-

2.2 Equal Employment Opportunity (EEO)

The City of Sidney is an equal-opportunity employer. Employment decisions are based on merit, qualifications, and business needs. Discrimination or harassment based on race, color, national origin, ancestry, religion, creed, sex (including pregnancy, gender identity, and sexual orientation), age, disability, genetic information, marital status, political belief, or veteran status is strictly prohibited.

All employment practices—including recruitment, compensation, promotion, transfer, training, and termination—shall comply with:

- Title VII of the Civil Rights Act of 1964
- Montana Human Rights Act (MCA Title 49)
- Equal Pay Act of 1963
- Age Discrimination in Employment Act (ADEA)
- Americans with Disabilities Act (ADA)
- Pregnant Workers Fairness Act (2023)
- Genetic Information Nondiscrimination Act (GINA)

Employees who believe they have been subjected to discrimination should report concerns immediately to their supervisor, department head, or the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. Retaliation for making or supporting a complaint is prohibited.

2.3 Harassment and Discrimination Prevention

The City is committed to a professional environment free from harassment or hostility.

Prohibited Conduct:

Unwelcome conduct based on any protected characteristic—including sexual harassment—violates City policy and the law. This includes, but is not limited to:

- Unwanted physical contact, advances, or sexual comments;
- Derogatory jokes or slurs;
- Display or circulation of offensive images or material;
- Threats, intimidation, or retaliation.

Reporting Procedure:

Employees who experience or witness harassment must promptly report it to a supervisor, department head, or the Chief Administrative Officer (CAO), as applicable. Reports will be handled confidentially to the extent possible, promptly investigated, and corrective action taken if necessary.

Supervisors who observe or receive a report of harassment must act immediately and document their response. No employee will be retaliated against for filing or participating in a complaint when their actions are taken in good faith.

2.4 Genetic Information Nondiscrimination (GINA) Policy

The City prohibits discrimination in employment decisions and benefits on the basis of genetic information, in compliance with the Genetic Information Nondiscrimination Act of 2008 (GINA). Genetic information includes family medical history and genetic test results. The City will not request, require, or use genetic information in any aspect of employment, except as permitted by law.

2.5 Disability and Pregnancy Accommodation

The City complies with the Americans with Disabilities Act (ADA), the Montana Human Rights Act, and the Pregnant Workers Fairness Act (2023). Qualified individuals with disabilities or pregnancy-related limitations may request reasonable accommodation to perform essential job duties, unless doing so would impose an undue hardship or pose a safety risk.

Requests should be submitted to the department head or Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable in writing. The City will engage in an interactive process to identify effective accommodations.

2.6 Nepotism and Conflict of Interest

In compliance with MCA 2-2-302 and 2-2-303, no City official or employee may hire, supervise, or otherwise influence employment decisions involving a relative within the second degree by blood or marriage.

Employees must avoid conflicts of interest that could impair impartiality in their official duties. Any potential conflict or relationship must be disclosed to the City Council so that appropriate safeguards can be established.

2.7 Recruitment and Selection

The City strives for fair, competitive, and transparent hiring practices.

- Job openings are posted internally and externally as appropriate.
- Veterans' and disability preference points are applied per MCA 39-29-102 and 39-30-201.
- Selection is based on qualifications, experience, and the needs of the department.
- Background or driving-record checks may be required for certain positions.

- All employment offers are contingent on completion of required pre-employment steps, which may include a physical examination or drug test where applicable.
-

2.8 Physical Examination

The City of Sidney may require a post-offer, pre-employment physical or medical examination for certain positions, consistent with federal and state law. A conditional offer of employment may be made prior to requiring any medical examination.

Any required examination will be job-related and consistent with business necessity, and the cost of the examination will be paid by the City. All applicants receiving a conditional offer for the same position will be required to undergo the same examination.

Medical examinations will be used solely to determine whether an individual can perform the essential functions of the position, with or without reasonable accommodation, in compliance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act.

The City will provide reasonable accommodations to qualified individuals with disabilities, unless doing so would impose an undue hardship.

The City will not request or use genetic information in employment decisions and will comply with the Genetic Information Nondiscrimination Act of 2008 (GINA).

All medical information obtained through examinations or inquiries will be kept confidential and maintained in files separate from personnel records, as required by law.

2.9 Probationary Period

All new employees must complete a twelve (12)-month probationary period. During this time, the employee's performance, reliability, and suitability for the position will be evaluated.

The probationary period may be extended for up to six (6) additional months if performance concerns exist.

Employees who transfer to a different position or department within the City will be required to serve a new trial period for the new position. The length of the trial period will be one year, unless otherwise approved by the City. During the trial period if the employee does not meet the expectations of their new position they can be returned to their prior position, but not terminated.

During any probationary period, the employee may be terminated at any time and is not eligible to use the grievance process. Completion of a prior probationary period does not waive the trial requirements of a new position. Serving a new probationary period does not affect previously accrued benefits or length of service, unless otherwise provided by policy or law.

2.10 Performance Evaluation and Job Descriptions

Employees shall receive a written performance evaluation at least annually in accordance with the City's Employee Evaluation Policy. Annual evaluations are typically completed no later than June 15 of each year. Additional evaluations may be conducted as needed for probationary review, performance improvement, promotion consideration, or other employment-related purposes.

Evaluations will be completed by the employee's designated supervisor or reviewing authority in accordance with the City's evaluation structure and may include review by Department Heads and/or the Chief Administrative Officer, as applicable.

Performance evaluations shall include review of job performance, accomplishments, strengths, areas for improvement, and establishment of measurable goals for the upcoming evaluation period. Certain supervisory and leadership positions may also be subject to mid-year goal progress reviews in accordance with City policy.

Completion of a performance evaluation does not guarantee a wage adjustment, promotion, or merit increase. Compensation decisions remain subject to City budget approval and applicable compensation policies.

Job descriptions are reviewed periodically to ensure accuracy and organizational alignment. Employees may request review of their job description when duties substantially change.

2.11 Personnel Records and Confidentiality

The City maintains an official personnel file for each employee under the supervision of the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. Access is limited to authorized personnel. Employees may review their file upon request in the presence of authorized staff and may add written rebuttals to any document.

Medical information and other sensitive records are kept in separate confidential files in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

2.12 Reduction in Workforce

The City may reduce its workforce due to budgetary constraints, loss of funding, reorganization, changes in service needs, or other legitimate business reasons. A reduction in workforce is not a disciplinary action.

Decisions regarding position eliminations or employee layoffs will be made based on the City's operational needs and may consider factors such as job duties, qualifications, performance history, and the ability to meet current and future service demands.

The City will provide notice of a reduction in workforce when practicable. Employees affected by a reduction in workforce will be informed of benefits, final pay, and any reemployment opportunities in accordance with applicable law and policy.

The City reserves the right to modify, delay, or discontinue any reduction in workforce decision based on operational needs.

2.13 Worksite Breastfeeding and Lactation Accommodation

The City of Sidney supports employees who are breastfeeding and will provide reasonable break time and appropriate accommodations for employees to express breast milk during the workday, in compliance with applicable federal and state law.

Employees who need to express breast milk will be provided reasonable break time as needed. Break time may run concurrently with existing paid breaks where possible; otherwise, additional unpaid break time may be provided as required by law.

The City will provide a private, non-bathroom space that is shielded from view and free from intrusion for expressing breast milk. The space may be a permanent or temporary location, provided it meets privacy and safety requirements.

Employees are responsible for safely storing expressed breast milk. The City is not responsible for the security or refrigeration of expressed milk.

Employees should notify their supervisor or Human Resources to arrange accommodations. The City will make reasonable efforts to accommodate requests unless doing so would impose an undue hardship.

2.14 City Credit Card and Fuel Card Use

The City of Sidney may issue credit cards and fuel cards to authorized employees for official City business only. Use of City-issued cards is a privilege and not an entitlement.

Authorized Use

City credit cards and fuel cards may be used only for:

- Approved City purchases
- Fuel and vehicle-related expenses for City-owned vehicles
- Other expenses expressly authorized by City policy or supervisory approval

Personal use is strictly prohibited, except where explicitly permitted by policy or agreement.

Cardholder Responsibilities

Employees issued a City credit card or fuel card must:

- Use the card only for authorized purposes

- Safeguard the card and account information
- Submit itemized receipts and required documentation in a timely manner
- Reconcile charges in accordance with City procedures
- Comply with all terms of applicable credit card and fuel card agreements approved by the City

Prohibited Use

City cards may not be used for:

- Personal purchases
- Cash advances
- Alcohol, gifts, or other unapproved items
- Purchases intended to circumvent purchasing or approval limits

Monitoring and Compliance

The City will monitor card usage and may audit transactions at any time. Unauthorized or improper charges must be repaid by the employee and may result in disciplinary action, up to and including termination.

Misuse of City-issued cards may also result in revocation of card privileges and possible criminal or civil liability.

2.15 Drug and Alcohol-Free Workplace

The City of Sidney is committed to maintaining a safe, healthy, and productive work environment. Employees are prohibited from using, possessing, distributing, selling, or being under the influence of alcohol, illegal drugs, or controlled substances while on duty, on City premises, operating City vehicles or equipment, or conducting City business.

Employees must report to work fit for duty and free from impairment that could affect job performance or safety.

Testing

Drug and alcohol testing may be required where permitted by law, including but not limited to:

- Pre-employment
- Reasonable suspicion
- Post-accident
- Return-to-duty or follow-up testing

Employees in safety-sensitive or CDL positions are subject to drug and alcohol testing in accordance with U.S. Department of Transportation (DOT) and FMCSA regulations, as applicable.

Prescription and Over-the-Counter Medications

Employees are responsible for ensuring that any legally prescribed medication, over-the-counter medication, unregulated substance, or toxic substance does not impair their ability to safely and effectively perform job duties. This includes substances lawfully obtained but known to have intoxicating, sedating, mind-altering, or performance-impairing effects, including but not limited to substances such as kratom, marijuana or other unregulated intoxicating products as defined by applicable Montana law.

Employees may be required to notify a supervisor if use of any medication or substance could affect safety, judgment, alertness, or job performance. Employees may be removed from duty when impairment is reasonably suspected, regardless of whether the substance is legally possessed or consumed.

Violations

Violation of this policy may result in disciplinary action, up to and including termination, in accordance with City policy and applicable law.

Compliance

This policy is intended to comply with all applicable federal and state laws and does not alter the terms and conditions of employment.

2.16 Call-Out / Emergency Call-Back Policy

Purpose

This policy establishes compensation and response expectations when employees are called back to work outside their regularly scheduled hours to address operational or emergency needs.

Definition of Call-Out

A call-out occurs when an employee is required to return to work outside their regularly scheduled work hours after having completed their normal shift.

Minimum Call-Out Compensation

When an employee is called out to work:

- The employee will be compensated for a minimum of two (2) hours at the applicable overtime rate, even if the actual time worked is less than two hours.
- If the call-out occurs between 10:00 p.m. and 5:00 a.m., the employee will receive a minimum of three (3) hours of overtime pay.

If the employee works longer than the minimum guaranteed time, they will be paid for actual hours worked.

Use of Regularly Scheduled Employees

If regularly scheduled employees are already on duty at the time a call-out is needed:

- The on-call employee will first contact the regularly scheduled employee to respond to the issue as part of their normal duties.
- If the regularly scheduled employee is unavailable or engaged in duties that cannot be delayed, the on-call employee will respond to the call-out.

Flex Time Option

If an employee is called out and chooses to adjust their schedule within the same workweek so that total hours worked do not exceed forty (40) hours:

- The call-out hours may be treated as flex time, and
- The employee will receive additional compensation equal to one-half (½) of their regular hourly rate for the call-out hours, in recognition of the inconvenience.

Flex time arrangements must be approved by the supervisor and must comply with FLSA requirements.

Authorization and Documentation

- Call-outs should be authorized by a supervisor whenever possible.
- All call-out time must be accurately recorded on the employee's time record.
- Misuse or abuse of call-out compensation may result in disciplinary action.

Applicability

This policy applies to non-exempt employees unless otherwise specified by law or written agreement. Exempt employees may be subject to department-specific on-call or compensatory time arrangements approved by the Mayor.

2.17 On-Call Duty

Certain positions may require employees to be available outside of normal working hours to respond to operational needs, emergencies, or service interruptions. When necessary, the City may designate employees to serve in an on-call status.

Designation of On-Call Status

Employees are considered on-call only when they are formally assigned by a supervisor or department head and listed on an established on-call schedule. On-call assignments will be made only when operational needs require after-hours availability.

Eligibility

Only employees whose job duties require after-hours response and who are non-exempt employees under the Fair Labor Standards Act (FLSA) are eligible for on-call assignments under this policy.

Scheduling and Rotation

On-call schedules will be established by the department head or supervisor. When feasible, on-call assignments shall be distributed equitably among all qualified employees within the department to ensure fairness and operational coverage. Supervisors may consider certifications, training, operational needs, and staffing levels when assigning on-call duty. Schedules will typically be prepared in advance and communicated to employees as early as practicable.

On-Call Compensation

Employees who are designated as on-call will receive compensation for the time they are assigned on-call status as follows:

- \$25 per weekday (Monday–Thursday)
- \$50 per day on weekends and recognized City holidays

On-call compensation is provided in recognition of the employee's responsibility to remain available to respond if needed. Time spent actually responding to a call-out, including travel time associated with the response, will be compensated in accordance with the City's Call-Out Policy, overtime policies, and applicable wage and hour laws.

Employee Responsibilities While On-Call

Employees assigned to on-call duty are expected to:

- Be reachable by phone or other designated communication method at all times during the on-call period.
- Be able to respond and report to the work location within thirty (30) minutes of being contacted.
- Remain fit for duty and able to safely perform assigned work if called.
- Respond promptly to call-out requests.

Employees who are unable to serve their assigned on-call shift are responsible for arranging an approved shift swap with another qualified employee, subject to supervisor approval.

Failure to Respond

Failure to respond to an on-call assignment or failure to remain available during an assigned on-call period may result in disciplinary action.

Modification of On-Call Assignments

The City reserves the right to modify on-call schedules or assignments based on operational needs, staffing availability, or emergency circumstances.

2.18 Political Activity and the HATCH Act

Employees of the City of Sidney are encouraged to participate in civic affairs as private citizens. However, certain political activities are restricted by federal and state law.

Under the Hatch Act, employees whose principal job duties are connected to federally funded programs may be subject to additional restrictions on partisan political activities. These employees may not use their official authority or City resources to influence elections, nor may they run for partisan political office, as defined by law. All employees are prohibited from engaging in political activity during work hours or using City property, vehicles, equipment, uniforms, or email systems for partisan political purposes.

Employees with questions regarding political activity or Hatch Act applicability should contact the Chief Administrative Officer (CAO) or City Clerk/Treasurer, before engaging in such activity.

Nothing in this policy prohibits employees from voting, expressing personal political opinions, or engaging in lawful political activity on personal time, provided City resources are not used.

SECTION 3 – PAY, TIME & ATTENDANCE

3.1 Hours of Work and Breaks

The City's business hours are generally 8:00 a.m. to 5:00 p.m., Monday through Friday, with a one-hour unpaid meal period or 7:00 a.m. to 3:30 p.m., Monday through Friday, with a half-hour unpaid meal period. Department heads may adjust schedules as needed for operational efficiency and any changes must be approved by the department heads prior to implementation.

- Employees are expected to report to their work location and be ready to begin work at their assigned start time.
- A paid 15-minute rest break is provided for every four hours worked, subject to supervisor scheduling.
- Rest breaks may not be used to shorten the workday.
- Tardiness, unexcused absence, or leaving work early without approval may result in disciplinary action.
- Employees in public-safety or shift-based operations may have alternate schedules under FLSA § 7(k).

3.2 Overtime and Compensatory Time

Non-exempt employees are covered by the Fair Labor Standards Act (FLSA) and must receive overtime pay at 1½ times their regular rate for all hours worked over 40 in a workweek. Department heads must authorize overtime in advance whenever possible.

Instead of overtime pay, the City may grant compensatory time off ("comp time") at the same 1½-hour rate, in accordance with FLSA § 207(o) and MCA 39-3-405.

Comp time balances may not exceed 80 hours unless otherwise approved; unused balances will be paid out upon separation.

If authorized by the Mayor, exempt employees may receive compensatory time off for hours worked in excess of 45 hours per week at the rate of one hour for each hour worked in excess of 45. Exempt employees may accrue a maximum of 180 compensatory hours. Exempt employees may use vacation and sick time prior to using compensatory time and 140 hours of unused accrued compensatory time can be requested to be paid out during the fiscal year. Employees must request the payout with the Chief Administrative Officer (CAO) or Clerk/Treasurer a minimum of one week prior to the regular pay cycle. If requested after, the payout will be included in the next pay cycle. All compensatory time must be approved prior by the Chief Administrative Officer (CAO) or Mayor. Nothing in this section alters an employee's exempt or non-exempt classification under the FLSA. Exempt employees are expected to meet minimum work and time reporting requirements as outlined in Section 3.3

3.3 Timekeeping and Payroll

Accurate time records are required for all employees.

- Time must be recorded daily using the City's designated time-keeping system or approved time sheet.
- Each employee and supervisor must verify hours before submission.
- Altering, falsifying, or completing another employee's time record is prohibited.
- Payroll is issued monthly via direct deposit unless otherwise authorized.
- Final pay, including earned leave payout if applicable, is provided in compliance with MCA 39-3-205.

Employees are responsible for notifying the City Clerk/Treasurer of any changes in tax withholding, banking, or mailing information.

Exempt Employee Work Expectations and Time Reporting

Exempt employees are salaried and are expected to fulfill the duties and responsibilities of their positions as defined by their job descriptions and the operational needs of the City.

- Exempt employees are expected to work a minimum of forty (40) hours per workweek.
- If an exempt employee works less than forty (40) hours in a workweek, they must utilize appropriate accrued leave (vacation, sick leave, or other approved leave) to account for the difference, unless otherwise approved by the Mayor.
- Exempt employees are required to accurately track and report time worked, including leave taken, using the City's designated timekeeping system or approved time sheet.

Due to the nature of exempt and management-level positions:

- Exempt employees are expected to work outside of normal business hours when necessary to meet operational demands, attend meetings, respond to issues, or fulfill leadership responsibilities.
- This may include evenings, early mornings, weekends, or emergency response situations.

- Exempt employees are expected to reasonably track and report additional time worked beyond the standard schedule to support operational awareness, accountability, and any applicable compensatory time policies.

Time reporting for exempt employees is intended to reflect accountability and transparency, not hourly wage calculation, and must be completed in good faith.

Failure to accurately report time or meet minimum work expectations may result in corrective action in accordance with City policy.

Nothing in this section is intended to authorize improper deductions from an exempt employee's salary. Salary deductions will only be made in accordance with the Fair Labor Standards Act (FLSA), and the use of leave banks is intended to account for time away from work, not to alter the employee's salary basis.

3.4 Driver's License and CDL Requirements

Employees who operate City vehicles must:

- Possess a valid Montana driver's license appropriate for the vehicle type;
- Maintain a safe driving record; and
- Immediately report any suspension, revocation, or restriction to their supervisor.

Employees whose positions require a Commercial Driver's License (CDL) must comply with U.S. DOT and Montana Motor Carrier Safety regulations, including random drug and alcohol testing.

Loss or suspension of required driving privileges may result in reassignment or termination.

3.5 Travel and Expense Reimbursement

Employees traveling on authorized City business must use City resources responsibly and follow the City Travel and Expense Policy.

Allowable Expenses Include:

- Mileage reimbursement when using a personal vehicle at the current IRS rate;
- Lodging and meals at reasonable, state approved rates;
- Registration fees and other approved business expenses.

Employees must submit itemized receipts within five business days after returning.

Use of City credit cards must comply with the Credit Card and Fuel Cardholder Agreements.

Any misuse may result in reimbursement requirements and disciplinary action.

SECTION 4 – LEAVE & BENEFITS

4.1 Sick, Vacation, and Holiday Leave

Sick Leave

- Full-time employees earn 8 hours per month of paid sick leave.
- Part-time employees accrue on a prorated basis.
- Sick leave may be used for personal illness, injury, medical appointments, or the illness of an immediate family member.
- A physician's note may be required for absences exceeding three consecutive days or if abuse of leave is suspected.
- Sick leave is eligible to be used after being employed for 3 months.
- Unused sick leave may be accumulated without limit and is payable at one-fourth ($\frac{1}{4}$) of the unused balance upon separation, per MCA 2-18-618.
- Notification of use of sick leave must be provided to supervisor and/or department head as soon as possible. An Employee Request form must be completed either prior to or after the time is taken.

Vacation Leave

- Full-time employees earn paid vacation according to the following schedule (MCA 2-18-611):
 - 1–10 years of service: 1.25 working days per month (10 hours)
 - 11–15 years: 1.5 working days per month (12 hours)
 - 16–20 years: 1.75 working days per month (14 hours)
 - 21+ years: 2 working days per month (16 hours)
- Maximum accrual: Two times the annual rate. Any unused vacation hours above the maximum accrual as of December 31 must be used by March 31st of the following year.
- Vacation leave is eligible to be used after being employed for 6 months.
- Vacation requests must be approved at least 48 hours in advance by the supervisor via a completed Employee Request Form.

Holidays

The City observes the following paid holidays:

New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Election Day (Federal Elections only) Thanksgiving Day, 3 hours early leave on Christmas Eve, and Christmas Day.

When a holiday falls on a Saturday, the holiday will be observed on Friday or if it falls on Sunday it will be observed on Monday.

Employees required to work on a holiday receive either compensatory time off or additional pay, per department policy.

Holiday Personal (PERS) Leave for Police Officers

Police Officers who do not work on an observed City holiday must utilize accrued vacation leave to cover the holiday hours.

In recognition of holiday schedules, Police Officers will be granted eight (8) hours of Personal (PERS) Leave for each City-recognized holiday for which they are employed at the beginning of each December for the holidays that fall from December to November. Personal Leave is intended to provide additional paid time off and may be used in the same manner as other accrued PTO, subject to department scheduling and approval requirements.

Any unused Personal (PERS) Leave hours will be automatically paid out in November of each calendar year. Personal Leave does not carry over into the following year.

If employment terminates for any reason, all earned but unused Personal (PERS) Leave will be paid out in the employee's final paycheck, consistent with applicable payroll procedures.

4.2 Montana Parental Leave

Eligible employees may take unpaid, job-protected leave under the Montana Parental Leave Act.

Eligibility:

- Must have worked for the City at least 12 months and 1,250 hours in the previous year.
- Up to 12 weeks of unpaid leave may be used for the birth or adoption of a child.

4.3 Military, Jury, Bereavement, and Other Leave

Military Leave

The City complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and MCA 10-1-1009. Employees on active duty are entitled to reinstatement and benefits continuation as required by law.

Jury Duty

Employees serving on jury duty will receive their regular pay and may keep court-issued attendance fees for mileage or expenses.

Bereavement Leave

The City recognizes that employees may need time away from work due to the death of an immediate family member. For purposes of bereavement leave, immediate family generally includes: Spouse or domestic partner, child, stepchild, or foster child; Parent or stepparent; Sibling; Grandparent or grandchild; Parent-in-law; Any other individual residing in the employee's household.

- Employees are granted one (1) paid day of bereavement leave to attend the funeral or memorial service of an immediate family member.
- Employees may use up to four (4) additional workdays of accrued sick leave or vacation leave, subject to supervisor approval, to address related matters such as travel, family responsibilities, or personal needs.
- If sufficient accrued leave is not available, employees may request leave without pay, subject to approval.

Bereavement leave should be taken as close as reasonably possible to the date of the funeral or memorial service, unless otherwise approved by the supervisor.

The City may request reasonable documentation to support bereavement leave requests.

Voting Leave

Employees are encouraged to vote before or after work. If this is not possible, reasonable paid time off will be granted.

Administrative Leave

The Mayor or City Council may approve paid administrative leave in special circumstances such as weather emergencies or public safety closures.

4.4 Sick Leave Grant Policy

Purpose

The Sick Leave Grant program allows employees to receive donated sick leave hours when they experience a qualifying illness or injury and have exhausted their own available paid leave.

Requesting a Sick Leave Grant

An employee may request or receive a sick leave grant if all of the following conditions are met:

1. The employee has completed at least three (3) months of employment.
2. The employee's absence qualifies for use of sick leave.
3. Employees are not eligible to receive donated sick leave if they maintain accrued vacation leave in excess of fifty percent (50%) of their maximum allowable vacation accrual at the time of request or at any time while receiving donated sick leave hours.

4. The employee receives approval from their Department Head.
5. A physician's certification is provided.
6. The employee completes the required Sick Leave Grant Request Form.

The Department Head must certify that the employee meets all eligibility requirements before a grant is approved.

Maximum Sick Leave Grant

- An employee may receive up to 240 hours of sick leave through the grant program during any rolling twelve (12)-month period.
- The twelve-month period begins on the first day sick leave grant hours are used.
- Part-time employees will receive sick leave grants proportionate to their regular work schedule.

Donating Sick Leave Hours

Employees may voluntarily donate sick leave hours to an approved recipient under the following conditions:

- Donors must be full-time or part-time permanent employees.
- Donors must have completed at least three (3) months of employment.
- Donors must retain a minimum balance of forty (40) hours of sick leave after donation.
- Donors may contribute no more than twenty-five percent (25%) of their sick leave during any rolling twelve-month period.
- The twelve-month period begins on the first day the donation is made.

Administration

- Donation forms are provided by the Clerk/Treasurer.
- Donor employees complete the donation section and submit it to their supervisor.
- The Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable, verifies eligibility and approves processing of donated hours.
- Approved donated sick leave hours shall be transferred on an as-needed basis, up to the amount designated by the donor, rather than in a lump sum.

General Provisions

- Participation in the Sick Leave Grant program is voluntary.
- Donated sick leave hours may only be used for approved sick leave purposes.
- The City reserves the right to administer the program in accordance with operational needs and applicable law.

4.5 Health, Life, and Retirement Benefits

The City provides eligible employees with access to comprehensive benefits including:

- Group medical, dental, and vision insurance;

- Life and accidental death coverage;
- Optional supplemental insurance; and
- Participation in the Montana Public Employees' Retirement System (PERS) or other designated retirement plan.

Details are outlined in the current benefits summary available from the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. Benefit eligibility begins the first of the month following 60 days of employment, unless otherwise stated by the plan provider.

4.6 Workers' Compensation and Return-to-Work

Employees injured on the job must immediately report the incident to their supervisor and the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. The City provides coverage through the Montana State Fund.

Employees must complete the "First Report of Injury" form within 24 hours of the incident. The City will make reasonable efforts to provide light-duty or transitional work assignments until medical release. Fraudulent claims or failure to report injuries promptly may result in disciplinary action.

4.7 Continuation of Coverage (COBRA)

Employees and dependents who lose health coverage due to separation, reduction in hours, or other qualifying events may continue coverage at their own expense under the Consolidated Omnibus Budget Reconciliation Act (COBRA) when approved by the administering health insurance.

Details regarding duration, cost, and election procedures are available from the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable's Office.

4.8 Longevity

Each employee will be paid $\frac{1}{4}\%$ (.0025) of their base yearly salary multiplied by their number of consecutive years of service with the City of Sidney, to a maximum of \$4,000 per employee per year. Longevity pay will be paid out once a year with the November paycheck. Prior years of service, when a break in service time happens, will not be included in years of service. Years of service will be calculated by the employee's hiring date anniversary for the year in which each bonus is paid out.

SECTION 5 – STANDARDS OF CONDUCT

5.1 Professional Behavior and Ethics

All City employees are representatives of the community and are expected to perform their duties with honesty, integrity, respect, and professionalism.

Employees shall:

- Treat coworkers and citizens with courtesy and fairness.
- Follow all City policies, state laws, and department rules.
- Avoid behavior that could discredit the City or interfere with operations.
- Promptly report misconduct, conflicts of interest, or misuse of City resources.

Supervisors are responsible for setting a professional example and maintaining a respectful workplace.

5.2 Drug-, Alcohol-, and Smoke-Free Workplace

Drug-, Alcohol-, and Smoke-Free Workplace

The City maintains a drug-, alcohol-, and smoke-free environment in compliance with the Drug-Free Workplace Act of 1988, MCA 39-2-313, and all applicable federal and state regulations. This section addresses general conduct expectations. Drug and alcohol testing requirements are governed by the City's separate Drug and Alcohol Testing Policy.

- Possession, use, sale, or being under the influence of controlled substances, marijuana, alcohol, unregulated intoxicating substances, or other impairing substances during work hours or on City property is prohibited.
- Employees in positions subject to U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), Montana CDL, or other state/federal safety-sensitive testing requirements are subject to drug and alcohol testing in accordance with the City's Drug and Alcohol Testing Policy and applicable law.
- Additional testing may be required for other positions were permitted by law and authorized by City policy.
- Violation of this policy or refusal to comply with required testing may result in disciplinary action, up to and including termination.
- Smoking, vaping, and tobacco use are prohibited inside City buildings and vehicles. Designated outdoor areas may be provided.

Employees who voluntarily seek assistance for substance-use issues before a policy violation occurs may be referred to available assistance resources.

5.3 Attendance and Reporting Absences

Reliable attendance is essential for public service.

Employees must:

- Report to work as scheduled and remain for the entire shift unless excused.
- Notify their supervisor as early as possible, but no later than 30 minutes before the scheduled start time, when an absence or tardiness is unavoidable.
- Provide documentation if required (e.g., doctor's note).

Excessive or unapproved absences may result in progressive discipline.

5.4 Dress Code, Hygiene and Public Representation

Employees are expected to dress appropriately for their duties and to maintain a neat, clean, and professional appearance, including maintaining appropriate personal hygiene, while on duty or representing the City.

Department heads may establish dress, grooming, and safety standards suited to operational needs, workplace safety, or positions that involve frequent public contact.

Uniforms, if issued, must be worn as required and maintained in a clean and serviceable condition.

Employees should use good judgment when representing the City at meetings, trainings, or community events and present themselves in a manner that reflects positively on the City and the public service profession.

5.5 Use of City Property and Vehicles

City property, vehicles, tools, and equipment are provided for official use only.

Employees must:

- Operate vehicles and equipment safely and in compliance with laws;
- Report any damage or mechanical issues immediately;
- Refrain from using City resources for personal gain;
- Obtain approval before removing City property from the premises.

GPS or monitoring systems may be used for safety and accountability.

Employees are responsible for any fines or violations incurred during personal misuse.

5.6 Technology and Social Media Use

City technology systems—including computers, phones, email, internet, and cloud services—are the property of the City and intended for business use.

The City reserves the right to monitor activity consistent with applicable law.

Employees must:

- Use professional language and tone in all communications;
- Protect confidential or sensitive information;
- Avoid accessing, downloading, or sharing inappropriate or unauthorized content;
- Not speak on behalf of the City on social media unless authorized;
- Include disclaimers (“opinions are my own”) when identifying themselves as City employees online.

Violations may lead to discipline and loss of access privileges.

5.7 Cell Phone and Electronic Device Use

This policy applies to all cellular phones and electronic devices capable of making or receiving calls, sending texts, accessing the internet, or sending or receiving email, whether City-issued or personally owned.

Use While Driving

Employees are prohibited from using a cell phone or electronic device while driving when operating a City-owned vehicle, a personal vehicle on City business, or while conducting City business of any kind. This prohibition applies to hands-on and hands-free use and includes calls, texting, email, internet use, and checking messages.

Use of City-owned vehicles or City-issued devices for personal business is prohibited. Employees must comply with all safety policies and applicable laws. Refer also to the City Safety Manual.

Use in the Workplace

Limited personal use of cell phones during work hours is permitted, provided it does not interfere with job duties, safety, productivity, or meetings. Employees are expected to silence or mute devices during meetings.

Personal cell phone use should generally be limited to break and lunch periods, unless approved by a supervisor. Supervisors may grant reasonable exceptions for essential personal matters, such as childcare or family schedule changes.

Earbuds and Headphones

Employees are prohibited from wearing earbuds, headphones, or similar listening devices while operating vehicles, machinery, tools, or other equipment, or while performing duties where the ability to hear surroundings, warnings, alarms, or verbal instructions is necessary for safety.

Employees must always maintain situational awareness in work environments where safety hazards may be present. Department heads or supervisors may restrict the use of earbuds or headphones in specific work areas or job duties where their use could interfere with safety, communication, or operational needs.

Earbuds or headphones may only be used during breaks or in designated work environments where their use does not create a safety concern and has been approved by the supervisor.

City-Issued Cell Phones

Certain employees may be issued a City cell phone for business purposes. Personal use is limited to de minimis use only.

The City may audit phone records to ensure compliance. Any non-de minimis personal use may result in reimbursement to the City and/or taxable income to the employee, as required by IRS regulations.

Employee-Owned Cell Phones

Employees authorized to use a personal cell phone for City business may be eligible for reimbursement under the City's IRS accountable plan, provided appropriate documentation is submitted in accordance with City procedures.

Violations

Violation of this policy may result in disciplinary action, up to and including termination.

5.8 Press Inquiries

All media or press inquiries regarding City operations must be referred to the Mayor or Chief Administrative Officer (CAO) or Department Head, as applicable.

5.9 Outside Employment

Employees may engage in outside employment only if it:

- Does not interfere with City duties or schedules;
- Does not create a conflict of interest; and
- Is disclosed to and approved by the department head and/or Chief Administrative Officer (CAO), as applicable.

If outside work adversely affects performance or availability, authorization may be revoked.

5.10 Discipline and Corrective Action

The City of Sidney uses a progressive discipline and corrective action approach designed to address performance or conduct issues in a fair, consistent, and constructive manner. The goal of discipline is to correct behavior, improve performance, and maintain effective operations, not to punish employees.

Determination of Corrective Action

Before formal disciplinary action is imposed, the City will conduct an appropriate review of the alleged performance deficiency or conduct concern to ensure that corrective action decisions are based on objective facts and applied in a fair and equitable manner.

This review may include, as appropriate:

- Gathering and reviewing relevant documents, records, and other evidence
- Interviewing the employee and any relevant witnesses
- Consulting with the employee's supervisor, department head, City Administrator (if applicable), and/or the Mayor, as appropriate
- Reviewing applicable policies, procedures, and prior performance or disciplinary history

The employee will be informed of the nature of the performance or conduct concern and will be provided an opportunity to respond and provide an explanation before a final disciplinary determination is made, except in circumstances requiring immediate action to protect safety, operations, or public trust.

The City will consider the employee's response, explanation, and any relevant mitigating circumstances when determining whether corrective action is warranted and the appropriate level of discipline. Corrective action decisions will be based on the totality of the circumstances, including the seriousness of the issue, prior corrective actions (if any), and the impact on City operations.

Progressive Discipline

For minor or first-time issues, supervisors may begin with coaching, which may include informal discussions, guidance, or training intended to clarify expectations and support improvement. Coaching is not disciplinary in nature but may be documented at the supervisor's discretion.

Depending on the nature, frequency, and severity of the issue, corrective action may include one or more of the following steps:

1. Coaching or counseling
2. Verbal warning
3. Written warning
4. Suspension (with or without pay)
5. Demotion or reassignment
6. Termination

The City reserves the right to determine the appropriate level of corrective action based on the circumstances and may skip any step or impose immediate discipline, up to and including termination, when warranted by the seriousness of the offense or circumstances.

Serious misconduct may result in immediate disciplinary action, including termination, and may include, but is not limited to: theft, violence or threats of violence, falsification of records, gross insubordination, harassment, misuse of City property, violation of safety rules, or other conduct that jeopardizes employee safety, City operations, or public trust.

Authority and Documentation

Supervisors and department heads are responsible for addressing performance and conduct issues and may administer corrective action consistent with their supervisory authority. Disciplinary actions are subject to oversight and administrative authority as established under the City's Mayor–Council form of government.

Supervisors are responsible for documenting disciplinary actions and providing copies to the Chief Administrative Officer (CAO), as applicable for inclusion in the employee's official personnel file. All Police disciplinary records will remain with the Chief of Police for confidentiality purposes.

Nothing in this policy alters the at-will employment relationship or limits the City's authority to take appropriate disciplinary action consistent with applicable law.

5.11 Grievance and Complaint Resolution

The City of Sidney encourages employees to raise work-related concerns promptly and to seek resolution through open and respectful communication. The grievance process is intended to address concerns related to working conditions, supervision, policy application, or other employment matters.

This policy does not apply to disciplinary actions taken during a probationary period or to matters covered by another specific appeal process.

Step 1: Informal Discussion

Employees should first discuss the concern with their immediate supervisor as soon as possible, but no later than ten (10) working days after the issue occurs or becomes known. Many concerns can be resolved quickly through open communication at this level.

Step 2: Written Grievance

If the concern is not resolved at Step 1, the employee may submit a written grievance within five (5) working days to the Department Head or the Chief Administrative Officer (CAO), as applicable. The written grievance should briefly describe:

- The nature of the concern
- Relevant facts or dates

- The requested resolution

The Department Head or Chief Administrative Officer (CAO), as applicable will review the grievance and respond within a reasonable time.

Step 3: Review by Mayor or City Council

If the issue remains unresolved within 15 days, the employee may request further review by the Mayor. If said complaint is against the Mayor, the employee may request further review by the City Council. The reviewing authority may affirm, modify, or overturn prior decisions, or take other action deemed appropriate.

Additional Provisions

- Employees are encouraged to raise concerns in good faith.
 - The City will make reasonable efforts to resolve grievances fairly and promptly.
 - Retaliation is strictly prohibited against any employee who raises a concern or participates in a grievance or investigation.
 - Nothing in this policy alters the City's management rights or limits its ability to take appropriate action.
-

SECTION 6 – SAFETY & SECURITY

6.1 Workplace Safety Responsibilities

The City of Sidney is committed to providing a safe and healthy workplace for all employees and the public.

Every employee shares responsibility for maintaining a safe environment.

Employees must:

- Follow all safety policies and training requirements;
- Immediately report unsafe conditions, equipment, or practices to a supervisor;
- Use appropriate personal protective equipment (PPE) when required;
- Operate vehicles and machinery safely and in accordance with training; and
- Participate in safety meetings and training sessions.

Supervisors are responsible for enforcing safety rules, reporting hazards, and ensuring compliance with all Occupational Safety and Health Administration (OSHA) standards and applicable Montana Department of Labor and Industry regulations.

6.2 Accident and Injury Reporting

Any work-related accident, injury, or near miss must be reported immediately to the employee's supervisor and to the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. A First Report of Injury form must be completed within 24 hours of the incident.

Prompt reporting ensures timely medical care and eligibility for workers' compensation benefits. Failure to report an injury or falsifying an incident report may result in disciplinary action.

Supervisors must investigate all incidents and recommend corrective measures to prevent recurrence.

6.3 Workplace Violence Prevention

The City strictly prohibits acts or threats of violence in the workplace.

This includes physical harm, verbal abuse, intimidation, or possession of weapons (except as authorized by law).

Employees must report any threat or act of violence immediately to their supervisor, department head, or the Chief Administrative Officer (CAO), as applicable. If imminent danger exists, contact law enforcement by dialing 911 before notifying management.

Employees engaging in violent behavior may be subject to immediate termination and possible criminal prosecution.

6.4 Weapons on City Property

Firearms, explosives, or other weapons are prohibited in City buildings, vehicles, or work sites unless expressly authorized for law enforcement duties or unless expressly authorized by law. This policy complies with MCA 45-8-351 and other applicable laws.

Employees in lawful possession of firearms in personal vehicles must ensure weapons remain secured and out of sight while parked on City property.

6.5 Data Security and Cyber Incidents

City employees handle sensitive and confidential information that must be protected from unauthorized access or disclosure.

Employees must:

- Use strong passwords and protect login credentials;
- Lock computers and devices when unattended;
- Access only systems and data required for their job duties;
- Report suspected phishing, malware, or security breaches immediately to their supervisor or IT support; and
- Never share sensitive information through unsecured channels.

Violations of this policy, including unauthorized access, sharing, or alteration of City data, may result in disciplinary action and possible legal penalties.

The City reserves the right to monitor network activity to ensure data integrity and security.

SECTION 7 – ADMINISTRATIVE INFORMATION

7.1 Record Retention and Disposal

The City of Sidney follows the Montana Local Government Records Retention Schedule established by the Montana Secretary of State. Personnel, payroll, and benefit records are retained according to the required timelines.

Employees should not destroy or remove official records. Requests for copies of personnel or public records must be submitted through the Chief Administrative Officer (CAO) or City

Clerk/Treasurer, as applicable's Office in compliance with MCA Title 2, Chapter 6 (Public Records).

7.2 Separation, Resignation, and Retirement

Employees intending to resign are encouraged to provide at least two weeks' written notice. Supervisors must immediately notify the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable upon receiving notice so that final pay and benefits can be processed.

Upon separation:

- All City property, keys, equipment, and identification must be returned.
- Accrued leave payouts will be made according to applicable laws and policies.
- Exit interviews may be requested to discuss feedback or final matters.

Retirement planning assistance and PERS forms are available from the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable.

7.3 Return of City Property

Employees are responsible for the proper care and return of all City-issued property, including but not limited to:

- Keys and access cards
- Identification badges
- Tools, uniforms, or protective gear
- City-issued devices, laptops, or phones

Failure to return property may result in payroll deduction or other collection measures as permitted by law.

7.4 Acknowledgment of Receipt

All employees are required to sign an acknowledgment form confirming they have received, read, and understand this handbook.

Signed acknowledgments will be placed in the employee's personnel file and serve as evidence of awareness of City policies.

APPENDICES

APPENDIX A – EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of the **City of Sidney Employee Handbook (2025 Edition)**.

I understand that it is my responsibility to read and comply with all policies, procedures, and rules contained herein.

I further understand that this handbook is not a contract of employment and that my employment with the City is at-will unless otherwise provided by law.

Employee Name: _____
Signature: _____
Date: _____
Department: _____

APPENDIX B – CONFLICT OF INTEREST DISCLOSURE FORM

I hereby disclose the following potential conflicts of interest as defined in **MCA 2-2-302** and the City of Sidney Ethics Policy:

- I have no conflicts to disclose.
- I have the following potential conflict(s):

I certify that the above information is complete and accurate to the best of my knowledge and that I will notify the City of any changes immediately.

Employee Signature: _____ Date: _____
Department Head Review: _____ Date: _____

APPENDIX C – DRUG & ALCOHOL TESTING CONSENT FORM

I acknowledge that I have received and reviewed the City of Sidney’s **Drug-, Alcohol-, and Smoke-Free Workplace Policy** and understand that I may be subject to testing under federal and state regulations.

I consent to testing for controlled substances and alcohol as required for my position and agree to comply with all related procedures.

Employee Name: _____
Signature: _____
Date: _____
Supervisor/Witness: _____

APPENDIX D – TECHNOLOGY USE POLICY ACKNOWLEDGMENT

I acknowledge that I have read and understand the City of Sidney’s **Technology and Social Media Policy** and agree to comply with all terms.

I understand that the City may monitor technology systems to ensure security, compliance, and appropriate use.

Employee Name: _____
Signature: _____
Date: _____

APPENDIX E – DECEDENT’S PAYCHECK DESIGNATION FORM

Pursuant to **MCA 39-3-215**, I designate the following person to receive payment of wages or benefits due in the event of my death:

Designated Recipient Name: _____
Address: _____
Relationship to Employee: _____

Secondary Designated Recipient Name: _____
Address: _____
Relationship to Employee: _____

Employee Name: _____
Employee Signature: _____
Date: _____

EMPLOYEE EVALUATION POLICY

Policy Purpose

The City of Sidney establishes this Employee Evaluation Policy to provide a consistent framework for evaluating employee performance, supporting employee development, establishing measurable performance goals, and documenting performance for personnel administration purposes. This policy supplements the City's Employee Handbook and applies to all regular employees.

Annual Evaluation Requirement

All regular employees shall receive a formal written performance evaluation annually. Annual evaluations shall be completed, reviewed with the employee, and fully signed no later than June 15 of each year to support the City's fiscal year budgeting and personnel planning process. Additional evaluations may be conducted at the discretion of management for probationary review, performance improvement, promotion consideration, or other employment-related purposes.

Evaluation Responsibilities

General Employees

Superintendents, Sergeants, and direct supervisors shall complete annual evaluations for employees under their supervision.

Evaluations shall include:

- Review of general and position-specific performance factors;
- Discussion of strengths and areas for improvement; and
- Establishment of measurable goals for the upcoming evaluation period.

Superintendents / Sergeants

Assistant Department Heads or Captains shall complete annual evaluations for Superintendents and Sergeants within their departments.

Evaluations shall include:

- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review with participation from the Department Head and Chief Administrative Officer.

Assistant Department Heads / Captains

Department Heads, in coordination with the Chief Administrative Officer, shall complete annual evaluations for Assistant Department Heads and Captains.

Evaluations shall include:

- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review with the Department Head and Chief Administrative Officer.

Department Heads

The Chief Administrative Officer shall complete annual evaluations for Department Heads.

Evaluations shall include:

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- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review conducted by the Chief Administrative Officer.

Chief Administrative Officer

The Mayor shall complete the annual evaluation of the Chief Administrative Officer.

Evaluations shall include:

- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review conducted by the Mayor.

Review and Approval

All completed evaluations shall be reviewed by the applicable Department Head and Chief Administrative Officer prior to finalization, except for the evaluation of the Chief Administrative Officer.

No evaluation shall be considered complete until signed by:

- The Evaluator;
- Reviewing Department Head, if applicable;
- Chief Administrative Officer, if applicable; and
- Employee being evaluated.

Employee signature acknowledges receipt and discussion of the evaluation and does not necessarily indicate agreement with the contents.

Goal Setting and Mid-Year Review

Each annual evaluation shall include written performance goals for the upcoming evaluation cycle. Goals should be specific, measurable, achievable, relevant, and time-bound whenever practicable. Supervisory and leadership positions identified in Sections 2.2 through 2.5 shall participate in a documented mid-year review of goal progress.

Evaluation Meetings

The evaluator shall meet with the employee in person to review the completed evaluation.

Evaluation meetings shall include:

- Review of performance during the evaluation period;
- Discussion of prior goals and outcomes;
- Discussion of strengths and improvement opportunities; and
- Establishment of goals for the next evaluation period.

All evaluation meetings shall occur sufficiently in advance to ensure final completion by June 15.

Compensation Clarification

Completion of an employee evaluation does not guarantee a wage adjustment, promotion, or merit increase. Compensation decisions remain subject to City budget approval and applicable compensation policies.

Records Retention

Completed evaluations shall be submitted to Administration for placement in the employee's personnel file in accordance with applicable retention requirements.

Administration

The Chief Administrative Officer is authorized to develop forms, procedures, and implementation guidance necessary to administer this policy.



DRUG AND ALCOHOL TESTING POLICY

Policy Purpose

The City of Sidney is committed to maintaining a safe, healthy, productive, and drug-free workplace. Employees who perform safety-sensitive duties or who operate commercial vehicles present significant risk to public safety and City operations if impaired. This policy establishes drug and alcohol testing requirements for employees in designated positions and supplements the City Employee Handbook.

Covered Employees

DOT / CDL-Regulated Employees

The following employees are subject to testing under applicable U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), Montana CDL, and related regulations:

- Employees required to maintain a Commercial Driver's License (CDL) as a condition of employment
- Employees operating CDL-regulated commercial motor vehicles
- Mechanics or other employees who road-test CDL-regulated vehicles
- Any other employee whose duties subject them to DOT/FMCSA testing requirements by law

Non-DOT Safety-Sensitive Employees

The following employees are designated safety-sensitive and are subject to testing under this policy:

- Sworn Police Officers
- Heavy Equipment Operators
- Water/Wastewater Operators
- Employees required to enter confined spaces or hazardous environments
- Fire Marshal
- Employees who regularly operate City-owned vehicles as part of their assigned job duties
- Employees who operate powered machinery or motorized equipment, including but not limited to lawn mowers, skid steers, forklifts, utility vehicles, tractors, and similar equipment
- Other employees designated by the City based on job duties involving public safety, hazardous operations, or substantial risk of harm

Types of Testing

Covered employees may be subject to the following testing:

1. Pre-Employment Testing
2. Random Testing
3. Reasonable Suspicion Testing
4. Post-Accident Testing
5. Return-to-Duty Testing
6. Follow-Up Testing
7. Testing Required by Federal or State Law

Pre-Employment Testing

All applicants offered employment in covered positions must successfully pass a drug test before beginning work.

Employment offers for covered positions are contingent upon successful completion of testing.

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Random Testing

Employees in covered positions may be subject to unannounced random drug and/or alcohol testing.

- DOT-regulated employees shall be tested at rates required by federal law.
- Non-DOT safety-sensitive employees may be randomly tested at rates established by the City.
- Random selections shall be made through a neutral selection process.

Reasonable Suspicion Testing

The City may require testing when a supervisor or Department Head reasonably believes an employee is impaired while on duty based on specific, contemporaneous observations concerning:

- Appearance
- Behavior
- Speech
- Odor
- Motor coordination
- Other objective indicators of impairment

Whenever practicable, reasonable suspicion determinations should be corroborated by a second supervisor.

Post-Accident Testing

Testing may be required following a workplace accident, vehicle accident, injury, near miss, or property damage incident when:

- The employee's actions may have contributed to the incident; or
- Testing is required by DOT/state regulations; or
- Management determines testing is appropriate based on the circumstances.

Return-to-Duty / Follow-Up Testing

Employees permitted to return to work following a policy violation, rehabilitation, or treatment may be required to:

- Pass a return-to-duty test; and
- Submit to unannounced follow-up testing for a period determined by the City or required by law.

Nothing in this policy obligates the City to permit return to duty after a violation.

Prescription, Over-the-Counter, and Other Substances

Employees are prohibited from reporting to work impaired by:

- Prescription medications
- Over-the-counter medications
- Marijuana
- Alcohol
- Kratom
- Unregulated intoxicating substances
- Toxic substances
- Any other substance that impairs safe or effective job performance

Employees must notify their supervisor if prescribed medication may impair performance or safety.

Refusal to Test

The following constitute refusal to test:

- Failure to report for testing
- Failure to provide a specimen
- Adulterating or substituting a specimen

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- Refusal to sign required testing forms
- Failure to cooperate with testing personnel
- Leaving the testing site before completion
- Any conduct deemed a refusal under DOT regulations

Refusal to test shall be treated as a policy violation and grounds for discipline up to and including immediate termination.

Consequences of Positive Test / Policy Violation

Violation of this policy may result in:

- Removal from duty
- Disciplinary action up to and including termination
- Mandatory referral to substance abuse treatment
- Disqualification from safety-sensitive duties
- Other action permitted by law

DOT-regulated employees shall be subject to all federally required procedures and consequences.

Administration

Department Heads are responsible for administering this policy for covered employees within their departments.

The City may utilize third-party administrators, occupational health providers, consortiums, or collection sites to facilitate testing.

Testing shall be conducted in accordance with applicable federal/state laws and chain-of-custody requirements.

Confidentiality

Testing records and results shall be maintained confidentially and separately from personnel files, except as disclosure is permitted or required by law.

Regulatory Compliance

To the extent any provision of this policy conflicts with mandatory U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), Montana CDL, or other applicable federal or state regulatory requirements, the applicable law or regulation shall control and supersede this policy.

APPENDIX – DRUG AND ALCOHOL TESTING POLICY ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the City of Sidney Drug and Alcohol Testing Policy.

I understand that if my position is designated as DOT-regulated, CDL-required, safety-sensitive, or otherwise subject to testing, I may be required to submit to drug and/or alcohol testing as a condition of employment and continued employment.

I understand that refusal to comply with testing requirements or violation of this policy may result in disciplinary action up to and including termination.

Employee Name: _____

Position: _____

Department: _____

Employee Signature: _____

Date: _____

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Witness/Supervisor: _____



Financial Policy – Conflict of Interest and Ethics Policy

Purpose

The purpose of this policy is to ensure that all elected officials, appointed officials, and employees of the City of Sidney conduct City business in a manner that maintains public trust, avoids conflicts of interest, and complies with applicable Montana law.

Policy Statement

City officials and employees shall perform their duties in the best interest of the public and shall not use their position for personal or financial gain.

All decisions must be made free from conflicts of interest or the appearance of impropriety.

Legal Compliance

This policy is intended to comply with applicable provisions of Montana Code Annotated, including but not limited to:

- Ethics and standards of conduct for public officers and employees
- Disclosure and recusal requirements
- Prohibitions on personal financial gain from public office

Where state law is more restrictive, state law shall govern.

Definitions

Conflict of Interest

A conflict of interest exists when an individual's personal, financial, or business interests could improperly influence, or appear to influence, their official duties or decision-making.

Financial Interest

Includes, but is not limited to:

- Ownership or investment in a business
- Employment or compensation arrangements
- Contracts or pending contracts with the City
- Interests held by immediate family members

Immediate Family

Includes spouse, domestic partner, parents, children, siblings, and in-laws.

Annual Disclosure

All elected officials, appointed officials, and designated employees shall complete a Conflict of Interest Disclosure Form annually.

Disclosure forms shall be submitted to the Clerk/Treasurer and maintained as public records as required by law.

Annual disclosures shall be reviewed and acknowledged at the first regular City Council meeting following the beginning of the fiscal year (after July 1st).

Ongoing Disclosure

The City of Sidney is an equal opportunity employer and provider.

Individuals must disclose any actual or potential conflict of interest as soon as it arises, even if it occurs after the annual disclosure has been submitted.

Recusal Requirements

When a conflict of interest exists or may reasonably appear to exist:

- The individual shall disclose the conflict
- The individual shall refrain from participating in discussion, decision-making, or voting on the matter
- The disclosure and recusal shall be documented in meeting minutes when applicable

Prohibited Conduct

City officials and employees shall not:

- Use their position to secure special privileges or exemptions
- Participate in decisions in which they have a financial interest
- Accept gifts, favors, or compensation that could influence official actions
- Enter into contracts with the City in violation of Montana law

Procurement and Contracting

All individuals involved in purchasing or contracting must comply with this policy in addition to the City's:

- Purchasing Policy
- Procurement Policy
- Contract Approval Authority Policy

Any potential conflict related to procurement must be disclosed prior to participation in the process.

Enforcement

Failure to comply with this policy may result in:

- Disciplinary action for employees
- Referral to appropriate authorities if required by law
- Removal or other action as permitted for appointed officials

Policy Review

This policy shall be reviewed periodically to ensure compliance with Montana law and best practices in public sector ethics.



Conflict of Interest Disclosure Form (Annual)

Name: _____

Position/Title: _____

Department/Board/Committee: _____

Date: _____

Business Interests

Do you or any immediate family member have ownership, employment, or a financial interest in any business that does or may do business with the City of Sidney?

Yes No

If yes, please describe:

Contracts with the City

Do you or any immediate family member have any existing or potential contracts, agreements, or financial arrangements with the City?

Yes No

If yes, please describe:

Other Potential Conflicts

Are there any other relationships, affiliations, or circumstances that could create a conflict of interest or the appearance of a conflict?

Yes No

If yes, please describe:

Acknowledgement of Ongoing Duty

I understand that I am required to disclose any actual or potential conflict of interest as it arises throughout the year and to refrain from participation in related decisions when applicable.

I acknowledge this requirement

The City of Sidney is an equal opportunity employer and provider.

Certification

I certify that the information provided above is true and complete to the best of my knowledge.

Signature: _____

Date: _____

Clerk/Treasurer Use Only

Date Received: _____

Reviewed By: _____

Filed Location: _____

Public Works Operations Manager

GENERAL PURPOSE

Performs advanced supervisory and operational management work directing the day-to-day field operations of the Public Works Department. This position is responsible for execution of services, workforce supervision, and coordination of all divisions.

This role serves as the primary operational authority, relieving the Public Works Director and Assistant Public Works Director of daily field oversight responsibilities.

This position operates within the City's administrative structure under the Chief Administrative Officer (CAO) and executes operational direction established by the Public Works Director and Assistant Public Works Director.

SUPERVISION RECEIVED

Works under the direction of the Public Works Director. May receive administrative direction from the Assistant Public Works Director.

SUPERVISION EXERCISED

Direct supervision over division supervisors, superintendents, crew leaders, and assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operations Management

- Oversees and directs daily operations across all Public Works divisions.
- Coordinates work schedules, staffing levels, and equipment utilization.
- Ensures efficient and effective delivery of public works services.
- Identifies and resolves operational issues in real time.

Workforce Leadership

- Exercises primary responsibility for field-level employee supervision and performance management.
- Supervises and supports superintendents, supervisors, and crew leaders.
- Implements day-to-day personnel management including scheduling, assignment of duties, and operational decision-making.
- Recommends hiring, discipline, and performance actions to department leadership.

Coordination & Communication

- Communicates operational priorities from leadership to field staff.
- Coordinates activities across divisions to maximize efficiency and service delivery.

Public Works Operations Manager

- Responds to operational concerns, service requests, and citizen inquiries.

Safety & Compliance

- Ensures adherence to all safety standards, policies, and regulations.
- Promotes and enforces a strong safety culture across all divisions.
- Addresses safety concerns and ensures corrective actions are implemented.

Operational Planning & Support

- Assists with short-term planning, scheduling, and prioritization of work.
- Provides input on staffing, equipment needs, and operational improvements.
- Coordinates field support for capital projects and maintenance activities.

PERIPHERAL DUTIES

- Assists with staff training and development initiatives.
- Supports implementation of departmental policies and procedures.
- Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Graduation from a four-year college or university in civil engineering, construction management, public administration, environmental science, or a closely related field; or a minimum of four (4) years of progressively responsible experience in public works, utilities, or municipal infrastructure including supervisory responsibility; or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of municipal public works operations including water, sewer, streets, and infrastructure systems.
- Knowledge of safety standards, operational procedures, and regulatory requirements.
- Strong leadership and personnel management skills.
- Ability to coordinate multiple crews, projects, and priorities simultaneously.
- Strong problem-solving and decision-making abilities.
- Effective communication and interpersonal skills.
- Ability to maintain effective working relationships with employees, contractors, officials, and the public.

SPECIAL REQUIREMENTS

- Must possess or obtain a valid State driver's license and CDL Certification.
- Relevant utility certifications are desirable.

Assistant Public Works Director

GENERAL PURPOSE

Performs advanced administrative, managerial, and professional work assisting in the planning, organization, and strategic direction of the Public Works Department. This position is structured as a succession and leadership development role, with emphasis on administration, budgeting, capital planning, and regulatory compliance rather than day-to-day field operations.

The Assistant Public Works Director supports long-term planning, policy implementation, and departmental coordination while developing the competencies necessary to assume the duties of the Public Works Director.

This position operates within the City's administrative structure under the Chief Administrative Officer (CAO), ensuring alignment between Public Works operations and the City's overall organizational and strategic objectives.

This position is not responsible for direct day-to-day field supervision, which is delegated to the Public Works Operations Manager.

SUPERVISION RECEIVED

Works under the administrative direction of the Chief Administrative Officer (CAO) and the direct supervision of the Public Works Director.

SUPERVISION EXERCISED

Exercises indirect and administrative supervision over division supervisors and staff through established management structure. Provides administrative direction to the Public Works Operations Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative & Strategic Leadership

- Assists in development, administration, and oversight of departmental budgets.
- Monitors expenditures and financial performance across all Public Works divisions.
- Assists in development and implementation of departmental policies, procedures, and operational standards.
- Ensures alignment of departmental operations with City-wide administrative direction established by the CAO.

Capital Planning & Project Oversight

- Assists in development and implementation of the Capital Improvement Plan (CIP).
- Supports oversight of public works capital projects from a planning and administrative perspective.

Assistant Public Works Director

- Coordinates with engineers, contractors, and regulatory agencies.
- Assists in ensuring projects are completed in compliance with applicable laws, regulations, and funding requirements.

Regulatory Compliance & Risk Management

- Ensures departmental adherence to environmental, safety, and regulatory requirements.
- Assists in preparation of reports, documentation, and compliance materials for local, state, and federal agencies.
- Supports audit processes and regulatory reviews as required.

Department Coordination

- Provides administrative direction and performance expectations to the Operations Manager to ensure alignment with departmental goals.
- Assists in establishing priorities at a strategic level, including resource allocation and service delivery standards.
- Coordinates across departments to support City-wide initiatives and organizational goals.

Leadership Development / Acting Director

- Assumes administrative and leadership responsibilities in the absence of the Public Works Director.
- Participates in leadership development and cross-training opportunities.
- Prepares for potential transition into the Public Works Director role.

PERIPHERAL DUTIES

- Assists with staff training and professional development initiatives.
- Participates in long-range planning and organizational development efforts.
- Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Graduation from a four-year college or university in civil engineering, construction management, public administration, environmental science, or a closely related field; or a minimum of four (4) years of progressively responsible experience in public works, utilities, or municipal infrastructure including supervisory responsibility; or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of municipal public works systems including water, sewer, streets, and infrastructure operations.

Assistant Public Works Director

- Knowledge of budgeting, capital planning, and public administration principles.
- Knowledge of applicable safety, environmental, and regulatory standards.
- Ability to plan, prioritize, and coordinate multiple administrative and operational initiatives.
- Ability to lead through indirect supervision and organizational influence.
- Strong communication and interpersonal skills.
- Ability to establish and maintain effective working relationships.

SPECIAL REQUIREMENTS

- Must possess or obtain a valid State driver's license and CDL Certification.
- Relevant utility certifications are desirable.
- Professional Engineer (PE) registration is preferred but not required.
- CAD, GIS, and survey experience preferred but not required.

SUCCESSION DEVELOPMENT STATEMENT

This position is structured to provide leadership continuity within the Public Works Department. While appointment to Public Works Director is not guaranteed, the Assistant Public Works Director is expected to develop the administrative, regulatory, and leadership competencies necessary to assume full Director responsibilities should the position become vacant.

GENERAL PURPOSE

Performs advanced executive, administrative, and professional work directing the overall operations, planning, and management of the Public Works Department. This position is responsible for establishing departmental vision, policy direction, and strategic priorities while ensuring effective delivery of public infrastructure and services.

The Public Works Director provides leadership over all divisions including water, sewer, streets, and related infrastructure systems. This position focuses on long-term planning, financial management, regulatory compliance, and organizational leadership rather than direct day-to-day field supervision.

This position operates within the City's administrative structure under the Chief Administrative Officer (CAO), ensuring that Public Works functions align with City-wide goals, policies, and strategic initiatives.

Direct day-to-day field supervision is delegated to the Public Works Operations Manager.

SUPERVISION RECEIVED

Works under the administrative direction of the Chief Administrative Officer (CAO).

SUPERVISION EXERCISED

Exercises direct supervision over the Assistant Public Works Director and Public Works Operations Manager. Exercises overall managerial oversight of division supervisors, superintendents, and departmental staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Executive Leadership & Administration

- Provides overall leadership and direction for the Public Works Department.
- Establishes departmental goals, policies, and performance expectations.
- Ensures alignment of departmental operations with City-wide administrative direction established by the CAO.
- Advises the CAO, Mayor, and City Council on public works matters, infrastructure needs, and operational priorities.

Financial Management & Budgeting

- Develops and administers the departmental budget.
- Monitors revenues and expenditures to ensure fiscal responsibility and sustainability.
- Identifies funding opportunities including grants and external financing.
- Oversees long-term financial planning related to infrastructure and capital needs.

Public Works Director

Capital Planning & Project Oversight

- Leads development and implementation of the Capital Improvement Plan (CIP).
- Provides executive oversight of public works capital projects.
- Coordinates with engineers, contractors, and regulatory agencies.
- Ensures projects are delivered in compliance with applicable standards, timelines, and budgets.

Regulatory Compliance & Risk Management

- Ensures compliance with all local, state, and federal regulations.
- Oversees environmental, safety, and operational compliance programs.
- Directs preparation of required reports, documentation, and regulatory submissions.
- Supports audit processes and risk management efforts.

Organizational Leadership & Coordination

- Provides leadership and direction to the Assistant Public Works Director and Operations Manager.
- Establishes strategic priorities and ensures effective delegation of responsibilities.
- Promotes coordination across divisions and with other City departments.
- Supports organizational development, workforce planning, and succession planning efforts.

Community & Intergovernmental Relations

- Serves as primary point of contact for public works-related issues.
- Responds to citizen concerns and service requests at a policy or executive level.
- Coordinates with external agencies, regional partners, and stakeholders.
- Represents the City in matters related to infrastructure and public works operations.

PERIPHERAL DUTIES

- Supports staff training, leadership development, and organizational initiatives.
- Participates in strategic planning and City-wide initiatives.
- Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Graduation from a four-year college or university in civil engineering, construction management, public administration, environmental science, or a closely related field; or a minimum of five (5) years of progressively responsible experience in public works, utilities, or municipal infrastructure including significant supervisory and management responsibility; or any equivalent combination of education and experience.

Public Works Director

Item c.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of municipal public works systems including water, sewer, streets, and infrastructure operations.
- Knowledge of public administration, budgeting, and capital planning principles.
- Knowledge of applicable safety, environmental, and regulatory standards.
- Ability to lead a complex municipal department through strategic planning and organizational management.
- Ability to develop and manage budgets and capital programs.
- Strong leadership, decision-making, and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Ability to establish and maintain effective working relationships with employees, officials, contractors, and the public.

SPECIAL REQUIREMENTS

- Must possess or obtain a valid State driver's license.
- CDL Certification preferred but not required.
- Relevant utility certifications are desirable.
- Professional Engineer (PE) registration is preferred but not required.
- CAD, GIS, and survey experience preferred but not required.

Fiscal Year	General	Streets/Ice	Water	Sewer	Garbage	Sweeping	Total	Increase
FY 23-24	\$ 2,336,031.13	\$ 425,932.06	\$ 469,301.14	\$ 536,452.67	\$ 641,291.10	\$ 153,921.03	\$ 4,562,929.13	
FY 24-25 (3.2%)	\$ 2,435,860.22	\$ 463,142.11	\$ 419,931.83	\$ 526,509.58	\$ 615,419.02	\$ 174,118.23	\$ 4,634,980.99	\$ 72,051.86
FY 24-25 (4.1%)	\$ 2,492,365.46	\$ 474,146.78	\$ 429,889.80	\$ 539,288.47	\$ 630,104.70	\$ 179,110.52	\$ 4,744,905.73	\$ 109,924.74
FY 25-26 (2.9%)	\$ 2,571,818.36	\$ 480,414.33	\$ 458,836.86	\$ 597,495.40	\$ 621,481.44	\$ 146,548.45	\$ 4,876,594.84	\$ 131,689.11
FY 26-27 (2.9%)	\$ 2,640,722.10	\$ 540,772.95	\$ 463,887.73	\$ 571,970.01	\$ 612,041.59	\$ 179,705.78	\$ 5,009,100.18	\$ 132,505.34
Difference By								
Fund:	\$ 68,903.75	\$ 60,358.63	\$ 5,050.88	\$ (25,525.39)	\$ (9,439.85)	\$ 33,157.33	\$ 132,505.34	

FY26-27 Increase Breakdown

6% Health	\$ 45,978.76
2.9% COLA	\$ 107,362.96
New PW Assis.	\$ 146,817.35

Comm & Spec Bodies		TOTAL
Totals	6	26,572.99
Executive		TOTAL
Totals	1	45,793.97
Treasurer		TOTAL
FTE Equivalent	0.25	\$35,708.93
Clerk		
FTE Equivalent	0.25	\$35,708.93
Law Enforcement		TOTAL
FTE Equivalent	14.5	\$1,929,683.37
Compliance		TOTAL
FTE Equivalent	0.5	\$ 40,683.33
Fire Protection		TOTAL
FTE Equivalent	0.5	87,321.20
Building Inspection		TOTAL
FTE Equivalent	1	118,005.04
Parks		TOTAL
FTE Equivalent	1.87	\$235,969.40
Pool		TOTAL
FTE Equivalent	25	85,274.96
Streets		TOTAL
FTE Equivalent	2.9	\$387,483.63
Ice & Snow		TOTAL
FTE Equivalent	1.3	153,289.32
Water		TOTAL
FTE Equivalent	4.18	\$463,887.73
Sewer		TOTAL
FTE Equivalent	5.18	571,970.01
Garbage		TOTAL
FTE Equivalent	6.47	\$612,041.59
Sweeping		TOTAL
FTE Equivalent	1.6	179,705.78
Grand Totals:	65.5	\$5,009,100.18