## CITY OF TROY, MISSOURI TABLE OF CONTENTS

Applicability         100-2           Purpose         100-3           Responsibility         100-4           Revision of Policies         100-5           EMPLOYMENT         POLICY SERIES 200           Access to Personnel Files         200-1           Administrative Regulations         200-2           Business Ethics and Conduct         200-3           Disability Accommodation         200-4           Employee Medical Examinations         200-5           Employment Applications         200-6           Employment Categories         200-7           Employment References         200-8           Equal Employment Opportunity         200-9           Immigration Law Compliance         200-10           Job Descriptions         200-12           Personal Relationships in the Workplace         200-13           Probationary Period         200-12           Problem Resolution         200-15           Problem Resolution         200-16           Progressive Discipline         200-12           Rest & Meal Periods         200-20           Screening         200-21           Anti-Harassment Policy         200-22           Service         200-24           <	INTRODUCTION Administration	POLICY SERIES 100 100-1
Purpose         100-3           Responsibility         100-4           Revision of Policies         100-5           EMPLOYMENT         POLICY SERIES 200           Access to Personnel Files         200-1           Administrative Regulations         200-2           Business Ethics and Conduct         200-3           Disability Accommodation         200-4           Employee Medical Examinations         200-5           Employment Applications         200-6           Employment Categories         200-7           Employment References         200-8           Equal Employment Opportunity         200-9           Immigration Law Compliance         200-10           Job Descriptions         200-11           Job Posting         200-12           Personal Relationships in the Workplace         200-13           Probationary Period         200-15           Problem Resolution         200-16           Progressive Discipline         200-18           Rest & Meal Periods         200-20           Screvice         200-21           Anti-Harassment Policy         200-22           Service         200-24           Whistleblower Protection         200-25	Applicability	
Responsibility         100-4           Revision of Policies         100-5           EMPLOYMENT         POLICY SERIES 200           Access to Personnel Files         200-1           Administrative Regulations         200-2           Business Ethics and Conduct         200-3           Disability Accommodation         200-4           Employee Medical Examinations         200-5           Employment Applications         200-6           Employment References         200-8           Equal Employment Opportunity         200-9           Immigration Law Compliance         200-10           Job Descriptions         200-11           Job Posting         200-12           Personal Relationships in the Workplace         200-13           Probationary Period         200-15           Problem Resolution         200-16           Progressive Discipline         200-18           Rest & Meal Periods         200-20           Screening         200-21           Anti-Harassment Policy         200-22           Service         200-24           Whistleblower Protection         200-25           COMPENSATION         POLICY SERIES 300           Administrative Pay Corrections         300-1 <td>11 ,</td> <td>100-3</td>	11 ,	100-3
Revision of Policies         100-5           EMPLOYMENT         POLICY SERIES 200           Access to Personnel Files         200-1           Administrative Regulations         200-2           Business Ethics and Conduct         200-3           Disability Accommodation         200-4           Employee Medical Examinations         200-5           Employment Applications         200-6           Employment Categories         200-7           Employment References         200-8           Equal Employment Opportunity         200-9           Immigration Law Compliance         200-10           Job Descriptions         200-11           Job Posting         200-12           Personal Relationships in the Workplace         200-13           Probationary Period         200-15           Problem Resolution         200-15           Problem Resolution         200-16           Progressive Discipline         200-18           Rest & Meal Periods         200-20           Screening         200-21           Anti-Harassment Policy         200-22           Service         200-24           Whistleblower Protection         200-25           COMPENSATION         POLICY SERIES 300	±.	
Access to Personnel Files       200-1         Administrative Regulations       200-2         Business Ethics and Conduct       200-3         Disability Accommodation       200-4         Employee Medical Examinations       200-5         Employment Applications       200-6         Employment Categories       200-7         Employment References       200-8         Equal Employment Opportunity       200-9         Immigration Law Compliance       200-10         Job Descriptions       200-11         Job Posting       200-12         Personal Relationships in the Workplace       200-12         Problem Resolution       200-15         Problem Resolution       200-16         Progressive Discipline       200-18         Rest & Meal Periods       200-20         Screening       200-21         Anti-Harassment Policy       200-22         Service       200-24         Whistleblower Protection       200-25         COMPENSATION       POLICY SERIES 300         Administrative Pay Corrections       300-1         Business Travel Expenses       300-2         Overtime       300-4         Paydays       300-5 <td< td=""><td>1 2</td><td>100-5</td></td<>	1 2	100-5
Administrative Regulations       200-2         Business Ethics and Conduct       200-3         Disability Accommodation       200-4         Employee Medical Examinations       200-5         Employment Applications       200-6         Employment Categories       200-7         Employment References       200-8         Equal Employment Opportunity       200-9         Immigration Law Compliance       200-10         Job Descriptions       200-11         Job Posting       200-12         Personal Relationships in the Workplace       200-12         Probationary Period       200-15         Problem Resolution       200-16         Progressive Discipline       200-16         Rest & Meal Periods       200-20         Screening       200-21         Anti-Harassment Policy       200-21         Service       200-24         Whistleblower Protection       200-25         COMPENSATION       POLICY SERIES 300         Administrative Pay Corrections       300-1         Business Travel Expenses       300-2         Overtime       300-4         Paydays       300-5         Pay Deductions	EMPLOYMENT	POLICY SERIES 200
Business Ethics and Conduct         200-3           Disability Accommodation         200-4           Employee Medical Examinations         200-5           Employment Applications         200-6           Employment Categories         200-7           Employment References         200-8           Equal Employment Opportunity         200-9           Immigration Law Compliance         200-10           Job Descriptions         200-11           Job Posting         200-12           Personal Relationships in the Workplace         200-13           Probationary Period         200-15           Problem Resolution         200-15           Problem Resolution         200-16           Progressive Discipline         200-18           Rest & Meal Periods         200-20           Screening         200-21           Anti-Harassment Policy         200-22           Service         200-24           Whistleblower Protection         200-25           COMPENSATION         POLICY SERIES 300           Administrative Pay Corrections         300-1           Business Travel Expenses         300-2           Overtime         300-4           Paydays         300-5	Access to Personnel Files	200-1
Disability Accommodation         200-4           Employee Medical Examinations         200-5           Employment Applications         200-6           Employment Categories         200-7           Employment References         200-8           Equal Employment Opportunity         200-9           Immigration Law Compliance         200-10           Job Descriptions         200-11           Job Posting         200-12           Personal Relationships in the Workplace         200-13           Probationary Period         200-15           Problem Resolution         200-16           Progressive Discipline         200-16           Rest & Meal Periods         200-20           Screening         200-21           Anti-Harassment Policy         200-22           Service         200-22           Whistleblower Protection         200-25           COMPENSATION         POLICY SERIES 300           Administrative Pay Corrections         300-1           Business Travel Expenses         300-2           Overtime         300-4           Paydays         300-5           Pay Deductions         300-6	Administrative Regulations	200-2
Employee Medical Examinations         200-5           Employment Applications         200-6           Employment Categories         200-7           Employment References         200-8           Equal Employment Opportunity         200-9           Immigration Law Compliance         200-10           Job Descriptions         200-11           Job Posting         200-12           Personal Relationships in the Workplace         200-13           Probationary Period         200-15           Problem Resolution         200-16           Progressive Discipline         200-16           Rest & Meal Periods         200-20           Screening         200-20           Screening         200-21           Anti-Harassment Policy         200-22           Service         200-22           Whistleblower Protection         200-25           COMPENSATION         POLICY SERIES 300           Administrative Pay Corrections         300-1           Business Travel Expenses         300-2           Overtime         300-4           Paydays         300-5           Pay Deductions         300-6	Business Ethics and Conduct	200-3
Employment Applications       200-6         Employment Categories       200-7         Employment References       200-8         Equal Employment Opportunity       200-9         Immigration Law Compliance       200-10         Job Descriptions       200-11         Job Posting       200-12         Personal Relationships in the Workplace       200-13         Probationary Period       200-15         Problem Resolution       200-16         Progressive Discipline       200-18         Rest & Meal Periods       200-20         Screening       200-21         Anti-Harassment Policy       200-22         Service       200-24         Whistleblower Protection       200-25         COMPENSATION       POLICY SERIES 300         Administrative Pay Corrections       300-1         Business Travel Expenses       300-2         Overtime       300-4         Paydays       300-5         Pay Deductions       300-6	Disability Accommodation	200-4
Employment Categories       200-7         Employment References       200-8         Equal Employment Opportunity       200-9         Immigration Law Compliance       200-10         Job Descriptions       200-11         Job Posting       200-12         Personal Relationships in the Workplace       200-12         Probationary Period       200-13         Problem Resolution       200-15         Problem Resolution       200-16         Progressive Discipline       200-18         Rest & Meal Periods       200-20         Screening       200-21         Anti-Harassment Policy       200-22         Service       200-24         Whistleblower Protection       200-25         COMPENSATION       POLICY SERIES 300         Administrative Pay Corrections       300-1         Business Travel Expenses       300-2         Overtime       300-4         Paydays       300-5         Pay Deductions       300-6	Employee Medical Examinations	200-5
Employment References       200-8         Equal Employment Opportunity       200-9         Immigration Law Compliance       200-10         Job Descriptions       200-11         Job Posting       200-12         Personal Relationships in the Workplace       200-13         Probationary Period       200-15         Problem Resolution       200-16         Progressive Discipline       200-18         Rest & Meal Periods       200-20         Screening       200-21         Anti-Harassment Policy       200-21         Service       200-24         Whistleblower Protection       200-25         COMPENSATION       POLICY SERIES 300         Administrative Pay Corrections       300-1         Business Travel Expenses       300-2         Overtime       300-4         Paydays       300-5         Pay Deductions       300-6	Employment Applications	200-6
Equal Employment Opportunity       200-9         Immigration Law Compliance       200-10         Job Descriptions       200-11         Job Posting       200-12         Personal Relationships in the Workplace       200-13         Probationary Period       200-15         Problem Resolution       200-16         Progressive Discipline       200-18         Rest & Meal Periods       200-20         Screening       200-21         Anti-Harassment Policy       200-22         Service       200-24         Whistleblower Protection       200-25         COMPENSATION       POLICY SERIES 300         Administrative Pay Corrections       300-1         Business Travel Expenses       300-2         Overtime       300-4         Paydays       300-5         Pay Deductions       300-6	Employment Categories	200-7
Immigration Law Compliance       200-10         Job Descriptions       200-11         Job Posting       200-12         Personal Relationships in the Workplace       200-13         Probationary Period       200-15         Problem Resolution       200-16         Progressive Discipline       200-18         Rest & Meal Periods       200-20         Screening       200-21         Anti-Harassment Policy       200-21         Service       200-24         Whistleblower Protection       200-25         COMPENSATION       POLICY SERIES 300         Administrative Pay Corrections       300-1         Business Travel Expenses       300-2         Overtime       300-4         Paydays       300-5         Pay Deductions       300-6	Employment References	200-8
Job Descriptions       200-11         Job Posting       200-12         Personal Relationships in the Workplace       200-13         Probationary Period       200-15         Problem Resolution       200-16         Progressive Discipline       200-18         Rest & Meal Periods       200-20         Screening       200-21         Anti-Harassment Policy       200-22         Service       200-24         Whistleblower Protection       200-25         COMPENSATION       POLICY SERIES 300         Administrative Pay Corrections       300-1         Business Travel Expenses       300-2         Overtime       300-4         Paydays       300-5         Pay Deductions       300-6		200-9
Job Posting       200-12         Personal Relationships in the Workplace       200-13         Probationary Period       200-15         Problem Resolution       200-16         Progressive Discipline       200-18         Rest & Meal Periods       200-20         Screening       200-21         Anti-Harassment Policy       200-22         Service       200-24         Whistleblower Protection       200-25         COMPENSATION       POLICY SERIES 300         Administrative Pay Corrections       300-1         Business Travel Expenses       300-2         Overtime       300-4         Paydays       300-5         Pay Deductions       300-6	Immigration Law Compliance	200-10
Personal Relationships in the Workplace Probationary Period Problem Resolution Progressive Discipline Rest & Meal Periods Screening Anti-Harassment Policy Service Whistleblower Protection  COMPENSATION Administrative Pay Corrections Business Travel Expenses Overtime Paydays Pay Deductions  200-18 200-20 200-20 200-21 200-21 200-22 200-22 200-24 200-25  COMPENSATION POLICY SERIES 300 300-1 300-1 300-4 300-5 Pay Deductions	Job Descriptions	200-11
Probationary Period 200-15 Problem Resolution 200-16 Progressive Discipline 200-18 Rest & Meal Periods 200-20 Screening 200-21 Anti-Harassment Policy 200-22 Service 200-24 Whistleblower Protection 200-25  COMPENSATION POLICY SERIES 300 Administrative Pay Corrections 300-1 Business Travel Expenses 300-2 Overtime 300-4 Paydays 300-5 Pay Deductions 300-6	Job Posting	200-12
Problem Resolution Progressive Discipline Rest & Meal Periods Rest & Meal Periods Screening Anti-Harassment Policy Service Service 200-24 Whistleblower Protection  COMPENSATION Administrative Pay Corrections Business Travel Expenses Overtime Paydays Paydays Pay Deductions  200-18 200-20 200-21 200-22 200-22 200-22 200-25  POLICY SERIES 300 300-1 300-1 300-5 300-5 Pay Deductions	Personal Relationships in the Workplace	200-13
Progressive Discipline Rest & Meal Periods Screening Anti-Harassment Policy Service Service Whistleblower Protection  COMPENSATION Administrative Pay Corrections Business Travel Expenses Overtime Paydays Paydays Pay Deductions  200-21 200-22 200-24 Whistleblower Protection POLICY SERIES 300 300-1 300-1 300-5 Pay Deductions	•	
Rest & Meal Periods Screening 200-21 Anti-Harassment Policy Service 200-24 Whistleblower Protection  COMPENSATION Administrative Pay Corrections Business Travel Expenses Overtime Paydays Paydays Pay Deductions  200-22  200-24  200-25  POLICY SERIES 300  300-1  300-2  300-2  300-5  Pay Deductions 300-6	Problem Resolution	200-16
Screening 200-21 Anti-Harassment Policy 200-22 Service 200-24 Whistleblower Protection 200-25  COMPENSATION POLICY SERIES 300 Administrative Pay Corrections 300-1 Business Travel Expenses 300-2 Overtime 300-4 Paydays 300-5 Pay Deductions 300-6		200-18
Anti-Harassment Policy Service Whistleblower Protection  COMPENSATION Administrative Pay Corrections Business Travel Expenses Overtime Paydays Paydays Pay Deductions  200-22 200-24 200-25  POLICY SERIES 300 300-1 300-1 300-2 300-2 300-5 Pay Deductions	Rest & Meal Periods	
Service 200-24 Whistleblower Protection 200-25  COMPENSATION POLICY SERIES 300 Administrative Pay Corrections Business Travel Expenses 300-2 Overtime 300-4 Paydays 300-5 Pay Deductions 300-6	Screening	
Whistleblower Protection 200-25  COMPENSATION POLICY SERIES 300  Administrative Pay Corrections 300-1  Business Travel Expenses 300-2  Overtime 300-4  Paydays 300-5  Pay Deductions 300-6		
COMPENSATIONPOLICY SERIES 300Administrative Pay Corrections300-1Business Travel Expenses300-2Overtime300-4Paydays300-5Pay Deductions300-6		
Administrative Pay Corrections300-1Business Travel Expenses300-2Overtime300-4Paydays300-5Pay Deductions300-6	Whistleblower Protection	200-25
Business Travel Expenses 300-2 Overtime 300-4 Paydays 300-5 Pay Deductions 300-6	COMPENSATION	POLICY SERIES 300
Overtime 300-4 Paydays 300-5 Pay Deductions 300-6	•	
Paydays 300-5 Pay Deductions 300-6	Business Travel Expenses	300-2
Pay Deductions 300-6	Overtime	300-4
•	Paydays	300-5
Travel Time 300-7	Pay Deductions	300-6
	Travel Time	300-7

TIME OFF AND BENEFITS	POLICY SERIES 400
Bereavement Funeral Leave	400-1
Child Care Benefits	400-2
Educational Assistance	400-3
Employee Assistance Program	400-5
Employee Benefits	400-6
Family and Medical Leave	400-7
Flex Time	400-10
Health Insurance	400-11
Holidays	400-12
Jury Duty	400-13
Life Insurance	400-14
Discretionary Unpaid Leave of Absence	400-15
Military Leave	400-17
Personal Days	400-18
Pregnancy-Related Absences	400-19
Retirement System	400-20
(Intentional Blank Page)	400-21
Sick Leave Benefits	400-22
(Intentional Blank Page)	400-23
Uniform Program	400-24
Vacation Benefits	400-25
Table 1 – Vacation Schedule (see 400-33)	400-26(a)
Witness Duty	400-27
Workers' Compensation Insurance	400-28
Limited/Modified (Light Duty)	400-29
Vacation Table	400-33
EMPLOYEE RESPONSIBILITIES	POLICY SERIES 500
Attendance and Punctuality	500-1
Absence without Pay (see 500-20)	500-1(a)
Use of Telephones, Cell Phones & Pagers	500-2
Conflicts of Interest	500-3
Employee Conduct and Work Rules	500-4
Financial Responsibility	500-5
Social Media Policy	500-6
Outside Employment	500-9
Personal Appearance	500-10
Personnel Data Changes	500-11
Political Activity	500-12
Residency	500-13
Return of Property	500-14
Use of Equipment and Vehicles	500-15
Use of Phone and Mail Systems	500-16
Computer, Email and Information Technology	500-17
Absence without Pay	500-20
Take-Home Vehicle	500-21

HEALTH, SAFETY, AND SECURITY	POLICY SERIES 600
Drug and Alcohol Use	600-1
Drug Testing	600-3
Life Threatening Illness in the Workplace	600-4
Safety	600-5
Smoking	600-6
Visitors in the Workplace	600-7
Workplace Violence Prevention	600-8
Seat Belt Policy	600-10
CHANGES IN EMPLOYMENT	POLICY SERIES 700
Benefits Continuation	700-1
Employment Termination	700-2
Resignation	700-3
Transfers of Personnel	700-4
CONCLUSION	81
ACKNOWLEDGEMENT OF RECEIPT	82
APPENDIX	83