

CITY OF TROY, MISSOURI

TABLE OF CONTENTS

INTRODUCTION

Administration	100-1
Applicability	100-2
Purpose	100-3
Responsibility	100-4
Revision of Policies	100-5

POLICY SERIES 100

EMPLOYMENT

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
Screening	200-21
Anti-Harassment Policy	200-22
Service	200-24
Whistleblower Protection	200-25

POLICY SERIES 200

COMPENSATION

Administrative Pay Corrections	300-1
Business Travel Expenses	300-2
Overtime	300-4
Paydays	300-5
Pay Deductions	300-6
Travel Time	300-7

POLICY SERIES 300

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 (<i>see 400-33</i>)	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 (<i>see 500-20</i>)	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

Drug and Alcohol Use
Drug Testing
Life Threatening Illness in the Workplace
Safety
Smoking
Visitors in the Workplace
Workplace Violence Prevention
Seat Belt Policy

POLICY SERIES 600

600-1
600-3
600-4
600-5
600-6
600-7
600-8
600-10

CHANGES IN EMPLOYMENT

Benefits Continuation
Employment Termination
Resignation
Transfers of Personnel

POLICY SERIES 700

700-1
700-2
700-3
700-4

CONCLUSION

81

ACKNOWLEDGEMENT OF RECEIPT

82

APPENDIX

83