

CITY OF CONRAD POLICY MANUAL

ADOPTED BY CITY COUNCIL: 4/3/2000

REVISED: 12-18-2000, 01-16-2001,
04-02-2019, 05-21-2001,
01-28-2008, 08-07-2013,
06-06-2017, 08-02-2017,
11-07-2017, 11-08-2017,
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03-19-2019, 01-21-2020,
10-07-2020, 10-15-2024,
04-15-2025, 01-12-2026

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*REVISED: 01-12-2026

CITY OF CONRAD POLICY MANUAL

INTRODUCTION LETTER

Welcome New Employee:

The City of Conrad, Montana is pleased that you have joined our organization of professionals. The City of Conrad is a progressive organization providing necessary services and products to our community. Your position has been designed to assist the City of Conrad with accomplishing these services. We hope you will find this position rewarding and challenging.

This policy manual is not an employment contract. Rather, it is designed to provide you general information regarding employment practices and benefits with the City of Conrad. The policy manual cannot cover all employment situations, scenarios, or questions, but it is designed to cover the basic rules. Policies and rules contained within the manual will be added, updated, or deleted as determined by the City of Conrad. You are encouraged to submit suggestions or ideas regarding current policies or additional policies to your Supervisor.

As you familiarize yourself with the City of Conrad staff and your new work environment, please note the employee bulletin board which displays the required federal and state postings. The postings are updated from time to time - be sure to read the board occasionally. If you notice an item that is obsolete or needs updating, please let their Supervisor know.

During your first few days working for the City of Conrad, you will probably have several general questions regarding our organization and policies. You are encouraged to research for the answer within the manual; however, don't hesitate to ask your supervisor any questions you may have.

The staff of the City of Conrad would like to welcome you.

Sincerely,

Mayor

City of Conrad

revised 9/2005

CITY OF CONRAD POLICY MANUAL

RECEIPT PAGE

POLICY HANDBOOK Dated 1-24-2018

It is expressly understood that the policy manual for the City of Conrad does not constitute a guarantee of employment or promise of any kind. The City of Conrad, in its sole discretion, may direct, hire, promote, transfer, assign and retain employees; supervise, discipline, and relieve employees from their duties; determine and change hours of work, shifts, and methods of operation; establish, change or abolish its policies, practices, rules and regulations.

It is understood that the policy manual is issued to inform employees regarding the operating policies of the City of Conrad and is to be used as a guide to City of Conrad employees in the performance of their duties. The policy manual may be changed from time to time at the sole discretion of the City of Conrad. All such changes will be communicated through official notices and I understand that revised information may supersede, modify or eliminate existing policies. Violations of the policies set forth in this manual may result in disciplinary action up to and including termination.

By signing this statement, you, the employee acknowledges the City of Conrad policy manual has been received and that it is your responsibility to read and comply with the policies contained in this handbook.

Signed _____

Date _____

Print Name _____

Position _____

Effective Date of Employment _____

Attest:

Supervisor _____

Date _____

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ORGANIZATIONAL HISTORY

The City of Conrad, Montana was incorporated in 1909. Conrad has a Mayor/Council form of government. The City's Mayor is elected at large to a four-year term. Two Aldermen are elected from Ward I and two Aldermen are elected from Ward II. The length of each term is four years.

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POLICY FOR RECRUITMENT OF REGULAR FULL-TIME, REGULAR PART-TIME, SEASONAL AND TEMPORARY EMPLOYEES.

It is the policy of the City of Conrad to solicit applications for employment from a variety of sources including, but not limited to, internal postings, newspaper advertisements and Job Service at Department Heads discretion. All listings for job openings will include a brief description of the duties, position classification, hours, salary and a closing date for accepting applications. Applications sent by mail and post-marked by the closing date will be accepted. Applications not sent through the mail will not be accepted after the closing date.

All applications will be reviewed based upon requirements outlined in the job description. Applicants whose skills most closely match those outlined in the job description will be invited to interview. All interviews will be conducted by a panel consisting of a minimum of three members as outlined in Section 2. Selection committee,

The interview consists of a combination of oral questions, written questions and/or hands-on testing. Answers to oral and written questions and the results of the hands-on testing will be used by the panel members to develop a composite of strengths and weaknesses for each applicant. Following a final review of the composite for all applicants, the interview panel shall reach consensus regarding which applicant(s) will be offered a position with the City of Conrad,

1. Posting/Advertising at Department Heads discretion to include:
 - A. Job Classification
 - B. Where to pick up applications with job description
 - C. Closing date
 - D. Notification of special requirements if needed
 1. CDL
 2. Pre-employment physical
 3. Background check
 4. Drug & Alcohol screening
 5. Special licenses or requirements

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2. Selection committee:
 - A. Police Commission for Police vacancies
 - B. Library Board for Library vacancies
 - C. City Council for department head vacancies
 - D. Two Council persons and department head for all other vacancies
3. City may reject application for the following reasons
 - A. Applicant does not meet the minimum requirements as specified in the job description
 - B. Does not complete the application
 - C. If it is determined he/she is physically unfit to perform the duties outlined in the job description
 - D. Has ever been dismissed from public service for proven delinquency or misconduct
 - E. Has made false statements of any material fact or practices or attempts to practice deception or fraud through his or her employment application
 - F. Has a past employment record that is unsatisfactory as determined by the City of Conrad
4. Application scoring counts as 20% of total score
 - A. 1-5 points for each
 1. Education
 2. Experience
 3. Completeness and neatness of application
 4. References
 5. Total presentation
 - B. Add 5% for veterans
 - C. add 10 % for disabled veterans able to do the job with reasonable accommodations
5. Interviews count as 80% of the total score
 - A. Select top 3 to 7 applicants for interviews
 - B. Select job related questions
 - C. Use same set of questions for each interview
 - D. Score 1-5 points for each question
 - E. Add 5% for veteran
 - F. Add 10% for disabled veteran able to do the job with reasonable accommodations
 - G. Have interviewees sign background check release
 1. Only do background check, physical and drug screening on selected applicant

Effective 5/21/01.

Revised 6/7/04
Revised 6/6/17

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6. Formula used to calculate scores is:
 - A. Application: final score divided by total possible score and multiply by 20
 - B. Interview final score divided by total possible score and multiply by 80
7. Double check all math
8. Notify all applicants of the outcome as soon as possible
9. Final selection shall be made by the City Council based on recommendation of selection committee

**RECRUITMENT POLICY
APPLYING VETERANS PREFERENCE
PART I SCORED PROCEDURES**

The following steps will be used for any selection process that involves **SCORED PROCEDURES** for an initial hiring of all classifications excluding short term.

Scored procedures means "written test, structured oral interview, performance test, or other selection procedure or a combination of these procedures that results in a numerical score to which percentage points may be added."

STEP 1

Basic screening of the application for education and experience with a rating of either **Yes** or **No**.

STEP 2

Anyone screened **Yes** from basic screening will move into this step. Application supplements or other screening processes will be scored here. All eligible veterans will receive preference points at this step based on the total points possible at this step. (5% points for regular veterans and 10% points for disabled veterans/eligible relatives)

I.E. If 30 points are available at this step, a regular veteran would have added to their raw score 1.5 points (30 x .05), and a disabled veteran would have 3 points (30 x .10) added.

STEP 3

Scores from STEP 2 will be banded and applicants will be selected for interview. Banding will consist of a **Best Qualified Group**, a Next Qualified Group, and a **Least Qualified Group** based on logical breaks in scores.

NOTE: Caution should be taken when determining logical breaks in scores and the cut off point for interviews. If a preference eligible, or any other applicant, is to be eliminated from the interview pool based on a few point differences below a selected range, a careful review of the scores should be made.

In order to avoid the likelihood of challenges based upon failure to apply veteran's preference, it is a good idea to err on the side of inclusion whenever there is a close call related to selection for interview. In such a case, if there is another logical break in scores which would result in inclusion of an eligible veteran (as well as any other candidates who score similarly) you should consider selecting that approach unless it would result in a significant and burdensome addition to the process. **This may be determined on a case by case basis while taking into consideration the applicant pool. Please contact P & T for assistance in determining which applicants to interview.**

STEP 4

Interviews are completed. Hiring authority will forward final scores for all processes to Personnel for final weighing of qualifications, capabilities and seniority for positions in the bargaining unit.

All eligible veterans will receive preference points at this step based on the total points possible in the combined process. (5% points for regular veterans and 10% points for disabled veterans/eligible relatives). **Final preference points will be calculated by Personnel and are incorporated in the weighed process using an EXCEL spreadsheet.**

PART II NON-NUMERICAL SCORING PROCEDURES

The following steps will be used for any selection process that involves NON-NUMERICAL SCORING PROCEDURES for an initial hiring either temporary or permanent.

"Non-numerical scoring," means assessing the applicant's degree of success or failure on a selection device or combination of devices without employing a numerical score, for example, a plus (+) for superior, a check (/) for satisfactory and a minus (-) for unsatisfactory.

STEP 1

Basic screening of the applications for education and experience with a rating of either **YES** or **NO**.

STEP 2

Anyone screened **YES** from basic screening will move into this step. Application supplements or other screening processes will be assessed here. Eligible veterans holding substantially equal qualifications will receive preference at this step.

STEP 3

Assessments from STEP 2 will be banded and applicants will be selected for interview. Banding will consist of a **Best Qualified Group**, a **Next Qualified Group**, and a **Least Qualified Group** based on assessments.

STEP 4

Interviews are completed. Eligible veterans will receive preference at this step based on substantially equal qualifications as defined below.

"Substantially equal qualifications" means" the qualifications of two or more persons among whom the employer cannot make a reasonable determination that the qualifications held by one person are significantly better suited for the position than the qualifications held by the other persons."

"Substantially equal qualifications" does not mean a situation in which two or more applicants are exactly equally qualified. It means a range in which two applicants must be considered to be substantially equal in view of the qualifications set for the job. CONTACT PERSONNEL AND TRAINING FOR FURTHER INTERPRETATION OF THIS LANGUAGE.

SCORE EXAMPLE

Application 20%

Take their final score and divide by total possible score divide by 20

Interview

Their final score divided by the total possible score multiply by 80

Example

Applicant

Total Possible

Application	20	8.80	45
Interview	186	<u>66.40</u>	225

75.20 Total Score

EXAMPLE APPLICANT	APPLICATION SCORE	APPLICATION POSSIBLE	APP SCORE CALC	TOTAL APP SCORE
A VET	20	45	8.89	9.33
B	35	45	15.56	15.56
C VET	40	45	17.78	18.67
D	40	45	17.78	17.78
E DIS. VET	40	45	17.78	19.56
F	37	45	16.44	16.44
G VET	36	45	16.00	16.80
INTERVIEW SCORE	INTERVIEW POSSIBLE	INT. SCORE CALC	TOTAL INT SCORE	FINAL SCORE
186	225	66.13	69.44	78.77
220	225	78.22	78.22	93.78
215	225	76.44	80.27	98.93
215	225	76.44	76.44	94.22
215	225	76.44	84.09	103.64
216	225	76.80	76.80	93.24
222	225	78.93	82.88	99.68

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Expectations

The City of Conrad welcomes its new employees and considers them as part of the team. It is difficult for an employee to adhere to certain expectations if he or she is unaware of what those expectations are. The City of Conrad wants all employees to know what can be expected from the City of Conrad. The policy manual is designed to inform employees on the City of Conrad rules, and the appropriate channels to pursue should a problem or questions arise.

All employees are expected to act in a professional manner and to treat co-workers, Council Members, vendors, colleagues, general public, customers and other business contacts with respect and dignity. Employees are expected to conduct their job functions in a professional, businesslike fashion with minimum interference by other staff members or visitors. Employee attention to responsibilities and work products should be constant, consistent, efficient and productive. Personal interference or distractions should be kept to a minimum.

The affairs of the City of Conrad are important and are to be considered a confidential trust, as well as a responsibility. Employee attitude, ability, productivity and sense of responsibility are subject to continual examination and discussion.

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Equal Employment Opportunity (EEO)/Americans with Disabilities Act (ADA)

It is the policy of the City of Conrad to ensure equal employment opportunity for all employees. The City of Conrad promotes and affords equal treatment and services to all citizens, employees and representatives. The City of Conrad assures equal employment opportunity regardless of race, religion, color, creed, national origin, sex, marital status, political ideas, age, or the presence of any sensory, mental, or physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bonafide occupational qualifications which cannot be accommodated without undue hardship.

The City of Conrad recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. The City of Conrad will provide disabled persons equal opportunity to participate in or enjoy the benefits of the City of Conrad services, programs, or activities, and to allow disabled employees a bias free work environment. The City of Conrad, upon request, will provide reasonable accommodation in compliance with the ADA. The City of Conrad will provide auxiliary aids and services if necessary and if such reasonable accommodation can be provided without undue hardship to the City of Conrad.

If an employee or general public perceives they have been discriminated against, they may file a grievance and pursue corrective action through the Grievance Policy stated within the manual.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The City of Conrad is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments Act and equivalent state disability laws. It is the City of Conrad's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without a reasonable accommodation. Consistent with this policy of nondiscrimination, the City of Conrad will provide reasonable accommodations to a qualified individual with a disability, provided that such accommodation does not constitute an undue hardship on the City of Conrad and/or a direct threat to the health and/or safety of the individual or others.

Employees or applicants who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Mayor or other designee and request such an accommodation. The City of Conrad will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his

or her job. The City of Conrad will then identify possible accommodations, if any, that will help to eliminate the limitation or barrier. If the accommodation is reasonable and will not impose an undue hardship on the City of Conrad and/or a direct threat to the health and/or safety of the individual or others, the City of Conrad will make the accommodation. The City of Conrad may also propose an alternative accommodation(s). City of Conrad is not required to provide the accommodation preferred by the individual, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.)

The City of Conrad will also make reasonable accommodations for conditions related to pregnancy, childbirth or related medical conditions, if requested with the advice of the employee's health care provider, as required by law.

Revised 6-6-17

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EMPLOYMENT POLICIES

Confidential Information/Personal Gain

Employees of the City of Conrad deal with confidential information on a daily basis. The confidential information may include specific claim information, account billing/payable information, litigation strategies/information and possibly personal information on individuals within the community. It is imperative that employees maintain City of Conrad integrity and not discuss City of Conrad business with people who should not be privy to the information. In some circumstances, City of Conrad business should be revealed to other City of Conrad employees on a "need-to-know" basis only. Employees who have questions regarding confidential information and to whom the information should be revealed should consult with their Supervisor or the Mayor.

Likewise, an employee may not use knowledge gained through employment at the City of Conrad to achieve personal gain or gain for anyone else. Employees cannot participate as City of Conrad employee where they may have private pecuniary interest, direct or indirect, or perform in some function requiring discretion on behalf of the City of Conrad. Employees cannot disclose or use confidential information concerning property or City of Conrad affairs to advance personal or private interest with respect to any contract or transaction which is, or may be, the subject of official action of the City of Conrad.

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EMPLOYMENT POLICIES

Lawsuits Against the City of Conrad

If an employee is approached by a legal process server, the employee should refer the server to an authority: their Supervisor, the Mayor, the Finance Officer or legal counsel. Should an authority not be available and the employee required to accept served papers, it is the employee's priority to locate and forward the information to one of the authorities listed without opening or reading the documents. No employee shall discuss aspects of any legal situation that is subject to or is currently involved in a lawsuit or hearing without first consulting with their Supervisor, the Mayor or legal counsel. Likewise, all requests for a press release or news quote should be referred to their Supervisor, Mayor, or President of the Council.

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EMPLOYMENT POLICIES

New Employees

New employees will complete an informal orientation session with their Supervisor or designee. The employee will have the opportunity to complete necessary employment forms required by federal and state statutes, as well as payroll and withholding information. Their Supervisor will explain, in general terms, the rules and expectations of the City of Conrad and provide an overview of the pay and benefit packages offered by the City of Conrad. The employee will be responsible for reading and following the policies established within the policy manual.

New employees will be provided on-the-job training specific to the equipment and tasks the employee is expected to perform.

All employees will serve a twelve (12) month probationary period. The probationary period allows time for the employee to learn the position as well as time for the supervisor to evaluate the employee's potential and performance. During the established probationary period, the City of Conrad reserves the right to terminate an employee for any reason deemed sufficient by the City of Conrad.

An evaluation will be done before the completion of (6) months and before the end of the (12) month probationary period to notify the employee of his/her status (regular or terminated).

Revised 9/2005

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EMPLOYMENT POLICIES

Employment of Relatives (Nepotism)

Nepotism is defined as bestowal of political patronage by reason of relationship rather than merit. Immediate relatives will not be employed in regular full-time or regular part-time positions where there is a conflict of interest. Examples of conflict of interest include situations in which:

One relative would have the authority to supervise, appoint, remove, discipline, or evaluate the performance of the other.

One relative would be responsible for auditing the work of the other.

Other circumstances exist which would place the relatives in a situation of actual conflict between the City of Conrad's interest and their own.

When it is necessary to exclude a person because of a conflict of interest or nepotism violation, then the involved employees will be asked to determine which one shall keep the job. The City of Conrad may require one spouse to quit 60 days after marriage to another City of Conrad employee if their relationship violates this policy and a mutually agreeable solution cannot be reached between the City of Conrad and the employees.

Immediate Relatives are defined as spouse, children, father, mother, siblings, and corresponding "step" and "in-law" relationships.

No employees will be appointed in a manner inconsistent with the laws and definitions as outlined in Title 2, Part 2, Chapter 3, MCA.

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Authority for Personnel Action

The City of Conrad reserves the right to direct, hire, promote, transfer, assign and retain employees. The City of Conrad also reserves the right to supervise, discipline, and relieve employees from their duties for any reason determined sufficient by the City of Conrad, as well as determine and change hours of work, shifts, and operation methods. The policies, practices, rules, and regulations may be established, changed or abolished within the sole discretion of the City of Conrad. Personnel actions will be executed at the discretion of the employee's immediate supervisor, with consultation from the Mayor and Council when necessary.

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Outside Employment

The City of Conrad should be the primary job of regular employees. The City of Conrad does not encourage employees to maintain job(s) with other companies or businesses. However, the City of Conrad does realize that occasionally an employee finds it necessary to hold another position. The other position shall not interfere with work performance, work responsibilities, work hours or work products required by the City of Conrad. Additionally, the other position cannot create a conflict of interest between the City of Conrad and the other employer. Before accepting another job (to be worked in conjunction with your City of Conrad position), an employee must consult with that supervisor and obtain written approval. Should the other position interfere with the employee's ability to satisfactorily complete City of Conrad job duties, the employee may receive disciplinary action up to and including termination.

Because the City of Conrad is directly and indirectly involved with and associates with various businesses, agencies, and individuals, an employee could unknowingly breach the conflict of interest conditions established for the City of Conrad as a public employer. Therefore, the employee must notify their supervisor of outside employment or extra-curricular involvement such as serving on boards, committees, etc. Should public conflict of interest be questioned, the matter will be referred to City of Conrad legal counsel.

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Employment Classifications

Regular Full-Time Employee - An employee who normally works 40 hours per week. Regular full-time employees are eligible for all employee benefits.

Regular Part-time Employee - An employee who normally works less than 40 hours a week. Regular part-time employees may be eligible for limited benefits on a prorated basis.

Seasonal Employee - An employee designated as "seasonal" at time of hire, who performs duties interrupted by the seasons, and who may be recalled without the loss of rights or benefits accrued during the preceding season. A seasonal employee may be eligible for limited or prorated benefits. May be rehired at department head discretion.

Temporary Employee - An employee who is hired on a temporary status for a definite period of time not to exceed 9 months and will be terminated at the end of the employment period. This employee may perform temporary duties or regular duties on a temporary basis; however, the employee is not eligible to become a regular employee without completing a competitive selection process. Temporary employees may be eligible for limited or prorated benefits.

Short-term Worker - A short-term worker is hired to work for an hourly wage established by the City of Conrad not to exceed 90 days within a 12-month period. Short-term workers are not eligible for permanent status and may not be hired into another position without a competitive selection process. The short-term worker is not eligible for any employee benefits including leave, holiday benefits nor any insurance benefits.

Independent Contractors - Independent contractors are not considered employees of the City of Conrad. Rather, independent contractors are those who work on a contract for services basis and must complete work assignments or responsibilities and receive payment (compensation) as identified in the contract. No employee benefits are provided to the independent contractor.

Effective 6/1/01

CITY OF CONRAD POLICY MANUAL

Nonexempt Employee - A nonexempt employee is an employee who, according to the Fair Labor Standards Act (FLSA) is entitled to receive at least minimum wage and receive overtime pay or overtime compensatory time after the employee has worked 40 hours in a work week period. Overtime pay is equivalent to one and one-half times the employee's regular hourly pay for each hour over 40 hours worked.

Exempt Employee - An exempt employee is an employee who, according to the FLSA, is not covered under the provisions pertaining to minimum wage or overtime pay. The FLSA provides for certain exemptions for employees employed in a bona fide executive, administrative or professional capacity. In order to be an exempt employee, certain tests relating to duties, responsibilities and salary must be met. For more information refer to the Department of Labor Federal Register.

Revised 5/21/01
Revised 6/01/01

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Performance Appraisals and Job Evaluations

Employee performance evaluations are provided annually to non-probationary employees. The evaluation provides an opportunity for the supervisor and employee to discuss the employee's progress and strengths as well as the need for correction of any deficiencies. Annual evaluations provide an ongoing performance record which may be used as supportive documentation for personnel actions such as promotions or demotions. Evaluations also provide employees an opportunity to discuss personal and the City of Conrad's goals and means for improvement. Annual evaluations provide an opportune time to formulate or update the employees' job descriptions.

Probationary employees will receive informal feedback throughout their probationary period. The probationary employee will also receive a formal evaluation before the completion of six months and before the twelve-month probationary period expires, at which time the employee will be advised of their status (regular or terminated.)

All regular and seasonal employees will be evaluated at least once a year.

Annual evaluations will be completed by employee's immediate supervisor, using the employee's job description as the appraisal basis. The employee is encouraged to complete a preliminary self-appraisal to prepare for the evaluation meeting. The employee and the evaluator shall schedule a conference to discuss the employee's job performance and the job description. The conference will provide the opportunity for the employee to work with their supervisor to develop the employee's understanding of the position, annual goals, training needs, budget restraints/needs and improvement plan. If the employee and their supervisor do not agree on an evaluation result, the employee may respond to their supervisor in writing within 10 working days and attach the statement to the performance evaluation form.

The employee and their supervisor will sign and date the evaluation form. The employee's signature will indicate that the employee has reviewed the evaluation with their supervisor and understands the comments contained within the evaluation.

CITY OF CONRAD

EMPLOYEE PERFORMANCE REVIEW

CURRENT DATE: _____

EMPLOYEE'S NAME: _____

EMPLOYEE'S POSITION: _____

DATE OF HIRE: _____

REVIEW DATE: _____

REASON FOR REVIEW: _____

PERSON CONDUCTING REVIEW: _____

A. ATTENDANCE/DEPENDABILITY

1. Frequently late or absent. Seldom notifies supervisor of absence within appropriate time frame.
3. Occasionally reports late to work or back from lunch. Higher than average sick days.
5. Consistently on time. Average attendance record.
7. Seldom absent. Reports absences early so that alternate staffing can be arranged.
9. Virtually perfect attendance and punctuality. Often prearranges alternate staffing for scheduled time off.

Score _____ Comments/Goals _____

B. SAFETY REGULATIONS/POLICY COMPLIANCE

1. Consistently fails to comply with regulations and policy. Creates unsafe work environment.
3. Sometimes does not follow regulations and policy.
5. Usually follows regulations as directed.
7. Consistently follow and accepts regulations and policy.
9. Consistently follows regulations and policy. Self-directed to promote safe work environment.

Score _____ Comments/Goals _____

C. JOB KNOWLEDGE AND SKILLS

1. Inadequate knowledge of the job duties. Does not apply knowledge/skill. Requires constant supervision.
3. Basic understanding of job duties. Requires direction to apply knowledge/skills properly.
5. Properly applies skills and knowledge of the techniques, procedures, products and materials, to perform job duties, Functions with minimal supervision.
7. Above average level of knowledge and skills applied to job duties. Works independently with occasional request for direction.
9. Seeks additional job knowledge and skills and applies such to the overall improvement of department functions. Consistently works independently.

Score _____ Comments/Goals _____

D. QUALITY OF WORK

1. Work product is inaccurate and unacceptable, which reflects poorly on the organization. Makes excessive and recurrent errors. Requires constant direction to improve work quality.
3. Work frequently below quality standards. Makes frequent errors. Requires frequent direction to improve quality.
5. Work quality meets acceptable standards. Makes acceptable number of errors. Requires some direction.
7. Work product is of consistent high quality. Work is error-free most of the time. Requires only minimum direction.
9. Results virtually perfect and thorough. Work is consistently error free. Rarely needs direction.

Score _____ Comments/Goals _____

E. PRODUCTIVITY

1. Amount of work accomplished totally inadequate. Does not utilize time and materials efficiently. Inefficient work may be disruptive to department operations.
3. Below average volume of work. Often slows effectiveness of department operations. Occasionally does not utilize time and materials effectively.
5. Generally produces a satisfactory quantity of work. Keeps pace with the department standards and operation.
7. Frequently achieves a high quantity of work surpassing job requirements. Accepts direction to utilize time and materials more efficiently.
9. Consistently exceeds job requirements with exceptional speed and quantity of work accomplished. Self- directed to find ways to utilize time and materials more efficiently.

Score _____ Comments/Goals _____

F. JUDGMENT

1. Makes decisions without basis. Neglects to take appropriate action. Does not make use of available information or assistance.
3. Sometimes makes decisions in haste without using available information, sometimes fails to seek needed assistance.
5. Generally demonstrates logical thinking by making sound decisions after considering available information. Seeks assistance when needed.
7. Consistently makes appropriate, sound decisions for solution of problems. Rarely requires assistance, but knows when to seek assistance.

9. Displays exceptional ability to analyze and deal with a variety of situations that otherwise could be potential problems.

Score _____ Comments/Goals _____

G. INITIATIVE/RELIABILITY

1. Does only what is directed, distracted on the job and may distract other employees. Not a self-starter and never makes suggestions to improve job efficiency.
3. Requires some direction to accomplish work, seldom performs extra duties,
5. A self-starter to achieve work goals. Willing to help others when asked. Occasionally makes suggestions for improvement in work methods,
7. Often suggests better ways for accomplishing work goals. Willing to help others when asked and at times self-directed to do extra work.
9. Consistently makes suggestions that improve work efficiency and quality. Always self-directed to help others to reduce overall work. Determined to achieve work goals.

Score _____ Comments/Goals _____

H. ADAPTABILITY

1. Does not respond well to change in job assignment, workloads, or responsibilities.
3. Some willingness to respond to change, but with reluctance.
5. Generally willing to accept changes in job assignments and to try new methods,
7. Readily adaptable and occasionally suggest changes to improve functions.
9. Superior ability to grasp new information and varying responsibilities.

Score _____ Comments/Goals _____

I. INTEGRITY/ACCOUNTABILITY

1. Does not accept responsibility for errors or actions. Always has excuse or blames others. Does not notify supervisor of problems.
3. Sometimes accepts responsibility for errors or actions, occasionally blames others. Wait for supervisor to notice error.
5. Always accepts responsibility for errors and problems when notified by supervisor.
7. Always accepts responsibility for errors and problems. Occasionally notifies supervisor of errors but sometimes waits to be notified by supervisor.

9. Always accepts responsibility for errors and problems. Makes effort to notify supervisor first, does not wait for supervisor to find error or problem.

Score _____ Comments/Goals _____

J. WORK RELATIONSHIP

1. Finds difficulty in being supervised. Acts independently without respect to how actions affect others. Does not appear to care if others are satisfied. Rarely acts in ways that promote courtesy or service.
3. Usually gets along well with supervisor and others. Occasional difficulties with other employees or the public. Sometimes abrupt or discourteous.
5. Responds well to supervision and direction. Works well in a group. Readily assists the public and employees to provide quality service. Gives priority to satisfying others.
7. Regularly contributes to overall department efforts. Actions complement efforts of other employees. Frequently exceeds job responsibilities to satisfy the public and others. Attitude is cheerful and friendly.
9. Exceptional team player whose contributions to the group are relied upon for smooth operations. Sets example by promoting service to the public and others.

Score _____ Comments/Goals _____

K. COMMUNICATIONS SKILLS/PUBLIC RELATIONS

1. Does not communicate with the public or staff effectively. Not courteous to the public or staff.
3. Occasionally does not communicate with the public or staff effectively. Sometimes has demonstrated inappropriate behavior with staff or the public.
5. Demonstrates appropriate and courteous behavior to the public and staff using good communication skills.
7. Communication skills demonstrate positive outcomes with the public and staff.
9. Demonstrates excellent communication skill and has positive influence on the public and staff.

Score _____ Comments/Goals _____

I have completed this performance review based on actual observation of the employee on the job and objective analysis.

Signed _____

Title _____

Date _____

I agree that this appraisal has been completed and that I have reviewed it in confidence with my employment supervisor. I further agree that I have received a copy of this appraisal. I understand that my signature does not constitute an assent or approval of the appraisal and I do not waive my right to appeal this appraisal.

Employee Signature _____

Review Statement

Signature: _____ Date: _____

Employee Statement

Signature: _____ Date: _____

CITY OF CONRAD						
NAME						
CURRENT DATE						
REVIEW DATE						
HIRE DATE						
	9	7	5	3	1	0
ITEM DESCRIPTION	EXCEPTIONAL	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NOT ACCEPTABLE	N/A
GENERAL:						
A: ATTENDANCE/DEPENDABILITY						
B: SAFETY REGS/POLICY COMPLIANCE						
JOB RELATED:						
C: JOB KNOWLEDGE/SKILLS						
D: QUALITY OF WORK						
E: PRODUCTIVITY						
F: JUDGEMENT						
G: INITIATIVE/RELIABILITY						
H: ADAPTABILITY						
I: INTEGRITY/ACCOUNTABILITY						
EMPLOYEE RELATED:						
J: WORK RELATIONSHIP						
K: COMMUNICATION SKILLS/PUBLIC RELATIONS						
SCORE (COLUMN AMT X COLUMNS CK'S)						
ADD TOTALS=(A)						
DIVIDE(A) BY 11 MINUS # CHECKS IN N/A COLUMN						
= AVERAGE						
AVG. SCORE IS LESS THAN 5,						
ADDITIONAL REMEDIATION REVIEW MUST BE COMPLETED IN 30-60 DAYS						

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Residency Requirements

I. POLICY

Except as otherwise provided herein, all Conrad City Police Officers (“Officers”) must be residents of Pondera County and reside within thirty-five (35) miles of the city limits of the City of Conrad. The Chief of Police, Captain, Lieutenant, and Sergeant must reside either within the city limits of Conrad or within five (5) miles thereof.

Proof of residency must be submitted by new employees within six (6) months from date of employment. An Officer may request an extension of up to six (6) additional months to establish residence in conformance with this policy. Said request must be made in writing and delivered to the Chief of Police, the Mayor, and the City Council. The City Council will review the request and may grant or deny the request at its discretion.

Any Officer residing outside the city limits of Conrad must be able to safely respond to emergency situations in a timely manner, in accordance with Conrad Police Department Policy P1-2006-V2.0 – Emergency Vehicle and Pursuit Driving.

Officers who violate this policy may be subject to disciplinary action, including but not limited to termination, demotion (temporary or permanent), reassignment of duties, or adjustment of compensation, as deemed appropriate.

II. PROOF OF RESIDENCY

The City of Conrad, Montana reserves the right to request documentation or proof of residency at any time. New hires that are unable to provide proof of residency compliance at the time of initial employment must provide proof of residency compliance within six (6) months of hire.

Required Documentation Accepted for Proof of Residency

At least one of the following:

- valid driver's license or state identification
- current vehicle registration
- current utility bill (within 30 days)

AND

At least two (2) the following:

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Residency Requirements Cont.

- mortgage papers or lease agreements in the employee's or spouse's name
- address section of federal tax return, tax bill for residence, or recent bank or credit union statement in employee's or spouse's name (within 30 days)
- voter's registration card

It is the responsibility of each employee to maintain a current record of address with his/her supervisor.

Falsification of records may result in disciplinary action, up to and including termination.

Revised 04/15/2025

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Working out of the Office

City of Conrad employees may be required to travel outside of the city when requested by their supervisor. When working away from the office it is important for employees to maintain contact with the office by calling into the office to provide status reports and check for messages.

Although kept to a minimum, occasionally it may be necessary to get in touch with traveling employees where they are working. It is important to leave for employees an agenda and phone number with appropriate staff, in the event the office needs to contact the employee. Employees should inform the office of their route and travel plans so other staff can assist in their safe arrival.

The City of Conrad prohibits the use of a controlled substance or alcohol in workplace or while conducting business. Driving or operating mechanical equipment under the influence of alcohol, illegal drugs, over-the-counter or prescription medications which may cause drowsiness or impair judgment is absolutely prohibited and may result in disciplinary action up to and including immediate termination.

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Use of City Owned Property

The use of property owned by the City of Conrad for personal purposes is not allowed. This includes all City buildings, vehicles, electronic equipment, and supplies. Employees violating this policy will be required to reimburse the City of Conrad and may be subject to disciplinary action up to and including termination.

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Telephone

The City of Conrad telephones are to be used primarily for City business.

Personal telephone calls should be kept to a minimum number and must not interfere with the employee's work.

Personal long-distance charges are to be billed to the employee's personal calling card, collect to the call receiver, or to the employee's home number. It is the employee's responsibility to ensure that no cost to the City of Conrad results from personal telephone calls.

Employees violating this policy will be required to reimburse the City of Conrad for any costs related to personal telephone calls and may be subject to disciplinary action up to and including termination.

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Computer Usage

Use of the City of Conrad's electronic communication equipment, systems and/or tools is a privilege. Misuse, abuse, or unauthorized use, in violation of this policy, may result in the loss of access for the employee and are grounds for disciplinary action up to and including termination.

Prohibited Uses

Prohibited uses of the City of Conrad's electronic communication equipment, systems and tools and the information sent, exchanged, accessed or stored, include, but are not limited to, the following:

Illegal activities. Use must be in compliance with all applicable federal, state and local laws;

1. Threats or harassment including sexual harassment;
2. Slander or defamation;
3. Obscene, profane, vulgar, or offensive language, suggestive messages, or offensive graphical images;
4. Political endorsement and lobbying;
5. Religious activities;
6. Purposely accessing or sending messages that are racist, discriminatory, inflammatory or demeaning to others or that encourage illegal or prohibited activities. All policies of the City of Conrad against discrimination and harassment apply in full to use of our electronic communication equipment, systems and tools;
7. Using any means to undermine security systems on any computer network or knowingly transmitting viruses;
8. Unauthorized changing of files that belong to another;
9. Loading and using unauthorized software and/or personal software; and
10. Employee's shall only be allowed to use computers assigned to them unless otherwise authorized by their supervisor.

CITY OF CONRAD POLICY MANUAL

Acceptable Uses

Authorized e-mail users are responsible for the content and dissemination of their messages. This responsibility includes ensuring that their messages:

- are accurate;
- are courteous (once sent, a message cannot be retracted);
- are appropriate to be sent through email. An employee has no expectation of privacy when using e-mail systems owned by the City of Conrad. E-mail messages may be released to the public under the public record laws;
- protect others' right to privacy or confidentiality, including but not limited to personnel information and records. No e-mail communication shall contain confidential information; and
- either reflect the City of Conrad's official position or include a disclaimer such as: "The opinions expressed here are my own and do not necessarily represent those of the City of Conrad."
- free from viruses. Occasionally, an email message will contain an attachment which contains a computer virus. A computer virus can literally erase a computer's hard drive, operating files, or data. When accessing email that contains an attachment, save the attachment to a disk before opening any files. Scan the attachment using a virus detecting program to ensure the file is "clean" before accessing the file. If an authorized e-mail user needs assistance with this operation, the data coordinator or the information systems manager can be contacted.

Authorized e-mail users must govern use of e-mail accordingly. Before e-mail is selected for communication or document transmission, the need for immediacy, formality, accountability, access, security, and permanence must be considered. E-mail is more permanent than a phone conversation, but it is less secure than paper mail because it is easy to duplicate and distribute.

Security

The City of Conrad owns the contents of all files stored on its systems; all messages transmitted over its systems, and reserves the right to access them. E-mails may be accessed and monitored in the normal course of business by system administrators, supervisors and support staff.

CITY OF CONRAD POLICY MANUAL

Retention

All e-mail messages are considered to be temporary, and the system is not to be used as a record storage device. This is not intended to prohibit the creation from time to time of reference files for user convenience, which may remain pm the system for extended periods of time.

Employees should remove transitory messages which typically do not constitute public records on a weekly basis.

All authorized users must retain and regularly transfer public records to an organized secure and accessible filing system. Unintentional failures to do so because of the user's failure to enter the proper save and transfer commands will not be considered a violation of the policy unless there are repeated violations.

Internet

The Internet is a computer network that links computers and databases of information from around the world. Internet access is provided to authorized City of Conrad employees and volunteers. There is a wide variety of information on the Internet, some of which may be offensive or otherwise objectionable to some users. The City of Conrad has no control over and is not responsible for the content of information available on the Internet.

Acceptable Use

A user must comply with the following guidelines when using the City of Conrad authorized internet access.

Threatening, Harassing or Obscene Data is prohibited. It is not acceptable to use the Internet access to transmit threatening, obscene or harassing materials or to interfere with or disrupt network users, service or equipment. Disruptions include, but are not limited to: propagation of computer worms or viruses and using the network to make unauthorized entry to any other machine accessible via the network.

On-line Conduct. An employee may not post on or transmit through any on-line network any unlawful, harmful, threatening, abusive, harassing, defamatory, sexually explicit, vulgar, obscene, profane, hateful, racially or ethnically demeaning or threatening or otherwise objectionable language, images or material of any kind, including without limitation, any language, images or materials which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable law or city policy.

CITY OF CONRAD POLICY MANUAL

Private Information/Resources. It is assumed that information and resources accessible via the Internet are private to the individuals and organizations which *own or hold* rights to those resources and information, unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use the Internet to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources of information.

Employees may not send abusive or unwanted material causing the work of other to be disrupted.

Employees may not communicate under a false name or designation or an unauthorized name or designation.

Employees Can Not Introduce or Attempt to Eradicate Computer Viruses. You may not introduce "rogue programs" (software introduced into computer and network systems for fraudulent or malicious purposes such as viruses, worms, trojan horses, and logic bombs) to the Internet stations' hard drives. If an employee suspects the presence of a virus, the supervisor should be contacted immediately.

Misuse. Any misuse which compromises system security is prohibited. Use of internet access for non-work related or private purposes during paid work hours is strictly prohibited.

Security

The City of Conrad expressly reserves the right to monitor its employee's use of the Internet.

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Use of City of Conrad Vehicles

The City of Conrad shall designate the positions that require the use of City of Conrad vehicles on a take-home basis. All City of Conrad vehicles are to be used for only business-related purposes and, if possible, are to be available and shared among all employees when needed for business related travel. Employees using a City of Conrad vehicle will be required to keep a mileage and maintenance log. Employees who believe their position warrants the designation of a City of Conrad vehicle should discuss such during the annual evaluation period when other budgetary items are reviewed.

Employees using a City of Conrad vehicle must observe and obey traffic regulations and exhibit extreme care of the vehicle. Employees and other authorized passengers are required to wear seat belts at all times. Vehicles shall be parked in an authorized or unrestricted space. When the vehicle is left unattended, the employee must secure the vehicle by rolling-up all windows and locking all of the doors. Employees are expected to clean the city vehicle upon return from their trips by removing garbage and washing the vehicle, as required. Employees are prohibited from using tobacco products in the City vehicles.

Employees should report unsafe vehicle conditions or conditions in need of repair to your Supervisor immediately.

Employees operating a City of Conrad vehicle must possess a valid driver's license with appropriate endorsements required for the equipment. Employees shall not operate a vehicle requiring a commercial driver's license if not appropriately trained and if they do not possess a commercial driver's license.

Employees who violate Montana driving statutes or are when involved in an accident while *on* City of Conrad business or in a City of Conrad vehicle may be subject to disciplinary measures. Driving or operating equipment under the influence of alcohol, illegal drugs, over-the-counter or prescription medications which may cause drowsiness or impair judgment is absolutely prohibited and may result in disciplinary action up to and including immediate termination.

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Vehicle Accidents

If an employee is involved in a motor vehicle accident with a City of Conrad vehicle, the employee must notify their Supervisor immediately. If the accident occurs on a city street or on public property, the law enforcement agency with jurisdiction should be contacted to complete an investigation of the accident. Employees must cooperate with, and are permitted to discuss the incident with, Safety Personnel, as well as appropriate agents of the City of Conrad, including insurance adjusters and legal counsel.

Upon return to the City of Conrad office, the employee should detail, in writing, the accident and situations leading up to the accident. The employee may also be asked to assist with completing the necessary forms for insurance claims. The supervisor shall complete an investigation of the facts and circumstances of the accident to determine if disciplinary measures are warranted. Accidents where the City of Conrad employee was driving or operating machinery under the influence of alcohol or illegal drugs (which is absolutely prohibited) will constitute grounds for discipline up to, and including, immediate termination.

No employees, at any time, shall discuss or admit any fault or liability for injuries or losses with anyone and questions shall be directed to their supervisor, Mayor or City of Conrad legal counsel.

Safety and Accident Review

It is the City of Conrad's objective in the establishment of a safety and accident review policy to encourage and promote safe work practices for all city operations and to investigate and review every work-related accident and submit recommendations for appropriate actions to be taken by the City Council for each specific accident.

Safety and Accident Review Board

The City of Conrad's Safety and Accident Review Board shall consist of 3 members appointed by the Mayor and approved by the Council. The Review Board shall investigate and review all accidents involving city owned vehicles and/or machinery. Upon completion of the Board's review and investigation, the Board shall determine whether the accident was preventable, using reasonable standards, and shall submit a written recommendation to the City Council concerning the appropriate action to be taken.

CITY OF CONRAD POLICY MANUAL

Any accident committed by a City employee while using City owned vehicles or equipment may be subject to review by the Safety Committee. Discipline will be determined on a case by case basis as recommended by the Safety Committee and approved by Mayor/Council. Discipline may range from a report in the employee's personnel file to suspension with or without pay to termination.

Any CDL holder may be subject to an immediate post-accident drug screen depending upon seriousness of accident.

Revised 1-22-13
Revised 8-18-14

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Personnel Files

The City of Conrad maintains records on every employee related to their employment. The employee's personnel file will contain information such as employment application/resume or cover letter, performance evaluations, training records, commendations and awards, disciplinary records, and resignation/termination records. Any information obtained for EEOC compliance (Form EEO-4) and medical information will be kept in separate, confidential files and accessed only on a need-to-know basis by authorized personnel.

Personnel files are confidential and only accessible to others on a need-to-know basis for personnel action. Upon written request to the Mayor, employees may inspect and make copies of their personnel records. Employees should contact the Mayor to establish a convenient review time.

Vital information should be updated as needed. Employees must notify the Administrative Clerk in writing should there be a change in the employee's name, address, telephone number, marital status, or emergency contacts. Employees should also notify the Administrative Clerk to complete new W-4 in the event of a change in the number of dependents and/or marital status, or retirement forms should the employee change beneficiaries.

Revised 8-18-14
Revised 6-06-17

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Alcohol-Free & Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.), the City of Conrad is committed to providing an alcohol-free and drug-free workplace.

The City of Conrad prohibits the unlawful manufacture, distribution, sale, possession or use of a controlled substance or alcohol in workplace or while conducting city business. All employees must notify their Supervisor in writing of any conviction for a violation of any controlled substance law, occurring in the workplace, no later than five (5) days after such conviction. Their Supervisor is responsible for notifying the appropriate federal granting agency of the conviction when the employee involved is working on a federal grant or contract, within ten (10) days of learning of the conviction.

Employees who violate this policy will be subject to counseling or disciplinary action up to and including termination. The City of Conrad recognizes that behavioral health problems which affect work performance may be correctable through treatment and/or counseling. The City of Conrad strongly supports such counseling and treatment measures and encourages employees to seek such services should they be necessary.

CDL holders and full time Law Enforcement are subject to Drug and Alcohol testing (please see the full Drug and Alcohol Policy following this page).

Revised 8-02-17

POLICY

City of Conrad employees are our community's most valuable resource. Many of City of Conrad employees work in environments that can be hazardous to other employees, citizens, and property especially if an employee is impaired. Our goals are to prevent accidents and injuries resulting from the misuse of alcohol and prohibited substances, as well as to provide a healthy and safe working environment.

In meeting these goals, it is our policy to:

- (1) Comply with Montana's "Workforce Drug and Alcohol Testing Act."
- (2) Assure Covered Employees are not impaired in their ability to perform assigned duties in a safe and productive and healthy manner;
- (3) Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances;
- (4) Create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse;
- (5) Recognize drug and alcohol abuse as a treatable illness and encourage Covered Employees to seek professional assistance because alcohol or drug dependency adversely affects their ability to perform their duties;
- (6) Maintain a work environment and promote work habits that foster public confidence; and
- (7) Strive to continually improve the service we provide the public and recognize the key role our agency plays in public safety;
- (8) Comply with Montana's "Workforce Drug and Alcohol Testing Act" as well as applicable federal regulation.

PURPOSE

The purpose of this policy is:

1. To assure worker fitness for duty and to protect our Covered Employees and the public from the risks posed by the use of alcohol and prohibited substances;
2. To inform all Covered Employees of their rights and obligations concerning alcohol and controlled substance testing program as well as to alert Covered Employees to the consequences of violating these policies;

3. To comply with all applicable State and federal regulations governing workplace anti-drug programs;
 - a. The Federal Highway Administration (FHWA) of the U.S. Department of Transportation has enacted 49 CFR Part 382, 391, 392, and 395, as amended, that mandate urine drug testing and breath alcohol testing for persons who are subject to Commercial Driver' License (CDL) requirements and perform Safety-Sensitive Functions;
 - b. The U.S. Department of Transportation (DOT) has also enacted 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens;
 - c. In addition, the DOT has enacted 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FHWA.
 - d. To comply with the "Workforce Drug and Alcohol Testing Act" 39-2-205 through 39-2-211, MCA;
 - e. To comply with 41 USC Sec. 701, et seq.
 - f. This policy incorporates the requirements under the above regulations.
4. Nothing in this policy is intended to preclude disciplinary action being taken under existing policy;
5. Neither this policy nor any of its terms are intended to create a contract of employment, or to contain the terms of any contract of employment.

EFFECTIVE DATE OF POLICY and LIMITATION

The Workplace Drug and Alcohol Testing Act mandates that before an employer may test Covered Employees for the presence of alcohol or controlled substances, the employer must first adopt a written policy, and have the policy available for review by all Covered Employees for sixty (60) days prior to the implementation of the policy. Therefore, this Policy will be available for review by all Covered Employees no later than January 24, 2018, and will be implemented on March 25, 2018.

Neither this policy nor any of its terms are intended to create a contract of employment, or to contain the terms of any contract of employment.

AMENDMENTS TO THIS POLICY

City of Conrad retains the sole right to change, amend, or modify the terms of this Policy in accordance with the provisions of the Workforce Drug and Alcohol Testing Act as well as applicable federal regulations.

COVERED EMPLOYEES

This policy applies to all City of Conrad employees who are subject to CDL requirements and perform Safety Sensitive Functions (hereafter referred to as Covered Employees). It applies to on-duty time as well as off-site breaks and lunch periods when a Covered Employee is scheduled to return to work as directed by City of Conrad.

Covered Employees and Applicants for Safety-Sensitive Positions covered by this Policy include:

1. Public Works Director
2. Public Works Department Employees
3. Conrad Police Chief
4. Conrad Police Department of Employees

PROHIBITED CONDUCT

Controlled substances

Any Covered Employee engaging in the manufacture, distribution, dispensing, possession, or in the use of a controlled substance or alcohol at any work site, with the exception of a substance administered by or under the direction of a physician, will be subject to disciplinary action up to and including immediate termination. Where criminal activity is suspected, law enforcement authorities will be notified. A person who knowingly manufactures, distributes, dispenses, possesses, uses controlled substances or who possesses controlled substances with an intent to manufacture, distribute, dispense, or use the same may face both state and federal criminal sanctions. Under state law, criminal actions of this nature may result in both misdemeanor and felony convictions with criminal sanctions ranging from imprisonment up to 20 years and fines up to \$50,000. Under federal law, criminal actions of this nature may result in both misdemeanor and felony convictions with criminal sanctions ranging from imprisonment up to 15 years (or longer if this is not your first conviction) and fines up to \$125,000 (or greater if this is not your first conviction). Detection levels requiring a determination of a positive result shall be conducted in accordance with the regulations found in 49 C.F.R., Part 40.29.

City of Conrad shall test for the prohibited substances including those identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 USC 812), and as further defined by 21 CFR Parts 1300.11 through 1300.15. This includes: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine. The misuse of legally prescribed drugs or the use of illegally obtained prescription drugs is also prohibited and shall be considered prohibited conduct. Use or ingestion of prohibited drugs is prohibited at all times.

Alcohol

No Covered Employee shall report for duty or remain on duty requiring the performance of Safety-Sensitive Functions while having an alcohol concentration of 0.02 or greater. If there is actual knowledge that a Covered Employee may be under the influence of alcohol while performing safety sensitive functions, the Covered Employee shall not be permitted to perform or continue to perform Safety-Sensitive Functions, pending a reasonable suspicion interview. No Covered Employee shall use alcohol while performing Safety-Sensitive Functions, within (4) four hours prior to performing a safety sensitive function, or during the hours that they are on call or standby for duty. No Covered Employee shall use alcohol within eight (8) hours following an accident or until the Covered Employee undergoes a post-accident test, whichever occurs first.

If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. A Covered Employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will result in removal from his/her position for (8) eight hours unless a retest results in a concentration measure of less an 0.02. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. Employment will be terminated and the violating Covered Employee will be referred to a Substance Abuse Professional as outlined in Section 20.0

Prescription drugs

The appropriate use of medically prescribed drugs and/or non-prescription drugs can impair a Covered Employee's job performance and create unsafe conditions.

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates mental functioning, motor skills, or judgment may be adversely affected must be reported to supervisory personnel before reporting to work.

The misuse or abuse of legal drugs while performing Safety-Sensitive Functions is prohibited.

Refusal to test

All Covered Employees will be subject to urine drug testing and breath alcohol testing. Any Covered Employee who refuses to comply with a request for testing, who provides false information in connection with a test, who does not report to the collection site in the time allotted, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution, shall be removed from duty immediately, their test result categorized as positive, and receive disciplinary action equal to that given for a positive test result. Refusal can include an inability to provide a specimen or breath sample without a valid medical explanation, as well as failure to remain readily available for post-accident testing, a verbal declaration, obstructive behavior; failure to report to a collection site in a timely fashion without a valid reason, or physical absence resulting in the inability to conduct the test, or failure to cooperate with any part of an observed or monitored collection. Any Covered Employee who fails to sign the certification at Step 2 of the Alcohol Testing Form will constitute a refusal of alcohol testing.

It is the policy of City of Conrad that refusals to test as outlined above will result in termination of employment. A referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O will be provided upon termination.

Failure to notify City of Conrad of a criminal drug conviction or diversionary prosecution agreement

Any Covered Employee who fails to notify City of Conrad within 5 days of any criminal drug statute conviction, or a finding of guilt whether or not adjudication is withheld, or the entry into a diversionary program in lieu of prosecution, shall be subject to immediate removal from safety sensitive duties and disciplinary action up to and including possible termination of employment.

It is the responsibility of all Covered Employees to report to their employer any impairment as a result of substance abuse.

FAIR APPLICATION OF THIS POLICY

City of Conrad is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner.

Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy regarding subordinates, shall be subject to disciplinary action up to and including termination.

TRAINING

Covered Employees will receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

Supervisors who make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral and performance indicators of probable alcohol and drug use.

APPLICANTS FOR EMPLOYMENT

DOT REQUIRED BACKGROUND CHECKS

In compliance with 49 CFR Part 40.25, City of Conrad must make a good faith effort to obtain drug and alcohol testing records from prior DOT covered employer(s) for the previous two years for all applicants seeking safety-sensitive positions and all current Covered Employees transferring into a safety-sensitive position. City of Conrad will require each applicant/transferee for a safety-sensitive position to complete a written consent that allows the

release of drug and alcohol testing information from previous DOT covered employers to City of Conrad. An applicant/transferee who refuses to provide written consent will not be permitted to perform Safety-Sensitive Functions for City of Conrad.

All safety-sensitive applicants who have previously failed a DOT pre-employment test must provide proof that they have completed a Substance Abuse Professional's evaluation and treatment program in addition to their submission to a pre-employment drug test with negative results prior to their employment into a safety-sensitive job function. The credentials, training and education of the Substance Abuse Professional must meet or exceed the regulation 49 CFR Part 40 Subpart O.

PRE-EMPLOYMENT TESTING

All safety-sensitive position applicants shall undergo urine drug testing prior to employment. Receipt by City of Conrad of a negative test result is required prior to the first performance assignment of safety sensitive functions. A positive test result will disqualify an applicant from employment within City of Conrad. City of Conrad shall notify a Covered Employee/applicant of the results of a pre-employment controlled substance test conducted under this part, if the Covered Employee/applicant requests such results within 60 calendar days of being notified of the disposition of the employment application.

REASONS FOR TESTING CURRENT COVERED EMPLOYEES

COVERED EMPLOYEES RETURNING FROM EXTENDED LEAVE

In addition, a Covered Employee who returns from an extended leave period of 90 consecutive days or more, and was removed from the random testing pool, must take and pass a pre-employment drug test prior to resuming or returning to a safety sensitive function. Under this agency's policy, failure to pass the drug test shall result in termination of employment; the violating Covered Employee will be referred to a Substance Abuse Professional.

REASONABLE SUSPICION TESTING

Covered Employees in covered positions may be subject to a fitness-for-duty evaluation which includes urine and/or breath testing when there is reason to believe that drug or alcohol use is a potential factor in affecting job performance.

A reasonable suspicion determination will be made by a supervisor who has been trained in reasonable suspicion and who believes that the Covered Employee has violated the prohibitions of these regulations based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the Covered Employee.

Reasonable suspicion determinations must be documented within twenty-four (24) hours of observation and by test results received. A description of the behaviors that led to the determination must be signed by the person who made the determination. A Reasonable Suspicion Determination form will be used to document and record the Covered Employees behavior, as witnessed by the supervisor. Examples of reasonable suspicion include, but are not limited to the following:

1. Overt signs and symptoms of impairment
2. The detectable odor of alcohol
3. Physical evidence of drug use, such as possession of drug paraphernalia.

POST-ACCIDENT TESTING

Fatal Accident: A Covered Employee shall be required to undergo urine drug and breath alcohol testing if involved in an accident that results in a fatality (regardless of whether the vehicle is in revenue service). Any other Covered Employee(s), i.e.: maintenance personnel, dispatchers, controllers, whose performance could have contributed to the accident, shall also be tested. As soon as practical following an accident involving the loss of human life, surviving Covered Employees shall undergo drug and breath alcohol testing.

Non-Fatal Accident: A post-accident test shall be conducted if an accident results in injuries requiring immediate medical treatment away from the scene, *OR* if one or more vehicles incurs disabling damage that requires towing from a site; unless City of Conrad determines, using the best information available at the time of the decision, that the Covered Employee's performance can be completely discounted as a contributing factor to the accident. Any other Covered Employee whose performance could have contributed to the accident shall be tested. The decision regarding whether the Covered Employee's performance could have contributed to the accident will be made in the sole discretion of City of Conrad using the best information available at the time of the decision.

Following an accident, the Covered Employee must be "readily available" for testing. Post-accident tests will be done as soon as possible, however in any case, all reasonable efforts shall be made to test the Covered Employee(s) within (2) two hours of the accident, but not after eight (8) hours for alcohol testing and thirty-two (32) hours for drug testing. If a drug or alcohol test required by this section is not administered within the required time period following the accident, City of Conrad shall prepare and maintain on file, a record stating the reasons the testing was not promptly administered.

Any Covered Employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until the Covered Employee undergoes a post-accident alcohol test. Any Covered Employee, who leaves the scene of the accident without a justifiable reason or explanation prior to the requirement for drug and alcohol testing, shall be considered to have refused the test; this action will result in immediate removal from safety sensitive duties and termination of employment. A referral to a Substance Abuse Professional will be provided as outlined in Section 20.0.

The post-accident testing requirements shall not delay necessary medical attention for injured persons, nor will they prohibit a Covered Employee who was performing a Safety-Sensitive Function from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

In the rare event that a Covered Employee is unable to submit to a post-accident test within the required time period (i.e., 8 hours for alcohol and 32 hours for drugs) due to circumstances beyond City of Conrad control, the results of a blood, urine or breath alcohol test conducted by a federal, state or local official having independent authority for the test, will be considered to meet the requirements for a post-accident test. The test must conform to the applicable federal, state, or local testing requirements and the results must be obtained by City of Conrad. As per 49 CFR Part 655.44

PERIODIC RANDOM TESTING

Covered Employees shall be subject to random, unannounced testing during the calendar year. The minimum annual percentage rate for random alcohol testing shall be 10% of the average number of Covered Employees. The minimum annual percentage rate for random controlled substances testing shall be 25% of the average number of Covered Employees.

The dates for administering unannounced testing of randomly-selected Covered Employees shall be spread reasonably throughout the calendar year and throughout all times of day when Safety-Sensitive Functions are performed. Each Covered Employee who is notified of selection for random alcohol or drug testing shall immediately proceed to the test site. Alcohol testing shall be conducted only while a Covered Employee is performing a Safety-Sensitive Function, just before the Covered Employee is to perform a Safety-Sensitive Function or just after the Covered Employee has performed a Safety-Sensitive Function. A Covered Employee may be randomly tested for prohibited drug use anytime while on duty. The selection of Covered Employees for random alcohol and drug testing shall be made by a scientifically valid method.

The selection process shall provide each Covered Employee an equal chance of being tested each time selections are made. A computer based random number generator that is fair and equitable for the Covered Employees shall derive the list. If a supervisor is in the random selection pool and is responsible for generating or receiving the random list, or responsible for notifying Covered Employees selected by the random list, and the supervisor's name appears on the list, then the generated or received random list shall constitute as notification to the supervisor of random selection and that supervisor shall be readily available for testing and immediately proceed to the collection site for random testing.

Covered Employees in covered positions will be subject to random, unannounced testing.

Drug testing may occur at any time during on-duty time. Alcohol testing will be performed before, during or after the Covered Employee is performing Safety-Sensitive Functions (any period in which the driver is actually performing, ready to perform or immediately able to perform any Safety-Sensitive Functions).

Testing of All Covered Employees on a Date Certain. City of Conrad may, at its discretion, establish a date when all Covered Employees will be required to undergo controlled substance and/or alcohol tests. That date will be announced at least twelve (12) hours in advance of the testing date. Failure to report for work on the date of the test will be considered a refusal to submit to a test, unless the Covered Employee's absence had been pre-arranged with his/her

supervisor prior to being notified of the scheduled tests. Those Covered Employees absent on the day of the scheduled test will be rescheduled for testing at a later date.

TESTING PROCEDURES

The procedures that will be used to test for the presence of alcohol or a controlled substance shall be such that they protect the Covered Employee, the validity of the testing process, the validity of the test results, and ensure that those results are attributed to the correct Covered Employee.

City of Conrad will pay all costs associated with the testing procedures, except as provided in the "Notification of Results and Requests for Additional Tests," section of this Policy. All Covered Employees will be compensated at the Covered Employee's regular rate, including benefits, for the time attributable to the testing program

Testing shall be conducted in a manner that will ensure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities, which have been approved by the U.S. Department of Health and Human Services (DHHS).

Alcohol initial screening tests will be conducted by a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing Device (EBT) or non-evidential alcohol screening device that has been approved by NHTSA. Confirmatory tests for alcohol concentration will be conducted utilizing a NHTSA approved EBT. A trained Breath Alcohol Technician (BAT) shall conduct alcohol screening tests. In accordance with the provisions of 49 CFR Part 40, as amended, the results of both the screening and confirmation of breath alcohol tests, as applicable, shall be displayed to the individual being tested immediately following the test(s). The results will be transmitted by the breath alcohol technician to City of Conrad in a confidential manner, in writing, in person, by telephone or electronic means in accordance with 49 CFR Part 40, as amended. All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended.

City of Conrad affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. Handling of tests and confidentiality shall be in conformance with 49 CFR Part 40, and as described below:

1. Except as required by law or expressly authorized in this section, City of Conrad shall not release Covered Employee information that is contained in records maintained per 49 CFR Section 655.73.
2. A Covered Employee is entitled, upon written request, to obtain copies of any records pertaining to the Covered Employee's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.
3. City of Conrad shall release information regarding a Covered Employee's records

as directed by the specific, written consent of the Covered Employee authorizing release of the information to an identified person. Release of such information is permitted only in accordance with the terms of the Covered Employee's consent.

4. Records shall be made available to a subsequent employer upon receipt of a written request from a Covered Employee.
5. City of Conrad may disclose information required to be maintained under 49 CFR Part 655.73 pertaining to a Covered Employee/applicant, or the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of such individuals, and arising from the results of an alcohol and/or controlled substance test administered under this part, or from the employer's determination that the Covered Employee engaged in conduct prohibited by this policy (including, but not limited to, a worker's compensation or other proceeding relating to a benefit sought by the Covered Employee).
6. City of Conrad shall make available, copies of all results of a requested alcohol and/or controlled substances testing conducted under this policy and any other information pertaining to this alcohol misuse and/or controlled substance use prevention program, when requested by the U.S. Secretary of Transportation and any DOT agency.
7. When requested by the National Transportation Safety Board as part of an accident investigation, City of Conrad shall disclose information related to its administration of a post-accident alcohol and/or controlled substance test administered following the accident under investigation.

Urine Testing for Controlled Substances

Urine Testing will be the method used to detect the presence of marijuana, cocaine, opiates, amphetamines, and phencyclidine. An initial drug screen will be conducted on each urine specimen. Collection of urine shall be conducted pursuant to the procedures set forth in 49 C.F.R., Part 40.25, as highlighted on Forms E and G, attached to this Policy.

The Covered Employee or applicant shall provide at least forty-five (45) ml of urine. Thirty (30) ml of urine shall then be poured into one specimen bottle, to be used as the primary specimen. The remaining fifteen (15) ml of urine shall be poured into a second specimen bottle to be used as the split specimen. Both bottles shall be shipped in a single container, together with a chain of custody form, to the laboratory. A confirmatory gas Chromatography/Mass Spectrometry (GC/ms) test will be performed on all specimens testing positive for the presence of any controlled substance. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 C.F.R. Part 40. Urine collection and transportation shall be conducted pursuant to those procedures set forth in 49 C.F.R., Part 40, attached to this Policy and incorporated herein by reference.

Breath Testing for Alcohol Concentration

The presence of alcohol in the body will be conducted utilizing a National Highway Traffic Safety Administration ("NHTSA") approved evidential breath testing device ("EBT Device") administered by a certified breath alcohol technician ("BAT"). The BAT shall follow the procedures set forth in 49 C.F.R., Part 40, as highlighted on Forms F and G, attached to this Policy. The Covered Employee or applicant shall follow the instructions given by the BAT. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. All alcohol concentration tests shall be conducted pursuant to those procedures set forth in 49 C.F.R., Part 40, attached to this Policy and incorporated herein by reference.

POSITIVE TEST RESULTS

Covered Employee's right to contest positive results

All Covered Employees tested under this Policy will be provided with a copy of the test report. Before City of Conrad will take any action based on a positive test result, the results will be reviewed and certified by a medical review officer trained in the field of substance abuse. All Covered Employees will be given the opportunity to provide notification to the medical review officer of any medical information that is relevant to interpreting test results, including information concerning currently or recently used prescription or non-prescription drugs.

Any Covered Employee who questions the confirmed positive results of a required drug test may request that an additional test of the urine split sample be conducted by an independent, DHHS-certified laboratory selected by the tested Covered Employee. If the additional test results are negative, the costs of such additional tests shall be paid by City of Conrad. If the additional test results are positive, the costs of such additional tests shall be paid by the tested Covered Employee.

The method of collection, storing, and testing the split sample will be consistent with the procedures set forth in 49 C.F.R., Part 40. The Covered Employee's request for a re-test must be made to the medical review officer within seventy-two (72) hours of notice of the initial test result. Requests after seventy-two (72) hours will only be accepted if the delay was due to documentable facts that were beyond the control of the Covered Employee.

Covered Employees testing positive for controlled substances or alcohol shall be provided the opportunity to rebut or explain the results of any test by submitting a written statement of explanation to the certified medical review officer. No adverse action will be taken by City of Conrad if, in the opinion of the certified medical review officer, the Covered Employee presents a reasonable explanation or medical opinion indicating that the original test results were not caused by illegal use of controlled substances or by alcohol consumption. Should the Covered Employee present such a reasonable explanation or medical opinion, the test results will be removed from the Covered Employee's record and destroyed.

Upon receiving a positive test result, City of Conrad will take the following steps:

1. Split specimen testing

Split specimen collection procedures will be followed in obtaining specimens. A Covered Employee is entitled to request, within 72 hours of learning of a verified positive test result, that the split specimen be tested at a different DHHS certified laboratory than that which conducted the test of the primary specimen. If the test result of the split specimen fails to reconfirm the presence of the drug or drug metabolite, the test result shall be ruled "Canceled". The procedures for canceled tests, as outlined in 49 CFR Part 40.187, will be followed. If the test result of the split specimen is positive, the test results shall be deemed positive.

If the laboratory's test of the primary specimen is positive, adulterated or substituted and the split specimen is unavailable for testing, a recollection under direct observation is required.

If a Covered Employee has tested positive in a controlled substance test, and has made a request to the MRO for a test of the split specimen, within 72 hours of being notified of the positive test, City of Conrad is required to ensure that the cost for the split specimen testing is covered, in order for a timely analysis of the sample. City of Conrad will seek reimbursement for the cost of the completed test, from the Covered Employee, should the results reconfirm the original positive finding.

2. Submit positive results to the Medical Review Officer

The designated Medical Review Officer (MRO) shall be a licensed physician (doctor of medicine or osteopathy) with knowledge of drug disorders.

The role of the MRO is to review and interpret confirmed positive test results obtained through the employer's testing program. In carrying out this responsibility, the MRO shall examine alternate medical explanations for any positive test result. This action may include conducting a medical interview and review of the individual's medical history, or review of any other relevant biomedical factors. The MRO shall review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication. The MRO shall not, however, consider the results of urine samples that are not obtained or processed in accordance with DOT regulations. Additionally, the MRO cannot accept an assertion of consumption of a hemp food product as a basis for verifying a confirmed marijuana (THC) test result as a negative. Consumption of a hemp food product is not to be considered a legitimate medical explanation for a prohibited substance or metabolite in an individual's specimen.

The MRO may report to City of Conrad's Mayor using any communications device, but in all instances, a signed, written report must be forwarded to City of Conrad's Mayor within two (2) business days of completion of the MRO's review of the test.

The MRO's report shall clearly state the following:

- (1) Full name of the Covered Employee tested, as indicated on the Custody and Control Form (CCF)
- (2) Specimen ID number from the CCF and the donor SSN or covered Employee ID number
- (3) Reason for the test, if indicated on the CCF (e.g., random, post-accident)
- (4) Date of the collection
- (5) Date MRO received Copy 2 of the CCF
- (6) Result of the test (i.e., positive, negative, dilute, refusal to test, test cancelled) and the date the result was verified by the MRO
- (7) For verified positive tests, the drug(s)/metabolites(s) for which the test was positive
- (8) For cancelled tests, the reason for cancellation
- (9) For refusals to test, the reason for the refusal determination (e.g.) in the case of an adulterated test result, the name of the adulterant.

A Covered Employee shall be notified by the MRO of a laboratory confirmed positive test and a verification interview will be conducted with the Covered Employee, by the MRO in accordance with 49 CFR Parts 40.131, through 40.141

3. Verified positive test results.

City of Conrad shall notify a Covered Employee of the results of random, reasonable suspicion and post-accident tests for controlled substances or alcohol conducted under this part if the test results are verified positive. City of Conrad shall inform the individual which controlled substance or substances were verified as positive.

4. Dilute test result

City of Conrad shall, upon receipt of a negative-dilute result from the MRO, exercise the right to require that the Covered Employee/applicant submit to a secondary urine collection as outlined in 49 CFR Part 40.197. A verified positive-dilute specimen constitutes the same action as a verified positive non-dilute result, as described in Section 18.1.

5. Canceled or invalid test result

A drug test that has been declared invalid by the Medical Review officer, or canceled for other reasons shall be considered neither positive nor negative. A sample that has been rejected for testing by a laboratory is treated the same as a canceled test. For alcohol testing, a test that is deemed to be invalid per 49 CFR Part 40.267, shall be considered neither positive nor negative.

If a pre-employment drug test is canceled, the Designated Covered Employee Representative (DER) shall require the applicant to take another pre-employment drug test with a verified negative result.

6. Specimen temperature out of range.

During the urine collection process, the urine specimen shall be examined to determine if the specimen may have been altered or substituted. Any urine specimen with a temperature outside of the range specified in 49 CFR Part 40 will result in a second collection, under direct observation.

7. Actions for Positive Test Results.

All Covered Employees are encouraged to make use of the available resources for treatment for alcohol and substance abuse problems. (See Section 18.0)

- (1) TERMINATION. A first or subsequent positive test is sufficient reason for the City of Conrad to terminate a Covered Employee. The City of Conrad will refer the Covered Employee to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O will be provided to the violating Covered Employee
- (2) CONTINUED EMPLOYMENT. The City of Conrad at its sole discretion may continue the Covered Employee's employment on a case-by-case basis. If employment is continued, the following requirements must be met:
 - (a) Covered Employees who test positive will be immediately removed from safety sensitive functions;
 - (b) The City of Conrad will refer the Covered Employee to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O will be provided to the violating Covered Employee.
 - (c) The Covered Employee, at his or her own expense, participate and

successfully complete the Return-to-Duty Process as set forth in 49 C.F.R. Subpart O within a reasonable period of time. Failure to successfully complete the Return-to-Duty Process within a reasonable period of time is grounds for termination.

- (d) During the period of time the Covered Employee is participated in the Return-to-Duty Process, the City of Conrad may place the Covered Employee on unpaid leave, paid leave, or in duty assignments that are not safety sensitive functions.
- (e) Upon successfully completing the Return-to-Duty Process, including a negative urinalysis test result as required and the City of Conrad receiving the proper documentation of such completion, the Covered Employee may return to his or her previous duties.

8. RETENTION OF RECORDS AND RELEASE OF INFORMATION

All dated records and notifications identified by individual will be maintained by the MRO for a minimum of five (5) years for verified positive controlled substance test results.

All dated records and notifications identified by individual will be maintained by the MRO for a minimum of one (1) year for negative controlled substance test results.

No person other than the Covered Employee may obtain the Covered Employee's individual controlled substance test results retained by City of Conrad or the MRO, and neither City of Conrad nor the MRO shall release the individual controlled substance test results of any Covered Employee to any person, except as otherwise provided in this policy.

City of Conrad shall maintain all dated records and notifications identified by individual, for a minimum of five (5) years for verified positive controlled substance test results.

City of Conrad shall maintain all dated records and notifications identified by individual, for a minimum of one (1) year for negative controlled substance test results and any canceled tests.

City of Conrad shall maintain all dated records pertaining to the collection process for two (2) years.

City of Conrad shall maintain all dated records and notifications identified by individual, for a minimum of five (5) years for verified positive alcohol test results.

City of Conrad shall maintain all dated records and notifications identified by individual, for a minimum of one (1) year for negative alcohol test results and any canceled tests.

No person may obtain the individual alcohol test results retained by City of Conrad and City of Conrad shall not release the individual alcohol test results of any Covered Employee to any person, except as provided in Section 9.0.

City of Conrad will maintain copies of annual MIS reports submitted to FTA for a minimum of five (5) years.

City of Conrad will maintain Covered Employee training records for a minimum of two (2) years.

City of Conrad will maintain records that are obtained from previous employer for new hires for a minimum of three (3) years from the date of the Covered Employee's first performance of safety-sensitive duties.

A Covered Employee will have access to his or her alcohol or drug testing records upon written request. City of Conrad will release a Covered Employee's records to a prospective employer upon written request of the Covered Employee or individual.

When requested, City of Conrad will disclose post-accident information to the National Transportation Safety Board as part of an accident investigation.

SYSTEM CONTACTS

Any questions regarding this policy or any other aspects of the drug-free and alcohol-free program should contact the following representative (s):

Drug and Alcohol Program Manager

Name: MAYOR

Address: 413 S MAIN

Phone: 406-271-3623

Fax: 406-271-5602

National Hot-Line Numbers and Help Lines:

1-800-COCAINE

The American Council on Alcoholism Help Line

1-800-527-5344

The National Institute on Drug Abuse Hot Line

1-800-662 HELP

Alcoholics Anonymous

1-888-707-2000

DEFINITIONS

Accident - an occurrence involving a commercial motor vehicle (CMV) operating on a public road

AND EITHER - involves a fatality;

OR - moving violation is issued to the CMV driver;

AND EITHER - involves injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident;

OR - one (1) or more motor vehicles incurs disabling damage as a result of the accident requiring the vehicle to be towed away by a tow truck or other vehicle, or if it were driven, it would be damaged more.

(Note: Disabling damage means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs. It does not include damage to tires even if a spare is unavailable, head or taillight, turn signal, horn or windshield damage.)

Alcohol - the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol concentration (AC) - means the concentration of alcohol in a person's blood or breath. When expressed as a percentage it means grams of alcohol per 100 milliliters of blood or grams of alcohol per 210 liters of breath.

Alcohol use - the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

Breath alcohol technician (BAT) - an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing (EBT) device.

Commercial motor vehicle (CMV) - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- has a gross vehicle weight rating of 26,001 or more pounds; or
- is designed to transport 16 or more passengers, including the driver; or
- is of any size and is used in the transportation of hazardous materials requiring placards.

Confirmation test - for alcohol testing, this means a second test, following a screening test with a result of 0.02 grams or greater of alcohol per 210 liters of breath, that provides quantitative data of alcohol concentration.

For controlled substances testing, this means a second analytical procedure to identify the presence of a specific drug or metabolite determined by Gas Chromatography/Mass

Spectrometry (GC/MS) which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy.

Controlled substances - a dangerous drug as defined in 49 C.F.R., Part 40, (except a drug used pursuant to a valid prescription or as authorized by law) and includes (1) marijuana, (2) cocaine, (3) opiates, (4) phencyclidine (PCP), and (5) amphetamines, including methamphetamines. In this policy, the terms "drugs" and "controlled substances" are interchangeable and have the same meaning.

Covered positions - positions that are subject to Commercial Driver's License (CDL) requirements and perform Safety-Sensitive Functions.

Driver - any person who operates a CMV. For the purposes of pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle.

Evidential breath testing device (EBT) - a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's September 1993 or later "Conforming Products List of Evidential Breath Measurement Devices" (CPL).

Medical Review Officer (MRO) - a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

Negative test – for drugs, a test with the amounts present that are at or below the minimum thresholds in 49 CFR Part 40, as amended. For alcohol, a concentration below 0.04.

Non-prescription drug- a drug, compound, or supplement that is available legally over-the-counter which carries a warning label that indicates mental functioning, motor skills, or judgment may be adversely affected.

On-duty time - All time from the time a driver begins to work or is required to be in readiness to work until the time he is relieved from work and all responsibility for performing work.

On-duty time shall include:

1. All time at a carrier or shipper plant, terminal, facility or other property, or on any public property, waiting to be dispatched, unless has been relieved from duty by the motor carrier.
2. All time inspecting to make sure that the parts, accessories and emergency equipment are in good working order and ready for use or otherwise inspecting, servicing, or conditioning any commercial vehicle.

3. All time spent at the driving controls of a commercial motor vehicle in operation.
4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth.
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipment loaded or unloaded.
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Performing a safety sensitive function - means a driver is considered to be performing a Safety-Sensitive Function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any Safety-Sensitive Function. See items 1-6 above in the definition of on-duty time.

Positive test - for a drug test, an amount above the minimum thresholds in 49 CFR Part 40, as amended. For an alcohol test, a breath alcohol concentration at 0.04 or greater.

Prescription Drug - A legally-prescribed drug or medication which carries a warning label that indicates mental functioning, motor skills, or judgment may be adversely affected that a Covered Employee has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, name of the substance, dosage, and the period of authorization.

Refuse to submit - (to an alcohol or controlled substances test) means that a driver:

1. Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of this part; or
2. Fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of this part, or
3. Engages in conduct that clearly obstructs the testing process.

Reasonable suspicion - belief that the Covered Employee has violated the alcohol or controlled Substances prohibitions, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the Covered Employee.

Safety sensitive functions - see items 1-6 in the definition of "on-duty time" above.

Screening test (also known as initial test) - in alcohol testing, it means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

Substance abuse professional (SAP) - a licensed physician or a licensed or certified psychologist, social worker, Covered Employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselor Certification Commission) with knowledge of a clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

Work Site - any commercial motor vehicle, office, building, yard, or other location at which the Covered Employee is to perform work. "Possess" means to have either in or on the Covered Employee's person, personal effects, commercial motor vehicle, or areas substantially entrusted to control of the Covered Employee. Possession does not include possession of a substance which is manifested and transported as part of a shipment.

QUESTIONS REGARDING POLICY

After you have read this Policy and the attached forms, sign and date the Acknowledgment Receipt in the presence of a non-relative witness, and return the Acknowledgment Receipt to the Program Administrator.

If you have any questions regarding this Policy, please contact the Program Administrator.

ISSUED this 24th day of January 2018, and made effective and enforceable sixty (60) days thereafter on the 25th day of March, 2018.

CITY OF CONRAD

By: _____

Attest/Certified By: _____

Name: _____

Position: _____

**ACKNOWLEDGMENT
RECEIPT**

This Statement of Procedures and Policy Regarding Alcohol and Controlled Substance Use and Testing and the incorporated forms ("Policy") have been written and adopted in compliance with state and federal law, and is provided to you to ensure your safety, the safety of your co-Covered Employees, and the continued successful operation of City of Conrad. Take the Policy home with you and spend some time reading through it. If you need additional information feel free to contact the Program Manager. Once you have read the Policy and each of the attached forms, sign and date this receipt below as indicated, then detach this receipt and return it to your supervisor. This is your copy of City of Conrad's Statement of Procedures and Policy Regarding Alcohol and Controlled Substance Use and Testing and attached forms. Please keep it in a convenient place for future reference.

I, _____, certify that I have received a copy of City of Conrad's Statement of Procedures and Policy Regarding Alcohol and Controlled Substance Use and Testing. I have read and I understand and accept the contents of the Statement and I accept full responsibility for familiarizing myself with the procedures and policies it contains. I understand that as a condition of my employment with City of Conrad I must comply with these guidelines, policies, and procedures. If I develop a problem with drugs and/or alcohol while employed by City of Conrad I will seek assistance through the Program Administrator and any available Covered Employee Assistance Program.

DATED this ____ day of _____, 20__.

Covered Employee's Signature

Witness Signature

Parent's Signature if Covered Employee is under the age of 18

FORM A - NOTICE TO COVERED EMPLOYEE OF ALCOHOL AND/OR CONTROLLED SUBSTANCE TEST

TO:

You are hereby notified by the Program Manager that pursuant to City of Conrad's Statement of Procedures and Policy Regarding Alcohol and Controlled Substance Testing you are required to submit:

_____ an alcohol breath test
_____ a controlled substance urine test

Your breath specimen will be analyzed for the presence of alcohol. Your urine specimen will be tested at a laboratory approved by the U.S. Department of Health and Human Services for the following drug substances: marijuana, cocaine, opiates, phencyclidine, and amphetamines.

You are now required to proceed directly to the collection site for the purpose of providing the above-requested breath and/or urine samples. Upon reaching the site you will be asked to consent to the requested testing. You must follow the instructions given to you and any instructions given to you by the collection site technician. Your cooperation is greatly appreciated.

I, _____, have read and understand the terms contained in this notice. I understand I may be terminated should my breath alcohol test indicate a presence of alcohol in my body greater than 0.04 or should my urine test indicate the presence of any of the above-listed controlled substances. Further, I understand I may be terminated should I refuse to submit to the required testing.

DATED this _____ day of _____, 20__.

Covered Employee Signature

Witness Signature

Parent's Signature if Covered Employee is under age 18

**FORM B - CONSENT TO
ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING
BASED UPON *REASONABLE SUSPICION***

I, _____, have received a copy of City of Conrad's Statement of Procedures and Policy Regarding Alcohol and Controlled Substance Testing, and I understand that refusing to provide a breath and/or a urine specimen, as requested by City of Conrad tampering with a specimen, or providing false information on a specimen collection and control form constitute grounds for termination of employment with City of Conrad I understand that failure to pass either the requested alcohol test or the requested drug test may result in disciplinary action up to and including termination from employment.

I hereby consent to provide a breath and/or a urine specimen, as requested by City of Conrad, for the purpose of testing for the presence of alcohol and controlled substances at a laboratory designated by City of Conrad. I authorize the release of such test results to the medical review officer designated by City of Conrad and to the Program Administrator who is responsible for the Statement of Procedures and Policy Regarding Alcohol and Controlled Substance Testing.

DATED this _____ day of _____, 20____.

Covered Employee Signature

Witness Signature

Parent's Signature if
Covered Employee is under age 18

I do not consent to provide either a breath or a urine specimen, as requested by City of Conrad, for the purpose of testing for the presence of alcohol and controlled substances. I understand that my refusal to participate in testing may result my termination from employment.

DATED this _____ day of _____, 20____.

Covered Employee Signature

Witness Signature

Parent's Signature if
Covered Employee is under age 18

**FORM C - CONSENT TO POST-ACCIDENT
ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING**

I, _____, have received a copy of City of Conrad’s Statement of Procedures and Policy Regarding Alcohol and Controlled Substance Testing, and I understand that refusing to provide either a breath and/or a urine specimen, as requested by City of Conrad, tampering with a specimen, or providing false information on a specimen collection and control form constitute grounds for termination of employment with City of Conrad. I understand that failure to pass either the requested alcohol test or the requested drug test may result in disciplinary action up to and including termination from employment.

I hereby consent to provide a breath and/or a urine specimen as requested by City of Conrad for the purpose of testing for the presence of alcohol and/or controlled substances at a laboratory designated by City of Conrad. I authorize the release of such test results to the medical review officer designated by City of Conrad and to the Program Administrator who is responsible for the Statement of Procedures and Policy Regarding Alcohol and Controlled Substance Testing.

DATED this _____ day of _____, 20____.

Covered Employee Signature

Witness Signature

Parent’s Signature if
Covered Employee is under age 18

I do not consent to provide either a breath or a urine specimen as requested by City of Conrad for the purpose of testing for the presence of alcohol and controlled substances. I understand that my refusal to participate in testing may result in my termination from employment.

DATED this _____ day of _____, 20____.

Covered Employee Signature

Witness Signature

Parent’s Signature if
Covered Employee is under age 18

FORM D - QUESTIONNAIRE TO AID IN SELECTING A LAB

This form can be sent to any U.S. Department of Health and Human Services certified laboratory or used to conduct telephone inquiries regarding essential services, costs and response times.

- | | Yes | No | Cost | |
|-----|-----|-----|------|--|
| 1. | ___ | ___ | ___ | Does the lab provide chain of custody forms to the collection site? |
| 2. | ___ | ___ | ___ | Does the lab also test for presence of alcohol? |
| 3. | ___ | ___ | ___ | Does the lab provide collection kits to the collection site? |
| 4. | ___ | ___ | ___ | Does the lab provide mailers to the collection site? |
| 5. | ___ | ___ | ___ | Does the lab provide training to the collection site? |
| 6. | ___ | ___ | ___ | Does the lab provide expert testimony? |
| 7. | ___ | ___ | ___ | Does the lab charge per test? |
| 8. | ___ | ___ | ___ | Is the lab personnel available 24 hours a day, seven days per week? |
| 9. | | | | Who are the usual overnight shipping companies servicing the lab? |
| 10. | | | | What is the turn-around time from the lab to the medical review officer? |
| 11. | | | | What is the billing method used by the lab? |
| 12. | | | | Are lab charges for collection kits, forms and mailers included in charges for tests or is payment required separately in advance for these items? |
| 13. | | | | Is there a set-up fee for initiating a contract with the lab? |
| 14. | | | | Is there a minimum number of tests per year the lab is willing to conduct under a contract? |
| 15. | | | | Does the lab utilize a standard contract with its clients? |

FORM E - PROCEDURES FOR COLLECTING URINE SPECIMENS

Please carefully follow all procedures for the collection and testing of urine samples outlined in 49 C.F.R., Part 40. The following list is not exhaustive, but rather is intended to highlight some key collection steps.

1. Before the specimen is collected, make sure that you have sufficient supply of forms available for Breath and Urine Custody and Control and Consent.
2. The collection site administrator is responsible for maintaining the integrity of the specimen collection and transfer process, for carefully ensuring the modesty and privacy of the donor, and for avoiding any conduct or remarks that might be construed as accusatorial or otherwise offensive or inappropriate.
3. Inspect the collection site for the presence of unauthorized persons or materials that could be used to adulterate the specimen and restrict access to the room.
4. Verify the identity of the Covered Employee/applicant through the use of an official picture identification card (driver's license or Covered Employee ID). Notify the appropriate authority if the Covered Employee/applicant fails to report or arrives more than 30 minutes late for the appointment.
5. Request that the Covered Employee/applicant check his/her belongings, including purses, jackets, briefcases, bulky sweaters, etc., and remove the contents of pockets.
6. Request that the Covered Employee/applicant rinse his/her hands with clean water and dry. Request the Covered Employee/applicant to not use soap.
7. Give the Covered Employee/applicant a clean, single-use collection container for urine specimens (unwrap it in front of the Covered Employee), and direct him/her to the designated collection site. Do not enter the designated collection site--you should NOT observe the specimen collection unless special circumstances exist. Instruct the Covered Employee/applicant that at least sixty (60) ml of urine are required and that the temperature will be taken to ensure the integrity of the sample. Only one sample should be collected at a time.
8. If the Covered Employee/applicant is unable to provide a specimen of sufficient volume, at least forty-five (45) ml, the specimen shall be discarded. The Covered Employee/applicant shall be directed to drink up to forty (40) ounces of water, distributed reasonably through a period of up to three (3) hours, or until the Covered Employee/applicant has provided a new urine specimen, whichever occurs first. If the Covered Employee/applicant refuses or cannot provide a sufficient specimen within three (3) hours, the collection efforts shall be discontinued and City of Conrad shall be so notified.

9. Immediately after, but in no case more than four (4) minutes after urination, record the temperature of the specimen, visually examine the specimen for any unusual color or sediment and note the results on the Urine Custody and Control Form. The specimen shall then be split into two bottles: one containing thirty (30) ml of urine to be used as the primary sample, and the second containing at least fifteen (15) ml of urine to be used as the split sample.
10. If there is any reason to suspect adulteration or substitution, (a) notify a higher level supervisor, (b) have a same-gender technician directly observe the collection of a second specimen, and (c) submit both specimens for testing.
11. Seal and label the specimen bottles in the presence of the Covered Employee/applicant. Record the identification numbers, date, and time of the collection. Have the Covered Employee/applicant initial each label verifying that the specimen is his/hers.
12. Complete the Urine Custody and Control form ensuring that you and the Covered Employee/applicant have signed the appropriate certification statement on the form.
13. Have the appropriate consent form signed by the Covered Employee/applicant authorizing the laboratory to examine the urine and release the information to the medical review officer.
14. Place the specimen bottles in a single shipping container seal. Sign the seal and record the time and date of closure for shipment.
15. Store the specimen in a secure location until shipped. Note each transfer of custody on the Urine Custody and Control form.
16. Ship the specimen, together with the chain of custody form, to the laboratory using the designated courier.

FORM F - PROCEDURES FOR COLLECTING BREATH SPECIMENS

Please carefully follow all procedures for the collection and testing of breath samples outlined in 49 C.F.R., Part 40. The following list is not exhaustive, but rather is intended to highlight some of the key collection steps.

1. Before the specimen is collected, make sure you have a sufficient supply of forms available for breath alcohol testing.
2. Testing must be conducted in a location that affords visual and aural privacy to the Covered Employee/applicant being tested, sufficient to prevent unauthorized persons from seeing or hearing test results. A mobile collection facility, e.g., a van equipped for alcohol testing, may also be used provided it affords sufficient visual and aural privacy. However, in unusual circumstances it may be necessary to conduct a test at a location that does not fully meet the visual and aural privacy requirements.
3. The Breath Alcohol Technician is responsible for maintaining the integrity of the specimen collection and transfer process, for carefully ensuring the modesty and privacy of the donor, and for avoiding any conduct or remarks that might be construed as accusatorial or otherwise offensive or inappropriate.
4. Inspect the collection site for the presence of unauthorized persons or materials that could be used to adulterate the specimen and restrict access to the site.
5. Verify the identity of the Covered Employee/applicant through the use of an official picture identification card (driver's license or Covered Employee ID). Notify the appropriate authority if the Covered Employee/applicant fails to report or arrives more than thirty (30) minutes late for the appointment.
6. On request by the Covered Employee/applicant, the Breath Alcohol Technician shall provide positive identification to the Covered Employee/applicant.
7. Explain the screening test procedure to the Covered Employee/applicant.
8. The Breath Alcohol Technician shall complete step 1 of the Breath Alcohol Testing Form. The Covered Employee/applicant shall complete step 2 on the form and sign the certification. Refusal to sign the certification shall be regarded as a refusal to take the test.
9. Open an individually-sealed mouthpiece in view of the Covered Employee/applicant and attach the new mouthpiece to the EBT device.

10. Instruct the Covered Employee/applicant to blow forcefully into the mouthpiece for at least six (6) seconds or until the EBT device indicates that an adequate amount of breath has been obtained. This shall be the screening test.
11. If the EBT device prints the test results directly onto the form, show the Covered Employee/applicant the result displayed on the EBT device. If the EBT devices provide a printed result, but does not print the results directly onto the form, show the Covered Employee/applicant the result displayed on the EBT device, then affix the test result printout to the breath alcohol test form in the designated space using a tamper-proof method of attachment.
12. If the result of the screening test is a breath alcohol concentration of less than 0.02, date the form and sign the certification in Step 3 of the form. The Covered Employee/applicant shall then sign the certification and fill in the date in Step 4 of the form. Refusal by the Covered Employee/applicant to sign the certification in Step 4 of the form shall be considered a refusal to be tested.
13. If the result of the screening test is a breath alcohol concentration of less than 0.02, no further testing is authorized and the Breath Alcohol Technician shall transmit the result of less than 0.02 to City of Conrad in a confidential manner.
14. If the result of the screening test is a breath alcohol concentration of 0.02 or greater, a confirmation test shall be performed.
15. Instruct the Covered Employee/applicant not to eat, drink, put any object or substance in his/her mouth, and, to the extent possible, not to belch during a waiting period before the confirmation test. The waiting period shall not be less than fifteen (15) minutes nor greater than thirty (30) minutes from the completion of the screening test. Instruct the Covered Employee/applicant the reasons for the waiting period.
16. Before the confirmation test is administered, make sure the EBT device registers 0.00 on an air blank. If the reading is greater than 0.00, conduct a second air blank test. If the reading on the second air blank is greater than 0.00, that EBT device shall not be used for the confirmation test.
17. In conducting the confirmation test, the Breath Alcohol Technician shall follow the same procedures as required for the screening test. A new mouthpiece shall be used for the confirmation test.
18. In the event the screening and confirmation test results are not identical, the confirmation test result is deemed to be the final result.

19. Should the Covered Employee/applicant fail or refuse to sign the form as and required, or if the Covered Employee/applicant fails or refuses to provide an adequate amount of breath, or if the Covered Employee/applicant eats, drinks, places objects or substances in his/her mouth or belches during the waiting period before a confirmation test is administered, note such failures, refusals, or actions in the "Remarks" area of the form.

FORM G - INSTRUCTIONS TO COVERED EMPLOYEE FOR COLLECTION OF BREATH AND URINE SPECIMENS FOR ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING

1. Report to the specimen collection site selected by City of Conrad as soon as possible but no later than thirty (30) minutes after notification to report. Refusal to report for testing or refusal to cooperate with the testing process may result in immediate termination or denial of employment.
2. Provide the collection site technician with an official picture identification card (i.e., driver's license, Covered Employee I.D.).
3. Check your belongings with the technician including purses, briefcases, and bulky outerwear (sweaters, jackets, vests, hats, etc.). Remove the contents of your pockets.
4. Rinse your hands with clear water and dry. Do not use soap.
5. For urine specimens, go to the designated collection site and provide a specimen in the collection cup provided. You will not be observed while providing a specimen. You will be required to provide at least sixty (60) ml of urine. If an insufficient amount is provided, your initial sample will be discarded. You will be instructed to drink up to forty (40) ounces of water, distributed reasonably through a period up to three (3) hours, or until you have provided a new urine sample, whichever occurs first. If you refuse or are unable to provide a sufficient specimen within three (3) hours, the collection efforts shall be discontinued and City of Conrad will be so notified.
6. For breath specimens, follow the instructions of the collection site technicians in providing a breath specimen for the Evidential Breath Testing Device.
7. Do not attempt to tamper with the specimen or make substitutions. The urine specimen will be visually inspected for unusual color and sediment. The temperature of the urine specimen will be measured and must fall within acceptable range. If the collection site technician suspects tampering, you will be required to provide a second sample under the direct observation of a same-gender technician. Tampering with a urine or breath specimen may result in immediate termination from your employment.
8. Give the urine or breath specimen to the collection site technician and observe the sealing of the container(s). Initial the label verifying that the specimen is yours.
9. Complete the appropriate parts of the Urine Custody and Control Form.

**FORM H - CONSENT TO *RANDOM*
ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING**

I, _____, have received a copy of City of Conrad's Statement of Procedures and Policy Regarding Alcohol and Controlled Substance Testing, and I understand that refusing to provide a breath and/or a urine specimen as requested by City of Conrad, tampering with a specimen, or providing false information on a specimen collection and control form constitute grounds for termination of employment with City of Conrad. I understand that failure to pass the requested alcohol test and/or the requested drug test may result in disciplinary action up to and including termination from employment.

I hereby consent to provide a breath and/or a urine specimen, as requested by City of Conrad for the purpose of testing for the presence of alcohol and controlled substances at a laboratory designated by City of Conrad I authorize the release of such test results to the medical review officer designated by City of Conrad and to the Program Administrator who is responsible for the Statement of Procedures and Policy Regarding Alcohol and Controlled Substance Testing.

DATED this _____ day of _____, 20____.

Covered Employee Signature

Witness Signature

Parent's Signature if
Covered Employee is under age 18

I do not consent to provide either a breath or a urine specimen, as requested by City of Conrad for the purpose of testing for the presence of alcohol and controlled substances. I understand that my refusal to participate in testing may result in my termination from employment.

DATED this _____ day of _____, 20____.

Covered Employee Signature

Witness Signature

Parent's Signature if
Covered Employee is under age 18

FORM I - TECHNIQUE FOR SELECTING COVERED EMPLOYEES AT RANDOM

The following procedure may be used for randomly selecting Covered Employees for testing on a quarter-annual basis.

1. Complete items (A) through (D) on the Covered Employee List--Random Alcohol and Controlled Substance Testing Form.

2. Transfer the Social Security Numbers or Covered Employee I.D. Numbers of all eligible Covered Employees to Form J, Covered Employee List--Random Alcohol and Controlled Substance Testing.

Do not transfer names! The order of placement of numbers transferred to this Form is not important and will not affect the sampling technique.

3. Send Form J to City of Conrad's third party contractor retained to assist City of Conrad with the random testing selection process.

The third party contractor shall complete item (E); then select the Covered Employees who will be subject to the random testing for this testing period (selection must be made based upon a scientifically proven method of random selection); and then notify City of Conrad of the Covered Employee ID Numbers selected for the random testing for this testing period.

4. Once the third party contractor has notified the Program Administrator of the Covered Employee ID Numbers selected for the random testing, the Program Administrator shall notify all Covered Employees selected for random testing by using Form A, Notice to Covered Employee of Alcohol and/or Controlled Substance Test.

5. The Program Administrator shall obtain each selected Covered Employee's consent or refusal to submit to the random testing by using Form H, Consent to *Random* Alcohol and/or Controlled Substance Testing.

**FORM J - COVERED EMPLOYEE LIST FOR
RANDOM ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING**

(A) Current Date: _____

(B) Quarter Beginning: _____

(C) Total No. of Covered Employees: _____

(D) Annual No. of Covered Employees to be tested: _____

(E) Sample Size for this Test: _____

SEQUENCE NUMBER TESTING	COVERED EMPLOYEE ID NUMBER	SELECTED FOR
1.	_____	1.
2.	_____	2.
3.	_____	3.
4.	_____	4.
5.	_____	5.
6.	_____	6.
7.	_____	7.
8.	_____	8.
9.	_____	9.
10.	_____	10.
11.	_____	11.
12.	_____	12.
13.	_____	13.
14.	_____	14.

**FORM K - NOTICE OF PRE-EMPLOYMENT
ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING**

All applicants for employment with City of Conrad must at City of Conrad's election pass an alcohol breath test and/or a controlled substance urine test prior to employment. As part of your pre-employment evaluation, you will be required to submit a breath and/or a urine specimen at a designated collection site. Your breath will be analyzed for the presence of alcohol. Your urine specimen will be tested at a laboratory approved by the U.S. Department of Health and Human Services for the following controlled substances: marijuana, cocaine, opiates, phencyclidine, and amphetamines.

You must pass the requested tests as a condition of your employment. If you are selected for employment with City of Conrad you will be subject to future alcohol and/or controlled substance testing (1) on a pre-arranged date, (2) by random unannounced testing, (3) when there is reasonable suspicion to believe you have used alcohol or a controlled substance, and (4) following a work-related accident.

I, _____, have read and understand the terms contained in this notice. I understand I will not be hired should my breath alcohol test indicate a presence of alcohol in my body greater than 0.02 or should my urine test indicate the presence of any controlled substances set forth in the Policy. Further, I understand I will not be hired should I refuse to submit to the required testing.

DATED this _____ day of _____, 20__.

Applicant Signature

Witness Signature

Parent's Signature if
Applicant is under age 18

**FORM L - CONSENT TO *PRE-EMPLOYMENT*
ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING**

I, _____, have received a copy of City of Conrad’s Statement of Procedures and Policy Regarding Alcohol and Controlled Substance Testing Policy, and I understand that refusing to provide a breath and/or a urine specimen, as requested by City of Conrad, tampering with a specimen, or providing false information on a specimen collection and control form constitute grounds for cancellation and withdrawal of an offer of employment. I also understand that failure to pass either the requested alcohol test and/or the requested drug test may result in a cancellation and withdrawal of an offer of employment.

I hereby consent to provide a breath and/or a urine specimen, as requested by City of Conrad for the purpose of testing for the presence of alcohol and/or controlled substances at a laboratory designated by City of Conrad I authorize the release of such test results to the medical review officer designated by City of Conrad and to the Program Administrator who is responsible for the Statement of Procedures and Policy Regarding Alcohol and Controlled Substance Testing.

DATED this _____ day of _____, 20__.

Applicant Signature

Witness Signature

Parent’s Signature if
Applicant is under age 18

I do not consent to provide either a breath or a urine specimen as requested by City of Conrad for the purpose of testing for the presence of alcohol and controlled substances. I understand that my refusal to participate in testing may result in a cancellation and withdrawal of an offer of employment.

DATED this _____ day of _____, 20__.

Applicant Signature

Witness Signature

Parent’s Signature if Applicant is under 18

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Harassment Prevention and Reporting

It is the policy of the City of Conrad that harassment, based on a protected class will not be tolerated. Each individual has a right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, employees are expected to act in a professional, cooperative and respectful manner to all contacts.

It is the policy of the City of Conrad to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, national origin, creed, sex, marital status, veteran/military status, genetic history, political belief, age or disability both in or outside the workplace, on or off shift, in person or via electronic communication such as email, social media, etc.

Any employee who perceives a conversation or event as harassment, whether the employee is involved or merely observing, should explain to the offender in a calm, but firm manner that the action is perceived as inappropriate and the employee wishes the behavior to stop. Should the behavior continue, the employee should report the activity to their Supervisor, or the Mayor.

The City of Conrad encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the City of Conrad to promptly and thoroughly investigate such reports with due regard to confidentiality. The results of the investigation will be communicated to the complainant and the offender. Discipline will follow guidance found in the Discipline Policy.

A follow up review will be completed if harassment allegations have been made to ensure the harassment has discontinued and all parties involved are not subjected to retaliatory behaviors.

Definitions of Harassment

Sexual Harassment: According to the EEOC and Montana Human Rights Bureau, sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical advances of a sexual nature. For example:

- Occasions when such conduct, either explicitly or implicitly, is a term or condition of employment
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individuals
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Examples may include unwanted sexual advances or requests for sexual favors; sexual jokes or innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; gestures; suggestive objects of pictures or other physical, verbal or visual conduct of a sexual nature.

Other Harassment: Harassing behavior based on any other protected characteristic. For

example: verbal, written or physical conduct that denigrates or shows hostility or aversion toward another because of his/her race, color, religion, national origin, creed, sex, marital status, genetic history, sexual orientation, political belief, age or disability

Retaliation

No hardship, no loss or benefit, and no penalty may be imposed on an employee as punishment for:

- a) Filing or responding to a bona fide complaint of discrimination or harassment;
- b) Appearing as a witness in the investigation of a complaint; or
- c) Serving as an investigator.

Please report any retaliation to your supervisor, or Mayor. Any report of retaliatory conduct will be objectively, timely and thoroughly investigated in accordance with the City of Conrad's investigation procedure. Retaliation or attempted retaliation is a violation of this Policy and anyone who does so will be subject to disciplinary actions, up to and including termination.

Revised 6-6-17

CITY OF CONRAD POLICY MANUAL

EMPLOYMENT POLICIES

Resignation/Termination

Employees who are voluntarily resigning from the City of Conrad are requested to give a written notice with a minimum of 2-working weeks notice in order for the employee to leave in "good standing." Employees will be provided their final paycheck on the next scheduled pay period.

Employees who resign from the City of Conrad in good standing are eligible for re-hire. Former employees will be required to complete an application/resume, as determined and proceed through the regular hiring procedure as other applicants. A former employee who is re-hired by the City of Conrad will be considered a "new" employee and required to complete the 12-month probationary period. Date of service, for seniority purposes, will be the date of instatement of the subsequent hiring. Subsequent employment and participation in the retirement system will be made in accordance with the rules and regulations of the retirement plan.

The Supervisor, jointly with the Mayor and 2/3rd's Council approval, has the authority to determine if the City of Conrad work load, funding or other business decisions are such that terminations (via layoff or reductions-in-force [RIF]) are required. Whenever possible, employees will be provided at least two (2) working weeks advance notification before the layoff or RIF. Temporary or short-term workers will be laid off before regular employees with the same work classification. Employees must keep the City of Conrad informed of the address and telephone number where they can be contacted in the event of a recall. Should the City of Conrad be unable to contact an employee within 7 calendar days of the recall, the employee will be eliminated from the recall list and the City of Conrad will have no further obligation to recall that employee. The City of Conrad will have no obligation to recall an employee if they have been on a continual layoff for a period of one (1) year.

Following a RIF, the City of Conrad, in conjunction with the insurance carrier and the City Clerk, will provide relevant benefit information to all employees terminated. This information will include a COBRA notification and will be sent to the employees last known address. Following a RIF, employees will be provided their final paycheck within 15 calendar days or on the next scheduled pay period, whichever is less.

Employees terminated by the City of Conrad will have a letter issued stating the reason for and the effective date of the termination. The terminated employee's final paycheck will be issued within 15 calendar days. Probationary employees may be discharged for any reason that the City of Conrad deems appropriate within the twelve month probationary period. The procedure outlined in the Employee Discipline section will be used to terminate a non-probationary employee.

Revised 9/2005
Revised 1/22/2013

39-3-204. Payment of wages generally. (1) Except as provided in subsections (2) and (3), every employer of labor in the state of Montana shall pay to each employee the wages earned by the employee in lawful money of the United States or checks on banks convertible into cash on demand at the full face value of the checks, and a person for whom labor has been performed may not withhold from any employee any wages earned or unpaid for a longer period than 10 business days after the wages are due and payable. However, reasonable deductions may be made for board, room, and other incidentals supplied by the employer, whenever the deductions are a part of the conditions of employment, or other deductions provided for by law.

(2) Wages may be paid to the employee by electronic funds transfer or similar means of direct deposit if the employee has consented in writing or electronically if a record is retained, to be paid in this manner. However, an employee may not be required to use electronic funds transfer or similar means of direct deposit as a method for payment of wages.

(3) If an employee submits a timesheet after the employer's established deadline for processing employee timesheets for a particular time period and the employer does not pay the employee within the 0-day period provided for in subsection (1), the employer may pay the employee the wages due in the ensuing pay period. An employer may not withhold payment of the employee's wages beyond the next ensuing pay period. If there is not an established time period or time when wages are due and payable, the pay period is presumed to be semimonthly in length.

History:En. Sec. I, Ch. 11, L.1 919; re-en. Sec. 3084, R.C.M.1 921; re-en. Sec. 3084, R.C.M 1935; amd. Sec. 1, Ch. 169,L. 1941; amd. Sec. 1, C 64, L1975; R.C.M.1947, 41- 1301(2); amd. Sec. 11, Ch. 397, L1979; amd. Sec. 1, Ch. 134, L 1993; amd. Sec. 1, Ch. 301, L. 2003.

Compiler's Comments

2003Amendrnent: Chapter 301 in (1) near beginning of first sentence after "provided in" substituted "subsections (2) and (3)" for "subsection (4)"; deleted former (2) and (3) that read:

"(2) If at the time of payment of wages any employee is absent from the regular place of labor, the employee is entitled to payment at any time thereafter. (3) Provisions of this section do not apply to any professional, supervisory, or technical employee who by custom receives wages earned at least once monthly inserted (3) providing that if an employee submits a timesheet after the employer's established deadline for a particular time period and the employer does not pay the employee within the 10-day period, the employer may pay the

employee the wages due in the ensuing pay period, that an employer may not withhold payment of the employee's wages beyond the next ensuing pay period, and that if there is not an established time period or time when wages are due and payable, the pay period is presumed to be semimonthly in length; and made minor changes in style. Amendment effective April 14, 2003.

Effective Date - Applicability: Section 2, Ch. 301, L. 2003, provided: (This act) is effective on passage and approval [April 14, 2001 and applies to timesheets filed on or after effective date of this act]."

Cross-References

Wages of minors, 4 0-6-236.

39-3-205.

Payment of wages when employee separated from employment prior to payday - exceptions.

(1) When an employee separates from the employ of any employer, all the unpaid wages of the employee are due and payable on the next regular payday for the pay period during which the employee was separated from employment or 15 days from the date of separation from employment, whichever occurs first, either through the regular pay channels or by mail if requested by the employee.

(2) Except as provided in subsection (3), when an employee is separated for cause or laid off from employment by the employer, all the unpaid wages of the employee are due and payable immediately upon separation unless the employer has a written personnel policy governing the employment that extends the time for payment of final wages to the employee's next regular payday for the pay period or to within 15 days from the separation, whichever occurs first.

2003 MCA

CITY OF CONRAD POLICY MANUAL

COMPENSATION POLICIES

Time Sheets and Payday

Time sheets provided by the City of Conrad are to be completed by all employees and approved by their supervisor on a monthly basis. Supervisors are to submit time sheets to the Administrative Clerk 5 days immediately preceding the last work day of the month. In the event an employee is unavailable to complete and submit their time sheet, he or she may complete the time sheet in advance or call their supervisor and relay the information. Time sheets must include the employee's name and hours worked on a daily basis, holiday time, sick leave used, vacation leave used, leave without pay, etc. The employee must sign each time sheet attesting that all time worked and leave used is reported for the period. Their supervisor will review and sign the time sheet if it is approved.

Wages may be paid to the employee by electronic funds transfer or similar means of direct deposit if the employee has consented in writing to be paid in this manner. Employees are not required to use direct deposit as a method of payment.

City of Conrad employees are paid once monthly on the last work day of the month. The supervisors, or an employee designated by their supervisor, will distribute the paychecks to employees if they are not direct deposited. If an employee desires to release their paycheck to another authorized person, they shall notify their supervisor in writing.

CITY OF CONRAD POLICY MANUAL

COMPENSATION POLICIES – Working Hours/Work Week

Normal, City Office working hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Lunch periods are unpaid and may not exceed one hour without prior approval from your Supervisor. Lunch periods are to be taken at a time designated by their Supervisor.

Public Works Department hours are 7:00 a.m. to 3:30 p.m. Monday through Friday.

Public Works Department lunch periods are unpaid and may not exceed ½ hour without prior approval from your Supervisor. Lunch periods are to be taken at a time designated by their supervisor.

Employees are expected to adhere to this schedule; however alternative schedules may be considered by your Supervisor. For purposes of calculating overtime, the work week will begin at Sunday at 12:00 a.m. and end on Saturday at 11:59 p.m.

Non-exempt employees will be paid overtime at one and one half (1 ½) times their hourly wage rate for over forty (40) hours within the defined work week. Non-exempt employees must receive authorization to work overtime from their supervisor.

Non-exempt Public Works Employees required to be on call due to State and Federal regulations, will be compensated at a rate to be determined by the City Council. Non-exempt Public Works Employees must receive authorization from their supervisor to be on an "on call status."

City Police Department operates seven (7) days per week, three-hundred and sixty five (365) days per year, as scheduled. Overtime for the police employees shall be paid at one and one half (1 ½) times the hourly for any hours over forty (40) in a work week (defined as Sunday at 12:00 a.m. until Saturday at 11:59 p.m.)

City Police Officers' lunch periods are paid and may not exceed 1/2 hour. The officer is required to be on call during this lunch period.

Supervisory exempt employees do not receive compensatory time for hours worked over forty (40) hours per week.

Revised 1-22-13
Revised 8-18-14
Revised 10-18-16

CITY OF CONRAD POLICY MANUAL

COMPENSATION POLICIES

Travel and Expense Reports/Reimbursement

All travel by employees must be approved by their Supervisor. All employees traveling on City of Conrad business are required to provide verification of driver's license with appropriate endorsements for the types of equipment operated.

Employees completing City of Conrad business shall receive travel expenses, meal allowance, mileage and incidental expenses at a rate established by the City Council. Receipts must be provided before lodging and other appropriate ancillaries will be reimbursed. If meals are included in tuition, registration fees, or hotel charges, or if only a fraction of the day is authorized for travel, the per diem or expense allowance shall be reduced accordingly. (Page 292)

Employee may be authorized to use a City of Conrad vehicle when traveling. Seat belts are to be worn at all times by all occupants of the vehicle. Employees must report unsafe vehicle conditions or conditions in need of repair to their supervisor immediately. (See the Use of City of Conrad Vehicle/Vehicle Accident section)

At the Supervisor's discretion an employee may use their own vehicle for employment related travel and receive a mileage reimbursement. When employees use their own vehicles for City of Conrad business, they are required to provide proof of liability insurance coverage.

Employees may request an expense advance as approved by their Supervisor to offset undue financial hardship on employees traveling for City of Conrad business. The advance must be justified with reasonable requests for meals, lodging, mileage, etc. Pre-approved registration fees and lodging expenses can be paid directly to the training agency or hotel in advance or reimbursed to the employee upon return. The employee must provide an itemized expense report with attached receipts documenting the expenditures of the trip. If the travel advance exceeds the receipts documenting expenditures, the employee must reimburse the City of Conrad the difference. Any legitimate balance owed to the employee for receipts exceeding the travel advance will be promptly reimbursed by the City of Conrad.

All expense advances are to be issued by the Finance Officer to the employee on the day prior to travel. Any exceptions to this policy can only be made by the Mayor.

Willful misrepresentation of expenses or receipts is unlawful and may result in discipline up to and including termination and may also result in the filing of criminal charges.

CITY OF CONRAD POLICY MANUAL

BENEFITS

Holidays

The City of Conrad will observe those holidays recognized by the State of Montana:

January 1 - New Year's Day

Third Monday in January - Martin Luther King Day

Third Monday in February - President's Day

Last Monday in May - Memorial Day

July 4 - Independence Day

First Monday in September - Labor Day

Second Monday in October - Columbus Day

First Tuesday in November during Congressional/Gubernatorial Election Years - State General Election Day

November 11 - Veterans' Day

Fourth Thursday in November - Thanksgiving Day

December 25 - Christmas Day

If a holiday falls on a Saturday, the preceding Friday is observed as a holiday. If a holiday falls on a Sunday, the following Monday is observed as the holiday. **(This does not apply to Police Department employees).**

Regular part-time and seasonal employees shall receive a pro rata share of compensation at their regular straight time hourly rate.

Employees who are required to work on an observed holiday will be credited for the number of hours worked plus up to 8 hours for the holiday.

If an observed holiday falls on an employee's regular scheduled day off, the employee will be credited for up to 8 hours for the holiday.

If an observed holiday falls in the period of an employee's annual vacation, the employee will receive up to 8 hours for the holiday and will not be charged annual leave.

CITY OF CONRAD POLICY MANUAL

BENEFITS

Annual Leave/Vacation

Each full-time, part-time, temporary and seasonal employee shall earn annual vacation leave from the first day of employment, but will not be eligible to take the accrued leave until the employee successfully completes the six-month qualifying period.

Full-time employees accrue vacation leave as follows:

<u>Time worked</u>	<u>Work day credit per year based / 8 hr day</u>	<u>Hours per month</u>
1 day through 10 years	15	10
11 years through 15 years	18	12
16 years through 20 years	21	14
21 years and over	24	16

Part-time employees are entitled to prorated vacation benefits if they have worked the qualifying 6-month period. Vacation benefits are based upon the hours worked during the pay period.

Seasonal employees earn vacation credits, however they must be employed for 6 qualifying months before they may use the vacation credits. In order to qualify, seasonal employees shall immediately report back for work when operations resume in order to avoid a break in service.

The maximum annual leave accumulation amount is twice the number of days earned annually at the end of any calendar year. Vacation leave exceeding the maximum amount must be used within 90 calendar days of the next calendar year in which the excess was accrued or it will be forfeited.

Requests for vacation leave must be submitted in advance and pre-approved by your Supervisor. The vacation will be approved after consideration of the best interest of the City of Conrad, employee's unit, and the employee's request. Should two employees request the same vacation period, their supervisor has sole discretion regarding the approval of the leave request.

An employee, who has passed the 6-month qualifying period and has separated from service for any reason, shall be entitled upon termination to cash compensation pay out for unused vacation leave.

CITY OF CONRAD POLICY MANUAL

Employees who are on a leave of absence shall not accrue annual leave during that time.

Employees will not be allowed to work in conjunction with using vacation leave.

As of July 1974, Part time employees will have a classification as 1/4, 1/2 or full time for the purpose of figuring vacation and sick leave. Vacation is figured thru December 31. If the employee goes over double the amount for the classification, they will need to take the additional time off by March 31 of the upcoming year. This is the same as the policy for full time employees.

Breaks

The City of Conrad employees, with their supervisor's approval, may take a 15-minute break after their first 2 hours at the beginning of the shift and another 15-minute break during the second four-hour period. Breaks will begin when the employee stops working and ends when the employee begins working again. During projects where breaks will significantly interrupt the flow of work, breaks will be taken "on the go" or eliminated altogether. Travel to and from restrooms will be done during the break time. Restrooms are available at the City Shop, Fire Hall and City Offices and during the summer at the Ball Field, Legion Park, Swimming Pool and the Jaycee Park.

Unjustified or repeated heavier may result in discipline up to and including immediate termination.

Revised 6-06-17

CITY OF CONRAD POLICY MANUAL

BENEFITS

Sick Leave

All full-time employees earn sick leave from the first day of employment; however, they are not entitled to use paid sick leave until they have been employed continuously for the qualifying period of 90 days. For calculating sick leave credits, 2,080 hours (52 weeks X 40 hours) equals 1 year. Sick leave credits must be credited at the end of each pay period. Sick leave credits are earned at a rate of 12 working days for each year of service without restriction as to the number of working days that may be accumulated. Employees may not accrue sick leave credit while in a leave-without-pay status.

Part-time employees earn a prorated amount of sick leave credits. Temporary and seasonal employees are entitled to sick leave benefits provided they work the qualifying period.

Employees may use sick leave for personal illness or physical incapacity, sickness of immediate family member, or death in the immediate family of employee (refer to bereavement leave). "Immediate family" is defined as the employee's spouse, any member of the employee's house hold, or any parent, child, grandparent, or grandchild, and corresponding "step" or "in-law" relationships. Sick leave benefits shall apply to bona fide cases of sickness, accidents, doctor or dental appointments, maternity/paternity leave, and requests for the employee's presence due to immediate relative's illness or emergency. Employees using sick leave that exceeds 3 consecutive work days shall furnish a medical certification of illness from a qualified doctor. An employee's supervisor can require an employee to obtain a release to return to work from their doctor.

An employee who has passed the 90-day qualifying period and who separates from the City of Conrad shall be entitled, upon termination, to cash compensation pay-out for unused sick leave equal to one-fourth of the accumulated sick leave. The pay-out will be based upon the employee's salary at the time of termination. Abuse of sick leave may result in discipline, up to and including termination and forfeiture of any lump-sum payments.

At the City of Conrad's request and expense an employee may be subject to an examination by a physician following a sick leave or other absence occasioned by illness or injury to ensure the employee can complete the necessary functions of the position.

Revised 9-16-14

Revised 6-06-17

CITY OF CONRAD POLICY MANUAL

SICK LEAVE FUND

It is the policy of the City of Conrad to allow the sharing of accrued sick leave between employees. This sharing of accrued leave may be done through a direct grant of accrued sick leave from one or more employees to another.

A "direct grant" is the extension to any employee, of up to 160 hours of sick leave in a 12-month period which is donated by other City of Conrad employees, for the specific use of the employee. No funds shall be attached to any hours of sick leave donated by means of a direct grant. The department employing the recipient of a direct grant shall pay all costs of the use of that sick leave. An employee shall not receive a direct grant of sick leave if the employee is eligible for workers' compensation benefits, if the employee is no longer employed by the City of Conrad or while the employee is on a long-term leave of absence without pay for a reason other than extensive illness or accident.

Administration of a Direct Grant

Any employee wishing to make a direct grant to another employee shall notify the City Council and the department head of the recipient employee in writing of the number of hours to be donated. The City Council or their designee shall certify that the granting and receiving employees have met the eligibility requirements to make a direct grant. A copy of the written notice shall be forwarded to the City Payroll Department. The granting employee's sick leave balance shall be debited by the appropriate number of hours. If the recipient of a direct grant has exceeded the maximum allowable benefit, or if the recipient's department does not agree to accept the sick leave credits, a direct grant will not be allowed.

Eligibility to Make a Direct Grant

A granting employee shall have completed the 90-day qualifying period to take sick leave and shall have a minimum balance of 40 hours of accrued sick leave remaining in their account following the contribution. The minimum balance for part-time employees shall be prorated.

Any employee may grant a maximum of 40 hours of accrued sick leave in any continuous 12-month period to another employee or employees. An employee may contribute no more than a combined total of 40 hours of sick leave in a 12-month period. The 12-month period is calculated from the first day an employee makes a direct grant. If the employee's leave balance falls below 40 hours, the employee will not be eligible to make the grant. The employee may not reduce the leave balance below 40 hours by making a direct grant.

CITY OF CONRAD POLICY MANUAL

At the time of termination, there is no limit on the amount of sick leave an employee may contribute as direct grants, up to the maximum allowable benefit per employee. The recipient must be eligible to receive direct grants in the same pay period in which donor employee terminates.

Eligibility to Receive Direct Grants

A recipient employee may receive no more than a maximum of 160 hours of sick leave in any continuous 12-month period. Leave granted to a part-time employee shall be prorated. The maximum allowable benefit in any 12-month period is 160 hours.

The 12-month period is calculated from the first day the employee takes sick leave which is a direct grant.

The recipient employee must have met the 90-day qualifying period to take sick leave, suffer an extensive illness or accident which results in absence from work of no less than 10 consecutive working days, exhaust all accrued sick leave, annual leave, other paid leave and compensatory time. Agreeing to receive direct grants constitutes an employee's agreement to exhaust all accrued annual vacation leave in order to become eligible to receive the additional sick leave.

The recipient employee must take five (5) days of leave of absence without pay following exhaustion of all accrued leave and compensatory time and receive approval for a leave of absence as well as the direct grant of sick leave. No employee is eligible to receive a direct grant without department head approval. A combination of paid sick leave and leave without pay in a workweek is allowable. If an employee is incapacitated and unable to apply for leave of absence and a direct grant, another person may do so on his/her behalf. An employee may receive a direct grant of sick leave to provide necessary care of or attendance to an immediate family member. The employee must meet all eligibility requirements.

Effective Date: 2-01-01

Revision Date: 1-16-01

CITY OF CONRAD POLICY MANUAL

BENEFITS

Maternity Leave

The City of Conrad will conform to the Pregnancy Discrimination Act (Civil Rights Act of 1964 as amended, Title VII, Section 701 et seq,) as well as all relevant pregnancy leave provisions in federal, state and local statutes. A female employee will not be terminated because of her pregnancy. Employees who are disabled as a result of pregnancy will not be denied any compensation that they are entitled to as a result of the accumulation of leave benefits accrued; however, the City of Conrad reserves the right to require medical verification that the employee is not able to perform employment duties. The City of Conrad will grant the employee a reasonable leave of absence for pregnancy but will not require an employee take a mandatory maternity leave for an unreasonable length of time.

Employees should notify their supervisor or the Mayor and/or their designee of a desire to take Maternity Leave upon confirmation of pregnancy. As soon as reasonable, the employee should report the expected due date, the estimated leave of absence, and anticipated complications that may affect current leave requests.

Breastfeeding in the Workplace

Women returning from maternity leave who wish to continue breastfeeding or separate expression of milk for their child(ren) will be provided a private space (other than a toilet stall) with suitable lighting and electricity, if necessary, for pumping apparatus. The selection of the space will be made on a case-by-case basis in consultation with the employee. Standard break times will be primarily utilized with additional unpaid break time provided as mutually agreed upon. Additionally, the City of Conrad will make every effort to provide suitable facilities for milk storage during the employee's daily work period. All requirements listed in MCA 39-2-215, 39-2-216, 39-2-217 will be complied with.

Revised: 6-06-17

CITY OF CONRAD POLICY MANUAL

BENEFITS

Leaves of Absences

Leave without pay may be granted for injuries, illness or any good cause as determined by the Supervisor for up to five (5) days. Employees requesting over five (5) consecutive days must obtain approval from their Supervisor and Mayor. Employees may be granted leave without pay for a specified time not to exceed ninety (90) calendar days during a twelve month consecutive period. An exception may be made if the particular situation is mandated by State or Federal Law where the employee is entitled to a leave of absence beyond the (90) ninety Calendar day period. The employee's position will be held open during an approved leave of absence.

Whenever possible, the employee should provide their Supervisor at least 30-day notice of the need for a leave of absence so workloads can be covered. To request leave without pay, the employee must provide the Supervisor in writing the beginning and ending dates of the leave and the reason for the requested leave.

With the exception of public-office leave, leave without pay is not allowed to pursue other employment. Vacation and sick leave credits cease to accrue during a leave of absence without pay. Employees will not be allowed to use sick or vacation leave and will not receive holiday pay while on leave-without-pay status.

Depending upon the circumstances, probationary employees may be allowed to take a leave without pay. However, the probationary period will be extended by the amount of time taken during the leave.

An employee who fails to return to work on their regularly scheduled work day after the approved leave without pay period will be considered to have voluntarily resigned. The total allowed leave of absence is up to ninety calendar days. Providing false or misleading information or reasons to justify a leave-without-pay absence may result in discipline, up to and including termination.

Effective Date: 12-18-00

Revision Date: 8-18-14

Revision Date 6-06-17

CITY OF CONRAD POLICY MANUAL

BENEFITS

Funeral Leave

In case of a death in the immediate family, an employee will be allowed to use 5 days of sick leave for bereavement purposes. Members of an employee's immediate family include spouse, children, father, and mother.

In case of a death for family members other than immediate family as described above, an employee will be allowed to use 3 days of sick leave for bereavement purposes. Family members, other than immediate, shall include brothers, sisters, grandparents, grandchildren and corresponding "step" or "in-law" relationships.

Considerations for prolonged leaves or for leaves for deaths of relatives or friends other than specifically listed will be evaluated on a case-by-case basis to be approved by their supervisor with the stipulation that vacation leave will be used.

Revised 4-17-2000 by the City Council to include grandparents and grandchildren.

Revised 12-17-2001 by the City Council to better define family and sick time allowed.

CITY OF CONRAD POLICYMANUAL

BENEFITS

Jury and Witness Duty Leave

Any regular full-time or regular part-time employee who is required to serve on a jury, is subpoenaed as a witness, or as a result of official duties is required to appear before a court, legislative committee or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed authorized leave with pay less any amount received (jury or witness fees) for such service. A probationary employee called will have their probationary period extended to by the same amount of time as required for serving on jury duty. An employee who received notice of jury duty or witness service must notify their supervisor immediately in order that arrangements may be made to cover the position. The City of Conrad reserves the right to request that an employee who is called for jury be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.

The employee is responsible to turn over jury or witness fees to the Finance Office, excluding mileage and actual expense fees. If an employee chooses to use vacation leave, the employee may keep their jury or witness fees in addition to their mileage and actual expense fees. The employee may keep any witness fees or court payment if the services are performed on the days of their regularly scheduled weekend or days off.

Time away will not affect vacation, sick leave or personal leave accruals. If excused as a juror on any given day, the employee is expected to contact their supervisor and to report to work as instructed.

CITY OF CONRAD POLICY MANUAL

BENEFITS

Military Leave

The City of Conrad shall comply with all provisions outlined in the Uniformed Services Employment and Reemployment Rights Act (USERRA, 38 USC Sec. 4301, [4321] et seq) as well as all relevant state laws (to include Montana Military Service Employment Rights Act, MCA 10-1-1001 to 10-1-1027 et seq) as well as all relevant state laws covering members of the Montana Army and Air National Guard.

An employee who is a member of the Montana National Guard or any United States military force or Reserve Corps and who has been an employee for a period of six months shall be given leave of absence with pay accruing at a rate of 120 hours per calendar year, for performing military service. This leave will not be charged against the employee's annual vacation time. Unused military leave must be carried over to the next calendar year if applicable, but may not exceed a total of 240 hours in any calendar year. Employees employed less than six months are entitled to unpaid leave for the purposes listed above.

On return from military leave of absence, the employee will be reinstated as required by law. When employees are called to military duty under emergency conditions, adjustments and exceptions to this policy may be made as circumstances require.

The employee shall present their Supervisor a copy of the military orders requiring a leave of absence. Appropriate orders should be provided to their supervisor as in a timely manner or as soon as available.

(USERRA, 38 U.S.C. 4301 et seq., Montana Military Service Employment Rights Act, MCA 10-1-1001 et seq. and all other applicable laws)

Amended: 2-16-2016

Revised: 6-06-2017

CITY OF CONRAD POLICY MANUAL

BENEFITS

Educational Leave/Training

The City of Conrad encourages training for employees where the training improves employee productivity, knowledge and skills particularly when City of Conrad's services and programs will be more efficient and effective. The City of Conrad may provide full or partial funding for training that is a work-related program, seminar, conference, convention, etc., and is pre-approved by their Supervisor.

Employees should consider training needs during annual evaluations, particularly if the training requires extensive time from work, is expensive and/or requires out-of-state travel. Such training courses will be closely evaluated by their Supervisor and/or the City Council to ensure maximum value of the course. Additionally, the training may be delayed until the next fiscal year to include the expense within the budget.

CITY OF CONRAD POLICY MANUAL

BENEFITS

Participation in Community Organizations

The City of Conrad views personal development through service involvement as beneficial to the individual as well as positive exposure for our organization. Employees are encouraged to pursue community activities that represent a positive effect in our community. Employees must consult with their Supervisor before volunteering for such organization if work time may be required to attend activities, fund raisers, meetings, etc. Employees that have received pre-authorization from their Supervisor may attend such functions as excused, paid absences using vacation leave. Their Supervisor will monitor the work time required to attend such functions to ensure the time is reasonable and the activity is projecting a positive image for the City of Conrad.

Employees seeking involvement in organizations that require response to emergency situations during working hours must receive approval from the supervisor. Approval may include paid absence time without using vacation benefits for a limited amount of time to be determined by their supervisor.

CITY OF CONRAD POLICY MANUAL

BENEFITS

Participation in Professional Organizations

The City of Conrad views personal development through professional organizations as essential to keep abreast of changing laws, rules, and legal opinions as well as maintaining a network of professional colleagues which are beneficial for research, feedback and productive information. Professional contacts are also beneficial for the growth and image of our organization. Employees are encouraged to pursue professional organization affiliations that represent a positive effect in our industry, organization or community. Employees must consult with their Supervisor before joining for such organization if work time may be required to attend activities, training, meetings, etc. Employees that have received pre-authorization from their Supervisor may attend such functions as excused, paid absence without using vacation leave. Their Supervisor will monitor the work time required to attend such functions to ensure the time is reasonable and the activity is projecting a positive image for the City of Conrad.

CITY OF CONRAD POLICY MANUAL

BENEFITS

Licensing Fees

The City of Conrad recognizes employees that associate with various organizations or maintain certifications/licenses that are beneficial to the City. If the City of Conrad has requested or required an employee to obtain a license or if the City of Conrad will benefit from such, the City of Conrad will pay for the licensing fees and/or annual renewal fees. The City of Conrad will pay for the cost of a CDL Physical when **it is paid for at the time of service** and performed by a provider within the City of Conrad. This will either be by reimbursement to the employee upon proof of payment or direct payment to the facility performing the physical. Employee must give the City Clerk advanced notice of one week to have a check ready for the employee to take with them. All employees will be responsible for the cost of a basic driver's license.

Employees on unpaid leave of absence will be responsible for the cost of maintaining licenses and may be reimbursed with the approval of the City Council after returning to duty.

All employees are encouraged to visit with their Supervisor, particularly during the annual evaluations, so that the cost of maintaining a current license or the costs for a license the employee would like to obtain can be included within the budget process.

Revised 2-06-18

CITY OF CONRAD POLICY MANUAL

BENEFITS

Health and Safety

The Mayor and the City of Conrad City Council express their concern for the safety and well-being of all City of Conrad employees. A safety program has been implemented that strives to comply with the Montana Safety Culture Act and all other relevant safety regulations through delegating safety responsibilities, establishing procedures and processes providing training, inspecting workplaces, and providing and requiring the use of safety equipment, etc.

The City of Conrad employees are to use common sense to avoid sustaining or causing an injury. If an employee notices a potential hazard, they should repair the hazard if they are capable and qualified or they should promptly refer the problem to their Supervisor. Horseplay is prohibited. Employees must use safe driving habits and wear seat belts while traveling on City of Conrad business. Employees required to drive automobiles or equipment will have driver's licenses periodically inspected by your Supervisor to ensure the employees have maintained required endorsements. Do not operate or use equipment if you are not authorized or do not have the appropriate license.

A first aid kit is available. Do not administer more than minor first aid (paper cuts, minor scrapes, etc.) unless you are adequately trained in first aid or CPR. Dial 911 for emergency services.

If you or another employee sustains an injury while on the job, notify your supervisor or the Mayor, IMMEDIATELY after the injury occurred and prior to leaving work for the day, if possible. An Accident Report and appropriate Workers' Compensation forms must be completed and the incident must be documented in writing by the injured employee and/or witnesses as soon as possible following the injury. The City of Conrad maintains Workers' Compensation coverage pursuant to the provisions of the Montana Workers' Compensation Act.

CITY OF CONRAD POLICY MANUAL

INSURANCE/HEALTH BENEFIT

Effective July 1, 2010 the City of Conrad will provide a Health Benefit Plan for all regular-full time employees. The City of Conrad will pay a specified dollar amount into the Health Benefit plan that the employee can use to pay for options elected. Any contributions in excess of premium amount must be utilized for other eligible Health Benefits offered by the City of Conrad. If the employee chooses additional Health Benefit for themselves or for their spouse &/or families, it will be the responsibility of the employee to pay the extra premiums through a payroll deduction.

All regular full-time employees, as of July 1, 2010, are required to participate in a Health Benefit plan either offered by the City of Conrad or supply proof of participation in another allowable Health Benefit plan. **Exception:** Regular full-time employees hired before July 1, 2010, who can prove allowable Health Insurance coverage, may continue to receive the current monthly \$225.00 "In-Lieu" stipend so noted as Additional Compensation on their paychecks and are therefore grandfathered in. Once an employee opts out of the "In-Lieu" they cannot revert. Regular full-time employees hired July 1, 2010 or later will not be eligible for this exception.

When Coverage Begins: Regular full-time employees hired July 1, 2010 or later will be eligible for Health Benefit coverage through the City of Conrad on the first day of the month 30 days post hire.

When Coverage Ends: If an eligible employee terminates before the end of the month, coverage is extended through the last day of the month. Employees and their covered dependents will have the option to elect COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage, if they are eligible to do so. Details concerning the provisions of COBRA are available in the coverage plan documents.

Leave of Absence: Eligible Employees may elect to continue their coverage while on leave of absence without pay, but shall be responsible for the entire premium cost. The election to remain insured is dependent upon the participant's COBRA eligibility.

When on Worker's Compensation: The City will pay premiums for the employer portion of the health insurance for eligible employees on Worker's Compensation for up to but not over three (3) months. City employees who are medically determined not to be able to work due to a compensable workers' compensation injury incurred while in the employment of the City of Conrad, will continue to receive the City of Conrad's employer contribution to their Employee Benefit program for three (3) full months starting the beginning of the next full month. This time period will be calculated cumulatively per injury. Any out of pocket contributions owed by the employee must continue to be paid at the end of each month. At the end of the time period referenced herein, the City of Conrad Employee Benefit contributions will no longer be paid and the employee will be

CITY OF CONRAD POLICY MANUAL

treated as On Leave Without Pay status. If, at the end of the three (3) months noted above, further benefits are needed a request can be made in the form of an appeal to the Mayor and Council. The Mayor and Council are able to grant up to an additional three (3) months of the same benefit to the individual. This will be determined on a per case basis and is at the discretion of the Mayor.

Dental, vision and supplemental (voluntary) life insurance may be available as a benefit offered by the City of Conrad for permanent employees who work 25 hours or more per week. Details are available at City Hall if provided as a benefit.

Basic Life Insurance may be available as a benefit offered by the City of Conrad for Mayor and Council. Details are available at City Hall if provided as a benefit.

Retiree Eligibility: A former covered Employee is eligible for continuation of coverage pursuant to the MMIA Plan Document and Summary Plan Description. Retirees are responsible for the entire premium.

Specific Health Plan Benefits are described in the Plan Document and Summary Plan Description available through the City Hall office. Employees utilizing specific insurance products will have insurance plan documents mailed directly to them by the Insurance Provider.

The City of Conrad will ensure confidentiality of all employee medical records.

CAFETERIA/HSA PLAN BENEFIT

The City of Conrad has established an Internal Revenue Code 125 approved Cafeteria Plan with HSA. Specific benefits of the plan are described in the Cafeteria Plan document which is available at City Hall.

Effective 7/1/2010

Adopted 9/7/2010

Revised 4/1/2011

Revised 5/1/2011

Revised 7/1/2012

CITY OF CONRAD POLICY MANUAL

BENEFITS

Employee Retirement

The City of Conrad participates in the Public Employees' Retirement Division (P.E.R.S.) and the Municipal Police Officers Retirement System (M.P.O.R.S). The City of Conrad contributes a monthly percentage to each employee's respective P.E.R.S. or M.P.O.R.S. plan. Each employee contributes a monthly percentage to their respective P.E.R.S. or M.P.O.R.S. plan.

All non-law enforcement employees scheduled to work 960 hours per fiscal year must join P.E.R.S. from the first day of employment. All other non-law enforcement employees have the option to join P.E.R.S. and decide within 180 days of the date they were hired.

All law enforcement employees scheduled to work 960 hours per fiscal year must join M.P.O.R.S. from the first day of employment. All other law enforcement employees have the option to join M.P.O.R.S. and must decide within 180 days of the date they were hired.

Amended by Resolution No. 24-1313, Ordinance 428
Effective: 10-15-2024

CITY OF CONRAD POLICY MANUAL

EMPLOYEE CONDUCT

Attendance

Employees are expected to report to work as scheduled by their Supervisor. If an employee will be late, the employee must call their Supervisor with an explanation. Advance notice should be given, if possible, to allow for a replacement to be scheduled, if necessary. If their Supervisor is unavailable, a message must be left with another staff member explaining the situation. Failure to notify the office of your absence or your tardiness may result in disciplinary action up to and including immediate termination.

Repeated tardiness or patterned absences are easily identified. Reasonable efforts will be made to determine the reason for the behavior in order to assist the employee in correcting the problem. Unjustified repeated behavior may result in disciplinary action up to and including termination.

CITY OF CONRAD POLICY MANUAL

EMPLOYEE CONDUCT

Absence without Authorization

Absence is the failure to report for work and to remain at work as scheduled. It includes late arrivals and early departures as well as absence for an entire day. Regular and punctual attendance is essential for efficient operations. If an employee does not know in advance that they are going to be absent or unavoidably late, their supervisor should be telephoned as soon as possible. Failure to request advance approval or to report their absence as described above will result in the absence being recorded as unexcused.

An employee who fails to call in for three successive days to report such absences will be considered to have voluntarily terminated employment with the City of Conrad.

Employees with above average absenteeism may be required to document the reasons, including providing a doctor's certificate or other evidence or verification. Upon returning to work from an unexcused absence, the employee must report to their supervisor and disclose the reason for the absence. If the reason is accepted as valid, no discipline will be imposed. If the reason is not acceptable, the employee will be disciplined as appropriate as determined by their supervisor.

An employee who is absent due to illness with no remaining sick leave is considered absent without authorization and may be disciplined up to and including immediate termination.

CITY OF CONRAD POLICY MANUAL

EMPLOYEE CONDUCT

Personal Appearance and Demeanor

Employees are expected to dress appropriately for their position, their daily activities, and their expected public contact. Employees attending Business Meetings or other related contact should dress professionally in business attire. The office, though a casual atmosphere, may receive customers, Council Members, etc. and all personnel are to be dressed appropriately even though their clothes may be more casual. Hair should be neat and combed. Clothes should be clean and neat.

The Supervisor may delegate responsibility from day to day to employees if the staff possesses related skills to assist with completing various tasks. All employees are expected to nurture a "team" attitude by "pitching in" and assisting when help may be needed.

CITY OF CONRAD POLICY MANUAL

EMPLOYEE CONDUCT

Tobacco Use

The City of Conrad does not allow the use of tobacco products in City owned vehicles or buildings.

CITY OF CONRAD POLICY MANUAL

EMPLOYEE CONDUCT

Sales Calls

Sales Calls from professional sales people are disruptive to daily business activities and are prohibited in work stations during work hours. Employees requesting charitable contributions or products for charity functions should visit with fellow employees before or after work, or during lunch hour if possible. Employees may also choose to circulate a catalog among co-workers to preview at their convenience. Employees should not be made to feel obligated to purchase items from the charities.

CITY OF CONRAD POLICY MANUAL

EMPLOYEE CONDUCT

Discipline

Upon suspected violation of the City of Conrad rules and/or regulations, employee conduct/behavior/performance standards, or City of Conrad policies, the employee may be subject to disciplinary action. The immediate Supervisor and/or Mayor will fully investigate and document situations that may require disciplinary action. The employee will be interviewed during the investigation process. Prior to the investigation interview, the immediate Supervisor and/or Mayor will inform the employee of the suspected violation and in general terms what the interview will be regarding. The immediate Supervisor and/or Mayor, as well as the employee may request an attendee, to accompany them in the interview, if desired; however, the attendees will be permitted for observation only and will not be permitted to participate in the interview.

Upon conclusion of the investigation, the immediate Supervisor and/or Mayor shall conduct a due process hearing informing the employee of the results of the investigation. During the due process hearing, the employee will be able to respond to the findings of the investigation. Upon completion of the hearing, the immediate Supervisor and/or Mayor will write a letter to the employee documenting the investigation and hearing process had been completed, stating the findings and declaring the appropriate form of discipline as determined by the employer.

If the employee doesn't agree that the discipline was warranted or if they consider the disciplinary action inappropriate, the employee may follow the grievance procedure. Appropriate discipline, as determined by the employee's immediate Supervisor and/or Mayor, will be rendered in one of the following forms:

Oral Reprimand

The immediate Supervisor and/or Mayor will meet with the employee and explain the problem as well as the necessary action required to correct the problem. The immediate Supervisor and/or Mayor will also outline the time period in which the employee must correct the problem and the consequences should the employee not conform or comply with the necessary action. The immediate Supervisor and/or Mayor will summarize the conversation with the employee in writing to document the disciplinary procedure as an oral reprimand. The employee and the immediate Supervisor and/or Mayor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required. The summary will be placed in the employee personnel file.

Revised 8-18-14
Revised 6-06-17

CITY OF CONRAD POLICY MANUAL

Written Reprimand

The immediate Supervisor and/or Mayor will document the problem in a letter to the employee. The immediate Supervisor and/or Mayor will meet with the employee, present the letter, and explain the problem. During the meeting the immediate Supervisor and/or Mayor will clarify the necessary corrective action, the time period to conform or comply with the corrective action, and the consequences should the employee not satisfactorily complete the necessary action. The letter to the employee will clarify that the employee is receiving a written reprimand as the disciplinary procedure. A copy of the letter must be signed by the employee that attests the employee participated in the meeting, understood the problem and the corrective action required, and received the written reprimand.

Suspension (with or without pay)

The Mayor will document the problem in a letter to the employee and indicate whether the employee is being suspended with or without pay. The immediate Supervisor and/or Mayor will meet with the employee, present the letter, explain the problem and inform the employee of the severity of the discipline received. During the meeting the immediate Supervisor and/or Mayor will clarify the necessary corrective action, the time period to conform or comply with the corrective action, and the consequences should the employee not do the necessary action. The letter to the employee will clarify the effective dates of the suspension (with or without pay) as well as the work schedule and the date that the employee is to return to work. A copy of the letter must be signed by the employee that attests the employee participated in the meeting, understood the problem and the corrective action required, and that the form of discipline was suspension (with or without pay).

Demotion - Loss of Duty

The Mayor will document the problem in a letter to the employee and indicate the specific conditions of the demotion to include modified job duties and compensation, as warranted. The immediate Supervisor and/or Mayor will meet with the employee, present the letter, explain the problem and inform the employee of the severity of the discipline received. During the meeting, the immediate Supervisor and/or Mayor will clarify the necessary corrective action, the time period to conform or comply with the corrective action and the consequences should the employee not do the necessary action. The immediate Supervisor and/or Mayor will determine if the demotion is a temporary disciplinary measure or a permanent job modification. In the event the demotion is a permanent job modification, the employee's job description will be updated to reflect such. A copy of the letter must be signed by the employee that attests the employee participated in the meeting, understood the problem and the corrective action required and that the form of discipline was a temporary or permanent demotion and loss of job duties/responsibilities.

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If the employee's job description was updated, the employee must sign the updated job description to reflect that the employee has had the modified duties communicated to the employee.

Termination

If the appropriate disciplinary action is termination, a letter to the employee will document the problem and summarize the results of the investigation and due process hearing. The letter will detail the effective cause and date of discharge. The letter shall also include a copy of the Grievance Procedure Policies advising the employee of their right to use the procedures and to have the termination reviewed by the City Council.

Revised 8-18-14

CITY OF CONRAD POLICY MANUAL

EMPLOYEE CONDUCT

Grievance Procedure

Employees are allowed to use the grievance procedure without penalty or harassment for doing so. Each grievance will be fully processed until the employee receives a satisfactory decision or explanation or until the employee's right of appeal is exhausted.

Employees should attempt to resolve all disputes prior to filing a grievance. Employees are encouraged to discuss disputed areas with their supervisors, informally and in a timely fashion. In the event a dispute cannot be resolved informally, the employee should file a grievance, in writing, to the Mayor within 10 calendar days of the occurrence of the disputed issue. The written grievance should outline the disputed issue, relevant facts, and appropriate remedy. Upon receipt of the written grievance, the Mayor will investigate the dispute and respond to the grievance within 10 working days of receipt of the grievance.

If the response is not acceptable to the employee, the employee may proceed to the next step. The employee may forward the written grievance and Mayor's response to the President of the City Council within 14 calendar days from the date of the Mayor's response. The Council will hold a conference to further investigate the grievance. The Council shall render a decision within 30 calendar days from receipt of the grievance appeal.

The Council may either accept all or part of the Mayor's recommendations or reject the recommendations and formulate their own resolution to the disputed issue. The City Council shall notify the employee in writing after rendering the decision. The letter issued from the City Council will be the final decision and will end the appeal process for the employee.

Information concerning employee grievances is confidential information and is to be discussed only with individuals involved in the investigation or on a need-to-know basis.

Revised 1/22/2013

POSITION DESCRIPTIONS FOR CITY OF CONRAD

Library Director

Reports to: Conrad Public Library Board of Trustees

Supervises: Conrad Public Library Employees & Volunteers

Employment Classification: Regular Full-Time

Work Hours: 40+ hours/week, Exempt

Terms: Twelve (12) months probationary period

Benefits: Paid sick and vacation leave; City of Conrad benefit options available
(*health insurance, life insurance, Public Employees Retirement System, etc.*)

Overview

The Conrad Public Library Director manages a broad range of public library functions, working with the City of Conrad and Pondera County, to provide library programs and services to the community that reflect the library's mission.

The Library Director is responsible for: financial/budget oversight, compliance standards, collections and circulation management, customer service, program and activities development, policy recommendations, personnel management, facilities and equipment maintenance, organizational growth/planning, community relations, and advocacy of the Conrad Public Library.

Qualifications

Education

- A Master of Library and Information Science (MLIS) degree from an accredited college or university, *preferred* **OR** a college degree from an accredited college or university

Experience

- At least five (5) years' library and two (2) years' managerial experience, *preferred* **OR** an equivalent combination of education and experience

Certification

- Montana State Library - Library Administrator Certification attained within a 4-year period, *required*

Other Qualifications

- A valid driver's license and proof of auto insurance, *required*

Responsibilities

Financial/Budget Oversight

- Prepare timely annual budget documentation and justification for Board approval
- Provide financial/budget reports by request for Board, City, and/or County review
- Conduct effective use of funds and accounts handling to assure sound fiscal controls

Compliance Standards

- File, report, and update all required library documentation to the appropriate agency/office
- Adhere to strict patron confidentiality rules and re-enforce rules regularly with staff

Collections and Circulation Management

- Select, catalog, and maintain library materials that appropriately meet community needs
- Ensure efficient circulation of materials and patron communication of overdue resources

Customer Service

- Assist patrons daily to provide exceptional customer service and achieve overall satisfaction
- Assist with reference questions, circulation desk, and communication via phone, email, etc.

Program and Activities Development

- Create and implement new programs to attract and extend service to a variety of patrons

Policy Recommendations

- Formulate, recommend, implement, and communicate Board approved policies to staff and patrons

Personnel Management

- Oversee recruitment, hiring, training, evaluation, and retention of staff and volunteers
- Schedule and supervise work priorities, and define staff job descriptions and responsibilities
- Provide encouragement and support to create a harmonious team environment
- Raise awareness of continuing education and professional development options for staff

Facilities and Equipment Maintenance

- Design and maintain a welcoming space for patrons, inside and outside of the building
- Organize technical and automation services to continually enhance library services
- Identify, evaluate, and execute building, furnishing, and equipment improvements and maintenance

Organizational Growth/Planning

- Develop short-term and long-term plans with the Board to support the Library's mission statement
- Prepare clear, accurate, and logical regular narrative and/or statistical reports as required

Community Relations

- Maintain an active public relations and marketing program to actively promote the library
- Create opportunities for improvement suggestions in library collections and services

Advocacy

- Maintain membership and participation in professional library associations and federations
- Work with and support the Conrad Public Library Foundation

Other Responsibilities

- Manage and supervise all public library operations, functions, programs, and offerings
- Support the Board of Trustees as Secretary and ex-officio member, as stated in the bylaws
- Maintain successful working relationship with local government entities and Montana State Library
- Any other duties that are requested by the Conrad Public Library Board of Trustees or that are essential to creating and/or maintaining the best possible library service to the community

Knowledge & Abilities

Knowledge

- Thorough knowledge of public library science principles, resources, and practices
- Thorough knowledge of public library administration, including strategic planning and budgeting

Abilities

- Able to lead, manage, plan, develop, organize, coordinate, budget, evaluate, and execute
- Able to professionally represent the library and its staff in a respectable manner
- Able to establish and maintain courteous, professional relationships
- Able to provide exceptional and effective communication skills, both oral and written
- Able to effectively prepare and present data/information to diverse public groups

- Able to analyze and interpret various library laws/codes, legal documents, and reports
- Able to assure effective and efficient use of funding, personnel, materials, facilities, and time
- Able to initiate, organize, and follow through on programs, services, and projects
- Able to identify problems, recommend solutions, and make difficult decisions
- Able to be sensitive and understanding to inquiries, suggestions, and complaints/grievances
- Able to work flexible hours in order to observe library during all hours of public operation
- Able to occasionally work on evenings and/or weekends, or to be on-call
- Able to operate typical business equipment, such as phones, computers, printers, and copiers
- Able to operate computers with proficiency using hardware, software, and online tools
- Able to organize work for efficient use of time and utilize creative thinking opportunities
- Able to work independently while multitasking with various priorities/conditions/deadlines
- Able to appropriately deal with a variety of abstract and concrete variables.
- Able to file books, periodicals, and materials on shelves ranging from 1-7 feet from the floor
- Able and willing to do everything that subordinate staff and volunteers are required to do

Working Conditions

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the following essential functions of the position.

Frequent Conditions

- Work within an indoor building environment, subject to continuous interruptions
- Work at a computer, desk, and/or counter for extended periods of time
- Noise levels can be low to moderate, with average background noises
- Vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Other frequent requirements include the ability to stand, bend, walk, reach, sit, talk, hear, type, touch, feel, operate objects/tools/controls, and the use of hand-eye coordination

Occasional Conditions

- Exposure to outdoor weather conditions while driving and/or walking
- Attendance at off-site meetings and in-state traveling
- Other occasional requirements include the ability to move and/or lift up to 25 pounds, climb, balance, stoop, kneel, crouch, and crawl

This job description is not, nor is it intended to be, a complete statement of all responsibilities, requirements, and conditions that comprise the position. This job description does not constitute an employment agreement and is subject to change as needed by the Conrad Public Library Board of Trustees and the City of Conrad.

Conrad Public Library employees are employees of the City of Conrad and are subject to applicable sections of the City of Conrad Personnel Manual.

Approved by the Conrad Public Library Board of Trustees:
November 21, 2024

Youth Services Librarian

Supervisor: Library Director

Employment Classification: Regular

Full-Time **Work Hours:** 40 hours/week,

Nonexempt **Terms:** Twelve (12) months probationary period

Benefits: Paid sick and vacation leave; City of Conrad benefit options available
(*health insurance, life insurance, Public Employees Retirement System, etc.*)

Overview

The Conrad Public Library Youth Services Librarian directs and supervises all youth programming, coordinating with other library services. The work requires considerable knowledge, skill, and ability in the public library field, particularly as it relates to children's library services. The Youth Services Librarian also provides services to the general public by assisting with programming, circulation, and materials maintenance.

Qualifications

Education/Experience

- A bachelor's degree from an accredited college or university in early childhood development, education, or literacy, *preferred* **OR** an equivalent combination of education and experience
- Experience working with the public and/or children, *preferred*

Certification

- Montana State Library - Staff Certification attained within a 4-year period, *preferred*

Other Qualifications

- A valid driver's license and proof of auto insurance, *required*

Responsibilities

Youth Programs

- Responsible for planning and conducting weekly preschool (ages 0-5 years old) programs incorporating the Montana State Library's "Ready 2 Read" early literacy initiative
- Responsible for planning and conducting weekly after-school (ages 6-11) programs
- Responsible for creating and implementing teen (ages 12-19) library programs
- Responsible for planning and conducting a Summer Reading program and events that coordinate with the Collaborative Summer Library Program (CSLP)
- Responsible for planning and conducting Kindergarten Camp in August
- Responsible for planning and conducting partner organization youth programs and outreach

Compliance Standards

- Adhere to strict patron confidentiality rules

Customer Service

- Assist patrons daily to provide exceptional customer service and achieve overall satisfaction
- Assist with reference questions, circulation desk, and communication via phone, email, etc.

Other Responsibilities

- May include other duties as assigned by the Library Director

Knowledge & Abilities

Knowledge

- Considerable knowledge of principles and practices of public library procedures, focusing on youth services and literature
- Considerable knowledge of the needs and abilities of children and the available library materials

Abilities

- Able to professionally represent the library in a respectable manner
- Able to establish and maintain courteous, professional relationships
- Able to provide exceptional and effective communication skills, both oral and written
- Able to work well with children, both individually and in groups
- Able to deal effectively with parents, teachers, school administrators, etc.
- Able to operate computers with proficiency using hardware, software, and online tools
- Able to file books, periodicals, and materials on shelves ranging from 1-7 feet from the floor
- Considerable initiative in devising new and original programs

Working Conditions

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the following essential functions of the position.

Frequent Conditions

- Work within an indoor building environment, subject to continuous interruptions
- Noise levels are usually moderate, noting that the position requires extensive time with groups of children
- Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Other frequent requirements include the ability to stand, bend, walk, reach, sit, talk, hear, type, touch, feel, operate objects/tools/controls, and the use of hand-eye coordination

Occasional Conditions

- Exposure to outdoor weather conditions while driving and/or walking
- Other occasional requirements include the ability to move and/or lift up to 25 pounds, climb, balance, stoop, kneel, crouch, and crawl

This job description is not, nor is it intended to be, a complete statement of all responsibilities, requirements, and conditions that comprise the position. This job description does not constitute an employment agreement and is subject to change as needed by the Conrad Public Library Board of Trustees and the City of Conrad.

Conrad Public Library employees are employees of the City of Conrad and are subject to applicable sections of the City of Conrad Personnel Manual.

Approved by the Conrad Public Library Board of Trustees:
November 21, 2024

Library Assistant II

Supervisor: Library Director

Employment Classification: Regular Part-Time

Work Hours: 16-24 hours/week

Terms: Twelve (12) months probationary period

Benefits: Paid sick and vacation leave

Overview

The Library Assistant II provides library services to the community and assists in maintaining library materials, circulation, and programming. This position assists the Youth Services Librarian when necessary.

Qualifications

Education

- A degree or some college, *preferred Experience*
- At least two (2) years' library experience OR customer service experience, *required Other Qualifications*
 - A valid driver's license and proof of auto insurance, *required*

Responsibilities

Compliance Standards

- Adhere to strict patron confidentiality rules

Circulation Management

- Ensure efficient circulation of materials and patron communication of overdue resources
- Process interlibrary loans

Collection Management

- Prepare, copy-catalog, and maintain library materials and bibliographic records

Customer Service

- Assist patrons daily to provide exceptional customer service and achieve overall satisfaction
- Assist with reference questions, circulation desk, and communication via phone, email, etc.
- Deliver library materials to assisted living facilities

Program and Activities

- Implement programs to attract and extend service to a variety of patrons

Community Relations

- Assist in maintaining social media marketing

Other Responsibilities

- May include other duties as assigned by the Library Director

Knowledge & Abilities

Knowledge

- Knowledge of library practices, procedures, and techniques

Abilities

- Able to professionally represent the library in a respectable manner
- Able to establish and maintain courteous, professional relationships
- Able to exhibit effective communication skills, both oral and written
- Able to initiate, organize, and follow through on programs, services, and projects
- Able to work flexible hours in order to observe library during all hours of public operation
- Able to operate typical business equipment, such as phones, computers, printers, and copiers
- Able to operate computers with proficiency using hardware, software, and online tools
- Able to organize work for efficient use of time and utilize creative thinking opportunities
- Able to work independently while multitasking with various priorities/conditions/deadlines
- Able to file books, periodicals, and materials on shelves ranging from 1-7 feet from the floor

Working Conditions

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the following essential functions of the position.

Frequent Conditions

- Work within an indoor building environment, subject to continuous interruptions
- Work at a computer, desk, and/or counter for extended periods of time
- Noise levels can be low to moderate, with average background noises
- Vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Other frequent requirements include the ability to stand, bend, walk, reach, sit, talk, hear, type, touch, feel, operate objects/tools/controls, and the use of hand-eye coordination

Occasional Conditions

- Exposure to outdoor weather conditions while driving and/or walking
- Other occasional requirements include the ability to move and/or lift up to 25 pounds, climb, balance, stoop, kneel, crouch, and crawl

This job description is not, nor is it intended to be, a complete statement of all responsibilities, requirements, and conditions that comprise the position. This job description does not constitute an employment agreement and is subject to change as needed by the Conrad Public Library Board of Trustees and the City of Conrad.

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Approved by the Conrad Public Library Board of Trustees: April 21, 2023
Revised: November 21, 2024

Library Assistant I

Supervisor: Library Director

Employment Classification: Regular Part-Time

Work Hours: 8-12 hours/week

Terms: Twelve (12) months probationary period

Benefits: Paid sick and vacation leave

Overview

The Library Assistant I provides library services to the community and assists in maintaining library materials and circulation. This position assists the Youth Services Librarian when necessary.

Qualifications

Education

- A degree or some college, *preferred*
- *Experience*
- Library experience OR customer service experience, *preferred*

Responsibilities

Compliance Standards

- Adhere to strict patron confidentiality rules

Circulation Management

- Ensure efficient circulation of materials and patron communication of overdue resources
- Process interlibrary loans

Customer Service

- Assist patrons daily to provide exceptional customer service and achieve overall satisfaction

- Assist with reference questions, circulation desk, and communication via phone, email, etc.

Community Relations

- Assist in maintaining social media marketing

Other Responsibilities

- May include other duties as assigned by the Library Director

Knowledge & Abilities

Knowledge

- Willingness to learn professional library practices, procedures, and techniques

Abilities

- Able to professionally represent the library in a respectable manner
- Able to establish and maintain courteous, professional relationships
- Able to provide exhibit effective communication skills, both oral and written
- Able to work flexible hours in order to observe library during all hours of public operation
- Able to operate typical business equipment, such as phones, computers, printers, and copiers
- Able to operate computers with proficiency using hardware, software, and online tools
- Able to organize work for efficient use of time and utilize creative thinking opportunities
- Able to work independently while multitasking with various priorities/conditions/deadlines
- Able to file books, periodicals, and materials on shelves ranging from 1-7 feet from the floor

Working Conditions

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the following essential functions of the position.

Frequent Conditions

- Work within an indoor building environment, subject to continuous interruptions
- Work at a computer, desk, and/or counter for extended periods of time
- Noise levels can be low to moderate, with average background noises
- Vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Other frequent requirements include the ability to stand, bend, walk, reach, sit, talk, hear, type,

touch, feel, operate objects/tools/controls, and the use of hand-eye coordination
Occasional Conditions

- Exposure to outdoor weather conditions while driving and/or walking
- Other occasional requirements include the ability to move and/or lift up to 25 pounds, climb, balance, stoop, kneel, crouch, and crawl

This job description is not, nor is it intended to be, a complete statement of all responsibilities, requirements, and conditions that comprise the position. This job description does not constitute an employment agreement and is subject to change as needed by the Conrad Public Library Board of Trustees and the City of Conrad.

Conrad Public Library employees are employees of the City of Conrad and are subject to applicable sections of the City of Conrad Personnel Manual.

Approved by the Conrad Public Library Board of Trustees: April 21, 2023

Revised: November 21, 2024

JANITOR

Reports to: Library Director

Employment Classification: Regular Part-Time

Work Hours: 10 hours/week

Terms: Twelve (12) months probationary period

Benefits: Paid sick and vacation leave

Overview

The Conrad Public Library Janitor keeps the building in a clean and orderly condition to provide a safe and welcoming environment for library programs and services.

Qualifications

- A valid form of identification, *required*

Responsibilities

Cleaning and Maintenance

- Perform general cleaning and janitorial duties in the common areas of the building
- Clean, sanitize, and stock restroom and sink areas
- Wash windows
- Dispose of trash and recycling
- Complete minor repairs such as changing light bulbs, unclogging drains, etc.
- Maintain supply rooms and notify Library Director of supply needs

- Examine premises for safety hazards and notify Library Director of deficiencies

Other Responsibilities

- May include other related duties as assigned by the Library Director

Knowledge & Abilities

Knowledge

- Knowledge of cleaning chemicals and supplies
- Knowledge of health and safety regulations

Abilities

- Able to handle typical cleaning equipment and tools
- Able to work independently and efficiently

Working Conditions

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the following essential functions of the position.

Frequent Conditions

- Work within an indoor building environment, subject to continuous interruptions
- Noise levels can be low to moderately high, depending on cleaning equipment
- Vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Other frequent requirements include the ability to stand, bend, walk, reach, sit, touch, feel, operate objects/tools/controls, and the use of hand-eye coordination

Occasional Conditions

- Exposure to outdoor weather conditions while driving and/or walking
- Other requirements include the ability to move and/or lift up to 25 pounds, climb, balance, stoop, kneel, crouch, and crawl

This job description is not, nor is it intended to be, a complete statement of all responsibilities, requirements, and conditions that comprise the position. This job description does not constitute an employment agreement and is subject to change as needed by the Conrad Public Library Board of Trustees and the City of Conrad.

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Approved by the Conrad Public Library Board of Trustees: November 21, 2024

TRUSTEE

Reports to: Conrad Public Library Board of Trustees

Employment Classification: Regular Volunteer

Work Hours: 1-15 hours/month, as needed

Terms: 5-year term, no more than two (2) consecutive terms

Overview

The Conrad Public Library Board of Trustees is the governing body of our city/county library and is responsible for: the mission, financial/budget oversight, compliance standards, policy development, personnel management, organizational growth/planning, community relations, and advocacy of the Conrad Public Library.

Qualifications

- Interest in the Conrad Public Library's services, programs, and overall well-being
- Commitment of adequate time for effective participation in Board meetings and decision making
- Agreement to comply with the Conrad Public Library Board of Trustees Code of Ethics
- Knowledge of governing laws/standards, meeting structure, and financial reports, *preferred*
- Residency in Pondera County, *required*
- A valid form of identification, *required*

Responsibilities

- Represent, along with the entire Board as a whole, the interests and needs of the Library
- Maintain an awareness of library issues and trends, and the implications for patrons
- Act as a liaison with the public, government bodies, agencies, and other libraries
- Advocate for and support library services and funding
- Ensure the Library is well-managed, financially secure, and operating suitably for the community

This job description is not, nor is it intended to be, a complete statement of all responsibilities, requirements, and conditions that comprise the position. This job description does not constitute an employment agreement and is subject to change as needed by the Conrad Public Library Board of Trustees and the City of Conrad.

Conrad Public Library employees are employees of the City of Conrad and are subject to applicable sections of the City of Conrad Personnel Manual.

Approved by the Conrad Public Library Board of Trustees: December 17, 2020
Revised: November 21, 2024

TEEN ADVISORY BOARD MEMBER

Reports to: Library Director and Youth Services Librarian

Employment Classification: Regular Volunteer

Work Hours: 1-15 hours/month, as needed

Terms: 1-year term

Overview

The Conrad Public Library Teen Advisory Board is a group of teen volunteers that meets regularly with a librarian facilitator to offer input on the Library's teen services, collection, and events. The TAB helps librarians create programs that meet the needs of youth in the community and align with the Library's mission.

Qualifications

- Be a teen between the ages of 13 and 19
- Interest in planning and promoting the Library's teen services, collection, and events
- Commitment to participation in TAB meetings
- Have a Conrad Public Library card

Responsibilities

- Attend TAB meetings
- Represent the interests and needs of local teens during program planning
- Promote and support teen programs, events, and usage of the Library
- Recommend books to supplement the Library's collection
- Volunteer to assist with programs throughout the Library, if needed

This job description is not, nor is it intended to be, a complete statement of all responsibilities, requirements, and conditions that comprise the position. This job description does not constitute an employment agreement and is subject to change as needed by the Conrad Public Library Board of Trustees and the City of Conrad.

Conrad Public Library employees are employees of the City of Conrad and are subject to applicable sections of the City of Conrad Personnel Manual.

Approved by the Conrad Public Library Board of Trustees: November 21, 2024

CITY OF CONRAD

POSITION TITLE: FINANCE OFFICER (Regular Part-Time)

DEPARTMENT: CITY OFFICE

SUPERVISOR: MAYOR

Position Summary: Performs a variety of routine and complex clerical, administrative and financial duties in administering the finance function of the City of Conrad.

Supervision Received: Works under the general supervision of the Administrative Clerk and the Mayor.

PRIMARY DUTIES AND RESPONSIBILITIES: Manages finance operations for the City of Conrad to achieve goals within available City resources as defined in State Statute and City Municipal Code.

- Responsible for the overall financial accounting of City business, demonstrating sound management of revenues and expenditures using Basic Accounting for BARS system and the Generally Accepted Accounting Principles (GAAP) in compliance with statutory provisions.
- Prepares Comprehensive Annual Financial Report and all required GASP reports for submission to the State of Montana.
- Calculates the annual mill levy calculations along with special assessments and property records.
- Serves as financial and administrative resource to City supervisors. Prepares annual budget and assists departments with budget preparation, reporting, monitoring and compliance. Submits annual budget documents to the State of Montana.
- Prepares timely periodic and special financial, statistical and operational reports as requested. Responds to cash management and investment related questions.
- Prepares a variety of studies and reports for City decision making purposes.
- Serves as custodian of official City financial records and oversees the filing and keeping of City records, books, papers or property belonging to the City.
- Maintains auxiliary cash controls for investing, balancing and other related accounting activities.
- Manages investment of City funds in accordance with investment policies and goals, within local, State and Federal regulations. Administers the investment program by maintaining required investment records and preparing related reports as required. Includes researching bids from financial institutions for investment purposes.
- Establishes and maintains records for bond and debt payments, fiscal agents and related redemption ledgers.
- Manages and oversees grant writing and reporting for City grant awards.
- Maintains daily and monthly reconciliation and balancing of bank accounts, cash register, accounts payable and receivable accounts and budget, as well as Journal and Revenue vouchers.

- Arranges for the independent annual audit and provide supplemental reports and summaries as requested by the auditors. Reviews draft audit report for accuracy.
- Works regularly with information that is sensitive or restricted, requiring the highest degree of discretion and integrity.
- Performs clerical accounting work and assists with the preparation and maintenance of financial records and reports as needed.
- Other duties as assigned by the Administrative Clerk and the Mayor.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Receives the public and answers questions, answers in-coming calls, responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons/resources.
- Serves as cashier including receipting of payments and posting of monies to the appropriate accounts.
- Issues and maintains municipal licenses and permits including business, animal, gaming, building and various regulatory licenses and permits in accordance with city ordinances.
- Receives, stamps and distributes incoming mail, processes outgoing mail.
- Assists in the procurement of department materials and supplies.
- Assists with duties of city clerk, billing and payroll clerks in his/her absence or as needed, including payroll, claims and check issuing processes, daily batches of cash register, daily reconciliation, credit card batches, bank deposits, general utility billing procedures and record keeping.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

1. Bachelor's degree in business management, accounting, finance or related field and three (3) years of progressively responsible related experience OR an equivalent combination of education and experience.
2. Demonstrated knowledge and experience using computers and electronic data processing equipment (word processing, spreadsheets, data entry, email).
3. Extensive knowledge of general office practices and procedures including records management and legal requirements for recording, retention and disclosure.
4. Working knowledge of general office practices and procedures including records management and legal requirements for recording retention and disclosure.
5. Ability to perform and/or verify arithmetic computations with a high degree of accuracy and close attention to detail.
6. Ability to learn and maintain specific computer programs directly related primary and secondary duties and responsibilities with accuracy.
7. Demonstrated effective communication skills (written and oral).
8. Ability to: effectively meet and serve the public; establish and maintain effective working relationships with employees, other departments, officials, and the public; manage stressful situations; maintain confidentiality of records and information; represent the City of Conrad in a professional and courteous manner.

SPECIAL REQUIREMENTS: Must be bondable. Certificate of Completion from the Montana Municipal Clerks, Treasurers and Finance Officers Association (MMCTFOA) Institute within 4 years and annual Institute attendance will be encouraged; occasional travel for City business may be required.

TOOLS AND EQUIPMENT USED: Multi-line phone system, personal computer (word processing and spreadsheet software), copy machine, fax/scanner, 10 key calculator and postage meter.

PHYSICAL DEMANDS: The physical environment for this position is a typical office environment. The position requires the ability to sit, talk and hear. This position requires occasional walking, use of hands and fingers, handling or feeling objects, tools or controls and reaching with hands and arms. The position requires occasional lifting of objects up to 25lbs. Specific vision abilities include close vision and the ability to adjust focus.

WORK ENVIRONMENT: Indoor office environment. Noise level is usually quiet.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____

Employee

Approval: _____

Department Head

Effective Date: 10/15/2024

CITY OF CONRAD

POSITION TITLE: PAYROLL/ADMINISTRATIVE CLERK (Regular Full-Time)

DEPARTMENT: CITY OFFICE

SUPERVISOR: MAYOR

Position Summary: Performs a variety of routine and complex clerical and administrative functions including preparing payroll, keeping official records, providing administrative support to City staff, and assisting in the administration of the standard operating policies and procedures of the department.

Supervision Received: Works under the general supervision of the Mayor.

PRIMARY RESPONSIBILITIES AND DUTIES: Performs clerical, administrative, accounting and all payroll duties involving preparation and maintenance of payroll records and reports as well as Accounts Payable, claims records and reporting.

- Prepares the City's payroll and related reports, maintains payroll forms, records and personnel files.
- Processes W-2, MW-3, 1095 and 1099 forms for the City and other payroll related tax forms as needed.
- Serves as custodian of departmental payroll documents and records. Establishes and maintains filing systems, budget indexes, control records and retention requirements using moderate independent judgement.
- Knowledge of City, State and Federal employment policy and reporting.
- Prepares, records and pays all withholding pertaining to payroll deduction entities, including insurances, private, public and union contributions.
- Prepares and monitors Accounts Payable claims, checks and vouchers for all departments, including reporting, documents and records for vendors.
- Supervises and manages office staff.
- Provides administrative support to city staff, Council and Mayor.
- Prepares supplemental reports and summaries as requested by auditors.
- Arranges notices to be published in the local news media, social media and website as required and needed.
- Inputs data to standard office and department forms, makes simple postings to accounts, compiles data for various reports.
- Any other duties as assigned by the Mayor.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Receives the public and answers questions, answers in-coming calls, responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons/resources.
- Serves as cashier including receipting of payments and posting of monies to the appropriate accounts.
- Issues and maintains municipal licenses and permits including business, animal, gaming, building and various regulatory licenses and permits in accordance with city ordinances.
- Receives, stamps and distributes incoming mail, processes outgoing mail.
- Assists in the procurement of department materials and supplies.
- Composes, inputs and edits a variety of correspondence, reports, memoranda and other material.
- Knowledge of City Code and procedures to relay information related to daily operations.
- Assists with duties of other office staff in their absence, as needed, including daily bank deposits, cash register and credit card batches and daily reconciliations.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

1. Graduation from high school or GED plus two (2) years of full-time (or part-time equivalent) progressively responsible office experience in typing, filing, accounting and bookkeeping, OR an equivalent combination of relevant education and experience.
2. Demonstrated knowledge and experience using computers and electronic data processing equipment (word processing, spreadsheets, data entry and email programs).
3. Demonstrated knowledge of accounting principles and practices, including accounts payable and receivable. Previous accounting experience or specialized course work in general office practices preferred.
4. Demonstrated competence maintaining records with a high degree of accuracy and close attention to detail.
5. Demonstrated effective communication skills (written and oral).
6. Ability to learn and maintain specific computer programs directly related primary and secondary duties and responsibilities with accuracy.
7. Ability to: effectively meet and serve the public; establish and maintain effective working relationships with employees, other departments, officials, and the public; manage stressful situations; maintain confidentiality of records and information; represent the City of Conrad in a professional and courteous manner.

SPECIAL REQUIREMENTS: Must be bondable. Must obtain Notary Certification within 6 months of employment. Certificate of Completion from the Montana Municipal Clerks, Treasurers and Finance Officers Association (MMCTFOA) Institute within 4 years. Annual Institute attendance will be encouraged. Occasional travel for City business and training may be required.

TOOLS AND EQUIPMENT USED: Multi-line phone system, personal computer (word processing and spreadsheet software), copy machine, fax/scanner, 10 key calculator and postage meter.

PHYSICAL DEMANDS: The physical environment for this position is a typical office environment. The position requires the ability to sit, talk and hear. This position requires occasional walking, use of hands and fingers, handling or feeling objects, tools or controls and reaching with hands and arms. The position requires occasional lifting of objects up to 25lbs. Specific vision abilities include close vision and the ability to adjust focus.

WORK ENVIRONMENT: Indoor office environment. Noise level is usually quiet.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____

Employee

Department Head

Effective Date: 10/15/2024

CITY OF CONRAD

POSITION TITLE: BILLING CLERK/TREASURER (Regular Part-Time)

DEPARTMENT: CITY OFFICE

SUPERVISOR: ADMIN. CLERK

POSITION SUMMARY: Performs a variety of routine clerical and administrative functions including keeping official records, providing administrative support to city staff, and assisting in the administration of the standard operating policies and procedures of the department.

Supervision Received: Works under the general supervision of the Administrative Clerk and the Mayor.

PRIMARY RESPONSIBILITIES AND DUTIES: Performs routine and complex clerical and administrative work included in utility billing and financial record keeping.

- Prepares and updates billing accounts including water, sewer and solid waste, prepares monthly utility billing, past due notices and issues delinquent account letters.
- Performs clerical accounting work and the preparation and maintenance of financial records and reports pertaining to utility billing and bulk water.
- Prepares and maintains hand-held computer system for water meter reading, downloads/uploads information into utility billing programs.
- Receipting of payments and posting of monies to appropriate accounts, including cash, check and credit card payments.
- Processes daily cash register reconciliation, credit card batches and deposits daily monies into the City bank account.
- Maintains, prepares and updates accounts receivable invoices and information, and performs necessary follow-up on collections.
- Performs clerical accounting work including daily and month end reconciliation and assists with the preparation and maintenance of financial records and reports.
- Receipts and deposits monies from the bulk water station, public library and municipal swimming pool, and tracks annual pool revenue and expenses.
- Inputs data to standard office and department forms and compiles data for various reports.
- Issues and maintains municipal licenses and permits including business, animal, gaming, building and various regulatory licenses and permits in accordance with city ordinances.
- Issues annual license renewal notices through multiple media outlets.
- Organizes and prioritizes multiple work assignments, meeting deadlines and exercising adaptability to changing priorities.
- Any other duties as assigned by the Administrative Clerk and the Mayor.

SECONDARY DUTIES AND RESPONSIBILITIES: Receives the public and answers questions, answers in-coming calls, responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons/resources.

- Receives, stamps and distributes incoming mail, processes outgoing mail.
- Assists in the procurement of department materials and supplies.

- Composes, inputs and edits a variety of correspondence, reports, memoranda and other material.
- Possesses knowledge of City Code and procedures to relay information related to daily operations.
- Assists with duties of other office staff in their absence including processing claims and check procedures.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

1. Graduation from high school or GED plus one year of full-time (or part-time equivalent) general office experience in typing, filing, accounting and bookkeeping; OR an equivalent combination of relevant education and experience.
2. Working knowledge using computers and electronic data processing equipment (word processing, spreadsheets, data entry, email).
3. Basic knowledge of accounting principles and practices, including accounts payable and receivable.
4. Experience maintaining records with a high degree of accuracy and close attention to detail.
5. Ability to learn and maintain specific computer programs directly related primary and secondary duties and responsibilities with accuracy.
6. Demonstrated effective communication skills (written and oral).
7. Ability to effectively meet and serve the public; manage stressful situations; establish and maintain effective working relationships with employees, other departments, officials and the public; maintain confidentiality of records and information; represent the City of Conrad in a professional and courteous manner.

TOOLS AND EQUIPMENT USED: Multi-line phone, personal computer (word processing and spreadsheet software), copy machine, fax/scanner, 10-key calculator and postage meter.

PHYSICAL DEMANDS: The physical environment for this position is a typical office environment. The position requires the ability to sit, stand, talk and hear. The position requires occasional walking, use of hands and fingers, handling or feeling objects, tool or controls and reaching with hands and arms. The position requires occasional lifting of objects up to 25 lbs. Specific vision abilities include close vision and the ability to adjust focus.

WORK ENVIRONMENT: Indoor, office environment. Noise level is normally quiet.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval _____

CITY OF CONRAD

POSITION TITLE: CITY CLERK (Regular Part-Time)

DEPARTMENT: CITY OFFICE

SUPERVISOR: ADMIN. CLERK

Position Summary: Perform a variety of routine and complex clerical and administrative duties for the City of Conrad including official records, providing administrative support to the Mayor and City staff and assists in the administration of the standard operating policies and procedures of the department.

Supervision Received: Works under the general supervision of the Administrative Clerk and the Mayor.

PRIMARY DUTIES AND RESPONSIBILITIES:

Manages the administrative and clerical operations for the City of Conrad to achieve City goals within available resources as defined in the State Statute and City Municipal Code.

- Responsible for attending regular and special City Council meetings, performs an accurate recording of the proceedings, prepares minutes using proper legislative terminology: records, indexes and files for the public record, distributes information as requested.
- Prepares meeting agendas, bid and other advertisements and legal notices of public hearings and special meetings.
- Prepares and distributes agendas, council packets, materials, minutes and records of all City meetings.
- Prepares records such as notices, minutes, statements and other records as assigned.
- Files ordinances and resolutions of the City Council and oversees the codification of ordinances into the municipal code.
- Communicates official policies and procedures to City Staff, elected and appointed officials, and to the general public.
- Administers Oath of Office to public officials.
- Performs certification and recording for the City as required on legal documents and other records: seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring City certification: catalogs and files all City records.
- Serves as custodian of official City records and oversees the filing and keeping of City records, books, papers or property belonging to the City and delivers the documents or property to a successor when qualified. Maintains City records retention schedule and document disposal.
- Communicates with the Department of Revenue, Pondera County and the Finance Officer annually to assess all regular taxes, SID's, delinquent utilities or other levies.

- Composes, inputs and edits a variety of correspondence, reports, memoranda and other material.
- Organizes and prioritizes multiple work assignments, meeting deadlines and exercises adaptability to changing priorities.
- Works regularly with information that is sensitive or restricted, requiring the highest degree of discretion and integrity.
- Knowledge of City Code and procedures to relay information related to daily operations.
- Any other duties as assigned by the Mayor or Administrative Clerk.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Receives the public and answers questions, answers in-coming calls, responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons/resources.
- Serves as cashier including receipting of payments and posting of monies to the appropriate accounts.
- Issues and maintains municipal licenses and permits including business, animal, gaming, building and various regulatory licenses and permits in accordance with city ordinances.
- Receives, stamps and distributes incoming mail, processes outgoing mail.
- Performs clerical accounting work and assists with the preparation and maintenance of financial records and reports.
- Assists in the procurement of department materials and supplies.
- Assists with duties of billing and payroll clerks in his/her absence or as needed, including payroll and claims processing, utility billing and general office procedures.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

9. High School Diploma or GED and three (3) years of experience in business management, city government, accounting, public administration or related field.
10. Demonstrated knowledge and experience using computers and electronic data processing equipment (word processing, spreadsheets, data entry, email).
11. Extensive knowledge of general office practices and procedures including records management and legal requirements for recording, retention and disclosure.
12. Working knowledge of general office practices and procedures including records management and legal requirements for recording retention and disclosure.
13. Ability to perform and/or verify arithmetic computations with a high degree of accuracy and close attention to detail.
14. Ability to learn and maintain specific computer programs directly related primary and secondary duties and responsibilities with accuracy.
15. Demonstrated effective communication skills (written and oral).
16. Ability to: effectively meet and serve the public; establish and maintain effective working relationships with employees, other departments, officials, and the public;

manage stressful situations; maintain confidentiality of records and information;
represent the City of Conrad in a professional and courteous manner.

SPECIAL REQUIREMENTS: Must be bondable. Must obtain Notary Certification within 6 months of employment. Occasional travel for City business and training may be required.

TOOLS AND EQUIPMENT USED: Multi-line phone system, personal computer (word processing and spreadsheet software), copy machine, fax/scanner, 10 key calculator and postage meter.

PHYSICAL DEMANDS: The physical environment for this position is a typical office environment. The position requires the ability to sit, talk and hear. This position requires occasional walking, use of hands and fingers, handling or feeling objects, tools or controls and reaching with hands and arms. The position requires occasional lifting of objects up to 25lbs. Specific vision abilities include close vision and the ability to adjust focus.

WORK ENVIRONMENT: Indoor office environment. Noise level is usually quiet.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective Date: 10/15/2024

CITY OF CONRAD

POSITION TITLE: CHIEF OF POLICE

DEPARTMENT: POLICE

SUPERVISOR: MAYOR

Position Summary: Performs a variety of complex administrative, supervisory and professional work in planning, coordinating, and directing the law enforcement activities of the Police Department. Serves as Department Head. Performs the duties of subordinate police personnel as needed.

Supervision Received: Works under the general supervision of the Mayor.

Supervision Exercised: Supervises the Police Department staff directly (Police Lieutenant) and indirectly through subordinate supervisors (Police Sergeant, Police Patrolman II, Police Patrolman I).

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsible for public safety through the management of police patrol, investigations, traffic regulation, and related law enforcement activities.

- Plans, coordinates, supervises, and evaluates police department operations.
- Develops policies and procedures for the Department in order to implement directives from the City Council and/or Mayor.
- Plans and implements a law enforcement program for the City to carry out the policies and goals of City Management and Council; review Department performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Supervises police department staff (Patrolman I, Patrolman II, Police Sergeant, Police Lieutenant) and other assigned staff.
- Provides for the training and development of Department officers.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the need arises for their special skill(s).
- Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment. Manages personnel schedule to cover all shifts and fills in where needed during staff shortages.

- Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.
- Supervises and coordinates the preparation and presentation of an annual budget for the Department, directs the implementation of the Department's budget, plans for and reviews specifications for new or replaced equipment.
- Directs the development and maintenance of systems and records documentation that provides for the proper evaluation, control, and documentation of Police Department operations.
- Handles Departmental grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel in accordance with the City of Conrad Policies and Procedures Manual and the Conrad Police Department Policy and Procedure Manual.
- Prepares and submits monthly reports to the City Council regarding the Department's activities and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives, and the general public on all aspects of the Department's activities.
- Attends conferences and meetings to keep abreast of current trends in the law enforcement field; represents the City of Conrad Police Department in a variety of local, County, State, and other meetings.
- Cooperates with the County, State, and Federal law enforcement officers as appropriate where activities of the Police Department are involved.
- Works on rotating shifts in the performance of security patrols, traffic control, investigation and first aid at accidents, detection, investigation, and arrest of persons involved in crimes or misconduct. Works to preserve the peace and enforce the law, to prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Ensures that laws and ordinances are enforced and that the public peace and safety are maintained.
- Animal Control duties are assigned as an additional set of tasks as set by the Conrad City Council. Any additional compensation is received only while animal control duties are assigned to the Conrad Police Department. Should the decision be made by the Conrad City Council to hire a separate position for animal control, any additional compensation for animal control duties for police officers will be eliminated. (See Animal Control Officer position description for additional information as to specific duties).

- Other duties as assigned.

PERIPHERAL DUTIES:

- Performs the duties of subordinate police personnel as needed (see position descriptions for Police Patrolman I, Police Patrolman II, Police Sergeant, and Police Lieutenant).
- Directs investigations of major crime scenes.
- Performs the duties of subordinate personnel as needed.
- Analyzes and recommends improvements to equipment and facilities, as needed.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration, or a closely related field and seven (7) years of experience in police work, three (3) years of which must have been equivalent to police sergeant or higher in rank, and completion of the basic law enforcement training academy (or equivalent)
OR an equivalent combination of education and experience.
- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Considerable knowledge of applicable laws, ordinances, and Department rules and regulations.
- Skill in the operation of the tools and equipment listed in the tools and equipment used subsection below.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, other City employees, and the general public.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to give verbal and written instructions.
- Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS:

- Must possess, or be able to obtain by the time of hire, a valid Montana State Driver's License, without record of suspension or revocation in any state.
- Ability to meet Police Department's physical standards.
- Basic law enforcement training certificate or equivalent.

TOOLS AND EQUIPMENT USED: Police car, police radio and portable radio, radar equipment, mobile data computer, desktop computer, video and audio recording equipment, various office equipment, handgun, shotgun and other firearms as required,

TASER electronic control device, handcuffs and other duty gear, breathalyzer (Intoxilyzer 500), pager, and first aid equipment.

PHYSICAL DEMANDS: Job duties frequently require the employee to see, sit, talk, hear and smell. The employee is occasionally required to stand, walk or run; use hands to finger, handle, or operate controls or objects or tools listed above; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl; taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee frequently works in outside weather conditions, to include extreme cold and heat. The employee occasionally works near or with moving mechanical parts, explosives and weapons; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval _____ Approval: _____
Employee Department Head

Effective date:

CITY OF CONRAD

POSITION TITLE: PATROL LIEUTENANT

DEPARTMENT: POLICE

SUPERVISOR: CHIEF OF POLICE

Primary Objectives of Position: Under limited supervision, performs a variety of administrative supervisory duties, supervises the day-to-day activities of uniformed patrol, investigations for the Conrad Police Department, on an assigned shift, including rotating shifts.

Essential Functions: Essential functions, as defined under the Americans Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties require the ability to retrieve and disseminate criminal justice information, conduct interviews, intervene in disputes, effect lawful arrest and to testify in court. Also requires frequent dealings with DUI suspects/offenders, intoxicated individuals and persons with mental disorders. Must be able to properly use all weapons assigned by the Police Department and to carry out duties in conformance with Federal, State, County and City laws and ordinances.

Duties and Responsibilities:

- Plans and implements a law enforcement program for an assigned area of responsibility of the department in order to better carry out the policies and goals of the police chief, city management, the city council and or the mayor.
- Reviews department performance effectiveness in assigned area, formulates programs or policies to alleviate deficiencies
- Evaluates performance of employees and recommends training, discipline, and promotion.
- Coordinates and supervises the organization, staffing and operational activities of the division, as well as any programs, functions, and services for the division.
- Assigns work to employees.
- Directs, coordinates, and reviews the work plans for the assigned operations.
- Analyzes and recommends improvement to equipment and facilities if needed.
- Coordinates or provides/approves training.

- Responds to major crime and accident scenes and assumes command of police activities until relieved by a staff officer.
- Ensures that department policies, standard operating procedure and guidelines are followed for each situation.
- Supervises investigations, interviews, and interrogations in the field.
- Conducts complex or sensitive investigations.
- Investigates and resolves inquiries and complaints.
- Prepares and maintains records and reports related to crime scene and accident activities.
- Handles grievances, maintains departmental discipline, conduct and general behavior of department personnel in accordance with City of Conrad policies and procedures manual.
- Coordinates assigned services and activities with other divisions and outside agencies.
- Assists with development of department operating policies and procedures.
- Communicates information between line employees and command staff.
- Assists with development of departments budget, goals, objectives, and work plan.
- Facilitates public relations during field operations and public appearances with schools, businesses and citizens. Maintains contacts with the general public, court officials, and other city officials.
- Monitors time sheets and hours worked.
- Prepares and submits periodic reports to the chief of police regarding the department's activities.
- Assists the chief of police with the direction, development and maintenance of systems, records and legal documents for the proper evaluation, control and documentation of pd operations in assigned areas.
- Supervises police officers.
- Carries out Animal Control duties. Any additional compensation is received only while animal control duties are assigned to the Conrad Police Department. Should the decision be made by the Conrad City Council to hire a separate position for animal control, any additional compensation for animal control duties for police officers will be eliminated. (See Animal Control Officer position description for additional information as to specific duties).

Knowledge, Skills, and Other Characteristics:

- Knowledge of Montana Code Annotated, federal, state, county, and City of Conrad laws and ordinances to be enforced.
- Knowledge of the policies, goals, and procedures of the Conrad Police department.
- Knowledge of the principles and practices of employee supervision and training, and risk management.

- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, identification, patrol, special weapons and tactics, traffic control, records management, report preparation, custody of persons and property, and crime prevention.
- Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.
- Knowledge of the street names and locations in the City of Conrad and surrounding area.
- Skill in managing the day-to-day operations of a municipal police division on an assigned shift, including patrol, investigation, training, budgeting, and administrative functions.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines. Skill in directing and supervising employees.
- Skill in coordinating operations and activities with other divisions.
- Skill in communicating, in person and on two-way radio.
- Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents. Skill in conducting investigations of criminal activities. Skill in establishing and maintaining effective working relationships with City employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens.

Uniform: See Uniform and Appearance

Qualifications:

- Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field and six (6) years of experience in police work, one (1) years of which must have been equivalent to Police Sergeant or higher in rank, and completion of the basic law enforcement training academy (or equivalent),

OR

- Seven (7) years full-time professional law enforcement work, three (3) of which must have been with the Conrad Police Department and at least two (2) of which include supervisory responsibility as a confirmed, probationary or acting Sergeant, or Corporal with the Conrad Police Department, including:
 - Thorough knowledge of application
 - Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
 - Considerable knowledge of applicable laws, ordinances, and Department rules and regulations.
 - Extensive knowledge of the City's geography.
 - Skill in the operation of the tools and equipment listed in the tools and equipment used subsection below.
 - Ability to train and supervise subordinate personnel.

- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, other City employees, and the general public.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to give verbal and written instructions.
- Ability to meet the special requirements listed below.

Special Requirements:

- Must possess, or be able to obtain by the time of hire, a valid Montana State Driver's License, without record of suspension or revocation in any state.
- Ability to meet Police Department's physical standards.
- Basic law enforcement training certificate or equivalent.

Tool and Equipment Used:

Police car, police radio and portable radio, radar equipment, mobile data computer, desktop computer, video and audio recording equipment, various office equipment, handgun, shotgun and other firearms as required, TASER electronic control device, handcuffs and other duty gear, breathalyzer (Intoxilyzer), and first aid equipment.

Physical Demands:

Job duties frequently require the employee to see, sit, talk, hear and smell. The employee is occasionally required to stand, walk or run; use hands to finger, handle, or operate controls or objects or tools listed above; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl; taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee frequently works in outside weather conditions, to include extreme cold and heat. The employee occasionally works near or with moving mechanical parts, explosives and weapons; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually moderate.

Availability:

When the chief of police is absent from the department, the lieutenant will make themselves available for all elements of departmental supervision, day to day operations, and community involvement.

Approval: _____ Approval: _____
Employee Department Head

Effective Date: March 19, 2019

Revision History:

CITY OF CONRAD

POSITION TITLE: POLICE SERGEANT

DEPARTMENT: POLICE

SUPERVISOR: CHIEF OF POLICE

Position Summary: Performs a variety of routine and complex public safety work in the execution of police patrol, investigations, traffic regulation, and related law enforcement activities. Performs the duties of subordinate police personnel as needed.

Supervision Received: Works under the general supervision of a Police Lieutenant and the Chief of Police.

Supervision Exercised: Exercises general supervision and provides training to Police Patrolman I and II and other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises police officers (Patrolman I and II) and other assigned staff.
- Conducts periodic performance evaluations and planning sessions for assigned personnel. Counsels assigned personnel on job performance and disciplinary matters.
- Reviews a variety of police-related reports prepared by subordinate officers or others.
- Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.
- Advises supervisors on deployment of personnel during emergency response.
- Maintains contact with all police personnel to coordinate investigation activities, provides mutual assistance during emergency situations, and provides general information about Department activities.
- Maintains contacts with the general public, court officials, and other City officials in the performance of police duties, as assigned.
- Personally, participates in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- May be called upon to assure that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and

circumstances governing deployment. Assists with personnel schedule to cover all shifts and fills in where needed during staff shortages.

- Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation, and arrest of persons involved in crimes or misconduct.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law; control vehicular traffic; prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at vehicular accident scenes; summons ambulances and other emergency response vehicles and/or personnel; takes measurements, photographs, and diagrams of scenes.
- Conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victims, witnesses and suspects; develops leads and tips; searches crime scenes for clues.; analyzes and evaluates evidence and arrests offenders; prepares cases for City and County Attorneys, prepares testimony and testifies in court proceedings.
- Prepares a variety of reports and records including officer's Daily Log, reports of an investigation, field interrogation reports, officer statements, alcohol influence reports, breathalyzer (Intoxilyzer) check lists, traffic accident reports, and other reports as required.
- Undertakes community orientated police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, and other public assistance matters.
- Coordinates activities with other officers, supervisors and other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.
- Animal Control duties are assigned as an additional set of tasks as set by the Conrad City Council. Any additional compensation is received only while animal

control duties are assigned to the Conrad Police Department. Should the decision be made by the Conrad City Council to hire a separate position for animal control, any additional compensation for animal control duties for police officers will be eliminated. (See Animal Control Officer position description for additional information as to specific duties).

- Other duties as assigned.

PERIPHERAL DUTIES:

- Performs the duties of subordinate police personnel as needed (see position descriptions for Police Patrolman I and Police Patrolman II).
- Analyzes and recommends improvements to equipment and facilities, as needed.
- Works with the Department supervisors to maintain rapport with the general public and community groups.
- Assists with reviewing, evaluating, and developing programs, policies, and procedures for various Departmental operations.
- Assists with the maintenance of Departmental equipment, supplies, and facilities.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- High school diploma or G.E.D. certificate; completion of the basic law enforcement training academy; and five years of experience as a fully commissioned/sworn police officer
OR an equivalent combination of education and experience.
- Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Considerable knowledge of applicable laws, ordinances, and Department rules and regulations.
- Extensive knowledge of the City's geography.
- Skill in the operation of the tools and equipment listed in the tools and equipment used subsection below.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, other City employees, and the general public.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to follow and to give verbal and written instructions.
- Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS:

- Must possess, or be able to obtain by the time of hire, a valid Montana State Driver's License, without record of suspension or revocation in any state.
- Ability to meet Police Department's physical standards.
- Basic law enforcement training certificate or equivalent.

TOOLS AND EQUIPMENT USED: Police car, police radio and portable radio, radar equipment, mobile data computer, desktop computer, video and audio recording equipment, various office equipment, handgun, shotgun and other firearms as required, TASER electronic control device, handcuffs and other duty gear, breathalyzer (Intoxilyzer 500), pager, and first aid equipment.

PHYSICAL DEMANDS: Job duties frequently require the employee to see, sit, talk, hear and smell. The employee is occasionally required to stand, walk or run; use hands to finger, handle, or operate controls or objects or tools listed above; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl; taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee frequently works in outside weather conditions, to include extreme cold and heat. The employee occasionally works near or with moving mechanical parts, explosives and weapons; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval _____ Approval _____
Employee Department Head

Effective date:

CITY OF CONRAD

POSITION TITLE: POLICE PATROLMAN III

DEPARTMENT: POLICE

SUPERVISOR: CHIEF OF POLICE

GENERAL PURPOSE

Performs a variety of routine and more complex public safety work in the performance of police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED

Works under the general supervision of a Police Sergeant, Lieutenant, Captain, or the Chief of Police.

SUPERVISION EXERCISED

Exercises general supervision of junior officers and may be called upon to assist with the supervision of beginning officers, Police Patrolman I, or Police Patrolman 11.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May be called upon to supervise other officers and other assigned staff in their duties.

Works on rotation shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation, and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on or response to major emergencies or precedent.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Patrols City streets, parks, commercial, and residential areas to preserve the peace and to enforce the law; control vehicular traffic; prevent, detect, or investigate misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers,

abuse of drugs, and a variety of other activity. Takes appropriate law enforcement action.

Conducts follow-up investigations of crimes committed during assigned shifts. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Searches crime scenes for clues and evidence. Analyzes and evaluates evidence and arrests offenders. Prepares cases for the City and County Attorneys, prepares testimony, and testifies in court.

Prepares a variety of reports and records including an officer's Daily Log, reports of an investigation, field interrogation reports, officer statements, individual case files, alcohol influence reports, intoxilyzer check lists, traffic accident reports, and other reports as required.

Undertakes community orientated police work and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, bike safety, and other public assistance matters.

Coordinates activities with supervisors or other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, County Attorney, or other officials regarding cases, policies, and procedures.

Maintains contact with Police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations, and provides general information about Department activities.

Animal Control duties are assigned as an additional set of tasks for additional compensation as set by the Conrad City Council and adjusted from time to time. This additional compensation is received only while animal control duties are assigned to the Conrad Police Department. Should the decision be made by the Conrad City Council to hire/start a separate position for an animal control person, the additional compensation for animal control duties for the police officers will be eliminated. See the Animal Control Officer job description for additional information as to specific duties.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

PERIPHERAL DUTIES

Assists with the maintenance of Department equipment, supplies, and facilities.

Works with Department supervisors to maintain rapport with the general public and community groups.

Analyzes and recommends improvements to equipment and facilities, as needed.

DESIRED MINIMUM QUALIFICATIONS

Entry Level

General:

- (A) Must be 18 years or older at the time of employment.
- (B) Must possess, or be able to obtain by the time of hire, a valid State Driver's License, without record of suspension or revocation in any state.
- (C) Felony convictions and disqualifying criminal histories are not allowed.
- (D) Must be a U.S. citizen.
- (E) Must be able to read and to write the English language.
- (F) Must be of good moral character and of temperate and industrious habits.
- (G) Possession of the Basic Certification (Peace Officers Standards and Training - POST) certificate.

Education and Experience:

- (A) A High School diploma or equivalent is required.
- (B) A two-year community college degree or vocational school training in police science, law enforcement, criminal justice, public administration, or a related field is desirable.
- (C) An equivalent combination of education and experience.

NECESSARY KNOWLEDGE; SKILLS-AND ABILITIES

- (A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- (B) Skill in operating the tools and equipment listed below.
- (C) Ability to learn the applicable laws, ordinances, Department rules and regulations; ability to perform work requiring good physical condition; the ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the City's geography.

SPECIAL REQUIREMENTS

Must possess, or be able to obtain by the time of hire, a valid State of Montana Driver's License without record of suspension or revocation in any state.

Ability to meet the Department's physical standards.

Lateral Entry:

- (A) Must be able to meet all Entry Level requirements listed above.
- (B) Must be able to pass medical exam and the Department's physical standards.

- (C) Must have at least 24 months of full time paid service as a sworn police officer in a civilian governmental jurisdiction prior to application.
- (D) Successful completion of the State Basic Training Academy or Equivalency Test within one (1) year after employment.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar equipment, handgun and other weapons as required, handcuffs, Intoxilyzer 5000, pager, portable radio, first aid equipment, department computer program for records and accident reports.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is occasionally required to stand; walk; run; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective Date: 7-01-2010

Revision History: 1-3-2011

CITY OF CONRAD

POSITION TITLE: POLICE PATROLMAN II

DEPARTMENT: POLICE

SUPERVISOR: CHIEF OF POLICE

Position Summary: Performs police patrol, investigations, traffic regulation, and related law enforcement activities.

Supervision Received: Works under the general supervision of a Police Sergeant, Police Lieutenant, or the Chief of Police.

Supervision Exercised: May be called upon to assist with the on-duty supervision of a beginning officer or a Police Patrolman I.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation, and arrest of persons involved in crimes or misconduct.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law; control vehicular traffic; prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at vehicular accident scenes; summons ambulances and other emergency response vehicles and/or personnel; takes measurements, photographs, and diagrams of scenes.
- Conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victims, witnesses and suspects; develops leads and tips; searches crime scenes for clues.; analyzes and evaluates evidence and arrests

offenders; prepares cases for City and County Attorneys, prepares testimony and testifies in court proceedings.

- Prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation reports, officer statements, alcohol influence reports, breathalyzer (intoxilyzer) check lists, traffic accident reports, and other reports as required.
- Undertakes community orientated police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, and other public assistance matters.
- May assist in the training and general on-duty supervision of Police Patrolman I.
- Coordinates activities with other officers, supervisors and other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.
- Animal Control duties are assigned as an additional set of tasks as set by the Conrad City Council. Any additional compensation is received only while animal control duties are assigned to the Conrad Police Department. Should the decision be made by the Conrad City Council to hire a separate position for animal control, any additional compensation for animal control duties for police officers will be eliminated. (See Animal Control Officer position description for additional information as to specific duties).
- Other duties as assigned.

PERIPHERAL DUTIES:

- Assists with the maintenance of Departmental equipment, supplies, and facilities.
- Works with the Department supervisors to maintain rapport with the general public and community groups.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- Must be a citizen of the United States.
- Must be at least 18 years of age.
- High school diploma or G.E.D. certificate required; a 2-year community college degree or vocational training in police science, law enforcement, criminal justice, public administration, or a related field is desired.
- Must possess or be eligible to obtain a Montana driver's license at time of hire, without record of suspension or revocation in any state.
- Felony convictions and disqualifying criminal histories are not allowed.

- Must possess very good English language communication skills, including verbal and writing skills.
- Must be of good moral character, and conduct personal life above reproach as determined by a thorough background investigation.
- Must be of sound physical and mental health.
- Must be certified or eligible to be certifiable by the Montana Peace Officers Standards and Training Advisory Council (POST) as a full-time or part-time peace officer.
- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Some skill in operating the tools and equipment listed in the tools and equipment used subheading below.
- Ability to learn the applicable laws, ordinances, Department rules and regulations.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with fellow officers and supervisors, and other City Department staff.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to follow verbal and written instructions.
- Ability to meet the special requirements listed below.
- Ability to learn the City's geography.

SPECIAL REQUIREMENTS:

- Must possess, or be able to obtain by the time of hire, a valid Montana State Driver's License, without record of suspension or revocation in any state.
- Ability to meet Police Department's physical standards.
- Basic law enforcement training certificate or equivalent.

TOOLS AND EQUIPMENT USED: Police car, police radio and portable radio, radar equipment, mobile data computer, desktop computer, video and audio recording equipment, various office equipment, handgun, shotgun and other firearms as required, TASER electronic control device, handcuffs and other duty gear, breathalyzer (Intoxilyzer 500), pager, and first aid equipment.

PHYSICAL DEMANDS: Job duties frequently require the employee to see, sit, talk, hear and smell. The employee is occasionally required to stand, walk or run; use hands to finger, handle, or operate controls or objects or tools listed above; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee frequently works in outside weather conditions, to include extreme cold and heat. The employee occasionally works near or with moving mechanical parts, explosives and

weapons; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective date:

CITY OF CONRAD

POSITION TITLE: POLICE PATROLMAN I

DEPARTMENT: POLICE

SUPERVISOR: CHIEF OF POLICE

Position Summary: Performs police patrol, investigations, traffic regulation, and related law enforcement activities.

Supervision Received: Works under the general supervision of a Police Sergeant or Police Lieutenant, and the Chief of Police.

Supervision Exercised: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation, and arrest of persons involved in crimes or misconduct.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law; control vehicular traffic; prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at vehicular accident scenes; summons ambulances and other emergency response vehicles and/or personnel; takes measurements, photographs, and diagrams of scenes.
- Conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victims, witnesses and suspects; develops leads and tips; searches crime scenes for clues.; analyzes and evaluates evidence and arrests offenders; prepares cases for City and County Attorneys, prepares testimony and testifies in court proceedings.

- Prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation reports, officer statements, alcohol influence reports, breathalyzer (intoxilyzer) check lists, traffic accident reports, and other reports as required.
- Undertakes community orientated police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, and other public assistance matters.
- Coordinates activities with other officers, supervisors and other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.
- Animal Control duties are assigned as an additional set of tasks as set by the Conrad City Council. Any additional compensation is received only while animal control duties are assigned to the Conrad Police Department. Should the decision be made by the Conrad City Council to hire a separate position for animal control, any additional compensation for animal control duties for police officers will be eliminated. (See Animal Control Officer position description for additional information as to specific duties).
- Other duties as assigned.

PERIPHERAL DUTIES:

- Assists with the maintenance of Departmental equipment, supplies, and facilities.
- Works with the Department supervisors to maintain rapport with the general public and community groups.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- Must be a citizen of the United States.
- Must be at least 18 years of age.
- High school diploma or G.E.D. certificate required; a 2-year community college degree or vocational training in police science, law enforcement, criminal justice, public administration, or a related field is desired.
- Must possess or be eligible to obtain a Montana driver's license at time of hire, without record of suspension or revocation in any state.
- Felony convictions and disqualifying criminal histories are not allowed.
- Must possess very good English language communication skills, including verbal and writing skills.
- Must be of good moral character, and conduct personal life above reproach as determined by a thorough background investigation.
- Must be of sound physical and mental health.

- Must be certified or eligible to be certifiable by the Montana Peace Officers Standards and Training Advisory Council (POST) as a full-time or part-time peace officer.
- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Some skill in operating the tools and equipment listed in the tools and equipment used subheading below.
- Ability to learn the applicable laws, ordinances, Department rules and regulations.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with fellow officers and supervisors, and other City Department staff.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to follow verbal and written instructions.
- Ability to meet the special requirements listed below.
- Ability to learn the City's geography.

SPECIAL REQUIREMENTS: Must possess, or be able to obtain by the time of hire, a valid Montana State Driver's License, without record of suspension or revocation in any state; and ability to meet Police Department's physical standards.

Lateral Entry:

- Must be able to meet all entry level requirements listed above.
- Must be able to pass medical exam and the Department's physical standards.
- Must have at least 24 months of full time paid service as a sworn police officer in a civilian governmental jurisdiction prior to application.
- Successful completion of the State Basic Training Academy or Equivalency Test within one year after employment.

TOOLS AND EQUIPMENT USED: Police car, police radio and portable radio, radar equipment, mobile data computer, desktop computer, video and audio recording equipment, various office equipment, handgun, shotgun and other firearms as required, TASER electronic control device, handcuffs and other duty gear, breathalyzer (Intoxilyzer 500), pager, and first aid equipment.

PHYSICAL DEMANDS: Job duties frequently require the employee to see, sit, talk, hear and smell. The employee is occasionally required to stand, walk or run; use hands to finger, handle, or operate controls or objects or tools listed above; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee frequently works in outside weather conditions, to include extreme cold and heat. The

employee occasionally works near or with moving mechanical parts, explosives and weapons; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective date: _____ Revision History: _____

CITY OF CONRAD

CHAPLAIN JOB DESCRIPTION

POSITION TITLE: Chaplain

DEPARTMENT: POLICE

SUPERVISOR: Police Chief

STATUS: Flexible - some evenings, and weekends required

Primary Objective of Position: The Chaplaincy program has been put in place to help meet the need of the officers of the Conrad Police Department and to be a resource and encouragement to them as they serve our community.

This job description of the Chaplain shall be as follows and may be changed at any time by the Chaplain and or the Chief of Police.

Essential Functions: As part of their official duties with the Chaplaincy, Chaplains are expected to respond and react to such duties that may be requested of them by the officers of the Conrad Police Department.

These tasks may include:

- Follow up to those affected persons, Death notifications,
- Suicidal threats, attempts, and completions
- Death of children
- Fatal crashes
- SWAT operations/Critical Response Team
- Violent crimes against people
- Sex crimes
- Serve as a liaison with other clergy in the community
- Attend and participate in funerals of active as well as retired members of the Agency or Department.
- Conduct memorial services.

DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF A CHAPLAIN;

1. Respond when an officer is:
 - Seriously injured or has died on duty,
 - Respond to the hospital emergency room, on request, and identify themselves to the hospital staff and the hospital chaplain and work with both.
 - Counsel Officers and families with personal problems, marriage and family, stress, etc.
 - Visit sick and injured Law Enforcement personnel at home or in the hospital.

CITY OF CONRAD

POSITION TITLE: JUVENILE COMMUNITY SERVICE PROGRAM COORDINATOR

DEPARTMENT: CITY COURT

GENERAL PURPOSE

Performs work in planning, organization and supervision to oversee juveniles sentenced to community service.

SUPERVISION RECEIVED

Works under the general supervision of the City Judge.

SUPERVISION EXERCISED

Exercises supervision over juvenile offenders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinate with city Court and conduct an interview with the juvenile offender and parent/guardian following sentencing.

Explain the Juvenile Community Service Program rules and guidelines and have the client and parent/guardian sign the appropriate forms.

Solicit projects from the community, arrange appropriate time frame to perform jobs. If needed by the City, arrange with the Department Head for supervision. Limit chargeable supervision or group supervision if possible. Hours per client will depend on the number of community service hours client is required to perform. Coordinator will attempt to limit hours to a maximum of five hours administrative time per juvenile.

Solicit and orient volunteer supervisors, explain rules and guidelines, stressing importance of producing, as opposed to just showing up for the task. Stress importance of safe working practices to juvenile workers.

Coordinators time sheet to be turned into the Payroll clerk by 10:00 a.m. on the 25 of each month and include a log sheet of worked performed.

Keep accurate records of juveniles to include; name, address, birth date, social security number and number of hours worked and turn in reports to city of Conrad payroll clerk at City Hall by 10:00 a.m. on the of March, June, September and December.

Keep court updated on client compliance and/or non-compliance. Turn in applicable records to city Court in a timely manner.

Evaluate program periodically and recommend changes as needed to the supervisor and/or city council.

Attend City Council meetings as requested.

Employee's rate of pay is contingent on allotted funding per each fiscal year. Employee shall not accrue and shall not be eligible for any limited or prorated benefits which may be available to employees of the City of Conrad.

PERIPHERAL DUTIES

Works with the Department supervisors to maintain rapport with the general public and community groups.

DESIRED MINIMUM QUALIFICATIONS

Entry Level

General:

- (A) Must be 18 years or older at the time of employment.
- (B) Must possess, or be able to obtain by the time of hire a valid State Driver's License without record of suspension or revocation in any state.
- (C) Felony convictions and disqualifying criminal histories are not allowed.
- (D) Must be a U.S. citizen.
- (E) Must be able to read and to write the English language.
- (F) Must be of good moral character and of temperate and industrious habits.

Education and Experience:

- (A) A High school diploma or equivalent is required.
- (B) A two-year community college degree or vocational school training is desirable.
- (C) An equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- (A) Ability to learn the applicable laws, ordinances, Department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the city's geography.

SPECIAL REQUIREMENTS

Must possess, or be able to obtain by the time of hire, a valid State Driver's License without record of suspension or revocation in any state.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is occasionally required to stand; walk; run; use hands to finger, handle, or operate objects or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works -in outside weather conditions.

The noise level in the work environment is usually moderate.

TERM OF EMPLOYMENT

Position is subject to funding availability.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

This job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective date: _____ Revision History: _____

CITY OF CONRAD

POSITION TITLE: CITY COURT JUDGE

DEPARTMENT: COURT

SUPERVISOR: MAYOR

Position Summary: Acts as City Court Judge within the Parameters of the State of Montana and performs a wide variety of routine clerical administrative support work for the City Court.

Supervision Received: Mayor and State of Montana

Supervision Exercised: None

Essential Duties and Responsibilities:

Receives, logs and indexes incoming filings, citation, and complaints. Performs primary filing of all papers, dockets, indexes case files and case related correspondence. Coordinates with State Public Defender Program. Administration criminal proceedings and docketing. Prepares and maintains appropriate calendars; sets up court hearings. Coordinates court matters with defendants, defense counsel, City prosecutor, police department, jail, alcohol agencies and other levels of the criminal justice administration. Prepares files for court use; processes timely notices to defendants and attorneys of arraignments, trials and hearings. Prepares the yearly budget requests for City Court. Responds to requests from City Prosecutor, Police Departments and others for assistance and information; processes discovery activity from the office. Performs a variety of courtroom related tasks in court such as swearing in juries and witnesses, opening court session, marking exhibits in order of presentation in court cases. Draw and notify jurors for jury trials. Process Failure to Pay, failure to Appear and Failure to Comply notices.

Answer telephones for City Court. Type Print Cards and submit to Department of Justice. Deposit at least weekly fines collected. Keep all appropriate information in a confidential manner. Deposits monthly with City Clerk the Cities share of collections.

Performance includes secretarial and bookkeeping responsibilities of the court; accounts for funds received, collected fines, bail bonds and fees and time payments. Maintains books and properly and according to established procedures and practices for the recoding of fines and time payments.

Work related to grants are additional requirements. Additional compensation, of available for administrative duties, will be paid per the grant award and only during the term of such grant.

Performs such additional duties as may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective: January 18, 2011

CITY OF CONRAD

POSITION TITLE: PUBLIC WORKS DIRECTOR

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: MAYOR

Position Summary: Performs complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the Public Works Department, including environmental, water, sewer, solid waste, parks, traffic control, and other public works projects and programs.

Supervision Received: Works under the general supervision of Mayor.

Supervision Exercised: Supervises the Public Works Department staff directly (Maintenance Worker IV and Water/Wastewater Systems Operator II) and indirectly through subordinate supervisors (Maintenance Worker III, Maintenance Worker II, Maintenance Worker I, Water/Wastewater Systems Operator I, Water/Wastewater Systems Operator in training) and clerical, administrative and professional staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises Public Works Department staff, directly and indirectly through subordinates.
- Determines work procedures, prepares work schedules, and expedites workflow.
- Issues written and oral instructions to Department staff.
- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Studies and standardizes Department policies and procedures to improve efficiency and effectiveness of operations.
- Promotes effective working relationships and resolves Departmental grievances.
- Adjusts errors and investigates and manages complaints.
- Prepares annual Department budget and documents budget requests; administers adopted budget in assigned areas of responsibility.
- Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment and infrastructure of the Public Works Department.
- Evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility, including transportation, buildings, swimming pool, street, water, sewer, drainage, lights, and park maintenance.
- Supervises the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Oversees the development or update of the City transportation improvement program (T.I.P.), comprehensive sewer plan, comprehensive water plan, the

capital improvement program, and other plans involving the municipal infrastructure.

- Determines applicable codes, regulations, and requirements for assigned projects.
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection of criteria for public contracts.
- Oversees project management for the construction of municipal public works projects.
- Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Coordinates the preparation of reviews and updates the sanitary sewer, water, storm drainage, and street system maps, data base, and comprehensive plans.
- Oversees the maintenance of infrastructure and other records.
- Responds to the public or other inquiries relative to Department policies and procedures.
- Evaluates issues and options regarding municipal public works and makes recommendations.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State, and Federal agencies, professional and technical groups, and the general public regarding Department activities and services.
- Monitors inter-governmental actions affecting public works.
- Other duties as assigned.

PERIPHERAL DUTIES:

- Serves on various employee or other committees as assigned.
- Maintains drawings and schematics of electrical and plumbing systems in the water and wastewater facilities.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

1. Graduation from high school or GED, plus two years post-secondary college education or technical training in civil engineering, public administration, or closely related field and six years of experience in public works, including at least two years in a water or wastewater utility, or an equivalent combination of education and experience.
2. Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting
3. Thorough knowledge of application municipal policies, laws, and regulations affecting Public Works activities
4. Skill in operation of some of the listed tools and equipment.
5. Skill in the operation of personal computer systems, including data spreadsheets and word programs.

6. Ability to operate office equipment such as copiers, fax machines, and phone systems.
7. Ability to communicate effectively verbally and in writing.
8. Ability to issue, understand, and carry out written and oral instructions.
9. Ability to establish and maintain effective working relationships with employees, other departments, and the public.

SPECIAL REQUIREMENTS:

- Must have a valid State of Montana 2B Commercial Driver's License with Air Brake Endorsement.
- Must have current Montana State Class 1 Water Plant Operator, Class 2 Distribution System Operator, and Class 1 Wastewater Operator's Certifications. Must have Low Pressure Boiler Operators License.

TOOLS AND EQUIPMENT USED: Loaders, backhoes, various trucks, graders, mowers, compactors, and other equipment as directed. Personal computer systems, including data spreadsheets and word programs. Office equipment such as copiers, fax machines, and phone systems.

PHYSICAL DEMANDS: While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance, stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works in outside weather conditions, from extreme hot to extreme cold. The employee frequently works near moving mechanical parts and is frequently exposed to wet, and/or humid conditions, and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud and sometimes loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective date:

CITY OF CONRAD

POSITION TITLE: PUBLIC WORKS FOREMAN

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: PWD

GENERAL PURPOSE

Performs a variety of unskilled or semi-skilled or technical and maintenance work in the construction, maintenance, operation and repair of City of Conrad's water, sewers, streets, parks, storm drainage facilities, solid waste collection and systems. Serves as foreman for other maintenance workers.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

May serve as Foreman for other public works employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operates, services, and repairs loaders, backhoes, various trucks, pickups, graders, mowers, sewer jet truck, roller, tamper, saws, oil distributors, wrenches, compressors, mowers, tractors, generators, common hand and power tools, shovels, mobile radios, street sweeper, compactors and other equipment as directed by the Public Works Director.

Performs all duties and instructs other employees to conform to appropriate safety and security standards.

Performs manual labor tasks such as loading and unloading trucks with heavy materials; shovels asphalt, rocks, sand, and gravel.

Performs manual, semi-manual and technical labor in the construction, maintenance and repair of city facilities.

Trains and maintains lesser skilled operators in the operation of city equipment.

Performs semi-skilled and skilled maintenance and repair work involving carpentry, electrical, plumbing, pipefitting, and welding.

Cleans, grades, and maintains city paved and unpaved streets and right-of-ways.

Determines the location of gas, telephone, power, television, water and sewer liens from appropriate sources prior to excavation.

Mows and maintains parks and open space areas; mows lawn; weeds; cleans and maintains courts and appurtenance; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.

Inspects, washes, paints, and performs routine maintenance of city park equipment and facilities.

Performs unskilled or semi-skilled maintenance of open space structures such as restrooms, shelters, maintenance sheds, etc., by performing custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.

Assists in the operations, maintenance and repairs of malfunctions at the treatment plants; repairs controls pumps filters and other equipment.

Operate and maintain solid waste collection trucks on regular and special routes to pick up solid waste in the City of Conrad.

Assists water and wastewater operators and other maintenance workers in the performance of their tasks.

Performs housekeeping tasks to maintain proper appearances of city facilities.

Maintains drawings and records of city's infrastructure and private service lines.

Reads, cleans, installs, and maintains water meters and remotes.

Turns off and on water services to businesses and homes as directed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Two years of experience relating to construction, maintenance, or repair.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) Working knowledge of equipment, facilities, materials, methods, and procedures used in day to day city operations.
- (B) Skill in operation of some of the listed tools and equipment.

- (C) Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid Montana State 2A Commercial Driver's license with air brake endorsement.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance, stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet, and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud and sometimes loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective date: 2 -27-1995

Revision history: 7-2007

CITY OF CONRAD

POSITION TITLE: WATER/WASTEWATER OPERATOR I

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: PWD

Position Summary: Performs a variety of skilled and semi-skilled technical and maintenance work in the construction, maintenance, operation and repair of water and wastewater treatment facilities and systems.

Supervision Received: Works under the general supervision of the Public Works Director or Water/Wastewater Systems Operator II.

Supervision Exercised: None. May provide training and direction to subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates, maintains, repairs, and replaces equipment malfunctions at the treatment plants; repairs controls, pumps, filters, and other equipment.
- Assures that plant operates within required standards.
- Operates and maintains water and wastewater pump stations; cleans wet wells and operates pumps and valves to control an adjust flow and treatment process.
- Monitors the performance of all equipment, gauges, and charts in the treatment plants and pump stations; records statistical data concerning plant operations; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, feeders, flow meter and other water quality monitoring equipment.
- Collects samples and identifies concentration of chemical, physical or biological characteristics of water and wastewater required in accordance with local, state, and federal requirements; gathers and tests water and wastewater samples for plant efficiency reports as required.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Trains and provides direction to lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.
- Contains and disposes of hazardous wastes generated by the lab.
- Performs housekeeping tasks to maintain proper appearance of City facilities.
- Performs manual, semi-manual, and technical labor in the construction, maintenance, and repair of City facilities.
- Maintains drawings and records of City's infrastructure and private service lines.
- Operates, services, and repairs loaders, backhoes, various trucks, graders, mowers, compactors, and other equipment.

- Performs semi-skilled maintenance and repair work involving carpentry, electrical, plumbing, pipefitting, and welding.
- Reads, cleans, installs, and maintains water meters and remotes.
- Checks, turns off and on water services to businesses and homes as directed.
- Performs manual labor tasks such as loading and unloading trucks with heavy materials; shovels asphalt, rocks, sand and gravel, as directed by the Public Works Director.
- Remains on-call during off duty hours as scheduled and responds to emergencies as directed by the Public Works Director.
- Other duties as assigned.

PERIPHERAL DUTIES:

- Serves on various employee or other committees as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

1. Graduation from high school or GED, plus two years post-secondary college education or technical training in biology, environmental science, chemistry, or closely related field and two years of experience in a water or wastewater utility, or an equivalent combination of education and experience.
2. Working knowledge of equipment, facilities, materials, methods, and procedures used in water and wastewater treatment plant maintenance and operation activities.
3. Working knowledge of laboratory procedures and practices.
4. Skill in operation of some of the listed tools and equipment.
5. Ability to work safely and follow safety policies and procedures.
6. Ability to perform heavy manual tasks for extended periods of time.
7. Ability to perform process control calculations.
8. Ability to understand and carry out written and oral instructions.
9. Ability to communicate effectively verbally and in writing.
10. Ability to establish and maintain effective working relationships with employees, other departments, and the public.

SPECIAL REQUIREMENT:

- Must have a valid State of Montana 2B Commercial Driver's License with Air Brake Endorsement.
- Current Montana State Class 1 Water Plant Operator, Class 2 Distribution System Operator, and Class 1 Wastewater Operator's Certifications. *To be obtained within one year from date of hire.*

TOOLS AND EQUIPMENT USED: Pumps, generators, mowers, trucks, backhoe, loaders, 4-Wheeler, mixers, jack hammer, jet truck, and other equipment as directed.

PHYSICAL DEMANDS: While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance, stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works in outside weather conditions, from extreme hot to extreme cold. The employee frequently works near moving mechanical parts and is frequently exposed to wet, and/or humid conditions, and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud and sometimes loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective date:

CITY OF CONRAD

POSITION TITLE: WATER/WASTEWATER OPERATOR II

DEPARTMENT: PUBLIC WORKS DIRECTOR

SUPERVISOR: PWD

Position Summary: Performs a variety of skilled and semi-skilled technical and maintenance work in the construction, maintenance, operation and repair of water and wastewater treatment facilities and systems. Acts as Lead Worker; supervises and trains subordinates in water and wastewater systems operations.

Supervision Received: Works under the general supervision of the Public Works Director.

Supervision Exercised: Supervises subordinates including Water/Wastewater Systems Operator I and Water/Wastewater Systems Operator in training. Acts as Lead Worker in the Public Works Department for water and wastewater operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates, maintains, repairs, and replaces equipment malfunctions at the treatment plants; repairs controls, pumps, filters, and other equipment.
- Assures that plant operates within required standards.
- Operates and maintains water and wastewater pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Monitors the performance of all equipment, gauges, and charts in the treatment plants and pump stations; records statistical data concerning plant operations; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, feeders, flow meter and other water quality monitoring equipment.
- Collects samples and identifies concentration of chemical, physical or biological characteristics of water and wastewater required in accordance with local, state, and federal requirements; gathers and tests water and wastewater samples for plant efficiency reports as required.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Acts as Lead Worker in the Public Works Department for water and waste water operations.
- Provides supervision for Water/Wastewater Operator I and Water/Wastewater Operator in training.
- Trains and provides direction to lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

- Contains and disposes of hazardous wastes generated by the lab.
- Performs housekeeping tasks to maintain proper appearance of City facilities.
- Performs manual, semi-manual, and technical labor in the construction, maintenance, and repair of City facilities.
- Maintains drawings and records of City's infrastructure and private service lines.
- Operates, services, and repairs loaders, backhoes, various trucks, graders, mowers, compactors, and other equipment.
- Performs semi-skilled maintenance and repair work involving carpentry, electrical, plumbing, pipefitting, and welding.
- Reads, cleans, installs, and maintains water meters and remotes.
- Checks, turns off and on water services to businesses and homes as directed.
- Performs manual labor tasks such as loading and unloading trucks with heavy materials; shovels asphalt, rocks, sand and gravel, as directed by the Public Works Director.
- Remains on-call during off duty hours as scheduled and responds to emergencies as directed by the Public Works Director.
- Other duties as assigned.

PERIPHERAL DUTIES:

- Serves on various employee or other committees as assigned.
- Maintains drawings and schematics of electrical and plumbing systems in the water and wastewater facilities.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

1. Graduation from high school or GED, plus two years post-secondary college education or technical training in biology, environmental science, chemistry, or closely related field and two years of experience in a water or wastewater utility, or an equivalent combination of education and experience.
2. Working knowledge of equipment, facilities, materials, methods, and procedures used in water and wastewater treatment plant maintenance and operation activities.
3. Working knowledge of laboratory procedures and practices.
4. Skill in operation of some of the listed tools and equipment.
5. Ability to work safely and follow safety policies and procedures.
6. Ability to perform heavy manual tasks for extended periods of time.
7. Ability to perform process control calculations.
8. Ability to understand and carry out written and oral instructions.
9. Ability to communicate effectively verbally and in writing.
10. Ability to establish and maintain effective working relationships with employees, other departments, and the public.

SPECIAL REQUIREMENT:

- Must have a valid State of Montana 2B Commercial Driver's License with Air Brake Endorsement.
- Must have current Montana State Class 1 Water Plant Operator, Class 2 Distribution System Operator, and Class 1 Wastewater Operator's Certifications.
- **TOOLS AND EQUIPMENT USED:** Pumps, generators, mowers, trucks, backhoe, loaders, 4-Wheeler, mixers, jack hammer, jet truck, and other equipment as directed.

PHYSICAL DEMANDS: While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance, stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works in outside weather conditions, from extreme hot to extreme cold. The employee frequently works near moving mechanical parts and is frequently exposed to wet, and/or humid conditions, and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud and sometimes loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective date:

CITY OF CONRAD

POSITION TITLE: MAINTENANCE WORKER I

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: PWD

Position Summary: Performs a variety of unskilled or semi-skilled maintenance work in the construction, maintenance, operation and repair of the City of Conrad's water, sewers, streets, parks, storm drainage facilities, solid waste collection and systems.

Supervision Received: Works under the general supervision of the Public Works Director, Maintenance Worker IV, or Lead Worker.

Supervision Exercised: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operate and maintain solid waste collection trucks on regular and special routes to pick up solid waste in the City of Conrad.
- Mows and maintains parks and open space areas: mows lawns; weeds; cleans and maintains courts and apparatus; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
- Inspects, washes, paints, and performs routine maintenance of City park equipment and facilities.
- Performs unskilled or semi-skilled maintenance of open space structures such as restrooms, shelters, maintenance sheds, etc. by performing custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
- Assists Water and Wastewater Operators and other Maintenance Workers (II, III, IV) in the performance of their tasks.
- Performs housekeeping tasks to maintain proper appearances of City facilities.
- Performs manual or semi-manual labor in the construction, maintenance and repair of City facilities.
- Maintains drawings and records of the City's infrastructure and private service lines.
- Operates, services and repairs various trucks, pick-ups, mowers, compactors, and other equipment as directed by the Public Works Director or Maintenance Worker IV.
- Performs semi-skilled maintenance and repair work involving carpentry, electrical, plumbing, pipefitting, and welding.
- Reads, cleans, installs, and maintains water meters and remotes.

- Turns off and on water services to businesses and homes as directed.
- Performs manual labor tasks such as loading and unloading trucks with heavy materials; shovels asphalt, rocks, sand, and gravel.
- Other duties as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

1. Graduation from high school or GED.
2. Some knowledge of equipment, facilities, materials, methods, and procedures used in day-to-day City operations.
3. Skill in operation of some of the listed tools and equipment.
4. Ability to work safely and follow safety policies and procedures.
5. Ability to perform heavy manual tasks for extended periods of time.
6. Ability to understand and carry out written and oral instructions.
7. Ability to communicate effectively verbally and in writing.
8. Ability to establish and maintain effective working relationships with employees, other departments, and the public.

SPECIAL REQUIREMENT: Must have a valid State of Montana driver's license, or be able to obtain one before the date of hire.

TOOLS AND EQUIPMENT USED: Mowers, Weed-eaters, Trimmers, 4-wheeler ATV, Pickup Truck, Small Tractor, Sprayer.

PHYSICAL DEMANDS: While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance, stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works in outside weather conditions, from extreme hot to extreme cold. The employee frequently works near moving mechanical parts and is frequently exposed to wet, and/or humid conditions, and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud and sometimes loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective date:

CITY OF CONRAD

POSITION TITLE: MAINTENANCE WORKER II

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: PWD

Position Summary: Performs a variety of unskilled or semi-skilled maintenance work in the construction, maintenance, operation and repair of the City of Conrad's water, sewers, streets, parks, storm drainage facilities, solid waste collection and systems.

Supervision Received: Works under the general supervision of the Public Works Director, Maintenance Worker IV, or Lead Worker.

Supervision Exercised: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates and maintains solid waste collection trucks on regular and special routes to pick up solid waste in the City of Conrad.
- Mows and maintains parks and open space areas: mows lawns; weeds; cleans and maintains courts and apparatus; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
- Inspects, washes, paints, and performs routine maintenance of City park equipment and facilities.
- Performs unskilled or semi-skilled maintenance of open space structures such as restrooms, shelters, maintenance sheds, etc. by performing custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
- Assists in the operations, maintenance, and repairs of malfunctions at the treatment plants; repairs controls, pumps, filters, and other equipment.
- May provide on-duty direction to Maintenance Worker I or lesser skilled operators as assigned.
- Trains lesser skilled operators in the operation of City equipment.
- Assists Water and Wastewater Operators and other Maintenance Workers (I, III, IV) in the performance of their tasks.
- Performs housekeeping tasks to maintain proper appearances of City facilities.
- Performs manual or semi-manual labor in the construction, maintenance and repair of City facilities.
- Maintains drawings and records of the City's infrastructure and private service lines.

- Operates, services and repairs various trucks, loaders, backhoes, mowers, weed eaters, trimmers, compactors, tamper, saws, oil distributors, wrenches, compressors, tractors, generators, common hand and power tools, shovels, mobile radios, street sweeper, and other equipment as directed by the Public Works Director or Maintenance Worker IV.
- Performs semi-skilled maintenance and repair work involving carpentry, electrical, plumbing, pipefitting, and welding.
- Regularly reads, cleans, installs, and maintains water meters and remotes; monthly reading of meters.
- Maintains accurate records regarding water meter locations and installation. Accurately records meter readings on a monthly basis.
- Turns off and on water services to businesses and homes as directed.
- May be assigned to complete safety sheets for playground equipment on an annual basis.
- Completes equipment maintenance reports as directed.
- Performs manual labor tasks such as loading and unloading trucks with heavy materials; shovels asphalt, rocks, sand, and gravel.
- Cleans and maintains city paved and unpaved streets and rights-of-way.
- Some travel required as part of Interlocal Agreement (Shelby, Cut Bank).
- Other duties as assigned.

PERIPHERAL DUTIES:

- Serves on various employee or other committees as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

1. Graduation from high school or GED plus a minimum of one year of related work experience.
2. Working knowledge of equipment, facilities, materials, methods, and procedures used in day-to-day City operations.
3. Skill in operation and maintenance of some of the listed tools and equipment.
4. Ability to work safely and follow safety policies and procedures.
5. Ability to perform heavy manual tasks for extended periods of time.
6. Ability to understand and carry out written and oral instructions.
7. Ability to communicate effectively verbally and in writing.
8. Ability to establish and maintain effective working relationships with employees, other departments, and the public.

SPECIAL REQUIREMENT: Must have a valid State of Montana 2B Commercial Driver's License with Air Brake Endorsement.

TOOLS AND EQUIPMENT USED: Trucks, loaders, backhoes, mowers, weed eaters, trimmers, compactors, tamper, saws, oil distributors, wrenches, compressors, tractors,

generators, common hand and power tools, shovels, mobile radios, street sweeper, and other equipment.

PHYSICAL DEMANDS: While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance, stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works in outside weather conditions, from extreme hot to extreme cold. The employee frequently works near moving mechanical parts and is frequently exposed to wet, and/or humid conditions, and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud and sometimes loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective date:

CITY OF CONRAD

POSITION TITLE: MAINTENANCE WORKER III

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: PWD

Position Summary: Performs a variety of unskilled or semi-skilled maintenance work in the construction, maintenance, operation and repair of the City of Conrad's water, sewers, streets, parks, storm drainage facilities, solid waste collection and systems.

Supervision Received: Works under the general supervision of the Public Works Director or Maintenance Worker IV.

Supervision Exercised: May provide general supervision to subordinates (Maintenance Worker I and Maintenance Worker II).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates, services and repairs various trucks, loaders, backhoes, graders, mowers, sewer jet truck, roller, tamper, saws, oil distributors, wrenches, compressors, tractors, generators, common hand and power tools, shovels, mobile radios, street sweeper, compactors, and other equipment as directed by the Public Works Director or Maintenance Worker IV.
- Performs all duties and instructs other employees to conform to appropriate safety and security standards.
- Performs manual labor tasks such as loading and unloading trucks with heavy materials; shovels asphalt, rocks, sand, and gravel.
- Performs semi-skilled and technical maintenance, repair, and overhaul of City vehicles and equipment.
- Performs manual and semi-manual labor in the construction, maintenance, and repair of City facilities.
- Trains and provides general supervision to lesser skilled operators in the operation of City equipment.
- Performs semi-skilled maintenance and repair work involving carpentry, electrical, plumbing, pipefitting, and welding.
- Cleans, grades, and maintains City paved and unpaved streets and right-of-ways.
- Determines the location of gas, telephone, power, television, water and sewer lines from appropriate sources prior to excavation.
- Mows and maintains parks and open space areas: mows lawns; weeds; cleans and maintains courts and apparatus; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
- Inspects, washes, paints, and performs routine maintenance of City park equipment and facilities.

- Performs unskilled or semi-skilled maintenance of open space structures such as restrooms, shelters, maintenance sheds, etc. by performing custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
- Assists in the operations, maintenance, and repairs of malfunctions at the treatment plants. Repairs controls, pumps, filters, and other equipment.
- Operates and maintains solid waste collection trucks on regular and special routes to pick up solid waste in the City of Conrad.
- Assists Water and Wastewater Operators and other Maintenance Workers (I, III, IV) in the performance of their tasks.
- Performs housekeeping tasks to maintain proper appearances of City facilities.
- Maintains drawings and records of the City's infrastructure and private service lines.
- Reads, cleans, installs, and maintains water meters and remotes.
- Turns off and on water services to businesses and homes as directed.
- Some travel required as part of Interlocal Agreement (Shelby, Cut Bank).
- Other duties as assigned.

PERIPHERAL DUTIES:

- Serves on various employee or other committees as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

1. Graduation from high school or GED plus a minimum of two years of related work experience (construction, maintenance or repair).
2. Working knowledge of equipment, facilities, materials, methods, and procedures used in day-to-day City operations.
3. Skill in operation and maintenance of some of the listed tools and equipment.
4. Ability to work safely and follow safety policies and procedures.
5. Ability to perform heavy manual tasks for extended periods of time.
6. Ability to understand and carry out written and oral instructions.
7. Ability to communicate effectively verbally and in writing.
8. Ability to establish and maintain effective working relationships with employees, other departments, and the public.

SPECIAL REQUIREMENT: Must have a valid State of Montana 2B Commercial Driver's License with Air Brake Endorsement.

TOOLS AND EQUIPMENT USED: Trucks, loaders, backhoes, graders, mowers, sewer jet truck, roller, tamper, saws, oil distributors, wrenches, compressors, tractors, generators, common hand and power tools, shovels, mobile radios, street sweeper, compactors, and other equipment as directed.

PHYSICAL DEMANDS: While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance, stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works in outside weather conditions, from extreme hot to extreme cold. The employee frequently works near moving mechanical parts and is frequently exposed to wet, and/or humid conditions, and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud and sometimes loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective date:

CITY OF CONRAD

POSITION TITLE: MAINTENANCE WORKER IV

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: PWD

Position Summary: Performs a variety of unskilled or semi-skilled maintenance work in the construction, maintenance, operation and repair of the City of Conrad's water, sewers, streets, parks, storm drainage facilities, solid waste collection and systems. Serves as Lead Worker for other Maintenance Workers.

Supervision Received: Works under the general supervision of the Public Works Director.

Supervision Exercised: Serves as Lead Worker and may provide general supervision of other public works employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in the supervision and training of other public works employees.
- Operates, services and repairs various trucks, loaders, backhoes, graders, mowers, sewer jet truck, roller, tamper, saws, oil distributors, wrenches, compressors, tractors, generators, common hand and power tools, shovels, mobile radios, street sweeper, compactors, and other equipment as directed by the Public Works Director.
- Performs all duties and instructs other employees to conform to appropriate safety and security standards.
- Performs manual labor tasks such as loading and unloading trucks with heavy materials; shovels asphalt, rocks, sand, and gravel.
- Performs manual and semi-manual and technical labor in the construction, maintenance, and repair of City facilities.
- Trains and provides general supervision to lesser skilled operators in the operation of City equipment.
- Performs semi-skilled and skilled maintenance and repair work involving carpentry, electrical, plumbing, pipefitting, and welding.
- Cleans, grades, and maintains City paved and unpaved streets and right-of-ways.
- Determines the location of gas, telephone, power, television, water and sewer lines from appropriate sources prior to excavation.
- Mows and maintains parks and open space areas: mows lawns; weeds; cleans and maintains courts and apparatus; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
- Inspects, washes, paints, and performs routine maintenance of City park equipment and facilities.

- Performs unskilled or semi-skilled maintenance of open space structures such as restrooms, shelters, maintenance sheds, etc. by performing custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
- Assists in the operations, maintenance, and repairs of malfunctions at the treatment plants. Repairs controls, pumps, filters, and other equipment.
- Operates and maintains solid waste collection trucks on regular and special routes to pick up solid waste in the City of Conrad.
- Assists Water and Wastewater Operators and other Maintenance Workers (I, II, III,) in the performance of their tasks.
- Performs housekeeping tasks to maintain proper appearances of City facilities.
- Maintains drawings and records of the City's infrastructure and private service lines.
- Reads, cleans, installs, and maintains water meters and remotes.
- Turns off and on water services to businesses and homes as directed.
- Some travel required as part of Interlocal Agreement (Shelby, Cut Bank).
- Other duties as assigned.

PERIPHERAL DUTIES:

- Serves on various employee or other committees as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

1. Graduation from high school or GED plus a minimum of three years related work experience (construction, maintenance, or repair).
2. Working knowledge of equipment, facilities, materials, methods, and procedures used in day-to-day City operations.
3. Skill in operation and maintenance of some of the listed tools and equipment.
4. Ability to work safely and follow safety policies and procedures.
5. Ability to perform heavy manual tasks for extended periods of time.
6. Ability to understand and carry out written and oral instructions.
7. Ability to communicate effectively verbally and in writing.
8. Ability to establish and maintain effective working relationships with employees, other departments, and the public.

SPECIAL REQUIREMENT: Must have a valid State of Montana 2B Commercial Driver's License with Air Brake Endorsement.

TOOLS AND EQUIPMENT USED: Trucks, loaders, backhoes, graders, mowers, sewer jet truck, roller, tamper, saws, oil distributors, wrenches, compressors, tractors, generators, common hand and power tools, shovels, mobile radios, street sweeper, compactors, and other equipment as directed.

PHYSICAL DEMANDS: While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance, stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works in outside weather conditions, from extreme hot to extreme cold. The employee frequently works near moving mechanical parts and is frequently exposed to wet, and/or humid conditions, and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud and sometimes loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective date:

CITY OF CONRAD

POSITION TITLE: LIFEGUARD / INSTRUCTOR

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: POOL MANAGER

GENERAL PURPOSE

Performs routine public contact and safety work in teaching swimming lessons and serving as a pool lifeguard.

SUPERVISION RECEIVED

Works under the general supervision of the Pool Manager.

SUPERVISION EXERCISED

May serve as Head Lifeguard in the absence of Pool Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Teaches swimming lessons according to a prescribed routine and curriculum. Tests program participants for swimming skill levels; passes participants for participation in more advanced classes.

Monitors the use of the swimming pool; enforces safety rules, patrols the swimming pool and aquatics facility.

Assists in implementing various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, picking up supplies for needed activities, conducting classes, selling tickets, collecting fees, helping set up classes, events, etc.

Performs housekeeping tasks to maintain proper appearances of pool facilities both inside and outside.

Responds to public inquiries about aquatics' programs made by telephone or in person.

Maintains related records and statistics for various programs.

Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples and back flushing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

None.

DESIRED MINIMUM QUALIFICATIONS

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) Working knowledge of equipment, facilities, operations, and techniques used in a comprehensive aquatics program.
- (B) Skill in operation of some of the listed tools and equipment Skill in first aid and CPR.
- (C) Ability to effectively teach swimming lessons; ability to effectively enforce safety and health regulations relating to an aquatics program; ability to establish and maintain effective working relationship with employees, supervisors, participants, and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

First Aid and CPR Certification; Shall meet federal age requirements; Water Safety Instructor's (WSI) Certificate is desirable and successful completion of certified lifeguard training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions,

While performing the duties of this job, the employee is regularly required to swim, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to stand. The employee is occasionally required to climb or balance.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally exposed to wet, hot or cold conditions. The employee is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in office, and moderately loud in the pool area.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective date: 2-27-1995

Revision history:

CITY OF CONRAD

POSITION TITLE: HEAD LIFEGUARD / INSTRUCTOR

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: POOL MANAGER

GENERAL PURPOSE

Responsible for managing daily pool operations including, but not limited to, supervising lifeguard staff, maintaining the facility, and planning and conducting in-service training for staff. Additionally, performs duties of Pool Lifeguard.

SUPERVISION RECEIVED

Works under the general supervision of the Pool Manager and Public Works Director.

SUPERVISION EXERCISED

The Head Lifeguard is responsible for supervising lifeguard staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ensuring the safety of both the lifeguard team and facility patrons. This includes identifying and correcting hazards that may compromise staff's or patrons' safety and educating patrons about your facility's rules and regulations. This also means being able to develop and write emergency action plans. It may also mean handling problem situations with uncooperative or even violent patrons.

Supervising and training lifeguarding staff. This includes testing and interviewing prospective lifeguard applicants, planning and providing job-related training, and providing and scheduling staff to meet the facility's needs. In your leadership role on the lifeguard team, you are also responsible for problem solving, delegating responsibility, and improving staff performance; communicating and interacting with the lifeguard team and facility patrons; and effectively serving as a liaison between your supervisor and the lifeguard team.

Supervising the safety inspection, general care, and cleaning of the facility. This includes the maintenance and minor repair of equipment and reporting any unsafe conditions and equipment to the facility manager immediately. This also includes ensuring that the exterior of the facility, and the exterior area surrounding the facility, is clean, safe and in good condition.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

Performs all lifeguard duties in/on pool premises, cashier and pool maintenance.

Teaches swimming lessons according to a prescribed routine and curriculum. Tests program participants for swimming skill levels; passes participants for participation in more advanced classes.

Monitors the use of the swimming pool; enforces safety rules, patrols the swimming pool and aquatics facility.

Assists in implementing various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, picking up supplies for needed activities, conducting classes, selling tickets, collecting fees, helping set up classes, events, etc.

Performs housekeeping tasks to maintain proper appearances of pool facilities both inside and outside.

Responds to public inquiries about aquatics' programs made by telephone or in person.

Maintains related records and statistics for various programs.

Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples and back flushing. There will be exposure to chlorine.

DESIRED MINIMUM QUALIFICATIONS

American Red Cross Lifeguard

American Red Cross Head Lifeguard

American Red Cross CPR, First Aid and Safety

One season of lifeguarding experience

Supervisory experience

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) Working knowledge of equipment, facilities, operations, and techniques used in a comprehensive aquatics program.
- (B) Skill in operation of some of the listed tools and equipment Skill in first aid and CPR.
- (C) Ability to effectively teach swimming lessons; ability to effectively enforce safety and health regulations relating to an aquatics program; ability to establish and maintain effective working relationship with employees, supervisors, participants, and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Standard First Aid and CPR Certification are required; Shall meet federal age requirements and successful completion of certified lifeguard training; Water Safety Instructor's (WSI) Certificate is desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to swim, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to stand. The employee is occasionally required to climb or balance.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally exposed to wet, hot or cold conditions. The employee is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in office, and moderately loud in the pool area.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective date: January 21, 2020

Revision history:

CITY OF CONRAD

POSITION TITLE: POOL MANAGER

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: PWD

GENERAL PURPOSE

Performs administrative, supervisory and professional work in the operation and maintenance of a swimming pool and in coordinating various aquatics programs. Performs safety work in teaching swimming lessons and serving as pool lifeguard.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Supervises lifeguards/Instructors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains; motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long-range plans. Coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors, mayor and city council. Communicates official plans, policies, and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in the assigned area to assure Sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Directs the patrolling of the pool and enforcement of safety rules and regulations.

Works as a lifeguard as needed.

Teaches swimming lessons according to a prescribed routine and curriculum.

Tests program participants for swimming skill levels; passes participants for participation in more advanced classes.

Monitors the use of the swimming pool; enforces safety rules, patrols the swimming pool and aquatics facility.

Assists in implementing various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, picking up supplies for needed activities, conducting classes, selling tickets, collecting fees, helping set up classes, events etc.

Performs housekeeping tasks to maintain proper appearances of pool facilities.

Responds to public inquiries about aquatics' programs made by telephone or in person.

Maintains related records and statistics for various programs.

Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards,

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

None.

DESIRED MINIMUM QUALIFICATIONS

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

(A) Working knowledge of equipment, facilities, operations, and techniques used in a comprehensive aquatics program.

(B) Skill in operation of some of the listed tools and equipment Skill in first aid and CPR.

(C) Ability to effectively teach swimming lessons; ability to effectively enforce safety and health regulations relating to an aquatics program; ability to establish and maintain effective working relationship with employees, supervisors, participants, and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

First Aid and CPR Certification; Water Safety Instructor's (WSI) Certificate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to swim, sit, talk, or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally exposed to wet and/or humid conditions! The employee is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in office, and moderately loud in the pool area!

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective date: 2-27-1995

Revision history:

CITY OF CONRAD

POSITION TITLE: BUILDING INSPECTOR

DEPARTMENT: BUILDING INSPECTOR

SUPERVISOR: MAYOR

GENERAL PURPOSE

Performs a variety of routine and complex work in the interpretation and enforcement of adapted codes and related rules and regulations.

SUPERVISION RECEIVED

Works under the general supervision of the City of Conrad Mayor.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide technical building code advise to the Mayor, City Council and general public.

Communicates official policies and procedures to the Finance Office employees and the general public.

Enforces a variety of codes including Uniform Building Code Uniform Mechanical Code. Uniform Plumbing Code, Uniform Electrical Code, Uniform Fire Code, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code and local codes.

Explains, interprets and provides guidance regarding all codes to architects, engineers, contractors, developers and other interested parties.

Researches problems and complaints regarding commercial acid residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.

Administers the permitting function including application, fee assessment, permit. issuance, inspection and occupancy.

Coordinates plan reviews, inspections and enforcement actions.

PERIPHERAL DUTIES

Review proposed subdivisions for code compliance.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a standard senior high school or GED equivalent, supplemented by two (2) years of post-secondary college or technical instruction in building technology, construction management, mechanical, electrical, plumbing or building construction and
- (B) Four (4) years of experience in general construction and related fields, or
- (C) Any equivalent combination of education and experience on a year for year basis

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- (A) Thorough knowledge of uniform building codes and electrical codes, plumbing codes, mechanical code, general construction codes, and a thorough knowledge of carpentry; Considerable knowledge in electrical work, carpentry work, cement. work, or plumbing, and skill in applying knowledge of national uniform building codes, zoning and land use applications.
- (B) Skill in the operation of the listed equipment.
- (C) Ability to establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

A valid state driver's license, or ability to obtain one by start of employment.

TOOLS AND EQUIPMENT USED

Motor Vehicle, 10-key calculator; ladder or scaffolding; tape measure; telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects,

tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective Date;
History:

Revision

CITY OF CONRAD

POSITION TITLE: FIRE CHIEF

DEPARTMENT: FIRE

SUPERVISOR: MAYOR

GENERAL PURPOSE

Protects life and property by performing firefighting, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

SUPERVISION RECEIVED

Works under the general supervision of the City Mayor and City Council.

SUPERVISION EXERCISED

Supervises other officers and firefighters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, supervises and evaluates fire operations.

Establishes policies and procedures for the fire department in order to implement directives from the City Council or Mayor.

Supervises and coordinates the preparation and presentation of an annual budget for the fire department.

Responds to alarms and may direct activities at the scene of major emergencies as required.

Prepares and submits monthly reports to the City Council regarding the department's activities and prepares a variety of other reports.

Meets with elected or appointed officials, other emergency officials, community and business representatives and the public on all aspects of the department's activities.

Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.

Participates in fire drills, attends classes in firefighting, hazardous materials, and related subjects,

Receives and relays fire calls and alarms. Operates radio and other communication equipment.

Participates in the inspection of buildings, hydrants, and other structures in the fire prevention programs.

Maintains fire equipment, apparatus and facilities, performs minor repairs to department equipment.

Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs: washes, hangs and dries hose: washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in the developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Performs housekeeping tasks to maintain proper appearances of fire facilities. Presents programs to the community on safety and fire prevention topics.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

Assists in training new firefighters, Present public information classes or programs.

Serves on committees as assigned

DESIRED MINIMUM QUALIFICATIONS

(A) Education and Experience: Graduation from high school education or GED equivalent.

(B) Seven years of experience in fire service work.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

(A) A thorough knowledge of equipment, facilities, materials, methods, and procedures used in firefighting activities.

(B) Skill in operation of some of the listed tools and equipment. Skill in first aid and CPR.

(C) Ability to work safely: ability to communicate effectively verbally and in writing: ability to establish and maintain effective working relationship with other firefighters, other departments and the public: ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid State of Montana Driver's License; ability to meet departmental physical standards.

TOOLS AND EQUIPMENT USED

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, radio, pager, and phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, The employee frequently works near hazardous situations and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud and sometimes loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

Effective date:

Revision history:

CITY OF CONRAD

POSITION TITLE: VOLUNTEER FIREFIGHTER

DEPARTMENT: FIRE

SUPERVISOR: FIRE CHIEF

GENERAL PURPOSE

Protects life and property by performing firefighting, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

SUPERVISION RECEIVED

Works under the general supervision of the Department's Officers.

SUPERVISION EXERCISED

Elected officers may provide supervision to lower level firefighters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.

Participates in fire drills, offends classes in firefighting, hazardous materials, and related subjects.

Receives and relays fire calls and alarms. Operates radio and other communication equipment.

Participates In the inspection of buildings, hydrants, and other structures in the fire prevention programs.

Maintains fire equipment, apparatus and facilities, performs minor repairs to department equipment.

Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in the developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Performs housekeeping tasks to maintain proper appearances of fire facilities. Presents programs to the community on safety and fire prevention topics.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris!

Serves as officer when elected by the department members.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

Assist in training new firefighters. Present public information classes or Programs.

Serve on committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) A working knowledge of equipment, facilities, materials, methods, and procedures used in firefighting activities.
- (B) Skill in operation of some of the listed tools and equipment. Skill in first aid and CPR.
- (C) Ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationship with other firefighters, other departments and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid State of Montana Driver's License. Ability to meet departmental physical standards.

TOOLS AND EQUIPMENT USED

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment. ladders, radio, pager, and phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk: talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee frequently works near hazardous situations and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud and sometimes loud.

SELECTION GUIDELINES

Formal application, rating of education and experience: oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Employee Department Head

SUPPLEMENTAL POLICIES FOR THE CITY OF CONRAD

CITY OF CONRAD

CREDIT CARD USE POLICY

PURPOSE

The purpose of using a corporate credit card system is to allow employees to pay for certain expenses without going through an Accounts Payable/Claims process. The use of credit cards also reduces the need for employees to expend personal funds and submit claim forms for reimbursement.

USAGE GUIDELINES

1. The corporate issued credit cards are to be used only for business purposes. The credit cards do not replace the City's purchasing policy and should only be used for travel when a vendor will not accept a purchase order or when a credit card is the only form of payment accepted.
2. Credit Cards will be held by the City Finance Office and checked out by the employees on an as needed basis. Employees will return the credit cards to the City Finance Office immediately upon return from travel or completion of a transaction. It is the Department Head's responsibility to track the credit cards and ensure the return of the credit cards in a timely manner.
3. Supervisors shall reserve the right to deny an expense as a legitimate business purpose. It is the responsibility of the cardholder to verify an expenditure is a legitimate business expense before completing the transaction.
4. The cardholder is responsible for obtaining from the vendor a detailed transaction receipt for every transaction including telephone and online transactions. Examples of a detailed transaction receipt shall include cash register tape, copy of a completed order form, web receipt or email acknowledgement as long as they include a description of the item(s) purchased, vendor name, date, quantity and total cost. It is up to the cardholder to obtain the required information. The signed credit card authorization slip is not a detailed transaction receipt. All receipts shall be turned in promptly to the cardholder's supervisor for approval and completion of a purchase order.
5. If a detailed transaction receipt has not been submitted within 20 days of the transaction or 10 days of the statement date, whichever is longer, the cardholder will lose their card privileges. In cases where the original receipt is lost or never received, the card user will first contact the vendor and request a duplicate. If a duplicate is not received or available, the card user shall provide a written explanation of why the original receipt is not available

- along with the following details about the transaction; description of item(s) purchased, vendor name, date, quantity and total cost.
6. In the event that a purchase is made without a supporting receipt, the expense will be considered personal use. The cardholder will be asked to reimburse the City for the charges and lose their card privileges. Disciplinary action shall also be taken by the card user's supervisor.
 7. Corporate issued credit cards are non-transferable and shall only be used by the person it was issued to and whose name is embossed on the card. Employees shall not allow other employees to use their credit card. Violation of this policy will result in revocation of the card.
 8. In the event a corporate credit card is lost or stolen, the cardholder is responsible for contacting the financial institution immediately to ensure that fraudulent purchases will not be made on the card. Lost or stolen cards shall also be reported to the Finance Officer within 5 days.
 9. The corporate card statements shall be periodically reviewed and audited. Based upon these reviews, cards may be suspended or permanently revoked and/or other disciplinary action taken.
 10. Certain transactions are prohibited and include:
 - a. Cash advances
 - b. Purchases from a vendor where a Conflict of Interest exists
 - c. Personal Expenses
 - d. Alcoholic Beverages

I have received a copy of the Credit Card Policy and agree to abide by the terms of the policy. I understand violation of any portion of the policy could result in revocation of the credit card and possible disciplinary action.

DATE

Cardholder (Employee) Signature

City of Conrad

Employee Handbook Statement-Privacy of Health Information

The HIPAA Privacy Rule establishes the conditions under which protected health information may be used or disclosed by covered entities. New government regulations define standards to protect the privacy of health information. In the course of the employment relationship, an individual's health information may be used by the company when necessary for the administration of workers' compensation benefits, drug or alcohol testing, or health insurance plan benefits. You may be asked to sign an authorization form to permit a Medical Provider or health plan to disclose health information to the company. Any such disclosure will only be used for the specific purpose of the disclosure and the City of Conrad will take all reasonable precautions to protect the privacy of this information.

City of Conrad - Privacy Policy

Accounting of Protected Health Information - Reference: 45 CFR Part 164.528

Date: April 13, 2004

POLICY: It is the policy of the City of Conrad to recognize an individual's right to receive an accounting of certain disclosures of protected health information upon proper request subject to the Privacy Rule requirements or other relevant laws or regulations.

PROCEDURE:

1) The Privacy Officer is responsible for overseeing the handling of an individual's request for an accounting of certain disclosures of protected health information.

2) The accounting of disclosures shall provide the following information:

a) Disclosures occurring in the past six years or such shorter time period as requested, but not earlier than April 14, 2004

b) Disclosures to or by Business

c) Associates or "the Plan" c)

Disclosures shall include:

1) Date of disclosure

2) Name and address (if known) of person/entity who received the personal health information

3) A brief description of the protected health information disclosed

4) A brief statement of the purpose for the disclosure or a copy of the individual's written authorization or request for disclosure.

d) Multiple disclosures to the same entity for a single purpose or pursuant to a single request may be summarized by identifying the first disclosure, the frequency of subsequent disclosures, and the date of the last such disclosure.

e) Disclosures for research purposes, providing information on research protocol or activity, purpose of research, description of protected health information, disclosed date or time period of disclosure, including the date of the last disclosure, name, address and telephone number of the organization conducting research and a statement that protected health information may or may not have been disclosed.

3) An individual's request for accounting must be acted upon within 60 days of receipt of request. A 30 day extension to reply is permitted if the City of Conrad provides a written statement of the reasons for the delay and a date by which the requested accounting will be provided.

- 4) The first accounting in a 12-month period must be provided without charge. Subsequent requests are subject to a specified fee. The individual shall be notified of any fees when requesting an accounting of disclosures.
- 5) The following disclosures are exempted from request for accounting:
 - (a) Disclosures relating to treatment, payment and healthcare operations
 - (b) Disclosures to individuals about their own health information
 - (c) Disclosures for use in a facilities directory or for related purposes
 - (d) Disclosures for national security or intelligence purposes
 - (e) Disclosures to correctional institutions or law enforcement officials
- 6) The Privacy Officer shall maintain a record of requests for accounting of disclosures, a record of the accounting provided, and a record of denied requests.
- 7) In the event that "the Plan" receives written notification from a health oversight agency or law enforcement official directing suspension of accounting of disclosure with a specifying time period for suspension, "the Plan" must comply with such request if the agency or official states that an accounting to the individual would be reasonably likely to impede the agency's activities.
- 8) In the event that an oral request is received on a matter, as described in paragraph 7 "the Plan" shall document the request, including the identity of the agency and In the event that an oral request is received on a matter, as described in paragraph 7 above, "the Plan" shall document the request, including the identity of the agency and official making the request. "The Plan" will then suspend the Individual provision of the accounting temporarily for up to 30 days, unless a written statement is received.

City of Conrad Privacy Policy

Authorization for Disclosure Health Information - Reference: 45 CFR Part 164.508

This form grants authorization to the City of Conrad for use and disclosure of your protected health information for non-medical reasons or for reasons that are not related to carrying out treatment, payment, or healthcare operations. In the course of providing services or products to you, it is necessary for us to obtain personal medical or other relevant information about you. Government regulations define how this information may be used or disclosed to others. The City of Conrad is required by law to maintain the privacy of protected health information and to provide individuals with notice of its legal duties and privacy practices with respect to protected health information. Additional details about your privacy rights are described in a separate form called a Privacy Notice. You are referred to the Privacy Notice for a more complete description of such uses and disclosures of your protected health information. You have a right to review the Privacy Notice prior to signing this authorization form. The City of Conrad may change its privacy policies from time to time. If we change our privacy policies, the new policies will be described in a new Privacy Notice form. If there is a change in the way that your information will be used, we are responsible to notify you of the change. Such notification may be made by mail, electronic communication, or other form of communication directed to you.

By signing this authorization form, you give us permission to use and disclose certain specified protected health information for certain specified reasons as defined in this form. Authorization is granted for the following purpose(s)

**(1) Remuneration	**(2) For another entity	**(3) For Research	
Description of Information Used or disclosed*		YES	NO
_____		_____	_____
_____		_____	_____
Person Authorized to make requested use or disclosure			
_____		_____	_____
Person to whom use or disclosure is made			
_____		_____	_____
Expiration date for use or disclosure			
_____		_____	_____

The provision of treatment, payment, or other healthcare operations is not conditioned upon your signing this authorization

**Description must identify specific information used or disclosed and specify the purpose of the use or disclosure. "At the request of the individual" is a permissible purpose.

**A Yes response here means that your protected health information is disclosed to another organization for the purpose indicated.

(1) means that the City of Conrad receives direct or indirect remuneration from a third party for the specified disclosure.

(2) means that protected health information is requested by another entity subject to privacy requirements.

(3) means that information is requested for research purposes.

You have the following rights with regard to this authorization:

You may inspect or copy the protected health information that we will use or disclose.

You may refuse to sign this authorization.

You are entitled to receive a copy of this authorization.

_____ I hereby grant authorization for the City of Conrad to use or disclose my health information for the purposes described above.

_____ Revocation of Authorization.

You have the right to revoke this authorization in writing, except to the extent that we have taken action in reliance on your signed authorization. Your revocation of authorization may be submitted to the City of Conrad Privacy Officer identified in the Privacy Notice.

Name _____

Date _____

Relationship of Representative _____

If signed by an individual's personal representative, attach documentation to support the relationship of the representative to the individual.

City of Conrad - Privacy Policy

Date: April 13, 2004

Guidelines to Limit Disclosure by Business Associates - Reference: 45 CFR Part 164.502 and Part 164.504

POLICY: It is the policy of the City of Conrad to obtain satisfactory assurances from Business Associates (The Plan and/or TPA) that the use, handling or subsequent disclosure of protected health information will be limited to the specific purposes for which the Business Associate is engaged and that the Business Associate will observe appropriate privacy practices.

PROCEDURE:

The Privacy Officer is responsible for ensuring that any Business Associate performing on behalf of The City of Conrad involving the use or handling of protected health information shall provide satisfactory assurances that protected health information is used solely for the purposes of these services. Examples of contracted services may include billing, insurance claim processing, claim review, payment processing, collections, marketing, lab or radiological services, record retention, and so forth.

2) A Business Associate is defined as:

- a) A person or entity who provides certain activities, functions or services to the City of Conrad involving use or handling or disclosure of protected health information, or
- b) A healthcare provider or other entity covered by the Privacy Rule.

3) A Business Associate is not an employee of the City of Conrad. Further, the Business Associate requirements do not apply to other covered entities whose function or service involves disclosure of protected health information for treatment purposes.

4) The City of Conrad agreement with the Business Associate shall obligate the Business Associate to:

- a) Perform the specified service(s) at the specified costs(s);
- b) Use any protected health information disclosed to the Business Associate solely for the purpose of carrying out the contracted service, and not for another purpose or independent use by the Business Associate;
- c) Provide access by the patient to his/her protected health information upon reasonable request if such information is the only copy of such data;
- d) Notify the City of Conrad in the event that the Business Associate violates the terms of the service agreement or otherwise discloses protected health information in a manner not specified by the service agreement

5) While the City of Conrad is not required by the Privacy Rule to actively monitor or oversee how protected health information safeguards are carried out, the Privacy Clerk is responsible for exercising reasonable oversight to ensure that contracted services are performed as specified.

a) In the event that the Privacy Officer becomes aware of a pattern or practice of the Business Associate that constitutes a material breach or violation of contractual obligations, the Privacy Officer shall take reasonable steps to cure the breach or end the violation.

b) Such steps may include one or more of the following:

1) Discuss needed service improvements

2) Request changes in service or actions to correct service breach or violation

3) Negotiate or re-negotiate service activities

4) Delay, defer or withhold payment for services improperly performed

5) Request or require documentation or proof of services rendered or;

c) In the event that the Business Associate fails to remedy the breach or violation following reasonable efforts by the Privacy Officer to solve the problem, The City of Conrad must terminate the service agreement if feasible (subject to the terms of the agreement).

d) In the event that termination of a service agreement is not feasible, the Privacy Officer is responsible for reporting the problem to the Department of Health and Human Services, Office for Civil Rights.

Protected health Information (PHI) Privacy Complaint Form

Purpose: This form is used for an individual to lodge a complaint about our privacy practices or compliance.

To the individual

You have the right to file a complaint with us about the privacy practices of our health care spending account plans or our compliance with our Notice of Privacy Practices, our Privacy Policy and Procedures, or federal or state privacy rules or law. We will investigate your complaint and provide you our written response. We will not require you to waive any right you may have under federal or state privacy or other law to file your complaint, nor will you be penalized for filing your complaint. To exercise this right, please complete, sign, and date Sections A and B below, then submit this complaint to us at:

Privacy Officer — Your Immediate Supervisor
City of Conrad
411 1/2 S. Main
Conrad, MT
(406) 271-3623

If you have any questions, need additional information, or assistance in completing your complaint, please contact us at the above location. You may, in addition or in the alternative to filing a complaint with us, file a complaint with the United States Department of Health and Human Services. For information, on the procedures for doing that, please contact us at the above location.

SECTION A: Individual lodging complaint,

Name: _____
Address: _____
Telephone: _____ E-mail (optional) _____

SECTION B: Individual's complaint:

Please give a concise, plain statement of your complaint:

Individual's Signature:

I certify that the statements made in this complaint are true and correct to the best of my information and belief.

Signature: _____ Date: _____

If a personal representative on behalf of the individual lodges this complaint, complete the following:

Personal Representative's Name: _____

Relationship to Individual: _____

Legal Guardian: (check appropriate box)

Yes

No

The City of Conrad - Privacy Policy

Date: April 13, 2004

Complaint Procedure - Reference: 45 CFR Part 164.530

POLICY: It is the policy of The City of Conrad to investigate and take reasonable action to resolve any complaints received in relation to the Privacy Rule and related matters.

PROCEDURE:

- 1) Any individual, patient, client, patient representative or Business Associate may present a complaint relating to a privacy practice or disclosure or other perceived or actual violation of the Privacy Rule.
- 2) Any City of Conrad employee learning of a complaint is responsible to refer the complaint to the Privacy Officer.
- 3) Upon learning of a complaint, the Privacy Officer shall request that the individual document the complaint on a complaint form. [See Privacy Complaint Form] If it is not practical for the complainant to complete the complaint form, the Privacy Officer or other designated individual may assist or actually prepare the written complaint based on information provided by the complainant. The complainant shall be asked to sign and date the complaint.
- 4) Upon receiving the written complaint, the Privacy Officer is responsible to investigate the matter, and to resolve the matter in a manner that demonstrates a good-faith effort to comply with the Privacy Rule.
- 5) Within a reasonable time period (i.e. 30 days), the Privacy Officer is responsible to communicate in written format a reply to the complainant. The reply should summarize the results of the investigation and what follow-up or corrective action, if any, is being taken by the City of Conrad.
- 6) The Privacy Officer or other designated individual is responsible to maintain records and files of complaints, investigations and replies.

HIPAA Overview

The Department of Health and Human Services has issued national standards to protect the privacy of health information pursuant to the Health Insurance Portability and Accountability Act (HIPAA).

The new privacy rule:

- Requires restricted and careful use of individuals' health information
- Is designed to keep certain health information secure and private.
- Prevents improper disclosure and use of individuals' health information.

What does the HIPAA Privacy Rule do?

- Gives individuals more control over their health information.
- Sets boundaries on the use and release of protected health information.
- Establishes appropriate safeguards that health plans and others must achieve to protect the privacy of health information.
- Holds violators accountable with civil and criminal penalties that can be imposed if they violate patients' privacy rights.

Why should the City of Conrad worry about complying?

There are civil criminal penalties for violation:

Civil penalties

\$100 per person per violation

Up to \$25,000 per person for violation of a single standard in a calendar year.

Criminal penalties

Knowingly using a unique health identifier or knowingly obtaining or disclosing protected health information:

\$50,000 maximum penalty or one year in prison or both.

Other penalties apply for "false pretenses" and sale of protected health information for profit:

Up to \$250,000 or 10 years in prison or both.

The Department of Health and Human Services say that penalties will be imposed based on "not only the harm done, but the willingness of the covered entity to achieve voluntary compliance."

What you need to know

What is Protected health Information (PHI)?

Protected Health Information is information that:

Clearly identifies individuals or could be used to identify a person.

Is created, received or maintained by health plans, health care providers, health care clearinghouses and employers.

And that relates to:

Past, present, or future physical or mental condition of an individual

Health care services provided to an individual.

Past, present or future payments for the provision of health care to an individual.

Examples of PHI and Plans subject to HIPAA compliance

Examples of an individual's protected health information that is covered under the new HIPAA regulations are:

Health claim status/payment
Coordination of benefits information.
Explanation of Benefits (EOB)
Health Care Spending Accounts

Leaves of Absence - (Medical, FMLA, Extended Family Leave) Protected health information used for the purpose of leaves of absence (LOAs), including Medical, FMLA, and Extended Family Leave, is NOT subject to HIPAA regulations.

In these cases, the law requires the physician providing the protected health information to obtain an authorization form from the patient.

Plans and activities NOT subject to HIPAA compliance

The following plans and activities are not subject to HIPAA compliance. This means you can discuss any related matters without obtaining a signed Authorization.

Disability (including Short-term, Long-term, AD&D)
Dependent Day Care Spending Account
Life Insurance
Drug testing
Fitness for duty testing
Workers' compensation information
Work-life benefits (such as Adoption Assistance, Tuition Reimbursement, Dependent Care referrals)
Glossary of common terms

HIPAA - Health Insurance Portability and Accountability Act.

PHI- protected health information that identifies an individual, is related to the individual's health care or payment of care, and is created, received or maintained by health plans, health care providers, health care clearinghouses, and employers.

The City of Conrad Health Benefits Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

You and your eligible dependents receive spending account benefits through JCCS (collectively, the "Plan and/or TPA") offered by The City of Conrad and its participating subsidiaries (the "Plan Sponsor"). The Plan uses and discloses personally identifiable health information about you and other participants in the Plan ("Participants"). This personal information is referred to as protected health information ("PHI"). The Plan is required by law to protect the privacy of your PHI. As required by law, this provides you with notice of the Plan's legal duties, its use and disclosure of PHI, your privacy rights, and your right to file a complaint and who to contact for additional information. It does not address medical information from your disability, workers' compensation, or life insurance programs, or any other health information not created or received by the Plan. These privacy practices may not be the same as those adopted by your health care providers or insurers. Please check with your providers or insurers if you would like to understand their privacy practices.

Uses and Disclosures for Treatment, Payment and Health Care Operations. The Plan may use, disclose, or share between the plans and benefits listed above your PHI for the purposes of treatment, payment and health care operations, described in more detail below without obtaining a specific written permission from you, known as an "authorization."

For Treatment. The Plan may use and disclose PHI as needed for the treatment of Participants. For example, PHI may be used and disclosed to the TPA for services covered under the Plan.

For Payment: The Plan may use and disclose your PHI as part of activities related to the Plan's payment for health care coverage. The plan will disclose your PHI to third parties, including third-party administrators and insurers hired by the Plan to make health benefit coverage determinations to pay health care providers, to determine subrogation rights and coordinate benefits.

For Health Care Operations. The Plan may use and disclose PHI as part of its general business operations as a group Spending Account benefits. For example the Plan may disclose PHI to assess the overall performance of the Plans, to audit claims processing and payment activities, for legal services, for premium rating and for medical review. The Plan will use and disclose your PHI for the management and administrative activities of the Plan.

Other Uses and Disclosures For Which Authorization is Not Required. In addition, the Plan may use and disclose PHI without your written authorization:

As Required by Law. The Plan may use or disclose PHI when required to do so by law.

Required for Judicial or Law Enforcement Purposes. The Plan may disclose PHI in a judicial or administrative proceeding and in response to a subpoena or other legal process (in certain circumstances), if the Plan is assured that the requesting party has made a good faith attempt to provide written notice of such disclosure to you. The Plan may also disclose your PHI for law enforcement purposes, such as reporting certain types of wounds, identifying or locating a suspect, fugitive, material witness, or missing person. Except as otherwise required by law or in the case of an emergency, the Plan will disclose PHI about a Participant who may be a victim of a crime only if that individual agrees to the disclosure.

For Public Health Activities and Public Health Risks. The Plan may disclose PHI to a public health authority in charge of collecting information, such as about births and deaths, injury, preventing the controlling disease, reports of child abuse or neglect, reactions to medications or product defects or problems or to notify a person who may be at risk for contracting or spreading a communicable disease. The Plan may disclose PHI about an individual whom the Plan reasonable believes to be a victim of abuse, neglect or domestic violence if required by law to report such information, if the victim agrees to such disclosure, or the Plan believes disclosure is necessary to prevent serious harm and the victim is unable to consent due to incapacity.

For Health Oversight Activities. The Plan may disclose PHI to the government for oversight activities, such as audits, investigations, inspections, licensure or disciplinary actions, and other activities for monitoring the health care system, government programs, and compliance with civil rights laws.

Coroners Medical Examiners and Funeral Directors. The Plan may disclose PHI to coroners, medical examiners, and funeral directors for the purpose of identifying a decedent, determining a cause of death, or otherwise as necessary to enable these parties to carry out their duties consistent with applicable law.

Organ, Eye and Tissue Donation. The Plan may release PHI to organ procurement organizations to facilitate organ, eye, and tissue donations and transplantation.

Research. The Plan may use and disclose PHI for medical research purposes, subject to protections of your privacy.

To Avoid a Serious Threat to Health or Safety. The Plan may use and disclose PHI to law enforcement personnel or other appropriate persons, to prevent or lessen a serious threat to the appropriate persons, to prevent or lessen serious threat to the health or safety of a person or the public.

Specialized Government Functions The Plan may use and disclose PHI of military personnel and veterans under certain circumstances. The Plan may also disclose PHI to authorized federal officials for intelligence, counterintelligence, and other national security activities and for the provision of protective services to the President or

other authorized persons for foreign heads of state or to conduct special investigations.

Workers' compensation The Plan may disclose PHI to comply with workers' compensation or other similar laws that provide benefits for work-related injuries or illnesses.

Health-related Benefits and Services. The Plan may use and disclose your PHI to inform you of treatment alternatives or other health-related benefits and services covered under the Plan or available to Participants; to inform you regarding the health care providers participating in the Plan's networks; to inform you about replacement of or enhancement to the Plan; and to inform you of other similar matters that may be of interest to you, such as disease management programs. The Plan may use and disclose your PHI to encourage you to purchase or use a product or service through a face-to-face communication or by giving you a promotional gift of nominal value.

Organ, Eye and Tissue Donation. The Plan may release PHI to organ procurement organizations to facilitate organ, eye, and tissue donations and transplantation.

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Disclosure to Plan Sponsor. The Plan may disclose your PHI to the Plan Sponsor and business associates, and may permit insurance companies that provide benefits under the Plan to disclose your PHI to the Plan Sponsor and business associates in accordance with its privacy policies. The Plan Sponsor has put protections in place to

assure that the information will only be used for plan administration purposes and never for employment purposes.

Disclosures to You or for HIPAA Compliance Investigations. The Plan may disclose your PHI to you or your authorized representative, and is required to do so in certain circumstances in connection with your rights of access to and an accounting of certain disclosures of your PHI. The Plan also must disclose your PHI to the Secretary of the United States Department of Health and Human Services (the "Secretary") when requested by the Secretary to investigate the Plan's compliance with privacy regulations issued under the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

Uses and Disclosures to Which You Have an Opportunity to Object. Unless you object, the Plan may disclose your PHI to a family member, other relative, friend, or other person you identify as involved in your health care or payment for your health care. Plan may also notify those people about your location or condition. In some circumstances, the Plan may make the disclosures identified in this paragraph without first giving you an opportunity to agree or object, such as in an emergency.

Other Uses and Disclosures of PHI for Which Authorization is Required. Except as otherwise provided in this notice, all other types of uses and disclosures of your PHI will be made only with your written authorization, which you may revoke in writing at any time. Upon receipt of the written revocation of authorization, the Plan will stop using or disclosing you PHI, except to the extent necessary because the Plan has already taken action in reliance on the authorization.

Regulatory Requirements. The Plan is required by law to maintain the privacy of your PHI, to provide individuals with notice of its legal duties and privacy practices with respect to PHI, and to abide by the terms described in this Notice. The Plan reserves the right to change the terms of this Notice and its privacy policies and to make the new terms applicable to the entire PHI it maintains. The Plan will revise this Notice and post a new notice promptly after making an important change to its privacy policies. You have the following rights regarding your PHI:

Restrictions You may request that the Plan restrict the use and disclosure of your PHI. The Plan is not required to agree to any restrictions you request, but if the Plan does so it will be bound by the restrictions to which it agrees except in emergency situations.

Confidential Communications You have the right to request that communication of PHI to you from Plan be made by particular means or at particular locations. For instance, you might request that communications be made at your work address, or by e-mail rather than regular mail. Your request must be made in writing. The Plan will accommodate your reasonable requests.

Right to Inspect Generally, you have the right to inspect and copy your PHI that the Plan maintains in a "designated record set" by making the request in writing. The Plan may deny your request to inspect and copy in certain circumstances. Within thirty (30) days of receiving your request (unless extended by an additional thirty (30) days, the Plan will inform you of the extent to which your request has or has not been granted. In some cases, the Plan may provide you a summary of the PHI you request if you agree in advance to such a summary and any associated fees. If you request copies of your

PHI or agree to a summary of your PHI, the Plan may impose a reasonable fee to cover copying, postage, and related costs. If the Plan denies access to your PHI, it will explain the basis for denial and whether or not you have an opportunity to have your request and the denial reviewed.

Right to Amend If you believe that your PHI maintained by the Plan contains an error or needs to be updated, you have the right to request that the Plan correct or supplement your PHI. Your request must explain why you are requesting an amendment to your PHI. Within 60 days of receiving your request (unless extended by an additional 30 days), the Plan will inform you of the extent to which your request has or has not been granted. If your request is denied, the Plan will provide you a written denial that explains the reason for the denial and your rights to: (i) file a statement disagreeing with the denial; (ii) if you do not file a statement of disagreement, submit a request that any future disclosures of the relevant PHI be made with a copy of your request and the Plan's denial attached; and (iii) complain about the denial.

Right to an Accounting. You generally have the right to request and receive a list of the disclosures of your PHI that the Plan has made at any time during the 6 years prior to the date of your request (but not before April 14, 2004). The list will not include disclosure for which you have provided a written authorization, and does not include certain uses and disclosures to which this Notice already applies, such as those: (i) treatment, payment, and health care operations; (ii) made to you; (iii) to persons involved in your health care; (iv) for national security or intelligence purposes; or (v) to correctional institutions or law enforcement officials. Within 60 days of receiving your written request (unless extended by an additional 30 days), the Plan will either provide you with the accounting or notice of the denial of your request. The Plan will provide this list to you at no charge, but if you make more than one request in a year there may be a charge for each additional request.

Right to Paper Copy. You have the right to receive a paper copy of this notice upon request, even if you have agreed to receive this notice electronically. If you believe your privacy rights with respect to your PHI have been violated, you may complain to the Plan by contacting the individual designated below and submitting a written complaint. You also have the right to file a complaint with the Secretary of the Department of Health and Human Services. The Plan will in no manner penalize you or retaliate against you for filing a complaint regarding Plan's privacy practices.

Contact Person. Complaints, submissions required to be in writing, inquiries, and questions with respect to your privacy rights should be directed to:

Privacy Officer

City of Conrad Conrad, MT

City of Conrad

Job Description for a Privacy Officer.

April 14, 2004

Summary: The Privacy Officer is responsible for observing policies, procedures and safeguards to protect the privacy of health information in compliance with the Privacy Rule. May perform other specified tasks and responsibilities.

Essential Duties and Responsibilities:

- Maintains files, records and documents including protected health information, medical records, payment information, consents, authorizations and related documents created to comply with the Privacy Rule.
- Records or inserts documents to file and/or performs data entry to enter data to computerized record system.
- Observes precautions and procedures to protect security of medical records and protected health information. Reports security breaches to superiors.
- Assembles, sorts and transfers files or information to Business Associates performing specified contracted services. Follows instructions to de-identify information.
- Checks for proper consent or authorization before releasing files or protected health information. Acts to prevent unauthorized disclosure of information. Reports potential or actual disclosure violations to superiors.
- May communicate Privacy Notice to employees as instructed. May obtain written consent and authorization.
- May provide information or forms relating to amendment requests, complaints, or accounting of disclosure requests.
- Maintains record by recording information or forms relating to amendment requests, complaints, or accounting of disclosure requests. May prepare accounting of disclosure.
- Performs tasks in office or healthcare facility area. Moves and handles documents and other lightweight items. Tasks requires moderate to frequent handling/use of office equipment. Performs other duties as assigned.

Job duties are subject to change as directed by management.

City of Conrad

Date: April 13, 2004

Request for Confidential Communication - Reference: 45 CFR Part 164.522

POLICY: It is the policy of the City of Conrad to accommodate reasonable requests for confidential communication of protected health information.

PROCEDURE:

- 1) The Privacy Officer is responsible for overseeing JCCS response to and accommodation of requests for confidential communication of protected health information.
- 2) An individual may request to receive from JCCS confidential communications of protected health information by alternative means or at alternative locations.
- 3) An individual's request for confidential communications may occur at any time, such as during admitting, during notification of privacy practices, when authorization is obtained, or during the course of the treatment relationship.
- 4) The City of Conrad requires that the individual make the request in writing on the Confidential Communication form. The individual is not required to specify a reason or explanation for the request.
- 5) As determined by the Privacy Officer and defined in the Privacy Notice, JCCS may condition its accommodation of the request upon:
 - a) Information as to how payment will be handled, if appropriate
 - b) Specification of an alternate address or other method of contact.
- 6) The Privacy Officer is responsible for evaluating and approving or declining a request for alternate communication. The Privacy Officer shall communicate this decision to the individual.
- 7) The Privacy Officer is responsible for:
 - (a) Recording agreed-upon confidential communications to an individual's medical file
 - (b) Recording changes or removal of confidential communications accommodations to the individual's medical file
 - (c) Maintaining a record of requested accommodations
 - (d) Checking to ensure that disclosures of information are consistent with any agreed-upon accommodation
 - (e) Reporting any potential or actual violations of agreed-upon confidential communications accommodations to the Administrative Director.

City of Conrad - Privacy Policy

Date: April 13, 2004

Training Procedure Reference: 45 CFR Part 164.530

POLICY: It is the policy of the City of Conrad to provide training for the City of Conrad employees on responsibilities, requirements and organizational policies and procedures relating to the Privacy Rule.

PROCEDURE:

- 1) The Privacy Officer is responsible to arrange for training of the City of Conrad employees on matters relating to or complying with the Privacy Rule.
- 2) Training shall be provided to all employees, covering an overview of the Privacy Rule, the City of Conrad privacy policies and procedures, and other relevant information. Training will provide relevant information so that employees may carry out their respective functions in a manner that complies with the Privacy Rule.
- 3) Training shall be conducted:
 - a) For each employee no later than the compliance date for the Privacy Rule
 - b) Within a reasonable time period for each new employee hired subsequent to the compliance date
 - c) Within a reasonable time period for each employee whose functions or responsibilities change, resulting in need to learn new procedures
 - d) Within a reasonable time period following any change in policies or procedures relating to the Privacy Rule or changes to the Privacy Rule or related regulations.
- 4) The Privacy Officer or other designated individual is responsible to maintain a record of training provided to the City of Conrad employees. Training records may be in document or electronic form.

City of Conrad-Privacy Policy

April 13, 2004

Workers' Compensation Disclosures - Reference: 45 CFR 164.512

POLICY: It is the policy of the City of Conrad Services to implement reasonable safeguards to protect the privacy of health information obtained in the administration of workers' compensation administration.

PROCEDURE:

- 1) Any health information which is developed or received by the City of Conrad Services in the administration of workers' compensation benefits shall be handled as defined by the guidelines of this policy. All workers' compensation records are confidential.
- 2) The human resources department is responsible for the administration, maintenance, storage and security of workers' compensation records. Workers' compensation records are stored in locked files. Access to workers' compensation records is limited to the Manager and the Assistant responsible for handling workers' compensation matters.
- 3) Health information developed or received by the City of Conrad Services for the purposes of workers' compensation administration or for occupational safety and health administration or compliance is considered by the Privacy Rule as protected health information which may be used or disclosed without need for authorization or for opportunity to agree or object by the individual.
- 4) In recognition that protected health information is subject to certain privacy rules by healthcare providers, The City of Conrad must take care to communicate to healthcare providers the purpose of healthcare services when referring an employee to a medical provider or facility for treatment.
 - a) Referral for healthcare for workers' compensation and/or safety administration and receipt by the City of Conrad Services of a medical evaluation from the healthcare provider is a permitted disclosure for which an authorization or opportunity to agree or object is not required.
 - b) Referral for healthcare for work-related physical exam, drug, or alcohol screen or other similar medical evaluation and receipt by the City of Conrad Services of a medical evaluation from the healthcare provider for reasons not related to workers' compensation and/or safety administration is not a permitted disclosure unless there is prepared a written authorization signed by the employee.

- c) Referral for healthcare for non work-related care requires a written authorization signed by the employee if information is to be provided to the City of Conrad.
- d) In the event there is uncertainty regarding purpose of a referral for healthcare, the referring individual should direct the employee to sign a written authorization permitting disclosure of information to the employer.
- 5) Protected health information received by the employer shall not be further used or disclosed for any purpose other than the specific purpose for which the disclosure was sought by the employer.
- 6) Protected health information received by the employer shall not be further used in employment decisions or disclosed for any purpose which may be in violation of the Americans with Disabilities Act or other similar state or local laws prohibiting discrimination on the basis of handicap or disability.
- 7) The City of Conrad shall maintain authorization records in the health information file for each employee.
- 8) Records created or received by the employer relating to workplace illness or injury are stored in employee health information files maintained separately from regular employment records.

Identity Theft Protection Program

1. Definitions. For purposes of this Policy, the following definitions apply;

(A) 'City' means the City of Conrad, Montana

(B) 'Covered account' means (i) An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions, such as a utility account; and (ii) Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers, or to the safety and soundness of the financial institution or creditor, from identity theft including financial, operational, compliance, reputation, or litigation risks.

(C) 'Credit' means the right granted by a creditor to a debtor to defer payment of debt or to incur debts and defer its payment or to purchase property or services and defer payment therefore.

(D) 'Creditor' means any person who regularly extends renews or continues credit; any person who regularly arranges for the extension renewal or continuation of credit, or any assignee of an original creditor who participates in the decision to extend renew or continue credit and includes utility companies.

(E) 'Customer' means a person that has a covered account with a creditor.

(F) Identity theft means a fraud committed or attempted using identifying information of another person without authority.

(G) 'Person' means a natural person, a corporation, government or governmental subdivision, or agency, trust, estate, partnership, cooperative, or association.

(H) 'Personal Identifying Information' means a person's credit card account information, debit card information, bank account information, and drivers license information, and for a natural person, includes their social security number, mother's birth name, and date of birth.

(I) 'Red flag' means a pattern practice or specific activity that indicates the possible existence of identity theft.

(J) 'Service provider' means a person that provides a service directly to the City.

1 Other than 'City' and 'Personal Identifying Information', definitions provided in this section are based on the definitions provided in Federal Trade Commission regulation 16 CFR § 681.2.

2 . Findings.

(A) The City is a creditor pursuant to 16 CFR § 681.2, due to its provision or maintenance of covered accounts for which payment is made in arrears.

(B) The processes of opening a new covered account, restoring an existing covered account, making payments on such accounts have been identified as potential processes in which identity theft could occur.

(C) The City limits access to personal identifying information to those employees responsible for or otherwise involved in opening or restoring covered accounts or accepting payment for use of covered accounts. Information provided to such employees is entered into the City's Utility Billing system and the contract is filed in a secure area.

- (D) The City determines that there is a *low risk* of identity theft occurring in the following ways:
- (1) Use by an applicant of another person's personal identifying information to establish a new covered account;
 - (2) Use of a previous customer's personal identifying information by another person, in an effort to have service restored in the previous customer's name;
 - (3) Use of another person's credit card bank account or other method of payment, by a customer to pay such customers' covered account or accounts;
 - (4) Use by a customer desiring to restore such customer's covered account, of another person's credit card, bank account or other method of payment.

3. Process of Establishing a Covered Account.

(A) As a precondition to opening a covered account in the City, each applicant shall provide the City with any personal identifying information necessary, as may be reasonably requested by the employee opening said account, to help authenticate customers and monitor account transactions, including address changes. Such information shall be entered into the City's Utility Billing system and the contract then filed in a secure area.

(B) Each account shall be assigned an individualized account number based on customer name, billing address and location address.

4. Access to Covered Account Information:

(A) Access to customer accounts shall be limited to authorized City personnel.

(B) Any unauthorized access to, or other breach of customer accounts is to be reported immediately to the Operations Supervisor and appropriate actions taken depending on the extent of the breach.

(C) Personal identifying information included in customer accounts is considered confidential and any request or demand for such information shall be immediately forwarded to the Operations Supervisor and the City Attorney.

(D) For any account holder of a covered account, for which the above information is not already on file at the City of Choteau's Utilities, the customer will be contacted within a reasonable period of time, after discovering the missing information, to obtain the necessary information.

5. Sources and Types of Red Flags

(A) All employees responsible for or involved in the process of opening a covered account, restoring a covered account or accepting payment for a covered account, shall check for red flags as indicators of possible identity theft and such red flags may include:

(1) Alerts from consumer reporting agencies fraud detection agencies or service providers. Examples of alerts include but are not limited to:

- a. A fraud or active duty alert that is included with a consumer report;
- b. A notice of credit freeze in response to a request for a consumer report;
- c. A notice of address discrepancy provided by a consumer reporting agency;
- d. Indications of a pattern of activity in a consumer report that is inconsistent with the history and usual pattern of activity of an applicant or customer such as:
 - i. A recent and significant increase in the volume of inquiries;
 - ii. An unusual number of recently established credit relationships;
 - iii. A material change in the use of credit especially with respect to recently established credit relationships; or
 - iv. An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

(B) Suspicious documents. Examples of suspicious documents include:

- (1) Documents provided for identification that appears to be altered or forged;
- (2) Identification on which the photograph or physical description is inconsistent with the appearance of the applicant or customer;
- (3) Identification on which the information is inconsistent with information provided by the applicant or customer;
- (4) Identification on which the information is inconsistent with readily accessible information that is on file with the financial institution or creditor such as a signature card or a recent check; or
- (5) An application that appears to have been altered or forged or appears to have been destroyed and reassembled.

C) Suspicious personal identification, such as suspicious address change. Examples of suspicious identifying information include:

(1) Personal identifying information that is inconsistent with external information sources used by the financial institution or creditor. For example:

- a. The address does not match any address in the consumer report or
- b. The Social Security Number (SSN) has not been issued or is listed on the Social Security Administration's Death Master File.

(2) Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer such as a lack of correlation between the SSN range and date of birth.

(3) Personal identifying information or a phone number or address is associated with known fraudulent applications or activities as indicated by internal or third party sources used by the financial institution or creditor.

(4) Other information provided such as fictitious mailing address, mail drop Addresses, jail addresses, invalid phone numbers, pager numbers, or answering service is associated with fraudulent activity.

(5) The SSN provided is the same as that submitted by other applicants or customers.

(6) The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of applicants or customers.

(7) The applicant or customer fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.

(8) Personal identifying information is not consistent with personal identifying information that is on file with the financial institution or creditor.

(9) The applicant or customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

(D) Unusual use of or suspicious activity relating to a covered account. Examples of suspicious activities include:

(1) Shortly following the notice of a change of address for an account, City receives a request for the addition of authorized users on the account.

(2) A new revolving credit account is used in a manner commonly associated with known patterns of fraud patterns. For example:

The customer fails to make the first payment or makes an initial payment, but no

(3) An account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:

Nonpayment when there is no history of late or missed payments;

A material change in purchasing or spending patterns.

(4) An account that has been inactive for a long period of time is used, taking into consideration the type of account, the expected pattern of usage, and other relevant factors.

(5) Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's account.

(6) The City is notified that the customer is not receiving paper account statements.

(7) The City is notified of unauthorized charges or transactions in connection with a customer's account.

(8) The City is notified by a customer, law enforcement, or another person that it has opened a fraudulent account for a person engaged in identity theft.

(D) Notice from customers, law enforcement, victims or other reliable sources regarding possible identity theft or phishing relating to covered accounts.

7. Prevention and Mitigation of Identity Theft

(A) In the event that any City employee responsible for, or involved in an application for a new account becomes aware of red flags indicating possible identity theft with respect to, restoring an existing covered account, or accepting payment for a covered account, such employee shall use their discretion to determine whether such red flag or combination of red flags suggests a threat of identity theft. If, in their discretion, such employee determines that identity theft or attempted identity theft is likely or probable such employee shall immediately report such red flags to the Finance Officer. If in their discretion such employee deems that identity theft is unlikely or that reliable information is available to reconcile red flags the employee shall convey this information to the Finance Officer who may in their discretion determine that no further action is necessary. If the Finance Officer, in their discretion, determines that further action is necessary a City employee shall perform one or more of the following responses as determined to be appropriate by the Finance Officer:

Application for a new account:

- (1) Request additional identifying information from the applicant
- (2) Deny the application for the new account
- (3) Notify law enforcement of possible identity theft or
- (4) Take other appropriate action to prevent or mitigate identity theft

Restoring an existing account, or accepting payment for a covered account:

- (1) Contact the customer.
- (2) Make the following changes to the account if, after contacting the customer, it is apparent that someone other than the customer has accessed the customer's covered account:
 - (a) change any account numbers passwords security codes or other security devices that permit access to an account; or
 - (b) close the account.
- (3) Cease attempts to collect additional charges from the customer and decline to sell the customer's account to a debt collector or collections agency in the event that the customer's account has been accessed without authorization and such access has caused additional charges to accrue;
- (4) Notify a debt collector or collections agency within 72 hours of the discovery of likely or probable identity theft relating to a customer account that has been sold to such debt collector or collections agency in the event that a customer's account has been sold to a debt collector or collections agency prior to the discovery of the likelihood or probability of identity theft relating to such account;
- (5) Notify law enforcement in the event that someone other than the customer has accessed the customer's account causing additional charges to accrue or accessing personal identifying information; or
- (6) Take other appropriate action to prevent or mitigate identity theft.

8. Program Administration

(A) The Finance Officer is responsible for oversight of the program, and for providing training to all employees responsible for or involved in opening a new covered account, restoring an existing covered account, or accepting payment for a covered account with respect to the implementation and requirements of the Identity Theft Prevention Program.

(B) The Finance Officer will report to the Mayor and City Attorney at least annually on compliance with the red flag requirements. The report will address material matters related to the program and evaluate issues such as:

- (1) The effectiveness of the policies and procedures of City in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts
- (2) Service provider arrangements
- (3) Significant incidents involving identity theft and management response; and
- (4) Recommendations for material changes to the Program.

(C) The Mayor and City Attorney are responsible for reviewing reports prepared by the Finance Officer regarding compliance with red flag requirements and with recommending material changes to the program as necessary, in their discretion, to address changing identity theft risks and to identify new or discontinued types of covered accounts.

9. Updating the Program

(A) The determination to make changes and update the Administrative Rules for the Identity Theft Prevention Program, along with any relevant red flags in order to reflect changes in risks to customers, or to the safety and soundness of the City and its covered accounts from identity theft will be brought before the City Council, by the Finance Officer, for final approval. In so doing, the City Council shall consider the following factors and exercise its discretion in amending the program:

- (1) The City's experiences with identity theft;
- (2) Updates in methods of identity theft;
- (3) Updates in customary methods used to detect prevent and mitigate identity theft;
- (4) Updates in the types of accounts that the City offers or maintains; and
- (5) Updates in service provider arrangements.

10. Outside Service Providers

(A) In the event that the City engages a service provider to perform an activity in connection with one or more covered accounts, the Finance Officer shall exercise their discretion in reviewing such arrangements in order to ensure, to the best of their ability, that the service provider's activities are conducted in accordance with policies and procedures agreed upon by contract that are designed to detect any red flags that may arise in the performance of the service provider's activities and take appropriate steps to prevent or mitigate identity theft.

(B) Any contracts entered into with outside service providers will be reviewed by the City Attorney and approved by the City Council.

11. Treatment of Address Discrepancies

(A) Pursuant to 16 CFR § 681.1, the purpose of this section is to establish a process by which the City will be able to form a reasonable belief that a consumer report relates to the consumer about whom it has requested a consumer credit report, when the City has received a notice of address discrepancy.

(B) In the event that the City receives a notice of address discrepancy the City employee responsible for verifying consumer addresses for the purpose of providing the municipal service or account sought by the consumer shall perform one or more of the following activities as determined to be appropriate by such employee:

- (1) Compare the information in the consumer report with:
 - (a) Information the City obtains and uses to verify a consumers identity in accordance with the requirements of the Customer information Program rules implementing 31 U.S.C. § 5318(1);
 - (b) Information the City maintains in its own records such as applications for service change of address notices other customer account records or tax records; or
 - (c) Information the City obtains from third party sources that are deemed reliable by the relevant City employee; or
- (2) Verify the information in the consumer report with the consumer.

12. Furnishing Consumers Address to Consumer Reporting Agency

(A) In the event that the City reasonably confirms that an address provided by a consumer to the City is accurate, the City is required to provide such address to the consumer-reporting agency from which the City received a notice of address discrepancy with respect to such consumer. This information is required to be provided to the consumer-reporting agency when:

- (1) The City is able to form a reasonable belief that the consumer report relates to the consumer about whom the City requested the report
- (2) The City establishes a continuing relation with the consumer; and
- (3) The City regularly and in the ordinary course of business provides information to the consumer-reporting agency from which it received the notice of address discrepancy

(B) Such information shall be provided to the consumer-reporting agency as part of the information regularly provided by the City to such agency for the reporting period in which the City establishes a relationship with the customer.

13. Methods of Confirming Consumer Addresses

(A) The City employee charged with confirming consumer addresses may, in their discretion, confirm the accuracy of an address through one or more of the following methods:

- (1) Verifying the address with the consumer
- (2) Reviewing the City's records to verify the consumers address
- (3) Verifying the address through third party sources or
- (4) Using other reasonable processes.

CONRAD CITY POLICE DEPARTMENT HANDGUN POLICY

PURPOSE AND SCOPE

This policy establishes procedures for the acquisition, use, and documentation of training in the use of handguns for the Conrad City Police Department ("CPD"). The Chief or designee shall approve all office handguns before they are acquired and utilized by any employee of this office for duty-related purposes.

This policy only applies to employees authorized to carry handguns.

AUTHORIZED HANDGUNS AND AMMUNITION

Employees shall only use handguns that are issued or approved by the office and have been thoroughly inspected by the certified fulltime on-staff range/firearms instructor. Except in an emergency or as directed by a supervisor, no handgun shall be carried by an employee who has not qualified with that handgun at an authorized office range.

HANDGUNS

The authorized duty handgun must be a firearm manufactured by Glock with the following calibers as approved by the Chief: 9mm, .40 S&W, and .45 ACP. All handguns are to be Glock full framed, no compact or subcompact handguns shall be carried for duty use unless approved by the Chief.

PERSONNALLY OWNED DUTY FIREARMS

Employees desiring to carry an authorized but personally owned duty firearm must receive approval from the Chief or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

- a. The firearm shall be in good working order and approved by the Chief.
- b. The firearm must be of the same caliber as office issued firearms
- c. The firearm internal components, to include, but not limited to:
Functioning/cycling/trigger weight must not be altered from factory conditions (This does not include items such as grips, fore-ends and light attachments).
- d. The firearm shall be inspected by the certified firearms instructor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- e. Prior to carrying the firearm, employees shall qualify under range supervision and thereafter shall qualify in accordance with the office qualification schedule. Employees must demonstrate proficiency and safe handling, and that the firearm functions properly.
- f. Employees shall provide written notice of the make, model, serial number and caliber of a secondary handgun to the handgun instructor, who will maintain a list of the information.

OFF-DUTY HANDGUN

Off-duty employees are encouraged but not required to carry an authorized handgun. When carrying their authorized handgun off-duty, employees shall have their office issued identification with them and are encouraged to carry their badge.

AMMUNITION

Employees shall carry only office-authorized ammunition. Employees shall be issued duty ammunition in the specified quantity for all authorized handguns as carried by that employee. Replacements for unserviceable or depleted ammunition issued by the office shall be dispensed by the Chief or his designee when needed.

Employees' duty handgun magazines that are carried on their person shall be loaded to full capacity while on duty.

EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual employee.

REPAIRS OR MODIFICATIONS

Each employee shall be responsible for reporting any damage or malfunction of a handgun to a supervisor.

HOLSTERS

Only office-approved holsters shall be used and worn by employees. Employees shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

Employees will carry their duty sidearm in a holster that secures the weapon with a mechanical retention device. A standard snap button is NOT considered a retention device for the purposes of this policy.

The Chief or his designee can approve a non-retention holster for plain clothes or office related duties.

TACTICAL LIGHTS

Tactical lights including laser and/or optic sights may only be installed on a firearm carried on- or off-duty after permission has been received by the Chief. Once the approved tactical lights have been properly installed on any firearm and examined by the Chief or his designee, the employee shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Employees who carry a light attached to their authorized handgun shall have a factory equipped rail handgun. All holsters will accommodate the pistol with the light attached. A employee may not carry a weapon light separate from the weapon and use a holster not accommodating the weapon with the light attached.

SAFE HANDLING OF HANDGUNS

The intent of this policy is to promote proper handgun safety on and off-duty. Employees shall maintain the highest level of safety when handling handguns and shall consider the following:

- a. Employees shall not unnecessarily display or handle any handgun.
- b. Employees shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Handguns Instructors. Employees shall conduct dry fire practice in a safe environment.
- c. Employees shall use handgun safety when cleaning, repairing, loading or unloading a handgun anywhere in the office.
- d. Employees shall not place or store any handgun or other weapon on office premises except where the place of storage is locked. No one shall carry handguns into the Detention Center or any part thereof when securing or processing a prisoner, and shall place all handguns in a secured location.
- e. Any weapon authorized by the Chief to be carried on duty, which is found by the employee to be malfunctioning or needing service, shall not be carried. It shall be promptly presented to a supervisor for inspection. If the weapon is personally owned, the employee may be responsible for repairs. If the weapon is the employee's primary duty weapon, a replacement weapon will be used until the duty weapon is serviceable. The employee will have to qualify with the replacement weapon and make adjustments to duty gear to accommodate the replacement weapon.

ALCOHOL AND DRUGS

Employees while off-duty or on special assignment shall not carry any weapon when they have consumed an alcoholic beverage and/or drugs to a level that would impair their judgment.

STORAGE OF HANDGUNS AT HOME

Employees shall ensure that all handguns and ammunition are secured while in their homes, vehicles or any other area under their control in a manner that will keep them inaccessible to children and irresponsible adults.

HANDGUNS TRAINING AND QUALIFICATION

All employees are required to attend and successfully complete scheduled handguns training with their duty weapons and must qualify annually. Any training missed by an employee must have prior approval by a supervisor.

Employees will not be authorized to carry a handgun they have not qualified with unless in an emergency or instructed to by a supervisor.

REPORT OF HANDGUN DISCHARGE

Except during training or recreational use, any employee who discharges a handgun intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit.

If the discharge results in injury or death, additional statements and reports shall be made in accordance with the Officer-Involved Shooting Policy. If a handgun was discharged as a use of force, the involved employee shall adhere to the additional reporting requirements set forth in the Use of Force Policy. In all other cases, written reports shall be made as follows:

- a. If on-duty at the time of the incident, the employee shall file a written report with the Chief or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
- b. If off-duty at the time of the incident, a written report shall be submitted or recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

In the event an Employee's personally owned duty firearm is seized for evidence, the City of Conrad shall purchase the firearm from the Employee at a fair market value. When the firearm is no longer needed for evidentiary purposes, the City of Conrad agrees to allow said Employee to have the first right of refusal to purchase the firearm.

DESTRUCTION OF ANIMALS

Employees are authorized to use handguns to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

Employees may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

This Policy is adopted with an effective date of October 2, 2018 per Resolution #19-1216

Political Activity and the State and Local Employee

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Important Note

This booklet summarizes the laws, regulations and policies governing the political activities of certain employees of state and local governments. Its intent is to provide a basic overview of permissible and prohibited political activities. Employees should not rely on the opinions of friends or co-workers when they have questions with regard to a specific political activity. Ignorance of the law does not excuse an employee's violation of the Hatch Act. Reliance on incorrect or unofficial information also does not excuse a violation. Employees with additional questions may obtain an advisory opinion by telephoning the Office of Special Counsel or by submitting their questions, in writing, to the address listed below.

U. S. Office of Special Counsel

www.osc.gov

1730 M Street, N. W., Suite 210
Washington, D.C. 20036-4505
202-254-3650
1-800-854-2824
E-mail: hatchact@osc.gov

Rev. December, 2005

The Hatch Act Its Importance to State and Local Government Employees

The political activity of government employees has been a concern of elected officials since the earliest days of the Republic. Thomas Jefferson, the nation's third President, was among the first to express concern about this issue.

In response to Jefferson's concern, the heads of the executive departments issued an order which stated that while it is "the right of any officer (federal employee) to give his vote at elections as a qualified citizen... it is expected that he will not attempt to influence the votes of others nor take any part in the business of electioneering, that being deemed inconsistent with the spirit of the Constitution...."

However, despite the concerns of Jefferson and other American statesmen, almost a century and a half elapsed before Congress enacted a comprehensive law regarding the political activities of government employees.

In 1939, Congress approved landmark legislation known as the Hatch Act which limits the political

activities of federal employees, employees of the District of Columbia government and certain employees of state and local governments.

In passing the Hatch Act, Congress determined that partisan political activity by federal employees, employees of the District of Columbia government and certain employees of state and local governments must be limited for public institutions to function fairly and effectively.

Before 1979, the U. S. Civil Service Commission had primary responsibility for enforcing the Hatch Act. However, the Civil Service Reform Act of 1978 transferred the Commission's investigative and prosecutorial authority to the Office of the Special Counsel of the U. S. Merit Systems Protection Board (MSPB). Passage of the Whistleblower Protection Act in 1989, established the Office of Special Counsel as an independent agency within the executive branch of the federal government.

Who Is Covered?

The Hatch Act restricts the political activity of individuals principally employed by state or local executive agencies who work in connection with programs financed in whole or in part by federal loans or grants.

The following list offers examples of the types of programs which frequently receive financial assistance from the federal government: public health, public welfare, housing, urban renewal and area redevelopment, employment security, labor and industry training, public works, conservation, agricultural, civil defense, transportation, anti-poverty, and law enforcement programs.

Usually, employment with a state or local agency constitutes the principal employment of the employee in question. When an employee holds two or more jobs, principal employment is generally deemed to be that job which accounts for the most work time and the most earned income.

Hatch Act provisions also apply to employees of private, nonprofit organizations which plan, develop and coordinate federal Head Start or Economic Opportunity programs.

State and local employees subject to political activity laws continue to be covered while on annual leave, sick leave, leave without pay, administrative leave or furlough.

Who Is Not Covered?

Hatch Act provisions do not apply to:

- 1) individuals who exercise no functions in connection with federally financed activities: or
- 2) individuals employed by educational or research institutions, establishments, or agencies which are supported in whole or in part by state or political subdivisions thereof, or by recognized religious, philanthropic or cultural organizations.

The law also exempts certain specified employees from the prohibition on candidacy for elective office. These exemptions include:

- 1) the governor or lieutenant governor of a state, or an individual authorized by law to act as governor;
- 2) the mayor of a city;
- 3) a duly elected head of an executive department of a state or municipality who is not classified under a state or municipal merit or civil service system; and
- 4) an individual holding public elective office. The latter exemption applies only when the elective office is the position which would otherwise subject the employee to the restriction of the Hatch Act.

Permitted and Prohibited Activities For State and Local Employees

- **May** be a candidate for public office in a nonpartisan election
- **May** campaign for and hold elective office in political clubs and organizations
- **May** actively campaign for candidates for public office in partisan and nonpartisan elections
- **May** contribute money to political organizations or attend political fundraising functions
- **May** participate in any activity not specifically prohibited by law or regulation
- **May not** be a candidate for public office in a partisan election
- **May not** use official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office
- **May not** directly or indirectly coerce contributions from subordinates in support of a political party or candidate

An election is partisan if any of the candidates in the election are running as a representative of a political party whose presidential candidate received votes in the preceding election at which Presidential electors were selected.

CAUTION: An employee's conduct is also subject to the laws of the state and the regulations of the employing agency. Prohibitions of the Hatch Act are not affected by state or local laws.

Questions and Answers

General Provisions

Q. Which state and local employees are restricted in their political activity?

A. Executive branch employees in any agency of a state or local government whose principal employment is in connection with an activity financed in whole or in part by federal loans or grants are covered by the law.

Q. What does "principal employment" mean?

A. If an employee has only one position or job, that is his principal employment. When an employee holds two or more jobs, principal employment is usually deemed to be the job at which the employee spends the majority of his time and from which he earns the majority of his income.

Q. Which officers or employees of a state, territorial or municipal government are not prohibited from running for office in a partisan election?

A. The governor, the lieutenant governor, the mayor of a city or other elected officials of a state or local government are exempt if the elective office is the principal employment.

Q. Are there any employees exempted by the statute?

A. Yes. Officers and employees of educational and research institutions, establishments, agencies or systems supported in whole or in part by state or local governments or by recognized religious, philanthropic or cultural organizations are not covered by the statute.

Q. Do the political activity restrictions apply equally for a full-time or part-time employee?

A. Yes, provided the employee's position with the federally financed agency is his or her principal employment.

Prohibited Activities

Q. What does federal law provide concerning the political activity of certain state or local employees?

A. State or local employees subject to the provisions of the Hatch Act may not:

(1) use their official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;

(2) directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes; or

(3) be candidates for elective office.

Q. Does the law cover employees in the executive branch of the territorial governments of Puerto Rico, the Virgin Islands, Guam and American Samoa?

A. Yes. For purposes of the law the term "state" includes states, territories and possessions of the United States.

Q. What type of activity is prohibited by the restrictions against misuse of official authority and coercion?

A. These prohibitions are aimed at activities such as threatening to deny promotion to any employee who does not vote for certain candidates, requiring employees to contribute a percentage of their pay to a political fund, influencing subordinate employees to buy tickets to political fund raising dinners and similar events, and advising employees to take part in political activity. These prohibitions principally affect supervisors but are applicable to any covered employee. For instance, employees still may not coerce command or advise other covered employees to make political contributions or to contribute their time or anything of value for partisan political purposes.

Q. What is meant by the prohibition against candidacy "for elective office"?

A. State or local employees subject to the Hatch Act may not be candidates for public office in partisan elections. Primary and run-off elections to nominate candidates of partisan political parties are partisan elections for purposes of the law even though no party designation appears on the ballot.

Q. Does this mean that covered state or local employees cannot be candidates for public office in any election?

A. No. The law permits officers and employees to be candidates in nonpartisan elections. These are elections in which none of the candidates are nominated or elected as representatives of political parties whose presidential candidates received votes in the preceding presidential election.

Q. Who enforces the law for covered state and local employees?

A. The Special Counsel is responsible for enforcing the Hatch Act. The MSPB has authority to adjudicate disciplinary actions brought by the Special Counsel against covered state and local employees who are alleged to have violated the law.

Permitted Activities

Q. What types of political activity are permitted under the Hatch Act?

A. State or local employees subject to the provisions of the Hatch Act may take an active part in political management and political campaigns.

Q. What types of permitted activities are included in the term "political management"?

A. Employees may be members of and may hold office in political parties, organizations or clubs. Employees may attend meetings, endorse candidates and take an active part in the management of clubs, organization or parties. Also, employees may be candidates for political party office.

Attendance at political conventions and participation in the deliberations or proceedings are permitted activities. Employees may be candidates for, or serve as delegates, alternates or proxies at such conventions.

Volunteer work for partisan candidates, campaign committees, political parties or nominating conventions of political parties is permitted.

Q. What types of permitted activities does the term "political campaigns" include?

A. Employees may campaign for candidates in partisan elections by making speeches, writing letters, drafting speeches for candidates or soliciting voters to support or oppose candidates.

Employees may attend political meetings or rallies including committee meetings of political organizations, and may serve on committees that organize or direct activities at partisan campaign meetings or rallies.

Q. May employees make financial contributions to political parties or organizations?

A. Yes. Employees may make financial contributions to political parties or organizations. The employees may solicit and collect voluntary political contributions. However, they may not solicit, coerce, command or advise other covered employees to make such contributions.

Q. Does the law prohibit employees from holding public elective office?

A. No. The law that prohibits candidacy for elective office does not prohibit holding office. Therefore, if an employee holds elective office when appointed to a covered state or local position, the employee may continue to serve. However, such an employee may not be a candidate for reelection in a partisan election. Likewise, an employee may accept appointment to fill a vacancy in an elective public office while concurrently serving in a covered position. Such an employee should ascertain from his or her employing agency if acceptance of such an appointment constitutes a conflict of interest.

Q. May employees work at the polls on election day?

A. Covered state or local employees may serve at the polls as election officials, clerks, checkers, watchers or as challengers for political parties and candidates in partisan elections.

Penalties for Violation

Q. What is the penalty for violating the Hatch Act?

A. If the Merit Systems Protection Board finds that the offense warrants dismissal from employment, the employing agency must either:

- (1) dismiss the employee or
- (2) forfeit a portion of the federal assistance equal to two years salary of the employee.

If the Board finds the violation does not warrant the employee's discharge, no penalty is imposed.

Q. Where is the law found which restricts political activity of state, territory, possession and local agency employees?

A. Title 5 of the United States Code, Sections 1501-1508 and Title 5 of the Code of Federal Regulations part 151.

Special Considerations for Employee of Private, Nonprofit Agencies Receiving Federal Assistance

Q. Are any political restrictions applicable to employees of private, nonprofit organizations?

A. Yes. Employees of private, nonprofit organizations which plan, develop and coordinate federal Head Start programs are subject to the same political activity restrictions that apply to covered state and local employees.

The Office of Special Counsel

Procedures

The Office of Special Counsel is responsible for investigating reports or complaints of Hatch Act violations by covered employees of local governments.

If an investigation uncovers evidence of a violation of the law warranting prosecution, a written complaint for disciplinary action may be filed with the U. S. Merit Systems Protection Board (MSPB). A copy of the complaint is served on the charged employee. Full opportunity is provided to contest the charges, including a right to a hearing before the MSPB. The employee may be represented by counsel at all stages of the proceedings.

After consideration of the entire record, the MSPB will notify the employee and the employing agency of its decision.

If the MSPB finds the offense warrants dismissal from employment, the employing agency must either: (1) dismiss the employee or (2) forfeit a portion of the federal assistance equal to two years' salary of the employee. If the MSPB finds the violation does not warrant the employee's discharge, no penalty is imposed.

Briefings

In order to better acquaint state and local government employees with the provisions regarding political activity, attorneys from the Office of Special Counsel are available for briefings.

Additionally, employees may obtain answers to specific questions regarding political activity by calling OSC at 800-85-HATCH (854-2824) or 202-254-3650. Requests for written advisories may be made to the:

U. S. Office of Special Counsel
1730 M Street, NW
Suite 218
Washington, DC 20036
E-mail: hatchact@osc.gov
Homepage: <http://www.osc.gov>

Title 5. United States Code

Chapter 15 - Political Activity of Certain State and Local Employees

Sec.

- 1501. Definitions.
- 1502. Influencing elections, taking part in political campaigns; prohibitions; exceptions.
- 1503. Nonpartisan candidacies permitted.
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- 1506. Orders; withholding loans or grants; limitations.
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§ 1501. Definitions

For the purpose of this chapter

- (1) "State" means a State or territory or possession of the United States;
- (2) "State or local agency" means the executive branch of a State, municipality, or other political subdivision of a State, or an agency or department thereof;
- (3) "Federal agency" means an Executive agency or other agency of the United States, but does not include a member bank of the Federal Reserve System; and
- (4) "State or local officer or employee" means an individual employed by a State or local agency whose principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a Federal agency, but does not include --
 - (A) an individual who exercises no functions in connection with that activity; or
 - (B) an individual employed by an educational or research institution, establishment agency, or system which is supported in whole or in part by a State or political subdivision thereof, or by a recognized religious, philanthropic, or cultural

§ 1502. Influencing elections; taking part in political campaigns; prohibitions; exceptions

- (a) A State or local officer or employee may not --
 - (1) use his official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
 - (2) directly or indirectly coerce, attempt to coerce, command, or advise a State or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or
 - (3) be a candidate for elective office.

(b) A State or local officer or employee retains the right to vote as he chooses and to express his opinions on political subjects and candidates.

(c) Subsection (a)(3) of this section does not apply to --

- (1) the Governor or Lieutenant Governor of a State or an individual authorized by law to act as Governor;
- (2) the mayor of a city;
- (3) a duly elected head of an executive department of a State or municipality who is not classified under a State or municipal merit or civil service system; or
- (4) an individual holding elective office.

§ 1503. Nonpartisan candidacies permitted

Section 1502(a)(3) of this title does not prohibit any State or local officer or employee from being a candidate in any election if none of the candidates is to be nominated or elected at such election as representing a party any of whose candidates for Presidential elector received votes in the last preceding election at which Presidential electors were selected.

§ 1504. Investigations; notice of hearing

When a Federal agency charged with the duty of making a loan or grant of funds of the United States for use in an activity by a State or local officer or employee has reason to believe that the officer or employee has violated section 1502 of this title, it shall report the matter to the Special Counsel. On receipt of the report or on receipt of other information which seems to the Special Counsel to warrant an investigation, the Special Counsel shall investigate the report and such other information and present his findings and any charges based on such findings to the Merit Systems Protection Board, which shall --

- (1) fix a time and place for a hearing; and
- (2) send, by registered or certified mail, to the officer or employee charged with the violation and to the State or local agency employing him a notice setting forth a summary of the alleged violation and giving the time and place of the hearing.

The hearing may not be held earlier than 10 days after the mailing of the notice.

§ 1505. Hearings; adjudications; notice of determinations

Either the State or local officer or employee or the State or local agency employing him or both, are entitled to appear with counsel at the hearing under section 1504 of this title, and be heard. After this hearing, the Merit Systems Protection Board shall --

(1) determine whether a violation of section 1502 of this title has occurred;

(2) determine whether the violation warrants the removal of the officer or employee from his office or employment; and

(3) notify the officer or employee and the agency of the determination by registered or certified mail.

§ 1506 Orders; withholding loans or grants;

(a) When the Merit Systems Protection Board finds

(1) that a State or local officer or employee has not been removed from his office or employment within 30 days after notice of a determination by the Board that he violated section 1502 of this title and that the violation warrants removal; or

(2) that the State or local officer or employee has been removed and has been appointed within 18 months after his removal to an office or employment in the same State in a State or local agency which does not receive loans or grants from a Federal agency; the Board shall make and certify to the appropriate Federal agency an order requiring that agency to withhold from its loans or grants to the State or local agency to which notice was given an amount equal to 2 years' pay at the rate the officer or employee was receiving at the time of the violation. When the State or local agency to which appointment within 18 months after removal has been made is one that receives loans or grants from a Federal agency, the Board order shall direct that the withholding be made from that State or local agency.

(b) Notice of the order shall be sent by registered or certified mail to the State or local agency from which the amount is ordered to be withheld. After the order becomes final, the Federal agency to which the order is certified shall withhold the amount in accordance with the terms of the order. Except as provided by section 1508 of this title, a determination or order of the Board becomes final at the end of 30 days after mailing the notice of the determination or order.

(c) The Board may not require an amount to be withheld from a loan or grant pledged by a State or local agency as security for its bonds or notes if the withholding of that amount would jeopardize the payment of the principal or interest on the bonds or notes.

§ 1507. Subpoenas and depositions

(a) The Merit Systems Protection Board may require by subpoena the attendance and testimony of witnesses and the production of documentary evidence relating to any matter before it as a result of this chapter. Any member of the Board may sign subpoenas, and members if the Board and its examiners when authorized by the Board may administer oaths examine witnesses, and receive evidence. The attendance of witnesses and the

production of documentary evidence may be required from any place in the United States at the designated place of hearing. In case of disobedience to a subpoena, the Board may invoke the aid of a court of the United States in requiring the attendance and testimony of witnesses and the production of documentary evidence. In case of contumacy or refusal to obey a subpoena issued to a person, the United States District Court within whose jurisdiction the inquiry is carried on may issue an order requiring him to appear before the Board, or to produce documentary evidence if so ordered, or to give evidence concerning the matter in question; and any failure to obey the order of the court may be punished by the court as a contempt thereof.

(b) The Board may order testimony to be taken by deposition at any stage of a proceeding or investigation before it as a result of this chapter. Depositions may be taken before an individual designated by the Board and having the power to administer oaths. Testimony shall be reduced to writing by the individual taking the deposition, or under his direction, and shall be subscribed by the deponent. Any person may be compelled to appear and depose and to produce documentary evidence before the Board as provided by this section.

(c) A person may not be excused from attending and testifying or from producing documentary evidence or in obedience to a subpoena on the ground that the testimony or evidence, documentary or otherwise, required of him may tend to incriminate him or subject him to a penalty or forfeiture for or on account of any transaction, matter, or thing concerning which he is compelled to testify, or produce evidence, documentary or otherwise, before the Board in obedience to a subpoena issued by it. A person so testifying is not exempt from prosecution and punishment for perjury committed in so testifying.

§ 1508. Judicial review

A party aggrieved by a determination or order of the Merit Systems Protection Board under section 1504, 1505, or 1506 of this title may within 30 days after the mailing of notice of the determination or order institute proceedings for review thereof by filing a petition in the United States District Court for the district in which the State or local officer or employee resides. The institution of the proceedings does not operate as a stay of the determination or order unless --

(1) the court specifically orders a stay; and

(2) the officer or employee is suspended from his office or employment while the proceedings are pending.

A copy of the petition shall immediately be served on the Board, and thereupon the Board shall certify and file in the court a transcript of the record on which the determination or order was made. The court shall review the entire record including questions of fact and questions of law. If

application is made to the court for leave to adduce additional evidence, and it is shown to the satisfaction of the court that the additional evidence may materially affect the result of the proceedings and that there were reasonable grounds for failure to adduce this evidence in the hearing before the Board, the court may direct that the additional evidence be taken before the Board in the manner and on the terms and conditions fixed by the court. The Board may modify its findings of fact or its determination or order in view of the additional evidence and shall file with the court the modified findings, determination, or order; and the modified findings of fact, if supported by substantial evidence, are conclusive. The court shall affirm the determination or order, or the modified determination or order, if the court determines that it is in accordance with law. If the court determines that the determination or order,

or the modified determination or order, is not in accordance with law, the court shall remand the proceeding to the Board with directions either to make a determination or order determined by the court to be lawful or to take such further proceedings as, in the opinion of the court, the law requires. The judgment and decree of the court are final, subject to review by the appropriate United States Court of Appeals as in other cases, and the judgment and decree of the court of appeals are final subject to review by the Supreme Court of the United States on certiorari or certification as provided by section 1254 of title 28. If a provision of this section is held to be invalid as applied to a party by a determination or order of the Board, the determination or order becomes final and effective as to that party as if the provision had not been enacted.

CITY
OF
CONRAD

PUBLIC WORKS

SAFETY

POLICY

MANUAL

SEPTEMBER 7, 1194

RESPONSIBILITY FOR SAFETY

SAFETY & HEALTH COMMITTEE

THE RESPONSIBILITIES OF THE SAFETY AND HEALTH COMMITTEE SHALL BE AS FOLLOWS:

1. TO ORGANIZE, COORDINATE, AND IMPLEMENT A SAFETY PROGRAM.
2. TO RECOMMEND SPECIFIC PROGRAMS OR COURSES OF ACTION FOR THE DEPARTMENT HEADS TO FOLLOW IN ORDER TO IMPROVE SAFETY AWARENESS.
3. TO INVESTIGATE ANY ACCIDENT, NEAR MISS, OR UNSAFE CONDITION; AND TO RECOMMEND CORRECTIONS OF THESE SITUATIONS AS THEY ARE IDENTIFIED; AND TO FOLLOW UP ON THE PROGRESS OF THESE RECOMMENDED CORRECTION.

SUPERVISORS

THE RESPONSIBILITIES OF THE SUPERVISORS AND THEIR DESIGNATED REPRESENTATIVE TO:

1. INSURE THAT EMPLOYEES IN THEIR DEPARTMENT UNDERSTAND SAFETY RELATED PROCEDURES AND POLICIES IN REGARD TO THE ACCIDENT REPORTING, SAFE WORKING PRACTICES, AND DISCIPLINARY ACTIONS. TO ACHIEVE THIS END, SAFETY MEETINGS SHALL BE SCHEDULED ONCE EACH MONTH TO DISCUSS THE FOLLOWING;
 - A. RECENT ACCIDENTS
 - B. WEAR MISSES
 - C. EMPLOYEE SUGGESTIONS TO THE SUPERVISOR FOR IMPROVING WORKPLACE CONDITIONS, AS REGARDS 10 HEALTH AND SAFETY CONCERNS.
 - D. RESULTS OF INSPECTIONS BY THE SUPERVISOR.
 - E. CORRECTIVE ACTIONS PERFORMED IN RESPONSE TO HAZARDOUS CONDITIONS WHICH HAVE BEEN IDENTIFIED.
 - F. QUESTIQNS PERTAINING TO SAFETY PROGRM, POLICIES, AND ACTIONS OF THE SAFETY AND HEALTH COMMITTEE.
2. INJSURE EMPLOYEE'S WORKPLACE IS FREE FROM RECOGNIZABLE HAZARDS AND UNSAFE CONDITIONS.
3. TAKE WHATEVER ACTION IS WITHIN HIS/HER POWER TO CORRECTRECOGNIZABLE HAZARDS OR UNSAFE CONDITIONS, INCLUDING THEREMOVAL OF EMPLOYEES FROM WORKSITE IN SITUATIONS WHERE A HAZARD MAY BE IMMEDIATELY DANGEROUS TO THE LIFE, HEALTH OR SAFETY OF AN EMPLOYEE.

4. MAKE SPOT SAFETY INSPECTIONS OF THE EMPLOYEES AT THE WORKSITE AND ENFORCE ALL SAFETY POLICIES AND RULES INCLUDING SAFE WORK PROCEDURES, USE OF PROTECTIVE EQUIPMENT, MAINTAINING EQUIPMENT, AND "GOOD HOUSEKEEPING AT THE WORKSITE.
5. INVESTIGATE ACCIDENTS FOR THE SAFETY AND HEALTH COMMITTEE, AND CARRY THROUGH WITH RECOMMENDED ACTION, AS DIRECTED BY THE COMMITTEE.
6. SUPPLY SAFETY TRAINING IN AREAS APPLICABLE TO THE PARTICULAR DEPARTMENT.
7. REPORT ALL ACCIDENTS AND NEAR MISSES TO THE SAFETY AND HEALTH COMMITTEE,

EMPLOYEES

IT SHALL BE THE RESPONSIBILITY OF ALL CITY OF CONRAD EMPLOYEES TO:

1. FOLLOW ALL SAFETY RULES AND STANDARD OF OPERATING PROCEDURES ESTABLISHED FOR THEIR JOBS AND WORKSITES. PROMPTLY REPORT ALL ACCIDENTS, AND NEAR MISSES TO THEIR SUPERVISOR,
2. PROMPTLY REPORT ANY HAZARDOUS CONDITIONS OR PROCEDURES THAT AFFECTS THEM, THEIR FELLOW WORKERS, OR THE GENERAL PUBLIC, TO THEIR SUPERVISOR.
4. ATTEND SAFETY TRAINING SESSIONS AS REQUIRED BY THEIR SUPERVISOR.
5. EMPLOYEES FAILING TO FOLLOW AND PRACTICE SAFETY POLICIES AND PROCEDURES, AS PRESCRIBED BY THE COUNCIL, WILL BE SUBJECT TO SUSPENSION OR TERMINATION. -

CITY OF CONRAD

EMPLOYEE SAFETY MANUAL

PURPOSE AND SCOPE

IT IS THE PURPOSE OF THIS HANDBOOK TO PROVIDE YOU WITH INFORMATION THAT WILL HELP YOU CARRY OUT YOUR ASSIGNMENTS: IN A SAFE MANNER..

SAFETY RULES CANNOT BE WRITTEN TO COVER EVERY CONCEIVABLE WORK CONDITION. THE PRACTICE CONTAINED HEREIN, ARE BRIEF SO THAT THEY MAY BE READILY UNDERSTOOD. SAFETY IS THE RESPONSIBILITY OF EACH INDIVIDUAL AND YOU WILL BE EXPECTED TO EXERCISE GOOD JUDGEMENT AND COMMON SENSE IN OBSERVING THESE PRACTICES. SHOULD ANY DOUBT ARISE AS TO THE PROPER MEANING OR INTERPRETATION

— ASK YOUR SUPERVISOR! —

ANY EMPLOYEE VIOLATING THE SAFE PRACTICES AND RESPONSIBILITIES OUTLINED IN T MANUAL, OR WHO UNNECESSARILY ENDANGERS HIS/HER OWN (OR ANOTHER'S) PERSONAL SAFETY, SHALL BE SUBJECT TO DISCIPLINARY ACTION. DEPENDING ON THE CIRCUMSTANCES OF EACH CASE, THIS MAY INCLUDE REPRIMAND, LAYOFF OR TERMINATION AS DIRECTED IN THE CITY OF, CONRAD EMPLOYEE POLICY MANUAL.

SECTION 1

GENERAL SAFETY POLICY

IT SHALL BE THE RESPONSIBILITY OF ALL CITY OF CONRAD EMPLOYEES TO:

- 1.01** BE FAMILIAR WITH THE CITY OF CONRAD SAFETY PROGRAM AND TO SIGN A STATEMENT ACKNOWLEDGING RECEIPT OF A COPY OF THE POLICY, AND BY DOING SO, PERFORM THEIR JOB. IN COMPLIANCE WITH THE SAFETY PROCEDURES OUTLINED IN THE POLICY;
- 1.02** PROMPTLY REPORT TO THEIR SUPERVISOR ANY RECOGNIZABLE HAZARDOUS CONDITION, OR PROCEDURE, THAT MAY PUT AN EMPLOYEE OR THE GENERAL PUBLIC AT RISK;
- 1.03** LEARN THE RIGHT AND SAFE WAY TO DO EACH JOB. CONTINUE TO SUGGEST POSSIBLE IMPROVEMENT FOR IMPROVING THE JOB.
- 1.04** OPERATE ONLY THE MACHINERY OR EQUIPMENT WHICH YOU HAVE BEEN AUTHORIZED AND TRAINED TO OPERATE SAFELY.
- 1.05** ONLY USE TOOLS, MACHINERY AND VEHICLES THAT ARE IN SAFE WORKING ORDER. PROMPTLY REPORT ANY DEFECTIVE OR WORN TOOLS, MACHINERY, OR VEHICLES TO YOUR SUPERVISOR;
- 1.06** WORK AT A SAFE SPEED; PLAN AHEAD SO AS TO PERFORM THE JOB SAFELY, AS WELL AS EFFICIENTLY. DO NOT TAKE ANY "SHORT CUTS";
- 1.07** PROMOTE EFFICIENCY AND SAFETY, BY KEEPING AN ORDERLY AND CLEAN WORK AREA LIQUID SPILLS, ITEMS STORED 'TEMPORARILY' AND FORGOTTEN, CLUTTERED AND SCATTERED PARTS, TOOLS, AND MATERIALS WILL NOT BE TOLERATED;
- 1.08** NEVER ENDANGER THE HEALTH OR SAFETY OF A FELLOW COWORKER, OR THE PUBLIC, THROUGH HORSEPLAY, PRACTICAL JOKES, WANTON NEGLIGENCE, OR THOUGHTLESS INDIFFERENCE;

- 1.09 NEVER BE UNDER THE INFLUENCE OF INTOXICATING BEVERAGES, MIND ALTERING SUBSTANCES, OR MEDICATIONS, THAT COULD AFFECT YOUR PERFORMANCE ON THE JOB;
- 1.10 RESPECT YOUR CO—WORKER'S RIGHT TO CLEAN AIR IN THEIR WORK ENVIRONMENT, IF YOU ARE A SMOKER, SMOKE OUTSIDE DURING BREAKS. SMOKING IN BUILDINGS AND VEHICLES IS PROHIBITED.
- 1.11 RECOGNIZE 'NEAR MISSES' AND REPORT THEM TO YOUR SUPERVISOR; COOPERATE IN THE INVESTIGATION OF AN ACCIDENT. THIS SHOULD REDUCE THE LIKELIHOOD OF THE SAME (OR SIMILAR) INCIDENT FROM REOCCURRING;
- 1.12 BE CAUTIOUS OF SLIPPERY OR POLISHED FLOOR. USE HANDRAILS WHEN GOING DOWN, OR UP STAIRWAYS;
- 1.13 EMPLOYEES ARE TO EXERCISE PROPER LIFTING TECHNIQUES AND BACK SUPPORTS WHENEVER LIFTING OR HANDLING HEAVY AND/OR BULKY OBJECTS. THIS WILL REDUCE THE LIKELIHOOD OF A STRAIN. HELP SHOULD BE OBTAIN WHENEVER NEEDED.
- 1.14 NO ENGINE IS TO BE OPERATED IN A CLOSED AREA, WITHOUT ADEQUATE VENTILATION;
- 1.15 GASOLINE IS TO BE KEPT IN APPROVED SAFETY CANS;
- 1.16 SAFETY IS NEVER TO BE SACRIFICED FOR SPEED. EACH JOB SHOULD BE CAREFULLY PLANNED WITH FULL AWARENESS OF SAFETY BEFORE STARTING.
- 1.17 FIRE FIGHTING EQUIPMENT IS TO BE MAINTAINED READY FOR USE, STRATEGICALLY LOCATED AND ACCESSIBLE AT WORK SITES AND CITY FACILITIES. WHENEVER AN EXTINGUISHER IS USED, HOWEVER LITTLE, A REPORT IS TO BE MADE TO THE SUPERVISOR SO THAT IT MAY BE RECHARGED. REGULAR MONTHLY INSPECTIONS OF EACH EXTINGUISHER SHALL BE MADE.

SECTION 2

PRECAUTIONS ON CUSTOMERS' PREMISES

The following safety practices should be adhered to by those employees whose job responsibilities necessitate being on customers' premises.

- 2.01 Always be alert to hazards when entering building under construction or demolition, especially on temporary stairs, ladders, and other temporary working surfaces.
- 2.02 Be cautious when approaching a customer's premise where there is a dog. Ask the customer to leash or lock up the dog.
- 2.03 Use a flashlight when in poorly lighted rooms, basements, or stairs. **NEVER** use matches or an open flame.
- 2.04 When in a customer's basement, check overhead for low beams, pipes, and objects protruding from the ceiling.
- 2.05 Be cautious of slippery, polished floors, or debris on floors. Use handrail going down or up stairways.
- 2.06 Use walks and designated passageways on customers' premises.
DO NOT TAKE SHORTCUTS.
- 2.07 Wear good traction rubbers or rubber boots during winter when walks and driveways are covered with ice and snow.
- 2.08 Be on the lookout for upturned or protruding nails and all tripping hazards. Wear shoes with strong soles to avoid nail punctures.

SECTION 3

EYE PROTECTION

- 3.01 Suitable safety glasses, goggles, or face shields shall be worn when work being performed may result in injury to the eyes from flying particles, splattering liquids or harmful light rays.

- 3.02** Some examples of when proper eye protection must be worn are as follows:
- a. When chipping or breaking stone, brick, concrete or frozen ground.
 - b. When using air or electrically driven power tools.
 - c. When grinding, drilling, sandblasting, using jack or frost hammers, sealing tools, compressed air lines, and overhead.
 - d. When performing maintenance and repair work on equipment; vehicles, parts, assemblies, and when cleaning certain appliances, or heating units.
 - e. When assembling, fabricating, welding.
 - f. When working near or in work areas where eye protection is required.
- 3.03** All eye protection devices shall fit properly and be maintained in sanitary and serviceable condition .Eye protective devices shall be replaced when they become warped, scratched, or pitted.

SECTION 4

HEARING PROTECTION

- 4.01** In areas where noise levels have been determined to be hazardous, hearing protection in the form of ear plugs Or ear muffs shall be provided by the city and worn by all employees.

SECTION 5

HEAD PROTECTION

- 5.01** Hard hats are to be worn whenever working in or visiting areas where there is reasonable danger of being struck by falling objects, or wherever there is a possibility of being struck on the head by tools or equipment, or where there is a possibility of striking the head against objects or obstructions.
- 5.02** Hard hats are to be worn by all employees whenever required by departmental rules and, specifically:
- a. In the normal performance. of work on streets or in manholes, tunnels and trenches.
 - b. In close proximity to cranes, hoisting, excavating, pipe handling and material handling equipment.
 - c. When working in construction or demolition areas.

- d. When near or in the location of any emergency situation.
- e. When working in or visiting job locations where employees on the job are required to wear head protection. This would include areas designated as "HARD HAT AREAS."

SECTION 6

FOOT PROTECTION

- 6.01** Safety shoes shall be worn by all employees during working hours where the possibility of a crushing injury to the toes and foot exists.

SECTION 7

CLOTHING

- 7.01** Suitable clothing should be worn by all employees in keeping with their respective jobs.
- 7.02** Loose clothing shall not be worn around moving machinery or equipment.
- 7.03** Safety vests shall be worn by employees in work areas that are exposed to vehicular traffic.

SECTION 8

LADDERS

- 8.01** All ladders are to be inspected prior to being used. Defective or damaged city ladders are to be returned to the shop and exchanged. Defective ladders are to be marked and not used.
- 8.02** Straight and extension ladders should be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about 1/4 of the working length of the ladder (the length along the ladder between the foot and point at which the ladder rests).
- 8.03** Employees must always face the ladder when ascending or descending.
- 8.04** Portable Straight, extension and stepladders must be equipped with safety feet, except when the ladder is to be used in trenches or street openings.

- 8.05 Never work higher than the third rung from the top of an extension ladder or the second step from the top of a stepladder.
- 8.06 Metal ladders are **NEVER** to be used near electric wires.

SECTION 9

MOTOR VEHICLES

- 9.01 Employees operating city vehicles shall practice **DEFENSIVE DRIVING** by anticipating the possibility of accidents which may be caused by other drivers, pedestrians, or animals doing something unexpected. Particular attention should be paid to the actions of children.
- 9.02 Employees are required to obey all local, state, and city traffic regulations.
- 9.03 Employees are required to inspect the assigned vehicle before taking it on the road, to see that it is in proper operating condition.
- 9.04 Any defect which would affect safe operation of the assigned city vehicle is to be immediately reported on the appropriate form to the foreman or supervisor responsible for the vehicle.
- 9.05 Employees are required to report all traffic accidents immediately to the foreman or their supervisor.
- 9.06 Vehicles shall not be left unattended with the motor running. When operational requirements make it necessary that a vehicle be left running (i.e. compressor operation, warning lights, etc.) the wheels of the vehicle shall be blocked or chocked in both front and rear.
- 9.07 Seat belts shall be worn when operating or when a passenger in city vehicles.
- 9.08 All vehicle operators must turn off engines and extinguish cigarettes, cigars, or pipes while vehicle is being refueled.
- 9.09 Riding equipment with no provision for passengers is
STRICTLY FORBIDDEN.

- 9.10 Before operating any city vehicle, check the brakes, horn, tires, lights, reflectors, mirrors and windshield wipers to make sure they are operational. If not, report any defects on the appropriate form to the foreman or supervisor.

“DO NOT OPERATE THE VEHICLE IF ANY OF THESE ITEMS ARE DEFECTIVE.”

SECTION 10

EXCAVATIONS

- 10.01 The sides of excavation five (5) feet or more in depth or in any excavation where the soil is unstable in which men will be working, shall be supported by dequate shoring, sheeting, or bracing. OSHA 2226Trenching Operations, 1982 Revised Edition shall be consulted for detailed instructions.
- 10.02 Ladders or suitable ramps shall he used when going in or out of trenches or excavations in excess of four (4) feet deep or as otherwise necessary. Ladders shall be located, in trenches, to provide means of exit without more than 2 feet of lateral travel should extend at least three (3) feet above the top of the excavation.
- 10.03 Spoil and debris shall be effectively stored and retained at least two (2) feet or more from the edge of the excavation which employees may be required to enter. Spoil should be placed, if possible, in a position which will allow the employee to work from the non-traffic side of the excavation.
- 10.04 The sides of the excavation should be carefully trimmed so that there are no jagged projections.
- 10.05 Manholes, vaults, and other confined spaces must be tested with gas detecting equipment for the presence of gas before entering. When necessary, either the structures shall be cleared by forced ventilation or supplied air breathing equipment shall be worn before entering.
- 10.06 Testing for gas shall be done with gas testing equipment. **MATCHES OR OPEN FLAME ARE NEVER TO BE USED TO LOCATE A LEAK**
- 10.07 Whenever possible, gas should be turned off before fitting, connection, or other work is attempted.

10.08 When men are required to work in a gaseous atmosphere, a suitable fire extinguisher is to be at the site, and an employee instructed in proper use of the extinguisher shall be in attendance. Where practical, it should be placed upwind and within five (5) feet of the work site. Vehicles that must be kept running shall also be located so as not to come in contact with any combustible atmosphere.

10.09 All tools and loose materials are to be stored so that they cannot fall or be accidentally pushed into the excavation.

10.10 Employees shall not work under loads handled by power shovels, backhoes, or hoisting equipment.

SECTION 11

SAFETY HARNESS

11.01 A safety harness must- -be worn by each employee entering any manhole. Where appropriate, at least one employee shall remain above 'ground to handle ropes, f extinguisher, and other rescue equipment;

11.02 A safety harness with rope attached shall be worn by any employee entering a pat, manhole, trench, or excavation in which uncontrolled gas is present or may be present at any time during the work operation. At least one employee shall remain above the ground at all times to handle ropes, fire extinguisher, and other rescue equipment should it be necessary.

SECTION 12

BARRICADES

12.01 Whenever manhole covers are removed or excavations made, the work areas shall be adequately protected with signs, barricades, cones, or warning lights prior to beginning work. The amount and type of warning devices used shall be governed by traffic conditions.

12.02 Whenever possible, a truck or a piece of equipment shall be used as part of the barricades, particularly when working 'in heavy traffic. They should also be equipped with proper reflectors and striped markings, on the rear.

12.03 Barricading equipment such as cones) flags, and high signs when not in use at a job site shall be secured so as to 'prevent theft. An adequate supply of barricading materials shall be maintained at the job site at all times.

12.04 Barricading should also conform to the manual on Uniform Traffic Control Devices.

SECTION 13

POWER MACHINERY

13.01 Operators shall be familiar with the safe operation and performance of their equipment.

13.02 All guards are to be in place before beginning operations. Eye protection is to be worn when operating or working near machinery.

13.03 The floor around the equipment must be kept clear of all materials that would create a slipping or tripping hazard.

13.04 Metal chips or filings are to be removed by means of a stiff brush. Compressed air is **NEVER** to be used.

13.05 Machinery shall not be left running while unattended.

13.06 Loose clothing shall not be worn around moving machinery or equipment.

13.07 Grinders and other shop equipment are to be operated only by employees qualified by training or experience.

13.08 All electric tools, grinders, and other electrically powered equipment shall be properly grounded either with a third wire slip or with a polarized plug. Eye protection shall be worn when operating this equipment.

SECTION 14

COMPRESSED AIR

14.01 Compressed air streams shall not be brought into close or direct contact with any portion of an employee's body.

14.02 Air hose and fittings are to be maintained in good operating condition. Only safety couplings are to be used.

14.03 The pressure shall be released on air hoses before uncoupling or disconnecting.

SECTION 15

WELDING OPERATIONS

- 15.01 Wear clothing which will protect all of the body from hot metal sparks and rays of the arc.
- 15.02 Wear shoes that extend above the ankle, and trousers that extend below tops of shoes. Trousers should not have cuffs.
- 15.03 See that sufficient ventilation is provided, or wear airline respirator when welding in confined areas.
- 15.04 Be sure hood is in place before striking arc and at all times, when welding.
- 15.05 Keep shields in place to protect others from rays of the arc.
- 15.06 If employees working nearby are unprotected by a shield, advise them to wear protective goggles.
- 15.07 Keep fire extinguisher on hand at all welding jobs.
- 15.08 Put rod stubs in a container; if thrown on the floor etc. they are a slipping hazard.
- 15.09 Keep all connections gas—tight between cylinders apparatus, hose and piping.
- 15.10 Oil or grease are not to be used to lubricate any valve or connection with which oxygen under pressure may come in contact.
- 15.11 Momentarily "crack" cylinder valve before attaching regulator.
- 15.12 Acetylene tanks shall always be used in an upright position. **NEVER** use a cylinder Of oxygen or acetylene without reducing the pressure through a regulator.
- 15.13 Make sure regulator pressure adjusting screw is released before opening the cylinder valve.
- 15.14 Stand to one side and away from the front of the pressure regulator gauge faces when opening the cylinder valve.

15.15 Open cylinder valves **SLOWLY**

15.16 Purge both oxygen and acetylene systems before attempting to ignite torch.

15.17 **DO NOT USE MATCHES FOR LIGHTING TORCHES**. Use friction lighters.

15.18 Ignite the acetylene before opening oxygen torch valve.

15.19 If torch flashes back, or burns back inside the blow pipe, immediately shut off the torch oxygen valve, then close the torch acetylene valve.

15.20 When welding job is completed, valves on cylinders are to be shut off, then open valves on torch and release regulator pressure.

15.21 Caps are to be kept ON full and empty gas cylinders while in storage.

15.22 Cylinders shall be stored and transported in a vertical position and lashed so they cannot topple over or strike against one another.

15.23 Empty cylinders shall be plainly marked "**EMPTY**" or "**M/T**"

SECTION 16

BAND TOOLS

16.01 Hand tools are to be used only for the purpose for which they were designed and should be regularly inspected by the user to insure that they are in a safe condition.

16.02 Tools found to have defects are to be replaced.

16.03 Tools shall be stored in a manner that will not provide a hazard to others in the areas.

16.04 Portable electric power tools are to be properly grounded at all times when in use.

16.05 Electric power tools are **NEVER** to be used in an area where gas may be present — unless they are explosion proof by rating.

SECTION 17

OFFICE

- 17.01 Each person has the responsibility of keeping his work place neat and orderly.
- 17.02 Desk, cabinet, and file drawers should not be left open and unattended. **DO NOT** open more than one file cabinet drawer at a time to prevent unsecured cabinets from tipping.
- 17.03 Chairs and other office furniture and equipment in need of repairs shall be promptly reported to the supervisor.
- 17.04 Chairs, wastebaskets, and cords shall not be left in aisles or where they will constitute a tripping hazard.
- 17.05 Lighted: matches, cigarettes and contents of ash trays shall not be put in waste baskets.
- 17.06 Handrails should be used when ascending or descending stairs.
- 17.07 Paper clips, matches, rubber bands and similar materials should not be thrown on floors, landings, or stairs.
- 17.08 Added caution should be used when opening or closing doors with glass panels.
- 17.09 Added caution is necessary when walking on highly polished floors, especially when the floors are damp.
- 17.10 Only approved ladders shall be used for access to high shelves or files.
- 17.11 Each employee should report to his supervisor any unsafe condition which he may observe. Such conditions may include loose floor tiles, carpeting, stair treads, railings, equipment not operating properly, improper lighting, broken furniture, tripping hazards, or slippery conditions.

CONFINED SPACE ENTRY POLICY

DEFINITION OF A CONFINED SPACE:

A CONFINED SPACE IS A SPACE WHICH BY DESIGN HAS LIMITED OPENINGS FOR ENTRY AND EXIT; UNFAVORABLE NATURAL VENTILATION WHICH COULD CONTAIN OR PRODUCE DANGEROUS AIR CONTAMINANTS, AND WHICH IS NOT INTENDED FOR CONTINUOUS EMPLOYEE OCCUPANCY. CONFINED SPACES ARE SEPARATED INTO THREE CLASSES; CLASS A, CLASS B, AND CLASS C.

CLASS A: SPACES ARE A CONFINED SPACE THAT PRESENTS A SITUATION THAT IS IMMEDIATELY DANGEROUS TO LIFE OR HEALTH.

CLASS B: SPACES ARE A CONFINED SPACE THAT HAS THE POTENTIAL FOR CAUSING INJURY AND ILLNESS, IF PREVENTIVE MEASURES ARE NOT USED, BUT NOT IMMEDIATELY DANGEROUS TO LIFE AND HEALTH.

CLASS C: SPACES ARE A CONFINED SPACE IN WHICH THE POTENTIAL HAZARD WOULD NOT REQUIRE ANY SPECIAL MODIFICATION OF WORK PROCEDURE.

ENTRY INTO A CONFINED SPACE WILL BE AVOIDED IF POSSIBLE. HOWEVER IF IT IS NOT POSSIBLE TO AVOID ENTRY THE FOLLOWING PROCEDURES WILL BE FOLLOWED.

WE WILL EVALUATE EACH MANHOLE BEFORE EACH ENTRY TO DETERMINE WHICH CLASSIFICATION IT FALLS UNDER AND TREAT ACCORDINGLY. USE THE TABLE ON THE FOLLOWING PAGE TO DETERMINE CLASSIFICATION FOR TOXICITY WE WILL USE THE ATMOSPHERE MONITOR,

IF IT BEEPS, WE WILL CLASS IT AS CLASS A.

IF IT IS DETERMINED TO BE A CLASS A OR MANHOLE IT IS REQUIRED THAT WE VENTILATE AND RE—MONITOR WHILE VENTILATING. IF IT STILL REMAINS A CLASS A OR B MANHOLE, A SELF CONTAINED BREATHING APPARATUS (SCHA) WILL HE REQUIRED TO BE WORN BY THE PERSON ENTERING. IF IT IS REDUCED TO A CLASS C MANHOLE ENTRY MAY BE MADE WITH CONTINUOUS VENTILATION AND CONTINUOUS MONITORING. EQUIPMENT REQUIRED FOR ANY ENTRY INTO A MANHOLE WILL BE;

UNFINED SPACE ENTRY PERMIT

CONTINUOUS ATMOSPHERE MONITOR

RESCUE TRI—POD WITH SAFETY HARNESS

TRAINED ATTENDANT

RADIO OR OTHER DEVICE TO CONTACT EMERGENCY SERVICES

VENTILATION EQUIPMENT

TRAFFIC CONTROL

PERMITS WILL ONLY BE ISSUED BY QUALIFIED PERSONAL. HE CANNOT BE THE PERSON ENTERING THE CONFINED SPACE. THE PERSON ISSUING THE PERMIT MUST MAKE SURE THAT ALL THE PROPER EQUIPMENT IS IN PLACE AND IN GOOD WORKING ORDER BEFORE ISSUING THE PERMIT. HE MUST BE SURE THAT THE PERSONS INVOLVED IN THE ENTRY AND THE ATTENDANT ARE TRAINED IN THE PROPER PROCEDURES AND USE OF THE EQUIPMENT. I

MUST ALSO INSPECT ALL THE EQUIPMENT USED TO SEE THAT IT IS IN GOOD WORKING CONDITION.

A COPY OF THE PERMIT WILL BE KEPT AT THE SITE DURING THE ENTRY AND ANOTHER COPY WILL BE GIVEN TO THE SUPERINTENDENT AS SOON AS POSSIBLE. THE PERMIT WRITER MAY BE THE ATTENDANT.

AN ATTENDANT WILL BE REQUIRED BEFORE ENTERING ANY CONFINED SPACE REGARDLESS OF CLASSIFICATION. THE ATTENDANT MUST HAVE AN EMERGENCY MESSAGE WRITTEN ON BEFORE ENTRY CAN BE MADE. THIS IS

TO INCLUDE THE NATURE OF THE CALL, CALL SIGNS AND LOCATION. THIS IS SO THE ATTENDANT DOES NOT HAVE TO THINK -IN THE EVENT OF AN EMERGENCY.

THE ATTENDANT MUST ALSO BE TRAINED TO NOTICE ANY HAZARDS, INCLUDING TRAFFIC CONTROL, ENTRY AND EGRESS OBSTRUCTIONS, OR ANY OTHER HAZARDS THAT MAY CAUSE INJURY TO PERSONAL OR PUBLIC. THE

ATTENDANT MUST BE CAPABLE OF ASSEMBLING AND OPERATING THE RESCUE TRI—POD INCLUDING THE WINCH. HE ALSO BE CAPABLE OF OPERATING THE VENTILATION BLOWER AND KEEP IT VENT THE MANHOLE BEFORE AND DURING ENTRY IF NECESSARY.

THE ATTENDANTS DUTIES DURING THE TIME WHICH SOMEONE IS IN THE CONFINED SPACE IS TO MONITOR THE OCCUPANT CONTINUOUSLY FOR ANY CHANGES IN HIM OR HIS ENVIRONMENT. IF THE OCCUPANT SHOULD BECOME DISABLED, THE PRIMARY JOB OF THE ATTENDANT IS TO NOTIFY RESCUE. AFTER RESCUE PERSONAL ARE NOTIFIED, THEN THE ATTENDANT MAY ATTEMPT TO RAISE THE OCCUPANT TO SAFER AIR. **AT NO TIME WILL THE ATTENDANT OR ANYONE ELSE ENTER THE CONFINED SPACE WITHOUT A SCBA**

THE PERSON ENTERING THE CONFINED SPACE MUST REMEMBER THAT S HIS LIFE ON THE LINE IN THE CONFINED SPACE. ULTIMATELY HE WILL BE RESPONSIBLE FOR HIS OWN SAFETY.

THE PERSON ENTERING THE CONF SPACE MUST BE TRAINED AND KNOWLEDGEABLE IN THE USE OF THE TMX 410 MONITOR, MAKE SURE IT IS PROPERLY CALIBRATED AND ALSO BE ABLE TO RECOGNIZE OTHER HAZARDS HE MAY ENCOUNTER. HE MUST FIRST MONITOR THE ENVIRONMENT HE IS ENTERING WITH THE TMX 410 MONITOR AND RECORD THE RESULTS ON THE PERMIT. THEN HE MUST DETERMINE IF THE ATMOSPHERE IS WITHIN THE

PARAMETERS OF A SAFE ENTRY. HE MUST ALSO MAKE SURE THAT THE RESCUE EQUIPMENT IS PROPERLY SET UP AND IN WORKING CONDITION. HE MUST ALSO CHECK AND HELP SET UP THE VENTILATING SLOWER

DURING ENTRY HE IS TO CONTINUE TO MONITOR THE ATMOSPHERE AND LOOK FOR HAZARDS. IF AT ANYTIME HE OR THE ATTENDANT DETERMINES THAT A HAZARD IS PRESENT HE IS TO LEAVE THE CONFINED

SPACE IMMEDIATELY WITHOUT HESITATION. AFTER EXITING THEY CAN EXAMINE THE HAZARD AND DETERMINE HOW TO HANDLE THE SITUATION. THERE WILL BE NO LOITERING OR WAITING IN A CONFINED SPACE.

AFTER THE WORK IS COMPLETED ANY HAZARDS OR ANYTHING THAT NEEDS TO BE ADDRESSED WILL BE NOTED ON THE PERMIT AND THE PERMIT SUBMITTED TO THE SUPERINTENDENT. ALL THE EQUIPMENT WILL BE PICKED UP, CLEANED AND PUT AWAY.

REMEMBER USE YOUR HEAD !

City of Conrad Meal Allowance Policy & Personal Vehicle Mileage Reimbursement Policy

The City of Conrad has developed a policy for the meal allowance/reimbursement for City employees and officers. This policy may be amended from time to time by Council vote. Employees completing City of Conrad business shall receive meal allowances at a rate established by the City Council. Meal allowances will be approved only if the meals are not included in tuition, registration fees or hotel charges. If only a fraction of the day is authorized for travel, the per diem or expense allowance shall be only for that portion of the day.

\$ 11.20 for Breakfast

\$ 13.30 for Lunch

\$ 19.60 for Supper

Not to exceed \$44.10 per day maximum.

If requested, this allowance may be paid in advance to the employee/officer on the day preceding their departure for the training. Claims for such must be submitted for approval at the Council meeting immediately preceding the departure date. In the event the employee/officer is unable to attend any portion of the conference/training, the unused portion must be returned to the City.

At the Supervisor's discretion an employee may use their own vehicle for employment related travel and receive a mileage reimbursement. When employees use their own vehicles for City of Conrad business, they are required to provide proof of liability insurance coverage.

Reimbursement shall be at the Montana State rate of \$0.70 per mile.

Approved and effective on January 6th, 2026 by the City of Conrad City Council.

David Cates, Mayor

Attest:

Amber Schoenrock, Council President

REVISED: 01-12-2026

STATE EMPLOYEE TRAVEL INFORMATION

Per Diem Rates Effective 10/1/25 through 9/30/26

Day Shift	Night Shift*	In-State	Out-of-State	Foreign
Morning Meal 12:01am-10:00am	Early Morning Meal 3:01am-Noon	\$11.20	\$16.00	Varies
Midday Meal 10:01am-3:00pm	Mid-night Meal 10:01pm-3:00am	\$13.30	\$19.00	Varies
Evening Meal 3:01pm-Midnight	Evening Meal 12:01pm-10:00pm	\$19.60	\$28.00	Varies
Maximum Total per Day		\$44.10	\$63.00	Varies

*Only employees designated by an agency to work night-shifts will fall under the night-shift time range. Night-shift hours apply when a majority of an employee's work hours are between 7:00 p.m. and 6:00 a.m.

Must be in travel status—at least 15 miles away from your headquarters or work site for the day—for **MORE THAN 3 hours (a minimum of one minute over three hours)** during the mealtime range to qualify for that meal allowance. You must count your minutes and be VERY SPECIFIC about recording the start and finish of your travel shift. This means, leave no later than 6:59 am for a morning meal, and do not return any earlier than 6:02 pm for the evening meal.

References: [2-18-501](#), [2-18-502](#), MCA; [Employee Travel Policy](#); [GSA website](#) for Out-of-State and [US Department of State website](#) for Foreign meals at standard rate.

Per HB 13 and MCA 2-18-501 Montana does not recognize the \$5 incidental charge as a reimbursable expense when submitting receipts for out-of-state meals. The maximum daily allowable reimbursement for out-of-state meals is \$63.

Lodging Rates Effective 10/1/25 through 9/30/26

In- and Out-of-State Rates		Foreign Lodging Rates
Standard Rate	\$110	See US Department of State website for rates
High-Cost Rate*	See GSA website for rates	

*The following counties are considered high-cost and vary in their allowed standard rate: Flathead, Gallatin, Park, Lewis and Clark, and Missoula.

Rates exceeding either standard or high-cost rates require preapproval.
References: [2-18-501](#), MCA; [Employee Travel Policy](#)

Personal Vehicle Mileage Reimbursements Effective 1/1/25 through 12/31/25

	Rate per Mile	Notes
Standard Rate	33.7 cents	No maximum mileage per month
High Rate*	70.0 cents	0<=1000 miles per month
Low Rate*	67.0 cents	>1000 miles per month

*Must meet certain requirements to qualify for high/low rates.

References: [2-18-503](#), MCA; [Employee Travel Policy](#)

Preapproval by department director or designee is required for:

- Out-of-State Travel
- Lodging at Actual Cost
- Personal Vehicle Usage
- Foreign Travel

All travel reimbursements, excluding the Montana University System (MUS), are to be issued through the state payroll system. Travel Help Desk does not approve or process travel documents.

Questions about travel? Email: travelhelpdesk@mt.gov