

# PERSONNEL MANUAL

## CITY OF ROBERTS



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# CITY OF ROBERTS PERSONNEL POLICY

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# GENERAL POLICIES

## INTRODUCTION TO PUBLIC EMPLOYMENT

Working with the City of Roberts may be somewhat different from any employer for which you may have worked in the past. The City of Roberts is a political subdivision of the State of Idaho. The City Council serves as a governing body for the City of Roberts.

The City Council makes general policy for the City of Roberts, and, therefore, has the primary authority to establish terms and conditions of employment with the City of Roberts. The City Council also appoints personnel to help carry out its administrative responsibilities.

As with all elected officials, The City Council is ultimately responsible to the voters of the City of Roberts. The terms set forth in this manual reflect public entity policy at the time of its printing, and are subject to change at any time, without prior notice, and the sole discretion of the City Council.

Only the City Council has the authority to establish general policy for the employees of the City of Roberts. The terms and conditions set forth in this manual, and in the resolutions and policy statements which support it, cannot be superseded by any official commitment, without the express written agreement of the City Council or the Mayor. This is particularly true for terms or conditions which would establish a financial obligation to the City of Roberts now, and in the future.

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All selections of employees for the City of Roberts, and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to race, gender, religion, age, national origin, or non-**job-related** disability. No job or class of job will be closed to any individual except where a mental or physical attribute is a bona fide occupational qualification. It is the policy of the City of Roberts to comply with all aspects of the Americans with Disabilities Act. All objections to the application of the City of Roberts policy in this regard shall be brought to the attention of the office of the Mayor, or in case of objection to actions undertaken by the Mayor, to legal counsel of the City.

## NEPOTISM PROHIBITED

No person shall be employed by the City of Roberts when said employment would result in a violation of the anti-nepotism provisions found in Idaho Code 59-701, or its successor. The Mayor may void any such employment.

## TIME SHEETS REQUIRED

Reports of hours worked and time on and off the job must be completed every two weeks, exceptions to this must be approved by the Mayor, and turned into the City Clerk on Monday by **9 a.m.** prior to the regular payday. Each report of Employee time must be signed by the employee and by the Mayor, and shall contain a Certification that it is a true and correct record of the **employee's** time and benefit usage for the time period covered.

## EMPLOYEE EVALUATION

It is the policy of the City of Roberts that each employee will be evaluated by the Mayor on a regular basis. A written evaluation will be discussed with the employee during the month of January.

## EMPLOYEE START UP

### EMPLOYMENT FORMS TO BE COMPLETED

The following pre-employment forms must be completed before the potential employee may begin work for the City of Roberts.

1. Employment Application Form
2. W-4
3. Employee Information Sheet
4. Handbook Acknowledgement
5. Insurance Forms
6. Insurance Information about dependents
7. Any benefit forms for employer information

Employees must provide a valid form of identification and Social Security card.

### DISTRIBUTION OF POLICY

At the time of employment, each employee shall receive a copy of this personnel policy. It is the responsibility of the employee to familiarize him or herself with the contents of the policy and to acknowledge its receipt.

## RULES OF EMPLOYEE CONDUCT

### PERSONAL PERFORMANCE AND BEHAVIOR

Each employee of the City of Roberts is expected to conduct themselves in a manner which does not reflect adversely upon the City of Roberts. Each employee must recognize that public employees are subject to additional scrutiny in both their public and personal lives because the public's business requires the utmost integrity and care. In order to accomplish the goals of the City of Roberts as a public institution, each employee is expected to avoid personal behaviors which would bring unfavorable public impressions of the City of Roberts and its officials. In order to accomplish this, each employee:

1. Shall be prompt and regular in attendance at work or other required employee functions.
2. Shall avoid nepotism in appointments and working relationships with other employees.
3. Shall not accept gifts or gratuities in any personal or professional capacity which could create the impression that the giver was seeking favor from the employee.

4. Shall not release personnel information or any other public record without expressed authority of the City Council or Mayor.
5. Shall not engage in conduct away from work which, although not criminal, may reflect adversely on the City of Roberts.
6. Shall not use substances, unlawful or otherwise, which will impair the employee's ability to function as a valued and competent part of the City of Roberts' workforce.
7. Shall not engage in conduct in the operation of a motor vehicle which impairs the ability of the employee to perform job functions.
8. Shall not engage in workplace or public conduct detrimental to the accomplishment of the goals of the City of Roberts.

## WORKPLACE CONDUCT

Each employee will be expected to conduct him or herself in the workplace in accordance with the following rules.

1. Give his or her best efforts to accomplish the work of the City of Roberts in accordance with policies and procedures adopted by the City Council and Mayor. Each employee shall be supervised by the Mayor.
2. Adhere to any Code of Ethics in his or her position and avoid conflicts of interest or using his or her position for personal gain.
3. Follow all rules for the care and use of public property to assure that the public investment in equipment is protected and that safety of the public and other workers is maintained.
4. Abide by all rules, whether they be written, or issued orally, by the supervisor. No employee shall be required to follow the directives of a supervisor which violate laws of any jurisdiction.
5. Abide by State, Federal, and local laws and rules concerning the dissemination of information to the public for public records or about public matters. The decision to release information from the public records, or to disclose writings or other information in the hands of public officials belongs to the responsible official who has custody of that record. Each employee shall maintain the confidential nature of records, which are not open to public scrutiny.
6. Adhere to the defined work schedule and procedures. Failure to observe such procedures may be grounds for discipline.
7. Follow rules regarding breaks and lunch periods may be adjusted to accommodate the completion of necessary work.
8. Follow all rules of reporting accidents on the job.
9. Report any accidents observed to have happened on city property or involving city property. Each employee shall provide as much information as possible from the observations made. Such information shall be reported to the supervisor as soon as physically possible.
10. Follow all rules of safety in the workplace, whether established by the City or by outside agencies.
11. Maintain a current driver's license when necessary in the conduct of work for the City of Roberts. Each employee must report any state-imposed driving restrictions to his or her supervisor. Each employee is obligated to inform his or her supervisor in the event that his or her driving abilities is impaired.
12. Perform such obligations as are necessary to carry out the work of the City of Roberts in an efficient manner, at minimal costs, and with limited risk to the public and fellow workers.

- 13.** The City of Roberts owns a quantity of vehicles and equipment. It is the policy of the City of Roberts that the vehicles and equipment be specifically restricted to official City business during the employee's work hours. Under no condition will the vehicle or equipment be used for personal reasons. Each employee will create and maintain a current inventory of equipment and supplies allocated to his or her department.

## PROHIBITED WORKPLACE CONDUCT

Within the workplace, employees of the City of Roberts shall not:

- 1.** Be present in the workplace under the influence of drugs, alcohol, or other substances which could impair the ability of the employee to perform his or her work safely or competently.
- 2.** Engage in abusive conduct toward fellow employees or to the public, or use abusive language in the presence of fellow employees or the public.
- 3.** Sleep or be absent from the employee's workplace when on duty. Employees shall be attentive to their work at all times.
- 4.** Engage in malicious gossip or in behavior designed to create discord.
- 5.** Use work time for personal business.
- 6.** Provide false or misleading information on employment applications, job performance reports, time sheets, or any other personnel documents or reports.
- 7.** Discriminate in the treatment of co-workers or members of the public on the basis of race, religion, gender, age, disability, or national origin.
- 8.** Smoke, in any city vehicles, buildings, or shelters.
- 9.** Violate state statutes or local rules regarding the inappropriate use, alteration, destruction, or removal of any public records required by law to be kept by the City or by other public officials.
- 10.** Abuse employee benefit offerings by taking unjustified sick leave, unearned vacation, or otherwise participate in a scheme or deception designed to create incorrect personnel records, or to claim benefits which are not deserved.
- 11.** Violate rules concerning absence from the workplace. Employees must notify the supervisor of use of sick leave, bereavement, or other types of leave.
- 12.** Use telephones in the office or workplace in a manner that disrupts work, nor shall phones be used for personal calls.
- 13.** Engage in criminal conduct of any kind while on duty, or off.
- 14.** Violate any rule established by the supervisor.
- 15.** Harass a fellow work or member of the public.

The foregoing lists are not inclusive. Violations of any of the rules shall be grounds for disciplinary action. The rules contained in the Personnel Policy Manual are subject to change at any time at the discretion of the City Council.

Potential penalties for violations of any of these rules may include, but not limited to:

- 1.** Leave with or without pay
- 2.** Suspension for a fixed period
- 3.** Dismissal
- 4.** Reprimand
- 5.** Demotion of a position with lower compensation and authority

# EMPLOYEE CLASSIFICATION, COMPENSATION, & BENEFITS

## CLASSIFYING EMPLOYEES

### Employment Status

Except for reasons mentioned in this manual, employees of the City of Roberts will not be suspended without pay, demoted with accompanying change of pay, or discharged from their positions except for cause related to the performance of their duties or other violations of this policy.

Only suspension without pay, demotion with change of pay, or discharged for cause shall be subject to the appeal procedure set forth in this policy. It is the duty of the employee to show by clear and convincing evidence that the factual basis for the personnel action is incorrect, or that the reasons for the personnel action are contrary to the public interest or violate existing laws. Should the employee establish such basis, the employee's back wages and benefits shall be restored as if the action had not been taken.

### Employee Classification

The classification of the position you hold with the City of Roberts may affect the status of obligations or benefits associated with your employment. The classes of employees and their respective status is outlined as follows:

#### **1. Full-Time** Regular Employees

Employees who work more than thirty-two (32) hours per week shall be considered full-time. **Full-time** regular employees shall receive all employee benefits provided by **the** City of Roberts.

#### **2. Part-Time** Regular Employees

Employees who work less than thirty-two (32) hours per week shall be considered **part-time**.

### Temporary and Seasonal Employees

Any person seasonally employed, or employed for a limited period, and whose employment is expected to terminate on, or before, a known date shall be considered a temporary or seasonal employee.

## COMPENSATION POLICY

### Establishment of a Pay System

The City of Roberts compensates employees in accordance with decisions by the City Council as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual

budget process, and as such, may be subject to increase, reduction, or status quo. The City Council reserves the right to make budget adjustments, and consequently pay adjustments, during the course of the budget year, in order to manage cash flow, or to deal with other circumstances which they think justify changes in city expenditures.

## Compliance with State and Federal Payroll Acts

The City of Roberts shall comply with all State and Federal payroll acts respecting the compensation of employees for services rendered in the public service.

## Right to Change Compensation

The City of Roberts reserves the right to change compensation for any reason deemed appropriate by the City Council. Compensation may also be adjusted based on performance and the availability of funds to maintain a solvent budget.

## Overtime Compensation

It is the policy of the City of Roberts to provide sufficient personnel to accomplish the tasks of the City. It is also the policy of the City of Roberts to discourage the regular scheduling of hours in excess of the normal work week. Because unforeseen circumstances do arise, occasional overtime may become necessary. All hours worked in excess of the normal work week must have prior approval of the Mayor.

Those employees required to work hours in excess of the normal work week may be compensated either by overtime pay or by compensation time. The Mayor will decide the method of payment. Payment will be made with compensation time to be taken at the rate of one and one half (1½) hours of compensation time for each hour of work over the normal work week.

## Work Day

It is the policy of the City of Roberts to observe a work week to be forty (40) hours.

## Deductions

1. Deductions from the employees' gross earnings are made for Federal and State Withholding Tax, Social Security, and Retirement Plans (applicable to full time employees only). Should an employee wish to change the number of deductions, an amended W-4 form should be filed with the City Clerk prior to the applicable pay period. Should the City of Roberts be served with a garnishment on an employee's wages, it is required by law to withhold the stated amount. Repeated garnishments may be cause for termination.
2. An employee who uses city utilities will have an estimated average amount deducted from each paycheck.

## Pay Periods

Each employee will be paid every two weeks or monthly, per the employee's choice. A terminating employee will receive final payment on the last work day, and after having returned all City equipment for which he or she is responsible for.

## EMPLOYEE BENEFITS

It is the policy of the City of Roberts to provide all employees with benefits that are reasonable, acceptable and within the financial restraints imposed by budgetary considerations. The City, as an employer, recognizes the area of personal concern by the employee for self and dependents, such as medical **expenses**, hospitalization, life insurance, and retirement benefits, which influence employee efficiency and **well-being**. Constant review for the betterment of these provisions will be made by the City.

**Medical and Hospitalization Insurance:** Coverage may be provided for accident and health insurance for all full-time employees and claim forms are available from the office. All employees are required to report potential claims promptly and to supply supporting documentation.

**Retirement:** The City of Roberts is a voluntary participant in the Public Retirement System. Each **full-time** employee contributes a portion of his or her gross earnings. Contributions shall be at the current rate established by the retirement program.

**Holidays:** The following holidays are observed by the City of Roberts:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Regular employees will be compensated at rate of two (2) times the regular pay for each hour worked on holidays.

Other holidays may be proclaimed by the Mayor, but compensation for employees working on these days shall remain at the regular rate of pay and equal hours of compensation.

When a designated holiday falls on a regular scheduled day off, the employee will receive an additional eight hours of compensation time. It is the policy of the City of Roberts to require that said compensation time shall be taken the day immediately preceding, or the day immediately succeeding the holiday.

**Paid Time Off:** Compensation will not be paid in lieu of paid time off, except upon termination of employment. Employees may accumulate paid time off up to a maximum of one hundred sixty (160) hours. Hours accumulated over this amount will be taxed or lost. The following paid leave provisions apply to all full-time employees:

Years of Service	Yearly Allowable Accumulation
End of First year	5 days= 40 hours
End of Second year	10 days= 80 hours
End of Fifth year	12 days= 96 hours
End of Tenth year	15 days= 120 hours
End of Fifteenth year	17 days= 136 hours
End of Eighteenth year	20 days= 160 hours

**Sick Leave:** All employees should notify the Mayor as soon as possible upon becoming ill or injured. Employees may use P.T.O. benefit for days off sick.

Bereavement Leave: Any full-time employee will be granted 24 hours leave upon the death of an immediate family member. Immediate family includes: spouse, child, parent, sibling, mother-in-law, father-in-law, or any relative living in the employee's home. Any time over the 24 hours will be taken through PTO.

Emergency Leave: Should a personal emergency arise that requires an employee to leave his or her work after reporting for work, the employee will not be charged with time off for the workday. Should an emergency arise that requires the employee to be absent from work for the full day, he or she will utilize PTO. If benefits have been exhausted, the absence will be considered leave without pay.

Workman's Compensation: The City of Roberts provides insurance to all employees for medical expenses and lost time due to job-related injuries. It is important that the following steps be taken to ensure prompt handling:

1. Secure any needed medical attention immediately
2. Notify the Mayor
3. Complete a Notice of Injury form with the City Clerk as soon as practical, but not later than **forty-eight** (48) hours following the incident, unless hospitalized.

Workman's Compensation will pay as follows:

1. Checks from the State Insurance Fund (approximately 60% of **the** employee's salary will be made to the employee.
2. The employee will provide the City Clerk a copy of the check or other proof of payment.
3. The City will issue a check for the balance of the employee's salary.
4. The City's portion of the salary will be paid only until the employee's **PTO** has been exhausted. For each work day lost, the employee will be charged forty (40) percent of one eight-hour sick day, or eight-hour vacation day. If the employee does not have accrued sick leave, workman's compensation payment will constitute the employee's entire compensation.
5. As long as the employee qualifies and is being paid partial salary by the City, the employee will continue to accrue sick leave and vacation leave. When, and if, leave is exhausted, no more leave will be accrued until the employee returns to work.

Liability Insurance: The City of Roberts maintains adequate third-party liability and property damage coverage. To ensure the equitable settlement of all incidents be resolved, the following steps must be taken:

1. Determine that any injured party has received medical attention from proper authorities.
2. Notify the Sheriff's Department and request assistance.
3. Complete an Incident Report promptly.
4. Personally verify that the incident has been reported to the insurance carrier.

It is the policy of the City of Roberts that any liability incurred on the part of an employee in the course of his or her duty through chargeable gross negligence, or in violation of any law, may be subject to termination.

National Guard or Reserve Duty: All employees of the City of Roberts who are members of the National Guard or any Reserve component of the Armed Forces may be granted leave for such purpose not to exceed one hundred twenty (120) cumulative hours per calendar year. Each employee should provide the Mayor with as much advanced notice as possible.

Jury Duty: An employee who is directed by proper authority to appear as a witness for the Federal Government, State of Idaho, or a political subdivision thereof, or to attend court or other hearings in connection with his or her official duties, or to serve as a member of a jury, is not to be considered absent from duty. The wages of an employee will be continued during such court or jury duty, and the payment for such duty should be endorsed over to the City.

Maternity Leave:

1. Any employee who becomes pregnant may continue to work until such time as she can no longer perform her duties, or her physical condition is such that her continuing to work may be injurious to her health. The employee may be required to present medical certification from her doctor of her fitness to resume work.
2. Maternity cases shall be treated as a major medical condition, and as such are eligible for benefits offered by the City's health insurance program.
3. An employee may elect to have such time absent from work deducted from P.T.O prior to being carried on leave without pay status.

# CITY OF ROBERTS EMPLOYEE POLICIES AND PROCEDURES

The following policies and procedures are to be followed by all employees working for the City of Roberts. These policies and procedures include all aspects of employment not found in Personnel Policy.

## VEHICLE AND EQUIPMENT MAINTENANCE REPORTS REQUIRED

The City of Roberts owns and maintains a quantity of vehicles and equipment. It is the policy of the City of Roberts that a monthly operation and maintenance record will be completed for City vehicles to keep track of miles operated, and expenses for fuel, oil, maintenance, and repairs.

## COMPUTER AND INTERNET USE

It is the policy of the City of Roberts that computers owned by the City be used for City business only. The internet will be used for City business only, and will not be used to access pornography or other questionable sites.

## CELL PHONE REIMBURSEMENT POLICY

To establish guidelines for cell phone reimbursements for employees.

### Guidelines

Wireless and voice data reimbursement must be pre-approved by the Mayor. The following items must be complied to receive reimbursement:

1. Accept business calls or data and reasonably respond during working and non-working hours.
2. Reimbursement rates will be recalculated periodically, based on the trend in the market.

### Standard Use for Staff

Regular cell phone and data plan	\$50 per month
Plan with tablet or air card	\$70 per month*

\*Must be approved by Mayor and may be on a monthly basis.

## PURCHASE ORDER SYSTEM

It is the policy of the City of Roberts to require Purchase Order when purchasing anything except for recurring monthly bills, payroll, insurance, and contract with Sheriff. The Purchase Order will have the name of the City, and will require the signature of the employee purchasing the item and a description of the item purchased. The Purchase Order

must originate from the City Clerk, and be approved by the Mayor. A copy will be returned to the Clerk after the purchase is made. The City Clerk will use this system to track the expenses of each department and to better track the City budget.

### VEHICLE AND EQUIPMENT USE

City vehicles and equipment will be used for City purposes only. Vehicles and equipment may not be used for personal use or employees, Mayor, or City Council members. Equipment may be used to help the citizenry in the removal of garbage, snow, etc. with permission of the Mayor. When a personal vehicle is used for City business, such as workshops, deposits to banks, etc. the employee will be reimbursed for mileage according to the State mileage chart and will not charge fuel at the place of purchase. Vehicles are to be kept clean and free of trash debris, inside and out.

### WORK ORDER SYSTEM

A work order will be filled out for any work done by the City Clerk or the city maintenance man above and beyond their required duties. This work order will be filled out and signed by the Mayor. Jobs requiring a work order include, but not limited to:

- 1.** Repair of toilets
- 2.** Hanging gates or doors
- 3.** Hanging plaques in City Hall
- 4.** Installing shelves
- 5.** Changing light bulbs and ballasts
- 6.** Repairs in Mustang Event Center and City Hall
- 7.** All other assigned by Mayor

A folder for each employee is found in the Mayor's office and is to be checked for work orders by employees daily. Completed work orders are to be signed by the employee and a date for completion of the work included.



**APPENDIX A**

ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL POLICY MANUAL

I, \_\_\_\_\_, acknowledge receipt of the Personnel Policy Manual.

I understand this manual is not a contract and cannot create a contract.

I understand that I am obligated to perform my duties of employment in conformance with the provisions of the City of Roberts' Personnel Policy Manual and any additional rule, regulations, policies, and procedures imposed by the Mayor.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
EMPLOYEE SIGNATURE



## **APPENDIX B**

### ADOPTION AND REVIEW OF THE PERSONNEL POLICY MANUAL

This policy manual shall be effective and in force, and will repeal, supersede, and take precedence over all or any other personnel policy manuals of the City of Roberts.

This Personnel Manual will be reviewed annually and, unless amended, shall remain in force and effect.



**APPENDIX C**

SAMPLE EMPLOYEE EVALUATION FORM





4- Accountability:

3      2      1

- Displays professionalism in approach to work.
- Accepts responsibility for all areas of job.
- Turns in time sheet and Maintenance Log as required.
- Follows Personnel Manual procedures.
- Follows City Policies and Ordinances.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5- Job Knowledge:

3      2      1

- Demonstrates sufficient skill and knowledge to
- Perform all responsibilities effectively and efficiently.
- Makes active effort to stay up to date.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6- Planning and Organization:

3      2      1

- Plans and organizes work effectively.
- Identifies available resources required to complete projects.
- Sets, and meets appropriate deadlines.
- Uses time effectively.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7- Communication:

3      2      1

- Communicates appropriately with the Public, Co-Workers, and Mayor

Comments: \_\_\_\_\_

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8- Work Quality:

3      2      1

- Standards for work completed are followed.
- Follows directions
- Work completed in a timely manner.

Comments: \_\_\_\_\_

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9- Adaptability:

3      2      1

- Meets changing conditions and requirements in work responsibilities.
- Accepts constructive criticism and suggestions.
- Deals with anger and frustration in a mature manner.

Comments: \_\_\_\_\_

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10- Attendance/punctuality:

3      2      1

- Is at work on time each regularly scheduled work day.
- Notifies Mayor of Absences.

Comments: \_\_\_\_\_

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**APPENDIX D**

NEW PERSONNEL INFORMATION FORM



**Employee Information**

**First Name**

---

**Last Name**

---

**Address**

---

**City/State/Zip**

---

**Birthday**

Social Security  
#

---

**Email**

---

**Phone**

Alt Phone

---

---

**Emergency Contact Person 1**

**First Name**

---

**Last Name**

---

**Cell Phone**

Work Phone

---

---

**Emergency Contact Person 2**

**First Name**

---

**Last Name**

---

**Cell Phone**

Work Phone

---



**APPENDIX E**

CELL PHONE REIMBURSEMENT FORM

Cell Phone Reimbursement Request  
City of Roberts, Idaho  
P.O. Box 242  
Roberts, Idaho 83444

The City of Roberts offers reimbursement to employees identified by the Mayor for cell phone expenses. Generally, these employees are on call for utility and other city operations.

By submitting this request, the named employee agrees to answer within a reasonable time calls made to their phone by the Mayor, the City Clerk, Law enforcement and any other callers that may be essential to city operations.

Employee Name \_\_\_\_\_

City Department \_\_\_\_\_

Cell Phone number \_\_\_\_\_

Reimbursement amount per month \$ \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date \_\_\_\_\_



**Appendix F**

PAY DATE CHOICE FORM



The City of Roberts gives employees the choice between being paid on a bi-weekly or monthly basis. Please check mark your choice below.

Bi-weekly time sheet needs to be turned in by 8 am on Monday prior to pay date

Monthly time sheet needs to be turned in by 8 am the Monday prior to City Council

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Hire Date: \_\_\_\_\_