

## ADMINISTRATIVE INSTRUCTIONS

	Effective Date
NO. 1 - MEDICAL LEAVES, TRANSITIONAL/MODIFIED WORK ASSIGNMENTS, AND MEDICAL EXAMINATIONS	12/04/96 <b>REVISED 3/16/01</b> <b>REVISED 11/14/02</b> <b>REVISED 7/25/03</b>
NO. 2 - USE OF CITY EQUIPMENT/PROPERTY AND MEETING FACILITIES	3/18/98 <b>REVISED 2/09/01</b>
NO. 3 - PAYMENT FOR MEALS UNDER EMERGENCY CONDITIONS	1/19/81 <b>REVISED 7/03/02</b>
NO. 4 - DUTY TIME	12/30/88 <b>REVISED 10/21/96</b> <b>REVISED 7/03/02</b> <b>REVISED 11/14/02</b>
NO. 5 - ETHICS	6/24/94 <b>REVISED 7/14/98</b> <b>REVISED 2/09/01</b>
NO. 6 - POLICY FOR CREDIT CARD PURCHASES	12/17/01 <b>REVISED 10/15/04</b>
NO. 7 - DIVERSITY AND WORKPLACE EQUITY	3/14/95 <b>REVISED 10/11/01</b>
NO. 8 - ELECTRONIC MAIL (E-MAIL), INTERNET USE, WAN (WIDE AREA NETWORK) USE, AND OTHER ELECTRONIC COMMUNICATIONS	8/28/98 <b>REVISED 6/12/02</b> <b>REVISED 3/15/04</b> <b>REVISED 4/05/05</b>
NO. 9 -	
NO. 10 - COURT TIME	6/07/95 <b>REVISED 2/09/01</b> <b>REVISED 10/10/05</b>
NO. 11 - CITY VEHICLES	4/23/82 <b>REVISED 12/4/00</b>
NO. 12 - COMPENSATION WHEN TIME CHANGES	8/12/82 <b>REVISED 1/13/97</b> <b>REVISED 10/11/01</b>
NO. 13 -	
NO. 14 - INOCULATIONS	10/05/82 <b>REVISED 10/21/93</b> <b>REVISED 10/15/99</b> <b>REVISED 2/09/01</b>
NO. 15 - MAINTENANCE OF EMPLOYEE RECORDS	4/17/96 <b>REVISED 4/25/01</b>

NO. 16 - USE OF CITY FUEL PUMPS		3/17/83
	<b>REVISED</b>	<b>4/23/90</b>
	<b>REVISED</b>	<b>4/25/01</b>
NO. 17 - LEAVES OF ABSENCE		4/01/83
	<b>REVISED</b>	<b>4/27/98</b>
	<b>REVISED</b>	<b>2/09/01</b>
	<b>REVISED</b>	<b>6/20/05</b>
NO. 18 - EMPLOYMENT OF RELATIVES		9/18/95
	<b>REVISED</b>	<b>4/25/01</b>
	<b>REVISED</b>	<b>5/01/01</b>
NO. 19 - EMPLOYEE PARKING PERMITS		2/10/87
	<b>REVISED</b>	<b>10/21/92</b>
	<b>REVISED</b>	<b>6/27/02</b>
NO. 20 -		
NO. 21 - USE OF OCCUPANT RESTRAINING DEVICES		11/19/86
	<b>REVISED</b>	<b>12/13/01</b>
NO. 22 - SMOKING IN CITY-OWNED BUILDINGS		8/26/87
	<b>REVISED</b>	<b>11/01/91</b>
	<b>REVISED</b>	<b>4/25/01</b>
	<b>REVISED</b>	<b>11/29/01</b>
NO. 23 - ELIGIBILITY FOR POLICE TOW LIST		6/01/88
	<b>REVISED</b>	<b>4/01/99</b>
	<b>REVISED</b>	<b>3/12/02</b>
	<b>REVISED</b>	<b>11/03/03</b>
NO. 24 - DRUG FREE WORK PLACE		9/05/89
	<b>REVISED</b>	<b>3/22/91</b>
	<b>REVISED</b>	<b>4/25/01</b>
NO. 25 - EMPLOYEE BREAKS		4/26/90
	<b>REVISED</b>	<b>4/25/01</b>
NO. 26 - POLICY AGAINST VIOLENCE IN THE WORKPLACE		8/16/96
	<b>REVISED</b>	<b>10/11/01</b>
NO. 27 - SOLICITATION		5/17/90
	<b>REVISED</b>	<b>4/25/01</b>
	<b>REVISED</b>	<b>8/13/02</b>
	<b>REVISED</b>	<b>2/12/04</b>
NO. 28 - PUBLIC RECORDS AND RELATED COST		8/26/03
NO. 29 - LETTERS OF REPRIMAND AND EMPLOYEE RESPONSES		8/06/90
	<b>REVISED</b>	<b>2/06/98</b>
	<b>REVISED</b>	<b>2/09/01</b>
NO. 30 - DISCIPLINARY ACTION		8/06/90
	<b>REVISED</b>	<b>4/25/01</b>

NO. 31 - FIXED ASSET POLICIES AND PROCEDURES	9/04/01
NO. 32 - ADA GRIEVANCE PROCEDURE	5/25/93 <b>REVISED 4/25/01</b>
NO. 33 - FAMILY MEDICAL LEAVE ACT	<b>REVISED 1/13/97</b> <b>REVISED 10/11/01</b>
NO. 34 - EMPLOYEE SERVICE AWARD	3/23/95 <b>REVISED 4/25/01</b>
NO. 35 - INTEREST POLICY	1/29/96 <b>REVISED 2/24/97</b> <b>REVISED 8/24/00</b> <b>REVISED 9/01/00</b>
NO. 36 - SUBSTANCE ABUSE POLICY	3/12/96 <b>REVISED 2/18/97</b> <b>REVISED 3/16/98</b> <b>REVISED 11/25/02</b> <b>REVISED 6/15/05</b>
NO. 37 - POLICY AGAINST SEXUAL AND OTHER HARASSMENT	8/16/96 <b>REVISED 2/09/01</b> <b>REVISED 9/04/01</b>
NO. 38 - RETIREE RECOGNITION	11/12/96 <b>REVISED 2/09/01</b>
NO. 39 - COMMERCIAL DRIVER'S LICENSES	10/07/96 <b>REVISED 2/05/02</b>
NO. 40 - IDENTIFICATION CARDS	6/11/02
NO. 41 - TELEPHONE, CELL PHONE, AND COMMUNICATION EQUIPMENT USAGE	8/26/03
NO. 42 - HIPAA PRIVACY POLICY	8/26/03
NO. 43 - SAFETY POLICY	1/12/04
NO. 44 - BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN	3/15/04
NO. 45 - HAZARD COMMUNICATION PROCEDURE	3/18/04
NO. 46 - ENERGY CONTROL PROGRAM - LOCKOUT/TAGOUT	3/15/04
NO. 47 - ACCIDENT INVESTIGATION AND ANALYSIS	6/21/04
NO. 48 - POWERED INDUSTRIAL TRUCK TRAINING PROGRAM	3/29/04
NO. 49 - POLICY ON WEAPONS IN THE WORKPLACE	9/10/04
NO. 50 - FIREARMS POLICY	9/10/04

NO. 51 -	
NO. 52 - SALARY BASIS POLICY	9/27/04
NO. 53 - COMPUTER USAGE	1/13/05
NO. 54 - DIRECT DEPOSIT OF PAYROLL	6/13/05
NO. 55 - INCLEMENT WEATHER	10/10/05