



Employee Handbooks

- _____ Office of Risk Management – City Safety Manual
- _____ SWMD Employee Operations Handbook (formerly the Safety Handbook)
- _____ Heavy Truck & Equipment Services Safety Handbook (Fleet Division)

Department Policies

- _____ SWMD 01-01 City Tower Parking (admin only)
- _____ SWMD 01-05 Appropriate Attire (Dress Code)
- _____ SWMD 01-15 Social Media & Reporters
- _____ SWMD 02-01 Electronic Device (replacement costs)
- _____ SWMD 02-18 Positive Communications
- _____ SWMD 02-21 Performance
- _____ SWMD 02-24 Department Referral Policy
- _____ SWMD 03-03 Performance & Safety Incentive Pay (PIP & SIP)
- _____ SWMD 03-10 Clothing Allowance
- _____ SWMD 03-14 Sleep Study (CDL holders only)
- _____ SWMD 05-02 Alternate Parking (City light duty vehicles only)
- _____ SWMD 05-04 Mandatory Overtime
- _____ SWMD 05-08 Bluetooth and Electronic Devices
- _____ SWMD 05-09 Battery Switch Shut Off
- _____ SWMD 05-14 Dead Animal Collection (division specific)
- _____ SWMD 05-28 Trumping / Scavenging
- _____ SWMD 06-10 Personal Protective Equipment (PPE)
- _____ SWMD 06-17 Pre & Post Trip Inspection Policy
- _____ SWMD 06-19 Vehicle and Driver Safety
- _____ SWMD 06-20 Safe Driver Bonus (formerly Safety Bonus)

Fleet Shop Policies

- _____ SWMD 02-11 Mechanic Job Progression
- _____ SWMD 06-06 Lock-out, Tag-Out
- _____ SWMD 07-04 Shop Floor Policy
- _____ SWMD 07-05 Quality Workmanship Policy
- _____ SWMD 07-06 Brake Clutch Repair Policy

City Wide Administrative Directives

- _____ AD 1.2 Political Activity
- _____ AD 1.3 Anti-Idling for City-Owned Vehicles
- _____ AD 1.75 Fraud, Waste & Abuse
- _____ AD 1.8 Vehicle Use
- _____ AD 4.2 Workplace Attendance
- _____ AD 4.2 Mandatory Workdays (updated yearly in October)
- _____ AD 4.3 Alcohol & Controlled Substances

_____	AD 4.4	Leave Administration
_____	AD 4.11	Coaching and Discipline
_____	AD 4.13C	OT Compensation under the Fair Labor Standards Act
_____	AD 4.13D	Shift Differential Pay
_____	AD 4.18	Disability Plan
_____	AD 4.20	Family Medical Leave Act (FMLA)
_____	AD 4.26	Grievance Procedures
_____	AD 4.37	Modified Work Assignment Program for Workplace Illnesses & Injuries
_____	AD 4.4	Leave Administration
_____	AD 4.47	Outside Employment
_____	AD 4.55	Criminal Background Check for Employment
_____	AD 4.56	Probationary Employees
_____	AD 4.60	Inclement Weather
_____	AD 4.62	ADA Title I Reasonable Accommodations
_____	AD 4.65	Smoking in the Workplace
_____	AD 4.67	Equal Employment Opportunity / Anti-Harassment
_____	AD 4.77	Tuition Assistance Program
_____	AD 4.8	Driver Safety Program
_____	AD 4.80	Violence in the Workplace
_____	AD 4.84	Workers Compensation
_____	AD 7.4	Acceptable use of Electronic Communication
_____	AD 8.6	Correction Payment (Overpayment or Underpayment)

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT

I acknowledge that on _____ (date) I was given information on the initialed Department policies, City Administrative Directives (ADs), and employee handbooks. I had the opportunity to ask questions about the identified policies. I understand that I can view policies on the website at <https://sarecycles.org/department-policies>. I was also given a business card with a QR code that will take me directly to that website when scanned.



Policy Website

Print Employee Name

Employee Signature

Job Title

SAP #