

## Handbooks, Policies, & Administrative Directives

Employee Handbooks		
	Office of Risk N	Management – City Safety Manual
	Heavy Truck &	Equipment Services Safety Handbook (Fleet Division)
	SWMD Employ	vee Operations Handbook (formerly the Safety Handbook)
Department Policies	SWMD 01-01	City Tower Parking (admin only)
	SWMD 01-01 SWMD 01-05	Appropriate Attire (Dress Code)
	SWMD 01-05	Social Media & Reporters
	SWMD 01-13	Electronic Device (replacement costs)
	SWMD 02-01	Automatic Suspensions
	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 <u>https://sarecycles.org/department-policies</u>.

Policy Website

Print Employee Name

Employee Signature

SAP #

Job Title