



Department of Human Resources Mini Guide for City of Durham's Policies

Human Resources Management policies- cover employment, pay, benefits and employee related issues.

- Police Officers also have General Orders to which they are subject. General Orders are distributed to individual officers.
- Fire Officers also have additional rules by which they are governed.

Mandatory Training Policies

- [Anti-Harassment Policy \(HRM 708-1\)](#) it is the policy of the City of Durham to maintain a working environment that is free from all forms of discrimination, including sexual harassment.
- [Substance Abuse Training Policy \(HRM 714-1\)](#) this policy provides guidance to all employees and supervisors concerning the City's position on the use of controlled substances and their effect on the workplace.
- [Workplace Violence Policy \(HRM 724-1\)](#) the purpose of this policy is to establish a Zero Tolerance Standard with respect to acts of intimidation, threats of violence, or acts of violence relating to workplace (violence which stems from an employment relationships)
- [Employee Ethics Policies \(HRM 801-1\)](#) the purpose of this Ethics Policy is to establish a policy to promote and demand the highest standards of ethics from all employees and to provide guidance on specific ethical topics.

Workforce Planning policies

- **Recruitment and Selection (HRM 301)** Completion of the probationary period is not required prior to applying for internal City employee posted position. Employee must complete the "Internal Application".
- **Employment of relatives (HRM 307)** is allowed except. No direct supervision is allowed and all policies are applicable to relatives. City Manager's approval is required prior to hiring a relative. Relative is defined in the policy and in the handbook.
- **Performance Management policy (HRM-303)** provides new employees with an overview Performance Management system (those in their 6-month probationary period) is held monthly. Employees should enroll in this training at any time within the three six months of employment.
 - Job Results Measure What Gets Done
 - Job Behaviors Measures How It Gets Done
 - Problem Solving
 - Optional Job Behaviors List
- **Probationary Policy (HRM-313)** The City provides guidelines to govern the at will probationary period for new employees and for current employees who have a job change due to a promotion, demotion, transfer or reassignment on performance. No grievance rights are extended to probationary employees but a letter can be written to the department head as a matter of appeal

- **Disciplinary and Grievance Policy (HRM-322)** has consistent/equitable guidelines and to correct problem not punish the employees. Discipline for misconduct will be based on the specific conduct that occurred. Conduct issues are considered serious and the discipline may begin at any disciplinary step.

Salary Administration Policies

- **Overtime (HRM-403)** The City must comply with the Fair Labor Standards act (Federal Law). For non-exempt workers are traditionally hourly paid. Exempt employees- not eligible for overtime pay.
- **Management Leave (HRM-404)** is granted once per year to exempt employees who frequently work beyond their regular work week. It is not hour for hour. It is use it or lose it. Exempt employees do not earn compensatory leave.
- **Acting Assignment Policy (HRM-407)** if you are required to act in another position, you will be given a temporary salary increase after 14 calendar days of performing the other duties. Your increase will be either 5% above your current pay rate or up to the bottom of the pay band of the new job. Employees acting in the position may compete for the position when or if it comes available.

Workplace Environment Policies

- **Attendance and Punctuality (HRM-702)** Attendance must come to work as assigned and on time; if you cannot report you must contact your supervisor in advance as specified –failure to call in for 3 consecutive workdays = resignation without notice. (Do you know TIME and TO WHOM to call in?)
- **FMLA (Family Medical Leave Act) (HRM 607)**The City will comply with FMLA by providing twelve weeks of unpaid leave for serious health conditions of the employee or the immediate family.
- **Flex Work Schedules (HRM 707)** The City will allow flexible work schedules for eligible City employees and allows changes in work schedule by management based on production, weather or other administrative needs. Employees occupying positions such as a sworn Firefighting and Police officers positions, emergency response and plant operations positions are not eligible for flexible.
- **Proper Dress (casual Friday included) (HRM-701)** no formal dress code- you must dress appropriately for your job; determined by the supervisor; if issued a uniform you must wear the entire uniform while on duty CASUAL FRIDAY is in effect for those who do not have to wear uniforms. You must look professional at all times. If you have business meetings on Friday, you are expected to wear normal business attire.
- **Solicitation and Delivery of personal items in City Hall and Facilities (HRM-704) allowed** but limited. Red Cross blood program, seven stars campaign, cards, flowers, donations for City employees. Other solicitations—Girl Scout cookies, school drivers, etc., should be limited in work time used and in the frequency allowed.
- **Severe weather/emergency reporting (HRM-730-2)** your Department Directors are required to designate all employees as group 1 or group 2 for severe weather purposes.

Group 1 Employees- by nature of their jobs are required to report to work when a limited service schedule is put into effect by the City Manager. Group 2 Employees- by nature of their jobs are not required to report to work when a limited service schedule is put into effect by the City Manager. The designation can be changed at any time as determined by the Department Director.

Any closings or delays will be determined by the City Manager and notification will be available via the City of Durham Intranet, City of Durham website, media outlets (WRAL, WTVD, DTN) and Durham One Call for a recorded weather announcement.

- **Political Activities (HRM-705)** not on City time and no use of City property; no money solicited from City employee; you are encouraged to vote; you can run for office. If running for City Council in Durham—a leave of absence would need to be taken. There is no specific voting time allowed. Schedule adjustments and/or use of leave should be determined in advance with your supervisors.
- **No-Smoking policy (HRM-720)** Prohibiting smoking and the use of smokeless tobacco products in the workplace and no smoking in City Buildings. No smoking near entrances; outside in designated areas only; No smoking in City vehicles unless all in the vehicle agree.

Other City of Durham Policies that a new hire should become familiar with as part of their onboarding process:

Finance policies (FP-103)- cover travel, bill payment, payment for personal use of City cell phones and grants

Safety policies (S201)- cover safe working policies and procedures and OSHA requirements.

Technology Solutions policies (ITP1-1)- cover the use of computers, email, the Internet/Intranet, cellular phones, beepers/pagers.

- E-mail is not private
- No unauthorized visits to inappropriate Internet sites
- Internet availability is for City business