SUBJECT: AIDS Testing

Policy

Each employee who in the performance of his/her duties experiences blood-to-blood contact with another individual shall be tested for the HIV virus.

SUBJECT: Employee Parking

A. Prohibited Parking

Employees are not allowed to park personal vehicles or City vehicles in the spaces designated for visitor parking located next to City Hall on the southwest side of the building.

B. Parking - General

Individual parking spaces at City Hall are not reserved for the exclusive use of any employee.

Amended 8/26/03

SUBJECT: Employee Use of City Telephones

A. Policy

The City telephone system is intended to be used primarily for conducting City business. Although City employees are not absolutely prohibited from using the City's telephone system for personal communications, such use should be regulated as follows:

1. Personal telephone calls shall not be allowed to interfere with the performance of an employee's duties. The number of such calls shall be kept to a minimum and the duration of each call shall remain as short as possible.

2. Each employee shall reimburse the City for the cost of any personal toll calls.

3. Employees are prohibited from accepting collect personal calls.

4. The use of City-owned cellular telephones shall be restricted to City business and personal emergencies only.

5. The use of City-owned cellular telephones for any reason shall be kept to an absolute minimum.

6. The use of any cell phone while operating a moving, City vehicle is prohibited.

7. Each employee who violates this policy may be subject to disciplinary action up to and including termination.

Amended 8/26/03

SUBJECT: Safety Shoes

A. Policy

Each employee may be required by the employee's supervisor to wear approved safety shoes/boots or lineman's boots to prevent injury. The City will pay the cost up to a predetermined amount for the purchase of approved shoes or boots. The City will pay for the purchase of an initial pair of required footwear and for the replacement of worn-out footwear as needed at the discretion of the employee's supervisor.

B. Approved Footwear

The Purchasing Assistant shall designate a list of approved footwear models and vendors.

C. Purchase

Each employee who wishes to purchase a pair of safety shoes or lineman's boots must request a Safety Shoe Requisition from the employee's immediate supervisor. Worn-out footwear must be returned to the employee's supervisor before a requisition may be issued.

SUBJECT: Security at City Facilities

A. Policy

The gates to the City's Phillips Avenue Maintenance Facility shall be kept closed and locked after regular working hours. Keys shall not be left inside City vehicles after regular working hours.

B. Locking the Gate

The Storekeeper will close and lock the gate at the end of each workday.

C. Working After Hours

Each employee required to work after regular hours shall always close and lock the gate upon leaving the facility. Each employee who discovers the gate to be open after regular work hours shall close and lock the gate and report the incident to his/her immediate supervisor.

D. Keys for Vehicles

All City vehicles shall be locked after regular working hours and the keys are to be kept in a secure place to be designated by the appropriate supervisor.

E. Violations

Each employee who violates this policy may be subject to disciplinary action up to and including termination.

Amended 8/26/03

SUBJECT: Freedom of Information Act

A. Policy

The State Freedom of Information Act grants the public the right to "reasonable access" to public records and provides that the City may make reasonable rules and regulations concerning access to "public records."

B. Determination of Public Record

If you are not sure that a requested item is a "Public Record", the request for documentation should be forwarded to the City Solicitor to determine if the requested documents are a "public record" and fall under the jurisdiction of the Freedom of Information Act. A copy of the request shall be forwarded to the City Manager's Office. Copies of documents determined by the City Solicitor to be a "public record" shall be provided by the department director to the requesting party within a reasonable period of time.

C. Requests for Public Records

Any department that receives a request for a "public record(s)" shall ascertain from the requesting party the specific materials requested.

D. Inspection of Public Records

The review of any requested documents must be performed in the presence of a City employee to be designated by the appropriate department director. No documents may be removed by the requesting party.

E. Copying of Requested Documents

All copying of requested documents shall be performed by a City employee to be designated by the appropriate department director.

F. Fee for Copying and Research

1. The requesting party shall pay the City $.25 per page except as hereinafter provided. This fee may be waived by the appropriate department director. Multiple copies of documents will not be provided.

2. A copy of a Police Traffic Accident Report shall be available to any involved party or their insurance carrier for a fee of $20.00. Victims of criminal acts shall be provided with a copy of the first page of the Criminal Investigation Report free of charge. The requesting party shall be required to provide verification of identity to receive the requested information.

Freedom of Information Act

3. The requesting party must reimburse the City for the cost of any research by City employees which may be needed to comply with the request. The department director shall prepare an invoice of reimbursable costs for the requesting party. Such costs may include but are not limited to wages, computer time and cost of supplies.

G. Excluded Documents

The following documents are not a "public record":

1. Any personnel-related documents excluded from disclosure by any State or Federal personal privacy law.

2. Trade secrets and commercial or financial information obtained from a person which is of a privileged or confidential nature.

3. Investigatory files compiled for civil or criminal law enforcement purposes including pending investigative files, pretrial and presentence investigations.

4. All criminal records. Any person, upon presentation of proper identification and with the approval of the State Bureau of Identification, may obtain a copy of his/her personal criminal records. Any information of a privileged or confidential nature such as names of witnesses, informants or law enforcement personnel shall be deleted from all criminal records prior to their release.

5. Intelligence files compiled for law enforcement purposes pertaining to local, state or national welfare and security.

6. Any records specifically exempted from public disclosure by statute or common law.

7. Any records which disclose the identity of the contributor of a bona fide and lawful charitable contribution to the City whenever public anonymity has been requested by the donor.

8. Any records involving labor negotiations or collective bargaining.

9. Any records pertaining to pending or potential litigation which are not records of any court.

10. Any record of discussions allowed by Section 10004(2), Delaware Code, to be held in executive session.

SUBJECT: Smoke-Free Workplace

Policy

The City of Newark is dedicated to providing a healthful, comfortable and productive work environment for its employees.

The U.S. Surgeon General, in his 1986 report, the Health Effects of Involuntary Smoking, concluded that:

-Involuntary smoking is a cause of disease, including lung cancer, in healthy non-smokers.

-The separation of smokers from non-smokers within the same air space may reduce, but does not eliminate, the exposure of non-smokers to environmental tobacco smoke.

City of Newark office facilities and vehicles shall be entirely smoke-free. Smoking is strictly prohibited within all municipal buildings, including office areas, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, all common areas and inside all City vehicles. This policy applies to all employees and to visitors.

Each employee who violates this policy will be subject to disciplinary action up to and including termination from employment.

SUBJECT: Grievance Procedure for the Americans with Disabilities Act

A. Policy

The Americans with Disabilities Act provides protection for disabled individuals with respect to employment, public accommodations, public services/programs and telecommunications. The City is committed to complying with all provisions of this act. Through the provision of reasonable accommodations, accessible facilities, auxiliary aids, and telecommunications devices (TDD's), the City desires to make its facilities, programs and services accessible to individuals with disabilities.

B. ADA Coordinator

The Assistant to the City Manager shall serve as ADA Coordinator and be responsible for the City's compliance with this act.

C. Grievance Procedure

Any person who wishes to submit a complaint against the City alleging non-compliance with the Americans with Disabilities Act may do so by submitting the complaint to the City's ADA Coordinator, Charles Zusag, Assistant to the City Manager, 220 Elkton Road, P.O. Box 390, Newark, Delaware 19715-0390 or by calling 366-7026 or for TDD users 453-8741.

1. The ADA Coordinator shall meet with the complainant within ten (10) workdays after receiving the complaint. After meeting with the complainant, the ADA Coordinator will attempt to resolve the complaint and will provide a written response to the complainant within five (5) workdays. If the complainant is satisfied with the response of the ADA Coordinator, the complaint shall be considered resolved.

2 If the complainant is not satisfied with the ADA Coordinator's response, the complainant may submit a written appeal of the coordinator's response to the City Manager. Such appeal must be filed with the City Manager within ten (10) work days following receipt of the coordinator's response. The City Manager shall meet with the complainant and the ADA Coordinator within ten (10) work days following the receipt of the appeal by the City Manager. The City Manager will provide a written response to the complainant within five (5) work days following this meeting. The decision of the City Manager shall be final.

SUBJECT: Employee Recognition Program

A. Policy

Providing recognition to employees for their loyal and dedicated service to the City can have a positive impact on morale and productivity. Employees who feel appreciated for their work generally have a greater incentive to continue to do their best. Therefore, the City adopts the following program to formally recognize employees for their loyal and dedicated service to the citizens of Newark.

B. Annual Recognition Reception

Each year the City shall sponsor a reception luncheon to recognize employees and to present awards for noteworthy achievements.

C. Length of Service Awards

Each employee with ten (10) or more years of service who celebrates a quinquennial service anniversary shall be recognized by the presentation of an award bearing the employee's name and the years of service.

D. Attendance Honor Roll

A plaque shall be displayed in City Hall to honor the six employees in each employee group who have the best attendance records.

E. Commendation

Each employee who is formally commended for the performance of duties shall have a copy of the commendation placed in the employee's personnel file and shall be recognized at the Annual Recognition Reception.

F. Employee Appreciation Award

The City will reward employees who commit a good deed, show exemplary customer service, act as a good Samaritan, handle an extraordinary event above and beyond the call of duty, or act in such a way as to reflect positively on the City of Newark and its employees.

Nominations may be submitted to the City Manager who will select those employees that meet these criteria. The selected employee will then be allowed to choose between a $50 gift certificate from a commercial entity of their own choosing or an equal amount of cash. Nominations may be submitted at any time.

Each employee who receives a reward during the year will be mentioned at the City's annual recognition luncheon.

SUBJECT: Retirement Gift

A. Policy

Each employee who terminates employment and is eligible for the immediate receipt of a retirement pension benefit from the City's pension plan shall receive a retirement gift in recognition of his/her years of service to the City.

B. Value

The purchase price of the gift shall be approximately equal to $10 for each year of employment with the City.

C. Gift Selection

The employee shall be presented with a plaque and the choice of a gift from among the list of available retirement gifts. If the purchase price of the plaque and gift is less than the allotted value for the gift, then the employee shall be presented with the balance in cash. Any amount in excess of the allotted value shall be funded by private employee donations.

D. Proclamation

The City Secretary's Office shall prepare a proclamation in recognition of the employee's retirement. The proclamation shall be submitted to the City Council for their approval.

SUBJECT: Use of Information Technology

A. Policy

City computers, Internet access and E-mail are tools that will help us be more efficient in our jobs. They are to be used to conduct City business. E-mail messages received or sent on City computers are City records and property. The City has the right to monitor employee use of the Internet and e-mail as well as the right to monitor City computers and audit their contents. Use of the internet and e-mail is a privilege that may be revoked if it is abused. It is the objective of this policy to increase productivity and decrease risks to network security and performance, protect the privacy, integrity and security of City information, increase adherence to City information and technology-related policies and standards, and to promote public trust in the City's use of information and technology assets. Each employee who violates this policy may be subject to disciplinary action up to and including termination from employment.

B. Purpose

All users of the City's information and technology resources must take responsibility for, and accept the duty to, actively protect information and technology assets. This includes taking responsibility to be aware of, and adhere to, all relevant policies and standards. The City's uses of information technologies to support employees and other authorized users to work efficiently in delivering services to residents. Proper use of these technologies assists in the daily management of information, saves time and money, reduces administrative overhead and improves service delivery. The technologies include, but are not limited to, information systems, services (e.g. web and messaging services), computers (e.g. hardware and software), and telecommunications networks and associated assets (e.g. telephones, facsimiles, cell phones, laptops, personal digital assistants). Improper use may jeopardize the confidentiality, integrity and availability of the City's information and technology assets, and may put personal information protection, security or service levels at risk.

C. Liability

Material obtained from the Internet may be protected by copyright laws. Therefore, each employee is obliged to determine whether copyrighted information can be used for official purposes. Generally, material from governments and public institutions is part of the public domain and not subject to copyright protection. Profanity and obscenity should not be used on the internet and e-mail. Personal use of the internet and e-mail should follow the same restrictions that apply to use of the telephone as detailed in Section 6.4-1 of the Personnel Manual.

SUBJECT: Use of Information Technology

D. Downloading of Files

Computer viruses, "adware", "spyware", "malware" and "trojans" may be present in files that are downloaded or copied from the Internet to a City PC. To help protect the City Network from these malicious programs, our firewall and spam filter contain software that will identify and clean most of these harmful viruses and programs but no system is completely secure. Each employee must consult one of the Finance Department's Information Technology staff before downloading and installing any software.

E. Use of Information Technology

1. Users must use City provided information technology resources as business tools required to do their work and provide efficient service delivery. This use is subject to the same restrictions and management review process as any other City resource.

2. Users must take precautions to prevent security breeches and/or damage to technology equipment. This includes protecting the confidentiality of sensitive customer information, protecting user passwords and PIN numbers as well as protection against computer viruses, spyware and malicious code from outside sources.

3. Users shall not:

   a. attempt to circumvent or subvert system or network security measures
   b. propagate viruses knowingly or maliciously
   c. detrimentally affect the productivity, integrity or security of City systems
   d. attempt to add, modify and/or upgrade any hardware, software and firmware to City systems without the direct consent and involvement of a member of the City's IT function. IT personnel strongly discourage employees from using personal technology equipment attached to the City's network or at any City facility. If the need should arise and there is justification for the use of personal equipment, the user must have the permission of the City's IT function and understand that the City will not be responsible for the maintenance, repair or replacement of the equipment.
   e. obtain files from unauthorized or questionable sources (e.g., racist, material, pornography, file swapping sites)
   f. access Internet sites that might bring the public service into disrepute or harm the City's reputation, such as those that carry offensive material
   g. download non-work related files, such as Freeware, Shareware, movie or music files

h. divulge, share or compromise their own or another's authentication credentials
i. transmit or otherwise expose sensitive or personal information to the internet
j. use information and technology resources for commercial solicitation or for conducting or pursuing their own business interests or those of another organization
k. distribute hoaxes, chain letters, or advertisements
l. send rude, obscene, or harassing messages
m. send, forward and/or reply to large distribution lists concerning non-City related business. In addition, users must consider the impact on the network when creating and using large, work-related distribution lists.
n. attempt to obscure the origin of any message or download material under an assumed internet address

4. Users shall:

a. comply with all applicable legislation, regulations, policies and standards
b. use all appropriate anti-virus precautions when accessing non-City data and systems from the City of Newark network
c. adhere to licensing agreements for all software used
d. access radio stations or video clips (typically referred to as "streaming" audio or video) over the Internet as long as the extent of such usage does not adversely affect the bandwidth available for work purposes
e. respect copyright and other intellectual property rights in relation to both programs and data
f. use approved security measures when accessing the City's network from home or from a non-City computer
g. only use messaging forums (e.g., internet Relay Chat, internet newsgroups) when conducting work-related business exchanging technical or analytical information
h. use hard passwords for system and network access

5. Any content created or transmitted using City equipment or retained within the City network will be managed as a public record. There is no expectation of personal privacy related to the use of City information technology resources except for specific privileged communications (i.e. Human Resources).

SUBJECT: Use of Information Technology

F. Purchasing

Vendors offer many products for sale via the Internet. Prior to purchasing items through the Internet, a requisition should be completed and approved by Finance and Purchasing. The requesting department should indicate that the purchase is an Internet order. The City does not now use credit cards accepted by many on-line vendors.

G. Training

Each employee will be required to undergo an Internet orientation session conducted by the Finance Department IT Function prior to using the Internet or e-mail.

H. Addresses

The City's e-mail address will be configured as (your personal address here)@newark.de.us. There is no restriction on the number of letters or characters used in defining a personal e-mail address. A common style is comprised of the users first initial and last name, e.g., gsarris@newark.de.us. The password must be at least 5 characters and consist of letters and numbers. An e-mail address may be obtained by completing the application form on the following page and submitting it to the Information Technology Supervisor in the Finance Department.

I. User Profiles: Computer and Network login Passwords

Each employee will have a unique login username and password. The username and password allows the network to assign certain rights and privileges of files, directories and resources pertaining to the individual user. Since the password provides the security to protect individual data and secure information, the password must not be shared with other users and users may not login as anyone other than themselves. The password must be at least 5 characters and consist of letters and numbers.

E-mail addresses may also be assigned to employees that do not have a PC on their desks. Obviously, the more e-mail addresses assigned to a particular PC the more restricted access will be due to the physical limitations of the workstation. Use of e-mail will not be a justification for purchasing additional PC's.

SUBJECT: Use of Information Technology

Application for E-Mail Address

DEPARTMENT _____

TOTAL NUMBER OF ADDRESSES REQUESTED_____

TOTAL NUMBER OF REGULAR EMPLOYEES_____

"I have read the above City of Newark policy regarding employee use of the Internet and e-mail. I will fully comply with this policy and understand that violations of Employee Work Practices listed in Chapter 3 of the City of Newark Personnel Manual or similar provisions of any bargaining unit contract which may apply are subject to appropriate disciplinary actions."

EMPLOYEE NAME_____

EMPLOYEE SIGNATURE_____

EMPLOYEE E-MAIL ADDRESS_____

EMPLOYEE PASSWORD_____

DEPARTMENT DIRECTOR APPROVAL_____

DATE_____

Amended 06/26/07