

CITY OF PROVIDENCE

Policy Reference Manual

Effective July 1st, 2022

DEPARTMENT OF HUMAN RESOURCES
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Welcome to the City of Providence!

We are glad you have chosen to embark on a career in public service for the Providence community. In joining our team, you accept an important responsibility - working for those who live, study, work, and play in this wonderful city. Here, you will have the opportunity to do meaningful work that impacts the everyday lives of the public - whether its helping someone apply for their marriage license, paving a road or completing the final inspection of the city's newest building.

The City of Providence prides itself on recruiting quality talent, with employees at all levels that are energized in making the City a better place. The City has gone through monumental changes to standardize and modernize processes, focusing on continuous improvement, strong fiscal stewardship and thoughtful policy development that creates efficiencies while promoting diversity, equity, professional growth, skill development and employee safety in our diverse workforces.

The job descriptions of City employees span a wide range of responsibilities, but we all share a common goal of making Providence's municipal government one that the public can trust and depend on. So, whether you are our newest Heavy Equipment Operator, Inspector, Attorney, Planner, Engineer, Police Officer, Firefighter, Clerk, Director, Manager, Chief, Deputy Recreation Center Director, IT Professional, Parking Enforcement Officer, or another critical member of our City team, we wish you a long and fulfilling career in public service.

The following handbook explains what the City of Providence expects from all employees, including you, and lets you know what you can expect from the City of Providence as an employee. Together, we strive to make Providence a world-class City That Works. Please review this handbook and keep it for future reference, and speak to your manager, director, or the Department of Human Resources if you have any questions.



Jorge O. Elorza
Mayor of Providence



John J. Iglizzi
City Council President (Ward 7)



Emmanuel R. Echevarria
Chief Human Resources Officer

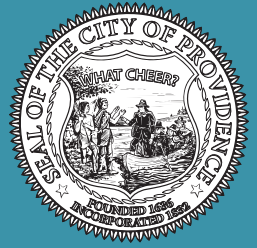
Disclaimer / At-Will Statement

Please be advised that the contents of this reference manual are organizational guidelines intended for informational purposes only. The policy documents contained in this manual are effective and accurate as of the date in which it is published. All policies are subject to review and revision at the discretion of the Chief Human Resources Officer, and may be changed at any time, with or without notice to employees. It is every employee's responsibility to ensure that they understand the current policies of the City of Providence.

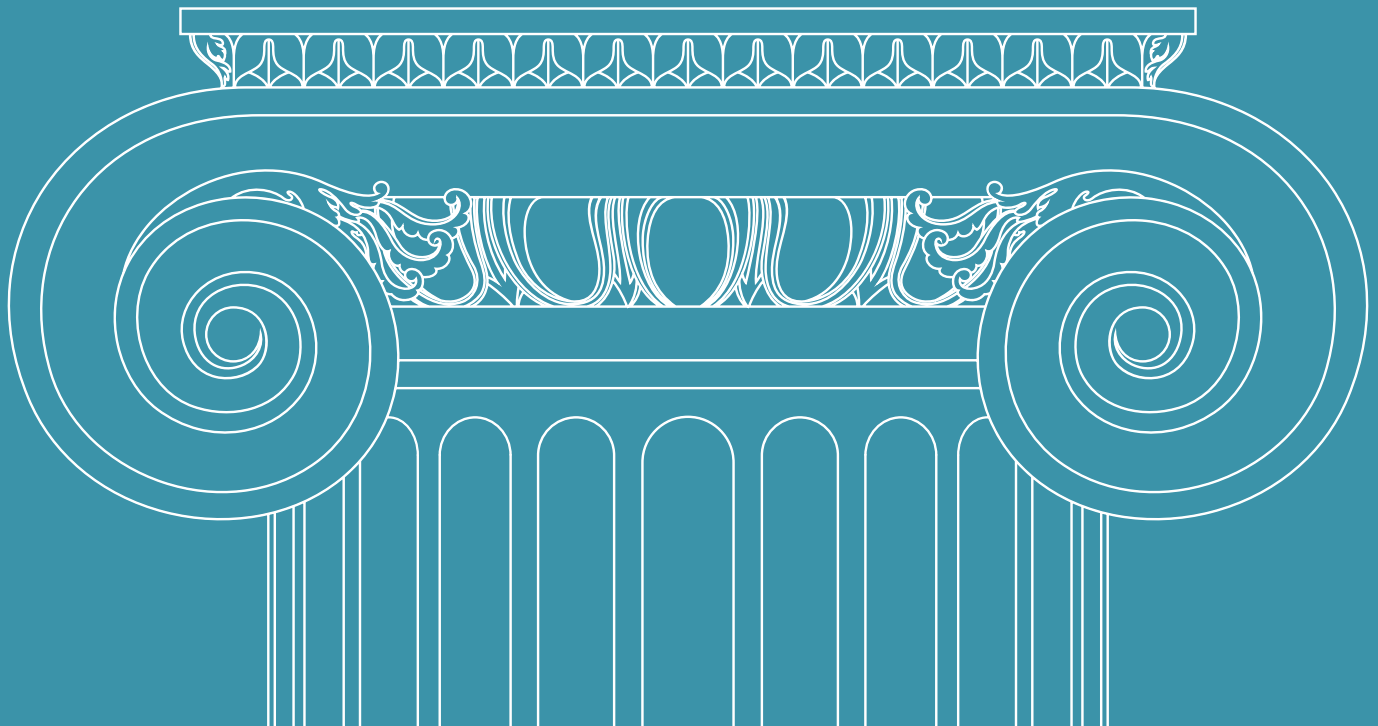
Employees are expected to read, understand, and follow all policies applicable to the employee's position, and failure to do so may result in progressive disciplinary action, up to and including termination.

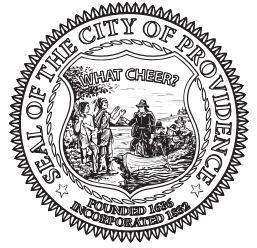
No statement in this manual is intended to be, or shall be considered, a binding contract between the City of Providence and the employee. The City of Providence employs individuals on an "at-will" basis, which means that employment may be terminated by the employee or the City of Providence at any time, with or without notice or cause, and for any lawful reason. This manual does not modify the at-will relationship in any way.

Nothing in this reference manual is intended to, or shall be understood to, interfere with, or limit any colleague's rights under federal or state law, including but not limited to, colleagues' rights to engage in protected activity under the National Labor Relations Act.



A Plain English
ETHICS GUIDE
for City of Providence
Employees and Officials





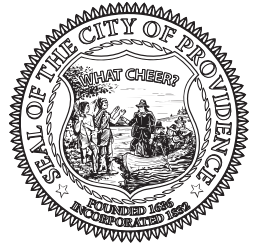
Foreword

This handbook is designed to provide a brief overview of the City of Providence's Code of Ethics, which may be found in Section 17-33 of the City's Code of Ordinances.

This handbook also provides a very brief overview of the Rhode Island Code of Ethics in Government, with which all City of Providence employees and officials also must comply. City of Providence employees and officials are strongly encouraged to consult the educational materials prepared by the Rhode Island Ethics Commission for further guidance.

This handbook is not meant to serve as formal advice or to be a substitute for legal counsel. Employees and officials should consult the full texts of both codes of ethics when they have a specific question and/or should seek further advice and guidance when necessary.

Employees and officials are highly encouraged to consult the Guidance section at the end of this handbook.



PROHIBITED CONDUCT UNDER THE PROVIDENCE CODE

Current Employees:

MISUSE OF CITY PROPERTY

You may not use City owned property for your personal benefit, profit, or convenience. [*Code § 17-33(c)(2)*]

Example: Using department copier and paper to reproduce the little league schedule for your own convenience is improper.

Please note that there are specific ordinances and/or departmental policies that address use of City vehicles, City cell phones, and other City property. It is important to check with your department for details regarding these policies. However, in the absence of such an ordinance or departmental policy, this provision applies.

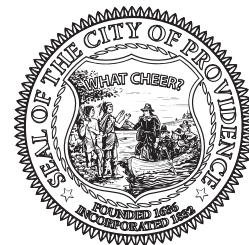
You may not sell, buy, or use any document that fraudulently bears the City seal. [*Code § 17-33(c)(3)*]

Example: Your new neighbor blasts loud music from his stereo each night. You decide to send him a letter bearing the City seal informing him that he is violating the noise ordinance. This is unethical.

MISUSE OF CITY POSITION

You may not force (by threats, discipline, discrimination, etc.) an employee to deal with a particular business. [*Code § 17-33(c)(1)*]

Example: Threatening to fire an employee in charge of ordering paper supplies if he/she does not order from Killing Trees Happily, Inc. is improper.



You may not use your position for the purpose of gaining a benefit for yourself or someone else. [*Code § 17-33(c)(5)*]

Example: You are an inspector for the Department of Inspections and Standards. You call a local restaurant asking for a dinner reservation for Saturday. You are told that there are no reservations available. You tell them who you are and remind them that their restaurant is scheduled to be inspected in the next couple of weeks and ask them to double-check. This is a misuse of your position.

You may not disclose confidential or privileged information gained through your employment with the City. [*Code § 17-33(c)(6)*]

Example: Working with the retirement board, you review Sheriff Rosco P. Coltrane's medical records and discover that he suffers from a terrible case of scurvy due to his disgust with fruits and vegetables. You may not disclose this information to the Dukes or other persons.

MISUSE OF CITY TIME

You may not knowingly employ someone who does not show up for work; shows up for work, but does not perform his/her duties; or gets paid an amount of money grossly disproportionate to the tasks he/she does perform. [*Code § 17-33(c)(7)*]

You may not conduct outside business, including non-compensated business, during the regular hours of your City position. [*Code § 17-33(c)(8)*]

Example: You are scheduled to attend your child's PTA meeting at 3:00 p.m., but your regular business hours do not end until 4:30 p.m. In order to attend, you should discharge personal time, or, if it is available, discuss compensation time with your supervisor.



IMPROPERLY OBTAINING A CITY POSITION

You may not, either directly or indirectly, give, promise, or pay any money, service, or other thing of value to anyone for the purpose of obtaining a promotion or employment with the City.

[Code § 17-33(c)(4)]

Example: It is unethical to offer to babysit your supervisor's bratty kids for an entire month for the purpose of getting a promotion.

REPRESENTING AND ADVISING OTHER PERSONS OR ENTITIES IN CONNECTION WITH A CITY MATTER

You may not represent, advise, consult, or assist any person or entity in connection with a matter:

in which the City/municipal agency is a party or has a direct substantial interest; and

in which you participated personally and substantially in your capacity as a City official/employee; and

which involved a specific party/parties at the time of your participation; and

which is the same matter in which you participated as a City official/employee [Code § 17-33(c)(9)-(10)]

Example: As a member of the zoning board, you voted on Dr. Jeckyll's application for a use variance to operate a lab in a residential area. Dr. Jeckyll's application was denied and he appeals to Superior Court, naming the zoning board as a party. It would be unethical to represent, advise, consult, or assist Dr. Jeckyll with his appeal of the zoning decision.



Former Employees:

REPRESENTING, ADVISING, OR CONSULTING

For a period of one (1) year after leaving City service, a former employee/official of the City cannot represent, advise, consult, or assist any person or entity in connection with a matter:

in which the City/municipal agency is a party or has a direct substantial interest; and

in which you participated personally and substantially in your capacity as a City official/employee; and

which involved a specific party/parties at the time of your participation; and

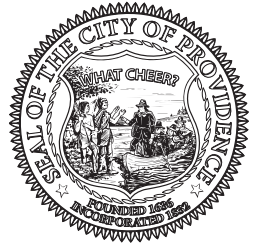
which is the same matter in which you participated as a City official/employee. [*Code § 17-33(d)(1-2)*]

CONTRACTS, GRANTS, AND SUBSIDIES

A former employee/official of the City who participated personally and substantially in a negotiation or supervised a negotiation, of a municipal contract, grant, or subsidy cannot accept employment with a party to the contract or the recipient of the grant or subsidy for a period of one (1) year after the contract is signed or the grant or subsidy is awarded. [*Code § 17-33(d)(3)*]

CONFIDENTIAL INFORMATION

A former employee/official of the city cannot disclose confidential or privileged information acquired during service as employee/official, unless authorized by law. [*Code § 17-33(d)(4)*]



CAMPAIGN ETHICS

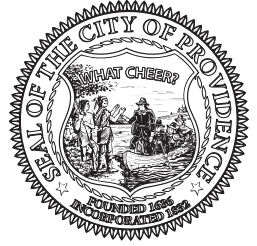
An employee of the City cannot take an active part in political management or campaigns during duty hours. [*Code § 17-33(e)(1)*]

An employee of the City, while wearing a uniform required for his or her employment, cannot solicit support for any candidate or request that an individual contribute any time, money, or other things of value to a candidate, political party, or political measure. [*Code § 17-33(e)(2)*]

It is important to note that the term “employee” does not include elected officials. [*Code § 17-33(b)(5)*]

It is unlawful for any person to solicit political contributions from employees of the City during the employee’s hours of employment. [*Code § 17-33(e)(3)*]

It is unlawful for any person to solicit or knowingly accept any campaign contribution in a City facility. [*Code § 17-33(e)(4)*]



AIDING AND ABETTING

No person shall knowingly and intentionally provide assistance to or otherwise aid or abet any other person in violating any provision of this ordinance. [Code § 17-33(f)]

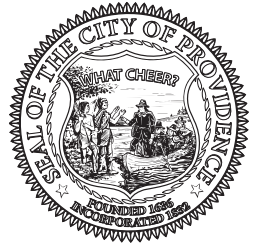
SUSPENSION OR DISMISSAL FOR FELONIES RELATED TO EMPLOYMENT

Upon being formally charged with a felony directly related to his or her employment, a City employee may be suspended with or without pay, or transferred to another position. [Code § 17-33(g)]

A City employee shall be dismissed immediately upon conviction of or plea of nolo contendere to a felony related to his or her employment. [Code § 17-33(g)]

PENALTIES AND ENFORCEMENT

A violation of the City's Code of Ethics can have serious consequences, including loss of employment, civil fines, and incarceration.



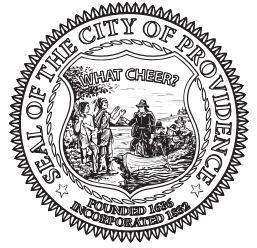
REVOLVING DOOR

The City's and State's codes of ethics both contain revolving door provisions—provisions that address moving from one position within the City to another. The following is a brief overview of both:

Municipal elected officials and school committee members may not seek or accept employment within any municipal agency of the municipality in which they serve, other than that held at the time of election, while in office and for a period of one (1) year after leaving office.

However, a municipal elected official or school committee member may seek election to any other elective office.

Elected and appointed officials may not accept appointment or election to positions that carry any financial benefit that requires approval by the body of which they are a member, while serving as a member of that body and for a period of one (1) year thereafter.

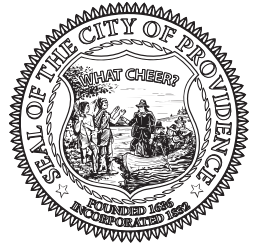


RHODE ISLAND CODE OF ETHICS IN GOVERNMENT

All City of Providence employees and officials are also subject to the provisions of the Rhode Island Code of Ethics in Government.

Just as with your obligations under the City's Code of Ethics, your obligations under the Rhode Island Code of Ethics are yours and yours alone.

As such, you are strongly encouraged to consult the Rhode Island Ethics Commission website, www.ethics.ri.gov, for the most up-to-date guidance, resources, and materials.



CONFLICTS OF INTEREST

Most, if not all, of the provisions of the Rhode Island Code of Ethics in Government are concerned with conflicts of interest and variations on that same theme.

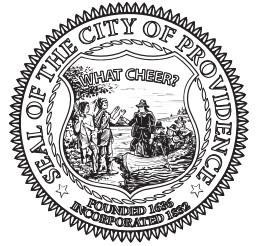
Under the Code, an official or employee cannot participate in matters where he or she has a conflict of interest in the performance of his or her duties.

When do you have a conflict of interest?

You have a conflict of interest if it is reasonably foreseeable that a decision you are helping to make as part of your public duties:

1. Will result in a financial benefit or detriment to:
 - a. You,
 - b. Your family or household member,
 - c. Your outside employer,
 - d. Or your business associate.*
2. OR, even if there is no financial impact, if a family member, household member, employer, or business associate is a party to, or is participating in, the matter being discussed.

* A business associate is any person or entity with whom you are joined to achieve a common financial objective. Your business associates are not only your business partners but also people you have hired as attorneys, accountants, realtors, contractors, etc. Your business associates are also any businesses or organizations, even if not-for-profit, for which you are an officer or director.



What to do if you have a conflict of interest?

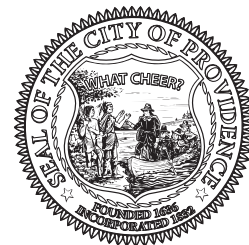
Merely having a conflict of interest is not a violation of the Rhode Island Code of Ethics. It is what you do after you identify a conflict of interest that matters.

If you identify a conflict of interest, you must take the following steps:

1. Recuse: meaning, do not participate in any aspect of the work or decision-making relating to the matter; and
2. Complete a Statement of Conflict of Interest form, and
 - a. Present the original to your supervisor, and
 - b. Send a copy to the Rhode Island Ethics Commission; and
3. Inform your supervisor: if it is necessary that another person handle the matter, you cannot reassign it yourself. Rather, you must inform your supervisor so that he or she can reassign it.

Avoid the appearance of impropriety.

Even if you do not believe that you have a conflict of interest, as defined by the State's Code of Ethics, but you believe nonetheless that your participation in the matter would create an appearance of impropriety, you should still recuse and follow the procedures outlined above.



GIFTS AND OTHER VARIATIONS ON CONFLICTS OF INTEREST

Perhaps the most common variation on the conflict of interest theme is the prohibition pertaining to gifts.

You may not accept from an interested person*:

1. A gift of cash, debt forbearance, or debt forgiveness in any amount; or
2. A gift of goods or services having either a market value or actual cost greater than \$25; or
3. Multiple gifts in one calendar year having an aggregate market value or actual cost of greater than \$75.

* An interested person is a person, business, or representative that has a direct financial interest in a decision that you participate in making.

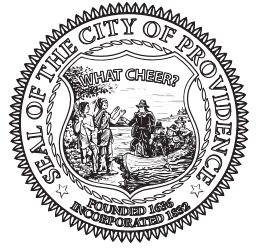
There are limited exceptions to these gift prohibitions. When in doubt, consult materials prepared by the Rhode Island Ethics Commission and/or seek additional advice.

Additional conduct covered by the Rhode Island Code of Ethics in Government:

- Nepotism and Favoritism
- Honoraria
- Outside Employment
- Acting as Agent or Attorney
- Appearances before your own Agency
- Revolving Door
- Contracts with State or Local Government
- Transactions with Subordinates

The overview provided in this handbook is by no means meant to be exhaustive. Rather, it is intended to bring issues to your attention for your own independent and further exploration.

You are strongly encouraged to familiarize yourself with the resources available on the Rhode Island Ethics Commission website: www.ethics.ri.gov.



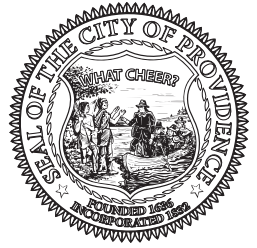
GUIDANCE

If you have questions regarding the application of the City's Code of Ethics to you or to a particular situation or set of facts with which you are confronted, you may wish to do any of the following:

- Consult with your Board's or Commission's counsel (if applicable).
- Contact the City's Municipal Integrity Officer for informal, confidential advice.
- Submit a request in writing to the Providence Ethics Commission for a formal advisory opinion.

For questions regarding the application of the State's Code of Ethics to you or to a particular set of facts with which you are confronted, you may wish to do any of the following:

- Consult with your Board's or Commission's counsel (if applicable).
- Contact the City's Municipal Integrity Officer for informal, confidential advice.
- Contact the Rhode Island Ethics Commission for informal advice.
- Submit a request in writing to the Rhode Island Ethics Commission for a formal advisory opinion.



For More Information

Rosa E. Arias-Perry, Esq.
Municipal Integrity Officer
444 Westminster Street Suite 220
Providence, Rhode Island 02903
(401) 680-5333

Section 1, Ethics and Values

1.1 Non-Discrimination and Anti-Harassment Policy

Applicability

All full- and part-time, active employees and volunteers are covered under this policy.

The city's anti-discrimination and harassment policies apply to all applicants and employees of the City of Providence and refer to conduct engaged in either by city employees or by constituents or other individuals not directly employed by the City of Providence (e.g., outside vendors, consultants, or customers).

The conduct addressed by the policy below is not allowed in the workplace or in any work-related setting outside the workplace, such as during business trips, business meetings, or business-related social events.

Purpose

The City of Providence is committed to a work environment in which all individuals are treated with respect and dignity. Every individual has the right to work in a professional atmosphere which promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the city expects that all relationships among employees will remain professional and free of discrimination, prejudice, and harassment.

Any employee who has questions or concerns about these policies should either talk to their direct supervisor or with Jeff Almeida, the Equal Employment Opportunity Officer for the City of Providence, who may be reached via telephone at 401-680-5244, or via email at jalmeida@providenceri.gov.

Policy

Equal Employment Opportunity

The City of Providence is committed to ensuring equal employment opportunity for all its employees without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

Retaliation

The City of Providence prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Discrimination

The City of Providence is a workplace free of discrimination, and discriminatory practices will not be tolerated. Discrimination is defined by disparate treatment of an individual as a result of their membership in a class protected under Title VII of the US Civil Rights Act of 1964. These include:

- Race
- Color
- Religion
- Sex (including pregnancy, sexual orientation, and gender identity)
- National origin
- Age (40 or older)

- Disability
- Genetic information (including family medical history)

When a nexus exists or appear to exist between any derogatory employment decision and an employee's membership in a protected class, discrimination may exist. In addition to the obvious ethical and moral concerns raised by discriminatory behavior in the workplace, discriminatory behavior on the part of management staff represents a significant legal liability to the employer, a disincentive to employee engagement and retention, and a trigger for disciplinary action for the employee found to have been acting in a discriminatory manner.

Sexual Harassment

The City of Providence has a zero-tolerance policy regarding sexual harassment, which constitutes a form of discrimination and is illegal under federal, state, and local laws. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors, sexual jokes and innuendo, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, leering, whistling, or touching, insulting or obscene comments or gestures, display in the workplace of sexually suggestive objects or pictures, and other physical, verbal, or visual conduct of a sexual nature.

Other Types of Harassment

Harassment on the basis of any protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct may include, but is not limited to, epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes, or written or graphic material which demonstrates hostility, aversion, or contempt toward an individual or group and which is posted on walls or elsewhere on city property or otherwise circulated in the workplace on company time or using company equipment, by e-mail, phone, text message, social networking site, or any other means.

Reporting an Incident of Harassment, Discrimination, or Retaliation

The City of Providence encourages employees to report any perceived incident of discrimination, harassment, or retaliation to which they have been subjected or have witnessed, regardless of the offender's identity or position. Employees who believe they have been the victim of such conduct should discuss their concerns with the City of Providence's Equal Employment Opportunity Officer, Jeff Almeida (Phone: 401-680-5244 or email: jalmeida@providenceri.gov). Alternatively, they may choose to report their experience to a member of management, who should in turn refer them to the EEO Officer. Reports of discrimination or harassment should not be handled at the department level. See the complaint procedure described below for a detailed account of the process.

Complaint Procedure

- Employees who believe they are being subjected to any discriminatory or harassing behavior should, if comfortable doing so, advise the offender that his or her behavior is unwelcome and request that it be discontinued immediately. This action alone may stop the behavior in process and may thereby resolve the immediate situation. Of course, the employee may prefer to disengage from the situation and pursue the matter through the city's complaint procedure and is encouraged to do so.
- Any supervisor in receipt of a complaint of discrimination, harassment, or any other prohibited behavior by an employee, should refer the complaining employee to the Office of Equal Opportunity, and also follow up personally with the Equal Employment Opportunity Officer, Jeff Almeida, at 401-680-5244, or jalmeida@providenceri.gov.
- All complaints of harassment or discrimination must be reported promptly so that rapid and constructive action can be taken, thereby avoiding further instances of harassment. When at all possible, a complaint about problematic behavior should be made within thirty (30) days of the first occurrence of the incident. Early reporting and intervention have been proven to be the most effective method of resolving actual or perceived incidents of harassment. **Employees will be asked to complete the city's EEO Complaint Form to document incidents of discrimination or harassment.**
- All reported incidents of harassment, discrimination or retaliation will be investigated within thirty (30) days of the complaint being filed. Investigations may include individual interviews with the parties involved or, where applicable, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
- The City of Providence will maintain confidentiality throughout the investigatory process to the degree possible, while ensuring adequate investigation and appropriate corrective action. While complete confidentiality cannot be assured due to the nature of the process, the city will make every effort to maintain the highest degree of confidentiality attainable to the particulars of the situation.
- Any retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious infraction and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported promptly to the city's EEO Officer and will be fully investigated and addressed.
- The city will act upon employee misconduct found by investigation to constitute harassment, discrimination, or retaliation through disciplinary action. Depending on the severity of the infraction, this may include mandatory training and/or additional disciplinary action such as a warning, a suspension without pay, or termination from employment, as the city deems appropriate under the particular circumstances.
- Once the investigatory process has been completed, the complainant will receive a summary report informing them that the process has completed and the final determination of the investigation. The

specifics of any disciplinary action taken will not be provided, just the fact that disciplinary action was taken, if applicable.

- If a party to a complaint does not agree with its resolution, that party may appeal to the City of Providence's Chief Human Resources Officer, the Rhode Island Commission on Human Rights, or the Federal Equal Opportunity Commission.
- False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) on the part of an employee of the City of Providence may themselves be cause for appropriate disciplinary action.
- An effective sexual harassment policy requires the support of all city personnel. Anyone who engages in sexual harassment and/or retaliation or who fails to cooperate with any city-sponsored investigation may be disciplined by suspension or termination from employment.

1.2 Nepotism Policy

Applicability

This policy applies to all employees of the City of Providence, including temporary, part-time, contract staff, volunteers, interns, and fellows.

Purpose

The employment of relatives can cause various problems, including but not limited to charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that may work to the disadvantage of both the City of Providence and employees.

Policy

Definitions

“Relative” shall include the following relationships: relationships established by blood, marriage, or legal action. Examples include, but are not limited to the employee's: spouse, fiancée, mother, father, daughter, son, sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, stepparent, stepchild, aunt, uncle, niece, nephew, grandparent, grandchild, cousin, and any individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships. The term also refers to domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and children of an employee's domestic partner.

Policy

No person subject to the Code of Ethics shall participate in any matter as part of their public duties if he or she has reason to believe or expect that any person within his or her family, or any household member, is a party to or a participant in such matter, or will derive a direct monetary gain or suffer a direct monetary loss, or obtain an employment advantage, as the case may be.

It is the goal of the city to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts of interest or management disruptions exist. The city may allow existing personal relationships to be maintained, or employ individuals with personal relationships to current employees, under the following circumstances:

- Relatives may not work under the supervision of the same manager.
- A supervisor/subordinate relationship among relatives may not exist.
- Employees may not supervise or evaluate a relative.
- The relationship may not create an adverse impact on work productivity or performance.
- The relationship may not create a conflict of interest, or the perception of such a conflict.
- Employees may not audit or review in any manner the work of a relative or serve in any capacity which has authority to review or order personnel actions or wage and salary adjustments which could affect a relative's job status or compensation.

No personal employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest, or is prohibited by any legal, ethical, or regulatory mandate.

This policy must be considered when hiring, promoting, or transferring any employee.

Should relationships addressed within this policy be identified, with either candidates for employment or current employees, the matter should be immediately reported to the Chief Human Resources Officer (CHRO) and the following procedures followed:

- A determination will be made whether the relationship is subject to the city's Nepotism Policy based on the conditions described above.
- If the relationship is determined to fall within one or more of the conditions described in this policy, the CHRO, in consultation with the affected employees and department director, will attempt to resolve the situation through various means, including:
 - The transfer of one of the employees to a new position.
 - Supervisory reassignment to correct the conflict or issue identified.
- If a suitable accommodation is not feasible, the CHRO, in consultation with the department director, shall determine which employee must resign in order to resolve the situation.

It is the responsibility of every employee to self-identify to the Department of Human Resources any potential or existing personal relationship which falls within the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy may be subject to disciplinary action, up to and including the termination of employment.

Participation in Budgets

- a. **General Prohibition.** No person subject to the Code of Ethics shall participate in discussion or decision-making relative to a budgetary line item that would address or affect the employment, compensation, benefits of any person within his or her family or a household member.
- b. **Specific Line Items.** Notwithstanding any prohibition previously set forth, a person subject to the Code of Ethics may, only in accordance with particular instructions and advice received from the Ethics Commission in a written advisory opinion, participate in discussion or decision-making relative to a budgetary line item that addresses or affects the employment, compensation, or benefits of any person within his or her family or a household member as a member of a significant and definable class of persons, and not individually or to any greater extent than any other similarly situated member of the class.

- c. **Vote on Entire Budget.** Notwithstanding any prohibition previously set forth, a person subject the Code of Ethics may participate in discussion or decision-making relative to approving or rejecting the entire budget as a whole, provided that the person within his or her family or household member is impacted by the entire budget as a member of a significant and definable class of persons, and not individually or to any greater extent than any other similarly situated member of the class.

Participation in Collective Bargaining/Employee Contracts

- a. **General Prohibition.** No person subject to the Code of Ethics shall participate in negotiations relative to an employee contract or collective bargaining which addresses or affects the employment, compensation, or benefits of any person within his or her family or a household member.
- b. **Vote on Entire Contract.** Notwithstanding the prohibition previously set forth, a person subject to the Code of Ethics may participate in a decision to accept or reject an entire employee contract or collective bargaining agreement as a whole, provided that the person within his or her family or household member is impacted by the contract or agreement as a member of a significant and definable class of persons, and not individually or to any greater extent than any other similarly situated member of the class.

1.3 Prohibited Political Activity in the Workplace

Applicability

This policy applies to all full-time, part-time, temporary, or contract employees of the City of Providence.

Purpose

The purpose of this policy is to ensure that political activity on the part of employees of the City of Providence remains, at all times, clearly delineated from their professional role within the city, and that no overlap exists between an employee's activities on that part of a particular political party or candidate and the work they perform or the resources to which they are permitted access to during the course of their employment with the City of Providence.

Policy

The City of Providence encourages employees to participate in lawful political expression of all kinds. Employees may choose to involve themselves in political activity on behalf of a particular political party, candidate, or cause to whatever degree they wish, providing that all such activity on behalf of these entities takes place on the employee's own and uses the employee's own resources exclusively. Further, participation in these activities must in no way suggest that the employee is acting in an official city capacity, nor that their activities represent the opinions or support of the City of Providence or its agents.

- The following political activities are prohibited from being performed while on-duty:
 - Demonstrating.
 - Counting or recounting votes.
 - Circulating petitions.

- Soliciting votes or contributions at any time in any working area of a City of Providence facility.
- Conducting or participating in opinion polls.
- Fundraising.
- Any other activity not considered part of the employee's normal duties.
- Employees may not use City of Providence equipment, communication channels, constituent contact information, or any other city resources in the process of making, copying, or distributing political materials or messages.
- Employee displays of political messaging which may be inappropriate, inflammatory, or offensive to co-workers in work areas, on clothing, or elsewhere on city property are prohibited. Harassment of co-workers, customers, or vendors regarding political preferences will not be tolerated.
- An employee may request vacation, floating holiday, or other accrued paid time to conduct political activity, in accordance with the City of Providence's time off policies.
- Failure to abide by this policy may subject an employee to progressive disciplinary action, up to and including termination.

For Employees Subject to the Hatch Act

City of Providence employees who perform duties in connection with governmental programs which are financed in whole or in part by federal monies are subject to additional limitations on political activity imposed by the federal law known as the Hatch Act. In part, the Hatch Act prohibits municipal employees who are subject to its provisions from:

1. Using their official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.
2. Directly or indirectly coercing, attempting to coerce, commanding, or advising a state or local employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.
3. Running as a candidate for public office in a partisan election, that is, in an election in which any candidate represents, for example, the Democratic or Republican Parties.

The Hatch Act does **not** prohibit municipal employees from:

1. Running as a candidate for public office in nonpartisan elections, that is, elections where candidates are running with no party affiliation.
2. Holding elective office in political parties, clubs, and organizations.
3. Campaigning for candidates for public office in partisan and nonpartisan elections.
4. Contributing money to political organizations.
5. Attending and giving a speech at a political fundraiser, rally, or meeting.

Note: When considering whether they may be subject to Hatch Act provisions, employees should consider whether they perform duties for a program which is funded in whole or in part by federal monies. Considerations that do not impact Hatch Act eligibility include:

1. The fact that the employee receives their salary from non-federal monies.
2. The fact that the employee may have no authority or discretion on how federal program funds are spent.
3. Whether federal monies fund only a small portion of the program.

Violations of the Hatch Act may result in prosecution of the employee by the US Office of Special Counsel (OSC).

1.4 Personal Relationships in the Workplace

Applicability

This policy applies to any person employed by the City of Providence on a regular full-time, part-time, temporary, or seasonal basis, to include interns, fellows, and volunteers.

Purpose

This policy outlines the City of Providence's guidelines on employees forming relationships with colleagues, subordinates, and supervisors.

We do not endeavor to place undue restrictions on employees' personal relationships. Rather, these standards of conduct are designed to ensure that personal relationships do not have a negative impact on collegiality, and to maintain workplace conduct and order. Nothing in this policy is intended to infringe upon employees' rights to engage in protected concerted activity – i.e., participating in labor unions or other labor or civil rights organizations.

Policy

Definitions

Dating: Consensual romantic relationships and relationships of a sexual nature.

Fraternize: To associate with others in a congenial way that may not include dating or romantic relationships.

Power Differential: The dynamic created when employees occupy different levels of authority or power in the City of Providence's organizational hierarchy.

Supervisor: An employee who has the authority to assign, direct, review or inspect, critique, discipline, recommend discipline, hire, fire, or recommend hiring or firing of a city employee. Authority in any one of these areas is deemed a supervisor for the purposes of this policy. Supervisors include managers and administrators.

Non-consensual relationships constitute sexual harassment and are prohibited.

Policy

Supervisors are prohibited from dating any person who reports to them, directly or indirectly. For example, a department director may not date any person in the department, regardless of if the reporting relationship is three times removed.

Employees must be mindful of power differentials that almost always exist between staff in an organization. Even if there is no direct or indirect reporting relationship between two employees, an organizational power differential may create a real or perceived conflict. For example, employees in administrative positions with organizational reach beyond their own department, such as finance, must be cognizant of these influences before entering a relationship. Please contact the Department of Human Resources with any questions.

Dating a colleague is not prohibited. However, if the dating relationship negatively impacts work performance, becomes a workplace distraction for either employee, disrupts office dynamics or operations, or is conducted in a manner that is indiscreet or obvious at work, it will impact the employment relationship. The following are some examples of behavior that is not acceptable and potentially offensive to employees and constituents.

- Repeated or prolonged discussions of a personal nature.
- Arguing in the workplace, during or after working hours.

- Kissing or touching inappropriately on city property or in front of colleagues.
- Talking or boasting about the relationship during working hours.
- Disclosing personal or intimate information regarding the person you are dating.
- Using city provided phones, cell phones, computers, email, or any other information technology resource for personal matters.

Accordingly, City of Providence employees are expected to:

- Consider any possible conflict of interest before entering a relationship with a colleague.
- Inform the Department of Human Resources when entering a romantic or intimate relationship with a colleague.
- Keep discussions of personal matters out of the workplace.
- Maintain professionalism regardless of the status of the relationship.

In summary, if a relationship with a colleague interferes with the employment relationship with the city, the employee will be subject to progressive disciplinary action, up to and including termination.

Fraternization is not prohibited, but employees must keep in mind that relationships with colleagues, supervisors, or subordinates, even those that do not involve dating or intimacy, can have a negative impact in the workplace.

Employees who have a close personal friendship with other employees of the city, particularly if there exists a power differential between the two, risk creating a real or perceived issue of favoritism in the workplace, particularly if the friendship is well known.

For this reason, employees may be counseled or subject to progressive discipline, if necessary, if the kind and level of fraternization negatively impacts the workplace.

Pre-Existing Relationships

Employees in relationships with other employees of the City of Providence prior to this policy's effective date must reach out to the Department of Human Resources to discuss conflicting reporting relationships and the possibility of recusal in decision making or situations involving a power differential that may impact either employee or the employee's department.

1.5 Workplace Theft and Misappropriation

Applicability

This policy applies to all employees, interns, fellows, and volunteers engaged by the City of Providence, including employees of the Providence Water Supply Board (PWSB).

Purpose

The City of Providence values all employees and their property and expects that employees value the city and its assets in turn. All employees must always act with honesty and integrity, and the city will not tolerate any acts of theft in the workplace. Such acts include, but are not limited to, theft or other misappropriation of:

- Cash, or other financial instruments.
- Physical goods or assets of the City of Providence.
- Intellectual property.
- Property being stored by or disposed of by any city entity.
- Time, in the form of wrongfully compensated hours.

Policy

No employee, official, volunteer, or intern of the City of Providence shall steal, take, remove, or otherwise cause to be removed from city property any item of any value, for any purpose. This includes items received by the city for storage and/or scheduled for demolition, destruction, or other method of disposal. This excludes items issued to employees for the duration of their employment for the purpose of performing work off-site, such as laptop computers, tablets, cell phones, et cetera.

Any item of any value or no value at all, located or stored by the city on any city property (including property leased or rented by the city), even an item acquired for the sole purpose of disposal, is considered city property and will be treated as such for the purposes of this policy.

Pursuant to the City of Providence Code of Ordinances 17-33(c)(2), employees shall not use any of the supplies, provisions, or other city property provided to them for the purpose of performing their job for any use other than for the purpose of performing their job.

Any employee seeking payment for hours not worked will be viewed as having engaged in theft of compensation. This includes engaging in other business or recreational activity while on duty and being paid to perform work for the city.

Matters involving misappropriation, theft, or other stealing is taken very seriously by the city. As such, we expect all incidents of employee theft to be reported to the Department of Human Resources, along with any data or information observed or obtained no matter how seemingly small or insignificant the infraction. The intent to steal or misappropriate, even if unsuccessful or uncovered prior to execution, will be treated as an act of theft or misappropriation.

The City of Providence further retains the right to use video cameras and audio recording methods, as well as software to identify and detect employee theft.

Any employee who engages in any act of theft, misappropriation, or fraud, will be subject to termination of employment. Be advised that the City of Providence Retirement Board may also elect to take action to reduce or revoke that employee's pension, pursuant to the Code of Ordinances 17-189.1. The City of Providence may also, at its discretion, pursue criminal or civil charges and restitution.

Additionally, a police report may be filed, as well as a potential lawsuit against the employee.

To protect employees from false accusations, the city will investigate all claims of theft and misappropriation and any employee found to be making false accusations will be subject to progressive disciplinary action, up to and including termination of employment.

1.6 Gift Policy

Applicability

This policy applies to all employees of the City of Providence, including temporary, part-time, contract staff, volunteers, interns, and fellows.

Purpose

To avoid a conflict of interest, or the appearance of a conflict of interest, employees of the City of Providence may not accept gifts from vendors, suppliers, customers, potential employees, potential vendors or suppliers, or any other interested person, under any circumstances.

Policy

No gift of any kind offered by vendors, suppliers, customers, potential customers, potential vendors, and suppliers, or any other individual or organization, no matter the value, will be accepted by any employee, at any time, on or off the work premises. For the purposes of this policy, a “gift” is defined as any item of nominal value, as well as items of greater value, given to any employee or entity of the City of Providence.

This gift policy includes, but is not limited to, the following:

- A gift of cash, debt forbearance, or debt forgiveness in any amount.
- Vendor or potential vendor or supplier-provided food, beverages, or meals, whether delivered to work locations or provided in a restaurant setting.
- Gift baskets or similar vessels containing any food items, beverage items, or any other items of value.
- Tickets to entertainment venues, such as sporting events, theatrical events, cultural events, et cetera.

Employees are required to advise vendors, potential vendors, and others of the city’s no-gift policy professionally and proactively, and the reason the city has adopted the policy. Employees will request that vendors respect city policy and not purchase or deliver any gift for any employee, department, or office at any time, for any reason.

If a city employee or department receives a gift:

- If feasible, the gift shall be returned to the vendor with a note of thanks.
- If not feasible to return the gift, the gift must be donated to an appropriate city-approved charity. This includes gifts of food or beverage, or gift baskets consisting of food or beverage or other items of value.
- Charitable donations of gifts received will be coordinated through the City of Providence’s Department of Human Resources, who should be contacted when donation assistance is required.

If any employee has questions about and/or needs clarification of any aspect of this policy, the employee should check with their supervisor. If the supervisor is uncertain, the Department of Human Resources will serve as arbiters of the gift policy to ensure consistent employee treatment across the city.

Section 2, Compliance and Procedural Policies

2.1 ADA and Reasonable Accommodation Policy

Applicability

This policy applies to all employees of the City of Providence, including temporary, part-time, contract staff, volunteers, interns, and fellows.

Purpose

The Americans with Disabilities Act (ADA) requires public buildings and services to be accessible to persons with disabilities and prohibits discrimination against qualified employees or candidates for employment because of a disability. The ADA also requires employers to provide reasonable accommodations to qualified individuals with disabilities. This policy outlines the procedures for employees and applicants who request an accommodation due to a qualifying disability under the ADA.

Policy

If the City of Providence is notified that a qualified individual with a disability requires an accommodation to successfully perform his or her job within the position expectations, the city will work with that individual to find a reasonable accommodation, unless allowing an accommodation would impose an undue hardship on the city.

Definitions

Americans with Disabilities Act (ADA): Signed into law on July 26th, 1990, the ADA is a wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability. It affords similar protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964, which made discrimination based on race, religion, sex, national origin, and other characteristics illegal.

Disability: A physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

Essential Job Function: Fundamental job duties of the employment position the individual with a disability holds or desires. The term “essential functions” does not include the marginal functions of the position.

- A job function may be considered essential for any of several reasons, including but not limited to the following:
 - The function may be essential because the position exists to perform that function.
 - The function may be essential because of the limited number of employees available among whom the performance of that job function can be distributed.
 - The function may be highly specialized so that the incumbent in the position is hired for his or her expertise or ability to perform the function.
- Evidence of whether a particular function is essential includes, but is not limited to:
 - The employer’s judgment as to which functions are essential.
 - Written job descriptions prepared before advertising or interviewing applicants for the job.
 - The amount of time spent on the job performing the function.
 - The consequences of not requiring the incumbent to perform the function.
 - The terms of a collective bargaining agreement.
 - The work experience of past incumbents in the job.
 - The current work experience of incumbents in similar jobs.

Reasonable Accommodation: A modification or adjustment to a job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. For example:

- Modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such qualified applicant desires.
- Modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position.
- Modifications or adjustments that enable a covered entity's employee with a disability to enjoy equal benefits and privileges or employment as are enjoyed by its other similarly situated employees without disabilities.

Reasonable Modification: A public entity must modify its policies, practice, or procedures to avoid discrimination unless the modification would fundamentally alter the nature of its service, program, or activity.

Undue Hardship: An action that requires "significant difficulty or expense" in relation to the size of the employer, the resources available, and the nature of the operation. The concept of undue hardship includes any action that is unduly costly, extensive, substantial, disruptive, or would fundamentally alter the nature or operation of the business. Accordingly, whether a particular accommodation will impose an undue hardship must always be determined on a case-by-case basis.

Reasonable Accommodation Process

1. **Requesting an Accommodation:** If you believe a reasonable accommodation is needed to perform the essential functions of your job, you should contact your department director or the Department of Human Resources via the Manager of Risk and Workers' Compensation, who is responsible for the review of these requests. Requests for accommodation may be verbal or in writing. The city is committed to responding promptly to all requests for accommodation.
2. **Participating in the Interactive Process:** Upon receipt of an accommodation request, the department director will forward it to the Manager of Risk and Workers' Compensation. The Manager of Risk and Workers' Compensation will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the city might allow to assist in overcoming these limitations. During this meeting, employees will be asked to provide information to enable the city to make an informed decision about the request, including the type of reasonable accommodation needed. Following this meeting, the Manager of Risk and Workers' Compensation will prepare a confirmation of request for reasonable accommodation, which the employee will have an opportunity to review prior to signing.
3. **Medical Information:** Before approving an accommodation request, the city must assess that you have a disability as defined by the ADA. When a disability and/or the need for an accommodation is not obvious, the city may require you to describe documentation when information submitted to support an accommodation request is insufficient to demonstrate a disability and/or functional limitation. If the city requires medical documentation to evaluate your accommodation request, you will be provided with a copy of your job description to give to your medical provider for use in evaluating how your medical condition may affect your job functions. You must submit medical documentation prepared by a licensed medical professional explaining:
 - a. The nature, extent, and duration of your disability.
 - b. How the disability affects your ability to perform the essential functions of your job.

- c. The types of accommodations that would permit you to perform the essential functions of your job.

If you are asked to provide medical documentation in support of your accommodation request, and you provide insufficient information regarding the existence of a disability under the ADA, the Manager of Risk and Workers' Compensation will provide an explanation as to why the documentation is insufficient and you will be given an opportunity to submit additional information. Your failure to comply with the responsibilities under this section may constitute a failure to participate in good faith in the interactive process and may be a legitimate basis for denying the reasonable accommodation request.

4. **Determination:** If, based on medical and other provided information, you are determined to be a qualified individual with a disability under the ADA, the city will make a determination regarding your accommodation request. In providing an accommodation, the city is not required to approve or implement your proposed or preferred accommodation. The city may choose among reasonable accommodations as long as the chosen accommodation is effective. If your accommodation request is approved, you will receive an accommodation approval notice outlining the specific accommodation approved and the parameters of the accommodation. After your accommodation request is approved and implemented, the city will follow up with you periodically to evaluate how the accommodation is working out. The city is not required to approve or implement any accommodation that would impose an undue hardship. If a particular accommodation request cannot be approved, the city will work with you to explore alternative accommodations that may be available. If your request is denied, you will receive an accommodation denial notice detailing the reason(s) for the denial.
5. **Confidentiality:** The ADA requires that all medical information collected in connection with an accommodation request be kept confidential. This information, however, may be disclosed solely for the purpose of evaluating and implementing an accommodation. In addition to the Department of Human Resources, who must review your information to make a determination regarding the accommodation request, employee medical information may be disclosed to:
 - a. Supervisors, managers, and management personnel who need to know about the approved accommodation and any work restrictions or change in duties.
 - b. First aid and safety personnel if the disability might require emergency treatment.
 - c. Other parties as necessary and as outlined by the City of Providence's Health Insurance Portability and Accountability Act (HIPAA) Notice and Policy.

Complaint Process

If you have a complaint regarding this policy, please contact the Department of Human Resources.

Any individual may also contact the Rhode Island Commission for Human Rights, 180 Westminster Street, Providence, Rhode Island, (401) 222-2661, either by phone, sending a written complaint, or in person.

2.2 HIPAA Privacy Notice and Policy

Purpose

This HIPAA Privacy Notice and Policy describes how the City of Providence may use and disclose protected health information to carry out treatment, payment, or health care operations and for other purposes that are permitted or required by law. It also describes the rights of employees to access and control their protected health information. “Protected health information” is information about an employee, including demographic information, that may identify an employee and that relates to their past, present, or future physical or mental health or condition and related health care services.

Uses and Disclosures of Protected Health Information

The city uses health information for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality of care that employees receive. The city may use or disclose identifiable health information without authorization for several reasons. Subject to certain requirements, the city may provide health information without authorization for public health purposes, for auditing purposes, for research studies, and for emergencies.

The city provides information with otherwise required by law, such as for law enforcement in specific circumstances. In any other situation, the city will ask for written authorization before using or disclosing any identifiable health information. If an employee chooses to sign an authorization to disclose information, that employee may later revoke authorization to stop any future uses and disclosures.

The city may change its policy at any time. Before any significant change is made, the city will change its notice and post the new notice. An employee may request a copy of a HIPAA privacy notice at any time. For more information about the City of Providence’s privacy practices, please contact the Department of Human Resources.

Federal regulations governing the use and disclosure of public health information may require the city to disclose health information in any of the following circumstances:

- **Required by Law** – The employee will be notified, as required by law, of any such uses or disclosures.
- **Public Health** – For public activities and to a public health authority that is permitted by law to collect or receive protected health information, for the purpose of controlling disease, injury, or disability, or if directed by the public health authority, to a foreign government agency that is collaborating with the public health authority.
- **Communicable Diseases** – If authorized by law, to a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading disease.
- **Health Oversight** – To a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies may include government agencies that administer healthcare systems, government benefits programs, and other government regulatory programs.
- **Abuse or Neglect** – To a public health authority that is authorized by law to receive reports of child abuse or neglect or to a governmental entity or agency if there is a belief that an employee has been a victim of abuse, neglect, or domestic violence. In this case, the disclosure will be made consistent with federal and state laws.
- **Food and Drug Administration** – As directed or required by the Food and Drug Administration for the purposes of:
 - Reporting adverse events (or similar activities with respect to food or dietary supplements), product defects or problems (including the use of labeling of a product) or biological deviations.
 - Tracking FDA-regulated products.

- Enabling product recalls, repairs, or replacements, or look back (including locating and identifying individuals who have received products that have been recalled, withdrawn, or are the subject of look back).
 - Conducting post-marketing surveillance.
- **Legal Proceedings** – In the course of any judicial or administrative proceedings, in response to an order of a court or administrative tribunal (to the extent such disclosure is expressly authorized), or in certain conditions in response to a subpoena, discovery request, or lawful process.
- **Law Enforcement** – So long as applicable legal requirements are met, for law enforcement purposes that may include:
 - Legal processes.
 - Limited information requests for identification and location purposes.
 - Pertaining to victims of crime.
 - Suspicion that death has occurred as the result of criminal conduct.
 - Crimes that occur on city premises.
 - Medical emergency, with the likelihood that a crime has occurred.
- **Coroners, Funeral Directors, and Organ Donation** – To a coroner or medical examiner for identification purposes, to determine cause of death, or other duties authorized by law; to a funeral director to carry out duties as authorized by law; for cadaver organ, eye, or tissue donation purposes.
- **Research** – When approved by an institutional review board and in adherence to a research proposal and established protocols to ensure the privacy of protected health information.
- **Criminal Activity** – When there is a belief that disclosure will prevent or lessen a serious and imminent threat to the health and safety of a person or the public or for law enforcement authorities to identify or apprehend an individual.
- **Military Activity and National Security** – For individuals who are members of the armed forces for:
 - Activities deemed necessary by appropriate military command authorities.
 - To determine eligibility for benefits by the Department of Veterans Affairs.
 - To a foreign military authority if an employee is a member of a foreign military service.
 - To authorized federal officials for conducting national security and intelligence activities, including the provision of protective services to the President or other legally authorized activities.
- **Workers' Compensation** – In order to ensure compliance with workers' compensation laws or other similarly legally-established programs.
- **Inmates** – For the purposes of providing healthcare information to a physician if an employee is an inmate of a correctional facility.
- **Required Uses and Disclosures** – When required by the Secretary of the Department of Health and Human Services to investigate or determine the city's compliance with Section 164.500 et. seq.

Employees' Rights

The following is a statement of employees' rights with respect to protected health information and a brief description of how to exercise these rights.

Employees have the right to inspect and copy their protected health information. This means an employee may inspect and obtain a copy of protected health information that is contained in a designated record set for as long as the city maintains the protected health information. A "designated record set" contains medical and billing records, and any other records that a physician's practice uses for making decisions. Under federal law, however, an employee may not inspect or copy the following records:

- Psychotherapy notes.

- Information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding.
- Protected health information that is subject to laws that prohibit access to protected health information.

In some circumstances, an employee may have a right to have this decision reviewed. Please contact the Department of Human Resources if you have any questions about access to medical records.

An employee has the right to request a restriction of their protected health information. This means an employee may request that protected health information not be used or disclosed for the purposes of treatment, payment, or healthcare operations. An employee may also request that any part of their protected health information may not be disclosed to family members or friends who may be involved in care, or for notification purposes as described in this document. The request must state the specific restriction requested, and to whom the restriction applies. The city is not required to agree to a requested restriction, but agreed to, the city may not use or disclose protected health information in violation of that restriction unless it is needed to provide emergency treatment.

An employee has the right to request to receive confidential communications from the city by alternative means or at an alternative location. The city will accommodate reasonable requests. However, the city may condition the accommodation by asking for information regarding payment or specification of an alternative address or other method of contact. The city will not request an explanation as to the basis for the requests. Requests should be made in writing and addressed to the Chief Human Resources Officer.

An employee may request a physician to amend protected health information. This means an employee may request an amendment of protected health information in a designated record set for as long as the record is maintained. In certain cases, the city may deny a request. If denied, an employee has the right to file a statement of disagreement. The city may prepare a rebuttal to the statement and will provide the employee with a copy of the rebuttal. Please contact the Department of Human Resources for more information.

An employee has the right to receive an accounting of certain disclosures made, if any, of protected health information. This right applies to disclosures for purposes other than treatment, payment, or healthcare operations as described in this document. It excludes disclosures made for a facility directory, to family members or friends involved in care, or for notification purposes. Employees have a right to receive specific information regarding these disclosures that occurred after April 14th, 2003. An employee may request a shorter timeframe. The right to receive this information is subject to certain exceptions, restrictions, and limitations.

An employee has the right to obtain a paper copy of this notice upon request, even when they have agreed to accept this notice electronically.

Complaints

Employees may complain to the city or to the Secretary of Health and Human Services if it is believed that privacy rights have been violated by the city. A complaint may be filed with the city by notifying the Department of Human Resources in writing. The city will not retaliate against employees for filing a complaint.

Accountability

Employees with access to confidential information that is protected by HIPAA are required to strictly adhere to the uses and limitations described in the above policy. Employees who violate the policy, standards, or guidelines described above will be subject to immediate disciplinary action, up to and including termination.

2.3 Criminal Background Disqualification

Applicability

This policy applies to all employees of the City of Providence, including temporary, part-time, contract staff, volunteers, interns, and fellows.

Purpose

All prospective employees, interns, fellows, and volunteers of the City of Providence must complete a Bureau of Criminal Identification and Investigation (BCI) Authorization Form prior to employment. Information produced by a criminal records review pertaining to conviction of certain crimes will result in disqualification of the applicant from employment with the City of Providence.

Policy

Level 1 Positions

Level 1 positions are generally defined as those in which the employee, intern, fellow, or volunteer will not work with children in recreational, social service and related capacities.

All prospective employees, interns, fellows, and volunteers of the City of Providence must complete a BCI Authorization Form prior to employment. Information produced by a criminal records review pertaining to conviction of the following crimes will result in disqualification of the applicant from employment with the City of Providence:

- Murder
- Voluntary Manslaughter
- Involuntary Manslaughter
- First Degree Sexual Assault
- Second Degree Sexual Assault
- Assault on a Person Sixty (60) Years or Older
- Assault with Intent to Commit Specified Felonies (Murder, Robbery, Rape, Burglary, et cetera)
- Felony Assault
- Burglary
- First Degree Arson
- Robbery
- Felony Drug Offense Involving the Sale or Distribution of Narcotics
- Larceny
- Federal Bank Law Violations

For the purposes of this policy, a plea of nolo contendere plus a fine or suspended sentence or any combination is equal to a conviction. A plea of nolo contendere plus probation only with no fine or suspended sentence is not considered to be a conviction.

Any prospective employee, intern, fellow, or volunteer who is on probation for a criminal conviction shall be disqualified from service to the city until such time that he or she has successfully completed said probation.

The city reserves the right to request disposition on any charges found on a criminal background investigation report. It is the responsibility of the applicant to provide documentation as requested before providing service to the city. Examples include the 48A Dismissal Report of Expungement Record.

The city reserves the right to review case-by-case the criminal background investigation report of a prospective employee, intern, fellow, or volunteer to determine eligibility of service to the city in consultation with the City of Providence's Solicitor's Office based on the type of offense, length of time since offense was committed, type of employment in relation to the offense, the number of offenses, and time frame in relation to ability to file for expungement of the criminal record.

Level 2 Position

Level 2 positions are generally defined as those in which the employee, intern, fellow or volunteer will work with children in recreational, social service and related capacities.

All prospective employees, interns, fellows, and volunteers of the City of Providence must complete a BCI Authorization Form prior to employment. Information produced by a criminal records review pertaining to conviction of the following crimes will result in disqualification of the applicant from employment with the City of Providence in a level 2 position.

The arrest and/or conviction or arrest pending disposition for one of the criminal offenses listed above, or any of the following offenses, or for any offense which involves elements of proof that are substantially similar to the following offenses, disqualifies an individual from serving in a level 2 position.

- Felony Child Abuse or Neglect
- Felony Domestic Violence
- Felony committed against a child:
 - First Degree Child Molestation
 - Second Degree Child Molestation
 - Child Pornography
 - Circulation of Obscene Publications or Shows
 - Sale or Exhibition to Minors of Indecent Publications, Pictures, or Articles
 - Child Nudity in Publication
 - Transportation for Indecent Purposes
 - Harboring
 - Prostitution
 - Pandering
 - Deriving Support or Maintenance from Prostitution
- Felony drug offense, committed less than five (5) years ago
- Felony involving violence:
 - Murder
 - Manslaughter
 - Rape
 - First Degree Sexual Assault
 - Second Degree Sexual Assault
 - Kidnapping
 - Carjacking
 - First Degree Arson
 - Second Degree Arson

- Mayhem
- Felony Assault
- Felony Battery

The arrest and/or conviction or arrest pending disposition for any of the following offenses, or for any offense which involves elements of proof that are substantially similar to the following offenses, may disqualify an individual from serving in a level 2 position when the offense **does not** involve a child.

- Felony drug offense, committed over five years ago
- Transportation for Indecent Purposes
- Harboring
- Prostitution
- Pandering
- Deriving Support or Maintenance from Prostitution
- Circulation of Obscene Publications and Shows

For the purposes of this policy, a plea of nolo contendere plus a fine or suspended sentence or any combination is equal to a conviction. A plea of nolo contendere plus probation only with no fine or suspended sentence is not considered to be a conviction.

Any prospective employee, intern, fellow, or volunteer who is on probation for a criminal conviction shall be disqualified from service to the City of Providence until such time that he or she has successfully completed said probation.

The city reserves the right to request disposition on any charges found on a criminal background investigation report. It is the responsibility of the applicant to provide documentation as requested before providing service to the city. Examples include the 48A Dismissal Report and Expungement Record.

The city is committed to the diversification of its workforce and understands past offenses do not necessarily preclude otherwise well qualified candidates from access to employment opportunities and career growth with the City of Providence. However, the city must weigh its responsibility to diversity and inclusion with its charge to hire responsibly. The city, through the Department of Human Resources reserves the right to review case-by-case the criminal background investigation report of a prospective employee, intern, fellow, or volunteer to determine eligibility of service to the city in consultation with the City of Providence's Solicitor's Office based on the following criteria:

- The type of the offense.
- The length of time since the offense was committed.
- The offense in relation to the position the candidate is being considered for.
- The number of offenses committed.

2.4 Compensation and Job Title Modification Policy

Applicability

This policy applies to all employees of the City of Providence, including temporary, part-time, contract staff, volunteers, interns, and fellows.

Purpose

As part of the City of Providence's commitment to equity, fair hiring and compensation practices, the Department of Human Resources will conduct an extensive review and analysis for all proposed changes in position, title, and compensation across all City of Providence departments starting with Fiscal Year 2022 budget submissions and in all instances moving forward. The Department of Human Resources will review all of these requests and issue statistical data to inform decisions to approve, adjust, or deny these requests.

Policy

Requests for changes to title and compensation, as well as any requests for new positions must be submitted to the Department of Human Resources, by the department director requesting the change or new position.

The Department of Human Resources will review the proposed changes on the following basis:

Title Changes

Requests for title changes will be reviewed against the current title change, the proposed job description, and other job titles and descriptions of a similar nature. The Department of Human Resources will then implement changes to ensure parity in compensation and responsibilities across similar positions in the organization.

Changes to Compensation

The Department of Human Resources will perform a compensation analysis to evaluate any proposed compensation changes for parity with other positions within the organization of a similar nature and will either approve the department's request or implement changes based on the compensation analysis.

New Positions

The Department of Human Resources will review all newly proposed positions and evaluate their titles and job specifications to determine whether an existing position should be utilized instead of the newly proposed position. Upon determination that the position is unique and warrants creation, the Department of Human Resources will additionally perform a compensation analysis for the new position to ensure parity in compensation and responsibilities commensurate with the requirements and qualifications of the newly created position.

2.5 Management Vacancy Review Policy

Applicability

This policy applies to all City of Providence personnel who are responsible for the selection of administrative and management staff, with the exceptions of Providence Public Safety staff involved with the selection of sworn personnel, the Providence Public School District (PPSD), and the Providence Water Supply Board (PWSB).

Purpose

The City of Providence has an obligation to assure that the interview experience is fair and consistent, and that the selection process adheres to all applicable federal, state, and municipal regulations. The Department of Human Resources will support all city departments to ensure candidates who possess the necessary and required qualifications and experience fill vacancies in administrative and high-ranking managerial positions.

Policy

All finalist candidates for managerial positions within the City of Providence shall participate in at least one interview, which includes at least one member of the Department of Human Resources. The interview may occur in person, via telephone, or via video conference.

At the conclusion of the interview, the Department of Human Resources will prepare concise notes with the candidate's responses to the questions and, if warranted, observations made during the interview. This document will include a recommendation and shall be submitted to the hiring department, usually within one business day following the interview. The hiring manager is encouraged to engage the Department of Human Resources in dialogue about these recommendations after reviewing them. A copy of these recommendations shall also be included in any permanent electronic hiring workflow associated with the position.

For the purposes of this policy, administrative and managerial positions shall include, but are not necessarily limited to, the positions of director or deputy director, an administrator of a department, or any positions that reports to a department director, deputy director, or other administrator, and which includes as a primary job requirement the supervision or direction of employees.

2.6 Record Retention Guideline

Applicability

This policy applies to all employees of the City of Providence, including temporary, part-time, contract staff, volunteers, interns, and fellows.

Policy

This Records Retention Schedule has been developed by the Rhode Island Local Government Records Program of the State Archives in an effort to assist government officials in the proper management of public records.

Employee Administrative Services

Personnel Files	a) Vital information such as hire and separation date, salary, and position history, accrued hours reports, and summaries, pension contributions/returned contribution summaries/reports Retention: Retain fifty (50) years after separation. b) All other records Retention: Retain ten (10) years after separation. c) Per diem employees Retention: Retain seven (7) years after separation
Employment Eligibility Verification Forms	Retain three (3) years after the date of hire or one (1) year after the date employment ends whichever is later (8 C.F.R. 274a.2).
Wage Verification	Retain three (3) years
Quarterly Tax and Wage Reports	Retain data or copies of reports three (3) years.
Calculation Worksheets	Retain three (3) years.

Employee Benefits

Employee Benefit Plans	Retain six (6) years after termination or enrollment or termination of plan.
COBRA Records	Retain seven (7) years.
Family Medical Leave Act Files	Retain three (3) years per 29 C.F.R. 825.500.
Savings Bond Authorization Records	Retain three (3) years or until termination of savings bond deduction, whichever is sooner.
Waiver of Insurance Benefits	Retain three (3) years or until updated or superseded or obsolete, whichever is longer.
Employee Award Program	Retain three (3) years after presentation of award.

Examination and Testing Records

Examination Materials	Retain three (3) years.
Exam Records/Lists	Retain three (3) years.
Exam Booklets	Retain until superseded (Retain one (1) copy permanently).

Classification

Classification Records	Retain five (5) years.
Job Specifications	Retain five (5) years after updated, superseded, or obsolete.

EEO/ADA

Affirmative Action Plans and EEO Reports	a) Plans, policies, annual and semi-annual reports Retention: Permanent. b) EEO reports Retention: Retain three (3) years. c) All other records Retention: Retain three (3) years.
ADA Accommodation Records	Retain three (3) years from the date of making the record or

	personnel action involved. In cases of termination, retain three (3) years from date of termination (29 C.F.R. 1602.31).
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Training and Education Records

Employee Training Records	Retain until employee separates. Maintain summary information in personnel folder.
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Recruitment and Hiring

Employee Application Files	<p>a) Unsuccessful applications Retention: Retain three (3) years after hiring of successful applicant for position in question (or three (3) years after search concluded is position is left unfilled)</p> <p>b) Unsolicited applications and resumes not in connection with posted job openings Retention: Retain three (3) years.</p> <p>c) Applications/referrals of individuals recruited from protected classes (see Uniform Guidelines on Employee Selection Procedures and Title VII of the Civil Rights Act of 1964) Retention: Retain three (3) years or until individual is hired or is no longer seeking employment with the agency, whichever is longer.</p> <p>d) Confirmation receipt for new hire reporting State and local agencies are required by federal and state law to register all new hires and rehires with RI New Hire Reporting administered by the Department of Human Services – Office of Child Support Services. Confirmation receipts are forwarded to the agency upon receipt of new hire information filed as stipulated in R.I. Gen. Laws Chapter 15-24 (Public Law 1997 Chapter 170 §16). Retention: Retain in employee personnel file. See LG15.1.1 – Personnel Files – Official Copy.</p>
Vacancy Notices and Lists	Retain until resolution of all grievances (if any) and then until of no further administrative value (minimum three (3) years).

Compensation Records and TDI Records

Workers Compensation Employee Claim Files	a) Investigative reports, attorney notes, and physical therapy records
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	Retention: Retain until of no further administrative value but no less than three (3) years from the date of incident or major impairment. b) First Report of Injury/incident or accident report that does not result in workers compensation claims Retention: Retain three (3) years from date of incident/accident. a) All other records Retention: Retain thirty (30) years.
Unemployment Compensation Claim Files	Retain three (3) years or until all litigation (if any) has been resolved, whichever is later.
Temporary Disability Records (TDI)	Retain three (3) years after employee applies for benefits under the program.

Medical Records and Occupational Safety

Occupational Safety	a) Employee exposure records Retention: Retain thirty (30) years (29 C.F.R. §1910.1020(d)(1)(ii)) or until all litigation is resolved, whichever is later. b) Summary log of occupational injury and illness, annual summary, and supplemental records Retention: Retain five (5) years following the end of the year to which they relate (29 C.F.R. § 1904.33; 29 C.F.R. § 1904.11).
OSHA Compliance Orders and Reports	Retain seven (7) years after final action relating to an inspection or violation.
Employee Medical Files	Retain for duration of employment plus thirty (30) years (29 C.F.R. § 1910.1020 (d)(1)(ii)).

Retirement

Retiree Files/ Disability Retiree Files	Retain until retiree no longer draws funds from the plan due to death and lack of beneficiary.
Beneficiary Designation	Retain current copy. Transfer to Retiree Files (LG15.10.1) or Return of Contributions Files (LG15.10.3) upon separation or retirement.
Return of Contribution Files	Transfer to Personnel Files (LG15.1.1).
Qualified Domestic Relations Orders	Transfer to Retiree Files (LG15.11.1) or Return of Contributions Files (LG15.11.3) upon separation or retirement.
Pension Distribution Tax Reports	Retain four (4) years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is later (26 C.F.R. § 31.6001-1(2)).
Municipal Pension Plan	Permanent.
Transaction Registers	Retain six (6) years after termination of plan.

Trade Confirmation Reports	Retain six (6) years after termination of plan.
Pension Participant Payout Reports	Retain three (3) years.
Actuarial Reports	Retain one (1) copy permanently.
Employment Verification Forms	Retain one (1) year.

Administration

Meeting Minutes	Permanent.
Reports	a) Daily and weekly reports Retention: Retain one (1) year. Note: Reports required in audit must be retained one (1) year after audit is completed. b) Monthly, quarterly, and periodic reports Retention: Retain three (3) years. c) Annual and special reports and studies Retention: Permanent.
Personnel Lists	Retain three (3) years.
Rate and Time Records	Retain four (4) years. See LG2.6.3.
Sick Bank Records	a) Meeting minutes Retention: Retain three (3) years. b) Employee requests and donation records Retention: Retain three (3) years after separation of employee. c) All other records Retention: Retain three (3) years.
Certificates of Records Destruction	Permanent.

3. Discipline Policy

Applicability

All full- and part-time, active employees and volunteers engaged by the City of Providence are covered under this policy.

Purpose

In general, it is a best practice, when faced with an employee whose behavior and/or performance is or has become substandard in some way, for a department director or supervisor to work to correct the deficiency directly with the employee through regular communication and coaching, outside of the formal disciplinary action process. Often, this alone will serve to encourage improvement in the employee's behavior or performance. If sufficient improvement is seen following informal action by the manager, they should place in the employee's file documentation of the original issue, as well as the informal action taken and the improvement noted. This may prove helpful should formal disciplinary action become required in the future.

This policy serves to standardize practices and procedures relating to administering formal progressive discipline in response to an employee's continued failure to meet the standards, objectives, or rules of the department and/or the City of Providence.

Policy

Offenses warranting disciplinary action can be divided into two general groups:

1. Infractions with penalties aimed at correction but which can lead to more severe progressive discipline if not corrected including, but not limited to:
 - Tardiness
 - Unauthorized absence
 - Early departure
 - Careless workmanship
 - Horseplay
 - Swearing
2. Infractions calling for more serious penalties, including discharge. Infractions include, but are not limited to:
 - Stealing city property
 - Threats or fighting
 - Insubordination
 - Consuming or arriving to work under the influence of alcohol, non-prescription drugs, or illegal substances
 - Intentionally damaging city property
 - Violating the Code of Conduct or Code of Ethics
 - Possession of weapons in the workplace
 - Safety violations
 - Illegal conduct
 - Sexual harassment
 - Use of racial epithets

The degree of discipline administered is dependent upon the severity of the infraction and must be in accordance with appropriate labor contracts. All evidence must be objectively evaluated before taking appropriate disciplinary action. For members of a collective bargaining unit, requests for union representation should be honored at a disciplinary meeting.

Step One – Counseling

Counseling represents an intermediate step between informal corrective action and the formal disciplinary process, for relatively minor infractions. When providing counseling the supervisor should talk privately with the employee and describe the situation, review any previous discussions, and cite any related policies. The counseling session should be briefly outlined in a note to file, a copy of which should be provided to the Department of Human Resources.

Step Two – Oral Warning

Oral warnings are the next step in the disciplinary process, for relatively minor infractions. When giving an oral warning, the supervisor should talk privately to the employee and describe the situation, review any previous discussions, and cite any related policies. The employee should be advised that they are receiving a formal oral warning. The oral warning should be summarized in a note to file, with a copy forwarded to the Department of Human Resources.

Step Three – Written Warning

Written warnings are issued by the department director or their designee in the event the employee continues to disregard counseling and an oral warning, or if the infraction is severe enough to skip lesser disciplinary steps. The written warning sets forth the nature of the infraction in detail and states the next step in the discipline procedure, i.e., referral to the Department of Human Resources for suspension, should there be a continuance of repetition of the infraction. All recommendations for suspension and/or discharge must be made to the Chief Human Resources Officer. The department director will discuss the warning notice with the employee's immediate supervisor and with the employee, to be certain that the employee understands the reasons for the disciplinary action.

An original of the warning letter is to be handed to the employee at the time of the discussion of the discipline. A copy is to be placed in the employee's personnel file. A copy is to be sent to the Department of Human Resources and to the union if the employee is represented by a collective bargaining unit.

Step Four – Suspension

Suspensions are administered as a result of a still more serious infraction of rules and standards, or for continued violations after the employee has received a written warning and has made insufficient effort to improve performance. This is the most severe form of discipline, short of termination. It should be applied only after a thorough evaluation by the supervisor, department director, and approval by the Chief Human Resources Officer.

The Department of Human Resources will issue a letter to the employee stating the reason(s) for the suspension, duration of the suspension, and next steps in the progressive disciplinary process, such as termination. The original letter will be delivered to the employee and a copy will be placed in the employee's personnel file. A copy of the letter will be sent to the department and the union, when applicable.

If an infraction is so severe as to necessitate immediate removal of the employee from the workplace, the department director or their designee will commence action by placing the employee on unpaid leave until circumstances are reviewed as specified above. Notification must be given to the Chief Human Resources Officer immediately, or at the beginning of the next workday.

When the employee returns from a period of disciplinary suspension, the department director should endeavor to ensure that the employee gets back to the job with as little embarrassment as possible.

Step Five – Termination

All employees of the City of Providence, to exclude those so-called “at will” employees listed in Section 905 of the Providence Home Rule Charter, may be dismissed only for cause. Prior to a pre-termination being held, the city will ensure that the following criteria have been considered:

1. The employer’s position with respect to the employee is reasonable.
2. The employer investigated before suspension and scheduling of the pre-termination hearing.
3. The investigation was fair.
4. Evidence supports the charge against the employee.
5. There is no discrimination.
6. The nature of the offense and/or the employee’s past record warrants discharge.

Prior to discharging an employee, the department director must discuss their recommendation with the Chief Human Resources Officer to be certain that all the facts have been reviewed and there is cause for discharge. Once a determination to terminate the employee has been made, the Department of Human Resources will schedule a pre-termination hearing and notify the employee via letter. During that hearing the employee may have union representation, if applicable.

The Chief Human Resources Officer, pending the outcome of the pre-termination hearing and investigation, will make the final determination regarding whether termination is warranted. The employee will be notified in writing regarding the decision.

Section 4, Workplace Guidelines and Expectations

4.1 Appearance Policy

Applicability

This policy applies to all employees, interns, fellows, and volunteers who work for the City of Providence.

Purpose

This policy is designed to help all employees provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and the municipality. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, or colleagues.

The City of Providence is a professional public service organization dedicated to the needs of its citizens. The public perception of the city depends on the ability of our employees to consistently demonstrate a commitment to professionalism and sound judgment. Accordingly, this policy permits departments the flexibility to establish relevant standards based on their mission, type of work, and work environment.

Policy

Employees must dress and groom appropriately for their workday. Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.

Depending on the department and location, you are required to wear clothing designated as appropriate, such as business attire or a uniform. Directors and managers have discretion to set dress codes specific to the department and its functions.

Employees who are issued uniforms are required to always wear the issued uniform while on duty and may not alter the uniform unless the alteration, such as the addition of a patch or decorative pin, is vetted and approved by the city. Additionally, employees who are issued personal protective equipment are bound by the city and departmental policies related thereto.

Articles of clothing containing obscene, offensive, derogatory, harassing, or vulgar language or images are never permissible while on duty or on city property.

Clothing or other attire endorsing a political candidate or campaign are not permissible while at work or representing the city.

Violations

Managers or supervisors are expected to inform and discreetly and respectfully counsel employees when they are violating the appearance policy based on their appearance and hygiene. Employees in violation are expected to immediately correct the issue. Employees may be sent home to change their attire or remediate their circumstances in accordance with city and departmental standards. Repeated violations or violations that have major repercussions may result in disciplinary action, up to and including termination.

Questions about this policy and departmental appearance expectations can be answered by the employee's supervisor or director. Employees who require an exemption for clothing and grooming styles dictated by religion or disability should contact the Department of Human Resources.

4.2 Uniform Policy

Applicability

This policy applies to all employees required by the City of Providence to wear uniforms in connection with their employment.

Purpose

To enhance the image of workers of the City of Providence by providing and maintaining modern, clean, and distinctive uniforms without additional cost to employees.

Policy

The City of Providence will determine which employees will be required to wear uniforms and issue each said employee a reasonable number of uniform sets. Thereafter, all said employees will be required to wear a complete uniform, as defined by their department director, prior to commencing their scheduled shift.

Procedure

- All employees required to wear uniforms will be notified, well in advance, of the effective date of the requirement.
- All such employees will be individually measured for their uniforms.
- All employees will be required to sign a detailed receipt for the uniform clothing which is issued to them.
- Any employee determined to have intentionally abused their uniform clothing will be held financially liable for the replacement cost. This does not apply to normal wear and tear.
- Any employee transferring to another department or terminating their employment (either voluntarily or involuntarily) must turn in their full issue of uniform clothing.
- The department director, in conjunction with the vendor, will establish pick-up and delivery dates for uniform cleaning. Every employee will be informed of those dates by the posting of a notice in the department.

Enforcement

- Any employee reporting to work not wearing the complete uniform as defined by the department director, will be informed to return home and not to report back to work until they are wearing a complete uniform. Repeated such incidents will result in disciplinary action in accordance with city policy.
- Any employee found not wearing their complete uniform during their scheduled shift will be instructed, immediately, to comply with the requirement to wear the complete uniform. Repeat incidents will result in disciplinary action in accordance with city policy.

Responsibility

Overall responsibility for the city-wide program rests with the Department of Human Resources. Department directors have the responsibility for implementation and administration of this policy.

4.3 Telecommuting Policy

Applicability

This policy applies solely to non-union City of Providence personnel and city employees represented by Local Union 1033.

Purpose

Telecommuting, already a growing business practice in academia, private enterprise, and government, suddenly became a genuine necessity as a result of the COVID-19 pandemic of 2020. Providing employees with the ability to work in a location remote from the office while maintaining continuity of operations quickly proved an essential practice in an environment of stay-at-home mandates. As were many other employers, the City of Providence was forced to exhibit great agility modifying its existing technological infrastructure to effectively accommodate a workforce which suddenly found itself without a physical presence in the traditional workspace. With these technological improvements in place, working remotely has proven to be efficient and productive for a wide swath of its employee base, and the city has also determined that telecommuting can be a cost-effective and productivity-boosting benefit for both the employee and the employer.

The City of Providence seeks to continue to allow employee participation in telecommuting practices to the extent that they maintain or improve organizational performance without impacting the performance of individual employees. It is also the city's intention to remain competitive in attracting qualified talent in an environment where candidates are expecting flexibility in the ability to work remotely for at least part of their work week. To this end, the following policy has been developed, to guide management in determining which roles will be allowed to telecommute for a portion of their working hours, and how much in-office time will be required.

Policy

Telecommuting has become part of the city's operational model. Any employee who does not wish to telecommute will not be required to do so, except in the previously mentioned circumstances. Telecommuting may also become mandatory in the case of adverse weather, natural disaster, public health event, or other unforeseen circumstance.

Department directors shall have discretion, based upon operational feasibility, regarding which staff is granted the ability to telecommute, which shall be periodically submitted to the Department of Human Resources for review, and updated as needed. Directors are responsible for providing telecommuting employees the same level of guidance, support, and supervision as when employees are not telecommuting.

Telecommuting employees must receive authorization by their supervisor and are expected to complete all basic job functions in addition to assigned tasks and work while telecommuting. Telecommuting employees are expected to report on their productivity and performance to the satisfaction of their supervisor and may be required to provide proof that assigned projects and tasks have been completed in a timely fashion.

Determining the degree to which the telecommuting employee is meeting accountability benchmarks in their productivity and effectiveness is at the manager's sole discretion. Managers may require telecommuting employees to prepare a written report on tasks completed, schedule mandatory time during which to perform specific tasks (e.g., callbacks, form processing, et cetera), mandate employee attendance at check in calls or virtual meetings, and institute other reporting requirements as deemed appropriate by the supervisor in consultation with the Department of Human Resources.

Employees are required to strictly comply with all city and department policies while telecommuting. Employees engaging in telecommuting activities are expected to be compliant with the City of Providence's Information

Technology Policy when working remotely. All work product produced while telecommuting is the property of the City of Providence, and such work must not be stored on a personal device or software account. All requests for equipment, software, and systems access related to telecommuting should be addressed to the City of Providence's Information Technology Department by the department director.

Unproductive or ineffective use of telecommuting time may result in progressive disciplinary action, and the employee may additionally be required to deduct vacation, floating holiday, or personal time, if it is determined that they are abusing their telecommuting privileges. Multiple infractions or abuse of this policy could result in the revocation of telecommuting privileges and disciplinary action up to and including termination.

Eligibility for Telecommuting

Employees approved for telecommuting by their direct supervisor are required to physically report to the workplace for a minimum of twenty-one (21) or twenty-four (24) hours in each work week, based on whether their normally scheduled work week is thirty-five (35) or forty (40) hours. This required time may be distributed among three full working days, or partial working days, at the discretion of department management, based upon departmental operational needs. During the time the employee is working remotely, they must be performing work for the city, and may not engage in non-city activities.

Some employees, not otherwise eligible for regular weekly telecommuting hours, may be allowed to telecommute on a task-based basis, for particular projects, and under particular circumstances determined by department management. In these cases, the employee will be equipped with all tools and materials required to complete the assigned task and will be required to provide documentation of completion of the assigned work at the completion of their telecommuting period.

Employees with roles that do not allow for telecommuting will not be permitted to do so and are required to physically report to their work locations on their regularly assigned schedule. These may include, but are not limited to, employees responsible for daily direct interaction with and service of constituents, those responsible for maintaining the condition of city streets and infrastructure, and those required to clean and maintain the condition of city facilities.

Safety and Workers' Compensation

The employee will continue to have statutory workers' compensation insurance coverage while telecommuting for any injury that arises directly out of, and while performing city-approved work during the defined work period. An employee who sustains a work-related injury must report it immediately to the supervisor and other designated officials responsible for workers' compensation claims. The city has the right to inspect the site of the injury if a work-related injury is reported.

Additional Notes

Employees remain responsible for compliance with all applicable laws, regulations, ordinances, and policies while telecommuting, just as they would during regular work hours at their permanent work site. The telecommuting employee must perform at the same level of productivity they achieve on a regular workday to be compensated for their time with regular hours.

Telecommuting may not be substituted for circumstances in which the employee would otherwise be appropriately discharging sick, vacation, or floating holiday time.

A periodic report including achieved objectives may be required of any employee performing remote work. The department director will determine the value, validity, and acceptability of the work product detailed in that report.

Additional Guidance on Supervising Telecommuting Employees:

- Review this policy with the telecommuting employee.
- Before an employee begins telecommuting, the supervisor must ensure that they have the necessary equipment, software, and instruction from the Information Technology Department to safely access their city account and shared drives via the city's virtual private network (VPN).
- It is important to review with the employee all objectives which will be expected to be achieved as a result of telecommuting, and benchmarks which must be achieved.
- Communication is critical in a telecommuting scenario. The supervisor must periodically review the effectiveness of telecommuting with the employee, and set realistic measurable expectations, which are clearly communicated to the employee.
- The Department of Human Resources is always available to brainstorm strategies for improving productivity for telecommuting employees.

Guidance to Employees:

- Review this policy in its entirety and ensure that you understand all provisions. If you require additional context or clarification, ask.
- Before telecommuting, ensure all necessary technology to perform duties is available. Advise your department director the IT Department in advance of telecommuting activity needs.
- Ensure you have a clear understanding of management's expectations and objectives while you are telecommuting.
- Do not store any city documents on personal devices, software, or accounts.
- When telecommuting, you are expected to be immediately accessible during scheduled work hours.
- Consult with the Department of Human Resources if you require advice on strategies to improve your productivity while telecommuting.
- Consult with your direct supervisor if telecommuting becomes a challenge to your productivity.

Mandatory Telecommuting During Weather, Public Health, or Other Emergencies

The Chief Human Resources Officer, in consultation with city officials and all relevant parties, may determine that employees are required to perform their job functions remotely during periods of weather emergency, public health emergency, or other unforeseen contingencies. Telecommuting in this circumstance is involuntary and is necessary to ensure continuity of city operations in the event of a prolonged emergency event. Accordingly, any employees refusing to telecommute when required to do so may be subject to progressive disciplinary action, up to and including termination.

4.4 Social Media Policy

Applicability

This policy applies to all employees of the City of Providence.

Purpose

Social media is a popular way for people to share their life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist in making responsible decisions about the use of social media, the city has established these guidelines for appropriate use of social media.

Policy

For the purposes of this policy, “social media” includes all means of communicating or posting information or content of any sort on the internet, including to one’s own or someone else’s web log (or blog), journal or diary, personal website, social networking or affinity website, web bulletin board or chat room, whether or not associated or affiliated with the City of Providence, as well as any other form of electronic communication.

Ultimately, employees are solely responsible for what they post online. Before creating online content, employees should consider the risks and rewards that are involved. Keep in mind that any conduct that adversely affects the employee’s job performance, the job performance of fellow colleagues, or otherwise adversely affects constituents, suppliers, vendors, or other individuals or companies who work on behalf of the City of Providence or its legitimate business interests may result in progressive disciplinary action, up to and including termination.

Know and Follow the Rules

- Ensure that all social media postings are consistent with this policy. Inappropriate postings, including but not limited to those that contain discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the employee to progressive disciplinary action, up to and including termination.

Be Respectful

- Employees’ social media postings which mention fellow employees, constituents, or others who work on behalf of the City of Providence should always be courteous. Work-related complaints are better resolved by speaking directly with the parties involved or by speaking with management or the Department of Human Resources than by posting complaints to a social media outlet. If an employee decides to post complaints or criticism, they should avoid using statements, photographs, video, or audio which reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage constituents, city employees, associates, or suppliers, or which might constitute harassment or bullying. Examples of such conduct might include, but are not limited to, offensive posts meant to intentionally harm someone’s reputation, or posts which could not contribute to a hostile work environment based on race, sex, disability, religion, or any other status protected by law or company policy.

Be Honest and Accurate

- Employees should make every effort to be honest and accurate when posting information or news, and if a mistake is noted, this should be corrected promptly. Posts which have been altered should be noted as such. The internet archives almost everything; therefore, even deleted postings can be searched. Employees must

never post information or rumors that they know to be false about the City of Providence, colleagues, constituents, suppliers, or other people or entities working on behalf of the city.

Post Only Appropriate and Respectful Content

- Maintain the confidentiality of the city's private or confidential information. This may include information regarding the functioning or access of city systems, processes, and technology. Internal reports, policies, procedures, or other internal business-related confidential communications should not be posted, unless appropriate.
- Do not create a link from your blog, website, or other social networking site to a City of Providence website without identifying yourself as an employee of the city.
- Employees should express only their personal opinions. Employees should not represent themselves as authorized spokespeople for the city. If the city is a subject of the content being created, employees must be clear and open about the fact that they are an employee and make it clear that their views do not represent those of the City of Providence or associated parties. If publishing a blog or post online related to their job function, or other subjects associated with the city, they must be clear that they are not speaking on behalf of the city. It is best to include a disclaimer, such as "The postings on this site are my own and do not necessarily reflect the views of the City of Providence."

Using Social Media at Work

- Employees should refrain from using social media while on work time or on equipment provided by the city unless it is work-related as authorized by their supervisor or consistent with the Information Technology Policy. Employees must not use their City of Providence email address to register on social networks, blogs, or other online tools utilized for personal use.

Retaliation is Prohibited

- The City of Providence prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy, or for cooperating in an investigation, will be subject to progressive disciplinary action, up to and including termination.

Media Contacts

- Colleagues should not speak to the media on the City of Providence's behalf without first contacting the Department of Communications. All media inquiries should be directed to them.

4.5 Personal Wireless Devices

Applicability

This policy applies to all employees, interns, fellows, and volunteers who work for the City of Providence.

Purpose

This policy provides guidelines for use of personal cell phones, tablets, laptop computers, or other wireless devices by employees of the City of Providence.

Policy

In order to ensure a safe and productive work environment free from distraction, the following guidelines will apply to the use of cell phones and wireless devices not owned by the city for the purpose of making or receiving phone calls or text messages, gaming, internet access, instant messaging, or any other activity that would require the attention of the user.

- Personal use of cell phones and other wireless devices must be limited to break and rest periods, and their use must be conducted in a manner that does not disrupt the workplace.
- Devices may not be used at any work site where its operation is or may be a distraction to other city employees or the public, even if the use is on a break.
- Devices may not be used when performing safety sensitive duties, such as operating machinery or vehicles of any kind, or at times when the employee is responsible for the supervision and care of children, the elderly, or persons with special needs.
- Devices may not be used for any activity that violates city policy, including accessing or distributing any material of a pornographic, discriminatory, violent, or harassing nature.

Employees may use their personal cell phones or other wireless devices while carrying out their duties for the city, such as making necessary calls or sending text messages to colleagues or supervisors or accessing their city email account. If such use becomes necessary, the employee and their supervisor should discuss the issuance of a city cell phone.

Employees may occasionally find it necessary to use their personal cell phone or wireless device during working hours when dealing with personal matters of an urgent or time sensitive nature. All such use should be minimized, and employees must notify their supervisor when such minimal but necessary use of personal devices is expected.

The use of a personal wireless device connected to a city Information Technology Department resource, such as accessing WiFi or an employee's city assigned email account, is governed by the Information Technology Policy.

Violations of this policy may be subject to progressive disciplinary action under the City of Providence's Discipline Policy.

4.7 Out of Rank Compensation Policy

Applicability

This policy applies to all bargaining unit employees of the City of Providence, including personnel of the Providence Water Supply Board, and civilian Providence Public Safety employees.

Purpose

The purpose of this policy is to provide guidance on the impact to working schedule and compensation of City of Providence bargaining unit employees working out of rank.

Policy

When a bargaining unit employee changes position to a position with different working hours and/or compensation class, they shall assume the scheduled working hours and salary for the out of rank position, for the duration of the out of rank period. When returned to their regular position, their scheduled hours and salary shall revert to the schedule and compensation appropriate for that position.

4.8 Cashier & Teller Over/Short Policy

Applicability

This policy applies to all employees of the City of Providence in a position that includes the responsibility to process cash transactions via a cash register.

Purpose

The purpose of this policy is to provide clarity on the standards and expectations regarding teller register discrepancies. This policy also outlines standards for uniformly addressing discrepancies and provides measures and strategies to ensure accurate work and to identify areas in which tellers require assistance or training.

Policy

A teller is responsible for carefully and accurately processing cash transactions. Any discrepancies in a teller's balance, regardless of amount, will be recorded on the teller's over/short record. Discrepancies are identified on a daily basis by reconciling the daily receipt pages that are sent to the Controller for input into the General Ledger.

- A teller meets acceptable standards for the handling of cash transactions when the teller has fewer than three (3) discrepancies of \$10.00 or less in **any** thirty (30) day period.
- A teller's performance is considered unacceptable when the teller has three (3) or more discrepancies of \$10.01 or greater in **any** thirty (30) day period.

When a teller falls below the acceptable standard, a warning will be issued, and a thirty (30) day observation period will be implemented. During the observation period, the teller's performance will be documented and individualized

training and/or assistance will be provided to improve the teller's performance. If the teller's balancing record returns to the above outlined acceptable standard after the thirty (30) day observation period, the observation period will end. If the teller has not returned to the acceptable standard, the Controller may elect to extend the observation period for an additional thirty (30) days, or in consultation with the Department of Human Resources, pursue progressive disciplinary action, up to and including termination.

For newly hired tellers, performance reviews will be conducted at thirty (30) day intervals for the first ninety (90) days in which the teller is processing transactions. These reviews should be conducted at day 30, 60, and 90, and the teller's balancing record will be evaluated.

Circumstances not specifically covered in this policy may also result in immediate progressive disciplinary action. These include, but are not limited to, significant one-time imbalances, register discrepancies, theft, or continued violations of the basic standards outlined in this policy. Failure to comply with this policy will result in progressive disciplinary action, up to and including termination.

4.9 Arrest Notification Policy

Applicability

This policy applies to all full-time, part-time, seasonal, and temporary employees of the City of Providence, to include interns, fellows, and volunteers.

Policy

An employee who is charged or convicted of any felony or misdemeanor by any federal, state, or local law enforcement authorities (including those outside the State of Rhode Island) must immediately inform the Chief Human Resources Officer by completing and submitting a Notification of Arrest Form. The form shall be filled out and submitted to the Chief Human Resources Officer, regardless of the nature or severity of the charge. Notification must be within one day (twenty-four [24] hours following the charge or conviction) or as soon as is practicable in the case of incarceration.

A violation of this policy subjects the employee to the City of Providence's Discipline Policy, regardless of the outcome of the criminal matter. Failure to provide timely notification under this policy will result in disciplinary action, up to and including termination, regardless of the outcome of the criminal matter. Notification is not required if the employee is arrested and released without being charged.

Directors, supervisors, and other administrative and management staff must report to the Chief Human Resources Officer any information they have related to the charge or conviction of any employee.

An employee shall report to the Chief Human Resources Officer the resolution of any charge within one day (twenty-four [24] hours) or as soon as possible, by using the Notification of Arrest Form. Such resolutions include convictions, pleas in abeyance, or diversion agreements.

Section 5, Time and Attendance

5.1 Attendance Notification Policy

Applicability

This policy applies to all full-time, part-time, temporary, or contract employees of the City of Providence.

Purpose

The purpose of this policy is to ensure that employees at every level of the City of Providence are informed of the basic expectations regarding their attendance at work, calling out of work, and proper utilization of sick time.

Policy

To ensure that the City of Providence provides appropriate and timely services to constituents and fellow municipal employees, it is the responsibility of every employee of the City of Providence to report to work every day as scheduled. Employees are expected to arrive for their scheduled work shifts on time and prepared to being working. Employees are also expected to remain at work for the entirety of their scheduled shift.

The City of Providence understands that employees may become ill or experience emergencies or personal situations that may cause them to need to miss work, arrive late, or otherwise alter a portion of their scheduled shift. In any case where an employee may be unable to report to work, they must make every reasonable effort to contact their department before the scheduled start time of their shift to notify their supervisor of their absence or tardiness. In the case of illness or emergency during the workday, the need to leave early should be communicated immediately, or as soon as practical.

Failure to report for duty without proper notification is treated as a no-call, no-show absence and may be considered job abandonment or result in other progressive disciplinary action.

Sick time accrues at a rate of one (1) day per one (1) month and may be discharged on an hourly basis. For employees that are members of a bargaining unit, please see your collective bargaining agreement (CBA) for specifics regarding the accrual and accumulation of sick time.

Employees should request the discharge of their accrued sick time when providing their department with proper notice of their absence from work, as outlined above. It is the employee's responsibility to monitor their balance of accrued sick time.

Excessive absenteeism unrelated to an approved leave of absence is defined in the Sick Time Abuse Policy. Should the circumstances of an employee's absences be covered by a qualifying leave reason as defined in the Leave of Absence Policy, the Department of Human Resources encourages employees to apply for leaves of absence as appropriate. The routine use of vacation or floating holiday time is addressed in the Vacation Policy.

5.2 Vacation Policy

Applicability

This policy applies to all full-time employees of the City of Providence who have accrued vacation time in accordance with the schedule included in this policy.

Purpose

The purpose of this policy is to ensure that employees of the City of Providence are informed of how their vacation time is accrued, how it may be discharged, and how it should be requested.

Policy

Annual vacation time for employees is calculated based on an employee's time actually served, dependent on the number of years of total service to the city as a permanent employee. If in a calendar year, an employee has attained the number of years of service outlined below, then beginning on the employee's anniversary date of that year, the employee will accrue vacation time at the rate indicated in the following schedule:

Full-Time Employees, Non-Union - 35 Weekly Hours	
Years of Service	Vacation Weeks per Year
6 Months	1 Week
1 to 5 Years (Hired after 7/1/87)	2 Weeks
1 to 5 Years (Hired before 7/1/87)	3 Weeks
6 to 10 Years	3 Weeks
11 to 15 Years	4 Weeks
15 or More Years	5 Weeks
Each employee is allowed to carry over earned but unused vacation time in the calendar year in which it was scheduled to be taken to a maximum accumulation of six (6) weeks or thirty (30) working days.	

Full-Time Employees, Local 1033 - 35/40 Weekly Hours	
Years of Service	Vacation Weeks per Year
6 Months	1 Week
1 to 5 Years (Hired after 7/1/87)	2 Weeks
1 to 5 Years (Hired before 7/1/87)	3 Weeks
6 to 10 Years	3 Weeks
11 to 15 Years	4 Weeks
15 or More Years	5 Weeks
Each employee is allowed to carry over earned but unused vacation time in the calendar year in which it was scheduled to be taken to a maximum accumulation of six (6) weeks or thirty (30) working days. Please see the collective bargaining agreement (CBA) for details. This administrative policy does not modify existing CBA language regarding vacation time, accrual, or banks.	

Please note that no person employed as a consultant or expert on a contract basis, employed on a seasonal basis, or temporarily employed in a non-budgeted role shall accrue vacation time.

Employees are encouraged to utilize the vacation time that they have accrued and should request the use of vacation time **as far in advance as possible**. Department directors may implement their own requirements for advance notice of vacation requests to align with their unique operational requirements. Department directors may also institute their own procedure for vacation requests, such as a digital or print form, email, or scheduled calendar events, provided that all requests are consistent. Departmental procedure should be documented, posted, and available to all employees of the department.

Supervisors will attempt to grant an employee their requested vacation time, in accordance with their director's procedures, departmental coverage, and operational needs. In the case of multiple vacation requests for the same time period, requests will be reviewed on a first come, first served basis. Vacation time may be discharged on an hourly basis and should always be requested as far in advance as possible.

Requests for vacation are approved or denied at the discretion of a department director or their designee. An employee should not begin the use of vacation time without having received explicit approval from management.

Floating Holidays

Employees are granted three (3) floating holidays at the start of the calendar year. Floating holidays must be used within the calendar year in which they are accrued and will not roll over.

Floating holidays can only be discharged in half or full day increments and must be requested as far in advance as possible. Supervisors will attempt to grant an employee their requested floating holidays, in accordance with departmental coverage and operational needs. In the case of multiple floating holiday requests for the same time period, requests will be reviewed on a first come, first served basis.

Employees that are members of a bargaining unit may have different contractual provisions regarding the accrual and discharge of floating holiday time that are not modified by this administrative policy. Please see your collective bargaining agreement (CBA) for details.

Summer Hours

Please be advised that during summer hours, from July 1st through August 31st, utilizing a full day of paid time off will require the discharge of a full vacation, floating holiday, or personal day, as no loss of pay results from the early conclusion of the business day. As such, the discharge of any other amount of paid time off, such as half days or early departures, must also account for the full, regular business day, regardless of summer hours.

5.3 Sick Time Abuse Policy

Applicability

This policy applies to all full- and part-time, regular employees of the City of Providence.

Purpose

To standardize practices and procedures relating to the identification of sick time abuse and to provide guidance on when an employee's sick time usage should be reviewed for potential abuse.

Policy

To ensure that the City of Providence provides appropriate and timely service to constituents and fellow municipal employees, it is necessary to have all city employees report to work every day as scheduled. Unless exempted at the discretion of the Chief Human Resources Officer, the following guidelines should be followed in identifying excessive absenteeism and the abuse of sick time. When applicable, employees who have exhibited sick time abuse

or excessive absenteeism for a qualifying leave reason should first be referred to the Department of Human Resources to initiate a leave of absence request and determine their eligibility for leave.

The city defines the abuse of sick time as persistent or patterned use of sick time, or excessive use of sick time not associated with an approved leave of absence. Such instances of sick time abuse include, but are not limited to, the following:

- Employees who are absent from work for three (3) or more consecutive days, or who discharge three (3) or more full sick days (with or without pay) within a one (1) month period not associated with an approved leave of absence.
- Employees who discharge sick time on an hourly basis on five (5) or more occasions within a one (1) month period not associated with an approved leave of absence.
- Employees who exhibit a pattern or trend of sick time use, such as immediately before or after weekends or holidays, to circumvent the denial of vacation time, or any other established pattern of use that is not verified by a healthcare provider or associated with an approved leave of absence.
- Employees who exhibit a pattern or trend of hourly sick time use, such as for consistent tardiness, consecutive or specific days of the week, or any other established pattern of hourly use that is not verified by a healthcare provider or associated with an approved leave of absence.
- Employees who do not make good faith efforts to notify their department director or designated supervisor of their need to utilize sick time.

Departments are responsible for monitoring their employees' use of sick time. Violations of this policy will be subject to progressive disciplinary action, to include a requirement to provide supporting documentation or other reasonable evidence as determined by the Chief Human Resources Officer in connection with the use of sick time for a period of three (3) months following the applied discipline. Repeated or severe violations will result in further progressive disciplinary action, up to and including suspension or termination.

5.4 Leave of Absence Policy

Applicability

This policy applies to all full-time, regular employees of the City of Providence.

Purpose

The purpose of this policy is to inform employees of the City of Providence of the leaves of absence available to them for reasons related to medical care for themselves or qualifying family members, the birth or placement of a new child in their home, military service, and other purposes, as well as the associated eligibility and certification requirements. This policy will also outline the general procedures and expectations for leave administration at the City of Providence.

Policy

The City of Providence administers several leave policies with differing eligibility criteria and certification requirements. Leaves of absence may be approved under one of the following policies, or under multiple leave policies concurrently when applicable:

- Family and Medical Leave Act (FMLA)
- Rhode Island Parental and Family Medical Leave Act (RIPFMLA)
- Paid Parental Leave
- Sick Leave Extension
- General Leave of Absence
- Military Leave in accordance with USERRA

Leave Administration

Leaves of absence are administered by the City of Providence's Department of Human Resources. This policy, necessary forms, and other information regarding the leaves of absence available to city employees can be found on the human resources website at www.providenceri.gov/human-resources. Employees may also contact the Department of Human Resources directly at hr@providenceri.gov to obtain information and forms.

- Employees must provide thirty (30) days advance notice of the need for a leave of absence. If an employee fails to provide thirty (30) days' notice of foreseeable leave with no reasonable excuse, leave may be denied. If the need for leave is unexpected or unforeseen, an employee should provide as much notice as practical.
- Upon receiving the request for a leave of absence, the Department of Human Resources will review the request and respond notifying the employee of their eligibility for leave under the applicable law or policy.
- Employees who are eligible for a leave of absence will be provided with the appropriate form with which to certify their need for leave. The required documentation must be returned to the Department of Human Resources within fifteen (15) calendar days, or the request for leave may be denied.
- Upon receipt of the completed form, employees will be informed whether their request for leave has been approved or denied, whether additional information or clarification is needed, the duration of their leave in the case of an approval, and whether they will be required to present a fitness for duty certification prior to returning to work.
- Please note that all absences by employees that qualify for the Family and Medical Leave Act, or the Rhode Island Parental and Family Medical Leave Act shall be designated as such even if the employee does not request such leave.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) is a federal law that provides employees with the right to an unpaid leave of absence in certain circumstances, and to be reinstated to their position, or an equivalent position at the conclusion of their FMLA protected leave of absence. Under the FMLA, employees may be entitled to up to twelve (12) weeks of unpaid, job protected leave during a twelve (12) month period. FMLA leave will run concurrently with other leave policies or workers' compensation benefits, as applicable.

To be eligible for leave under the FMLA, employees must meet the following criteria:

- Have been employed by the city for at least twelve (12) months.
- Have worked at least 1,250 hours, or approximately twenty-five (25) hours per week, in the twelve (12) months prior to the start of the requested leave.

To qualify for leave as FMLA under this policy, the leave request must be for one of the following reasons:

- An employee's own serious health condition.
- To care for an immediate family member's serious health condition. An immediate family member is defined as a parent, spouse, or child.
- The birth, adoption, or foster placement of a child in the employee's home, within one (1) year of the qualifying event.
- Any qualifying exigency arising out of the fact that the employee's son, daughter, or parent is a service member on covered active duty or call to covered duty status.

Employees who meet the above criteria may apply for up to twelve (12) consecutive weeks of FMLA protected leave, or alternatively may apply for intermittent leave, at a frequency and duration specified by their health care provider in writing. Please note that it is not permitted to take intermittent leave for bonding with a new or newly placed child in the employee's home.

When the need for leave is foreseeable, the employee must provide the city with thirty (30) days advance notice of the need to take FMLA leave, when it is possible and practical to do so. When the need for leave is unexpected, the employee must provide notice to the city as soon as possible and practical.

Each request for leave under the FMLA will require that the employee provide a Certification of Health Care Provider Form, fully executed by the employee's treating health care provider, or that of a family member for whom the employee will be providing care. Incomplete certifications will be returned to the employee and leave approval will not be granted until completed.

An employee approved for FMLA protected leave is required to discharge any accrued and available paid sick time. Once all available sick time has been discharged, the employee may choose whether to discharge available vacation or floating holiday time, or to go unpaid. An employee on an approved intermittent FMLA leave is required to discharge their accrued and available sick time in any increment that aligns with their intermittent FMLA usage.

Rhode Island Parental and Family Medical Leave Act (RIPFMLA)

The Rhode Island Parental and Family Medical Leave Act (RIPFMLA) is a state law that provides employees with protections like those of the FMLA, but with some differences in eligibility requirements, qualifying reasons for leave, and entitlement available. Under the RIPFMLA, employees may be eligible for up to thirteen (13) weeks of unpaid, job protected leave during a twenty-four (24) month period. RIPFMLA leave will run concurrently with other leave policies or workers' compensation benefits, as applicable.

To be eligible for protected leave under the RIPFMLA, employees must meet the following criteria:

- Have been employed by the city for twelve (12) consecutive months.
- Be a full-time employee that works an average of thirty (30) hours per week.
- Have taken less than thirteen (13) weeks of leave designated as RIPFMLA in the prior twenty-four (24) months.

To qualify for leave as RIPFMLA under this policy, the leave request must be for one of the following reasons:

- An employee's own serious health condition.
- To care for a family member's serious health condition. A family member is defined as a spouse, qualifying domestic partner, parent, parent-in-law, or child.
- The birth, adoption, or foster placement of a child in the employee's home within one (1) year of the qualifying event.

- To attend a child's qualifying school activities. Please note that this leave is limited to ten (10) hours in a twelve (12) month period.

Employees who meet the above criteria may apply for up to thirteen (13) weeks of RIPFMLA protected leave. RIPFMLA does not allow for the use of intermittent or reduced schedule leave; therefore, leave must be taken over a continuous period of time.

Certification requirements of RIPFMLA are the same as FMLA, and if both are applicable, FMLA and RIPFMLA will run concurrently. FMLA and RIPFMLA will also run concurrently with any other applicable leave, policy, or benefit which may be available.

An employee approved for RIPFMLA protected leave is required to discharge any accrued and available paid sick time. Once all available sick time has been discharged, the employee may choose whether to discharge available vacation or floating holiday time, or to go unpaid.

Parental Leave

***Note:** The Parental Leave Policy does not cover employees in a temporary position or who are represented by the Laborers' Local 1033, the Fraternal Order of Police, or Local 799 of the International Association of Fire Fighters Unions. Please refer to your respective collective bargaining agreements for leave provisions specific to you. In addition, certain grant funded positions may not be eligible.*

Parental leave is offered by the City of Providence to ensure that eligible new parents who are regular, full-time employees of the city have the opportunity to take up to six (6) weeks of paid leave to accommodate the birth, adoption, or foster placement of a child in their home.

To be eligible for paid parental leave, employees must meet the following criteria:

- Employed as a regular, full-time employee of the city for at least one (1) full year, consisting of twelve (12) consecutive months.
- Must not have utilized any other leave entitlement during the previous twelve (12) months from their leave start date, not to include the routine use of vacation, sick, or floating holiday time.
- Must be in good standing with an acceptable performance record, as determined by the Chief Human Resources Officer.

To qualify for paid parental leave, the leave request must be for the following reason:

- The birth, adoption, or foster placement of a child in the employee's home, within one (1) year of the qualifying event.

Employees who meet the above criteria may apply for up to six (6) weeks of paid parental leave, which cannot exceed twelve (12) months following the date of birth, adoption, or foster placement. If the employee is eligible for FMLA or RIPFMLA, it will run concurrently with paid parental leave. Leave may be requested on a continuous or intermittent basis, but in keeping with FMLA standards, an intermittent leave for bonding will only be approved with the explicit agreement of the employee's director and the Chief Human Resources Officer, to include an agreed upon frequency and duration of absences in writing.

The employee must apply for paid parental leave thirty (30) days in advance of the qualifying event or as soon as it is practical.

Each request for paid parental leave will require that the employee complete the Paid Parental Leave Application Form, to include medical or legal documentation to certify the birth or placement of a child in the employee's home. Incomplete applications will be returned to the employee and leave approval will not be granted until completed.

An employee approved for paid parental leave must discharge all but two (2) weeks of paid time off prior to receiving any leave with pay under this policy. The two (2) weeks of paid time off can be any combination of sick, vacation, or floating holiday time. Regardless of when an application is submitted, any benefit provided under this policy will be based on the employee's paid time off balances as of their leave start date. Upon expiration of paid parental leave, the employee may utilize their remaining balances of paid time off.

Sick Leave Extension

Any employee represented by the Laborers' Local 1033 Union with at least five (5) years of continuous service, who contracts a serious illness, may be granted, with the approval of the Chief Human Resources Officer in consultation with their department director, an extension to their leave of absence, not to exceed ninety (90) days after discharge of all accumulated paid time off over the full term of their employment with the City of Providence.

Sick leave extensions are granted in thirty (30) day increments and must be requested using the Sick Leave Extension Application Form accompanied by a letter from the employee's treating health care provider stating the time the employee is required to be out of work. Following review by the employee's department director and the Chief Human Resources Officer, employees will receive notification of the decision on their sick leave extension request as outlined above in leave administration.

General Leave of Absence

Any full-time, regular employee may be granted a leave without pay, not to exceed one (1) year, for reason of personal illness, disability, or other purpose deemed proper and approved solely at the discretion of the Chief Human Resources Officer. Except for employees on leave due to medical reasons, employees on unpaid leave of any nature shall not accrue sick or vacation time after twenty-six (26) weeks of unpaid leave.

Employees seeking a leave of absence must complete a Leave of Absence Application Form and return it to their department director. The director should then complete their portion of the application and forward all completed requests to the Chief Human Resources Officer for final review and approval or denial. Employees will then receive notification of the decision on their leave of absence request as outlined above in leave administration.

While on a leave of absence for a medical reason, it is mandatory to discharge all accrued and available paid sick time. Once all available sick time has been discharged, the employee may choose whether to discharge available vacation or floating holiday time, or to go unpaid. All decisions related to use of paid time off must be outlined on the Leave of Absence Application Form.

Military Leave

The City of Providence grants military leaves of absence in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws that protect individuals with military commitments from detrimental employment decisions based upon those commitments. Military leaves of absence may be paid or unpaid leaves.

City Ordinance Section 17-95:

Officers and full-time employees who have been continuously employed for at least six (6) months and who by reason of membership in the active reserve forces of the United States or as members of the Rhode Island National Guard are ordered by the appropriate authority to full-time active duty and to attend full-time

training activities shall be entitled to leaves of absence with pay during the actual duration of such activity but not to exceed fifteen (15) days in any one (1) year. Notwithstanding, after the completion of the aforementioned fifteen (15) days of paid military duty leave, and for as long as the employee is required by the appropriate authority to remain on full-time military duty leave, the city shall pay to the employee on a weekly basis an amount equivalent to the actual difference between the employee's then-current regular city salary (including, if applicable, all longevity pay benefits; and including any applicable salary increases that may take effect during the employee's military duty leave) and the amount of pay received by the employee for his/her military service, if said regular city salary is higher than the employee's military pay. Military leave shall not be deemed vacation leave.

Military leave is defined as any time off that is provided to employees who are members of the National Guard or other reserve component of the United States Armed Services and who are called to active duty, attend scheduled reserve service, and/or temporary training duty.

Employees must give written or verbal notice along with, if available, a copy of the military orders to their supervisor and the Department of Human Resources at least two (2) weeks prior to the start date of the military leave of absence when it is possible and practical to do so. Additionally, the employee is required to follow any standard departmental practice related to communication of upcoming leave.

Employees requesting more than fifteen (15) days of paid military leave must also provide their supervisor and the Department of Human Resources with proof of their military salary, such as a Leave and Earnings Statement, to allow for calculation of compensation amounts in accordance with the City Ordinance.

Holiday Pay on Leave

To be eligible for holiday pay, employees must work during the week that the holiday occurs or during the previous week. An employee may also be eligible for holiday pay if they are utilizing vacation time or bereavement time for at least one day during the week, or if on jury duty. For purposes of this policy, paid floating holiday time, personal time, or compensatory time will be treated the same as vacation time.

Employees who discharge paid sick time during the week of the holiday and the entire preceding week, will not receive holiday pay, even if they are on approved medical leave pursuant to the FMLA. In this circumstance, the employee will be paid sick time in lieu of any holiday pay, and such sick time will be drawn from their balance of accrued sick time.

If the employee is on an approved leave of absence and discharging paid vacation time, floating holiday time, or compensatory time, they will receive holiday pay. Employees on approved leave in an unpaid status during the entire week of the holiday and the entire preceding week will not receive holiday pay.

Reminder: Employees who are on approved FMLA, RIPFMLA, or any other leave of absence for their own health condition must discharge all of their paid sick time before utilizing any other form of paid time off. If paid sick time is exhausted, the employee has the option of utilizing other paid time off or converting to unpaid status.

Payments received under the Sick Leave Extension subheading of this policy are treated the same as sick time.

5.5 Bereavement Leave Policy (Non-Union)

Applicability

All full-time, regular employees are covered under this policy, excluding those represented by the Laborers' Local 1033, Fraternal Order of Police, or Local 799 of the International Association of Fire Fighters Unions, and all staff employed by the Providence Public Schools District.

Purpose

It is the intention of the City of Providence to support employees during times of grief and bereavement, while maintaining continuity of operations. While the following policy establishes general guidelines for granting bereavement leave, if additional time is needed, employees should discuss other leave options with the Department of Human Resources and their manager to determine if additional considerations are needed.

Policy

When a death occurs in an employee's immediate family (as defined below), all regular, full-time employees may take up to five (5) days off with pay for purposes of bereavement. The city may, at its discretion, require verification of the need for bereavement leave provided to the Department of Human Resources.

Additionally, all regular, full-time employees may take up to two (2) days off with pay following the death of a non-immediate extended family member.

For the purposes of this policy, an "Immediate Family Member" shall be defined as the employee's spouse, domestic partner, parents (to include stepparents, foster parents, parents-in-law and domestic partner's parents), grandparents, siblings, children, children of a domestic partner, stepchildren, adopted children, children for whom the employee has parental responsibility, grandchildren, and in some cases may include extended family members who are domiciled in the employee's home.

For the purposes of this policy, a non-immediate "Extended Family Member" shall be defined as any other non-immediate family member, such as an aunt, uncle, or cousin.

Paid time off may be granted in the case of persons with non-familial relationships to the employee, such as colleagues, friends, or other categories of relation. These may be eligible for bereavement and/or other paid time off in the form of vacation, floating holiday, or personal time, at the sole discretion of the Department of Human Resources in consultation with the employee's department, provided that notice is given as soon as possible. Such requests will not be unreasonably denied.

Additional time off may also be granted depending on circumstances such as distance, or the employee's personal responsibility for funeral arrangements.

5.6 Time Clock Policy

Applicability

This policy applies to non-exempt employees of the City of Providence that are required to utilize a time clock system to record all regular and overtime hours worked.

Purpose

The purpose of this policy is to govern the use of a time clock system. The use of a time clock is at the discretion of a department director, and must be applied consistently within a department, or a clearly defined division of a department.

Policy

Unless otherwise determined by their department director, employees are required to clock in and out using the device located in the building where they work using the badge or ID provided for this purpose. Alternatively, a unique employee code may also be entered into a designated system. Employees must clock in at the beginning of their scheduled shift and out at the end of their scheduled shift or assigned overtime. Employees are also required to clock out and in for lunch breaks but are not required to clock out and in for paid fifteen-minute breaks.

It is an employee's responsibility to clock in and out. It is never permissible for an employee to clock in or out for another employee.

If an employee forgets to clock in or out of the designated timekeeping system, the employee should notify their supervisor or other departmental designee as soon as possible to report the omission. There is not, nor shall any department implement, a "grace period" for clocking in or out at the start of completion of any scheduled work shift or lunch break.

Employees are responsible for the safe keeping of the badge or ID provided for the purpose of utilizing the time clock system. Any lost or stolen badges or IDs must be reported immediately. Any employee who clocks in with a unique code or logs into a timekeeping system with a password should never share or disclose their information.

Tardiness, missing punches, tampering with a time clock system in any way, or other violations of this policy will be subject to progressive disciplinary action, up to and including suspension or termination. Progressive discipline will be based upon the severity and frequency of infractions, as well as the employee's overall record.

Section 6, Health and Safety

6.1 Weapons in the Workplace Policy

Applicability

This policy applies to all employees, interns, fellows, and volunteers engaged by the City of Providence, to include employees of the Providence Water Supply Board.

Purpose

Ensuring a safe work environment and the prevention of workplace violence is of paramount importance to the City of Providence. Weapons inside the workplace pose a potential threat to the safety and security of our employees, constituents, and customers.

Policy

For the purposes of this policy, firearms or other dangerous weapons are defined as:

- Any handgun, rifle, machine gun, air rifle, air pistol, “blank gun,” “BB gun,” or other instrument from which steel or other metal projectiles are propelled, or which may readily be converted to expel a projectile. The frame or receiver of any such weapon shall be construed as a firearm under the provisions of this policy.
- Sling shots.
- Metal knuckles.
- Bow and arrow, or crossbows.
- Stun guns.
- “Nunchuks,” or any other martial arts weapons.
- Any spring blade knife, sheath knife, or any other instrument with a sharpened blade in excess of 2.5 inches, except for kitchen implements or tools necessary to the work being performed for the city. Any knife which opens or is ejected by an outward, downward thrust or movement.
- Any instrument that can be used as a club and poses a reasonable risk of injury.

“Workplace” is defined as all property and facilities owned, leased, rented, or otherwise occupied by the City of Providence, to include the grounds, buildings, parking lots and structures, vehicles, and any other site or location where an employee enters on behalf of the City of Providence.

The City of Providence prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in city facilities or on city property, including anywhere that city business is conducted, such as customer, client, or constituent locations, trade shows, restaurants, city event venues, and including while operating or riding in city owned or leased vehicles.

Employees are prohibited from displaying, brandishing, discharging, or otherwise using any dangerous weapons, making threats, or engaging in any other acts of violence.

Neither an employee’s off-duty military or reserve personnel status, nor an employee’s possession of an active conceal and carry permit issued by the State of Rhode Island, exempts them from this policy.

Please note that this policy does not apply to the following:

- Sworn officers of the Providence Police Department.

- Any person on official active duty participating in military activities sponsored by the state or federal government, while engaged in official, lawfully ordered duties.
- Serving utensils when used for serving or eating food.
- Self-defense sprays carried for personal protection. Such items shall be stored out of sight and in the employee's personal belongings, such as a purse or briefcase. The spray must be contained in a commercially manufactured capped aerosol device containing no more than four (4) ounces of spray with less than 10% concentration of capsaicin.
- Sporting equipment stored in employee vehicles for personal use, such as baseball bats, martial arts equipment, golf clubs, et cetera. Firearms are not considered sporting equipment for the purposes of this policy.

Any employee who is aware of a weapon of any type or form within the building, or that an employee has a weapon in their possession while engaging in business on behalf of the City of Providence off-site, has an obligation to report this information immediately to their manager, the Department of Human Resources, or security. It is the responsibility of the Department of Human Resources and security to do what is necessary to ensure the safety of all of those who work at and do business with the City of Providence.

6.2 Drug and Alcohol-Free Workplace

Applicability

All active employees, interns, fellows, and volunteers engaged by the City of Providence are covered under this policy.

Purpose

The City of Providence is committed to protecting the safety, health, and wellbeing of all employees and other individuals in our workplace. Drug use and abuse at the workplace or while on duty is subject to immediate concern. These problems are extremely complex for which there are no easy solutions. The City of Providence encourages employees to voluntarily seek help with drug and alcohol problems.

Policy

It is the policy of the City of Providence to provide a workplace that is free from the use and effects of drug and alcohol use and abuse. The city has a zero-tolerance policy for conduct in violation of this policy.

For the purposes of this policy, "Controlled Substance" means any drugs listed in 21 U.S.C. 812 and other federal regulations. Generally, all illegal drugs and substances are included such as marijuana, heroin, morphine, codeine, opium additives, LSD, DMT, STP, amphetamines, methamphetamines, and barbiturates.

"Conviction" means findings of guilt, to include a plea of nolo contendere, or the imposition of a sentence by a judge or jury in any state or federal court.

The City of Providence prohibits employees to use, sell, offer to sell, manufacture, distribute, dispense, or possess controlled substances, illegal drugs, narcotics, or intoxicants on city property, while on duty, or while operating a vehicle or machine owned or leased by the city. An employee may also be discharged or otherwise disciplined for a conviction involving illicit drug behavior, regardless of whether the employee's conduct was detected within business hours or whether their actions were connected in any way with their employment.

Marijuana is still illegal under federal law, and the City of Providence complies with the federal Drug-Free Workplace Act. Therefore, the city considers marijuana an illegal drug for the purposes of this policy, regardless of state recreational marijuana laws.

Further, employees shall not possess alcoholic beverages in the workplace, be impaired by, or consume alcoholic beverages at any time during their scheduled shift, including break and lunch time. Employees should not report to work impaired by or under the influence of any prohibited substances listed above.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed over the counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, colleagues, or the public, it is the employee's responsibility to use appropriate resources (such as the use of sick time, leaves of absence, change of duty requests, notification of the Department of Human Resources and supervision) to avoid unsafe workplace practices. The illegal or unauthorized use or possession of prescription drugs is prohibited. It is a violation of this policy to use, sell, offer to sell, distribute, dispense, possess, intentionally misuse and/or abuse prescription medications. This type of abuse may result in job performance issues and/or increase the likelihood of a safety violation or accident.

Any employee convicted for violation of any state or federal criminal drug law is required to inform the Department of Human Resources and Chief Human Resources Officer within one day, or twenty-four hours following the conviction, per the Arrest Notification Policy.

The employer will be responsible for reporting convictions to the appropriate federal granting source, within ten days after receiving notice from the employee or otherwise receives actual notice of a conviction. All convictions must be reported in writing to the Department of Human Resources.

The city may ask an employee to submit to drug or alcohol testing at any time is has reasonable suspicion that the employee may be under the influence of drugs or alcohol, including but not limited to the following circumstances:

- Evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity.
- Specific observations of involvement in drug or alcohol related activity.
- Unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol.
- Damage to city property.
- Negative performance patterns.
- Excessive unexplained absenteeism or tardiness.

In the case of applicants, or temporary employees being considered for regular employment, if he or she violates this policy, any pending offer of employment will be withdrawn. The applicant may reapply after six months and must successfully pass a pre-employment drug and alcohol test.

Those who violate this policy will be subject to immediate termination from employment with no further notice. The off-premises abuse of alcohol, controlled substances and illegal drugs, or related criminal activity, which

adversely affects the job performance, job safety, or the city's reputation, may result in progressive disciplinary action, up to and including suspension or immediate termination.

The City of Providence encourages any employee with a drug or alcohol abuse problem to seek assistance. Should you need more information about assistance available, please contact the Department of Human Resources.

6.3 Smoke-Free Workplace Policy

Applicability

This policy applies to all full- and part-time employees, interns, fellows, volunteers, officials, customers, and visitors on any property owned and/or leased by the City of Providence.

Purpose

The purpose of this policy is to protect the health of all who work in, visit, and conduct business with the City of Providence as well as the environment by regulating smoking in the workplace.

Policy

In accordance with Rhode Island General Law Chapter 23-20.10, the Public Health and Workplace Safety Act, all employees, officers, officials, and visitors of the City of Providence are prohibited from smoking in the following locations:

- Inside any city owned and/or leased building.
- Inside any city owned and/or leased indoor workplace.
- Any outdoor area in which smoke can migrate into the above listed locations.
- Inside any city owned and/or leased parking garage or parking lot.
- Inside any city owned and/or leased vehicles.

Buildings owned and/or leased by the City of Providence are fifty (50) foot smoke free establishments. Smoking is prohibited within fifty (50) feet of any building entrance. The Public Health and Workplace Safety Act prohibits smoking in any outdoor area in which smoke can migrate into buildings. Smoke or vapor from tobacco products at building entrances or drawn into buildings presents a negative image to constituents and guests of municipal buildings, and most importantly, may have adverse public health impacts.

Electronic cigarettes (also known as e-cigarettes or electronic nicotine delivery systems emit a vapor that contains the highly addictive chemical, nicotine, as well as other chemicals. Vapor exhaled by the user will continue to contain nicotine and other additives. As such, all electronic nicotine delivery systems will be treated the same as the use of any other combustible tobacco products in accordance with Rhode Island State Law and the City of Providence's smoking policy.

Any employee smoking in prohibited areas will be subject to progressive disciplinary action. Department directors are responsible for ensuring adherence to this policy.

As required by the Public Health and Workplace Safety Act, the city has posted NO SMOKING signs, or the international NO SMOKING symbol, in the locations listed above. You can help us by contacting the Department of Public Property at (401) 680-5300 if you see that these signs have been tampered with or removed.

6.4 Adverse Public Health Event Policy

Applicability

This policy applies to all employees who work for the City of Providence, except sworn officers of Providence Public Safety and employees of the Providence Public Schools District. The Chief Human Resources Officer, in consultation with senior administration and emergency management and health officials, may declare a Level 1 or Level 2 adverse public health event.

Purpose

The purpose of this policy is to ensure the safety of staff during periods of adverse public health events while maintaining the essential functions and operations of the City of Providence.

Policy

Definitions

Essential Functions: The essential departments of the City of Providence, as follows:

- The Office of the Mayor
- The Office of the City Council
- Providence Water Supply Board
- Providence Public Safety, to include the Providence Police Department, Providence Fire Department, Communications, PEMA, and the Commissioner's Office
- Department of Public Works
- Parks Department
- Mayor's Center for City Services (MCCS)
- City Clerk's Office

Essential Employee: For the purposes of this policy only, an essential employee is any person who performs tasks directly or peripherally supportive of our mission to provide necessary service during periods of adverse public health, or emergency support functions that may be mobilized during such an event. Employees ordered to report for duty by their department director, deputy director, or supervisor during adverse public health conditions will, for the purposes of the event in question, be counted as essential staff, even if they are not ordinarily assigned to so-called essential functions.

Employees will be further categorized by the degree to which their functions are mission critical to the City of Providence based on the following categories and guidelines.

1. **Non-Union Mission Critical Personnel:** Employees essential to the city's direct response to an adverse public health event. These may include department heads, deputy directors, and other management or professional staff.
2. **Non-Union Support Personnel:** Employees who support those with mission critical responsibilities during the city's direct response to an adverse public health event. While not mission critical themselves, these employees may be called on to support critical functions.
3. **Union Mission Critical Personnel:** Bargaining unit members who perform mission critical functions that contribute to the city's direct response to an adverse public health event. These include employees working in public safety, sanitation, and other critical operational functions.
4. **Union Support Personnel:** Bargaining unit members who may be deployed to support those with mission critical responsibilities during the city's direct response to an adverse public health event. While not mission critical themselves, these employees may be mobilized as circumstances require their activation.

It is imperative that all employees deemed essential identify a chain of succession to cover decision making and essential duties, in keeping with their department's operational continuity plan.

Any asymptomatic employee who is not ordered to be quarantined or under monitored self-quarantine by the Rhode Island Department of Health, or other authoritative agency of the United States government is expected to report to duty.

Alert Statuses

It is the policy of the City of Providence to remain open during the public health event to ensure essential city functions are executed without interruption. Where circumstances warrant, the city may choose to invoke one of the following statuses during public health events.

Public Health Alert Status – Level 1

City operations are open. Non-essential employees who choose to take all or part of the day off must discharge vacation, floating holiday, or personal time.

All department directors and/or deputy directors are expected to report to work when the city is operating under the Level 1 public health alert status, regardless of whether your department is deemed to be *essential* as defined above.

Sick time may not be discharged unless the employee is unable to work due to personal illness or to attend to members of the family within the household whose illness requires the care of such employee. Please note that employees may be required to provide medical documentation to substantiate said absence.

Public Health Alert Status – Level 2

City buildings will be closed; all employees in the above defined categories 2 and 4 are expected to stay at home and telecommute. Those whose in-person work is deemed essential by their director, may be compelled to come into their place of work, and must be prepared to come to work as their department director deems necessary. Refusal to respond to a directive may result in disciplinary action, up to and including termination.

Employees in the above defined categories 1 and 3 are considered mission critical and expected to come to work if they cannot telecommute and perform their duties. Staff who do not have the equipment needed to telecommute will be provided the necessary equipment based on availability and priority. Requests should be submitted to the Information Technology Department or Operations Department by the respective department head.

Employees deployed to support mission critical operations of the city are expected to perform their job functions as deemed appropriate by the department director. Employees who are asymptomatic and not ordered to be quarantined

by the Rhode Island Department of Health, or other authoritative agency of the United States government, shall report to support operational functions.

Quarantined Employees

Employees who are under government-imposed quarantine or are under self-monitored self-quarantine by an authoritative state or federal agency such as the Centers for Disease Control and Prevention (CDC) or the Rhode Island Department of Health (RIDOH) will be placed on administrative leave at the discretion of the city. Eligible employees will not have to discharge their paid time off, provided the employee submits documentation or notice of mandatory quarantine status. Employees must provide the Department of Human Resources notification of quarantine status as soon as it begins and must provide human resources written clearance from the government entity monitoring or imposing the quarantine advising the employee is able to return to work or attesting that the quarantine period has been completed.

Travel Related Risks

The city will take its guidance on travel related absences from public health organizations, such as the CDC and the RIDOH or emergency management organizations, such as the Providence Emergency Management Agency, the Rhode Island Emergency Management Agency, and the Federal Emergency Management Agency, or any other authoritative state or federal government appointed public health and emergency response agency.

Guidance on travel related quarantine will be issued on a case-by-case basis and will be disseminated to employees at the time of the public health event.

Paid Time Off Requests

Any asymptomatic employee who is not under government quarantine ordered or monitored by an authoritative state or federal government health or emergency agency is expected to report for duty. City sick time policies apply unless otherwise indicated in writing by the Chief Human Resources Officer.

Employees requesting time off for circumstances related to public health events during normal operating circumstances when the Adverse Public Health Event Policy is not in effect, must discharge benefit time off as they would for any other typical time off request. The Department of Human Resources may issue additional guidance based on the severity of adverse public health events.

Employee Responsibilities

During a public health event, it is particularly important that all employees adhere to the basic protocols for hygiene and sanitation, to minimize the spread of contagious pathogens. Public health officials recommend the following to reduce the risk of transmission:

- Stay home when you are sick.
- Regularly wash hands with soap and clean water.
- Use sanitizer that contains at least 60% alcohol if soap and water are not available.
- Cover coughs and sneezes with a tissue, then dispose of the tissue. If unable to utilize a tissue, cough or sneeze into an elbow or sleeve, not hands.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who may be sick.
- Clean and disinfect frequently touched objects, electronics (such as cell phones), and surfaces (especially bedside tables, surfaces in the bathroom, and children's toys) by wiping them down with a household cleaner.

- Get a flu shot.
- Get plenty of sleep, be physically active, manage stress, drink plenty of fluids, and eat nutritious foods.
- Follow the recommendations of public health officials, include recommendations aimed at reducing the spread of contagious diseases.

The City of Providence will comply to the best of its ability with the requirements of any emergency order issued by state or federal government entities during any public health emergency which impacts city personnel or city operational capacity.

Government Resources

In the event of a public health event, current information may be obtained from various official public health governmental sources. Refer to the below informative websites:

US Centers for Disease Control and Prevention: <https://www.cdc.gov/>

State of Rhode Island Department of Health: <https://health.ri.gov/>

6.5 Workplace Incident Reporting Policy and Procedure

Applicability

This policy applies to all employees who work for the City of Providence. Employees of the Providence Water Supply Board (PWSB) will continue to follow procedures outlined within their agency.

Purpose

This policy is intended to help the city secure the safety of its workforce, comply with reporting obligations, and identify and resolve potential hazards. If a work-related incident or injury occurs, prompt reporting is required for effective and efficient delivery of benefits, compliance with state workers' compensation regulations and to enable prompt investigation for the identification or implementation of any preventive measures.

Policy

Employee safety and wellbeing is of the utmost importance to the City of Providence.

I. Immediate Action in the Event of an Incident with Injury Resulting

1. To the extent possible, take steps to ensure the safety of others in the area.
2. Notify emergency services (911) if needed.
3. Otherwise, seek appropriate medical care.

In the event of a serious injury, or an employee taken from the scene by rescue, the Department of Human Resources should be notified immediately.

II. Reporting an Incident

Where to find blank reports:

Employee Incident Reports (EIR) can be found on the workers' compensation division's website on both the city's internet and intranet sites:

<http://www.providenceri.gov/hr/policies/>

<http://provnet.providenceri.com/workers-compensation/>

How to submit a completed Employee Incident Report (EIR):

1. Employee Incident Reports should be submitted electronically to EIR@providenceri.gov.
2. Originals should be kept in the department's files.

Employee actions:

1. Employees are required to report to their supervisor any work-related injury, illness, or minor incident immediately or **within one (1) hour of the actual event, or as close to the event as possible**.
2. If the employee's supervisor is not available, employees must contact another member of management and report the situation to them.
3. After reporting an incident, the employee shall complete an Employee Incident Report (EIR).
4. Employee Incident Reports should be completed as soon as practical during the shift in which the incident occurred, but **no later than one (1) workday after the incident**.
5. The involved employee should complete the form giving as much detail as possible, sign and date it, and return the report to their supervisor.
6. For employees who are unable to complete the EIR promptly, a supervisor may submit an initial EIR on the employee's behalf to avoid delays. Unknown information can be left blank. The employee will complete and submit a signed EIR as soon as practical.
7. Employees involved in an incident involving a City of Providence vehicle, including trailers or other mobile equipment, or a personal vehicle being used for city business, must submit an Employee Incident Report regardless of whether an injury occurred. Please refer to the Vehicle/Equipment Incident Reporting Policy.
8. Failure and/or delay in reporting could cause delays in obtaining workers' compensation benefits, if applicable.
9. Employees collecting workers' compensation benefits shall report in-person on a weekly basis to the Department of Human Resources Workers' Compensation Division located at 25 Dorrance Street, Providence, RI 02903, Suite 411, to provide status updates on their recuperation and to discuss return to work plans. The frequency of this requirement may be temporarily adjusted or waived, depending on the nature and severity of the employee's condition, and upon receipt of their treating physician's written recommendations.

Supervisor actions:

1. When an incident has been reported, the supervisor should immediately verify that any hazard has been eliminated or that access to the area where the incident occurred has been restricted to prevent additional employees from being injured.
2. The supervisor shall:
 - a. Assist the employee with the Employee Incident Report (EIR) as needed.
 - b. Identify colleagues or other employees present at the time of the incident and have them complete the witness statement section of the Employee Incident Report.

- c. Complete the supervisor's information section to provide an initial evaluation of the causes of the incident and to document that short-term preventive measures have been implemented, if necessary, to prevent risk of imminent recurrence.
- d. Following department procedure, submit the completed Employee Incident Report as soon as practical, but no later than one (1) workday after the incident was reported to the supervisor.
- e. Supervisors should not delay submitting the Employee Incident Report while obtaining information from witnesses or completing the supervisor's information section. That additional information can be sent along under a separate cover sheet.

Department actions:

1. Each department shall determine a process and designate a specific job title identifying the individual(s) responsible for receiving completed Employee Incident Reports from supervisors.
2. Employee Incident Reports must be forwarded electronically to EIR@providenceri.gov within forty-eight (48) hours.
3. A backup person within each department should be identified to ensure that there are no delays in forwarding EIRs.
4. Additional information and/or witness statements can be forwarded separately to prevent delays in reporting.

III. Process Review

The Manager of Risk and Workers' Compensation will serve as a resource for the departments regarding investigation results and preventative actions as well as following up with departments after an incident has occurred. The Workplace Incident Reporting Policy and Procedure will be evaluated on an annual basis.

Note: This policy does not supplant or replace policies already in effect with the Providence Police Department or the Providence Fire Department.

6.6 Accidental Disability Pension Applications

Applicability

Pension eligible city employees who are injured during the course of duty, and receiving weekly indemnity payments through the city workers' compensation insurance fund, or who is being paid in accordance with the city's Suitable Alternative Employment (SAE) program, or an employee who continues to work in a light duty capacity as a result of a work related injury, but excluding the Providence Water Supply Board and any staff covered by a so called Injury on Duty Status under Rhode Island General Laws.

Purpose

This policy establishes a process by which employees are duly informed of the time limit imposed by the City of Providence Code of Ordinances, Section 17-189(f), which provides for Accidental Disability Retirement and states

that the application to accomplish such retirement must be filed within eighteen (18) months of the date of the accident.

Policy

This policy establishes a process by which the Department of Human Resources Workers' Compensation Division will routinely notify applicable employees, in writing, that there is an eighteen (18) month time limit to apply for an accidental disability pension in accordance with the City of Providence Code of Ordinances. Employees who have returned to full duty will not be notified. The process is as follows:

1. First Notification: Twelve (12) months following the date of injury of an employee who is continuing to receive payments as defined in the above policy applicability section, written notification will be sent via certified mail to the employee's home address of record; and, if applicable, also to the attorney on record.
2. Second Notification: Fifteen (15) months following the date of injury of an employee who is continuing to receive payments as defined in the above policy applicability section, written notification will be sent via first class mail to the employee's home address of record.
3. Third and Final Notification: Seventeen (17) months following the date of injury of an employee who is continuing to receive payments as defined in the above policy applicability section, written notification will be sent via first class mail to the employee's home address of record.

A sample letter is attached:

DATE

Copy sent by Certified Mail

Name
Address
City State Zip

RE: Workers' Compensation Claim Number xx-xxx
Date of Incident: xx/xx/xxxx

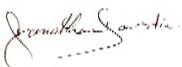
Dear Xxx,

This letter is being sent to you because you are receiving benefits for a work-related injury.

The purpose of this letter is to inform you that should it be determined you are unable to return to your regular position at the time of the incident, you are eligible to apply for an accidental disability retirement. Per Part II, Chapter 17, Article VI of the City Ordinances, please note that the application for a work-related disability retirement must be submitted to the City of Providence Retirement Office within 18 months of the date of the injury. Failure to file within the 18-month requirement may impact your eligibility for an accidental disability retirement as it would require the application to be reviewed by the City Council which retains the authority to grant or deny a waiver.

If you need further information, please contact the Pension Administrator at the Retirement Office at City Hall, 680-5000, extension 5294.

Sincerely,



Jonathan Bastien
Risk Safety Specialist

CC: Emmanuel R. Echevarria, Chief Human Resources Officer
Ashley Fioravanti, Deputy Director of Human Resource

6.7 Personal Protective Equipment (PPE) Policy

Applicability

This policy applies to all employees who work for the City of Providence, excluding employees of the Water Supply Board (PWSB). Due to the unique nature of its operations, employees of PWSB will continue to follow policies and procedures for personal protective equipment (PPE) outlined within their agency.

Purpose

The purpose of this policy is to protect our employees by ensuring that, whenever it is necessary due to hazards from processes or the work environment, personal protective equipment (PPE) is provided, used, and maintained in a sanitary and reliable condition.

This policy covers the responsibilities of directors, managers, supervisors, and workers, the assessment of hazards, and the selection and use of personal protective equipment (PPE), and training.

Policy

Responsibilities

Department directors and deputy directors, in conjunction with the Manager of Risk and Workers' Compensation, are responsible for:

- Assessing the hazards and exposures within their operations that may require the use of PPE.
- Determining the type of equipment to be provided.
- Purchasing the equipment.

Input from managers, supervisors, and employees will be obtained and considered in selecting appropriate equipment.

Managers and supervisors will be responsible for training employees in the use and proper care of PPE, ensuring that all employees are assigned appropriate PPE, and ensuring that PPE is worn by employees when and where it is required.

Employees are responsible for following all provisions of this program and related procedures. They are expected to wear PPE when and where it is required.

Hazard Assessment

Each department will perform an assessment of their workplace to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment (PPE). This assessment will consist of a survey of the workplace to identify sources of hazards to workers. Consideration will be given to hazards such as impact, penetration, laceration, compression (dropping heavy objects on feet, roll-over, etc.), chemical exposures, harmful dust, heat, light (optical) radiation, electrical hazards, noise, et cetera. Additional consideration will be made to the workplace layout and placement of co-workers to determine how other activities may affect each employee.

Where such hazards are present, or likely to be present, each department will:

- Select, and have each affected employee use, the types of PPE that will protect the employee from the hazards identified in the hazard assessment.
- Communicate equipment selection decisions to each affected employee.

- Select PPE that properly fits each affected employee.
- Train employees in the use and care of PPE as described elsewhere in this policy.

The department will verify that the required workplace hazard assessment has been performed by completing the “Hazard Assessment Survey” form which is dated and signed by the person doing the assessment.

Whenever the department changes a process in the workplace that might introduce or change an exposure or hazard, the department will perform an assessment to determine if there needs to be additional PPE provided a change in the current PPE provided. These supplemental hazard assessments will also be documented, signed, and dated by the person performing the assessment.

Each department’s workplace hazard assessment will be reviewed and updated on an annual basis.

Selection of Personal Protective Equipment (PPE)

Personal protective equipment (PPE) will be selected on the basis of the hazards to which the workers are exposed or potentially exposed. Selections will be made based on input from managers, supervisors, and workers to the Manager of Risk and Workers’ Compensation.

All PPE will meet the prevailing national standards.

Training

Each employee who is required to use personal protective equipment (PPE) will be trained in the following:

- Why PPE is necessary.
- When PPE is necessary.
- What PPE is necessary, and any alternative equipment choices.
- How to properly don, doff, adjust, and wear PPE.
- The proper care, maintenance, storage, useful life, and disposal of PPE.

Required PPE training will:

- Include opportunities for employees to handle PPE and demonstrate that they understand their training and have the ability to properly use their PPE.
- Be provided by the managers or supervisors of affected employees.
- Be documented in writing to include the names of each trained employee, the dates of the training, and the subject matter covered.

If an employee who has been previously trained demonstrates a lack of knowledge or behavior which leads their manager or supervisor to believe that the employee does not have a proper understanding of the PPE involved, that employee will be retrained.

If there are changes in the workplace or processes that change the exposures or type of PPE to be used, all affected employees will be retrained.

Care of Personal Protective Equipment (PPE)

Whenever practical, personal protective equipment (PPE) will be assigned to individual workers for their exclusive use. Employees will be responsible for the PPE assigned to them or used by them.

PPE will be regularly cleaned, inspected, and stored according to instructions given during the training sessions or as directed by managers or supervisors. Defective or damaged PPE shall not be used. Employees are to report to their management any defective or damaged PPE so it may be repaired or replaced.

Visitors, Vendors, and Contractors

Visitors (including vendors and contractors) must wear appropriate personal protective equipment (PPE) when entering areas where it is required for employees. The host department is responsible for maintaining a minimum stock of suitable PPE for loan when experience indicates visitors can be expected. When devices such as safety glasses/goggles, dust masks, et cetera, which have direct skin contact have been loaned to visitors, they must be either of a disposable nature (dust masks, earplugs) or cleaned and sanitized (safety glasses/goggles, earmuffs) before being loaned to another person. The host department must ensure that the visitor is familiar with the proper use of PPE.

Personal Protective Equipment (PPE) Categories

The following categories represent a general summary of hazards encountered in the workplace and the appropriate personal protective equipment (PPE) when the hazard cannot be eliminated.

Hazards unique to a particular department not identified below are subject to the provisions of this policy. In such cases, a department director will have the overall responsibility to ensure that a department-specific addendum to this policy reflects the identification, evaluation, selection, and training process regarding the appropriate PPE.

Eye and Face Protection Equipment

Prevention of eye injuries requires that all persons who may be in contact with eye hazard areas wear protective eyewear. Employees shall wear eye or face protection when they are exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, biologic hazards, acids or caustic liquids, chemical gasses or vapors, or potentially injurious light radiation.

Some examples of appropriate eye or face protection include:

- Safety glasses with side shields for moderate impact and particles encountered in grinding and scaling.
- Single lens goggles with clear or tinted lenses, perforated, port vented, or non-vented frames offer protection similar to safety glasses but may be worn over prescription eyeglasses.
- Welder goggles with impact resistant lenses that provide protection from sparking, scaling, or splashing metals and harmful rays.
- Chipper or grinder goggles that provide protection from flying particles.
- Face shields that protect eyes and face against flying particles, metal sparks, and chemical or biological splash.
- Welding shields that protect worker's eyes and face from infrared or radiant light burns, flying sparks, metal spatter or slag chips encountered during welding, brazing, soldering, resistance welding, bare or shielded electric arc welding, and oxyacetylene welding and cutting operations.

Emergency Eyewash Facilities

Where the eyes of any employee may be exposed to corrosive materials, emergency eyewash facilities will be located where they are easily accessible in an emergency.

In other areas where there is risk of exposure to splash or foreign bodies, emergency eyewash facilities will be available within ten (10) seconds walking time from the location of a hazard. Fifty-five (55) feet should be used as a guideline for determining ten (10) seconds of walking time. Emergency eyewash equipment must be installed on the same level as the hazard without requiring going up or down stairs or ramps. The path of travel from the hazard to the equipment should be free of obstructions and as straight as possible.

Respirators

Nuisance dust masks can be worn for comfort against non-toxic nuisance dusts during activities such as mowing, gardening, sweeping, and dusting. These masks are not respirators and do not offer protection against hazardous dusts, gasses, or vapors.

Respirators will be used when there is an exposure to harmful dusts, mists, fumes, et cetera, and as deemed necessary by the Manager of Risk and Workers' Compensation in conjunction with the department and will not be substituted for engineering or environmental control methods without approval. Use of respirators will be subject to the respiratory protection policy.

Hearing Protection

Where it is not feasible to reduce the noise levels or duration of exposures to those considered as permissible noise exposures, ear protective devices should be provided and used.

Some examples of hearing protective devices include:

- Insert type earplugs – A device designed to provide an airtight seal with the ear canal. There are three types of insert earplugs.
 - Pre-Molded Earplugs – Pre-molded earplugs are pliable devices of fixed proportions which come in various sizes and will fit most people. While pre-molded earplugs are reusable, they may deteriorate and should be replaced periodically.
 - Formable Earplugs – Formable earplugs come in just one size. Some are made of material that, after being compressed and inserted, expands to form a seal in the ear canal. Each earplug must be held in place while it expands enough to remain firmly sealed. A set of earplugs with a cord attached is available.
 - Custom Molded Earplugs – A small percentage of the population cannot be fitted with standard pre-molded or formable earplugs. Custom earplugs can be made to fit the exact size and shape of the individual's ear canal. Individuals needing custom earplugs will be referred to an audiologist.
- Earmuffs – Earmuffs are devices worn around the ear to reduce the level of noise that reaches the ear. Their effectiveness depends on an airtight seal between the cushion and the head.

Note: Earbuds, earphones, or headphones are NOT to be used as hearing protection.

Head Protection

Employees shall wear head protection when working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns.

Bump caps or skull guards will not be worn as substitutes for safety caps or hats because they do not afford protection from high impact forces or penetration by falling objects.

Hard hats will be worn by employees working under the following conditions:

- Approaching or inspecting any construction site.
- Engaging in construction, remodeling, or demolition.
- Working as a flagger.
- Working near high voltage electrical hazards or other risks of electrical shock are present.
- Working in the immediate area of overhead swinging loads.
- Operating on the city roads and sidewalks performing repairs to sinkholes or potholes, replacing or repairing sidewalks, or repaving roads.
- Inspecting or working in and around open holes.
- Operating lifting or earth moving equipment or working in the vicinity of heavy equipment where overhead loads could be encountered. Specific equipment includes front loaders, backhoes, forklifts, or overhead crane trucks.
- Working at heights, either on a ladder, lift truck, or elevated platform.
- Working in an area where there may be contact with fixed objects such as exposed beams, pipes, et cetera.
- Working in areas with hazards from falling objects.
- Certain forestry operations.
- Operating in damaged areas caused by explosions, flooding, fires, or any other situation where there is a question of the structural integrity of the surroundings.
- When deemed necessary by the appropriate manager, supervisor, or lead.

Safe handling practices for hard hats include:

- Regular inspection for defects.
- Keep clean so defects are more easily noticeable.
- Do not use paint, solvents, chemicals, or adhesives on the shell, as they can cause the shell to deteriorate.
- When not in use, do not store the hard hat in direct sunlight. Exposure to extreme heat and sun can weaken the shell.

Types of head protection equipment include:

- Type I – Intended to reduce force of impact from blows to the top of the head.
- Type II – Intended to reduce force of impact from blow to top or sides of the head.
- Class C – Conductive, not intended to provide protection against contact with electrical hazards.
- Class G – General, reduces the danger of head contact with low voltage conductors. Proof-tested at 2,200 volts.
- Class E – Electrical, reduces the danger of head contact with higher voltage conductors. Proof-tested at 20,000 volts.

Hand(s)

Employees shall wear appropriate hand protection when their hands are exposed to hazards such as those from chemical absorption, severe cuts or lacerations, severe abrasions, chemical burns, thermal burns, and harmful temperature extremes.

Selection of hand protection will be based upon the tasks performed, the conditions present, duration of use, and other potential hazards that may exist. Glove selection shall be based on performance characteristics of the gloves, conditions, duration of use, and hazards present. One type of glove will not work in all situations.

Note: When employees are exposed to chemical hazards, the appropriate Safety Data Sheet (SDS) will be used as the primary means to determine correct hand protection. Read instructions and warnings on chemical container labels and SDS before working with any chemical. Recommended glove types are often listed in the section for PPE.

Types of hand protection equipment include:

- Disposable Nitrile Gloves – May help guard against mild irritants, greases, custodial cleaning products, blood and bodily fluids, and unsanitary conditions.
- Fabric Gloves – Made of cotton or blends, may improve grip and help insulate against mild cold and heat.
- Leather Gloves – Guard against injuries from sparks or scraping against rough surfaces. They are also used with an insulated liner to guard against electrical hazards.
- Metal Mesh Gloves – Protect from cuts and scratches when working with cutting tools or sharp instruments.
- Chemical Resistant Gloves – Made of rubber, neoprene, polyvinyl alcohol, or vinyl, protects hands from corrosives, oils, and solvents.
- Cut-Resistant Gloves – Protects hands working with sharp tools and sharp edges such as glass, metal, ceramics, and other materials.
- Puncture-Resistant Gloves – Prevent puncture injuries from sharp objects such as thorns, vegetation, metal scraps, needles, and waste.
- Waterproof Gloves – Serve as a protective barrier from contaminated water.

When the risk of injury includes the arm, protective sleeves (often attached to the gloves) may be appropriate.

Foot and Leg

Employees shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole of the foot or where the employee's feet are exposed to electrical hazards.

Safety footwear is designed to protect feet against a wide variety of injuries. Impact, compression, and puncture are the most common types of foot injury. Consideration should also be made for injuries caused by possible exposure to:

- Corrosive or irritating substances.
- Extreme hot or cold temperatures.
- Water or other liquids that may penetrate the footwear causing damage to the foot and footwear.
- Rotating or abrasive machinery, e.g., chainsaws or grinders.
- An electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures.

When the risk of injury includes the leg and/or top of the foot, the following equipment should be considered:

- Leggings that protect the lower legs and feet from heat hazards, like molten metal or welding sparks. Safety snaps allow leggings to be removed quickly.

- Metatarsal guards that can be strapped to the outside of shoes to protect the instep area from impact and compression, and are made of aluminum, steel, fiber, or plastic.
- Toe guards that fit over the toes of regular shoes to protect only the toes from impact and compression, and are made of steel, aluminum, or plastic.
- Combination foot and shin guards may be used in combination with toe guards when greater protection is needed.

Employees with the possibility of exposure to contaminated water should wear rubber boots or waders. Rubber boots or waders should be removed before leaving the worksite and before entering a vehicle or building.

Body Protection

Employees should utilize body protection to mitigate workplace hazards that could injure an employee's body. Such hazards include intense heat, splashes of molten metal and other hot liquids, impacts from tools, machinery, and materials, cuts, hazardous chemicals, radiation, or contact with potentially infectious materials or bodily fluids, like blood.

Body protection equipment includes items like vests, jackets, aprons, coveralls, surgical gowns, or full body suits. This equipment can be made from several types of materials:

- Paper-like Fiber – Disposable suits made of this material provide protection against dust and splashes.
- Treated Wool and Cotton – Adapts well to changing workplace temperatures. Comfortable and fire resistant. Protects against dust, abrasions, and rough or irritating surfaces.
- Duck – Protects against cuts and bruises while handling heavy, sharp, or rough materials.
- Leather – Often used to protect against dry heat and flame.
- Rubber, Rubberized Fabric, Neoprene, or Plastics – Protects against certain acids and other chemicals.

High visibility clothing improves the visibility of employees working in hazardous conditions, on and off the roadway.

- Safety Vests – Retroreflective vests will be used by all employees where exposure exists from vehicular traffic and whenever directed to do so to ensure visibility.
- High-Visibility T-Shirts – May be substituted for vests with departmental approval, provided that they meet appropriate retroreflective criteria.

Vehicle Safety Equipment

Motor vehicle accidents are a common cause of injury. While not technically categorized as personal protective equipment (PPE), the following procedures assist in reducing the risk of injury. Please refer to the Vehicle Use Policy for additional information.

Seat Belts and Shoulder Harnesses

Drivers and passengers in city vehicles, as well as employees who drive their personal vehicles for city business, must always wear seat belts and shoulder harnesses in compliance with Rhode Island State Law.

On Board Equipment

City owned trucks (non-CDL) and vans will always have a first aid kit on board.

CDL vehicles will always have the following equipment on board:

- First aid kit, to include burn cream and eyewash
- Fire extinguisher
- Three (3) reflective triangles
- Wheel chocks, for vehicles that do not have air brakes.

Re-Issuing of Personal Protective Equipment (PPE)

Employees are required to report to work with the appropriate personal protective equipment (PPE) that is in good working condition. Employees who do not have the proper PPE must obtain replacement equipment before beginning work.

The following procedure will be used when re-issuing any PPE to an employee:

- Damaged or broken equipment that requires replacement will be turned in to a supervisor.
- Lost or stolen equipment will be replaced one time to any employee who requests it.
- Equipment may be re-issued with reasonable explanation.
- Failure of an employee to produce the proper PPE may result in disciplinary action. It is the responsibility of each employee to maintain and be accountable for said equipment.
- Using the “Issuing of PPE” form, the supervisor or department designee will document the issuing of the equipment and the employee will sign for it.
- This procedure will be periodically reviewed, and appropriate changes will be made accordingly.

Compliance

Compliance with this policy is the responsibility of each employee in the department. Every employee has the duty and responsibility to be aware of and abide by the City of Providence safety policies and work practices. Employees who fail to comply with the Personal Protective Equipment Policy will be sent home and subject to progressive disciplinary action up to and including termination.

Department directors, deputy directors, and managers must review incidents of non-compliance or workplace incidents, continually reassess work site procedures, and make changes as necessary to ensure compliance with this policy and improve safety practices.

6.8 Adverse Weather Policy

Applicability

This policy applies to all employees who work for the City of Providence, to exclude sworn officers of Providence Public Safety and employees of the Providence Public Schools District. Only the Mayor, his/her designee, or the Chief Human Resources Officer, in consultation with senior administration officials, may declare a Level 1, Level 2, or Level 3 adverse weather status.

This Adverse Weather Policy does not supersede the City of Providence's Government Continuity Plan or Continuity of Operations Policy.

Purpose

The purpose of this policy is to ensure the safety of staff during periods of adverse weather while also executing essential operations of the City of Providence without interruption.

Policy

Definitions

Essential Functions: Any department which performs tasks directly or peripherally supportive of the city's mission to provide necessary services during periods of adverse weather. These departments could be responsible for services such as snow removal or emergency support functions. Essential departments may have non-essential staff.

For the purposes of this policy, essential departments are as follows:

- The Office of the Mayor
- The Office of the City Council
- Providence Water Supply Board
- Providence Public Safety, to include the Providence Police Department, Providence Fire Department, Communications, PEMA, and the Commissioner's Office
- Department of Public Works
- Parks Department
- Mayor's Center for City Services (MCCS)

Additional departments may be added based upon the nature, severity, and duration of the adverse weather event.

Essential Employee: For the purposes of this policy only, an essential employee is any person who performs tasks directly or peripherally supportive of the city's mission to provide necessary services during periods of adverse weather, such as positions responsible for snow removal, flood gate management, communications, or any one of the emergency support functions that may be mobilized during such an event. Employees ordered to report for duty by their department director, deputy director, or designated supervisor during adverse weather conditions will, for the purposes of the weather event in question, be counted as essential employees, even if they are not ordinarily assigned to so called essential duties. All other employees are non-essential for the purpose of interpreting this policy.

All employees, and especially directors, deputy directors, supervisors, and employees of the Information Technology Department, Department of Human Resources, Recreation Department and Department of Public Property, should be available and ready to report for duty as requested during an adverse weather event.

Adverse Weather Statuses

It is the policy of the City of Providence to remain open during periods of adverse weather to ensure essential city functions are executed without interruption. Where extraordinary circumstances warrant, the city may choose to invoke one of the following statuses during periods of adverse weather.

Adverse Weather Status – Level 1

City operations are open. Non-essential employees who choose to take all or part of the day off must discharge vacation, floating holiday, or personal time.

All department directors and/or deputy directors are expected to report to work when the city is operating under the Level 1 adverse weather status, regardless of whether their department is deemed essential, as defined above.

Sick time may not be discharged unless the employee is unable to work due to personal illness or to attend to members of the family within the employee's household whose illness requires the care of such employee. Please note that employees may be required to provide medical documentation to substantiate said absence.

Adverse Weather Status – Level 2

City operations and city buildings and facilities are open, and essential employees are required to report to work. Non-essential employees are not required to physically report for duty but must telecommute if equipped and approved to do so, or will have to discharge vacation, floating holiday, or personal time. Non-essential employees not equipped or approved to telecommute will not be required to discharge accrued time for their absence during a Level 2 adverse weather event and will be compensated under the pay code for snow, Code 9.

Any non-essential employee who is asked by their department director and agrees to physically report to work, may do so and will be granted an additional half (.5) vacation day which must be discharged by the end of the fiscal year. Any non-essential employee who reports to work and leaves before the end of their scheduled shift forfeits the vacation time.

Non-essential department directors and deputy directors are not expected to report to work when the city operating under the Level 2 adverse weather status. However, all department directors and deputy directors must telecommute and be available by telephone if needed.

Essential employees must report for duty and shall be granted one and one half (1.5) additional vacation days to be discharged by the end of the fiscal year.

Employees who are scheduled to discharge pre-approved vacation, floating holiday, personal or sick time on the day that the city declares a Level 2 or Level 3 adverse weather status are required to discharge the paid time off as previously approved.

Adverse Weather Status – Level 3

The city will run essential operations; however, city buildings and facilities are closed to members of the public. Non-essential employees are not required to physically report for duty, but are expected to telecommute, if equipped and approved to do so. If an employee is equipped and approved to telecommute and chooses not to do so, they will discharge accrued time for their absence. Non-essential employees not equipped or approved to telecommute will not be required to discharge accrued time for absence during a Level 3 adverse weather event and will be compensated under the pay code for snow, Code 9.

Bargaining unit members required to telecommute during a Level 3 adverse weather event will receive two (2) hours of compensatory time, to be discharged before the end of the current fiscal year.

Non-essential department directors and deputy directors are not expected to physically report to work when the city is operating under a Level 3 adverse weather status. However, all department directors and deputy directors are required to telecommute and be available by telephone if needed.

Essential employees must report for duty and shall be granted one and one half (1.5) additional vacation days, to be discharged by the end of the fiscal year.

Employees who are scheduled to discharge pre-approved vacation, floating holiday, personal or sick time on the day the city declares a Level 2 or Level 3 adverse weather status are required to discharge the paid time off as previously approved.

Special Circumstances Requiring Closing

Under certain circumstances and at the discretion of the city, the city may close all facilities and suspend all operations that are not essential. Specific guidance related to those events will be sent to department directors by the Department of Human Resources.

6.9 Winter Operations Policy

Applicability

All employees engaged in winter operations are key players on a team dedicated to the demanding task of keeping the city safe and passable during storms. To accomplish our objectives, the following outlines what is expected of personnel in the Department of Public Works (DPW) and other departments participating in winter operations.

Purpose

The purpose of this policy is to provide efficient, reliable, and planned personnel coverage during winter operations for plowing, salting, and inspecting of roads and city-owned sidewalks.

Policy

1. All DPW employees, regardless of their assigned duties during winter operations, are expected to be available for each storm. There will be no exceptions to this policy, barring personal illness, family emergency, approved leave, or other extenuating circumstances.
2. Vacation time during snow season (November 15th to April 15th) will be limited in accordance with departmental policies for requesting time off.
3. Non-DPW employees who sign up for winter operations must be available for each storm, subject to first fulfilling the needs of their own department.
 - a. Employees who refuse two consecutive shifts will not be called during the next snow event.
4. All DPW personnel will be called first for any winter operation events. Parks Department employees are called in at the same time as DPW personnel to plow city parks and Ward 9. Additionally, in order to have sufficient Commercial Driver's License (CDL) drivers to operate the city's large plow trucks, three additional Park Department CDL equipment operators will be called in as part of the core DPW plow crew.
5. If additional employees are needed to provide the desired level of coverage as determined by the management team, qualified personnel from other city departments will be contacted in order of seniority. In cases where employees from other city departments are called to supplement or replace core DPW snowplow operators, and those same employees are required to report to their normal place of work at the normally scheduled time, the employees can only accept the offer to work overtime hours for DPW if their normally scheduled shift at their parent department begins seven (7) or more hours after they are asked to

report to DPW. For each storm, DPW management has the right to waive this requirement to a lower number of hours as long as the criteria used is exercised consistently to all employees called according to seniority.

6. All personnel are responsible for furnishing the Highway Superintendent with a phone number and email address for off-hours contact at the beginning of the snow season and updating it as necessary. Personnel must provide the phone number that serves as the primary contact number for the season.
 - a. Employees will be provided with an electronic Winter Operations Sign Up form prior to the start of the season.
 - b. If there are any changes to an employee's contact information or license, the employee is responsible for promptly providing the updated information to the Highway Superintendent and the Department of Human Resources.
7. It is the employee's duty to respond to a call from the city:
 - a. Employees must return a call within ten (10) minutes of receipt, or the shift opportunity will be offered to the next employee on the seniority list.
 - b. Employees who do not respond to a call to their primary number within the stated time will be considered to have refused a shift, unless a reason is provided that is acceptable to the director.
 - c. If an employee knows in advance of a reason that would prevent them from being available for an approaching winter event, it is the employee's obligation to notify the Highway Superintendent that they are unavailable.
8. All employees designated for winter operations who possess a CDL must be able to operate all available equipment that the employee has been provided training for, including vehicles with standard transmission.
9. The role of inspector is to control the quality and efficiency of personnel, equipment, and vendors. Inspectors will discuss reports of poor workmanship with the parties involved. If they are unable to resolve the issue at their level, they will report the issue to the Sector Manager and Highway Superintendent for further action.
10. No employee may leave their assigned vehicle or route for any reason without notifying their inspector, the Highway Superintendent, and/or dispatcher. The employee must notify their inspector and/or dispatcher promptly upon returning to their vehicle or route.
11. This policy is subject to a yearly review by both parties.

Section 7, Vehicles and Vehicle Safety

7.1 Drivers' License Verification

Applicability

This policy applies to all employees of the City of Providence whose job requires a standard state drivers' license or commercial drivers' license, all employees who may operate a city owned or leased vehicle at any time during employment and/or employees who receive an automobile allowance of any kind.

Purpose

The purpose of this policy is to ensure that city vehicles are only operated by employees in possession of current, valid licenses, including any endorsements.

Policy

Department directors and their staff have the responsibility to identify the required license needed by employees who operate a vehicle in the course of their employment.

The department should maintain a list of drivers that includes license number, issuing state, and expiration date. This list should be compiled jointly with the supervisor and employee. It must contain both the supervisor and employee's signatures with the date of inspection.

The department should provide the list to the Department of Human Resources who verifies that the employees possess the appropriate licenses. License verification is completed quarterly.

At the time of an employee's hire or change in job, it is the department's responsibility to verify that the employee possesses the appropriate license for the position for which they are hired or being transferred to by forwarding a copy of the license and title change to the Department of Human Resources.

Under federal law, commercial drivers' license (CDL) holders are subject to five testing requirements: Pre-employment, random, post-accident, reasonable suspicion, and return-to-duty.

Employees whose job requires a valid drivers' license must inform their department supervisor or director immediately if there has been any action taken against their license, including but not limited to suspension or revocation. Operating a city vehicle without the required license is grounds for immediate termination.

Under no circumstance is the city obligated to provide a position for an employee who fails to maintain the operators' license necessary to perform their assigned job.

The city also maintains its right to terminate an employee if they are unable to perform the essential functions of their job because of the loss of an operators' license which is part of the job requirements.

7.2 Commercial Motor Vehicle Driver Policy and Program

Applicability

The City of Providence's Commercial Motor Vehicle Driver Policy and Program applies to all employees currently holding a Commercial Driver's License (CDL) as a requirement of their position, who obtain a commercial motor vehicle license as part of their employment, and to all persons (promotional or outside candidates) making application with the City of Providence for positions which require a CDL.

Purpose

The City of Providence is committed to providing a safe working environment for employees, serving our constituents in the best manner possible, protecting city property, and complying with local, state, and federal regulations concerning the operation of Commercial Motor Vehicles. The purpose of this policy is to outline the City of Providence's policy regarding employees holding Commercial Driver's Licenses (CDL) and its controlled substance and alcohol testing program in compliance with applicable federal laws and rules.

Policy

The City of Providence's Commercial Motor Vehicle Policy and Program outlines the three (3) main areas of responsibility of its Commercial Drivers' License (CDL) holders:

- I. Responsibility to maintain a valid CDL.
- II. Responsibility to notify the employer.
- III. Responsibility to participate in an alcohol and controlled substance testing program.

I. Responsibility to Maintain a Valid License

You must carry a valid CDL on your person at all times while working. Employees who are at work without their CDL will be sent home, or subject to progressive disciplinary action.

While it is the CDL holder's responsibility to be familiar with the requirements for maintaining a valid CDL, the City of Providence wishes to emphasize the following state and federal commercial motor vehicle rules:

- An employer may not let you drive a commercial motor vehicle if you have more than one license or if your CDL is suspended or revoked.
- You are not allowed to hold a mobile telephone to conduct a voice communication or dial a mobile telephone by pressing more than a single button while driving.
- You are not allowed to send or read text messages while driving.
- You must be properly restrained by a safety belt at all times while operating a commercial motor vehicle.

II. Requirement to Notify the Employer

You must notify your department director or supervisor and the Department of Human Resources immediately if there has been any action taken against your license for any traffic violations (except parking), including but not limited to suspension, revocation, cancellations, or if you are disqualified from CDL driving. This is true regardless of what type of vehicle you were driving.

Employees with a CDL are subject to state reporting requirements and should consult the Rhode Island Department of Motor Vehicles for more information: <http://www.dmv.ri.gov/licenses/commercial/>.

III. Requirement to Participate in an Alcohol and Controlled Substance Testing Program

The U.S. Department of Transportation Federal Motor Carrier Safety Administration passed the Omnibus Transportation Act, which was intended to create an alcohol and controlled substance free transportation industry. The controlled substance and alcohol testing that is conducted under this act is called federal or Department of Transportation (DOT) testing.

In addition to the federal testing requirements, the City of Providence has established specific policies and practices for its CDL holding employees. The following policy and procedures regarding the use of controlled substances and alcohol, required tests, testing procedures, test results and their consequences, apply to CDL holding employees performing safety sensitive duties.

If you have questions about the information contained within this policy, please contact the Department of Human Resources.

Employees Subject to Federal DOT Testing

The Federal Department of Transportation alcohol and controlled substance testing rules apply to every person who operates a commercial motor vehicle (CMV) in interstate or intrastate commerce. This includes individuals who only operate a CMV occasionally or in emergencies.

Definition of Safety Sensitive Functions

A CDL employee is performing a safety sensitive function at the following times:

- All time on city property, public property, or other property waiting to be dispatched to drive.
- All time inspecting, servicing, or conditioning any CMV at any time.
- All CMV driving time.
- All time other than driving time in or upon any CMV.
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading of a vehicle, or attending a vehicle being loaded or unloaded.
- All time remaining in readiness to operate a vehicle, or in giving receipts for shipments loaded or unloaded.
- All time spent performing driver requirements relating to accidents.
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct

CDL employees may not:

- Use any illicit (illegal) controlled substance. *
- Possess any illegal controlled substance while assigned to or performing safety sensitive functions.
- Use any legal prescription while is a controlled substance (or possess it while assigned to or performing safety sensitive functions), *unless* taking it in accordance with the instructions of a licensed medical provider, and that medical provider has advised that it will not adversely affect your ability to safely operate a CMV.
- Use or possess alcohol while assigned to or performing safety sensitive functions. This includes anything that contains alcohol, such as mouthwash and cough medication.
- Perform safety sensitive duties within four (4) hours after using alcohol.
- Report or remain on duty if:
 - Under the influence of or impaired by alcohol.
 - Have a blood alcohol concentration of .02 or greater.

- Refuse to submit to any test for alcohol or controlled substances (refusal also means adulterating or substituting a specimen).

* **Note:** Medical marijuana, even if legally prescribed in a state, is an illegal drug under federal law. The use of medical marijuana is prohibited conduct for CDL holding employees.

Prescription Medicine and Over the Counter (OTC) Drugs

These may affect a driver's fitness for duty or ability to perform duties safely. It is the CDL holding employee's responsibility to know how the medications taken for health reasons affect the ability to perform his or her job in a safe manner. You should always ask your medical provider how any medication you are taking will affect your ability to safely operate a CMV. You may use prescribed medications and OTC drugs and still perform your safety sensitive duties; however, you must meet the following standards:

- Prescription medication must be prescribed to you by a licensed medical provider, such as your personal doctor.
 - The medication must be used at the dosage prescribed or authorized.
 - The prescription must be valid, and the medication must not be expired.
 - It is your responsibility to review prescriptions with your physician to determine if it impacts your ability to safely operate a CMV.
 - If it is determined that a necessary medication could cause impairment to the safe performance of your duties, contact human resources.
- An over-the-counter medication must not prevent you from safely performing your job and must be taken at the dosage prescribed or authorized.

Testing

CDL employees are subject to testing for controlled substances and alcohol. The employee's CDL is the only acceptable form of identification at the testing site.

Once the collection process has been started, if the CDL employee leaves the collection facility before it is completed, it will be considered a refusal to test.

Refusal to submit to testing of breath and/or urine for alcohol and/or controlled substances is considered a positive result and will require a review by management. This may necessitate progressive disciplinary action, up to and including termination.

Where an employee has already tested positive, any further positive results in any alcohol or controlled substance testing will be grounds for termination.

Categories of Testing

Controlled substance and alcohol tests will be conducted at the following times:

1) Pre-Employment

All persons making application with the City of Providence for positions which require a CDL are subject to controlled substance testing. This applies to both outside applicants and to current employees who are transferring into a role which requires a CDL. Controlled substance testing is required prior to the first time an employee performs safety sensitive duties.

Note: if an employee has been unavailable for random testing for thirty (30) calendar days or longer (usually due to an extended absence), a “pre-employment” test is required before he or she can be returned to safety sensitive duties.

- Current employees seeking a promotion with a positive pre-employment test result:
 - The job offer will be withdrawn.
 - The employee will be subject to the protocol for a positive result outlined in this policy.
 - During this period of treatment or counseling, the employee will not be allowed to work.
 - The employee must have completed a return-to-duty controlled substance test with a negative result.
 - If the result of the return-to-duty test is negative, the employee will be allowed to return to work at his or her former position. Further positive results in any alcohol or controlled substance testing will be grounds for termination.
 - If the result of the return-to-duty test is positive, the employee will not be allowed to return to work at his or her former position.
- Prospective employees:
 - In those situations where a prospective employee either refuses to be tested or whose test results are positive, the conditional offer of employment by the City of Providence will be withdrawn.

2) *Random*

The Federal Motor Carrier Safety Administration (FMCSA) annually determines what minimum percentage of the CDL holding workforce must be tested on a random basis for controlled substances or alcohol.

Each month, the city’s testing vendor uses a computer program to randomly select a percentage of the required annual number of tests each month. Employees may be randomly selected for both a controlled substance and alcohol test, or just a controlled substance test. So that employees cannot anticipate when testing may happen, random testing may occur on any day of the month. Employees randomly selected by the vendor for a test are immediately put back into the random test pool, so the chance of being picked is the same each time.

3) *Reasonable Suspicion*

Controlled substance and alcohol testing by means of reasonable suspicion is required when the employer has made certain observations as to a driver’s appearance, behavior, speech, or body odor that he or she may unfit for performing safety sensitive duties. The person making this determination must have received CDL supervisor training under the city’s program.

When such observations have been made, the employee will be required to report to a designated collection site for both alcohol and controlled substance testing.

An employee is not to be allowed to drive either his or her own vehicle or a city-owned vehicle to a test site when there is reasonable suspicion of alcohol or controlled substance use. A supervisor will drive the employee to the test site, and if appropriate, the employee will be provided transportation home.

4) *Post-Accident*

As soon as practical following an accident, tests for alcohol and controlled substances shall be administered to employees performing safety sensitive functions, if:

- The accident involves the loss of human life.
- The driver receives a citation under local or state law for a moving traffic violation arising from the accident, and:
 - An injury to any person, or if the individuals involved in the accident immediately receives medical treatment away from the scene, or
 - One or more of the vehicles involved in the accident must be towed from the scene.

In such cases, all work-related activity being performed by the employee is to cease immediately. The driver of the vehicle is to be transported to the designated testing site by their supervisor. The driver is not to transport him or herself to the testing site in either a private or city-owned vehicle.

Drug tests must be performed within thirty-two (32) hours following the accident.

Alcohol tests should be conducted within two (2) hours, but in no case more than eight (8) hours after the accident. CDL employees must refrain from all alcohol use until the test is complete.

The requirement to test for drugs and alcohol following an accident shall in no way delay necessary medical attention required for injured people or prohibit a safety sensitive employee from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

However, an employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed to have refused to submit to testing.

The results of breath or urine testing conducted by local, state, or federal officials having independent authority for the test may be considered to meet the requirements, provided the test conforms to the testing requirements and that the results are obtained by the city.

5) Return-to-Duty

In the event a driver has had a positive alcohol or controlled substance test, prior to being able to return to work, the employee must undergo a city-arranged return-to-duty test with the following results:

- Alcohol: Resulting concentrations of less than .020 and/or
- Controlled Substance: Verified negative result.

Return-to-duty tests are not conducted until the employee has been cleared to return to work by an approved Substance Abuse Professional (SAP). Urine specimen collections for return-to-duty drug tests are observed collections; a same gender employee of the collection site will conduct the observation.

6) Follow-Up

After a driver who has had a positive alcohol or controlled substance test (which includes refusals to test and engaging in prohibited conduct) returns to work, he or she is subject to a minimum of six (6) follow up alcohol or controlled substance tests within the first twelve (12) months. The follow up testing may continue for up to five (5) years. The number, type, and frequency of the follow up tests are at the discretion of the Substance Abuse Professional (SAP) who evaluated the employee after the initial positive test.

- The employee is not permitted to know in advance the dates of the follow up tests.
- Urine specimen collections for follow up controlled substance testing are observed collections.
- Follow up testing is in addition to all other federally required testing to which the employee is still subject.

Test Results

1. **Negative Dilute:** Effective March 1, 2005, all employees and/or applicants of the City of Providence with a controlled substance test result of “negative dilute” shall be subject to retesting.
2. **Negative with Comment:** Some controlled substance test results may be reported as “negative” because there is a valid prescription. Under FMCSA rules, the MRO may recommend a medical evaluation. If so, the city will remove the CDL holder from work until it is determined that the employee may safely operate a CMV. The affected employee may use sick time to cover the time out of work.
3. **Positive Alcohol Test with a Level of 0.02 – 0.39:** The employee will be suspended without pay for a minimum of twenty-four (24) hours. Retesting is not required to return to work.
4. **Positive Alcohol Test with a Level of 0.04 or Greater, or a Positive Controlled Substance Test:** The employee will be removed from safety sensitive functions and suspended without pay until he or she has completed the following:
 - a. Substance abuse evaluation or rehabilitation, when necessary.
 - i. When a substance abuse professional determines that the employee has successfully completed any required rehabilitation.
 - ii. When the employee has completed a return-to-duty controlled substance and/or alcohol test. Alcohol test results must show a concentration below 0.02; controlled substance test results must be negative.
 - a. If either the controlled substance test is positive or the result of the alcohol test is 0.02 or greater, the employee will not be allowed to return to work and his or her employment will be terminated.
 - b. If the results are negative, the employee will be allowed to return to work at his or her former position.
 - iii. At the time the employee returns to work, he or she will again be subject to all aspects of alcohol and controlled substance testing, which includes both follow up testing procedures as well as continued participation in the random testing pool.
 - iv. Where an employee has already tested positive, any further positive results in any alcohol and controlled substance testing will be considered grounds for termination.

Split Specimen Testing

Should the employee dispute the positive result of a controlled substance test, he or she may request that a second test be performed on the split sample specimen.

This test will be performed at the employee’s expense. If the test facility requires payment in advance, the city will authorize the test and seek reimbursement from the employee.

Refusal to Test

Federal regulations prohibit CDL holders from refusing a test. The following are some examples of conduct that federal regulations define as refusing a test:

- Failing to appear for any test after you were directed to do so by the city.

- Failing to remain at the testing site until the testing process is completed.
- Failing to provide a urine or breath sample.
- Failing to permit the observation or monitoring of your providing a urine specimen.
- Failing to provide a sufficient urine or breath sample, when it has been determined through the required medical evaluation that there was not adequate medical explanation for the failure.
- Failing to take a second test when directed to do so.
- Failing to cooperate with any part of the testing process, including but not limited to refusing to empty your pockets, behaving in a confrontational manner with the collector, failing to wash your hands when directed to do so, failure to obtain a medical evaluation as part of a “shy bladder” or “shy lung” procedure, failing to sign step 2 of the alcohol test form, providing a urine sample that is verified as adulterated or substituted, failing to follow the observer’s instructions during a directly observed urine collection, possessing or wearing a prosthetic or other device that could be used to interfere with the collection process, or admitting to the collector or MRO that you adulterated or substituted a specimen.

Consequences of a Refusal to Test

A determination of refusal to test has the same consequences as those for a positive test. CDL employees who refuse to submit to a test will be subject to progressive discipline, up to and including termination.

Consequences of Engaging in Prohibited Conduct

Engaging in prohibited conduct has the same consequences as those for a positive test.

Recordkeeping

Confidential records will be maintained within the Department of Human Resources and will only be made available to persons within the city as required to carry out the provisions of this policy. Confidential records will only be released outside of the city by written approval of the employee or allowed by law.

Resources Available for Assistance

Employee assistance is available for employees who have personal problems associated with alcohol and controlled substance misuse which may be affecting their work. Please contact the Department of Human Resources, the benefits division, or your union representatives for more information.

CDL holders are subject to the rules and regulations of the City of Providence’s Vehicle Use Policy, Drivers’ License Verification Policy, and Vehicle Incident Reporting Policy.

Where there are differences in the requirements under the Omnibus Transportation Act and this policy, the Omnibus Transportation Act takes precedence.

**PROGRAM’S DESIGNATED EMPLOYER REPRESENTATIVE (DER) IS:
The Department of Human Resources – Manager of Risk and Workers’ Compensation**

401-680-5282 or 401-601-4749 (Cell)

7.3 Vehicle Use Policy

Applicability

This policy applies to all employees of the City of Providence.

Purpose

The purpose of this policy is to provide parameters for the use of city vehicles, use of personal vehicles for city business, and parking privileges that may be granted to city employees. This policy provides guidelines that in addition to, not in place of, any policies established by an employee's respective department.

Policy

City vehicles are those cars, trucks, and other motorized equipment which are owned or leased by the City of Providence, which require the operator to possess a state issued driver's license. Employees who are required to maintain a commercial drivers' license (CDL) must also comply with the city's Commercial Motor Vehicle Policy and Program.

Authorization and Use of City Owned Vehicles

Driver's License

Employees who drive a city vehicle must submit a copy of a valid driver's license upon employment and annually after that. The Department of Human Resources will maintain a copy of the driver's license and will periodically conduct validation checks. An employee must report to human resources a revocation or suspension of the driver's license immediately or a change in status of their CDL, if applicable. Employees shall not operate a city vehicle if their license is expired, suspended, or revoked. Drivers shall have in their possession a valid driver's license while operating a city vehicle or driving for business purposes.

Vehicle Reservations and Authority to Use

Vehicles are assigned to departments by the Department of Public Property. To request a vehicle, complete the electronic form established by public property with the approval of the requesting department's director. Following approval of the reservation request by public property, it will be the responsibility of the requesting department to pick up the corresponding keys and gas card from public property, or other designated staff in other city facilities. Departments are then responsible for the security of assigned keys and assigning vehicles to department staff.

If a vehicle reservation begins prior to the start of the normal workday, keys and other associated items must be obtained from the Department of Public Property on the business day prior. If a vehicle reservation ends after the conclusion of normal work hours, it must be parked in its designated city parking spot and keys as well as other associated items must be returned to public property at the start of the next business day.

Use and Operation

Only authorized employees shall operate or ride inside a city vehicle, except vehicles (passenger vans or busses) designed to transport groups of people. City vehicles are for conducting city business only. City vehicles shall never be used for personal business or for the purpose of transportation to places of recreation or entertainment.

City vehicles may not be used outside of the geographical boundaries of the City of Providence, be used for commuting, or taken home by an employee unless they have the approval of the Director of the Department of Public Property. In the absence of the Public Property Director, the Director of Operations can approve such use.

When necessary, in the course of city business, a city vehicle may be used outside of the geographical boundaries of Providence, i.e., to pick up supplies or engage in mutual aid of another municipality.

Employees shall be mindful that their driving and parking habits are under constant observation. Employees should strive to be exemplary and not use a city vehicle in a manner which reflects unfavorably upon the city or violates the public's trust.

Drivers are personally liable for any penalties incurred as a result of a moving violation. Parking tickets are the responsibility of the driver receiving the ticket and must be resolved promptly. Drivers must report all tickets and penalties to their supervisor within one business day.

Drivers and passengers in city vehicles must always wear seat belts and shoulder harnesses in compliance with Rhode Island General Laws. Drivers and passengers shall put on their seatbelts before starting the vehicle.

Use of handheld mobile phones (city or personal) while operating a city vehicle, whether the vehicle is in motion or stopped at a traffic light, is strictly prohibited. This includes, but is not limited to, answering or making telephone calls, engaging in phone conversations, reading or responding to email, text messaging, or using the internet. If communication is necessary, employees are required to drive safely out of the flow of traffic and stop the vehicle before using a mobile phone or another mobile device, to include tablets.

In the case of emergency, you may use a handheld mobile device to contact law enforcement officials or other emergency services. If it is not possible to pull off the road, the conversation should be as short as necessary to communicate the nature of the emergency.

Using tobacco products is prohibited in all city-owned or leased vehicles, including but not limited to cigarettes, e-cigarettes, and chewing tobacco. Eating is prohibited while operating a city vehicle. Employees may not operate city owned vehicles or personal vehicles being used for work-related travel under the influence of alcohol, illegal drugs, or any controlled substances.

No vehicle shall idle for more than twenty (20) minutes in an eight (8) hour workday. Vehicles in use for snow removal purposes are exempt from this requirement. No vehicle shall be left unattended while idle.

Refueling

Drivers are required to turn off the engine and refrain from smoking. The use of wireless devices while refueling is prohibited. Gas purchases must be completed using the gas card provided at the time of vehicle check-out. Gas cards are specific to vehicle registration and are not interchangeable. Drivers are responsible for entering the accurate odometer mileage into the fuel card system with each refuel. The weekly maintenance checklist must be updated with the current mileage for the vehicle as maintenance checks and services are performed.

Vehicles should be fueled at Fleet Masters, located at 9 Hylestead Street, Providence, RI, with either regular unleaded gasoline or diesel fuel as needed for the vehicle you are utilizing.

Employees who are granted use of city vehicles must refuel prior to returning the vehicle to its designated parking spot if the vehicle's fuel gauge reads one-fourth (1/4) of a tank of fuel or less. If refueling is necessary at another location due to distance, the employee utilizing the vehicle must refuel using the fuel card at one of the service stations where it is accepted. The logos to these stations are on the back of the card.

While a city vehicle is in the care of an employee, they are also responsible for the physical security of that vehicle's assigned fuel card. Fuel cards and mileage logs are to be secured in the vehicle's glovebox.

Safety

Onboard Equipment

City trucks (non-CDL) and vans will always have a first aid kit on board. As required by law, commercial motor vehicles will have on board an appropriate first aid kit, fire extinguisher, three reflective triangles and wheel chocks.

Pre/Post Trip Inspections

Drivers shall follow the standardized pre/post trip inspection procedures established by the Department of Public Property. Forms documenting that these inspections have taken place are in every vehicle. Both the pre and post inspections are due to public property at the conclusion of use and must be returned with keys and the assigned gas card.

Drivers are responsible for reporting vehicle defects and maintenance needs on the pre/before or post/after-trip inspection form submitted to public property as appropriate. Vehicles with safety deficiencies are to be removed from service for repairs.

Vandalism of city owned vehicles will be reported to law enforcement.

Weather

If impending adverse weather could make roads unsafe, public property may make the determination to not assign vehicles or cancel reservations with notice.

Loss of Keys or Gas Cards

Employees are responsible for the safekeeping of vehicle keys and gas cards. It is never acceptable to attempt to enter a city vehicle forcibly. In the event a key is lost, stolen, locked in a vehicle, or malfunctioning, employees are to contact their supervisor or public property. Employees must also report immediately report the loss of a city gas card assigned to them.

Vehicle Navigation

Global positioning systems (GPS) are installed in all city-owned and leased vehicles. Vehicle monitoring is intended to help the city better deploy and utilize vehicles in emergencies, improve safety and operational efficiency, as well as reduce maintenance and fuel costs. Tampering with or destroying a GPS device will not be tolerated.

Accident Reporting

Any accident involving a city vehicle, trailer, or mobile equipment, regardless of the extent of the damage, is to be reported to a police officer within the jurisdiction. This provision also applies to personal vehicles when in use for city business.

Following an accident, employees must complete and submit to their supervisor and the Department of Public Property a Vehicle Incident Report. This provision also applies to personal vehicles in use for city business. For city vehicles, blank forms must be always kept on a clipboard in the vehicle with a copy of the Vehicle/Equipment Incident Reporting Policy. The Vehicle Incident Report Form is also available at <http://www.providenceri.gov/hr/forms/>.

Please refer to the Vehicle/Equipment Incident Reporting Policy for more information. Employees with a CDL should also refer to the Commercial Motor Vehicle Driver Policy and Program for additional requirements.

Compliance

All city employees are expected to comply with the rules, terms and procedures established by this policy at all times. Employees found to be out of compliance with this policy will be subject to progressive disciplinary action, up to and including termination of employment.

7.4 Vehicle/Equipment Incident Reporting Policy

Applicability

This policy applies to all employees who work for the City of Providence who utilize city-owned, leased, or personal cars, trucks, and other motorized equipment, including trailers and towed equipment while performing the duties of their employment. Employees of the Providence Water Supply Board (PWSB) will continue to follow procedures outlined within their agency. This policy does not supplant or replace policies already in effect with the Providence Police Department and Providence Fire Department.

Purpose

The purpose of this policy is to provide a concise record of incidents involving vehicles and related equipment and to prevent additional accidents through effective use of follow up procedures. Failure to comply with this policy will result in progressive disciplinary action, up to and including termination of employment.

Policy

Any incident involving a city vehicle or personal vehicle being used for city business, regardless of the extent of the damage, is to be reported to a police officer with jurisdiction in the area. Blank incident reporting forms and instructions will be kept in the glove compartment of each vehicle. Additional copies are available for download online at <http://www.providenceri.gov/hr/policies/>.

Procedure to Follow in the Event of an Incident

The following procedure will be followed when there is an incident involving a City of Providence vehicle, including trailers or other mobile equipment, or a personal vehicle being used for city business.

1. Stop vehicle, turn off engine, and use flashers or warning lights. If you are blocking a lane of travel, move vehicle to side of road.
2. Call 911, even if there are no injuries. When the police arrive, cooperate, and tell them what occurred.
3. Assist any injured person, but DO NOT move them unless necessary to prevent further injury. Otherwise, move to a safe place.
4. As soon as possible, the driver or a co-worker must immediately contact his or her supervisor to report the incident and the status of all employees.
5. Supervisors, or their designee, will report to the scene of all incidents. Upon arrival, the supervisor shall:
 - a. View the scene of the incident.
 - b. Interview the employee.
 - c. Take digital photos of the scene and personnel. Copies of the photographs will be attached to the Vehicle/Equipment Internal Incident Report and become part of the record of the incident.

6. The driver will complete the Vehicle/Equipment Incident Report and give it to the supervisor. If the driver is for any reason unable to complete the report at the scene, the driver will give a verbal report to the supervisor and complete the form in writing as soon as practical.
 - a. The Vehicle/Equipment Incident Report and the police report number shall be provided to the city's fleet manager within twenty-four (24) hours.
7. All city employees involved in the incident must complete an Employee Incident Report (EIR) at the scene of the accident regardless of whether an injury was sustained.
 - a. Employee Incident Reports shall be provided to the Department of Human Resources within twenty-four (24) hours.
8. Supervisors, or their designee, are responsible for seeing that employees have completed the Vehicle/Equipment Incident Report and/or the Employee Incident Report as completely as possible.
9. If a moving citation is issued to the driver, human resources must be notified as soon as possible. Commercial drivers' license (CDL) holders must comply with the Rhode Island commercial motor vehicle reporting requirements.
10. If the operator holds a CDL, post-accident alcohol and controlled substance testing may be required. Testing is required when an accident involves a fatality OR the driver receives a moving violation citation arising from the accident AND a vehicle must be towed or an injury requires immediate medical treatment away from the scene. Please refer to the city's Commercial Motor Vehicle Driver Policy and Program for details.
11. If the collision involves an unattended vehicle, the driver of the city vehicle shall contact the policy immediately and, with their assistance, endeavor to contact the owner of the vehicle.
12. If the incident involves a hit and run, or the other party refuses to remain at the scene or provide information, the driver of the city vehicle should remain at the scene and contact the police to document the details of the incident.
13. No repairs, appraisals, or alterations to city vehicles will be conducted without the written authorization of the city's fleet manager.

Section 8, COVID-19 Policy and Precautions

8.1 COVID-19 Employee Vaccination Policy

Applicability

This policy to all employees of the City of Providence of the age of eighteen (18) years or older, including temporary, part-time, volunteer, and contract staff.

Purpose

To ensure that the City of Providence can maintain a safe and healthy working environment for its employees in the face of the global COVID-19 pandemic, by requiring that employees of the city are fully vaccinated against the virus.

Policy

Persons employed by the City of Providence are required to have completed a full vaccination series (as approved in the United States of America) against the COVID-19 virus.

For the purposes of this policy, “Fully Vaccinated” shall be defined as having completed the full initial course of one of the currently recognized COVID-19 vaccines, by having received the total number of doses required to complete the series of their brand of vaccine.

All new employees starting with the City of Providence will be subject to the provisions of this policy upon hire. Proof of vaccination completion will be required prior to beginning employment with the city.

If an employee seeks to be exempted from the vaccination requirement for any reason, they must submit an Exemption Request Form along with any pertinent medical or other documentation to the Department of Human Resources, which will review the request and issue a determination.

The City of Providence’s Department of Human Resources shall maintain completed Attestation Forms for all employees that indicate their vaccination status. These forms will be accepted once documentation proving vaccination status has been reviewed by a department director.

8.2 COVID-19 Positive Result Procedure

Applicability

All employees of the City of Providence are covered by this policy.

Purpose

The City of Providence works to ensure that employees are kept safe from the effects of a positive COVID-19 situation in the workplace. Some precautions the city takes to keep employees safe are:

- Establish protocols such as this, to ensure transparency and an understanding of what we all need to do in the event of a positive COVID-19 test result.
- Contact the employee and supervisor to understand how many employees may have been exposed and who they are.
- Send employees home to quarantine if they have been exposed, based on guidelines and guidance from the Rhode Island Department of Health and Centers for Disease Control and Prevention.
- Work with the Rhode Island Department of Health to ensure successful contact tracing efforts.
- Provide employees who test positive with information on their rights to privacy and leave protections, such as the Family and Medical Leave Act (FMLA).
- Protect confidentiality and ensure every employee's medical information and history is safeguarded, so that everyone who works for the City of Providence is treated with dignity.

Policy

When an employee tests positive for COVID-19, their supervisor should be immediately notified. Employees testing positive for COVID-19 or exhibiting COVID-19 symptoms must not report to work. Supervisors must refrain from asking COVID-19 positive employees to report to work.

The processes for employees and supervisors are different, but both share the same goal: to provide the information necessary to keep city employees and the public safe. Please refer to the following procedure and follow it accordingly.

If You Are an Employee:

- Notify your supervisor that you tested positive for COVID-19 immediately.
- Provide your supervisor with documentation: A test result or note from your doctor confirming the test date and positive result.
- Be prepared to share information regarding direct interactions with other employees or members of the public if requested, so that human resources or the Department of Health can take the appropriate necessary steps in contacting other people who may have been exposed.
- Depending on the circumstances, you may be contacted by human resources regarding taking leave, such as FMLA, and you may have to provide certification documentation to the city to secure your leave.
- You must remain out of the workplace for five (5) calendar days following your positive test result.
- After five (5) calendar days have passed, you may return to work, assuming you are fever free.
- Upon return to the workplace, you must wear a facial covering at all times for an additional five (5) calendar days.

If You Are a Supervisor or Manager:

- Upon receipt or confirmation of a positive COVID-19 test from the employee, ensure they do not report to work until five (5) calendar days have passed since the positive test result.
- Notify the Department of Human Resources of the positive COVID-19 result, and request documentation from the employee, such as a dated test result or a note from their doctor confirming the test date and positive result.
- Be prepared to share information regarding direct interactions with other employees or members of the public if requested, so that human resources or the Department of Health can take the appropriate necessary steps in contacting other people who may have been exposed.
- The employee must remain out of the workplace for five (5) calendar days following their positive test result.

- After five (5) calendar days have passed, the employee may return to work, assuming that they are fever free.
- Upon return to the workplace, the employee must wear a facial covering at all times for an additional five (5) calendar days.



CITY OF PROVIDENCE

Jorge O. Elorza, Mayor

Office of Equal Employment Opportunity EEO Complaint Form

1. COMPLAINANT INFORMATION

TODAY'S DATE: _____

NAME:

Preferred POSTAL mailing address:

Preferred EMAIL address:

Telephone Numbers:

Mobile:

Home:

Work:

2. **Name of Department:**

3. **What is your title / position?**

Old position:

New position:

Number of years with City?

4. Name of immediate Supervisor(s):

RESPONDENT INFORMATION: The "Respondent" is the person(s) about whom you are writing this complaint.

5. **NAME(S) OF RESPONDENT(S):**

6. **Date(s) of Alleged Violation(s):**

7. **Place of Alleged Violation(s):**

8. **Basis of Complaint (Check OR Circle all that apply)**

Answer this portion ONLY if you believe you've been discriminated against on the basis of your:

(Circle or place an "X" by all that apply)

Race: (Please specify)

Color: (Please specify)

Sex/Gender:

Age: (If checked, then indicate your date of birth)

National Origin: (Please specify)

Disability:

Religion: (please specify)

Sexual Harassment:

Sexual Orientation:



CITY OF PROVIDENCE

Jorge O. Elorza, Mayor

Office of Equal Employment Opportunity EEO Complaint Form

8. Nature of Charge: (Circle or place an "X" by all that apply)

Hiring / Promotion:

Discharge / Termination:

Training:

Qualification / Testing:

Intimidation / Reprisal:

Harassment:

Hostile Work Environment:

9. Have you filed a grievance or spoken with a Union rep. regarding issues related to this complaint?

Yes _____ No _____ N/A _____

IF YOU DO NOT COMPLETE THE FOLLOWING QUESTION, YOUR COMPLAINT CANNOT BE PROCESSED.

10. Please explain the circumstances of the situation or alleged discrimination and how you were Discriminated against. Indicate who was involved and be sure to include how other people were treated differently from you.

Attach Additional Pages, as Necessary



CITY OF PROVIDENCE

Jorge O. Elorza, Mayor

Office of Equal Employment Opportunity EEO Complaint Form

11. Have You Brought These Events To Anyone Else's Attention? If So, Please State Who & When The Events Were Brought To Their Attention?

12. Please list any witnesses, including fellow employees, supervisors, or others we may contact for additional information to support or clarify your complaint.

PLEASE SIGN & DATE FORM

Signature:

Date:



EMPLOYEE'S UNIFORM RECEIPT AGREEMENT

The undersigned employee of the City of Providence hereby acknowledges receipt of the following uniform(s) and/or accessory(ies).

QUANTITY	DESCRIPTION

The employee agrees:

1. That all uniform(s) and/or accessory(ies) are to be worn and used only during hours of employment.
2. That they will observe all rules and regulations that may be promulgated concerning the use and care of uniform(s) and/or accessory(ies).
3. That they will compensate the City for all loss or damage occurring to uniform(s) and/or accessory(ies), ordinary wear and tear and circumstances beyond the employee's control excepted; and, in any case of total loss, or of any damage which shall make a uniform or accessory unusable, the employee shall compensate the City for any such damage or loss.
4. That upon suspension or termination of employment with the City, employees shall promptly surrender all uniform(s) and/or accessory(ies) to their Department Director or supervisor.

EMPLOYEE NAME: _____

SIGNATURE: _____ **DATE:** _____



CITY OF PROVIDENCE

NOTIFICATION OF ARREST FORM

Date	
Name	
Address	
Telephone	
Employee ID #	
Department	
Date of Arrest	
Location of Arrest	
Arresting Agency	
Nature of Arrest	
Court Action to Date	
Date of Notification	

REPORTS MUST BE MADE WITHIN ONE DAY OF THE CHARGE/ARREST to the Chief Human Resources Officer, City Hall Room 401, 25 Dorrance Street, Providence, RI 02903. Forms can be emailed to HR@providenceri.gov.



EMPLOYEE INCIDENT REPORT

DEPARTMENTS:

- 1) For serious injuries, **immediately** notify Human Resources.
- 2) **Check box** for employee's work status at time report submitted:
 - ☐ Regular duty
 - ☐ Modified/light duty as of _____
 - ☐ Out of work as of _____



Print form to fill in, then email completed copy to EIR@providenceri.gov within 48 hours of incident.

OR



Download form to fill in, then email completed form to EIR@providenceri.gov within 48 hours of incident.

EMPLOYEE INFORMATION: (To be completed by employee)

Last Name: First: MI:

DOB: Gender:

Home Address:

City: State: Zip:

Work Phone: Cell Phone: Home Phone:

Department: Job Title:

Date of Hire: Time Workday Starts: AM/PM

DETAILS OF THE INCIDENT:

Date of Incident: Time of Incident: AM/PM

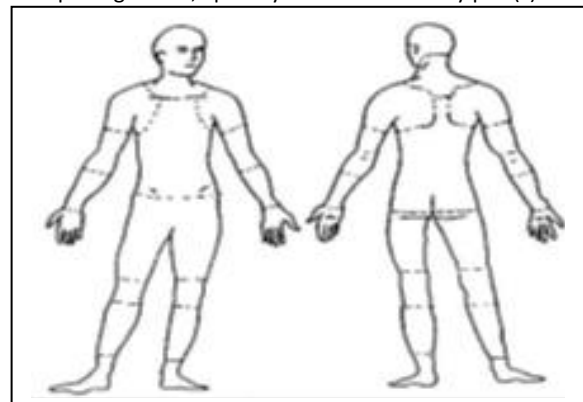
Where did the incident occur: (Name of street, building, office, etc. **Be specific.**)

What task were you performing at the time of the incident:

In detail, describe how it happened: (List any object/substance/truck, vehicle or equipment involved)

Did an injury occur? _____ Yes _____ No
If Yes, list what parts of your body were involved.
(Be specific such as left knee, right hand, etc.)

Insert check mark to indicate involved body part(s) on the diagram
or, if completing online, place your cursor on body part(s) and click.



Were you wearing Personal Protective Equipment (PPE)? Explain.

Did you seek medical treatment? Check the appropriate box:

☐ First Aid Only

☐ Outside Medical Treatment

List name of physician/treatment center _____

☐ No treatment needed at this time.

*NOTE: If you decide to seek medical treatment **after** filing this report, immediately notify the Workers' Compensation Division in Human Resources or you may be incorrectly charged copayments.*

Were you released to your regular job? _____ Yes _____ No

Were you released to modified/light duty? _____ Yes _____ No

If cleared for light duty, please give the restrictions:

List all witnesses and others in the area at the time the incident occurred.

To whom did you report the incident?

When did you report it?

I certify that the information contained in this report is true and correct. I understand that any falsification of information regarding an on the job injury may result in disciplinary action and/or action permissible pursuant to the Rhode Island Workers' Compensation statute.

Employee's Signature

Date

SUPERVISOR'S INFORMATION :

What was the employee doing at the time of the incident? Did you talk with them directly?

Was the employee following standard procedures at time of incident? Explain.

Was there a violation of department safety practices? Explain.

Have you interviewed all other persons present? If witness statement not attached, please identify individuals and summarize their statements.

Is there anyone you have NOT interviewed? Explain.

What can be done to prevent similar incidents?

What have you done to communicate with your staff about how to prevent this from happening again?

Supervisor's Signature

Date



STATEMENT OF WITNESS TO AN INCIDENT

WHO IS MAKING THIS STATEMENT:

Your Name:

Department:

Job Title:

Contact Information: Work phone:

Contact phone:

☐ Cell

☐ Home

Name of your foreman or supervisor:

INCIDENT INFORMATION:

Date of Incident:

Time of Incident:

☐ AM ☐ PM

Name of Interviewer and/or Translator (if applicable)

INCIDENT DETAILS:

How close were you when the incident occurred (in feet)?

Did you see the incident?

☐ Yes

☐ No

Who, if anyone, was injured?

Where did it happen? (Name of street, building, office, etc.)

What happened?

What did you notice about the injured person? (such as bleeding, limping, vomiting etc.)

What complaints did the injured person make (such as where was the pain?)

What happened immediately after the incident?

Did the employee continue to work? ☐ Yes ☐ No

Was anyone else present at the time?

☐ Yes

☐ No

If yes, what were their names?

Do you have any suggestions on how to prevent this from happening again?

Witness Signature

Date

Supervisor's Signature

Contact Number

Date

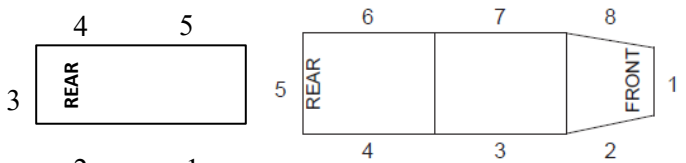
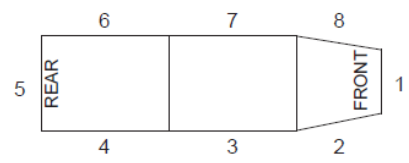


VEHICLE/EQUIPMENT INCIDENT - INTERNAL REPORT FORM

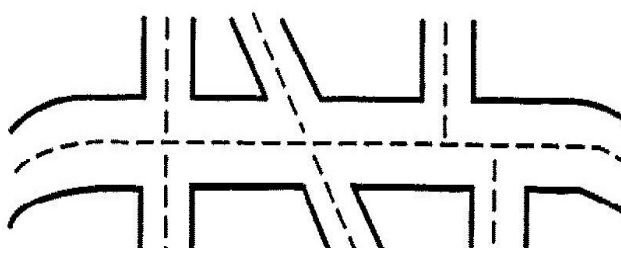
Keep this in your glove box

First Steps	While Still at the Scene
<ul style="list-style-type: none">Stop your car. If you are blocking a lane of travel, move vehicle to side of road.Get aid for the injured- call 911 and ask for an ambulance.Call the police- call 911 even if there are no injuries.Notify your supervisor.	<ul style="list-style-type: none">When the police come, cooperate and tell them what you know.Take pictures.

Day/Date/Time:	AM / PM (circle one)
City Operator:	
Title:	
Equipment/Vehicle No.:	
Your Passengers:	
Location of Incident (be specific):	
Police Report Number:	

DAMAGE DESCRIPTION (Don't forget to take photos)	
Your Vehicle: Circle the numbers closest to the damaged areas.	Other Vehicle: Circle the numbers closest to the damaged areas.
	

ALL DRIVERS	*CDL Drivers Only operating CMV at time of Incident Is alcohol and controlled substance testing required?
Was there a fatality? ___ Yes ___ No	← If yes- Test*
Were you issued a citation? ___ Yes ___ No	← If yes- Go to next 2 questions
Was a vehicle towed away? ___ Yes ___ No	← If yes- Test* *Alcohol within 2 hours, no more than 8 hours
Was any one transported away from the scene for medical treatment? ___ Yes ___ No	← If yes- Test* post-accident.
Who? <input type="checkbox"/> Driver <input type="checkbox"/> Co-worker <input type="checkbox"/> Other	*Controlled substance as soon as possible, no later than 24 hours

Explain below how the incident happened:	Indicate on the diagram how the incident happened:
<div><hr/><hr/><hr/><hr/><hr/><hr/><hr/><hr/></div>	

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Director's Signature: _____

Date: _____

____ Photos attached ____ Copy Vehicle Incident Report to Fleet Manager ____ Copy of completed Employee Incident Report(s) to HR