

**CITY OF BRANSON, MISSOURI
HUMAN RESOURCES ARTICLES**

DEFINITIONS

The following words and phrases are defined as follows when used in these Articles.

ANNIVERSARY DATE: See Hire Date

APPEAL PROCEDURE: A formal procedure available to a regular classified employee who has completed the probationary period, whereby the employee may challenge the decision to dismiss, demote or suspend that employee without pay.

APPLICANT: An individual who has submitted a job application within the time specified in an announcement of vacancy.

APPOINTED/HIRED: To select an employee for a position.

BOARD OF ALDERMEN/BOARD: The term “board of aldermen” or “board” or “Governing Authority” means the Board of Aldermen of the City of Branson, Missouri, which consists of six elected officials, two elected from each ward.

CITY: The term “the city” or “this city” shall be construed as if followed by the words “of Branson, Missouri.”

CITY ADMINISTRATOR: The term “City Administrator” means the Chief Executive Officer appointed by the Mayor and Board for an indefinite term, and is not considered a Director. All references to the City Administrator also include the City Administrator’s designee, unless specifically stated to the contrary.

CITY SERVICE: The City of Branson’s organization.

CLASS/CLASSIFICATION: A grade of positions sufficiently similar as to duties performed, scope of discretion and responsibility, minimum requirements of training, experience or skill, and such other characteristics that the same tests of fitness, and the same range of compensation have been or may be applied to each position in the grade.

CLASSIFICATION DATE: The date upon which an employee is placed in a classified or unclassified, service or the date an employee is promoted or demoted to a new classification. This will become the employee’s annual performance appraisal date.

CLASSIFIED SERVICE: The classified service is composed of all city employees except those positions in the unclassified service.

COMPENSATORY TIME: Time off with pay, in lieu of overtime pay.

COMPLETED PAY PERIOD: Shall exist when the employee has been paid for all hours of scheduled work for the position to which assigned during the pay period.

CREDITABLE TIME: Period of employment during which benefits accrue.

DEMOTION: The assignment of an employee from a position in one classification to a position in another classification having a range with a lower maximum rate of pay. Demotions will change the employees review date from hire date to review date.

DIRECTOR: The head of each department who shall have managerial responsibility, supervision and control of the department, who reports to the city administrator, except those directors appointed or elected by the Board. More than one department may be headed by the same individual.

DISCIPLINARY ACTION: A documented written or verbal warning, suspension, demotion, corrective probation or termination, placed into an employee's official personnel file, regarding the unacceptable performance, action, or omission, of or by an employee.

DISMISSAL: Involuntary termination from employment.

EMPLOYEE: Any individual appointed and hired to a position in the City service.

INTERN: A position, not in the classified service, of limited and defined duration, normally performed in conjunction with a degree program requirement at an accredited college.

PROBATIONARY EMPLOYEE: An employee who is serving their initial six (6) months of service to the City, or twelve (12) months of service in the case of police officers and fire fighters, unless extended, and who has not yet been confirmed to regular employee status by a satisfactory end-of-probation report.

REGULAR EMPLOYEE: An employee, either part-time or full-time, who has successfully completed the initial probationary period.

REGULAR FULL-TIME EMPLOYEE: An employee in a position which normally requires at least thirty (30) hours per week.

REGULAR PART-TIME EMPLOYEE: An employee, not necessarily in the classified service, in a position which normally requires less than thirty (30) hours per week, but continues on a year-round basis.

SEASONAL EMPLOYEE: An individual, not in the classified service, employed to work in a position of limited and defined duration, but which is recurring from year to year.

TEMPORARY EMPLOYEE: An individual, not in the classified service, employed to work for a period or project of limited and defined duration.

EMPLOYMENT ELIGIBILITY LIST: A listing of names of eligible job applicants who have passed all required examinations for a particular position or class.

EXAMINATION: All phases of evaluating the qualifications, suitability and potential of an applicant for City employment, to include but not limited to, completion of the application, written and performance tests, and interviews.

GENDER: Use of the masculine pronoun in this manual shall include the female pronoun and vice versa. Terms importing the masculine gender include the feminine and neuter.

GOOD STANDING: An employee who voluntarily resigned from the City's employment and provided a written statement of their resignation with a minimum of a 14 calendar days' notice unless the Director consents to and approves a shorter notice period. This may include a reduction in work force in some circumstances.

GRIEVANCE PROCEDURE: A formal procedure available to a regular classified employee who has completed the probationary period to challenge an alleged improper application of policies and procedures established by the Human Resources Manual or Administrative Rules and which an employee believes is adversely affecting the employee's working conditions.

HIRE DATE: The date upon which an employee is hired for a position in the city's service. Also to be known as their anniversary date. For a seasonal or temporary employee, the initial hire date will change upon an employment status change to part-time or full-time.

HUMAN RESOURCES MANUAL: The Human Resources Manual is the compilation of Human Resources Articles and Administrative Rules. Human Resources Articles are approved by the Board of Aldermen and Administrative Rules are established by the City Administrator.

HUMAN RESOURCES DIRECTOR: The individual appointed by the City Administrator to administer the provisions of these Articles. All references to the Human Resources Director also include the Human Resources Director's designee, unless specifically stated to the contrary.

IMMEDIATE FAMILY MEMBER: Mother, step-mother, father, step-father, mother-in-law, father-in-law, spouse, child, step-child, brother, step-brother, sister, step-sister, grandfather, grandmother, grandchild, a person who has served in loco parentis of either the employee or the employee's spouse, or a person for whom the employee has served in loco parentis. Upon approval from the Director and Human Resources Director, an immediate family member may also include other individuals who bear a similar relationship and live in the employee's household.

INITIAL PROBATION PERIOD: The period of assignment following the commencement of employment by the City of Branson during which an employee must prove fitness, suitability, ability, and qualifications by satisfactorily performing the required duties of the position.

IN LOCO PARENTIS: A person or persons who have had full parental responsibilities and duties towards an individual under the age of 21.

LEAVE RESTRICTION: Notification by the Department Head that he or she has reason to believe that an employee has repeatedly misused or abused sick leave resulting in one or more of the following: requiring the employee to obtain a health care provider's certificate for any time missed from work for illness or injury; revocation of approved, or denial of requested, vacation time; and/or a score indicating "needs improvement" on the annual performance evaluation. Each leave restriction is for a three-consecutive-month period of time.

MAY: The term "may" is permissive or optional.

MEDIA DEVICE: Any device designed to take, store, playback or transmit digital or analog images, video, music or other data content, via ports or wireless network technology. This includes, but is not limited to, cellular phones, cameras, iPods and computers.

MERIT MATRIX: The table or array of employee compensations that coincides with the Merit Plan.

MERIT PLAN: A system of annually rewarding individual performance that differentiates increases based on varying levels of performance. The term "Merit" applies to how increases in compensation are addressed each year.

OFF-DUTY WORK: Work performed outside an employee's work shift, for an employer other than the City.

OPEN DOOR POLICY: Is a policy by which an employee or volunteer can, with certain protections, seek – at any level of the organization – discontinuance, abatement, resolution, equity or justice regarding certain work related matters. However, this policy cannot provide a guarantee that the employee will receive his or her desired result. If a fear of retaliation or punishment for following normal communication channels is present, the employee may choose to resolve the matter at any higher level of authority in the City. It is a policy that provides a means for an employee or volunteer to respectfully and professionally express and report his or her concern or dislike of a situation in a way that does not usurp the supervisor's authority and will not result in any reprisal or punishment for that employee.

OUT-OF-CLASS PAY: Pay for temporary assignment to a position, or the duties and responsibilities of a position, in another class within the classified service, with a higher rate of pay.

PERFORMANCE APPRAISAL: A written report and scoring, evaluating the level of performance of the individual employee for assigned responsibilities, goals, City values and objectives within the employee's position specification.

PERSONAL LEAVE: The amount of time an employee earns once they have reached and then maintain their sick leave maximum accumulation.

POSITION: A specific job established by the City Administrator within the classified or unclassified service.

POSITION GRADE SCHEDULE: A list of employee compensation ranges based on class or classification.

PROMOTION: Assignment of an employee to a position in another class having a range with a higher maximum rate of pay. Promotions will change the employees review date from hire date to review date.

PROMOTIONAL PROBATIONARY PERIOD: The period of assignment following promotion during which an employee must prove fitness, suitability, abilities, and qualifications by satisfactorily performing the required duties of the position.

RECLASSIFICATION: Assignment of a position to a different class because of changes in the position specifications.

RECRUITMENT: Notification to an appropriate potential applicant pool that an examination or interview process will be conducted to establish an employment eligibility list to hire for a particular position.

RESIDENCE: The place where one actually lives: the physical location where one normally eats, sleeps, uses as the center of family life (when applicable), and maintains everyday personal and household effects.

REVIEW DATE: The date an employee receives a performance appraisal and is eligible for an increase to their base pay. Normally this is the same as the hire date except when there's been a promotion or demotion.

RSMo.: The abbreviation "RSMo." means the Revised Statutes of Missouri, as amended.

SALARY ADVANCEMENT: An increase in salary granted within the limits of a pay range established for a class.

SENIORITY: A status obtained by an employee measured by the length of service with the City.

SHALL: The term "shall" is mandatory.

SHIFT: The hours of work assigned to an employee by the employee's Director.

STEP PAY PLAN: The table or array of employee compensations that establishes the basic pay rates and step increases for employees on an annual basis.

SUSPENSION: The temporary removal of an employee from his/her assigned duties with or without pay.

TEMPORARY ASSIGNMENT: Assignment to another position for a limited duration.

TRANSFER: (A). Lateral Transfer – The movement of an employee from one position to another position within the same classification. (B). Classification Transfer – The movement of an employee from one classification to another classification within the same pay range.

UNCLASSIFIED SERVICE: The unclassified service is comprised of city employees in the positions set forth below. The appeal provisions of these Articles do not apply to employees in the unclassified service.

City Administrator

Directors

Part-time, Interns, Volunteers, Temporary employees, and Seasonal employees

VOLUNTEER: A position, not in the classified service, in which a person is not an employee, but volunteers services, often for reimbursable expenses.

WEAPONS: Non work related weapons are prohibited in the workplace and shall be described as: any instrument designed or intended for the purpose of inflicting harm on another, including but not limited to firearms, knives, clubs, explosives, “brass knuckles” or items as described in RSMo. 570.010. This does not include any ordinary pocketknife with a blade four inches or less in length or kitchen utensils, as these items are designed and intended for purposes other than inflicting harm. Any violation of this policy will be subject to disciplinary action up to and including termination of employment.