



501 – EMPLOYMENT STANDARDS

I. INTRODUCTION

The City has established the following general employment standards and expectations applicable to all employees to promote effectiveness and efficiency in the conduct of City business.

A. Knowledge, Skills and Abilities Required by the Job

The City requires employees to develop and to consistently demonstrate knowledge, skills, and abilities required to be fully proficient in the job.

Employees are expected to make continued and substantial progress toward meeting and to meet or exceed these full performance knowledge, skills, and abilities within two (2) to four (4) years of placement in the position, depending upon the job.

Employees who are underfilling higher level positions in a recognized training capacity are required to make continued and substantial progress and meet or exceed the entry standards for the higher level positions within the time frame specified by the job description. If no time frame is specified, employees are required to meet or exceed the entry standards for the position underfilled within two (2) to four (4) years unless otherwise authorized by the department director and the Director of Human Resources.

B. Work Performance

The City requires employees to perform their work and to carry out their responsibilities in a conscientious manner. Employees are expected to meet or exceed established performance standards; follow established procedures and instructions to produce work of acceptable quantity and quality; to exercise appropriate judgment in the discharge of their work duties; and to otherwise meet and maintain performance standards for the job held. Conditions or circumstances which prevent employees from performing normally or completing assignments should be reported to the appropriate manager. Likewise, unclear instructions or procedures should be brought to the attention of the appropriate manager.

C. Conduct

Employees are expected to comply with the City's and the department's Standards of Conduct.

D. Objectives

In addition to standards for knowledge, skills, abilities and work performance, employees may be assigned specific objectives. Employees are required to satisfactorily meet any assigned objectives.

E. Work Habits and Job Commitment

The City requires employees to demonstrate positive and productive work habits, including working relationships, initiative, and commitment to the job and the City.

F. Work Schedule

Management has the authority to change working hours, work days, starting and stopping times, shift assignments, assign overtime including during emergency conditions or at any other time, or any other aspect of the employee's schedule, at any time. While the City strives to provide as much notice of a work schedule change as possible, no notice is required and changes to an employee's work schedule do not incur any additional compensation unless credited time for the work week exceeds 40 hours. Employees must have authorization from their supervisor prior to working any overtime.

G. Attendance

Employees are expected to have timely and consistent attendance on the job. Planned use of paid personal leave (PPL) or paid medical leave (PML) should be arranged and approved by the appropriate manager in advance. Unexpected use of leave time should be reported to the appropriate manager as promptly as possible within the timeframe specified by the department, division, or subdivision. Employees are expected to work any assigned overtime, unless excused by the appropriate manager.

H. Job Qualifications

The City requires employees to have and to maintain all qualifications and licenses including but not limited to operator's licenses, certifications, and other requirements for the position held.

I. Employee Reporting Requirements

Employees shall immediately report to their supervisor or department director any situation or condition, including but not limited to the loss, suspension, or revocation of a driver's license or any other job-related license or certification, or any condition which may interfere with or prevent the employee's regular or safe performance of duties, or compliance with the law. Employees are also required to report the use of any doctor-prescribed medication which may affect their ability to safely perform the essential functions of their jobs. The City also requires employees to immediately notify their supervisor or department director of any on-the-job injury or accident, or any situation or condition which the employee believes is detrimental to their well-being on the job, or which negatively affects their ability to adequately perform their job.

J. Physical Requirements

Employees are required to meet and maintain all medical and physical standards necessary for performance of the duties and responsibilities of the position held as determined by the City Physician.

K. Departmental Requirements and Standards

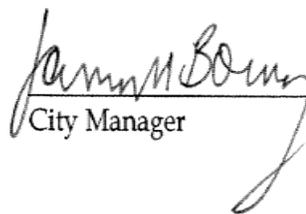
In addition to these standards, individual departments may establish specific requirements and standards necessary for the operation of that department. Employees are required to meet and maintain these standards.

Failure to meet and maintain these standards will result in appropriate personnel action, including termination or disciplinary action in accordance with the City's Standards of Conduct.

Nothing in this policy manual shall preclude the termination, demotion or transfer of any employee as a result of reorganization, restructuring, reduction-in-force, reductions-in-funding, abolition or elimination of jobs or programs, changes in job requirements, changes in work, methods or any other activity relating to the management of the City of Newport News. The City of Newport News is an at-will employer. Nothing in this policy manual constitutes an employment contract.

Supersedes/Amends: 501, 3/01/90

Approved:



City Manager