Table of Contents

GENERAL	PROVISIONS
1.01	Authority
1.02	Purpose
1.03	Amendment
1.04	Administration
1.05	Non-Discrimination
1.06	Harassment Policy
1.06.01	Offensive Materials Policy
1.06.02	Computer Use Policy
1.07	Workplace Violence Policy
1.07.01	Child Protection Policy
1.08	Eligibility for Employment - Immigration Reform and Control Act of 1986
1.09	Employee Code of Ethics
1.10	Political Activity
1.11	Availability of Administrative Rules
1.12	Job Types
1.13	Emergency Powers of the Mayor
1.14	Reporting of Fraud or Theft of Public Money, Properties, or Services
1.15	Electronic Records Retention
1.16	Access to and Copies of Public Records
1.17	Limited English Proficiency Policy
1.18	Social Media Policy
1.19	Open Data Policy
	Appendix A City of Knoxville Request for Inspection and Duplication of Public
	Records

2. CLASSIFICATION AND COMPENSATION

1.

2.01	CLASSIFICATION AND COMPENSATION AUTHORITY
2.02	PURPOSE
2.02.01	Classification Plan
2.02.02	Compensation Plan
2.03	DEVELOPMENT AND MAINTENANCE OF THE CLASSIFICATION AND
	COMPENDSATION PLANS
2.03.01	Review of Classification Plan
2.03.02	Review of Requisitions
2.03.03	Creation of New Positions
2.03.04	Abolishment of a Position
2.03.05	Salary Survey
2.04	ADMINISTRATION OF THE GENERAL GOVERNMENT COMPONENT OF THE
	CLASSIFICATION PLAN
2.04.01	Changes in Duties of Positions
2.04.02	Reclassification of a Position
2.05	ADMINISTRATION OF THE GENERAL GOVERNMENT COMPONENT OF THE
0.05.04	COMPENSATION PLAN
2.05.01	Compensation
2.05.02	Adoption and Amendment
2.05.03	Administration
2.05.04	Starting Rate of Pay
2.05.05	General Structure Adjustments
2.05.06	Advancement Through the Pay Range
2.05.07	Annual Pay Increase
2.05.08	Demotion Rate of Pay
2.05.09	Retreat/Reinstatement Rate of Pay

Table of Contents

2.06	ADMINISTRATION OF THE UNIFORMED POLICE AND FIRE COMPONENTS OF THE COMPENSATION PLAN
2.06.01	Composition
2.06.02	Adoption and Amendment
2.06.03 2.06.04	Administration Starting Rate of Pay
2.06.05	General Structure Adjustments
2.06.06	Advancement Through the Pay Range
2.06.07	Annual Pay Increase
2.06.08 2.06.09	Demotion Rate of Pay Retreat/Reinstatement Rate of Pay
2.00.00	The sauthemotive and any
PAY PRO	
3.01	Definition of Terms
	A. FLSA B. Non-Exempt
	C. On-Call
	D. On-Call Pay
	E. Compensable Time
	F. Call Back G. Call Back Pay
3.02	Holiday Pay
3.03	Part-time Pay
3.04	Shift Differential Pay Policy
3.05	Overtime Policy A. Non-Uniformed Personnel
	B. Uniformed Personnel
	Police
2.05.04	Fire
3.05.01 3.06	Timekeeping Policy Call Back Policy
3.06.01	Police Court Time
3.06.02	On-Call Policy
3.07	Longevity Plan A. Uniformed Bodies
	B. Non-Uniformed Bodies
3.08	Moving and Travel Expenses for New Employees/Applicants
TRAINING 4 01	AND DEVELOPMENT Policy
4 0 1	FUIIGV

4.

3.

4.01	Policy
4.02	Initial Employment Orientation
4.03	Tuition Reimbursement
4.03.01	Tuition Reimbursement for Police Cadets

Table of Contents

5.	ATTEND	ANCE, LEAVE AND HOLIDAYS		
	5.01	Policy		
	5.02	Official Paid Holidays		
	5.03	Work Schedule		
	5.04	Severe Weather Policy		
	5.05	Mayoral Designation of Employees Exempt from Leave Accrual		
	5.06	Annual Leave (Vacation)		
	5.06.01	Additional Leave with Pay for Exempt Employees		
	5.07	Requests for Annual Leave and Compensatory Time		
	5.08	Sick Leave		
	5.08.01	Use of Leave for Wellness Events and Center Appointments		
	5.09	Restoration of Forfeited Leave		
	5.10	Restoration of Leave and Seniority upon Return from Layoff		
	5.11	Parental Leave		
	5.12	Workers' Compensation		
	5.13	Civil Leave		
	5.14	Bereavement Leave		
	5.1 4 5.15			
		Military Leave		
	5.15.01	An Executive Order of the Mayor of the City of Knoxville Extending to a Full Year the Eligibility Period for Certain Supplemental Salary and Benefits to Permanent Employees Called to Active Military Duty		
	5.16	Leave		
	5.17	Two Incumbents in One Position		
	5.18	Policy Governing the Transfer of Employees between KUB and General Government		
	5.19	Policy Governing Leave Balances of Employees Who Transfer From a Quasi-City Government Agency to City Government		
	5.20	Family and Medical Leave		
	5.21	Sick Leave Bank		
6.	HEALTH CARE PLAN			
٠.	6.01	General Provisions		
	6.02	Cost		
	6.03	Effective Date of Coverage		
	6.04	Coverage While In Nonpay Status		
	6.05	Coverage While Receiving Worker's Compensation		
	6.06	Coverage When Terminated or Laid-off		
	6.07	Reinstatement of Coverages		
	6.08	Changes in Coverage		
	6.09	Two Spouses Working for the City		
	6.10	Cafeteria Plan Including Flexible Spending Account		
	6.11	Employee Assistance Program		
	6.12	HIPAA Privacy Policy		
	0.12	HIPAA FIIVacy Folicy		
7.	OTHER E	OTHER BENEFITS		
	7.01	Sale of Annual Leave		
	7.02	Voluntary Benefit Programs		
	7.03	Service Recognition		
	7.04	Death or Disability in the Line of Duty - Uniformed Employees		
	7.05	Workers' Compensation		
	7.06	Long Term Disability		
	7.07	Life Insurance		

Table of Contents

8.		CONTINUATION IN THE EVENT OF ABSENCE OR SEPARATION
	8.01	General Provisions
	8.02	COBRA
	8.03	Resignation, Retirement, or Termination of Employment
	8.04	Unpaid Absence
	8.05	Military Leave
	8.06	Family Medical Leave – Not Due to a Work Related Injury to Employee
	8.07	Family Medical Leave – Due to a Work Related Injury to Employee
	8.08	Administrative Leave
	8.09	Extended Paid Leave Not Subject to Family Medical Leave
	8.10	Continuation of Benefits During Retirement
•	TDAVEL D	EQUI ATIONS
9.		EGULATIONS
	9.01	Policy
	9.02	General Procedures
	9.03	Transportation
	9.04	Lodging Manda and Institute In
	9.05	Meals and Incidentals
	9.06	Miscellaneous Expenses/Items
	9.07	Travel Reconciliation
	9.08	Travel Outside United States
	9.09	Disciplinary Action
10.	VEHICLE L	JSE POLICY
	10.01	Introduction
	10.02	General Policy
	10.03	Operator Responsibilities
	10.04	Preventive Maintenance
	10.05	Special Policy for Lease and Lease Purchase Vehicle
	10.06	Drive Home Vehicle Assignment Policy
	10.07	Vehicle Accidents and Damage to City Vehicles
	10.08	Out-of-Town Travel
	10.09	Applicants' Driving Records
	10.10	Completion of Defensive Driving Course
	10.11	Executive Order of the Mayor: Establishment of a Vehicle Assignment and Drive
		Home Policy
11.	DISCIPLIN	E
11.	11.01	Policy
	11.02	Types of Discipline
	11.02	A. Oral Reprimand
		B. Written Reprimand
		C. Suspension
		D. Demotion
		E. Termination
	11.03	Reasons for Discipline
	11.03	Administrative Leave
	11.07	Administrative Leave

Table of Contents

12.	MISCELLANEOUS		
	12.01	Employee Safety	
	12.02	Performance Appraisals	
	12.03	Grievances	
	12.04	Eligibility for Re-Employment	
	12.05	Unemployment Compensation	
	12.06	Exit Questionnaire	
	12.07	Pension Plan	
	12.07.01	Delayed Retirement Option Program (D.R.O.P.)	
	12.07.01	Sick Leave Conversion to Pension	
		Annual Leave Status	
	12.08	Breast Feeding Support and Promotion Policy	
	12.00	Tobacco Policy	
	12.09	I. Background	
		II. Policy	
	12.10	Purchase of Flowers and Gifts	
	12.10		
		Reimbursement of Non-Travel, Business-Related Meals	
	12.12	Holiday Guidelines and Procedures	
	12.13	Cellular Phone and Communications Policy	
		I. Purpose and Scope	
		II. Cellular Service Vendors	
		III. Eligibility and Approval	
		IV. Personal Calls	
		V. Other Restrictions	
		VI. Plans, Headsets, Features, and Accessories	
		VII. Damage, Loss, or Theft	
		VIII. Usage Monitoring	
		IX. Program Management	
	10 10 01	X. Communication Plans	
	12.13.01	Appendix A: Request for Cellular Communications Devices	
	12.13.02	Appendix B: Reimbursement Computation Methodology for Reimbursing the City for	
		Personal Usage of Cellular Communications Devices	
	12.13.03	Appendix C: Guidelines for Computing the Cellular Communications Allowance	
13.	ALCOHOL	AND DRUG POLICY	
	13.01	Alcohol and Drug Policy	
14.	OCCUPAT	IONAL SAFETY AND HEALTH PROGRAM	
	14.01	Title	
	14.02	Purpose	
	14.03	Responsibilities	
	14.04	Plan of Operation for the Occupational Safety and Health Program for the Employees	
		of the City of Knoxville	
	I.	Purpose and Coverage	
	II.	Definitions	
	III.	Employer's Rights and Duties	
	IV.	Employees' Rights and Duties	

Table of Contents

V.	Administration
VI.	Standards Authorized
VII.	Variance Procedure
VIII.	Recordkeeping and Reporting
IX.	Employee Complaint Procedure
X.	Education and Training
XI.	General Inspection and Investigation Procedures
XII.	Imminent Danger Procedures
XIII.	Abatement Orders and Hearings When There Is
	Not an Imminent Danger
XIV.	Penalties
XV.	Confidentiality of Privileged Information
XVI.	Compliance With Other Laws Not Excused
14.05	Asbestos Management Policy
14.06	Confined Space Policy
14.07	Hazard Communication Policy
14.08	Occupational Noise Exposure Policy
14.09	Respiratory Protection Policy
14.10	Bloodborne Pathogens, Tuberculosis, and Rabies Policy
14.11	Emergency Action Plan Policy
14.12	Lockout/Tagout Policy
14.13	Personal Protective Equipment Policy
APPENDICES	
	Safety and Health Organizational Chart
	II. Locations of Department and Employees
	III. Notice to All Employees of the City of Knoxville
	IV. Program Budget
	V. Accident Reporting Procedures

15. ADA COMPLIANCE MANUAL

15.01 ADA Compliance Manual
I. General Information
II. Guidance – Departmental Functions
III. Reasonable Accommodations in Employment
IV. ADA Grievance Procedures for Employees
V. ADA Grievance Procedures for Non-Employees

16. UNCLASSIFIED SERVICE

16.01

16.02	APPOINTING OFFICERS
16.03	REQUISITION
16.04	ABOLISHMENT OF POSITION
16.05	HIRING PROCESS
16.06	PERFORMANCE EVALUATIONS
16.07	TRANSFERS
16.08	COMPENSATION
16.09	DISCIPLINE

GENERAL PROVISIONS