



TO: Mayor Tim Pogue
Board of Aldermen

RE: Personnel Rule Change

It is proposed that the attached policy be added to clarify and emphasize the City's commitment to employee fitness and wellness. Approval, by motion, is requested.

Sincerely,

A handwritten signature in black ink that reads 'Robert Kuntz'. The signature is written in a cursive style with a large, prominent 'R' and 'K'.

Robert Kuntz

City Administrator

Miscellaneous Benefits

All full-time employees are entitled to free use of all Ballwin recreational facilities, with the exception of areas normally requiring a rental fee (i.e., reserved ballfield, gymnasium, pool use, or meeting and banquet room rental).

Part-time and seasonal employees are entitled to free use of these facilities on an individual basis. Eligibility for this benefit is contingent upon the employee working 20 hours per week on average.

Family members of full-time employees and benefit eligible part-time employees may receive a discounted rate to Ballwin's recreational facilities.

All full-time employees and members of the employee's immediate family are entitled to register for programs, rent facilities, and receive daily admissions to all facilities at the resident rate.

The City can and will use payroll deductions to obtain reimbursement for any money owed to the City for goods or services provided by the City to the employee. Such reimbursements include, but are not limited to, tuition assistance, uniforms, equipment, and use of City facilities. Payroll deductions for United Way and Deferred Compensation programs, as well as other deductions approved by the City Administrator, are available if so desired.

Gym/Work-out Time

The City provides exercise and fitness equipment at several of its facilities as well as walking trails in some of our city parks. All employees are encouraged to engage in physical activities, exercise and other wellness initiatives and to utilize these facilities during their authorized meal breaks.

IV. EMPLOYEE CONDUCT AND SAFETY

Courtesy & Ethics

Employees shall not engage in any conduct which impairs their ability to perform their official duties or causes the City to be brought into disrepute.

Employees are expected to be courteous, honest and respectful in the performance of their duties, and shall control their tempers, even in the face of extreme provocation. In the performance of their duties, employees shall not use coarse, violent, profane or insolent language and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle or similar personal