3.14 Workplace Bullying and Violence

The City of Topeka is committed to providing a safe, healthful workplace that is free from violence, threats of violence or bullying. The City does not tolerate behavior whether direct or through the use of City-facilities, property or resources, that: (1) is violent; (2) threatens violence; (3) harasses or intimidates others; (4) interferes with an individual's legal rights of movement or expression; or (5) disrupts the workplace or collegial environment, or the City's ability to provide service to the public. This applies to all work locations, including offices, work sites, vehicles and field locations. The City takes reports of threatening or violent workplace incidents seriously.

3.15 Unlawful Discrimination and/or Harassment

The City is committed to protecting and safeguarding the rights and opportunities of all persons who seek, obtain and hold employment without discrimination and/or harassment. The City shall not engage in any unlawful employment practice based on age, color, disability, familial status, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status or any other factor protected by law. This applies to all employees in his/her dealings with fellow employees, as well as in his/her dealings with visitors and customers in the workplace.

4.5 Time and Attendance

To establish uniform practices and procedures for capturing hours worked and leave time in an accurate and efficient manner through an electronic time and attendance system while ensuring compliance with the Federal Fair Labor Standards Act (FLSA), all applicable state laws, as well as applicable bargaining unit agreements.

6.15 Inclement Weather (785) 368-0196

In the event of extreme weather conditions, the City Manager may announce the closing of non-emergency City offices by issuing a Declaration of Inclement Weather, which shall include beginning and ending times. All benefit-eligible, non-emergency employees who are scheduled to work shall be placed on Inclement Weather Leave for their normal scheduled hours during this specified time frame.

10.5 Smoking and Tobacco Products

To promote the health and well-being of all City employees. Smoking is prohibited in all city buildings, vehicles and equipment. Outside smoking on public property is allowed only in designated areas which have appropriate smoking waste disposal receptacles.
10.9 Concealed Handguns
The City shall ensure a safe and secure work environment, free of intimidation and threat of physical harm in accordance with all state and federal laws, including the Kansas Personal and Family Protection Act that allows some employees to carry concealed handguns in certain circumstances and in certain places.

11.1 Acceptable Use of Technology Systems
All information created, accessed or stored using City of Topeka technology systems and any application is the property of the City of Topeka. Users do not have a right to privacy to any activity conducted using the City of Topeka's technology systems. Representatives of the City of Topeka may review, read, access or otherwise monitor all activities on City of Topeka technology systems or accessed through use of a City of Topeka technology system.

11.2 Use of Wireless Communication Devices
The use of wireless communication devices for City business shall be conducted so as to ensure that all City-related communication is available for review for purposes of complying with applicable laws. The Kansas Open Records Act provides that an Employee in possession of recorded information related to City functions, activities, programs or operations is in possession of a public record that is subject to open records laws, regardless of whether the communication is maintained on a City-issued or personal wireless communication device.

Emergency Standards Operating Procedures (ESOP):
Emergency Standard Operating Procedures are for emergencies or incidents that may occur during business hours. The Emergency Standard Operating Procedures is designed for employees in the event evacuations are necessary to respond to that situation for employees and possible visitors in City facilities. Employees are encouraged to visit with their supervisor to ensure they are aware of processes and procedures in the event there is an emergency situation.

City’s Emergency Standards Operating Procedures can be found on the City’s Intranet site located under “Policies and Procedures” then select “Forms & Agreements.”

Full Policies are located on the City’s Intranet site under “Policies and Procedures”