



CITY OF TOPEKA

HUMAN RESOURCES DEPARTMENT

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Highlights of City Of Topeka Personnel Policies and Administrative Regulations

No Discrimination or Harassment

The City of Topeka is committed to maintaining a work environment that is free from discrimination and harassment where employees at all levels of the City are able to devote their full attention and best efforts to the job. Discrimination and harassment, either intentional or unintentional, have no place in the work environment. Accordingly, the City does not authorize and will not tolerate any form of discrimination or harassment of or by any employee based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law. Any employee, regardless of position, who has a complaint of or who witnesses discrimination or harassment at work by anyone, including supervisors, managers, employees or even non-employees has a responsibility to immediately bring the matter to the City's attention.

Telecommunications Policy

The City reserves the right to retrieve, read, distribute, duplicate, delete, recover, or otherwise utilize the contents of any data, voice mail, or electronic mail generated or stored on City-Owned computers. The following are prohibited uses of the City information technology system:

- Sales of products and/or services or solicitation to sell products and/or services.
- Unauthorized disclosure of City of Topeka proprietary or confidential information.
- Illegal activity such as stalking, threatening others, espionage, theft, illegal drugs, pornography, and/or harassment or violation of any other applicable local, state, national or international law.
- Unprofessional communication having the potential to cause embarrassment to the City.
- Publishing, posting, and/or distributing defamatory, libelous, obscene and/or unlawful material or information.

The Director of Information Technology, or designee, shall have unrestricted access to all telecommunication devices without prior notification or approval.

Smoke-Free Workplace Policy

The City of Topeka is committed to promoting a safe and secure work environment. 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.

Workplace Violence

The City of Topeka is committed to promoting a safe and secure work environment. Nothing is more important to the City than the safety and security of its employees. We are committed to providing a working environment free from any types of prohibited behaviors which occur on City property, will not be tolerated.

Inclement Weather

In the event of inclement weather, the City Manager may issue a Declaration of Inclement Weather for the entire City. Only the City Manager or the City Manager's designee has the authority to issue a Declaration of Inclement Weather for the City of Topeka employees. In the event of a Declaration of Inclement Weather, the City will close for nonessential City employees during the period of Inclement Weather. Benefit-eligible, nonessential employees who are scheduled to work shall be placed on Inclement Weather Leave.

Emergency Evacuation Plan - Bomb

Once a bomb threat has been received, notify the Law Enforcement Center and the City Manager who will then check for credibility. If the threat deemed probable, employees will be instructed by authorities to exit the building by the nearest marked exit. Do not use elevators, cell phones, portable phones or two-way radios during an evacuation. Do not handle any suspicious objects or packages. Safety Captains will assist anyone who may require special help. Proceed directly to the identified location in the Evacuation Procedural Policy for a particular site and remain until notified to move or until safe building reentry is allowed. Refer all media inquiries to the Public Information Officer or the City Manager.

Emergency Evacuation Plan - Fire

Notify all personnel that an incident has occurred requiring emergency evacuation. Call 911 to notify the proper authorities of the situation. Exit the building by the nearest marked exit. Do not use elevators, cell phones, portable phones or two-way radios during an evacuation. Close all doors to contain a fire. Safety captains will assist anyone who may require special help. Proceed directly to the identified location in the Evacuation Procedural Policy for a particular site and remain until notified to move. If any personnel is unaccounted for, notify emergency responders immediately. All staff members will remain in the central locating area until emergency responders relocate them to another area, or notify that the evacuation emergency incident has ended, and that safe building reentry is allowed. If staff members have been exposed to biological, chemical, nuclear, or other contaminant, evacuate them to an isolated area and call emergency responders so victims can be decontaminated before being transported to the hospital. Refer all media inquiries to the Public Information Officer or the City Manager.

Emergency Evacuation Plan - Malicious Intruder

Notify all personnel that an incident has occurred involving a malicious intruder; specifying their location. Close and lock/barricade all interior doors immediately. Place as many rooms/barriers between you and the intruder as possible. Call 911 to notify the proper authorities of the situation. Do not come out from hiding until told to do so by Emergency Responders or a supervisor. If the location of the intruder is known and you can safely and quietly do so, exit the building via the safest route, do not use elevators. You may not be allowed back in the building for a lengthy period of time, so if possible take keys and purse with you. When leaving the building, follow all orders from emergency personnel. All staff members will remain in the central locating area. If any personnel are unaccounted for, notify emergency responders immediately. Do not leave the site or return to the building until told to do so by an Emergency Responder or your supervisor. Refer all media questions to the Police Public Information officer or the City Manager.

Emergency Evacuation Plan - Tornado

In the event of a tornado warning the senior staff member on duty will notify all staff that a warning has been issued. All personnel will proceed to the specific location identified in the Evacuation Procedural Policy for a particular site or facility. Safety Captains will assist employees and customers who may require special assistance. Do not use elevators, the only exception is for those with special needs previously identified and given that the elevator is in working condition.