



TOWN OF OCEAN CITY

SUBSTANCE ABUSE POLICY

Purpose

This is a re-statement of the Substance Abuse Policy first issued on October 30, 1989.

The purpose of this policy is to establish and maintain a workplace free from the influences of unauthorized controlled substances to include illegal drugs, legal drugs

used not in accordance with a prescription, alcohol, or any other intoxicant of substance of abuse.

Applicability

This policy applies to all applicants, current employees, and contract or leased individuals as well as consultants, contractors, vendors, and visitors on the

City premises at all times. Each such individual is responsible for abiding by this policy.

General Standards

All applicants considered for employment will be tested for drugs as part of the preemployment physical examination. Applicants who fail this test will be denied employment.

The unlawful manufacture, distribution, dispensation, purchase, possession, sale or use of illegal drugs or unauthorized controlled substances on City premises, in owned, leased or rented vehicles, or while engaged in business is prohibited. Some controlled substances are:

- Narcotics (heroin),
- Cannabis (marijuana, hashish),
- Stimulants (cocaine, amphetamines),
- Depressants,
- Hallucinogens (PCP).

The possession, use, distribution, purchase or sale of alcohol, or being subject to the effects of alcohol while on City premises, or when providing services to the City in City owned, leased or rented vehicles is prohibited unless approved by management.

Employees who violate the above provisions will be subject to disciplinary action up to and including termination. Consultants, contractors, vendors or visitors who violate this provision risk the possible termination of the business relationship.

The providing of services to the City by any individual at any time when the individual is, in the opinion of the City, subject to the effects of any controlled

substance abuse is prohibited. Employees reasonably suspected by the City to have violated this provision may be referred for substance abuse testing, medical evaluation, and/or be subject to disciplinary action up to and including termination. Unless prohibited by law, termination of employment will occur as a result of the following:

- refusal to submit to a drug and/or alcohol test
- failing to complete a substance abuse treatment program
- failing a management initiated drug test which includes, but not limited to, reasonable suspicion, random, post incident, and return-to-duty testing.

Consultants, contractors, vendors or visitors who violate the above provision risk the possible termination of the business relationship.

It is the policy of the Town of Ocean City to assist those employees with substance abuse issues who self-identify or voluntarily seek assistance before they are found to be in violation of this policy.

The Town of Ocean City reserves the right to take whatever measures in addition to those listed that are necessary and appropriate to effectuate this policy.

The Town of Ocean City also reserves the right to modify or terminate this policy at any time.

Specific Standards Applicable to Certain Departments

These standards are in addition to and not a limitation of the General Standards

Department of Transportation Covered Employees
Federal Transit/Federal Aviation Administration

Federal Highway Administration

Employees who perform certain functions as defined by the Federal Transit Administration will be required to submit to testing for illegal drugs, unauthorized use of controlled substances or alcohol. Under Federal law, individuals who fail such testing may not perform a covered function. In addition, such employees will be subject to disciplinary action up to and including termination.

Employee drivers of designated commercial motor vehicles as defined by the Federal Highway Administration will be required to submit to testing for illegal drugs, unauthorized use of controlled substances or alcohol. Under Federal-law, individuals who fail such testing may not operate a commercial motor vehicle. In addition, such employees will be subject to disciplinary action up to and including termination.

DAVID L. RECOR, CITY MANAGER:

DATE: 12/11/12



TOWN OF OCEAN CITY

Alcohol and Drug Testing Procedures

The Mayor and City Council, Town of Ocean City, Maryland have agreed to adopt the following procedures to ensure a drug free and safe work place and community for all employees of and citizens in the Town of Ocean City.

DEFINITIONS - In our procedures the following words have these definitions:

"Alcohol" - the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

"Alcohol use" - the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

"Breath alcohol technician (BAT)" - an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).

"Confirmation test" - for alcohol testing means a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substances testing means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy.

"Driver" - any person who operates a commercial motor vehicle. For the purpose of pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle.

"Employer" - means the Mayor and Council of the Town of Ocean City as the entity who owns or leases a commercial motor vehicle or assigns persons to operate such a vehicle, including agents, officers, and representatives of the employer.

"Evidential breath testing device (EBT)" - A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Product's List of Evidential Breath Measurement Devices" (CPL).

"Medical Review Officer (MRO)" - A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the City's drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

"Performing (a safety-sensitive function)" - any period in which the employee is actually performing, ready to perform, or immediately able to perform any safety-sensitive functions.

"Refusal to submit (to an alcohol or controlled substance test)" - a driver (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement of urine testing and been given up to 2 hours to perform, or (3) engages in conduct that clearly obstructs the testing process.

"Safety-sensitive function" - any of those on-duty functions as listed below:

- (1) All the time at a carrier or shipper plant, terminal, facility, or other property, waiting to be dispatched, unless the driver has been relieved from duty by the employer.

- (2) All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSR's), or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
- (3) All time spent at the driving controls of a commercial motor vehicle.
- (4) All time, other than driving time, spent on or in a commercial motor vehicle.
- (5) All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- (6) All time spent performing the driver requirements associated with an accident.
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- (8) All other potentially hazardous operations throughout the City which do or could expose persons to equipment such as machinery (moving or stationary), electrical components with exposed connections and other devices having exposed drive belts, pulleys and resulting pinch-points. (This list is not all inclusive.)

"Screening test (aka initial test)" - in alcohol testing it means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing it means an immunoassay screen to eliminate "negative" urine specimens from further considerations.

"Substance abuse professionals" - a licensed physician (Medical doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addictions counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

A. PROCEDURES - The Town of Ocean City has established the following alcohol and substance abuse procedures:

APPLICABILITY

All Town of Ocean City employees, full-time and seasonal, who are required to have a commercial driver's license (CDL) and those employees that could be called upon to perform the functions of the Commercial Motor Vehicle work force, including supervisors, and all other full-time positions in the City are subject to the controlled substance and alcohol testing rules.

B. CONDUCT - Prohibited Alcohol and Controlled Substance-Related Conduct

The following alcohol and controlled substance-related activities are prohibited by the Federal Highway Administration's and the Federal Transit Administration's drug use and alcohol misuse rules for drivers of commercial motor vehicles:

Reporting for duty or remaining on duty to perform safety sensitive functions while having an alcohol concentration of **0.04** or greater. An alcohol concentration greater than **0.02 but less than 0.04 would require the employee to be removed from a safety sensitive position for a minimum of 24 hours.**

Being on duty or operating a commercial motor vehicle (CMV) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.

Using alcohol while performing safety-sensitive functions. When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.

Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion or follow-up testing requirements.

Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any controlled substance; except when instructed by a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV.

Reporting for duty, remaining on duty or performing a safety-sensitive function, if the driver tests positive for controlled substances.

C. TESTING

In order to enhance highway transportation safety, Congress passed the Omnibus Transportation employee Testing Act of 1991. The Act required the Federal Highway Administration and the Federal Transit Administration to establish regulations requiring drivers of commercial vehicles to be tested for use of controlled substances and the misuse of alcohol. The following are the types of tests the City requires to be performed:

Pre-employment Testing - All applicants for seasonal and full-time employment in safety-sensitive positions requiring CDLs or individuals transferred to the positions or all other candidates for full-time positions in the Town must be given pre-employment drug tests.

Post-Accident Testing - Testing for prohibited drugs and alcohol is required in certain types of accidents and injuries:

- 1.) An accident is defined as an occurrence in which:
 - an individual dies.
 - an individual suffers a bodily injury and immediately receives medical treatment away from the scene of an accident.
 - if one or more vehicles involved incurs disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle.
 - the vehicle involved is a railcar, trolley car, trolley bus or vessel, and is removed from revenue service.
- 2.) An OSHA recordable injury is one which should be recorded on the OSHA 200 Log. Included are:
 - on-the-job deaths.
 - on-the-job injuries; illnesses.
 - others noted on the 200 Log.

Random Testing - Federal Highway Administration and Federal Transit Administration Regulations require the random testing for drugs and alcohol use by all safety-sensitive employees.

Reasonable Suspicion Testing - An employee may be required to submit to a test when the employer has reasonable suspicion that the employee has used a prohibited drug or has misused alcohol as defined by the Federal Highway Administration and the Federal Transit Administration Regulations as well as the descriptions found elsewhere in this document. The respective manager or supervisor will have completed a Reasonable Suspicion Test Documentation form to formalize the reasons why the test was deemed necessary. (See attached copy.)

Return-to-Duty-Testing - Before any employee is allowed to return to duty to perform a safety-sensitive function following a verified positive drug test result, an alcohol result of between 0.02 and 0.04, a refusal to

submit to a test, or any other activity that violates the regulations, that employee must first be subject to an evaluation by a substance abuse professional and pass a return to duty test.

Follow up Testing - Once allowed to return to duty, an employee shall be subject to unannounced follow-up testing for at least twelve months, but not more than sixty months. The frequency and duration of the follow-up testing will be recommended by the substance abuse professional as long as a minimum of six tests are performed during the first twelve months after the employee has returned to duty.

Split Sample Testing - Controlled substances tests conducted must follow split sample procedures. Under this provision, a person whose urine sample has tested positive for a controlled substance has the option (within 72 hours of being notified by the MRO) of having the other portion of the split sample tested at another laboratory at their own expense. If the second portion of the split sample also tests positive, then that person is subject to the sanctions contained in the regulations. If the second portion produces a negative result, or for any reason the second portion is not available, the test is considered negative and no sanctions are imposed.

Refusal Definitions - "Refusal to submit to an alcohol or controlled substance test" - a person (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process, or simple unwillingness to comply with the request to participate and cooperate.

A REFUSAL AS DEFINED ABOVE WILL BE INTERPRETED AS A POSITIVE READING AND RESULT IN AUTOMATIC DISCHARGE.

Consequences to Drivers Engaging in Conduct Prohibited by the Federal Highway Administration's and the Federal Transit Administration's Drug Use and Alcohol Misuse Rules.

Drivers who self declare to have problems with regard to alcohol misuse or use of controlled substances, are subject to the following consequences:

- * Drivers shall not be permitted to perform safety-sensitive functions and will work in another capacity, if such work is available. If work is not available, employee will be on unpaid leave until such problems have been identified and are working toward a solution.
- * Drivers shall be advised by their supervisor or the City's Human Resources Department of the resources available to them in evaluating and resolving problems associated with the misuse of alcohol or use of controlled substances.
- * Drivers shall be subject to evaluation by a Substance Abuse Professional (SAP) through a qualified agency or an appropriate agency through our medical insurance program who shall determine what assistance, if any, the employee needs in resolving their abuse problems.
- * Before a driver returns to duty requiring performance of a safety-sensitive function, he/she shall undergo a return-to-duty, alcohol test with a result indicating a breath alcohol level of less than 0.02 if the conduct involved alcohol, or a controlled substance test with a verified negative result if the conduct involved controlled substance use.
- * In addition, each driver identified as needing assistance in resolving problems associated with alcohol or controlled substances, shall be evaluated by a SAP to determine that the driver has followed the prescribed rehabilitation program and will personally pay for any medical expenses incurred as a result of the treatment program.
- * The driver will also be subject to unannounced follow-up alcohol and controlled substance testing. The number and frequency of such follow-up testing shall be as directed by the SAP, and consist of at least six tests in the first 12 months.

If the results of the driver's alcohol test indicate an alcohol concentration of 0.02 or greater, but less than 0.04, the driver shall not be permitted to perform safety-sensitive functions until the start of the Driver's next regular scheduled duty period, but not less than 24 hours following the administration of the test.

D. CONDITIONS OF CDL ALCOHOL/DRUG TESTING PROCEDURES

1. Alcohol Testing:

Employees suspected of "Operating While Intoxicated" or "Operating While Under the Influence" of alcohol will be initially screened by a supervisor or Town of Ocean City law enforcement officer. Initial screening may include field test and preliminary breath test by a trained EBT operator. If it is determined that the individual may be operating a vehicle "while intoxicated", or "under the influence" of alcohol, an EBT test of that individual's breath will be ordered. The employee also may have a physician administer a test for alcohol at the employee's expense in addition to the test directed by the Town of Ocean City or other qualified testing organization. Testing results will be kept by the Human Resources Department on a confidential basis.

2. Drug Testing:

Drug testing will be conducted by a qualified testing facility with results kept by the Human Resources Department on a confidential basis. The FHWA and the FTA regulations requires testing for the following drugs (or their metabolites):

- Marijuana
- Cocaine
- Opiates (e.g., heroin, morphine, codeine)
- Phencyclidine (PCP)
- Amphetamines (e.g., racemic amphetamine, dextroamphetamine, and methamphetamine)

3. Disciplinary Actions:

Employees who refuse alcohol or drug testing or who test positive for alcohol or illegal drugs shall be subject to termination of employment as stated in Section C above and the Town of Ocean City Personnel Policies Governing Classified Employees Manual.

Discipline will be taken as noted based on the following events:

- A. Negative Test Results:** should the tested employee be in active work status during the test for any of the reasons listed before, that person is permitted to return to work and is to be paid for the time spent testing.
- B. Positive Test Results:** should the employee test positive for alcohol with a level of .04 or greater or for unauthorized controlled substances (those cited in D.2. above) will result in Automatic Discharge.

4. Management Approved Functions - The Town of Ocean City management has identified the following as functions where the use of alcohol may be permitted:

- A. Dinner meetings held off-premises for official business purposes.
- B. Picnics/Christmas parties held either off-premises or on City property.
- C. Other events that may arise with the City Manager's approval.



OCEAN CITY BEACH PATROL

Town of Ocean City

Harassment Free Workplace Policy



The Town of Ocean City believes that all employees have the right to work in a mature, professional, and productive environment that is free from harassment.

The success of the organization is contingent upon an atmosphere of mutual respect and cooperation regardless of individual beliefs or attitudes. Harassment is unwelcome or inappropriate behavior that interferes with or has the potential to interfere with job performance or the maintenance of a positive work environment. It is behavior that undermines the integrity of the entire organization and it is often directed toward individuals based upon their race, color, religion, gender, sexual orientation, national origin, age or disability. Harassment may be visible in many forms, including, but not limited to the following:

Sexual - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (a) submission to or rejection of such conduct is used as the basis for employment decision, or (b) such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. Examples of conduct which may constitute sexual harassment include the following: 1. Promises or threats regarding any term or condition of employment which is conditioned on providing, or failing to provide, sexual favors; 2. Repeated offensive sexual flirtations, advances or propositions; 3. Unwelcome physical contact that is sexually suggestive. Occasional compliments of a socially acceptable nature do not constitute sexual harassment.

Additional examples of inappropriate behavior which may be some form of harassment include:

Verbal - Language or comments that are offensive, including vulgarities. This may include mocking, hostility, lewd comments and jokes, or intimidation which alters an individual's job efficiency.

Nonverbal - Leering or gestures that create an intimidating, hostile or offensive work environment.

Physical - Threats that create an intimidating, hostile or

offensive work environment. Unwanted physical contact which includes touching, patting, pinching or brushing the body.

Written/Pictorial - Ideas, pictures, objects, or expressions that are demonstrated which are not respectful of others and/or conflict with the company's goal of maintaining an environment that is free from harassment.

This policy applies to all City employees, as well as customers, vendors and other visitors authorized to be on City property. If you believe that you or someone else is being harassed, or you have observed harassing behavior, the following procedure should be followed: 1. Any employee who believes that he or she has been the subject of harassment should report the alleged act immediately to his or her department supervisor. If a complaint involves a manager or supervisor, the complaint should be filed with the Human Resources Director, Department Head, or the City Manager. 2. All complaints will be investigated in a timely and confidential manner. 3. If the investigation reveals that the complaint is valid, action designed to stop the harassment will be taken.

Violators of this policy will be subject to discipline up to and including immediate discharge.

The Town of Ocean City will make every effort to preserve confidentiality and privacy, but the conduct of the investigation or legal proceeding may have to address otherwise private matters and may make complete confidentiality impossible. Please keep in mind that accusations of harassment are very serious, and if untrue, can have negative consequences for innocent individuals.



SAFETY RULES AND REGULATIONS



The following safety rules are mandatory for all employees of the Town of Ocean City, Maryland. Employees must read, understand, and acknowledge these rules as a condition of employment. Willful violation of established safety rules is considered a serious infraction of Town policy and may result in discipline up to and including discharge. These rules have been adopted for our protection. We must all abide by them.

General Town of Ocean City Safety Rules and Regulations

1. Report all unsafe conditions, equipment, or practices immediately to a supervisor. Mark to prevent use until cleared by management. The Risk Manager must be contacted if the situation is uncertain.
2. Report all accidents and near misses immediately to a supervisor.
3. Accept responsibility to work safely and to help fellow employees from committing unsafe acts.
4. Use all personal protective equipment necessary to prevent exposure to hazards.
5. Seek first aid for all injuries. Don't let small problems get big.
6. Attend all required safety and health training. Reschedule missed training.
7. Keep work areas clean and orderly. Properly store materials and tools when not in use. Clean up spills and debris.
8. Do not wear loose clothing or jewelry around machinery.
9. Do not reach into energized or moving machines. Use Lockout Procedures.
10. Walk; do not run unless absolutely necessary in the performance of duty.
11. Smoke only in designated areas.
12. Do not engage in horseplay.
13. Use the legs for lifting, not the back. Do not lift and twist. Get help for heavy objects.
14. Do not operate or ride on equipment unless trained and authorized.
15. Do not blow compressed air towards any person.



SAFETY RULES AND REGULATIONS



General Town of Ocean City Safety Rules and Regulations – (cont)

16. Do not remove or bypass any safety equipment or guards unless alternative protective measures have been made.
17. Do not eat or drink in areas where hazardous chemicals are used or stored.
18. Do not report to work under the influence of alcohol or narcotics. Consumption of alcohol or narcotics is prohibited on all town property. Report to a supervisor when drugs are being taken that might affect ability to do a job safely.
19. Do not work if ability or alertness is impaired by fatigue, illness, or emotional distress.
20. Control improper language. Do not engage in profane, threatening, coercive, or abrasive behavior. Exercise common decency.
21. Do not fight.
22. Keep all weapons off of Town property unless possession is authorized.
23. Do not speed or drive recklessly in Town vehicles or on Town property.
24. Wear seat belts when driving or riding in city vehicles. Do not ride in the back of Town trucks on public roadways.
25. Follow instructions on signs and barricades.
26. Be familiar with the location of all emergency equipment.
27. Do not use damaged tools or equipment. Repair or replace as soon as possible.
28. Use the correct tool for the job.
29. Be aware of chemical hazards. Read the labels and use the Material Safety Data Sheets.
30. Follow specific safety procedures as instructed.



SAFETY RULES AND REGULATIONS



Specific Ocean City Beach Patrol Safety Rules and Regulations

- BP-1. If you are injured on the job you must report it to your immediate supervisor as soon as possible (on same work day, leave message if after hours). The appropriate form must be completed and an incident number will be assigned. If you go to a medical center on your own, **you will be responsible for your bill**. Workers' compensation claims will be investigated by the office of Risk Management for the Town of Ocean City. If an injury occurs off duty and you attempt to claim it as job related, you will be terminated!
- BP-2. The use of the Beach Patrol's ATVs is strictly prohibited by any employee other than Sergeants or those authorized by the Captain, First Lieutenant, or Officer in Charge and are on record as having proper training. Note: Authorization must be granted prior to each use. A copy of your driving record must be on file with the Town of Ocean City Risk Management office. Any incident involving a Beach Patrol Quad must be reported immediately to Beach Patrol Headquarters.
- BP-3. The use of the Beach Patrol's rescue water craft is strictly prohibited by any employee other than those authorized by the Captain, First Lieutenant, or Officer in Charge and are on record as having proper training and possessing a valid Safe-Boaters certificate or equivalent. Note: Authorization must be granted prior to each use. Any incident involving a Beach Patrol water craft must be reported immediately to Beach Patrol Headquarters.
- BP-4. It is your responsibility to protect yourself from unnecessary exposure to hazardous situations. This includes but is not limited to: Improper moving of the SRT tower (stand); Jumping from the top of the stand; not having a proper sand pile at the base of your stand; Sun (UVB) exposure (we provide sun screen, umbrella and hats); Unprotected contact with body fluids (Use gloves and CPR mask); UV and reflected light (wear sunglasses); Dehydration (drink plenty of fluids).
- BP-5. Although much of the time while performing your routine duties it will be appropriate to work without footwear, this causes a very real potential for lacerations and other types of open wounds to your feet with the possibility of infection. Therefore, you are expected to wear appropriate footwear at all other times. Very often these types of foot injuries will require you to stay out of the water and refrain from any running for a week or more. An SRT with these restrictions will not be permitted to work.
- BP-6. As a result of the physical nature of your job the risk of Skeletal/Muscular sports like injuries exists. Therefore it is your responsibility to maintain the physical conditioning required to perform any tasks that may be required of you in the normal performance of your assigned duties. This includes maintaining overall fitness and flexibility.
- BP-7. Use of Town supplied hand and power tools is restricted to those individuals who have received the approved training from a Town of Ocean City representative or their designee and are using those tools in accordance with established procedures. Any required protective personal safety equipment must be in use.



Town of Ocean City

CODE OF CONDUCT

Employees must understand and abide by the following policies and procedures related to the enforcement of the Town's Equal Employment Policy and Harassment Free Workplace Policy:

- All employees must refrain from engaging in discrimination and/or harassment, and to report any conduct that is or could reasonably be considered to be discrimination and/or harassment immediately to his/her supervisor with a copy to his/her Department Head.
- Supervisory employees must also attempt to stop any conduct that is or could reasonably be considered to be discrimination and/or harassment if he or she witnesses it.
- Conduct that some regard as "workplace pranks" violates the Town's Equal Employment Policy and Harassment Free Workplace Policy to the extent that the conduct pertains to race, sex, national origin, sexual orientation, disability, religion, genetic information, marital status, and/or any other legally protected characteristic. Such conduct will not be tolerated.
- Horseplay, practical jokes, bullying, and other conduct of a belittling or teasing nature is inappropriate and does not demonstrate the degree of professionalism required of employees of the Town of Ocean City.

The Town of Ocean City complies with all applicable laws and regulations and expects all employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws, and to refrain from any conduct that violates the Town's Equal Employment Policy and Harassment Free Workplace Policy. Employees should discuss difficult situations or questions openly with a supervisor and, if necessary, with the Department Head. Employees can raise concerns and make reports, as set forth in the "Harassment Free Workplace Policy" in the Employee Handbook, without fear of reprisal.

(Resolution 2013-5, March 18, 2013)



TOWN OF OCEAN CITY

The White Marlin Capital of the World

September 2013

RE: New Health Insurance Marketplace Coverage Options

Dear Town of Ocean City Employee,

This notice does not affect you if you are already enrolled in or eligible for coverage in the Town's health insurance program.

In 2014, the health care reform law creates a new type of online Marketplace for purchasing health insurance coverage. This Marketplace is referred to in Maryland as the **Maryland Health Connection** - www.marylandhealthconnection.gov. The Town of Ocean City is required to provide the enclosed notice to help you understand the health insurance coverage options that will be available to you starting in 2014 if **you do not qualify for employer sponsored benefits**.

The availability of coverage through Maryland Health Connection does not affect your eligibility for coverage through the Town of Ocean City health plans. The enclosed notice provides general information about our health plans as they exist today. While there are no substantive changes planned for the Town's health insurance programs, more detailed information on the health plans for 2014 will be provided in connection with the upcoming open enrollment period.

Beginning in October 2013, individuals not covered by employer plans, or individuals who have to contribute more than 9.5% of their salary toward their benefit plans will be able to find and compare health insurance plans through Maryland Health Connection and may qualify for financial assistance to lower the cost of health insurance depending on income level and household size. Coverage through health insurance plans offered on Maryland Health Connection may be effective as early as January 1, 2014.

If you purchase coverage through the **Maryland Health Connection**, you may be eligible for a federal subsidy that lowers your monthly premium or reduces your cost sharing. However, to receive these federal savings, you cannot be eligible for health plan coverage through your employer that is affordable and provides "minimum value." The Town of Ocean City's benefit plans meet the minimum value standard and the affordability standard.

Individuals who are not enrolled in health insurance coverage through an employer plan or other federal plan, will be required to purchase health insurance beginning January 1, 2014. There will be a penalty for individuals who do not have health insurance coverage. That penalty in 2014 will be \$95 per individual up to \$285 for a family or 1% of your family annual income, whichever is greater. The penalty amounts will increase in subsequent years.

The Worcester County Health Department has trained staff available to assist residents of Somerset, Wicomico and Worcester with applying for health insurance plans and determining eligibility for federal subsidies via Maryland Health Connection. Assistance is available online, in person or via the phone. Coming in October the new local consumer assistance program will have a website, www.lowershorehealth.org. In the meantime a local hotline is now operational to help people and to answer questions. **The local number is 855-445-5540.**

For more information visit www.healthcare.gov for general information about health care reform, apply online and shop for plans at www.marylandhealthconnection.gov, or find state information and resources at <http://marylandhbe.com/faq>.

Sincerely,

Human Resources Department

MAYOR
RICHARD W. MEEHAN

CITY COUNCIL
LLOYD MARTIN
President

MARY P. KNIGHT
Secretary

BRENT ASHLEY
DOUGLAS S. CYMEK
DENNIS W. DARE
JOSEPH M. MITRECIC
MARGARET PILLAS

CITY MANAGER
DAVID L. RECOR, ICMA-CM

CITY CLERK
KELLY L. ALLMOND, CMC
City Clerk

www.oceancitymd.gov

P.O. BOX 158 • OCEAN CITY, MARYLAND • 21843-0158



2001

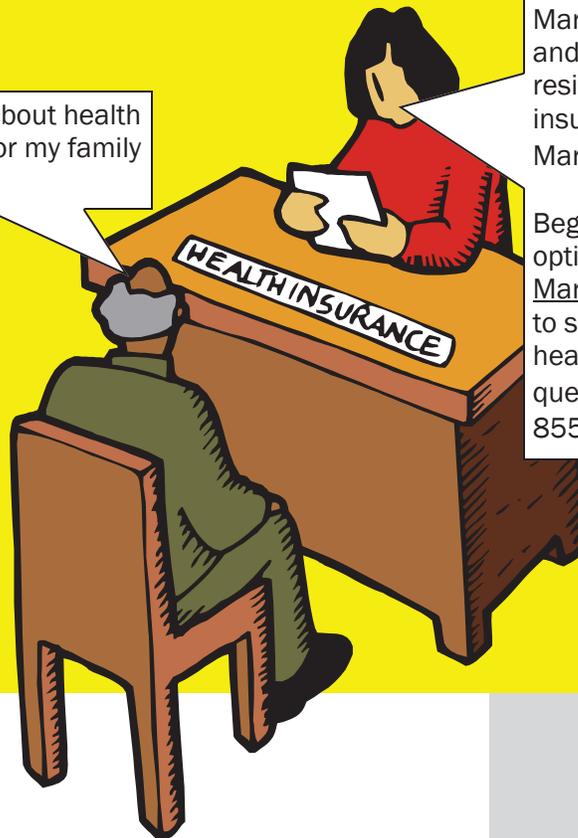
City Hall - (410) 289-8221 • FAX - (410) 289-8703

Get Covered, Lower Shore!

Lower Shore Health Insurance Assistance Program

**CONNECTING THE LOWER EASTERN SHORE TO
HEALTHCARE COVERAGE**

How can I find out about health insurance options for my family and myself?



Maryland is making it easier and more affordable for residents to get the health insurance they need through Maryland Health Connection.

Beginning October 1, explore options online at MarylandHealthConnection.gov to shop, compare, and select a health plan. If you have any questions please call us at 855-445-5540.

The Lower Shore Health Insurance Assistance Program serves people living in Wicomico, Somerset, and Worcester counties. Help will be available during open enrollment **October 1, 2013—March 31, 2014.**

Contact us:
855-445-5540
MarylandHealthConnection.gov



Services:

- Free Education and Assistance
- Eligibility Determination
- Information about Health Insurance Options
- Help with Applying for Health Insurance

Worcester Health Department

424 W Market Street
Market Square
Snow Hill, Maryland
21863
410-632-9230
www.worcesterhealth.org

AUTHORIZED
TO ENROLL
MARYLANDERS

maryland  health
connection™



Date: March 5, 2014

Subject: Sensitive & Private Information
Health Insurance Portability and Accountability Act (HIPAA)
Protected Health Information (PHI)

To: All Employees

REMINDER: Required by Federal and State laws

DEPARTMENT HEADS AND SUPPORT STAFF:

As a reminder, we have an obligation to protect and secure employee information in its various forms both as hard copy and electronic records.

The Health Insurance Portability and Accountability Act (HIPAA) requires appropriate safeguards to protect the privacy of personal health information and limits the uses and disclosures of such information. This includes diagnostic and treatment records (sick notes) from medical providers about employees.

Additionally, social security numbers, payroll reports, phone numbers, addresses, insurance I.D. Cards, dependent information and other personal records should be protected and secured.

Please review your methods of handling this information to ensure it is properly stored, protected and disposed of.

Thanks for your attention.

Wayne Evans, Director
Human Resources

A handwritten signature in black ink, appearing to read "WE", positioned to the right of the typed name "Wayne Evans".

OCEAN CITY, MARYLAND

POLICY AND PROCEDURE MANUAL

PPM 300-17

SECTION: Personnel

SUBJECT: Veterans Hiring

In recognition of their sacrifice and commitment in defense of our Nation, the Town of Ocean City adopts this veterans hiring policy to provide employment opportunities to men and women who have served in the United States' armed forces.

DEFINITIONS

Veteran - Any person who served in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions. The spouse of a disabled veteran is eligible for consideration under this policy.

Documentation – Veterans, disabled veterans, and spouses of disabled veterans shall furnish Document DD-214, military discharge papers or equivalent certification and spouses shall furnish evidence of veteran's disability and marriage to the veteran at the time of employment application.

POLICY

- A. The Town will expand its outreach to veterans by posting employment opportunity notices on career web sites that are specific to veterans.
- B. Fully qualified applicants with documented veterans' status will be offered a preliminary interview.
- C. Most qualified applicants will be determined based on criteria established for each position prior to the search. The criteria may include successful completion of interviews, satisfactory work history and references or other demonstrations from which candidate responses are solicited and considered. If a veteran is in the most qualified applicant pool, the position will be filled by a veteran.
- D. Veterans' status will be tracked and evaluated for each recruitment process.
- E. This is a hiring policy and is not applied in the case of promotion nor does this policy guarantee employment for any applicant regardless of status.

Approved by Council: November 26, 2013



TOWN OF OCEAN CITY

The White Marlin Capital of the World

TO: All Employees
FROM: David L. Recor, ICMA-CM, City Manager
RE: Social Media Guidelines
DATE: February 7, 2014

Dear Employees,

We live in a world in which social media has become perhaps the most popular form of communication, with a countless collection of Internet based tools and platforms that increase and enhance how we share information. The Town of Ocean City supports social media as a new platform to not only connect personally, but also professionally. While it's important to recognize social media as a significant part of the way we do business, it's also important to acknowledge the responsibilities that come along with participating in social media individually.

The purpose of the following Social Media Guidelines is to help Town of Ocean City employees understand our expectations about *individual participation* and personal comments on *external* social media channels. The Guidelines are intended to promote the benefits of participation while minimizing the risk of personal or town liability or embarrassment to our residents, employees or visitors.

When you participate in the social world, you set the example for our residents, visitors and employees. The Town of Ocean City encourages you to use social media to live in "real-time" and help the Town act as a connected brand. The following guidelines are designed to help you do just that.

These guidelines focus on those times when you may not formally represent the Town in social channels, but you informally represent the Town by your affiliation as an employee. For example, you may informally represent the Town with a mention of the Town on your personal Facebook wall or a comment on a blog site. The guidelines are not written to police your actions or restrict you, rather; these guidelines are written to empower you by providing some guidance and practical tips – the basic social media etiquette.

Town of Ocean City Guidelines for Employees:

1. **Start by following existing policies:** Participating in social media doesn't change your responsibilities and obligations as an employee of the Town of Ocean City. The same principles and rules that apply to town employees' activities in general also apply to online communications so these Guidelines must be read in conjunction with other policies including the Town of Ocean City's Code of Conduct and Ethics, External Communications, Computer Use, Privacy and Non-Harassment policies. Of course, you must comply with local, State and Federal law as well.
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2. **Be honest about who you are.** If the conversation relates to the Town of Ocean City, it's important that you do not misrepresent yourself. Not only is this the ethical thing to do, but in some countries, like the U.S., there may be personal liability under Federal Trade Commission regulations if you don't. Anonymous profiles and/or postings lend themselves to more negative content. Best practice is always to be honest about who you are without giving out detailed personal information.
3. **If it's personal, keep it personal.** Discussions on social media sites of non-business matters should not occur during Company business hours nor with Company issued equipment, which is consistent with our other town policies. While your entries in this regard are your own, remember that such statements or actions may become widely distributed and hurt your credibility in your professional life and/or can violate a Town of Ocean City employee conduct policy. Hence, use good judgment.
4. **Make it clear that the views expressed are yours.** Keep in mind, your views are your own and unless you are authorized to officially speak on behalf of the Town, you are required to state on your blog or any other social media site that *the views expressed are yours, not the Town of Ocean City's*. At the same time, what you publish may impact the town and you should therefore exercise good judgment in what you share and only do so in reputable forums regarding relevant topics. While healthy debate is encouraged, using your public voice to disparage or embarrass the town, its management, your co-workers or yourself is, of course, highly inappropriate. Realize that people may likely form an opinion about the town based on the conduct of its personnel.
5. **Respect and protect what's confidential.** It's good business practice for companies (and individuals) to keep certain topics confidential. Respect confidentiality and keep topics focused to matters of public record when speaking about the Town of Ocean City. Do not disclose non-public information or the personal information of others. Due to the nature of the digital medium, extra diligence is required in respecting intellectual property, financial disclosure, false advertising and the like.
 - **Legal Information:** This includes any investigations, lawsuits or other legal matters.
 - **Copyrighted Information:** This includes copyrighted publications, third party or town logos, trademarks and images.
 - **Proprietary Information:** This includes any information considered confidential such as business or strategic plans, management changes, and customer-related information.
 - **Personal Information:** This includes home phone numbers, addresses, or other personal information about our residents, visitors or employees.
 - **Active Investigation/Calls for Service:** Be cognizant and courteous of active investigations and "calls for service." Facebook/Blog postings, photographs and videos pertaining to active investigations or current "calls for service" by on-duty employees on the scene of the incident is unprofessional and prohibited by departmental policies. Personnel should not disseminate information, videos or pictures gathered while on emergency calls, meetings, drills, or trainings without

departmental approval. Any such disseminating or transmitting of information in any fashion (photographs or images) of individuals receiving emergency medical assistance may violate State of Maryland Laws and/or the HIPPA privacy rights of such individuals and may result in a criminal and/or civil proceeding being commenced against members and employees violating this provision of the policy.

6. **The Internet is a public space.** Consider everything you post to the Internet the same as anything you would post to a physical bulletin board or submit to a newspaper. Many eyes may fall upon your words, including those of reporters, residents, visitors, your managers and our competitors. Assume that all of these people will be reading every post, no matter how obscure or secure the site to which you are posting may seem. The Internet remembers everything and search engines and other technologies make it virtually impossible to take something back. Be sure you mean what you say and say what you mean.
7. **Mind your manners:** Treat past and present co-workers, other personnel, vendors, businesses, residents, visitors, consumers, partners, and yourself with respect. Avoid posting materials or comments that may be seen as offensive, demeaning, inappropriate, threatening, or abusive. Acknowledge difference of opinion but respectfully withdraw from discussions that go off topic or become profane.
8. **Respect the privacy of offline conversations.** Protect your co-workers and our partners (residents, businesses and visitors) by refraining from sharing their personal information or any conversations or statements unless you have their written permission to do so. Bringing someone else into an online conversation without their permission can be destructive to a relationship, cause misunderstandings or violate laws and/or confidentiality agreements.
9. **Use Restraint.** Before you hit the send button, pause and reread. If you wouldn't want that particular thought or contribution forever associated with your name, don't post it.
10. **When in Doubt, ask.** If you have any questions about what is appropriate, play it smart and check with a supervisor or the Communications Manager before posting. Remember, while these Guidelines are meant to protect you and the Town, ignoring them could have consequences. Please proceed responsibly and seek guidance from your managers with any problems or questions.

** For purposes of this memorandum, "social media" is defined as social network sites that use Internet services to allow individuals to construct a public or semi-public profile within that system, define a list of other users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of Internet based social networking sites include: blogs, networking sites, photo sharing, video sharing, microblogging, podcasts, as well as comments posted on the sites. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.*



OCEAN CITY BEACH PATROL

Town of Ocean City



Signature Sheet for Town of Ocean City Memos, Directives and Policies

Please initial after reading each policy, then sign and date at the bottom on this page (using BLUE ink).

ALCOHOL AND DRUG TESTING AND SUBSTANCE ABUSE POLICY

Initial _____ I have read the Town of Ocean City ALCOHOL AND DRUG TESTING AND SUBSTANCE ABUSE POLICY. I understand them and agree to act in accordance.

HARASSMENT FREE WORKPLACE POLICY

Initial _____ I have read the Town of Ocean City's HARASSMENT FREE WORKPLACE POLICY. I understand it and agree to act in accordance.

SAFETY RULES and REGULATIONS

Initial _____ I have read the General Safety Rules (1 – 30 above) applicable to all employees of the Town of Ocean City, Maryland as well as those SAFETY RULES and REGULATIONS that are Specific to Ocean City Beach Patrol employees (BP-1 – BP-7).

I understand these rules and that these rules are a condition of my employment with the Town of Ocean City. Furthermore, I am aware that willful violation of established safety rules is considered a serious infraction of Town policy and may result in discipline up to and including discharge.

CODE OF CONDUCT

Initial _____ I have read the Town of Ocean City's CODE OF CONDUCT. I understand it and agree to act in accordance.

NEW HEALTH INSURANCE MARKETPLACE COVERAGE OPTIONS

Initial _____ I have read the Town of Ocean City's NEW HEALTH INSURANCE MARKETPLACE COVERAGE OPTIONS. I understand it and agree to act in accordance.

SENSITIVE & PRIVATE INFORMATION

Initial _____ I have read the Town of Ocean City's SENSITIVE & PRIVATE INFORMATION Memo. I understand it and agree to act in accordance.

VETERANS HIRING

Initial _____ I have read the Town of Ocean City's VETERANS HIRING Policy. I understand it and agree to act in accordance.

SOCIAL MEDIA GUIDELINES

Initial _____ I have read the Town of Ocean City's SOCIAL MEDIA GUIDELINES. I understand it and agree to act in accordance.

By initialing the statements above and signing this document I understand that failure to comply with the stated policies, rules, memos and codes may result in disciplinary action up to including possible termination of employment with the Ocean City Beach Patrol.

PRINTED NAME

DATE

EMPLOYEE SIGNATURE _____

After completing this page, Print, initial and sign in BLUE ink and turn in (this page only), with your paperwork.