

## **CHAPTER 22 – MANDATED POLICIES**

| <b><u>ARTICLE</u></b> | <b><u>TITLE</u></b>   | <b><u>PAGE</u></b> |
|-----------------------|---|--------------------|
| <b><i>I</i></b>       | <b><i>IDENTITY THEFT</i></b>  |                    |
|                       | <i>Section 22-1-1 - Program Adoption</i>  | <i>22-1</i>        |
|                       | <i>Section 22-1-2 - Program Purpose and Definitions</i>   | <i>22-1</i>        |
|                       | <i>Section 22-1-3 - Identification of Red Flags</i>   | <i>22-2</i>        |
|                       | <i>Section 22-1-4 - Detecting Red Flags</i>   | <i>22-3</i>        |
|                       | <i>Section 22-1-5 - Preventing and Mitigating Identity Theft</i>                                | <i>22-3</i>        |
|                       | <i>Section 22-1-6 - Program Updates</i>   | <i>22-4</i>        |
|                       | <i>Section 22-1-7 - Program Administration</i>  | <i>22-4</i>        |
| <br>                  |   |                    |
| <b><i>II</i></b>      | <b><i>USE OF SOCIAL SECURITY NUMBERS</i></b>  |                    |
|                       | <i>Section 22-2-1 - Definitions</i>   | <i>22-5</i>        |
|                       | <i>Section 22-2-2 - Prohibited Activities</i>   | <i>22-5</i>        |
|                       | <i>Section 22-2-3 - Public Inspection and Copying of Documents</i>                              | <i>22-6</i>        |
|                       | <i>Section 22-2-4 - Applicability</i>   | <i>22-6</i>        |
|                       | <i>Section 22-2-5 - Compliance with Federal Law</i>   | <i>22-6</i>        |
|                       | <i>Section 22-2-6 - Embedded Social Security Numbers</i>  | <i>22-7</i>        |
|                       | <i>Section 22-2-7 - Identity—Protection Requirements</i>  | <i>22-7</i>        |
|                       | <i>Section 22-2-8 - Penalty</i>   | <i>22-7</i>        |
|                       | <i>Section 22-2-9 - Amendment of Privacy Policy</i>   | <i>22-7</i>        |
|                       | <i>Section 22-2-10 - Conflict with Stricter Laws</i>  | <i>22-7</i>        |
| <br>                  |   |                    |
| <b><i>III</i></b>     | <b><i>FREEDOM OF INFORMATION POLICY</i></b>   |                    |
|                       | <i>Section 22-3-1 - Public Records Available</i>  | <i>22-8</i>        |
|                       | <i>Section 22-3-2 - Designation, Duties and Training of Freedom of Information Act Officers</i> | <i>22-8</i>        |
|                       | <i>Section 22-3-3 - Procedures</i>  | <i>22-8</i>        |
|                       | <i>Section 22-3-4 - Requests to Inspect or Copy</i>   | <i>22-8</i>        |
|                       | <i>Section 22-3-5 - Request for Commercial Purposes</i>   | <i>22-9</i>        |
|                       | <i>Section 22-3-6 - Fees</i>  | <i>22-10</i>       |
|                       | <i>Section 22-3-7 - Public File</i>   | <i>22-10</i>       |
|                       | <i>Section 22-3-8 - Granting or Denial of Requests</i>  | <i>22-10</i>       |
|                       | <i>Section 22-3-9 - Certain Information Exempt from Inspection and Copying</i>                  | <i>22-10</i>       |
|                       | <i>Section 22-3-10 - Notice of Denial of Request; Appeals</i>                                   | <i>22-10</i>       |
| <br>                  |   |                    |
| <b><i>IV</i></b>      | <b><i>FAIR HOUSING CODE</i></b>   |                    |
|                       | <i>Section 22-4-1 - Declaration of Policy</i>   | <i>22-11</i>       |
|                       | <i>Section 22-4-2 - Definitions</i>   | <i>22-11</i>       |
|                       | <i>Section 22-4-3 - Prohibited Acts</i>   | <i>22-12</i>       |
|                       | <i>Section 22-4-4 - Penalty</i>   | <i>22-12</i>       |

| <b><u>ARTICLE</u></b> | <b><u>TITLE</u></b>   | <b><u>PAGE</u></b> |
|-----------------------|---|--------------------|
| <b>V</b>              | <b>INVESTMENT POLICY</b>  |                    |
|                       | Section 22-5-1 - Investment Policy  | 22-13              |
|                       | Section 22-5-2 - Scope  | 22-13              |
|                       | Section 22-5-3 - Prudence   | 22-13              |
|                       | Section 22-5-4 - Objective  | 22-13              |
|                       | Section 22-5-5 - Delegation of Authority                                      | 22-13              |
|                       | Section 22-5-6 - Ethics and Conflicts of Interest                             | 22-13              |
|                       | Section 22-5-7 - Authorized Financial Dealers and Institutions                | 22-13              |
|                       | Section 22-5-8 - Authorized and Suitable Investments                          | 22-13              |
|                       | Section 22-5-9 - Collateralization  | 22-13              |
|                       | Section 22-5-10 - Safekeeping and Custody                                     | 22-14              |
|                       | Section 22-5-11 - Diversification   | 22-14              |
|                       | Section 22-5-12 - Maximum Maturities  | 22-14              |
|                       | Section 22-5-13 - Internal Control  | 22-14              |
|                       | Section 22-5-14 - Performance Standards                                       | 22-14              |
|                       | Section 22-5-15 - Reporting   | 22-14              |
|                       | Section 22-5-16 - Investment Policy Adoption and Modification                 | 22-14              |
| <b>VI</b>             | <b>ETHICS CODE</b>  |                    |
|                       | Section 22-6-1 - State Officials and Employees Ethics Act                     | 22-15              |
| <b>VII</b>            | <b>EQUAL EMPLOYMENT POLICY</b>  |                    |
|                       | Section 22-7-1 - Adoption of Codes  | 22-16              |
|                       | Section 22-7-2 - Non-Discriminatory Practices                                 | 22-16              |
|                       | Section 22-7-3 - Contracting with Non-Complaints                              | 22-16              |
|                       | Section 22-7-4 - Outreach to All  | 22-18              |
|                       | Section 22-7-5 - Minority Hiring  | 22-18              |
|                       | Section 22-7-6 - Accommodations for Disabled                                  | 22-18              |
|                       | Section 22-7-7 - Compliance by Employees                                      | 22-18              |
|                       | Section 22-7-8 - Designated Enforcers   | 22-18              |
| <b>VIII</b>           | <b>DRUG FREE WORKPLACE</b>  |                    |
|                       | Section 22-8-1 - Definitions  | 22-19              |
|                       | Section 22-8-2 - Requirements for City  | 22-19              |
| <b>IX</b>             | <b>DRUG/ALCOHOL TESTING POLICY AND PROCEDURE</b>                              |                    |
|                       | Section 22-9-1 - Drug and Alcohol Free Workplace Policy                       | 22-21              |
|                       | Section 22-9-2 - Definitions  | 22-21              |
|                       | Section 22-9-3 - Prohibited Actions   | 22-21              |
|                       | Section 22-9-4 - Applicability  | 22-21              |
|                       | Section 22-9-5 - Testing Procedure  | 22-22              |
|                       | Section 22-9-6 - Screening and Testing  | 22-22              |
|                       | Section 22-9-7 - Confidentiality of Test Results                              | 22-24              |
|                       | Section 22-9-8 - Consequences of Positive Test Result or Refusal to Cooperate | 22-24              |

| <b><u>ARTICLE</u></b> | <b><u>TITLE</u></b>  | <b><u>PAGE</u></b> |
|-----------------------|--|--------------------|
| <b>X</b>              | <b>POLICY PROHIBITING SEXUAL HARASSMENT</b>  |                    |
|                       | Section 22-10-1 - Prohibition on Sexual Harassment                                       | 22-25              |
|                       | Section 22-10-2 - Definition of Sexual Harassment  | 22-25              |
|                       | Section 22-10-3 - Procedure for Reporting an Allegation of Sexual Harassment             | 22-25              |
|                       | Section 22-10-4 - Prohibition on Retaliation for Reporting Sexual Harassment Allegations | 22-27              |
|                       | Section 22-10-5 - Consequences of a Violation of the Prohibition on Sexual Harassment    | 22-27              |
|                       | Section 22-10-6 - Consequences for Making a False Report                                 | 22-28              |
| <br>                  |  |                    |
| <b>XI</b>             | <b>STANDARDS OF ETHICAL CONDUCT TO ADDRESS FRAUD, WASTE AND ABUSE</b>                    |                    |
|                       | Section 22-11-1 - Policy   | 22-29              |
|                       | Section 22-11-2 - Scope  | 22-29              |
|                       | Section 22-11-3 - Interpretation   | 22-29              |
|                       | Section 22-11-4 - Definitions  | 22-29              |
|                       | Section 22-11-5 - Expectations   | 22-30              |
|                       | Section 22-11-6 - Reporting  | 22-31              |
|                       | Section 22-11-7 - Investigation and Enforcement  | 22-31              |
| <br>                  |  |                    |
| <b>XII</b>            | <b>PAID LEAVE</b>  |                    |
|                       | Section 22-12-1 - Applicability  | 22-32              |
|                       | Section 22-12-2 - Definitions  | 22-32              |
|                       | Section 22-12-3 - Purpose  | 22-32              |
|                       | Section 22-12-4 - Paid Leave Benefits  | 22-32              |
|                       | Section 22-12-5 - Notice   | 22-32              |
|                       | Section 22-12-6 - Denial   | 22-32              |
|                       | Section 22-12-7 - Use of Paid Leave  | 22-33              |
|                       | Section 22-12-8 - Separation; Termination  | 22-33              |
|                       | Section 22-12-9 - Retaliation  | 22-33              |
|                       | Section 22-12-10 - Exceptions  | 22-33              |