

The City of Sky Valley, Georgia

PERSONNEL POLICIES AND PROCEDURES HANDBOOK

ISSUE DATE: 05-14-07

REVISED: 12-15-10

**UPDATED WITH CURRENT PROVISIONS OF GA STATE LAW
AND FLSA REGULATIONS: 10-11-07**

Welcome new employee!

On behalf of your colleagues, I welcome you to the City and wish you every success here.

We believe that each employee contributes directly to the City's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, procedures, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Policies and Procedures Handbook as soon as possible, for it will answer many questions about employment with the City.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

City Manager

EMPLOYEE ACKNOWLEDGMENT FORM

The Employee Handbook describes important information about the City, and I understand that I should consult my immediate supervisor or the City Manager regarding any questions not answered in the handbook. I understand that this Handbook is not intended to be a contract of employment, express or implied, and that employment relationship with the City is voluntarily for no specified length of time. Accordingly, either I or the City can terminate the relationship at will, with or without cause, at any time by me or the City.

Since the information, policies, procedures, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur, except to the City's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the City Council has the ability to adopt any revisions to the policies in this handbook.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it.

I have this date received a copy of the official Employee Handbook adopted May 14, 2007, with the latest revision date of October 11, 2007.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME
(Type or Print)

TABLE OF CONTENTS

SECTION NUMBER	PAGE NUMBER	POLICY TITLE
SECTION I - EMPLOYMENT		
	Page 1	Nature of Employment
	Page 1	Employee Relations
	Page 1	Equal Employment Opportunity
	Page 2	Immigration Law Compliance
	Page 2	Hiring of Relatives
	Page 3	Employment Applications
	Page 3	Employment Reference Checks
	Page 3	Post Offer Medical Inquiry
	Page 4	Employment Categories
	Page 5	Introductory Period
	Page 5	Conflict of Interest
	Page 6	Outside Employment
	Page 6	Access to Personnel Files
	Page 6	Personnel Data Changes
	Page 6	Performance Evaluation
	Page 7	Employment Termination
SECTION II – EMPLOYEE BENEFITS		
	Page 8	Employee Benefit Programs
	Page 9	Vacation Benefits
	Page 10	Holidays
	Page 11	Workers’ Compensation Insurance
	Page 12	Sick Leave Benefits
	Page 12	Personal Leave of Absence
	Page 13	Family and Medical Leave of Absence
	Page 14	Military Leave
	Page 16	Bereavement Leave
	Page 16	Time off to Vote
	Page 17	Jury Duty
	Page 17	Witness Duty
	Page 18	Employee Health Benefits
	Page 18	Benefits Continuation (COBRA)
	Page 18	Educational Assistance
	Page 19	Business Travel Policy

**SECTION III – WORK CONDITIONS
AND HOURS**

Page 21	Timekeeping
Page 22	Attendance and Punctuality
Page 22	Paydays
Page 23	Administrative Pay Corrections
Page 23	Pay Deductions
Page 23	Work Schedules
Page 24	Call Duty
Page 24	Overtime and Compensatory Time
Page 25	Emergency Closings

**SECTION IV – EMPLOYEE CONDUCT
AND WORK RULES**

Page 25	Employee Safety Policy
Page 26	Employee Safety Procedures
Page 26	Driver Rules
Page 28	Use of Equipment and Vehicles
Page 28	Visitors in the Workplace
Page 28	Computer and E-mail Usage
Page 29	Use of Telephones
Page 29	Confidential Matters
Page 29	Political Activity
Page 29	Solicitation
Page 30	Smoking in the Workplace
Page 30	Drug and Alcohol Use
Page 31	Drug Free Workplace/Testing
Page 35	Sexual and other Unlawful Harassment
Page 35	Absenteeism and Tardiness
Page 36	Personal Appearance
	Return of Property

**SECTION V – DISCIPLINE AND
GRIEVANCE PROCEDURES**

Page 36	Progressive Discipline
Page 37	Violations of Rules of Conduct
Page 38	Grievance Procedures

**SECTION VI - LIFE-THREATENING
ILLNESSES IN THE WORKPLACE**

Page 39

SECTION VII - RECYCLING

Page 39

SECTION I - EMPLOYMENT

NATURE OF EMPLOYMENT

Employment with the City is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the City may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the City and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at the City's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the City Council.

EMPLOYEE RELATIONS

The City believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisor.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the City amply demonstrates its commitment to employees by responding effectively to employee concerns.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualifications, and abilities. The City does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the City Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

IMMIGRATION LAW COMPLIANCE

The City is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

HIRING OF RELATIVES

A. Definitions:

(1) Close relative may be formed through blood or marriage and includes any of the following: husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild or grandparent, step-parent, stepson, and stepdaughter.

(2) A “prohibited relationship” exists when an employee works together with another employee who is a close relative as defined above. A prohibited relationship also exists if two persons, who work together, have established a cohabitive relationship and share the same household.

B. Provisions:

(1) Close relatives of employees of the City of Sky Valley may not be employed in any department where another close relative is serving in an immediate supervisory capacity.

(2) No employee may occupy a position that has direct influence over a member of his/her immediate family in matters of employment, promotions, pay, benefits, or any other related matters where favoritism could become an issue.

(3) An exception to this policy may be made only in situations where the employment:

(a) is for a temporary emergency situation.

(b) normally would not exceed thirty (30) working days in any calendar quarter.

(c) is for a highly technical, specialized, or demonstrably difficult to fill position.

(4) If a prohibited relationship predates this policy, the City will not require a job change on the part of the affected employee, but will seek to make an appropriate job change when the opportunity arises.

(5) If a subsequent marriage produces such a relationship, one of the affected employees must accept a transfer to another position in another department or division of equal status as soon as such position becomes available. The failure to accept a transfer as described herein may subject an employee to termination.

EMPLOYMENT APPLICATIONS

The City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the City's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join the City are well qualified and have a strong potential to be productive and successful, it is the policy of the City to check the employment references of all applicants.

All inquiries regarding employment opportunities or about former or present employees must be referred to the City Clerk. This includes unemployment claims, verification of employment, loan verification, requests for disability insurance information, reference checks, etc. Should the employee wish the City to release any or all information to an outside party for such purposes as loan approvals or reference checks, the employee must first inform the City Clerk in writing and sign an "Authorization for Release of Personal Data". Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

The confidential nature of all personnel histories cannot be over-emphasized. Unauthorized disclosure of personnel history of any other employee may result in action up to and including termination of the employee(s) involved in the disclosure.

POST OFFER MEDICAL INQUIRY

After an offer of employment has been made and accepted by an applicant he/she must complete a health assessment and undergo and successfully complete to the City's satisfaction a physical examination and drug screen. A psychological profile/assessment may also be required. These examinations may be performed at the City's expense by a health professional of the City's choice.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

EMPLOYMENT CATEGORIES

It is the intent of the City to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the City.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the City Council.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the City's full-time schedule. Generally, they are eligible for the City's benefit package, subject to the terms, conditions, and limitations of each benefit program. Regular full-time employees may serve in an acting capacity in a position that has been duly established and is vacant or temporarily unoccupied. Such appointment shall normally not exceed 90 days and not be accompanied by an increase in pay.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the City's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the City is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification. During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After the first 30 days of the introductory period, employees may also be eligible for other the City-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible

for all of the City's other benefit programs.

CASUAL employees are those who have established an employment relationship with the City but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the City's other benefit programs.

INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the City may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire, except law enforcement employees who will work on an introductory basis for the first year. Any significant absence will automatically extend an introductory period by the length of the absence. If the City determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, the employee will be given a performance review every 30 days to determine if the City and the employee are satisfied with job performance and expectations.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the City Manager for more information or questions about conflicts of interest. The City recognizes the problem of conflicts of interest in the work place and believes the City has a legitimate right to know of possible conflicts between an employee's own interests and those of the City.

Personal activities or involvement from which personal benefit or obligation may potentially result should be avoided as it may create or appear to create a conflict with your responsibility and loyalty to the City. Before accepting any gifts, gratuities or other thing of value from any co-employees, organizations or individuals seeking official relationships with the City, you should first contact the City Manager.

The protection of the City's interests requires that each employee be free of any material investment,

association, or other relationship that could conflict with their responsibility to act objectively in matters that affect the City. Our policy requires that each employee disclose any potential conflict of interest to the City. Further, it is also your continuing obligation as an employee to observe the requirements of this policy at all times.

Each employee should provide, in writing, a description of any potential conflict of interest to the City Clerk for inclusion in their respective personnel history file.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with the City. All employees will be judged by the same performance standards and will be subject to the City's scheduling demands, regardless of any existing outside work requirements.

If the City determines that an employee's outside work interferes with performance or the ability to meet the requirements of the City as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the City.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the City for materials produced or services rendered while performing their jobs.

ACCESS TO PERSONNEL FILES

The City maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Employees who wish to review their own file should contact the City Clerk. With reasonable advance notice, employees may review their own personnel files in the City's offices and in the presence of an individual appointed by the City to maintain the files.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the City of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the City Clerk.

PERFORMANCE EVALUATION

By observation and in consultation with departmental heads, the City Manager shall review the quality of performance of each employee annually. Each employee's job performance will be evaluated by his/her supervisor, department head or the City Manager depending on which one has the best first hand knowledge of such employee's performance. Such evaluation shall include

consideration of accomplishments, strengths and weaknesses in consultation with the employee. The employee shall be informed about his/her progress or lack of progress, what improvements need to be made and the amount of merit increase, if any, that is justified by the employee's quality of performance. Timing for the evaluation process is typically annually at year end; informal evaluation discussions may occur throughout the year.

At the time of your job performance review, you will have an opportunity to read your performance appraisal form and discuss your performance rating with your evaluator. You are encouraged to ask your evaluator questions you may have regarding your individual performance or performance standards. Your evaluation provides an opportunity for you and your supervisor to discuss your career goals. It also offers you the chance to discuss your feelings about your job. You are encouraged to bring questions, problems and matters regarding your job to the attention of your supervisor or to utilize the Grievance Procedure to appeal your performance review.

At the time of your performance evaluation, you will be asked to review and sign the performance evaluation form. Your signature on the performance evaluation form does not necessarily indicate agreement with the contents of that form but merely indicates that you have seen and understand the contents of that appraisal.

The City provides that any pay increases resulting from performance evaluations be on the first full pay period including January 1st of each year. The City performance evaluation period shall run from December 1st of one year through November 30th of the following year. In the case of completion of the introductory period or exceptional performance by an employee who performs in an outstanding manner and whose work is well above expectations and vital to the City's continued successful operation, a department head may recommend an employee for a special merit pay increase at any time during the year. However, the total compensation for all staff employees shall not exceed the total appropriation for personnel services approved by the City Council, and available funding for the pay increase must be verified by the City Clerk and approved by the City Manager.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - Resignation is a voluntary act initiated by the employee to terminate employment with the City. Although advance notice is not required, the City requests at least two weeks' written resignation notice from all employees. Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

DISCHARGE - involuntary employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for non-disciplinary reasons.

RETIREMENT - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The City will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the City, or return of the City-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with the City is based on mutual consent, both the employee and the City have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

SECTION II – EMPLOYEE BENEFITS

BENEFIT PROGRAMS

Eligible employees at the City are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Auto Mileage
- Benefit Conversion at Termination
- Bereavement Leave
- Educational Financial Assistance
- Medical/Family Leave
- Holidays
- Jury Duty Leave
- Life Insurance
- Medical and Dental Insurance
- Membership Dues
- Military Leave
- Pension Plan
- Personal Leave
- Sick Leave Benefits
- Travel Allowances
- Uniform and Uniform Maintenance
- Vacation Benefits

Witness Duty Leave
Optional Supplemental Insurance Policies
Optional 457(b) Deferred Compensation Plan

Some benefit programs require contributions from the employee, but most are fully paid by the City.

VACATION BENEFITS (as amended and approved by City Council on July 9, 2007, and effective upon the next anniversary date for each regular full-time employee)

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time employees are eligible to earn and use vacation time as described in this policy.

Employees earn 40 hours of vacation leave upon being a regular full-time employee for 1 year, as calculated from their hire date. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation.

Once regular full-time employees have surpassed their 1st anniversary, they will earn vacation time for each pay period in which they are actively employed. Accrual rates for vacation benefits will increase according to an employee's length of employment as shown in the following schedule.

Beginning with the 1st pay period after the 1st anniversary, vacation will be earned at 3.08 hours per pay period.

Beginning with the 1st pay period after the 4th anniversary, vacation will be earned at 4.62 hours per pay period.

Beginning with the 1st pay period after the 9th anniversary, vacation will be earned at 6.16 hours per pay period.

Beginning with the 1st pay period after the 14th anniversary, vacation will be earned at 7.70 hours per pay period.

Beginning with the 1st pay period after the 19th anniversary, vacation will be earned at 9.23 hours per pay period.

Beginning with the 1st pay period after the 24th anniversary, vacation will be earned at 10.77 hours per pay period.

For example, under this schedule, a regular full-time employee would earn approximately:

By Anniversary Date	Hours Earned
1	40
2 - 4	80
5 - 9	120
10 - 14	160
15 - 19	200
20 - 24	240
25 +	280

Employees may accrue vacation time to a maximum of 280 hours. No vacation time shall be allowed to accrue beyond 280 hours. Employees may choose to return to the City up to 80 hours of their accrued leave for straight pay on an annual basis.

HOLIDAYS

The City will grant holiday time off to all employees on the holidays listed below.

- New Year's Day (January 1)
- Martin Luther King's Birthday (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Friday after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees
- Introductory employees

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday unless approved in advance by the Department Head or Supervisor.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay (8 Hours) plus wages at their straight-time rate for the hours worked on the holiday. Eligible exempt employees will receive no additional pay for hours worked on a holiday, but may comp the time.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Leave for other holidays observed by an employee may be arranged via request for annual leave or personal leave without pay, if submitted and approved by the City Manager.

Holiday pay does not accrue and is not otherwise paid to an employee unless the individual is employed by the City both immediately before and immediately after the holiday.

WORKERS' COMPENSATION INSURANCE

The City provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Workers Compensation Claims Procedures

1. In the event of an on-the-job injury, the employee must notify his/her supervisor immediately.
2. Employee will be allowed to choose a physician from the current list of approved physicians (the panel). In the event of an emergency, dial 9-1-1 and have the employee transported to the nearest medical facility. If the injury occurs after-hours, the employee may be treated through the hospital's emergency department.
3. Supervisor should assist in making initial appointment and transporting to physician if necessary.
4. Supervisor should investigate accidents and complete all appropriate documentation, which will be given to the City Manager or City Clerk as soon as possible after the injury.
5. Employee must:
 - a. Report to employer with all medical paperwork after treatment
 - b. Fully complete required documentation as soon as possible after injury
 - c. Return to work per physician's instructions
 - d. Obey restrictions, if any, placed by treating physician
 - e. Follow-up with physician (or report for referrals) as scheduled
 - f. Maintain contact with supervisor throughout

SICK LEAVE BENEFITS

The City provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses, injuries, emergencies, etc. Eligible employee classification(s):

Regular full-time employees
Introductory employees

Eligible employees will accrue sick leave benefits at the rate of 6 eight hour days per year (1.85 hours for each bi-weekly pay period).

Requests for planned sick leave must be made in writing and will be granted in accordance with the preference of the employee when possible; however, planned leave must be taken at the convenience of the department, and the department head's decision is necessary as to when planned leave shall or shall not be taken. In the case of unplanned absence for illness, emergency, etc. the employee is required to notify their immediate supervisor as soon as possible of the absence and the projected length of the absence. Evidence of abuse of this benefit may lead to disciplinary action up to and including dismissal.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate indefinitely. Unused sick leave benefits will not be paid to employees while they are employed.

PERSONAL LEAVE OF ABSENCE

Employees may receive a leave of absence without pay for good and sufficient personal reasons, and provided that no significant disruption to the City's activities will result. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

Regular full-time employees

Eligible employees may request personal leave only after having completed 90 calendar days of service. Each case will be considered individually and evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Requests for a leave of absence must be submitted in writing to the department head and approved by both the department head and the city manager. A granted leave will be without compensation and benefits. Employees on leave without pay will not lose any employment benefits or seniority accrued before the date on which leave commenced. An unpaid personal leave of absence, if approved, will be granted for a minimum of one (1) day or up to thirty (30) days per year. **With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of personal leave.**

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the City until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by the City according to the applicable plans.

Requests for a leave of absence for other than Military Leave or Family and Medical Leave should be made with the full understanding that while we will make every effort to have a comparable position with comparable pay for you when you return from leave, we cannot guarantee that your same position will be available upon your return.

Reinstatement will be dependent upon an available opening for which you are qualified. If you do not report to work at the end of your personal leave of absence, you will be assumed to have voluntarily resigned.

FAMILY AND MEDICAL LEAVE OF ABSENCE

To be eligible, employees must have been employed by the City for at least twelve (12) months, be a regular full-time employee, and must have worked a minimum of 1,250 hours during the previous 12-month period.

Employees that are eligible for family and medical leave may take up to twelve (12) weeks of unpaid leave in a one (1) year period under the following circumstances:

- (1) the birth of a child;
- (2) the placement of a child with the employee for adoption or foster care;
- (3) in order to care for a family member of the employee with a serious health condition;
or
- (4) when the employee has a serious health condition which renders the employee unable to perform the functions of his or her job.

The one year period is measured by looking at the twelve month period immediately prior to the date on which leave is requested. Reduced or intermittent leave is available for the serious health condition of the employee or a family member when it is medically necessary. Employees on approved family or medical leave who accept other employment without the City's approval will be terminated. Upon a request for leave for one of the above reasons, the City may furnish the employee with more information about conditions and procedures for utilizing Family and Medical Leave.

This policy is not a substitution for paid days off. Employees are required to use all accumulated paid days off while you are on family or medical leave.

Procedures: If the leave is foreseeable then the employee must provide the City with notice thirty (30) days in advance. If leave is not foreseeable, then notice should be given as soon as possible. Notice must be given to the department head and city manager on the "Family and Medical Leave Request Form." An employee requesting leave for his or her own or a family member's serious health condition must provide the City with proper medical certification. If you intend to take such leave, contact the City Clerk to get the appropriate request and certification forms.

Medical Certification: Certification for an employee's serious medical condition must include a statement that the employee is unable to perform the functions of his or her position. Certification for leave to care for a family member with a serious medical condition must include an estimate of the amount of time the employee is needed to care for that family member. Both types of certification must include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; and (c) the appropriate medical facts within the knowledge of the health care provider about the condition. The City may require a second medical opinion, at its own expense. If the first and second opinions differ, the City, again at its own expense, may require the binding opinion of a third health care provider, approved jointly by the employee and the City. The City may also require periodic recertification. Certification forms must be completed and returned to the city manager fifteen (15) days after the request unless circumstances make this impossible.

Benefits: Employees will not lose any employment benefits or seniority accrued before the date on which leave commenced. Employees who take family or medical leave will generally be restored to the same or an equivalent position upon their return to work. Employees who take family or medical leave will continue to be responsible for paying their portion of health insurance premiums. The City Clerk will provide information on how this payment can be arranged. Failure to make timely payments may result in a cancellation of the insurance coverage. Generally, when an employee does not return to work within or at the end of any leave period and remain at work for at least 30 days; the employee will be required to repay the portion of the insurance premium which was paid during the unpaid portion of the leave.

MILITARY LEAVE (as amended pursuant to O.C.G.A. § 38-2-279 – Rights of public officers and employees absent on military absent on military duty as members of organized militia or reserve forces.

The City complies with all relevant state and federal laws concerning military leave obligations as they now exist and as may be amended from time to time.

Employees who have ordered military duty should inform your supervisor as early as possible.

(a) Definitions. As used in this Code section, the term:

(1) "Ordered military duty" means any military duty performed in the service of the state or of the United States including but not limited to attendance at any service school or schools conducted by the armed forces of the United States by a public officer or employee as a voluntary member of the

National Guard or of any reserve force or reserve component of the armed forces of the United States pursuant to orders issued by competent state and federal authority.

(2) "Public officer or employee" means every person, by whatever title, description, or designation known, who receives any pay, salary, or compensation of any kind from the state, a county, municipal corporation, or any other political subdivision or who is in any department of the state, but shall not include persons employed by the state, a county, municipal corporation, or any other political subdivision on a temporary basis.

(b) Every public officer or employee shall be entitled to absent himself or herself and shall be deemed to have a leave of absence from duties or service as a public officer or employee while engaged in the performance of ordered military duty and while going to and returning from such duty. Notwithstanding Code Section 45-5-1 or any other provision of law, a public officer shall not be considered vacated or abandoned by a public officer while on ordered military duty.

(c) Leave of absence while attending service schools. Every public officer or employee who is or becomes a voluntary member of any force of the organized militia or of any reserve force or reserve component of the armed forces of the United States shall be entitled to absent himself or herself and shall be deemed to have a leave of absence from duties or service as a public officer or employee while in attendance as a member of such force or reserve component at any service school or schools conducted by the armed forces of the United States for a period or periods up to and including six months and while going to and returning from the school or schools, notwithstanding that orders for such attendance are or may be issued with the consent of the public officer or employee. However, no public officer or employee shall be entitled to absent himself or herself in excess of a total of six months during any four-year period.

(d) Employment rights. Time during which a public officer or employee is absent pursuant to subsections (b) and (c) of this Code section shall not constitute an interruption of continuous employment and, notwithstanding any general, special, or local law or any city charter, no such officer or employee shall be subjected directly or indirectly to any loss or diminution of time, service, increment, vacation, holiday privileges, or any other right or privilege by reason of such absence or be prejudiced with reference to continuance in office or employment, reappointment to office, reemployment, reinstatement, transfer, or promotion by reason of such absence.

(e) Every public officer or employee shall be paid his or her salary or other compensation as such public officer or employee for any and all periods of absence while engaged in the performance of ordered military duty and while going to and returning from such duty, not exceeding a total of 18 days in any one federal fiscal year. In the event the Governor declares an emergency and orders any public officer or employee to ordered military duty as a member of the National Guard, any such officer or employee, while performing such duty, shall be paid his or her salary or other compensation as a public officer or employee for a period not exceeding 30 days in any one federal fiscal year (October 1 – September 30).

(f) Notwithstanding the provisions of Chapter 14 of Title 50, an agency, as defined by subsection (a) of Code Section 50-14-1, shall be authorized to conduct meetings by telecommunications conference in the event that one or more of the agency's members is on ordered military duty at the time of such

meeting, provided that any such meeting is conducted in compliance with such chapter. The members of the agency, including those on ordered military duty, shall be authorized to participate and make decisions during such a telecommunications conference.

(g) Exception as to draftees, etc. This Code section shall not apply to:

(1) Any public officer or employee who was or is involuntarily transferred, assigned, drafted, or inducted to or into any of the forces of the organized militia or any of the reserve forces or reserve components of the armed forces of the United States; or

(2) Any public officer or employee who was or is inducted into the armed forces of the United States, but not as a member of any force of the organized militia or of any reserve force or reserve component of the armed forces of the United States.

BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to three days of paid bereavement leave will be provided to eligible employees in the following classification(s):

Regular full-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary.

The City defines "immediate family" as the employee's spouse, parent, child, sibling, grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships (such as in-laws).

TIME OFF TO VOTE

Employees are permitted time off to vote in any municipal, county, state, or federal political party primary or election for which such employee is qualified and registered to vote on the day on which such primary or election is held. The time taken off to vote must not exceed two hours, is unpaid leave and is permitted only if your supervisor is informed at least one (1) working day in advance that an individual plans to take time off to vote. The City may specify the hours during which the employee may be absent from work to vote. If the polls open at least two hours before the employee is scheduled to arrive at work or the polls close two hours after the employee is scheduled to leave work, then time off to vote is not allowed.

JURY DUTY

The City encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to two weeks of paid jury duty leave over any one year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

Regular full-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. Either the City or the employee may request an excuse from jury duty if, in the City's judgment, the employee's absence would create serious operational difficulties.

The City will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits, will continue to accrue during unpaid jury duty leave.

The employee must endorse to the City all fees received from the court for jury duty if the employee is paid by the City for that time spent on jury duty.

WITNESS DUTY

The City encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by the City, they will receive paid time off for the entire period of witness duty.

Employees may be granted paid off to appear in court as a witness when requested by a party other than the City.

Employees required to attend court due to being charged with a crime are not eligible for this leave.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

The employee must endorse to the City all fees received from the court if the employee is paid by the City while testifying as a witness.

EMPLOYEE HEALTH BENEFITS

All employees should receive a booklet explaining the medical and dental plans in detail. If you did not receive a booklet, please request one from the City Clerk.

BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates plus an administration fee. The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan. The notice contains important information about the employee's rights and obligations.

If the City does not have 25 regular full-time employees, employees would not be entitled to COBRA benefits, but would be entitled to keep coverage for up to three (3) months at the full cost of coverage at the City's group rate.

EDUCATIONAL ASSISTANCE

The City recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the City.

The City may provide educational assistance to all eligible employees who have completed 90 calendar days of service in an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Employees in the following employee classification(s) are eligible for educational assistance:

Regular full-time employees

Employees should contact the City Manager for more information or questions about educational assistance. Approval must be granted by the City Council before the employee may receive any educational assistance. The employee's immediate supervisor must recommend the course of study for the employee to be eligible.

While educational assistance is expected to enhance employee performance and professional abilities, the City cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

The City invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates from the City's employment within one year of the last educational assistance payment, the amount of the payment will be considered only a loan. Accordingly, the employee will be required to repay up to 100 percent of the original educational assistance payment.

BUSINESS TRAVEL POLICY (as amended pursuant to Fair Labor Standards Act)

The City of Sky Valley will bear the cost of all reasonable and authorized expenses incurred by employees while traveling out of the City or within the City while conducting official business.

Responsibilities:

(1) Authorization -All out of town City travel at the expense of the City, including conference registration fees, must be approved by the Department Head and City Manager prior to the time such expenses are incurred. The Mayor must approve all out of town City travel and expenses of the City Manager.

(2) Expenses -The following list of expense classification is for information and guidance of employees in determining expenses which are appropriate when traveling on City business. The list is intended as a guide and is not necessarily inclusive. Discretion is allowed. The City Manger may approve other travel expenses in order to provide for unusual circumstances.

It is expected that good judgment and proper regard for economy be shown in the matter of travel expense.

(a) Transportation: Tourist class airplane passage will be considered for out-of-state travel. City vehicles, rather than personal vehicles, are to be used for out-of city trips. Business related cab far, shuttle service, or public transportation fees will be reimbursed. The expense of gas and other routine supplies will be reimbursed. Receipts for such payment must be furnished in order for reimbursement. Use of personal cars for out-of-city trips may be approved by the City Manager when the use of a city vehicle is not available or is not practical. When this mode of travel is approved, the annual IRS approved mileage reimbursement rate will be allowed.

(b) Lodging: Actual reasonable expense for lodging will be reimbursed based on paid receipts. Lodging will be paid in advance by the City when possible to assure tax exemption and government rates. Lodging costs shall not include personal phone calls, movies, or room service.

(c) Per diem: All traveling employees and city officials will be entitled to a per diem of \$50.00 for a

full day which involves an overnight stay away from the City and \$30.00 for a partial day or return day's trip. No accounting shall be required. The per diem shall cover meals, tips, and all other incidental expenses.

(d) Telephone: Charges will be allowed for official City-related business calls.

(e) Parking: Charges incurred during time of travel will be reimbursed when accompanied by a receipt.

(f) Registration fees: Fees charged for registration at any convention, seminar, school, and other official business are allowable. Registration fees, when possible, should be paid in advance.

(g) Travel time for all non-exempt employees:

- Home to work - Normal travel from home to work does not constitute hours worked under the FLSA.
- Home to work in emergency situations – An employee's travel time is compensable if work is required by the City outside of regular business hours and at a site different from the employee's regular workplace. For example, if an employee returns to the City after-hours to respond to water leaks, fallen trees, and other situations whereby an immediate response is necessary, travel time is compensable.
- Home to work on special one-day assignment - When an employee is required to travel out of town in excess of 50 miles from the employee's official duty station within the City, the additional travel time above the normal home-to-work commute is compensable hours worked. Therefore, if an employee who typically has a commute time of thirty minutes is required to travel four and a half hours for the day, only the additional four hours are compensable. The normal commute time is still deductible and not considered hours worked.
- Overnight travel – When travel out of town requires an overnight stay, any travel that occurs during the employee's normal working hours is compensable, regardless of whether it occurs on what is normally not a working day. Thus, an employee who normally works 8:00 AM until 4:30 PM, Monday through Friday, will be entitled to compensation for travel on Saturday or Sunday between those hours. Hours worked do not include travel before 8:00 AM or after 4:30 PM regardless of the day of travel in this example.

(3) Advance and Reimbursement

(a) Cash advance: A cash advance can be obtained when requested within five (5) days of travel when it would create an unnecessary hardship on the person traveling to pay total expenses and be reimbursed.

(b) Reimbursements: Reimbursements may be made once the travel event has been completed and the appropriate travel expense form has been fully completed and approved by the City Clerk. All travel expense reimbursement requests shall be submitted to the City

Clerk within ten days after a trip is completed.

(4) Local Expenses: Expenses incurred in the City will be handled by reimbursement. Receipts should be submitted and approved by the Department Head through the purchase order process. Once the request for payment has been submitted and approved, they will be placed in line for payment.

(5) Deviations: The City Manager is authorized to permit deviations in such cases as strict interpretation hereof would work an undue hardship on a representative of the City attending a conference on behalf of the City.

All business travel must be approved in advance by the immediate supervisor prior to obtaining funding approval. Employees whose travel plans have been approved are responsible for making their own travel arrangements.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the City may not be used for personal use without prior approval. With prior approval, employees on business travel may be accompanied by a family member or friend when the presence of a companion will not interfere with successful completion of business objectives. Occupants, other than employees, are not afforded automatic insurance coverage in the case of an accident. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

SECTION III – WORK CONDITIONS AND HOURS

TIMEKEEPING (Amended pursuant to FLSA)

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent performing work for the employer's benefit. Time records must be kept on a daily basis. Timesheets shall be checked for completeness and accuracy and shall be signed by the employee and initialed by his/her supervisor. Timesheets shall be submitted to the City Clerk by 9:00 AM on the Monday before payroll. If the time sheets are not received by the stated deadline, it is not possible to verify hours worked for that period. In this case, the payroll check may be delayed until the following pay period. An employee's failure to comply with these timekeeping procedures may result in disciplinary action.

Nonexempt employees should accurately record the time they begin and end their work, as well as the time of each meal period, on timesheets or in another manner approved by the City Manager. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Payroll records are subject to audit and will reflect actual time worked and leave taken. Any intentional falsification of time records may be grounds for termination of employment.

Nonexempt employees should report to work no more than ten minutes prior to their scheduled starting time nor stay more than ten minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

ATTENDANCE AND PUNCTUALITY

Each employee is important to their department and the City. It is essential that employees report for work on a punctual basis. It should be recognized that absence affects our overall efficiency and places additional requirements on fellow employees.

If an employee must be absent, it is their responsibility to make advance arrangements with their supervisor. This may entail submission of a written request for leave or, in an emergency or illness, a simple call to your supervisor.

If an emergency is likely to cause you to be late in arriving for work, you are expected to telephone your supervisor and give the expected time of your arrival. When circumstances prevent you from coming to work or reporting to work on time, you should notify your supervisor within one hour of your regular starting time. If you are physically incapacitated, you should have a family member or someone else call in for you; otherwise, you are expected to discuss your problem directly with your supervisor. If you are unable to reach your supervisor, you should talk with City Manager. Information passed through a friend or fellow employee will not be considered adequate notice.

You are expected to report in every day you are absent unless you have been placed on an approved leave of absence. Failure to report in for any reason may be considered an unexcused absence and repetition may lead to termination of employment. Continued tardiness or other patterns of irregular attendance will be handled in a similar fashion. Additionally, your attendance is considered a measure of your dependability and is taken into consideration in the evaluation process.

PAYDAYS

All employees are paid biweekly on every other Wednesday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

No paychecks will be distributed before 8:00 A.M. on Wednesday. There will be no exceptions except as stated below.

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation.

ADMINISTRATIVE PAY CORRECTIONS

The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the City Clerk so that corrections can be made as quickly as possible.

PAY DEDUCTIONS

The law requires that the City make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The City also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The City matches the amount of Social Security taxes paid by each employee.

The City offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your pay check or how they were calculated, your supervisor can assist in having your questions answered.

WORK SCHEDULES

The normal work schedule for all non-public safety employees is eight hours a day, five days a week. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

The normal work period for all non-public safety employees is seven days (1 calendar week). Overtime is hours in excess of 40 hours in any one work period. Overtime will be paid for all non-exempt employees at the rate of 1.5 times the base hourly rate for all time worked in excess of the normal hours during a work period.

Public Safety Employees

The City of Sky Valley may from time to time establish employee classifications to promote efficiency in public service, to include efficiencies in public safety.

1. Work time and pay rate schedules may be established consistent with regulations enacted by the U.S. Department of Labor and pursuant to the Fair Labor Standards Act (FLSA) as amended.
2. Employees of the City of Sky Valley may be assigned work and pay schedules consistent with U.S. Department of Labor regulations and the FLSA as amended.
3. The computation of any overtime or compensatory time off for employees of the City of Sky Valley Police Department shall be consistent and in compliance with Section 207(k) of the FLSA and regulations enacted thereunder.

Unless otherwise provided by the above referenced sources, the normal work period for public safety

employees is 28 days (4 calendar weeks). Overtime for public safety employees is hours worked in excess of 171 hours in any work period.

CALL DUTY

All public works employees will be expected to respond to call duty. A call duty schedule will be established by the city manager with one public work employee assigned to call duty each week. The person assigned to call duty must carry an issued pager and be available to respond within a reasonable time to any emergency. The person on call duty will be paid a weekly base pay of twenty-five (\$25.00) dollars and a minimum of four hours if the person on call has to respond to an emergency in person more than one hour immediately preceding or subsequent to a regular work day. The call duty person will have the responsibility of calling for additional employees to respond to an emergency. Any employee responding to such an emergency following a call from the call duty employee will be paid for a minimum of four (4) hours.

OVERTIME AND COMPENSATORY TIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Non-exempt employees may be awarded compensatory time off instead of overtime pay, in the sole discretion of the City. Compensation for overtime or compensatory time off in lieu of compensation shall be computed and paid or awarded at the end of the pay period in which it is earned. Notification of compensatory time shall be in writing and acknowledged by the signature of the employee receiving it on a copy of the notification which shall be kept as part of that employee's employment record. Compensatory time off may not be accumulated for more than two (2) pay periods. If not used within thirty-one (31) days after it is earned, it shall be forfeited.

Compensatory time off for exempt employees shall be allowed at the sole discretion of the City and at such times that an exempt employee has worked in excess of fifty (50) hours within a week due to extenuating circumstances out of the employee's control which are not a normal part of his/her day to day responsibilities.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, etc. can disrupt City operations. In extreme cases, these circumstances may require the closing of City Hall.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

SECTION IV – EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the City expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

EMPLOYEE SAFETY POLICY

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the City has established a workplace safety program. The health and safety of all employees throughout the City is of primary importance and each department shall endeavor to maintain a safety conscious attitude throughout its operation. The City acknowledges that the function of a safety program pertains to all employees of our various departments. Its success depends on the alertness and personal commitment of all.

The City provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

In adherence to this policy, all employees are expected to accept the concept that the safe way to accomplish a task is the most efficient and the only acceptable way to complete the task. It is our belief that most accidents are preventable. A safety coordinator has been appointed to coordinate our overall loss control program. The safety coordinator is not responsible for the functions of each department, which are that of the department head. It is expected that department heads will complement the effort of the safety coordinator to reduce accidents and provide for the safety of the public.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

EMPLOYEE SAFETY PROCEDURES

1. Pay attention. Be alert and attentive at all times to avoid hazards, distractions, and unsafe acts.
2. Follow the rules. Become familiar with and obey all safety rules specific to your position or department.
3. Report problems. Report any hazardous conditions or unsafe practices to the department head or the City Manager.
4. Attend classes. Attend all training sessions as required by your supervisor.
5. Work, don't play. Never participate in horseplay or practical jokes on the job.
6. Dress for safety. Wear all personal protective equipment appropriate for your job. This may include safety vests, hard hats, gloves, eye protection, steel-toed boots, respirators, or other items. The safety coordinator in conjunction with your supervisor will inform you of the requirements in your department.
7. Clean up. Practice good housekeeping procedures at all times. Avoid clutter or other tripping hazards in walkways and other workspaces, and put away tools when not being used. Immediately clean any spills. Close file cabinet drawers when not in use.
8. Save your back. Avoid painful back injuries by using proper lifting techniques at all times. Squat and lift using the power of the legs, rather than bending over your load. Carry items close to the body for additional support. Ask for help when lifting or carrying heavy objects. Back supports are provided for your use.
9. Choose tools carefully. Use only tools that are appropriate for the task being performed.
10. Know your limits. Never operate any machinery, equipment, or power tool without having the proper training.
11. Be chemical-free. Never report to work under the influence of drugs or alcohol.
12. Inform about accidents. Immediately report any accidents, injuries, or property damage that you suffer, witness, or learn about on the job.

DRIVER RULES

The following rules apply to every employee who drives a motor vehicle in the course of his/her work for the City, whether the vehicle driven while at work is owned by the City or by the employee.

1. The use of seatbelts is required for the driver and passengers in all vehicles (and operators of equipment equipped with seatbelts) while the vehicle is in motion on roads and highways. The only exception to this rule is when frequent door-to-door exiting of the vehicle within a condensed area of the City is necessary, such as meter reading, hand-delivering City notices, and garbage pickup.
2. All drivers should avoid any distractions while the vehicle is in motion.
3. Vehicles must be operated in accordance with the laws, ordinances, and regulations of the city, county, and state of operation.
4. Avoid speeding. Employees should choose speed with consideration for posted speed limits, road conditions, traffic, weather, and light. Speed should be further reduced during fog or other adverse conditions or when driving a heavy vehicle.

5. Drinking alcoholic beverages is prohibited while on duty or within four hours of coming on duty, or if on-call duty for the City.
6. Drivers must approach intersections with caution, and yield the right of way whenever appropriate.
7. Drivers should keep to the right on divided highways and one-way streets, except when overtaking slow-moving vehicles or when getting into position to turn left.
8. Safe turning procedures should be practiced at all times, including signaling for all turns, changing lanes for turns well in advance of intersections, and avoiding swinging wide or short during turns.
9. All drivers must maintain safe following distances at all times by keeping back a minimum of a two-second count from the car ahead. No tailgating.
10. Special caution must be used when backing up. When possible, drivers should use a “spotter” to assist in backing.
11. In the event of an emergency stop (or a disabled vehicle), drivers should move the vehicle completely off the road when possible, avoiding curves, hills, or other places where the view may be obstructed. In addition, drivers should set the parking brake to avoid movement and use four-way flashers to warn approaching traffic.
12. In the event of an accident, the driver must stop immediately and follow the accident procedures listed below:
 - a. Stop vehicle immediately, taking steps to avoid further accidents, if necessary.
 - b. Check for injuries.
 - c. Call 9-1-1 or police department by radio and notify whether there are injuries on the scene and ask for an officer to be sent to the scene for an investigation, whether or not anyone is injured.
 - d. Call your supervisor.
 - e. Stay on the scene until the police arrive and you are told that you may leave.
 - f. If your vehicle was parked and hit by an unknown driver, call your supervisor and the police and remain at the scene until the investigation is complete.
 - g. Return to your department and work with your supervisor to complete the appropriate reports as soon as possible after the accident.
 - h. Do not discuss the accident with anyone except the police, your supervisor, the City Manager, or representatives of the City’s insurance carrier.

The City of Sky Valley reserves the right to obtain, review, and store motor vehicle reports (MVRs) on any employee driver at any time to ensure compliance with the driver standards set forth by the City.

Drivers of commercial vehicles (CDL holders) are subject to additional policies and procedures as promulgated by the Federal Department of Transportation and other applicable agencies. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace.

USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at the City, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Because of safety and security reasons, family and friends of employees are discouraged from visiting.

COMPUTER AND E-MAIL USAGE

Computers, computer files, the e-mail system, and software furnished to employees are the City property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

The City strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the City prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

The City purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The City prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the City Manager or any member of management upon learning of violations of this policy. Employees who violate this policy will be

subject to disciplinary action, up to and including termination of employment.

USE OF TELEPHONES

Personal use of telephones for long-distance and toll calls is not permitted unless it is an emergency. Employees may be required to reimburse the City for any charges resulting from their personal use of the telephone. Employees should practice discretion in using City telephones when making local personal calls. To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

CONFIDENTIAL MATTERS

Upon employment with the City and as a condition of continuing employment, the City requires that all employees (including temporary employees) agree to protect the confidential affairs of the City. Disclosure of confidential information is prohibited and may result in disciplinary action up to and including immediate discharge. Unauthorized disclosure of another employee's payroll or medical information may lead to action up to and including termination of the employee(s) involved.

The City also requires that employees not disclose to anyone, other than authorized City representatives, any information which has not been cleared for public disclosure, released to the news media, published in a newsletter, or otherwise approved for general distribution. All open records requests should be directed to the City Clerk and the City Attorney. Violation of this policy may result in immediate discharge and may result in civil and criminal liability.

POLITICAL ACTIVITY

No employee shall be permitted to solicit funds for political or partisan purposes during working hours, use any supplies or equipment of the City for political purposes or be a candidate for or accept appointment to any Sky Valley political office while employed by the City. This shall not be interpreted to prohibit any employee from engaging in political campaigning on the employee's off-duty time.

SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by the City may not solicit or distribute literature in the workplace at any time for any purpose.

The City recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications.

SMOKING IN THE WORKPLACE

The City is committed to providing a safe and healthy environment for its employees, City officials and visitors. For this reason, smoking is not permitted inside City buildings or City vehicles.

DRUG AND ALCOHOL USE

It is the City's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the City premises and while conducting business-related activities off the City premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, the City has established provisions for a drug-free workplace, drug and alcohol testing procedures, and a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may participate in a rehabilitation or treatment program through the City's health insurance benefit coverage.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the City of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the City Manager without fear of reprisal.

PROVISIONS FOR A DRUG-FREE WORKPLACE **DRUG AND ALCOHOL TESTING**

Statement of Purpose

It is the policy of the city that the abuse of alcohol and drugs by city employees, citizens and the general public is detrimental to the health, safety and morals of the city and its citizens and the public. The purpose of the following provisions is to establish reasonable standards and procedures for drug and alcohol testing of city employees and applicants for city employment. The city recognizes that individuals have rights to privacy and dignity. In adopting this article the council has

attempted to balance the city's interest in protecting the health and safety of its employees and the public with the employees' legitimate rights to privacy. Accordingly, certain procedural safeguards, limitations and due process guarantees are set forth in connection with the testing required by this article.

Illegal Drugs or Alcohol Prohibited

The consumption, manufacturing, sale, distribution, or possession of drugs by employees by city employees during assigned working hours or while within the limits of the city, or while on or in city property or vehicles or equipment, or while engaged in the duties of their employment or on city business is prohibited. This shall include the use of illegal substances, the abuse of prescription medications and the use or abuse of alcoholic beverages.

Over-the-counter drugs and drugs prescribed by a physician for an employee's personal use in quantities not exceeding specified dosage are not subject to this policy. Employees using medication prescribed by a physician or using over-the-counter drugs are responsible for reading the warning labels, consulting with their physician, or otherwise knowing any potential effect such drugs might have on their ability to perform their jobs and, if impairment is possible, to report such use to their supervisor prior to working.

The use, sale, distribution or possession of alcohol by employees during assigned working hours or while within the limits of the city, or while on or in city property or vehicles or equipment, or while engaged in the duties of their employment or on city business is prohibited. From time to time there may be City-sponsored events where alcoholic beverages may be served and employees are expected to conduct themselves in an orderly and lawful manner.

Pre-Employment Testing

All job applicants being considered for employment shall be required to pass a drug and alcohol screening test prior to being hired. All job applicants shall be informed in advance that such testing shall be required.

Random and Periodic Drug Testing

(a) All city employees may be required to submit to drug and alcohol screening tests randomly or periodically as may be determined by the City Manager, Mayor or the City Council.

(b) All city employees in safety-sensitive positions shall be required to submit to drug and alcohol screening tests randomly or periodically as may be determined by the City Manager, Mayor or City Council. Employees in safety-sensitive positions are the following:

(1) Police

(2) All personnel who operate city vehicles or equipment.

(c) The Mayor and Council may designate other safety sensitive positions from time to time in writing with notice thereof to the City Manager and all employees affected.

Drugs Included in Test

Substances to be tested for include but shall not be limited to the following:

(1) Ethyl or beverage alcohol.

(2) Marijuana (e.g. THC or cannabis).

- (3) Methaqualone (e.g. Quaalude).
- (4) Barbiturates (e.g. Amobarbital, Butobarbital, Phenobarbital, Secobarbital).
- (5) Cocaine.
- (6) Narcotics or opiates (e.g. Codeine, Heroin, Morphine, Hydromorphone and Hydrocodone).
- (7) Phencyclidine (e.g. PCP).
- (8) Hallucinogens.
- (9) Methamphetamines.

In compliance with state law, if an employee notifies the City Manager of a drug problem and agrees to attend an approved treatment program, that employee will not be terminated solely for the drug dependence for one year if the employee adheres to the treatment program. This option is available only one time during any five year period. This policy does not prevent the restructuring of an employee's duties to take the drug dependence into account.

In compliance with state law, following a first conviction for the manufacture, distribution, sale or possession of drugs, an employee shall be suspended for 90 days and the employee must attend an approved drug abuse treatment and education program. Following a second such conviction, the employee shall be terminated and shall be ineligible for public employment for five years.

Employee Testing: General Standard

(a) The city may require a current city employee to undergo drug and alcohol testing if there is reasonable suspicion that the employee is under the influence of drugs or alcohol during work hours. "Reasonable suspicion" means a belief based on specific facts and reasonable inferences drawn from those facts that an employee is under the influence of drugs or alcohol. Circumstances which constitute a basis for determining "reasonable suspicion" may include, but are not limited to:

- (1) A pattern of abnormal or erratic behavior.
- (2) Information provided by a reliable and credible source.
- (3) A work-related accident, injury or other mishap.
- (4) Direct observation of drug or alcohol use.
- (5) Presence of the physical symptoms of drug or alcohol use (e.g. glassy or bloodshot eyes, alcohol odor or breath, slurred speech, poor coordination or reflexes).

(b) A department head, the city manager or other supervisor receiving notice of any conduct or behavior as described in paragraph (a) shall make a detailed and specific report in writing of the facts, symptoms or observations which formed the basis for the report. The report shall immediately be delivered to the City Manager for distribution to the Mayor and Council for action.

(c) Any other city employee having notice of any conduct or behavior by any other city employee, including a department head or other supervisor as described in paragraph

(a) shall made a detailed and specific report in writing of the facts, symptoms or observations which formed the basis of the report which shall immediately be delivered to the City Manager, Mayor and Council for action.

(d) Any city employee who has knowledge of facts relating to illegal use or abuse of drugs or alcohol by another city employee and fails to report it as required by this section shall be subject to disciplinary action up to and including termination.

Prior Notice of Testing Policy

The city shall provide a copy of this ordinance to all employees and applicants for employment with

the city.

Consent

Before a drug and alcohol test is administered in accordance with this ordinance, employees and job applicants will be asked to sign a consent form authorizing the test and release of test results to city officials with a need to know, physicians or laboratories and technicians performing or participating in the tests and any others involved in administering or performing the tests. The consent form shall provide space for such employees and job applicants to acknowledge that they have been informed of the city's drug testing policy and to indicate in writing current or recent use of prescription or over-the-counter medication. The consent form shall also set forth the following information:

- (1) The procedure for confirming an initial positive test result.
- (2) The consequences of a confirmed positive test result.
- (3) The right to explain a confirmed positive test result.
- (4) The consequences of refusing to undergo a drug and alcohol test.

Refusal to Consent to Drug and Alcohol Tests

- (a) A job applicant who refuses to consent to a drug and alcohol test will be denied employment with the city.
- (b) An employee who refuses to consent to drug and alcohol testing as prescribed in this policy shall be subject to disciplinary action up to and including termination. The reasons for a refusal shall be considered in determining the appropriate disciplinary action.

Testing Laboratory Requirements

All drug and alcohol testing shall be conducted at medical facilities or laboratories selected by the city and operated in compliance with National Institute of Drug Abuse (NIDA) guidelines. The procedures and guidelines shall be available for inspection by contacting the office of the City Clerk. Testing procedures shall include but not be limited to the following:

- (1) Procedures shall insure privacy while providing urine samples consistent with the prevention of tampering.
- (2) Methods of analysis to insure reliable test results should include gas chromatography and mass spectrometry to confirm positive test results.
- (3) Chain of custody procedures shall insure proper identification, labeling and handling of test samples with retention and storage procedures which insure the integrity of specimens and reliability of identification.

Confirmation of Test Results

- (a) Test results shall be confidential and shall not be disclosed to anyone except the Mayor and Council, department heads or the City Manager who have a need to know in connection with the performance of their duties.
- (b) An employee or job applicant whose test yields a positive result shall be given a second gas chromatography and mass spectrometry test. The second test shall use a portion of the same test sample (specimen) used in making the first test.
- (c) If the second test confirms the positive test result, the tested individual shall be notified of the results in writing by the appropriate official of the city or his designee. The notification shall identify the particular substance found and its concentration level.
- (d) An individual whose second test confirms the original positive test result may at his or her own

expense have a third test conducted on the same sample at a laboratory selected by the city.

Consequences of a Confirmed Positive Test Result

(a) Job Applicants will be denied employment by the city if their initial positive test results have been confirmed. They shall be informed in writing of that fact if denied employment.

(b) If an employee's positive test result has been confirmed, the employee is subject to disciplinary action up to and including termination. Factors to be considered in determining the appropriate disciplinary response include the employee's work history, length of employment, current job performance and the existence of past disciplinary actions.

Right to a Hearing

If an employee's positive test result has been confirmed, he or she shall be entitled to a hearing before any disciplinary action may be taken by the city. To obtain a hearing, the employee must make a written request to the Mayor and Council for a hearing within three (3) days of receipt of the confirmation test results. The request for a hearing when given to the Mayor and Council shall then be delivered within three days to the Judge of the Municipal Court of the city, who shall be Hearing Officer and who shall set a date, time and place for the requested hearing within fifteen (15) days after receiving notice of the request for hearing and shall notify the City Manager, Mayor, the Council and the employee. At the hearing, the city and the employee may be represented by legal counsel, present evidence and witnesses and confront and cross-examine witnesses. The hearing shall be conducted in accordance with the rules of practice and procedure of the courts of record of Georgia in non-jury proceedings.

(b) Within five (5) days following the close of the hearing the Hearing Officer shall make written findings of fact and evidence and conclusions based on the same as to the accuracy of the test results. No adverse personnel action may be taken against an employee unless the Hearing Officer finds by a preponderance of the evidence that the test results were accurate.

(c) The findings of the Hearing Officer shall on completion immediately be delivered to the City Manager, Mayor and Council, and the employee. Following a recommendation by the City Manager, the Mayor and Council shall promptly thereafter determine what action will be taken by the city as a result of the findings and shall immediately notify the employee.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

The City is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the City Manager or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the City Manager or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

ABSENTEEISM AND TARDINESS

To maintain a safe and productive work environment, the City expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the City presents to the community.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All the City property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the City may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The City may also take all action deemed appropriate to recover or protect its property.

SECTION V – DISCIPLINE AND GRIEVANCE PROCEDURES

PROGRESSIVE DISCIPLINE

The purpose of this policy is to state the City's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The City's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the City is based on mutual consent and both the employee and the City have the right to terminate employment at will, with or without cause or advance notice, the City may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The City recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the EMPLOYEE CONDUCT AND WORK RULES policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early

stage, benefiting both the employee and the City.

VIOLATIONS OF RULES OF CONDUCT

The City endeavors to employ responsible individuals and believes that the vast majority of employees are responsible citizens who understand and respect the rights and property of their fellow employees and that of the City. However, when large groups work together, reasonable rules are necessary for the orderly conduct of the operation. To this end, the City has in effect and will establish from time to time such reasonable rules as it considers necessary to ensure the orderly and efficient conduct of its business, to assure the safety of its employees and property, and to comply with applicable laws. During working hours employees are expected to comply with rules established by the City. Failure to do so may result in discharge or other appropriate disciplinary measures.

The violation of any of these rules will result in disciplinary action ranging from an oral correction to discharge:

- A. Habitual tardiness or absenteeism.
- B. Failure to report immediately to the supervisor any job-related accident or injury or unsafe working condition.
- C. Failure to report an off-the-job accident or injury which may affect the performance of your job.
- D. Smoking in restricted areas.
- E. Gambling during work or on City property.
- F. Working on personal business or projects on City time.
- G. Creating or contributing to unsanitary or disorderly housekeeping conditions.
- H. Failing to notify the City promptly when you will be absent from work or late to work.
- I. Soliciting employees while either the person being solicited or the person doing the soliciting is on work time.
- J. Conduct which endangers you or another employee.
- K. Unauthorized use of City tools, equipment, telephones or other City property.
- L. Failure to use safety equipment required by the City or to comply with safety rules.
- M. Falsification of timekeeping records
- N. Remaining on or coming onto City work premises during off-duty hours for purposes other than to work without advance approval. (Employees may report early and/or leave late due to transportation arrangements.)
- O. Sleeping, loafing on the job, engaging in horseplay, throwing anything that may harm another, playing jokes or otherwise distracting or startling others, acting in a disorderly manner or being away from your work station unnecessarily.
- P. Refusal or failure to carry out instructions fully or to perform work assignments as required by supervisory personnel.
- Q. Gross negligence or abuse resulting in the damage or destruction of tools, machinery, equipment, products, materials, or other property belonging to the City or to others.
- R. Removing City property from your work site without written authorization.
- S. Operating or tampering with City equipment which you have not been authorized to

- use or repair.
- T. Restricting work production, encouraging or persuading others to restrict work production or supporting an interruption of work.

The first violation of the following may result in immediate discharge.

- A. Obtaining materials or tools on fraudulent orders or misrepresentations.
- B. Bringing and/or consuming alcohol, drugs, or narcotics at work or working on the job under the influence of alcohol, drugs or narcotics. From time to time there may be City-sponsored events where alcoholic beverages may be served and employees are expected to conduct themselves in an orderly manner.
- C. Carrying explosives or unauthorized weapons on a work site.
- D. Deliberate action causing damage or destruction or waste of tools, machinery, equipment, product, materials or other property belonging to the City, a City official or to a fellow worker.
- E. Giving false information in making application for employment or pursuant to any City inquiry or investigation.
- F. Immoral or indecent conduct on a work site, including abusive or threatening language to any employee and the making of false or malicious statements or defaming another employee, City official or the City.
- G. Fighting or attempting bodily injury to others on a work site except in clear cases of self-defense.
- H. Stealing or hiding any property of other employees, persons, City officials, or the City.
- I. Failure to return to work from an authorized leave-of-absence.
- J. Being absent three (3) consecutive working days without calling in.
- K. Divulging confidential information to an unauthorized person or making any disclosure of confidential information regarding the City to any person, agency, publication, radio or television station without authorization from the City. (See Confidential Information.)
- L. Abusive conduct toward a fellow employee, City official or member of the public.

Employment with the City is at the mutual consent of the City and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

GRIEVANCE PROCEDURES

Good communications with all employees is desired. A healthy organization requires that employees freely and openly discuss problems with their supervisor.

The City is no different than any other company in that occasional mistakes and/or misunderstandings will inevitably occur. When a problem arises, employees are encouraged to come forward and discuss their views with their supervisor. In most situations, employees can receive a timely answer.

If there is a problem, please discuss the matter with your supervisor first. If you are not satisfied with his/her response, you should indicate your concerns in writing and submit them to your supervisor. Generally, your supervisor will respond within five working days if your supervisor is in the office during that time. If your supervisor's written response is not satisfactory, then you should submit an appeal of your supervisor's action or determination in writing to the city manager within ten working days of receiving your supervisor's response. The city manager may investigate the matter independently and will try to inform you in writing of his/her determination within ten working days if he/she is in the office during that time. If you remain unsatisfied with the response you have received, you should submit a written appeal to the mayor and council within ten working days of receiving the city manager's response. The mayor/council will consider your appeal as soon as practical but in no event at a time no later than the next regularly scheduled meeting of the mayor/council provided if an appeal is presented in writing to the mayor/council within seven days of the next regularly scheduled meeting of the mayor/council then the mayor/council will schedule the hearing of the appeal at or before the next regularly scheduled meeting after the meeting held within seven days of the submission of the appeal to mayor/council.

We encourage employees to use this procedure when, from time to time, they have complaints or misunderstandings regarding any employment practice, including performance reviews and payroll issues.

SECTION VI - LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The City supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the City will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The City will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the City Manager for information and referral to appropriate services and resources.

SECTION VII - RECYCLING

The City supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in

reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

By recycling, the City is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program contact the City Manager.