



Employee Personnel Handbook

December 6, 2021

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Welcome to City of Jasper!

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

We believe that every employee helps to make the City of Jasper successful. We hope that you will be proud to be a member of our team.

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

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

ORGANIZATION DESCRIPTION

- Goods Produced and Services Provided: The City of Jasper endeavors to provide top quality service to its' citizens and customers. Some of the services that are provided for citizens by the City of Jasper include the following:

Fire Protection
Garbage Service
Parks and Recreation
Planning and Zoning
Police Protection

Protective Inspections
Sewer Service
Street Maintenance
Water Service
Municipal Court Svc

- Facilities and Locations:

City governmental offices are located in City Hall at 200 Burnt Mountain Road.

The Police Department & Municipal Court is located at 55 G.G. Lovell St.

The Fire Department is located at 277 Burton Street.

The Street Maintenance, Fleet Maintenance and Sanitation Departments are located at 202 Burnt Mountain Road.

The Water Distribution Department is located at 852 Pioneer Road.

The Water Treatment Plant is located at 127 Woodlane Drive.

The Water Pollution Control Plant is located at 350 Montview Road.

Jasper City Park is located on Pioneer Road and offers a pond with fishing, a waterfall, 2 playgrounds, a gazebo with a swing, restrooms, a walking trail, ball fields, tennis courts, a dog park, several picnic tables. and grills. The lower ballfield of this park was used in the filming of the movie, "Trouble with the Curve".

Lee Newton Park, named after our former Mayor, is located on Stegall Drive, and is jointly owned by the City and County. This Park offers a walking trail, picnic tables, grills, restrooms, a stage, gazebo and stream and the historical water tank which was used in the movie, "The War". This Park is where the Fourth of July Celebration and Georgia Marble Festival are held and is also available to be reserved for other events.

Peace Park on North Main Street offers a gazebo, swings and picnic tables.

Doris Wigington Park on Gennett Drive offers walking trails and picnic areas.

Roper Park on South Main Street offers a picnic area and green space.

- **History of the City of Jasper**
Jasper, the county seat of Pickens County, was incorporated as a town December 22, 1857. The City was named in honor of Sergeant William Jasper of South Carolina, who died during the siege of Savannah during the Revolutionary War.
- **Organizational Structure**
The City is governed by elected officials including a Mayor and 5 Council Members. These positions are elected for four-year terms on an alternating basis. The terms of Mayor and 3 Council Members are elected in one election and 2 Council Members elected in the next election, two years apart. The City Manager is appointed by the City Council. The Police Chief, Fire Chief, City Clerk, Finance Director and Board Members are appointed positions. All employees are hired by the City Manager and subject to disciplinary action including employment termination by the City Manager.

INTRODUCTORY STATEMENT

These policies shall become effective on the date adopted by resolution of the City Council and shall remain in effect until duly amended.

If any policy, section, or portion of these policies is found to be invalid by duly constituted authority, it shall not affect the validity of the balance of these policies.

This handbook is designed to acquaint you with City of Jasper and provide you with information about working conditions, employee benefits and policies affecting your employment. These are guidelines for conduct and benefits and does not limit the Council's ability to adopt more specific policies that will be considered in conjunction with these policies.

The policies in this manual will be interpreted by the City in its sole discretion and the City retains the right to apply these policies with some flexibility. City of Jasper reserves the right to add new policies and to change or cancel existing policies at any time. The only exception is that our employment-at-will policy will not be changed or cancelled. The employment-at-will policy permits you or City of Jasper to end the employment relationship at any time for any reason. No provision of this handbook changes the employment-at-will policy and your status as an at-will employee.

You should read, understand, and comply with all provisions of this handbook, which describes many of your responsibilities as an employee and outlines the programs we have developed to benefit our employees.

These policies may be amended by the City Council, by positioning a notice of the proposed changes in a conspicuous place in the City Hall for a period of at least fourteen (14) days prior to the effective date of the amendment. After the required fourteen (14) days have elapsed and the amendment receives a three-fifths (3/5) vote of approval by the full Council, the proposed change or changes will be effective.

CHAPTER ONE: EQUAL EMPLOYMENT OPPORTUNITY

Section 1 EEO Policy

The City is committed to maintaining a workplace that is free of inappropriate or unlawful conduct on the basis of race, color, religion, sex, gender, national origin, age, disability, veteran status, genetic information or other protected status as provided by law. In keeping with this commitment, the City prohibits the unlawful treatment of employees, including harassment, discrimination and retaliation, by anyone, including any supervisor, coworker, contractor, subcontractor, vendor or citizen of the City. It is the City's policy to comply with all applicable federal, state, and local laws. Appropriate disciplinary action taken by the City shall not constitute harassment, discrimination, and retaliation.

Section 2 Prohibited Conduct

Discrimination, harassment, retaliation and/or improper conduct consists of misconduct that includes unwelcome conduct, whether verbal, physical or visual that is based upon a person's protected status., such as race, color, religion, sex, gender, national origin, age, disability, veteran status, genetic information, or any other protected group status as protected by law. This relates to all aspects of employment, including but not limited to, recruitment, hiring, placement, promotion, demotion, transfer, lay-off, recall, discipline, termination, compensation, and benefits. All such conduct is prohibited.

Section 3 Sexual or Other Unlawful Harassment

Unlawful harassment can take many forms, and includes conduct based on an individual's sex as well as his or her race, color, religion, national origin, age disability, veteran status, genetic information, or any other protected group status as provided by law. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on a protected class constitutes harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Inappropriate conduct may include explicit sexual propositions; sexual innuendo; suggestive comments; sexually oriented or protected-status

“kidding” or “teasing;” “practical jokes;” jokes about protected status traits; foul or obscene language or gestures; displays of foul, obscene, or offensive material; sexually-related or protected-status related emails, text messages or any other electronic means including social media; and physical contact, such as patting, pinching, or brushing against another’s body. This inappropriate conduct is also equally inappropriate in the same sex context.

The City prohibits any type of sexual or other unlawful harassment. Any person who feels that he or she has witnessed or been subject to harassment should follow the City’s Complaint Procedure set forth in Chapter 2.

Section 4 Americans with Disabilities Act

It is the City’s policy to provide equal employment opportunity to applicants and employees with covered disabilities under the Americans with Disabilities Act (“ADA”) or other applicable law. This policy applies to all aspects of employment and application for employment. As required by the ADA or other applicable law, the City will provide reasonable accommodations to qualified individuals with a disability in the workplace unless accommodations present an undue hardship or if the individual’s limitation(s) is/are a direct threat to the health or safety of the individual or others.

An individual with a disability may request a reasonable accommodation at any time during the application process or during employment and should provide suggestions as to possible reasonable accommodations. Reasonable accommodations are changes made to the work environment or to the manner or circumstances in which the job customarily is performed that allow an individual with a disability to perform all essential job functions. The City is not required, however, to provide an accommodation if doing so would cause an undue hardship to the City or if the individual is a direct threat to the health or safety of the individual or others in the workplace.

All requests for accommodations will be addressed in connection with an interactive dialogue with the affected individual. To request an accommodation, which may include unpaid leave or modification of your working environment, an individual should complete an Accommodation Request Form (which is available in the Human Resources office) and should provide suggestions as to possible reasonable accommodations and return it to the Human Resources Officer.

Upon receiving a request for accommodation, the City will seek an interactive process with the individual to clarify his or her needs and identify the appropriate reasonable accommodation. During this process, the City may request reasonable documentation, including medical documentation, of the individual’s

disability and need for a reasonable accommodation. Failure to provide required medical information or to otherwise participate in a meaningful way in the interactive dialogue process regarding an accommodation request may result in denial of an accommodation. Because of the personal nature of some disability issues, the City will make every reasonable effort to ensure confidentiality during the review process.

Individuals will be notified of the City's decision regarding their request for accommodation. Any individual believing that a reasonable accommodation has not been provided should follow the City's Complaint Procedure set forth in Chapter 2.

Section 5 Immigration Law Compliance

The City employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with all applicable federal and state laws.

In addition, in accordance with state law, the City utilizes E-Verify to verify the work eligibility of its employees. E-Verify is an internet-based system operated by the Department of Homeland Security in partnership with the Social Security Administration that allows participating employers to electronically verify the employment eligibility of their newly hired employees. E-Verify works by electronically comparing the information on the employee's Form I-9 with SSA and DHS records to verify the identity and employment eligibility of each newly hired employee.

As mandated by E-Verify and state law, the City displays its E-Verify identification number, 47556, and registration date, January 08, 2008, on the City's official website, and also displays both the English and Spanish Notices of E-Verify Participation and the Right to Work Posters in each department near the time clock.

CHAPTER TWO: COMPLAINT PROCEDURE

Section 1 Complaint Procedure

All employees should help ensure that the City avoids any form of unlawful or inappropriate conduct. If you feel that you have experienced or witnessed (1) harassment, (2) discrimination, (3) improper denial of a request for accommodation, (4) denial of requested leave under the FMLA, ADA, or otherwise, (5) violation of any policy of the City or policy in this manual, or (6) failure to pay overtime or other violation of the FLSA or wage payment laws, or (7) any other unlawful or inappropriate conduct by anyone, including employees, supervisors, coworkers, contractors, subcontractors, vendors or citizens, then you should follow the complaint procedure as set out herein, and initially notify your supervisor in writing as to the inappropriate conduct. If you are uncomfortable discussing the matter with your Supervisor, you are specifically authorized to by-pass your supervisor and are to immediately notify (preferably in writing and within 24 hours) the Human Resources Officer, whose office is located in City Hall. The Human Resources Officer will then notify the City Manager of your complaint. If you are not contacted promptly about your complaint or are not satisfied with the response, you are to re-file it with the Human Resources Officer and also send notification of your complaint in writing to the City Manager. If you are not comfortable discussing the matter with the Human Resources Officer you are to file your complaint directly with the City Manager.

Section 2 Retaliation Prohibited

The City prohibits unlawful retaliation against anyone who has made a complaint or provides information related to a complaint under this policy. Any employee who feels that he or she has experienced or witnessed retaliation should immediately notify the City in writing by using this Complaint Procedure.

Section 3 Review of Complaint

The City will undertake an objective and appropriate review of any complaint, and expects all employees to fully cooperate with internal investigations that may be conducted by the City. To the extent practicable and appropriate, the City will keep any complaint and the terms of the resolution confidential. The City will take corrective action as deemed appropriate, including such discipline up to

and including termination of employment. The City will undertake corrective action to stop inappropriate conduct before it rises to the level of an unlawful action. You will be notified about the outcome of your complaint. If you have any questions about the status of your complaint at any time, you should contact the Human Resources Officer.

If you are not satisfied with the City Manager's response to your complaint, you may obtain a review by the Mayor and Council by submitting a request, in writing, within five working days following the receipt of the City Manager's decision. The Mayor and Council shall make such investigation and conduct such hearings as they deem necessary and shall, upon completion; inform the employee in writing of their decision. The decision of the Mayor and Council shall be final.

Section 4 Intentionally False Claims

The City recognizes that intentional or malicious false accusations of misconduct can have a serious effect on innocent men and women. Individuals making such false accusations of misconduct will be disciplined in accordance with the nature and extent of his or her false accusation. The City encourages any employee to raise questions he or she may have regarding misconduct or this policy with the Human Resources Officer.

CHAPTER THREE: RECRUITMENT AND SELECTION

Section 1 Filling Vacant Positions

Department Heads are responsible for notifying the City Manager and the Finance Officer of vacant or soon to be vacant positions in their department. The City Manager, Department Head and Human Resources Officer will develop a recruitment plan based on current organizational needs.

All full-time vacancies shall be publicized by posting announcements and by any such means as necessary to assure obtaining well-qualified candidates for the positions. The announcement shall specify the title and may include a salary range of the vacant position, minimum qualification requirements, manner of making application and other pertinent information.

Recruitment may be closed to consider only qualified current employees or may be open for public competition.

Section 2 Employment Application Forms

Application shall be made on forms provided by the Human Resources Officer. Such forms shall request details covering education, training, experience/work history, salary history and other pertinent information needed to assess qualified applicants. All applications shall be signed by the applicant attesting to the truth of all statements contained within the submitted application form. To receive consideration, applications must be received before the specified deadline or, if no deadline is specified, before the job announcement is closed. Incomplete applications may be rejected, and false statements of any kind in an application will be reason for immediate disqualification or dismissal. If a position remains vacant due to insufficient or inadequate applicants, late applications may be considered or the City, in its discretion, may restart the application process.

Section 3 Selection

Completing an application for employment is mandatory and are to be submitted to the Human Resources Officer. The City Manager and Department Head will review all applications for employment to determine whether applicants meet the qualifications for the position. Where appropriate, examinations or assessments may be used which may be written, oral or computer based. In all cases, any examination or assessment shall be job related. Examination of employees may

also consist of a review of educational experience necessary to perform the duties of the position, ability to perform essential functions with reasonable accommodation, minimum fitness for duty requirements of the position, or any other criteria deemed necessary to evaluate qualification.

The desired candidate will be selected from among the qualified applicants for the position. Thereafter, the applicant may receive a conditional job offer contingent upon the applicant successfully completing any other requirements such as a medical examination and/or drug test.

Nothing in this manual shall prevent the City from closing or suspending a vacancy notice and choosing not to fill a position in its discretion.

Section 4 Employment of Relatives

It is the City's policy not to employ relatives by blood or marriage within the same department. If a conflict of this policy occurs because of the marriage of two employees, one employee will be transferred in order to comply with this policy. If a transfer would violate this policy, it may be denied. For purposes of this policy, relatives include an employee's spouse, children, stepchildren, mother, father, mother-in-law, father-in-law, brothers, sisters. The definition is extended to any other person who is domiciled in the employee's household and who is otherwise recognized by law as a dependent of the employee.

No person related to the Mayor, or any member of the City Council, or any employee appointed by the Mayor or City Council shall be appointed or selected to any office, position, clerkship or other position of employment or service with the City. In addition, the City Manager shall not approve the appointment to any supervisor's work group any person who is related to that supervisor, nor shall the appointment of any member of the immediate family of any Department Head be approved. No family member of any elected or appointed official in the City shall be hired into a position that violates the above policy for the duration of that elected or appointed official's term of office.

Exceptions to this policy should rarely be necessary and must be approved by the City Council. The City Council is authorized to make exceptions to this policy in its discretion to fill an employment need of the City.

Section 5 Approved Exceptions from Vacancy Announcements

While it is anticipated that most job vacancies will meet the criteria for posting, there may be circumstances that do not warrant advertising certain positions. The following is a non-exhaustive listing of special staffing situations that may be exempted from the competitive job posting process:

- Internal announcements for current employees only
- Appointed positions (internal promotion)
- Reassignments or voluntary transfers at the same or lower pay grade level
- Management directed reassignments at the same or lower pay grade level
- Reorganizations and reductions in force that require reassignment of affected staff to newly created or existing vacancies
- Reclassifications of jobs that are currently encumbered that result in a higher pay grade level
- Internal promotions are similar to position upgrades and likewise do not require external job postings
- Other reassignments necessary to implement this manual.

CHAPTER FOUR: EMPLOYMENT POLICIES AND PROCEDURES

Section 1 At-Will Policy

Employment with the City is voluntary and at-will, meaning that the relationship between the City and all of its employees is subject to termination by the employee or the City at-will, with or without cause, and with or without notice, at any time at the option of the City or the employee. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of any employee of the City.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the City Council. This manual is not intended to be and shall not be construed as creating a contract of employment of any kind.

Section 2 Probationary Period

All new employees hired by the City will serve a probationary period for the first 6 months of employment. This probationary period is intended, primarily, to allow the City and employee to determine whether the employee is able to adequately perform in the assigned position and whether the position is a good fit for the employee. This policy also applies to an employee who has been promoted to a higher-level position or transferred to a different position, regardless of pay grade level. At the end of the probationary period, an employee's performance will be reviewed and a decision made regarding his or her continued employment or whether an extended probationary period is needed. If additional time is needed to evaluate an employee in a position, a Department Head may request an extension of the employee's probationary period, upon approval from the City Manager. An employee during the employee's probationary period is subject to immediate termination, with or without cause, and with or without notice, at any time at the option of the City.

Section 3 Workplace Violence Policy

The City is committed to providing its employees a safe environment for working and conducting business. In this regard, the City will not tolerate any threats, threatening behavior, acts of violence or any related disruptive conduct which interferes with or disrupts the City's safe working environment. This prohibition applies to City employees, vendors, customers and visitors, whether or not the conduct occurs on or off City property or upon social media of the employee, or both.

Threats, threatening behavior, acts of violence or related disruptive conduct includes conduct against persons or property that is sufficiently severe, offensive or intimidating that it disturbs, interferes with or prevents normal work functions or activities. Specific examples of conduct that may be considered "threats, threatening behavior, acts of violence or any related disruptive conduct" include, but are not limited to, the following:

1. Hitting or shoving an individual
2. Threatening to harm an individual or his or her family, friends, or associates, or their property
3. The intentional destruction or threat of destruction of property owned, operated or controlled by the City
4. Harassing or threatening individuals through any form of written or electronic communications
5. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City
6. Harassing surveillance of another City employee and making a credible threat with intent to place the other person in reasonable fear of his or her safety
7. Unlawful possession of firearms, weapons or any other dangerous devices on City property, except as provided for by the Business Security and Employee Privacy Act, which, subject to several exceptions, allows employees who are licensed to carry concealed weapons to store firearms in their vehicles while on City property, as long as the firearm is properly concealed in a glove box, trunk or other enclosed compartment within the vehicle. No employee or agent of the City may carry firearms, weapons, or any other dangerous devices on the premises of the Jasper Municipal Court, except the Municipal Court Judge, certified law enforcement personnel, and individuals allowed to do so by the Municipal Court Judge.

All employees are responsible for refraining from making threats; engaging in threatening behavior, acts of violence, or related disruptive conduct; and for seeking assistance to resolve personal issues that may lead to acts of violence in the workplace. If you feel that you have experienced or witnessed conduct that is prohibited under this policy, you are to follow the City's Complaint Procedure set forth in Chapter 2.

Section 4 Drug and Alcohol-Free Workplace Policy

It is the City's policy to provide a safe, healthy and secure work environment for all employees. It is also the City's policy to ensure that all employees perform their job duties in a safe, efficient and productive manner. Finally, it is the City's policy to ensure that its equipment and facilities are maintained and used appropriately so as not to pose a risk of harm. The use of drugs and the misuse of alcohol and other legal, but illicitly used, substances are inconsistent with these policies. Accordingly, to protect the health, safety and welfare of employees, citizens and visitors, the City has adopted this Drug and Alcohol-Free Policy.

Prohibited conduct

The following conduct is strictly prohibited and constitutes a violation of this policy for which employees may be subject to disciplinary action, up to and including termination of employment:

1. Use, possession, sale, purchase, trade (or offer to purchase, sell or trade) drugs, alcohol or any otherwise legal, but illicitly used, substance on or in City property or at any time while an employee is on duty or performing any work for the City.
2. Hindering, obstructing, or refusing to cooperate or participate in any investigation involving suspected violations of this policy. This includes, but is not limited to, providing false, misleading, or incomplete information in response to any inquiry from a supervisor related to a suspected violation of this policy. It also includes refusing to undergo a lawfully required drug or alcohol test(s).
3. Hindering, delaying, or obstructing a lawfully required drug or alcohol test(s), including, but not limited to, tampering with a sample, tendering a false sample, or interfering in any way with the chain of custody.
4. Reporting to work or engaging in any work activity whatsoever on behalf of the City under the influence of drugs, alcohol or an otherwise legal, but illicitly used, substance.
5. Abusing or misusing prescription drugs or over the counter medication or misusing other products, such as inhaling or sniffing products like adhesives and aerosols. This includes, but is not limited to, the use, possession, sale or solicitation for the purpose of purchase or sale any prescription medication for which the employee lacks a valid prescription. However, nothing in this policy precludes the appropriate use of legally prescribed medications.

Prohibited Substances

For purposes of this policy, the terms “drug” and “alcohol” mean substances listed in O.C.G.A. § 34-9-411. The term “otherwise legal but illicitly used substance” means prescription drugs, over-the-counter drugs or other products not being used for their intended purposes or in accord with the terms of the prescription by the person to whom the prescription is written and the misuse of other products, such as inhaling or sniffing products like adhesives or aerosols. Vaping or using CBD oil that contains the legal amount of THC (3% or below) will fail our Drug Free workplace policy urinalyses. The only way to prove it is the legal limit of THC is with a hair sample drug test that would be the employee’s responsibility financially.

When Testing is Required

1. Pre-Employment: All individuals who are offered employment by the City are required to undergo testing for the presence of drugs and alcohol as a condition of employment. The City will test such employees for the presence of drugs listed in O.C.G.A. § 34-9-411 using urinalysis or hair samples, or both. If the results of such test indicate the presence of illegal drugs in the applicant, the City may deny employment to the applicant.
2. Random Testing: Employees may be subject to unannounced testing for the presence of drugs or alcohol based on random selection and conducted by urinalysis or hair samples, or both. Selection is made by neutral criteria so that all employees eligible for testing have an equal opportunity of being tested.
3. Reasonable Suspicion: The City may require an employee to submit to testing for presence of drugs or alcohol when there is reasonable suspicion to believe the employee is under the influence of drugs, alcohol, or an otherwise legal but illicitly used substance or controlled substance. Such testing may be conducted by urinalysis or hair samples, or both. Circumstances that may cause reasonable suspicion may include, but not limited to:
 - a. Observed use of drugs or alcohol
 - b. Personal observation of the employee’s job performance, appearance, behavior, speech, or odor creating reasonable suspicion that the employee has used drugs or alcohol in violation of this policy or is impaired by drugs or alcohol
 - c. The observance of drugs, drug paraphernalia, alcohol, or containers indicating the presence of drugs or alcohol in an area where the employee

- had primary control or access, including but not limited to, desks, lockers, equipment, machines or vehicles
- d. Involvement in accidents, including motor vehicle accidents, or other actions that provide reasonable suspicion to believe the employee may be under the influence of drugs or alcohol
 - e. Facts indicating that the employee diluted, tainted, tampered or interfered with any breath, blood, hair sample, or urine sample, or any test(s) required under this policy, or that the employee attempted to do the same.
4. **Safety Sensitive Positions:** For purposes of this policy, safety sensitive positions include, but are not limited to, law enforcement officers, firefighters, emergency medical technicians and paramedics, drivers of City vehicles, Public Works employees who operate mowers, trimmers, clippers, heavy machinery, Water and Sewer employees who operate heavy machinery, and water plant and wastewater treatment plant employees. Additional positions may be regarded as safety sensitive positions subject to the provisions of the policy at the discretion of the City with or without notice.
 5. **Commercial Motor Vehicle Operators:** Employees who drive commercial motor vehicles and/or require a commercial driver's license for their jobs with the City may be subject to additional requirements regarding drug and alcohol use, and may be subject to testing under additional circumstances.

Employee Assistance

The City offers resource information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, which is located at the time clock in each department. In addition, the Human Resources Office will distribute this information to employees for their confidential use.

Confidentiality

All reports of test results for drug and alcohol, searches, or any employee referral, or participation in an assistance program will be treated as confidential. The confidentiality of such information shall not apply to any use by or communication to the City Attorney, or where the information is relevant to the City's defense in an administrative or legal action. Such information may also be disclosed to the extent required by any federal, state or local law, statute, ordinance or regulation.

Section 5 Use of Technology Resources

Purpose and Application

The City provides a variety of technology resources to its employees for purposes of its business operations and to help employees perform their jobs. While these technology resources are often necessary and helpful tools, they also pose risks and must be used with common sense and good judgment. As such, the City has developed this policy to establish guidelines for the use of its technology resources. For purposes of this policy, the City uses the term “technology resources” to refer generally to all of the City’s network and electronic resources, such as computers, software, networks, email systems, telephones and mobile phones, voice mail systems, fax machines, Internet access, etc.

Business Use Only

The use of the City’s technology resources is for City business and is to be used for authorized purposes only. The City’s technology resources are established, maintained and provided by the City for employees to use for the performance of their job duties and the furtherance of the City’s business. As such, use of the City’s technology resources should be limited to business use only.

The City recognizes, however, that some personal use by employees of its technology resources may be necessary at times. As such, employees may use the City’s technology resources for personal reasons, provided that such personal use is minimal, reasonable and does not interfere with the performance of one’s job duties. The City has sole discretion to determine what constitutes reasonable personal use and whether personal use is interfering with the performance of one’s job duties. The City strictly prohibits the accessing of websites which are of prurient interest by the employees, as provided in further detail herein, unless necessary to a criminal or civil investigation.

Ownership and Access to Technology Resources

All of the City’s technology resources, as well as all data and files stored on or transmitted using the City’s technology resources, are the property of the City. This means that the City owns all data and files stored on or transmitted using any of the City’s technology resources. As such, the City retains the right to access, monitor and inspect its technology resources and any of the data and files therein or transmitted thereon, at any time. This applies even with respect to data or information transmitted or received using any of the City’s technology

resources, such as its networks or Internet connection, even if such is done using an employee's personal device, such as a personal mobile phone, smartphone or computer. This right applies both during an employee's employment with the City and after its termination for any reason, voluntary or involuntary.

Employees should not have an expectation of privacy in anything they create, store, send or receive on a personal device using any of the City's technology resources, including anything they create, send or receive on a personal device using any of the City's technology resources, such as networks or Internet connections. In this regard, employees are specifically advised that passwords on City devices are designed to give employees access to all or part of the City's technology resources; they are not designed to guarantee employee privacy or security in any data or file created, stored, sent or received on any of the City's technology resources. Employees shall provide all passwords in their possession as to any of the City's technology resources to the City's Human Resources Officer, or the officer's designee when requested.

General Guidelines for Acceptable Use

Employees are expected to access and use the City's technology resources in a professional manner and in compliance with this and all other City policies. Therefore, employees are prohibited from engaging in any unauthorized, prohibited, or inappropriate conduct using the City's technology resources including, but not limited to, the activities described below. This list is not intended to be an exhaustive description of all conduct that may be inappropriate or violate this policy, but is illustrative of the type of prohibited conduct for which employees may have their privileges of use and access to the City's technology resources revoked and subjected to disciplinary action based on the infraction:

- Accessing any technology resources, including networks, servers, drives, folders, or files, to which the employee has not been granted access or authorization or in a manner that exceeds such employee's access or authorization (accessing any other person's computer, voicemail, files or data without approval)
- Making unauthorized copies of the City's files or other data for an unauthorized purpose, even if the employee was otherwise authorized to access such files or data
- Revealing, publicizing, or otherwise disclosing any confidential information belonging to the City without authorization
- Destroying, deleting, erasing or concealing City files or other data, or otherwise making such files or data unavailable or inaccessible to the City or to other authorized users of the City's technology resources
- Violating any law, regulation or order of the United States or any state, county, city, local government or jurisdiction in any way

- Violating the terms of any user agreement, license agreement or other type of contractual agreement of any software program, application, website or other product or service
- Illegally downloading, copying, transmitting, viewing or accessing any material protected under copyright law or making such material available to others
- Engaging in any other unlawful or malicious activities
- Intentionally propagating any virus, worm, Trojan horse, trap-door program code or other code or file designed to disrupt, disable, impair or otherwise harm either the City's technology resources or those of any other individual or entity
- Defeating or attempting to defeat security restrictions on any of the City's technology resources
- Viewing or transmitting any material, or engaging in any conduct, that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, violates the City's Equal Employment Opportunity Policy or other policies set forth in this manual, or that is otherwise unlawful or inappropriate. The City has sole discretion to determine what constitutes inappropriate use of material under this policy. If you are unsure whether any use or material would be considered inappropriate, you should seek clarification from your supervisor before accessing or distributing such material. If you are in any doubt, do not access or distribute the material
- Using abusive, profane, threatening, discriminatory, harassing, offensive or otherwise objectionable language in either public or private messages
- Sending, receiving, downloading, uploading or otherwise accessing or viewing any pornographic materials
- Causing congestion, disruption, disablement, alteration or impairment of the City's technology resources
- Installing any software without written authorization from the City Manager
- Using any City technology resource for personal financial or political gain unrelated to one's employment with the City.

Installation and Use of Software

Employees, other than those employees and/or contractors responsible for Information Technology for the City, may not download or install any software, application, program or update onto any City computer or technology resource without prior written authorization from the City Manager.

Employees may not run any software on any City computer or technology resource that is not properly purchased, licensed and installed by those employees and/or contractors responsible for Information Technology for the City.

Employees may not share their credentials for accessing the City's technology resources or that of its vendors, including logging on and running any software, with others and may not use anyone's credentials other than their own for such purposes without the express written permission from the City Manager. Notwithstanding the foregoing, employees shall provide their access information including but not limited to passwords to the City's Human Resources Officer or designee.

All the City's policies, including, but not limited to, its policy on Equal Employment Opportunity, apply to the use of the City's technology resources. If any employee feels that he or she has witnessed or been the subject of any conduct in violation of this policy, the employee should utilize the Complaint Procedure set forth in this manual.

Use of Personal Mobile Devices

Employees may bring personal mobile devices to work, such as personal cell phones and tablets. However, these personal mobile devices may not be used to perform any City business or work-related activities, and may not be used to access the City's data or networks, unless authorized in advance and configured by those employees and/or contractors responsible for Information Technology for the City. If written authorization by the City Manager is given to use a personal mobile device for work purposes or to access the City's data or networks, the employee must comply with the City's Technology Resources Policy when using the device. Employees also may not use the authorization to use a personal mobile device for work purposes or to access the City's data or networks to work from home or otherwise work additional time not approved in advance by the City. Employees should not have an expectation of privacy in anything they create or store on, send or receive on their personal mobile device if such material was in any way transmitted using the City's technology resources, including its data networks or Internet connection. The above provisions of this policy regarding the City's right to inspect and monitor devices apply with respect to such material.

In addition, although employees are permitted to bring personal mobile devices to work, they are at all times expected to devote their entire time and attention to performing their job duties for the City without distraction by their personal mobile devices. Therefore, employees may not use personal mobile devices during work hours except for emergency reasons only. Employees may, however, use personal mobile devices during non-work hours, such as during an approved break or meal period, provided that such use is outside the view of public who may be at City offices and not used in violation of any policies in this manual, including the City's Technology Resources Policy. In addition, employees must

keep their personal mobile devices on “vibrate” or “silent” mode at all times while at work.

Section 6 Social Media Policy

Introduction

In general, the City views social networking websites (e.g., Facebook, Instagram, Tic Tok, Snapchat, Twitter or any others), personal websites and blogs positively and respects the right of employees to use them as a medium of self-expression. However, the use of these types of websites can impact both the City and employees alike. Therefore, the City has created this policy to establish its expectations for employee use of these types of websites.

Applicability

This policy is meant to apply to social networking sites; personal websites; blogs; photo, video and file sharing sites; podcasts; as well as bulletin boards and comments posted on other websites. For ease of reference, this policy refers to all of these types of websites generically as “social media websites”. The absence of an explicit reference to a specific website is not meant to limit the application of this policy. Employees must use discretion and common sense when posting and sharing on social media sites. Government employees and those that represent the City are held to a higher standard when it comes to freedom of speech and what is shared on personal social media pages. Even if your title or the City’s name is not associated with your personal social media, disciplinary action can be taken if this policy is violated. The following are examples of social media activity that will invoke disciplinary action:

- Complaining about your job/job duties.
- Engaging in personal attacks or offensive terms or sexual harassment towards anyone, including coworkers.
- Discussing/sharing information that is privy to City employees only.
- Discussing illegal activities or acting illegally.

All employees should consider whether personal thoughts published on personal social sites might be misunderstood or construed as expressing City of Jasper opinions. You must always assume your position with the City is known. By doing so, you are also obligated to position yourself on social media sites, even the personal realm, in the same manner you would as a professional at the City. Have no assumption of privacy. You should consult with your supervisor if you are uncertain about any of your activities on a social media website.

No Interference with Job Duties

As set forth in the City's Use of Technology Resources Policy, the City's Internet and computer resources are provided to employees to allow them to complete their job duties and should be used for business purposes only. As such, the City does not allow personal use of social media websites using City computers, equipment or networks or at all during an employee's work time.

Use Outside of Work

Employees may use social media websites during their personal time outside of work and without the use of City computers, equipment or networks. Employees must be aware, however, that information they display on the Internet reflects not only on them but could be associated with the City as well. Therefore, employees are expected to follow these guidelines when using any social media website:

- A. Employees who wish to identify themselves as employees of the City on any social media website must first obtain written permission from the City Manager. After receiving permission, employees must place a disclaimer in their profile, post or publication which clearly states that any and all opinions or views expressed are those of the employee and not the City.
- B. Employees should use their best judgment and discretion when posting material and information online.
- C. Confidential and proprietary information of the City is not to be discussed or referred to by employees on any social media website, even in private messages between site members who have authorized access to the information.
- D. Employees are responsible for reading, knowing and complying with the Terms of Service of the social media websites they use.
- E. Employees are expected at all times to comply with the law in regard to copyright, trademark and plagiarism. Posting of someone else's work without permission is not allowed.

Section 7 Political Activity

City employees are encouraged to exercise their right to vote, but City employees may not engage in any political campaign activities while on duty, while in the workplace, while in uniform or using any City property or equipment, including any City computer, network or vehicle. This prohibited activity includes, but is not limited to, distributing information, assisting with campaign materials or initiatives or soliciting contributions or services for any political party, political candidate or organization, or otherwise spending work time on an activity in

furtherance of any political party, candidate or political organization while on duty. Nothing contained herein shall be construed to restrict the right of City employees to hold membership in and support a political party or candidate, to vote as he or she chooses, to express personal opinions on political subjects and candidates, to maintain political neutrality or to attend political meetings during non-working hours.

Section 8 Inclement Weather and Emergency Circumstances

If the City Manager believes that existing or imminent weather conditions or other appropriate circumstances warrant the closing of an office or facility, the City Manager or designee may excuse from duty employees directly affected by such conditions for such time as it is deemed necessary without loss of pay or charge to leave.

In the event that City offices and/or facilities are not closed by the City Manager or designee, but employees are absent from duty because of severe weather conditions or other emergencies, employees will be:

- Permitted to charge the absence to accrued annual leave,
- Placed on leave without pay for the period of time absent if no other option is available.
- In extenuating circumstances, to be determined by the City Manager, the employee may be excused from duty without loss of pay or charge to leave.

Employees who are not affected by severe weather conditions or emergencies or who are not scheduled to work during such time, shall not accrue any right to, or shall not be compensated for any absence authorized for the employees directly affected. Employees who are required to work additional time because of severe weather conditions or other emergencies shall be compensated under the provisions of the Fair Labor Standards Act (FLSA).

In the event of a crisis or other uncertain situations, the following procedures should be followed:

- Employees should not leave assigned workstations without contacting their immediate supervisor, except in the case of immediate personal risk.
- Supervisors should check with management before authorizing employees to leave or take other actions.
- Employees may contact their Department Head or the City Manager if their supervisor is not immediately available.
- Supervisors/Department Heads should contact the City Manager with questions about authorized actions.

Section 9 Safe Driving Policy

Purpose

The City strives to provide a safe working environment and to protect its employees from job-related injuries and illnesses. The intent of this policy is to guide employees in the required use of safety belts and the expected use of telecommunications devices. It is the goal of the City to eliminate driver distractions by its employees due to talking or texting on a telecommunication device while operating a vehicle during the commission of their official duties. In addition to this Safe Driving Policy, all employees covered by this policy are expected to know and to abide by the Georgia Uniform Rules of the Road, found in O.C.G.A. §§ 40-6-1 through 40-6-397.

Applicability

This policy applies to all employees who operate or drive City-owned vehicles and equipment and to employees who drive privately-owned vehicles during work time or while otherwise conducting City business. However, the portions of this policy relevant to the use of a telecommunication device do not apply to the following employees or situations:

- A. Reporting a traffic accident, medical emergency, fire, serious road hazard or a situation in which the employee believes a person's health or safety is in immediate jeopardy.
- B. Reporting the perpetration or potential perpetration of a crime.
- C. A public utility employee or contractor acting within the scope of his or her employment when responding to a public utility emergency.
- D. Engaging in wireless communication while a motor vehicle is off the roadway where it is safe and legal to park.
- E. Using a City-issued two-way radio device for time-sensitive communications or a GPS navigation device provided that all due care is taken to ensure the safe operation of the vehicle.

Safety Belt Use and Maintenance

- A. All employees and passengers conducting city business are required to wear a properly adjusted and fastened safety belt.
- B. All mowing, grading and similar equipment which has the capability to exceed 15 mph during travel shall be equipped with a roll over protection device and safety belts that must be worn by the operator at all times.
- C. No employee may allow another person to ride as a passenger on a trailer or in the bed of a pickup truck or any other towed equipment.

- D. It is the responsibility of the driver and the supervisor to ensure that safety belts are maintained in good working condition by ensuring that: (a) safety belts are inspected regularly; (b) safety belts are visible and readily accessible for use in vehicles and on equipment; and (c) safety belts are regularly cleaned and are operational at all times.

Distracted Driving

- A. Employees must exercise due care in operating a motor vehicle and/or motorized equipment and shall not engage in any actions that distract employees from the safe operation of vehicles and equipment.
- B. Except for the exclusions noted above, all uses of telecommunication devices, including hands free equipment and technology such as Bluetooth are prohibited while driving. No employee shall operate a motor vehicle or motorized equipment for work purposes on any public road, public property, street or highway while using a telecommunication device to talk, write, send or read any text-based communication, including, but not limited to, a text message, instant message or electronic mail.
- C. In the event that a phone call must be made or a text message must be sent or received, an employee must find a location off the roadway where it is safe and legal to park to use the device.

Notification of Accidents

If you are involved in an accident, stop immediately and call 911. If anyone is injured report it in order to dispatch an ambulance to the scene. Contact your immediate supervisor or department head. Protect your vehicle from further damage or theft without putting yourself in danger. If possible, do not move any vehicles until law enforcement arrives. Be courteous, but do not sign anything or discuss the accident with anyone except law enforcement, your supervisor or the risk manager. Do not admit any responsibility or agree to pay for anything. Write out a report to give your supervisor on what occurred.

Supervisor responsibilities in the event an employee is involved in an accident are as follows. Make sure the employee is not injured and is out of harm's way. Determine if the employee needs immediate medical attention and provide the employee with the means to receive medical attention (call an ambulance if one hasn't been called). Ensure the employee followed the steps above. Call Human Resources to set up a post-accident drug test for the employee. Fill out a first report of injury and submit to Human Resources. Write up a report on the accident and submit to Human Resources along with the employee's written report.

Damage to City equipment, infrastructure, property, tools or vehicles shall be brought to the attention of the City Manager and/or Risk Manager for insurance reimbursement and replacement purposes. Employees should notify their Department Head of any damaged equipment, infrastructure, property, tools or vehicles in order that the items may be taken out of service, assessed for repairs and repaired or replaced.

Additional Driver's Responsibilities

- Ensure that the assigned vehicle is properly maintained and safe to operate and secured when parked.
- Responsible for the cleanliness of your assigned vehicle, both interior and exterior. Smoking and the accumulation of trash will not be allowed.
- If using prescription medications which could limit or impair your ability to operate a motor vehicle/equipment, you must report the use of such medication to your supervisor or department head prior to driving. The supervisor or department head may require a written recommendation from your physician prior to making the decision whether to allow you to operate a vehicle/equipment.
- Employees may not use a city vehicle for personal use other than authorized by the City Manager.
- Under no circumstances, unless an extreme emergency exists, should an employee allow an unauthorized person to drive a city vehicle.
- Persons not engaged in city business shall not be transported in city vehicles.

Disciplinary Action

The City takes the obligations described in this policy seriously. The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic incidents may result in driving privileges being revoked, which may prohibit an employee from fulfilling the duties and responsibilities of his or her positioner disciplinary action up to and including termination. An employee may be required to pay for the cost of repairs to equipment and/or vehicles, which have been damaged due to the unacceptable operation of said item.

Section 10 Emergency Procedures Policy

The City is committed to providing a safe working environment for all of our employees. Your safety and the safety of others, requires that you make safety a priority on the job. The following are emergency numbers that should be contacted in the event of an emergency:

<u>Service</u>	<u>Phone number</u>
Fire, police, ambulance	911
Poison control	800-222-1222

In the event of an emergency, the following procedures should be followed:

- A. **Fire** – Any fire, regardless of size, must be reported to the fire department (911) immediately. Persons reporting the fire should give their name, the organization’s name, the building or area involved, the exact location of the fire and a description of the type of fire. If a fire is noticed, the nearest alarm box must be activated and the person reporting the fire must remain on the property to inform the authorities about the fire. Fire extinguishers are located throughout City facilities and should be used to fight small fires only. All persons leaving the building or area should await instructions from maintenance or the fire department before re-entering the area.

- B. **Thunderstorms/Lightning** – In the event of a thunderstorm or lightning, all staff will be required to seek shelter and remain inside until the storm or lightning has ceased. The City is not responsible for any injury sustained from a thunderstorm or a lightning strike, of any person or persons, who refuse to abide by this policy.

- C. **Accidents and Injuries** – All accidents, regardless of how minor, must be reported to the department supervisor immediately. First aid supplies are available for minor injuries. All life-threatening injuries and serious accidents should be handled by calling 911 emergency services. If you are injured on the job, no matter how slight, you must immediately report the incident to your supervisor. Further, a first report of injury must be prepared in writing, signed by your supervisor and submitted to Human Resources within 24 hours of the incident. For all injuries requiring medical attention, barring any life-threatening emergencies, all employees are required to seek care from one of the physicians on the Workers’ Compensation panel. This panel (list of doctors) is located near the time clock in each department.

Section 11 Outside Employment

City employees may engage in outside employment that does not create a conflict of interest or interfere with their performance of duties for the City.

Newly hired employees who hold an outside job, own a business or are self-employed at the time of hire with the City, must notify the City during the application process. Current City employees that wish to have outside

employment must disclose in writing and be approved by their supervisor and city manager.

Section 12 Confidential Information

Employees must carefully protect and may not, directly or indirectly, make any unauthorized disclosure or use any confidential information acquired by virtue of their employment with the City except as required for the performance of their authorized employment duties on behalf of the City. Employees may not provide to anyone or permit others to use confidential information except in performance of their authorized employment duties.

Section 13 Gifts and Gratuities

Employees may not accept gifts, gratuities or loans from organizations, business entities or individuals with whom they have official City government business relationships. These limitations are not intended to prohibit the acceptance of any items which are distributed free of charge to the general public, nor to prevent the acceptance of token gifts of minimal value given during the Christmas holiday season.

Section 14 Use and Return of City Property

New employees may be issued City property upon hire. This may include: (a) keys for access to buildings and offices; (b) photo identification card; (c) uniforms required to be worn for one's job; and (d) computers or mobile phones.

No employee or City official may use City materials or supplies or the services of City employees for his personal benefit. Employees are expected to use proper care when using the City's property and equipment. If an employee loses, breaks or damages any property, he must report it to his supervisor immediately.

Upon termination from employment for any reason, employees must promptly return all City property that is in their possession, custody or control. This policy specifically requires employees to return all City property (including electronically stored information and passwords) that employees may have taken outside of the office or transferred to or stored on non-City computers and other electronic storage devices during the course of their employment. Employees should clearly understand that, upon termination of their employment, they are without authorization to access or use any such City property, whether through

a City computer or non-City computer. Further, for the avoidance of doubt, this policy makes clear that no employee is authorized to access the City's computer systems or networks, including City email services, after termination of employment, unless post-termination access is expressly authorized in writing by the City Manager. Failure to return City property may result in a delay in receiving their final check. Employees must have an exit interview that includes acknowledgement of all property received by the City.

Section 15 Abuse and Misuse of Equipment and Supplies

Employees are entrusted with the use of public equipment and supplies. Under no circumstances should city property be employed for the personal use of any employee without the express written permission of the City Manager. Under no circumstances should an employee sell city property for personal gain. City property means all equipment, supplies and other items purchased by the city regardless of its current function or usability. Equipment or supplies that are broken or are considered scrap and thrown into the trash or dumpster are still considered city property. The abuse, misuse or misappropriation of city equipment, supplies or funds may result in disciplinary action, up to and including termination.

Section 16 Notification of Arrest or Citation

Any employee who is arrested off duty shall notify his/her Department Head or designee no later than the beginning of the next workday after arrest. Any employee whose position requires driving a departmental vehicle, or any employee who on occasion drives a city vehicle, who receives a moving violation citation, other than a parking citation, on or off the job, shall report the citation to his/her Department Head or designee no later than the beginning of the next workday. Citations for DUI may subject employee to drug testing as a condition of operation of a City vehicle.

Section 17 Loss of Job Requirements

A. **Inability to perform duties.** Any employee who is unable to perform the duties of his job because of a loss of or failure to fulfill a condition of employment including any loss of any required licenses, loss of insurability by the city's insurance carrier, certifications, or loss of the individual's ability to perform the essential functions with reasonable accommodation, or failure

to meet minimum fitness for duty requirements of their position including a positive, confirmed testing for controlled substances shall be subject to job transfer, reduction in pay, demotion or disciplinary action, up to and including termination.

- B. Loss of Driver's License.** Any employee whose position requires driving a departmental vehicle, or any employee who on occasion drives a city vehicle, whose driver's license has expired, or who has lost his/her license for any reason, shall report the loss of license to his/her Department Head or designee no later than the beginning of the next work-day. Employees shall not operate a City vehicle without a valid driver's license. A loss of license may subject employee to a temporary reassignment of duties, suspension without pay or termination depending on the circumstances surrounding the loss of license.

Section 18 Personnel Data Changes

It is the responsibility of each employee to notify the Human Resources Officer of any changes in personnel data including life changing events such as marriage, divorce and birth of a child, within 30 days of the event. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency and other such status reports should be accurate and current at all times. All personnel data changes shall be submitted in writing.

Section 19 Workplace Romance/Personal Relationships

The City does not prohibit personal relationships between employees. Personal relationship shall mean marital or other committed romantic relationship, significant familial relationship, or sexual or romantic encounter or relationship. If any employees enter into a personal relationship, the senior ranking person in the relationship shall inform his/her supervisor, Department Head and Human Resources Officer of the relationship as soon as practicable.

If a personal relationship arises between two employees and a determination has been made that the potential for creating adverse impact exists, the Department Head in conjunction with the Human Resources Officer, shall make reasonable efforts to minimize problems of supervision, or safety, security or morale through reassignment of duties, relocation or transfer. If the City is unable to make an acceptable accommodation, then the two individuals will be notified by the Department Head that one of the employees must separate from City employment within 60 days. The choice of who shall separate from City service

shall be made by the employees. In the event the employees do not agree with respect to which one shall resign, the employee with the least seniority shall be separated from City service.

Elected Official/Employee relationships are not allowed. If an Elected Official/Employee relationship begins, the employee must resign his/her position. The employee engaging in such relationship must disclose the relationship to the City Manager.

Supervisor/subordinate romantic and/or sexual relationships or encounters are not allowed. If a Supervisor/subordinate romantic and/or sexual relationship begins, the options for resolving the situation include moving one of the parties to another position within the organization if such a position is available, or asking one of the parties to resign their position with the City, typically the employee with least seniority. Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation. Furthermore; the Supervisor must disclose the relationship to his/her supervisor, Department Head, Human Resources Officer and City Manager. The subordinate must notify his/her Department Head and Human Resources Officer.

The City requires any employee in a personal relationship with another employee, whether Supervisor/subordinate or not, to immediately notify his/her supervisor, Department Head, Human Resources Officer and City Manager if the relationship ends.

Failure to disclose the existence and/or termination of a personal relationship will be considered a violation of this policy subject to disciplinary action, up to and including termination.

Section 20 Dress Code

Issued Clothing, Uniforms and Equipment

Any issued clothing, uniforms, equipment and similar type items remain the property of the City. Employees are expected to maintain all issued items with due diligence and the highest standards of personal cleanliness to present a neat, professional appearance at all times. Our professional image is an important aspect of our organization. Uniforms are to be issued according to the safety requirements of the position and employees are expected to arrive wearing the proper attire. It is up to the Department head to determine a proper replacement schedule that provides uniform items on an annual basis and each employee is expected to care for those items to limit the need for replacement outside of the schedule. The City does have a small inventory of returned, used uniform items that are available as needed.

Employees in public safety departments will follow each department's Standard Operating Guidelines/Procedures.

Employees provided with City uniforms must wear them as instructed when on duty and should **not** wear issued uniforms while not on duty. Notwithstanding the foregoing, law enforcement personnel wearing uniforms when performing off-duty security work, shall be in accordance with the Jasper Police Department's Standard Operating Guidelines.

Dress for Office Employees

The following clothing items are not appropriate office attire at any time; shorts, halters, tank tops, mini dresses, spaghetti strap tops, leggings (unless worn with a dress or long top that falls within 6 inches of the knee), jeans or khakis with holes, cargo pants, overalls, jogging suits, low neckline front or back, sheer clothing, clothing that is too tight or too short or clothing that has inappropriate words, pictures, scenes, etc., that would be disruptive to the work environment.

All decisions about whether an employee is appropriately dressed for work shall be made by the Department Head in its sole discretion. Employees who are considered to be not dressed appropriately may be required to leave work to change into the appropriate attire. Employees will be required to use their own leave time while they are away from work to change clothes.

Casual Fridays

Unless otherwise directed by the City Manager, employees may wear casual attire on Fridays and does not include inappropriate office attire. This policy does not apply to employees who are required to wear designated uniforms, unless the City Manager authorizes otherwise for "Special Occasions". Acceptable attire for casual Fridays includes: jeans, khaki pants, sneakers, City logo sweatshirts or collared shirts, and non-offensive tee shirts.

Section 21 Non-Interference with Administration

The City recognizes that employees perform best when allowed to do their jobs without interference from outside influences. The Mayor and City Council members are generally prohibited from giving orders to City employees who are subject to the direction and supervision of the City Manager. Should you feel that an elected official has acted inconsistently with this policy, please immediately inform the City Manager.

Section 22 Children at Work

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided except in emergency situations. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce liability and help maintain the City's professional environment. If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisor will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area and any possible disruption to the employee's and co-worker's work. Consideration will be given to allowing a child with an illness to come to work with the employee. A child brought to the workplace in unavoidable situations will be the responsibility of the employee and must be accompanied and under the direct supervision of the employee parent at all times.

Section 23 Use of Tobacco, E-Cigarettes and Vaping Products

In keeping with the City's intent to provide a safe and healthy work environment, the use of tobacco products, electronic cigarettes or any vaping product is prohibited in any City building, except in those locations that have been specifically designated in writing as tobacco, electronic cigarette and vaping use areas. These areas must comply with all State laws. No employee shall use tobacco products, electronic cigarettes or vaping products in a city vehicle or while operating any City equipment such as tractors, lawnmowers, weed eaters, jack hammers, etc., and such products shall only be used at work during authorized breaks.

CHAPTER FIVE: TYPES OF APPOINTMENTS

Section 1 Probationary Appointment

When a person is initially employed by the City; such appointment shall be a probationary period for six months, during which the employee is observed for effective job performance. Employees within their probationary period may have their employment terminated, for cause or without cause, with or without notice, and the position is not subject to the disciplinary procedures provided herein. Probationary periods may also be extended beyond the initial six months by the supervising manager with the approval of the Department Head and City Manager.

Section 2 Regular Appointment

An employee serving in a probationary appointment shall be given a permanent appointment upon satisfactory completion of the probationary “working test” period.

Section 3 Temporary Appointment

Temporary appointments may be made to fill positions which are authorized and established for a specified period of time: When the City requires the services of one or more employees on a seasonal or intermittent basis; or in cases of emergency.

Section 4 Limited Term Appointment

Vacancies created by a leave of absence without pay may be filled by limited term appointment. The normal selection procedures will be followed in order to fill the position under a limited term appointment.

CHAPTER SIX: COMPENSATION AND PERFORMANCE

Section 1 Attendance

- A. **Required Work Hours.** The City requires that all its employees promptly begin work as scheduled and to reasonably complete projects by the end of their scheduled work day. Required hours will be further defined within each department at the direction of the Department Head. Employees who will be tardy to work shall advise their Department Head or Department Head's designee, usually a direct supervisor, of their late arrival within thirty minutes of their scheduled workday. If an employee will be away from his/her workstation for an extended period of time, he/she must give prior notification to his/her Department Head or the Department Head's designee. The expected return time must also be given. Habitual tardiness or absenteeism will be addressed through disciplinary action.
- B. **Failure to Report.** Employees who will be absent from work for reasons other than previously approved leave must report the absence to his/her Department Head or the Department Head's designee on each day of absence within thirty minutes of their scheduled workday either verbally or by any variation of reporting criteria set forth by the Department Head. Employees who fail to report to work when scheduled and fail to report an absence for each day of absence through the appropriate channel of communication could receive disciplinary action, up to and including termination. Employees who have provided a doctor's excuse for a specified number of days do not have to report their absence each day unless the specified days on the doctor's excuse change.

Section 2 Overtime

The City complies with the requirements of the Fair Labor Standards Act with respect to wages and hours. Please understand that there may be times when you will need to work overtime. However, all overtime must be approved in advance by your supervisor. Any employee who works unauthorized hours or overtime, including arriving early or staying late, working through lunch, or working from home, may be subject to disciplinary action, up to and including termination of employment.

Non-exempt hourly employees may be paid overtime at a rate of one and one-half times their regular hourly rate for all hours worked over 40 hours in a designated weekly pay period. Firefighters, who are assigned to 24-hour shifts, are an exception to this rule. They are paid bi-weekly but are on a 28-day pay cycle and earn overtime as required under the Fair Labor Standards Act as it

applies to firefighters, with hours over 212 worked in the 28-day pay period being paid as overtime. This means their overtime generally falls in the second bi-weekly payroll within the 28 days. Law enforcement who are assigned to either a 12-hour shift or an 8-hour shift are also an exception to this rule. They are on a bi-weekly (14 day) pay cycle with all hours worked over 84 paid at the overtime rate. All overtime rates required under FLSA are based on physical hours worked during the pay period. Holiday hours and leave hours do not count toward hours worked.

Exempt salaried employees do not receive overtime pay. Exempt salaried employees are subject to deductions from their salaries only for lawful reasons.

If an employee feels he or she has been subject to an improper salary deduction, has been improperly classified as exempt or non-exempt or has not been paid overtime for any hours worked over 40 hours in a week, the employee should notify the Human Resources office immediately. In the event it is determined that an improper salary deduction was made or that an employee was not paid overtime due, the City will reimburse the employee.

Section 3 Time Increments

Hourly computations for the purpose of compensation and the use of vacation and sick time will be computed in actual time for non-exempt employees.

Section 4 Meal/Break Periods

Meal and/or break periods are not required by the Fair Labor Standards Act and are not formally designated by the City, however some Departments may allow hours worked without a break for lunch with approval from the City Manager. If it is determined that a longer workday is required for delivery of service, the lunch hour may be enforced. Employees are responsible for clocking in and out, or otherwise accurately recording their time, for such break or meal periods.

Section 5 Work Weeks and Hours of Work

The work week is generally defined as running Wednesday through Tuesday. All weekly and bi-weekly employees use this calendar of days. The general hours of operation for employees are 8 am until 5 pm unless provided otherwise herein.

Hours of operation for Public Works employees are 7 am until 4 pm.

Police have an A group and a B group. The Day shift is 7 am until 7 pm. The swing shift officer is 12 noon until midnight. The night shift is 7 pm until 7 am. These two groups alternate work periods of two days on and two days off followed by three days on and two days off followed by three days off and it constantly repeats. This requires each officer to work 84 hours over their 14-day, bi-weekly period.

The Fire department has an A shift, B shift and C shift. Their hours are 8 am until 8 am the following morning. Each shift works 24 hours on followed by 48 hours off. This constant schedule equals 120 hours over a 14-day period and 240 hours over a 28-day period for each scheduled employee. Anything physically worked over 212 hours on the second bi-weekly payroll on their 28-day calendar is paid according to FLSA rules. Any leave taken (e.g. sick, vacation, COVID, holiday, bereavement or any other paid day off) does not count toward their overtime status.

The 12-hour shifts at the water and sewer treatment facilities that work 7 days on and 7 days off have two shifts of two employees. One shift works for 7 days (1 during the day shift and 1 on night shift). These employees are then off for the next 7 days while a second shift of two employees come in and work the same scenario. This constant schedule results in an average of 42 hours worked per week over a two-week period. Any hours physically worked over 40 in a work week period will be paid according to FLSA rules in their bi-weekly payroll.

Pay for Periods Outside of Normally Scheduled Shift/Hours:

There are times when it is necessary to have employees return to work after their normal shift ends to handle emergency or job specific situations.

On Call:

Non-Public Safety: There will be one employee designated from Public Works, one Equipment Operator and one Technician from Water that will receive 7 hours of "On-Call" pay per week. It is the employee's responsibility to properly track the number of hours they physically work so that FLSA overtime rules may be observed. If the employee does not physically work over 40 hours during the work week, these hours will be paid at the regular rate. Only hours physically worked over 40 are to be paid at the overtime rate.

Detectives: There will be a detective designated each bi-weekly pay period that will receive 4 hours of "On-Call" pay. It is the employee's responsibility to track the number of hours they physically work so that FLSA overtime rules may be observed. If the employee does not physically work over 84 hours during the work week, these hours will be paid at the regular rate. Only hours physically worked over 84 are to be paid at the overtime rate.

Call Back:

Non-Public Safety: If the On-Call person for Public Works or Water is not able to individually handle the after-hours emergency safely, the Manager or Department Head may allow additional assistance. This extra person is entitled to 1 hour minimum of Call-Back pay at the regular rate unless the actual hours worked in the pay period exceed the FLSA maximum. Call Back pay applies to Meter Readers that are called in to locate meters and to Waste-Water Treatment personnel that are required to come in outside of their normal schedule to complete testing. This time will be at the regular rate unless their physical hours worked extend beyond the FLSA maximum hours allowed.

Shift Differential:

Police Patrol personnel and Waste-Water Treatment personnel that work a shift that extends past midnight are entitled to an hour at regular rate for each day. This is 7 hours for police according to their established bi-weekly shift and 7 for WWTP Technicians according to their established bi-weekly shift. If the employee does not work the shift, they do not get the extra hour (e.g. out for vacation or sick leave). If they work more days than regularly scheduled, they get an hour for that day. This hour will always be paid at the regular rate.

Section 6 Performance Reviews

Every employee's job performance is important to the City and is critical to the services we provide to citizens. The City believes more frequent formal feedback is most helpful to employees. Therefore, your supervisor and/or Department Head may provide you with feedback and/or a review of your job performance periodically throughout the year. These reviews may be verbal or in writing. Verbal reviews should be noted by the supervisor and placed in personnel file.

New employees and employees in new job positions will generally be reviewed at the end of their probationary period. In addition, all employees will receive an annual performance review from their supervisor and/or Department Head. These reviews will be completed on an approved form and provide an assessment of each employee's job performance and progress.

These reviews are intended to provide a basis for better understanding between you and your supervisor and/or Department Head regarding your job performance, potential and development within the City. Please understand, however, that a positive performance review does not guarantee an increase in compensation, a promotion or continued employment. All compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions and demotions, are determined by and at the discretion of the City Manager. Of course, if employees ever have questions

or would like feedback on their job performance, they are encouraged to discuss it openly with their supervisor and/or Department Head.

Section 7 Compensation Administration

Compensation Policy

All job classifications and/or positions of employment with the City shall have assigned pay ranges establishing the minimum and maximum levels of compensation employees in such classifications and/or positions generally will receive. Within such pay ranges, employees may be eligible to receive periodic merit pay increases.

Pay Ranges

The City Council shall adopt a schedule of assigned pay ranges for each job classification and/or position of employment with the City. Each salary range shall establish a minimum and maximum level of compensation for each job classification and/or position of employment. New employees will normally be hired into a position at a pay rate within this range. The pay range should be based on the bona fide qualifications of the job classification and/or position. The City Manager shall review such pay ranges periodically and make recommendations to the City Council.

Pay Increases

Employees may be eligible to receive pay increases on the basis of factors determined by the City, including merit and performance. Pay increases, if any, will be awarded upon the recommendation of each employee's Department Head, in connection with the employee's annual performance and approved by the City Manager. The amount of any such pay change by a Department Head shall be within the amount approved by the City Council for employee raises as part of the applicable financial budget for the year in which the pay change is made. Pay increases may be given after training is completed that directly relates to the employee's performance.

Section 8 Recording Your Time

All employees are required to complete a timecard or utilize the timekeeping method in place to honestly and accurately report all hours worked. Every employee is responsible for keeping an honest and accurate record of his/her time worked. In preparing their time record, employees must record the time they begin and end work each work day, and also record the beginning and ending time of any unpaid break, meal period or other departure from work. All absences (including vacation, illness, accidents, death in the family, etc.) also must be reported on the employee's time record. Failure to keep honest or accurate time records will subject an employee to disciplinary action, up to and including termination.

Falsifying time records is a serious matter. Employees may not change time after it is already recorded, enter a false name on purpose, tamper with time records or record other employees' time for them. Any changes to a timecard must be made by the employee's supervisor, signed by both the employee and the supervisor and then recorded in the payroll system. Employees falsifying a time record or engaging in any other conduct that violates this policy may be subject to disciplinary action, up to and including termination.

Section 9 Pay Procedures and Pay Periods

Payroll transactions are processed using direct deposit. Each employee should provide bank information, upon employment, to have their earnings deposited electronically into their account. Employees will receive a paystub showing their earnings, deductions, leave hours used, etc., by email sent to a personnel email address they are required to provide. Upon receipt of your paystub, each employee shall review it for accuracy. If there is a discrepancy in your paystub, including any vacation/sick time balance, you must advise your supervisor and/or Department Head immediately and in turn advise the Human Resources Officer.

12-hour shift Police Department employees, 12-hour shift Waste-Water Treatment employees, and 24-hour shift Fire Department employees are paid bi-weekly. All other employees are paid weekly. When the payday is on a holiday, employees normally will be paid on the last working day before the holiday.

Section 10 Payroll Deductions

Federal and state laws require the City to make certain deductions from your earnings, including income tax and Federal Insurance Contributions Act (FICA) withholdings. The City may also be required to make deductions from your

earnings pursuant to any garnishment proceedings filed against you. No deductions, other than those legally required, will be made from your paycheck without your consent. You may authorize deductions for participation in medical, dental and other insurance benefits the City offers. If you believe any improper deductions have been made from your paycheck, you should advise your supervisor and/or Department Head and the Human Resources Officer as soon as possible.

Section 11 Maintenance and Access to Personnel Records

The Human Resources Department is responsible for maintaining personnel records. Access to personnel records is subject to the provisions of the Georgia Open Records Act. Medical records are confidential and not subject to the Georgia Open Records Act. All records are maintained in accordance with the Georgia Archives Local Government Retention Schedules.

Any person who is not specifically authorized to have access to a personnel file and who knowingly and willfully examines, removes or copies any portion of the file shall be punished subject to the laws of the State of Georgia and will be subject to disciplinary action, up to and including termination.

No employee and/or City official may destroy, sell, loan or otherwise dispose of any public record, except in accordance with laws and regulations established by the State of Georgia. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever alters, defaces, mutilates, or destroys it shall be punished subject to the laws of the State of Georgia, and will be subject to disciplinary action, up to and including termination.

CHAPTER SEVEN: EMPLOYEE EXPECTATIONS

Section 1 Employee Privacy Policy

It is the City's policy to respect the privacy of employee personnel and payroll records to the extent possible while at the same time complying with the City's operational needs and all obligations regarding the public availability of open records and required production or records pursuant to a subpoena, court order or otherwise. Therefore, absent the consent of the individual involved, a request made under the Georgia Open Records Act, or a subpoena, court order or other circumstances requiring production, employee personnel records will only be made available for inspection and review to authorized individuals on a "need-to-know" basis.

In addition, an employee will be given access to inspect their own personnel and payroll records upon request and scheduling an appointment at an appropriate time, outside of the employee's work hours, that is approved by the Human Resources Officer. The employee will be charged for any copies requested at the same rate the City charges for copying documents pursuant to an Open Records Request. An employee may request, through their Department Head, the correction, amendment or supplementation of records that they believe are not accurate, timely or complete. However, such corrections, amendments or supplementation is not guaranteed and will only be made in the discretion of the City Manager.

Section 2 Search and Inspection of City Property

Employees shall have no expectation or right of privacy with respect to City facilities, property and equipment including computers, desks, cabinets, drawers, and lockers. Employees shall not affix any personal locks to any City facilities, property and equipment and shall provide passwords to allow access to all City technology equipment used by the employee. The City reserves the right to search all City facilities, property and equipment at any time with or without notice and for any reason.

Please also refer to the City's Use of Technology Resources Policy.

Section 3 Code of Conduct

The City is committed to ethical practices, honesty, fair dealing and full compliance with all the laws affecting the City's activities. This code of conduct is general in nature and is not meant to list all possible situations. In order to support the mission of the City, employees shall be committed to the following principles:

1. Quality: Everything we do has our signature on it. Anything worth doing is worth doing right. Services we provide and work we perform should be a source of pride for us and for the citizens of this community.
2. Respect: The City and each employee, is obliged to treat all people within this organization and throughout the community with the highest respect. In return, the City expects its employees to be treated in the same manner. As a guide, we should strive to treat each citizen, customer and fellow employee in the same way we would treat a member of our own family under similar circumstances. The use of profanity in the workplace is not allowed and may subject employees to discipline up to and including termination.
3. Efficiency and Economy: The City strives to provide innovative, high quality services and responsible stewardship of the community's resources to benefit current and future generations. Each City employee is to give a full day's labor for a full day's pay. Give your earnest effort and best thought, seek to find and employ the most efficient and economical means to get tasks accomplished.
4. Loyalty: Each City employee has the duty to actively support the goals and mission of the City and to act in accordance with its needs and goals. This commitment to the organization means that we are to act only in the best interest of the community and avoid any perception to the contrary. The interests of the community and this municipal government can never be served by compromising our principles.
5. Integrity: All City employees have a responsibility to adhere to these basic principles of conduct and to all policies and ordinances of the City in their daily activities on behalf of the community. Citizens observe our actions each day. Even minor mishaps and policy violations can project a negative view in the mind of the public. For example, littering, smoking in restricted areas and violations of parking ordinances and traffic laws can damage the respect that citizens have for municipal government employees. We are all held to a high standard and must avoid any appearance of violation of the City policies, ordinances and laws.

6. Principles of Ethical Conduct: Every employee has the obligation to conduct himself/herself according to the highest ethical standards and to comply with these principles of ethical conduct and all policies of the City.
 - a. Equipment and property of the City must only be used for purposes that are proper in conducting the work of the City.
 - b. All payments for goods or services must be for proper purposes and shall be set forth in documentation supporting the payment.
 - c. All entries made to the financial records must be true, complete, accurate and consistent with generally accepted accounting principles, with no omissions.
7. Conflict of Interest: Never engage in business with the City government, either directly or indirectly, which is inconsistent with the conscientious performance of your City governmental duties. We are held to a high standard to avoid the appearance of dispensing special favors or privileges to anyone.

Section 4 Disciplinary Action

The City generally adheres to the concept of “progressive discipline.” However; the City is neither obligated nor required to follow this concept at any time, including a first offense. An employee’s employment with the City may be terminated for a first offense, in the discretion of the City, as to a significant offense (e.g., stealing City property). The following types of disciplinary action may be taken against any City employee covered by this Policy:

- a. Verbal Warning. Any employee may be called in at any time for private conference with his or her supervisor regarding unacceptable behavioral patterns or work performance. The conference shall be documented in the employee’s personnel file by his or her supervisor as soon as possible. An employee receiving a verbal warning does not have appeal rights.
- b. Written Warning. A written warning may be given to an employee when a verbal warning has not resulted in the desired improvement or if the incident requires greater discipline than a verbal warning. A copy of the warning shall be placed in the personnel file of the employee as soon as possible. An employee receiving a written warning does not have appeal rights.
- c. Suspension with or without Pay. An employee may be suspended with or without pay for failure to report to assigned duties, negligence, delinquency, or inefficiency in performing duties, misconduct, insubordination, or for other reasons, including but not limited to those reasons listed in this section or any additional reasons for disciplinary action listed within this Handbook. Said suspension may be:

1. For a prescribed period of time, not to exceed 30 days as a disciplinary measure for a serious violation or for repeated offenses. (An employee suspended for a prescribed length of time as a disciplinary measure shall not be allowed to use vacation, sick or any other form of paid leave during the period of suspension.) OR
 2. For an indefinite period of time pending the outcome of an inquiry or investigation of charges.
- d. Salary Reduction. An employee's salary may be reduced from one pay step to a lower step for disciplinary purposes at the request of the Department Head and approved by the City Manager.
- e. Probation. An employee may be placed on probation as a result of a disciplinary action for a period of time during which the Supervisor or Department Head will determine if the employee's performance meets the expectations of that Department. A further offense by the employee during the probation period may be reason for dismissal of the employee.
- f. Dismissal. An employee may be dismissed due to delinquency, misconduct, inefficiency, inability to perform assigned work in a satisfactory manner or for other reasons not stated above. A Supervisor or Department Head may recommend termination. Final approval will be required from the City Manager.

Section 5 Appeals

1. **Right to Appeal** Any employee covered by this policy with the exception of probationary employees, who has received an adverse action (disciplinary suspension, disciplinary salary reduction, disciplinary demotion, disciplinary probation, or disciplinary dismissal) shall have a right to appeal the adverse action.

The written notification of an adverse action to the employee will contain the following:

- a) The effective date of the action
- b) The specific charges and reasons for the action
- c) A statement informing the employee that he or she may file an appeal of the action with his or her Department Head or if the Department Head is his or her immediate supervisor, then the employee may initiate a formal appeal by submitting a written request for an appeal to the City Manager.
- d) A warning that failure to respond within the prescribed time frame will result in a waiver of all further appeal rights.

2. **Appeal Procedures to Department Head** Employees may appeal the adverse action to their Department Head within five (5) business days of receiving the adverse action. A business day is defined as the days City Hall is open to conduct business during the week. Saturday, Sunday and holidays are not considered to be business days. The Department Head, after meeting with the employee, will respond in writing to the employee within ten (10) business days with a decision to modify, affirm or overturn the discipline. Extenuating circumstances may extend response time and written notice of the extension will be given to the employee. If the employee is not satisfied with the Department Head's written response, the employee may file a formal appeal to the City Manager.

3. **Formal Appeal Procedure to City Manager** In the event the employee's immediate supervisor is the Department Head, the employee may choose to submit a written request for a formal appeal directly to the City Manager. The appeal must include the following:
 - a) Name, address and telephone number of the appellant.
 - b) A statement describing the action being appealed.
 - c) Names of any witnesses with first-hand knowledge of incident.
 - d) The Department Head with whom the employee has attempted to resolve the appeal on an informal basis if an informal discussion was initiated.
 - e) The relief that the employee desires in making the appeal.
 - f) The reason why the employee believes the requested relief is appropriate.

The formal appeal request must be submitted to the City Manager in writing within five (5) business days of receiving the adverse action or the Department Head's written response. In the event the employee does not respond within five (5) business days of receiving the adverse action, the action becomes final, and the employee will have waived all further appeal rights.

The City Manager, after considering the employee's response to the adverse action, will give the employee written notification of his/her findings within ten (10) business days. Extenuating circumstances may extend response time and written notification of the extension will be given to the employee. If the employee is not satisfied with the City Manager's written response, the employee may file a formal appeal to the Mayor and Council.

4. **Formal Appeal Procedure to Mayor and Council** If the employee is not satisfied with the City Manager's written response, the employee may submit a written request to the City Clerk, to be placed on the agenda for the next Council meeting.

The appeal must include the following:

- a) Name, address and telephone number of the appellant.

- b) A statement describing the action being appealed.
- c) Names of any witnesses with first-hand knowledge of incident.
- d) The Department Head with whom the employee has attempted to resolve the appeal on an informal basis if an informal discussion was initiated.
- e) The relief that the employee desires in making the appeal.
- f) The reason why the employee believes the requested relief is appropriate.

The formal appeal request must be submitted to the City Clerk in writing within five (5) business days of receiving the City Manager's written response and at least five (5) business days before the next scheduled council meeting. In the event the employee does not respond within five (5) business days of the City Manager's response, the action becomes final and the employee will have waived all further appeal rights.

The Mayor and council, after considering the employee's appeal to the adverse action, will give the employee written notification of their findings within ten (10) business days of the Council meeting in which the adverse action is considered. Extenuating circumstances may extend response time and written notification of the extension will be given to the employee.

The decision of the Mayor and Council shall be final

Cause for Disciplinary Action

The following list (which is not meant to be all-inclusive) are examples that may result in disciplinary action, up to and including termination:

- a) Violation of the City's policies set forth in this manual or in the City's charter or any City resolution or ordinance
- b) Insubordination (refusal or failure to carry out instructions or to perform work assignments as required by supervisory personnel)
- c) Excessive absenteeism or tardiness, being absent three or more days without notification
- d) Violation of the City's Drug-Free Workplace Policy, including possession, use or sale of drugs or alcohol during work hours, reporting to work under the influence of drugs or alcohol, or unlawful use of drugs or alcohol
- e) Violation of the City's Workplace Violence Policy
- f) Unsatisfactory job performance
- g) Theft or dishonesty
- h) Violation of the City's Equal Employment Opportunity Policy, being disrespectful toward fellow employees, customers, visitors or other members of the public
- i) Violation of the City's Technology Resources Policy
- j) Sabotaging facilities, grounds or equipment

- k) Engaging in indecent behavior
- l) Soliciting gifts or tips from City-related contacts
- m) Unauthorized or inappropriate use or disclosure of confidential information or trade secrets
- n) Failure to use safety equipment required by the City or to comply with safety rules
- o) Conduct that endangers you or another employee or conduct that brings discredit to yourself, your department, the City or any co-worker
- p) Negligence, carelessness or abuse resulting in the damage, destruction or misplacement of tools, machinery, equipment, products, materials or other property belonging to the City or to others
- q) Restricting work production, encouraging or persuading others to restrict work production or supporting an interruption of work
- r) Inefficiency or ineffectiveness on the job
- s) Abandonment of job position being absent three consecutive or more days without leave being granted
- t) Other misconduct as determined by the City.

Responsibilities of Employees

It is the duty and the responsibility of every employee to be aware of and abide by existing policies and work rules. It is also the responsibility of employees to perform their duties to the best of their ability and to the standards set forth in their job descriptions or as otherwise established. Employees are encouraged to take advantage of all learning opportunities available and to request additional instruction when needed.

Responsibilities of Supervisors, Department Heads and Managers

The immediate supervisor, department head or manager should approach corrective measures in an objective manner. If the employee's performance or assigned tasks is the issue, the supervisor, department head or manager should confirm that proper instructions, appropriate orientation and training have been given and that the employee is aware of job expectations. Not only single incidents, but also patterns of poor performance, should be of concern as these are indicative of overall performance. If misconduct is the issue, the supervisor, department head or manager should take steps to ensure that the employee has been made aware of the City's policies and regulations regarding the infraction. If, in either case, appropriate instruction or information was not communicated, a performance improvement plan for such communication should be immediately developed, reviewed and signed by the employee. Document the discussion and follow-up to make sure that the problem has been solved.

CHAPTER EIGHT: EMPLOYEE BENEFITS

Section 1 Employee Benefits

The City offers certain benefits to its employees and their dependents. All benefits are accompanied by eligibility requirements which must be met by the employee and dependents (if applicable) before being eligible for coverage. The following summarizes certain benefits the City may offer to employees. Any conflicting provisions contained in the applicable plan documents are controlling over the summaries provided below.

Elected officials, and the City Attorney if an employee, may be eligible for certain benefits.

Any benefit policy is subject to amendment, suspension, modification or termination in accordance with any provision thereof or at the discretion of the City without consent, notice or concurrence of any person covered or insured thereunder.

Section 2 Medical, Dental and Vision Insurance

The City offers medical, dental and vision coverage for eligible employees and their eligible dependents. Medical and dental insurance are offered for purchase by the employee and may be subsidized by the City at a level approved by the City Council on an annual basis. Employees are eligible to be covered for medical insurance on the first day (1st) of the month following thirty (30) days of employment unless required otherwise by the medical plan. Deviations in beginning coverage dates may be authorized by City Council.

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 coverage. The length of continued coverage will be determined by COBRA regulations. Under COBRA, the employee or beneficiary pays the full cost of the coverage at the City's group rates, and at the City's discretion, up to a 2% administrative fee.

Section 3 Life Insurance

The City offers basic life insurance to eligible employees to help them protect their families in the event of their death. Basic life is also offered to eligible dependents at a cost to the employee. Employees are also given the opportunity to purchase supplemental life and accidental death and dismemberment insurance on themselves and additional life insurance on their eligible dependents. Employees are eligible to be covered for life insurance on the first (1st) of the month following thirty (30) days of employment unless required otherwise by the plan or by City Council.

Section 4 Workers Compensation

All employees are covered under the provisions of the Workers' Compensation Act. This act provides protection of the employee in the event of injury or death arising out of and in the course of performing work for the City. It is designed to pay medical expenses for an on-the-job injury or illness and pay a portion of the employee's lost wages.

If you are involved in an accident during any time for which you are earning wages from the City, you are to immediately notify your supervisor so that a First Report of Injury form can be completed, as it is required by law. If medical attention is necessary, you must seek treatment from a physician listed on the "Panel of Physicians", which is posted in your department. In the case of emergency, seek treatment from the nearest emergency room, urgent care clinic or physician.

If an employee is out for a qualified Workers' Compensation claim for an extended period of time, the City will pay base pay for the first seven (7) days of absence, after which time Workers' Compensation will pay a percentage of the employee's wages, as prescribed by the Georgia State Board of Workers' Compensation.

Section 5 Supplemental Insurance

Several forms of supplemental insurance coverage are offered for purchase by the employee. Some policies offered are cancer, accident and short-term disability. Additional information on these plans may be obtained in the Human Resources office. These plans are offered at open enrollment. Certain insurance

coverage required for firemen under state law is also provided for City Fire Department personnel.

Section 6 Deferred Compensation Plan

The City may make available a deferred compensation program, which is a voluntary program designed to help supplement eligible employees' income at retirement. Through this program, eligible employees may designate an amount to be deducted from their gross salary on a before-tax or after-tax basis each pay period and placed in an investment account selected by the employee.

Section 7 Retirement (Defined Benefit)

The City currently pays for the employees' pension plan at 100%. This is a defined benefit plan and the employee is partially vested after five (5) years of employment and fully vested after ten (10) years of employment. Employees become eligible for full retirement when they have met the rule of 80 (combination of age and years worked). The minimum age for retirement is 52. Additional information on this plan may be obtained from the Human Resources office.

Section 8 Educational Assistance Program

The City will provide educational assistance to employees to improve existing job skills and prepare for development as it relates to future career promotional opportunities. This assistance will be provided based on the approval of the request by the Department Director and City Manager. Any assistance will be determined by the fiscal soundness of the City at the time of the request.

Full time employees who have completed at least one year of service and have completed their probationary period will be eligible to request educational assistance. Employees must have received an overall performance of "good" or higher and must be actively employed at the time of the educational assistance request.

- A. Tuition reimbursement will be made through the department's professional development budget of each participating department and is limited to \$1,500.00 per fiscal year per employee.

- B. City funding for tuition will be subject to the applicant first applying for other financial aid available, including, but not limited to HOPE grants, military benefits, etc. Prior to reimbursement from the City, the employee shall be required to submit proof of application for an award or non-award of assistance from the financial aid office of the school and from other financial sources.
- C. Tuition assistance is offered for degree, certificate or diploma programs, including graduate level classes. All requests are subject to the approval and the fiscal soundness of the City at the time of the request. The program is funded annually. In the event of budget constraints, applications for reimbursement will be determined based on City service, performance and date of application.
- D. This program also includes the full reimbursement for the cost of the GED test. The City will reimburse the employee upon successful completion of each portion of the GED once proof of passing each test has been submitted. Costs associated with preparing for the test will not be covered. Reimbursement shall be provided for one attempt only.
- E. Additionally, this program shall provide a one-time incentive to each full-time regular employee who receives his/her Commercial Driver's License through self-study and successful completion of the written and driving test, provided the CDL is related to the employee's current job. An incentive of \$175.00 shall be provided for a Class B license and \$200.00 for a Class A. If all endorsements are obtained, an additional \$75.00 will be awarded. Employees must provide documentation to support the achievement and award.
- F. Tuition assistance will cover tuition and lab fees offered by accredited colleges, universities, technical colleges and certification and accreditation courses.
- G. The amount of the reimbursement will depend on the grade received as defined below:

Grade A or Pass	100% reimbursement
Grade B	85% reimbursement
Grade C	50% reimbursement

There is no reimbursement for a grade below "C" or a grade of "Fail" for a pass/fail course. Before reimbursement can be made, the employee must submit proof of the grade obtained to Human Resources.

- H. If an employee should voluntarily terminate employment after receiving tuition assistance from the City, that employee may be required to pay back all or a portion of the education funding received. The employee, as a

condition of continued employment, may be required to sign a reimbursement agreement in accordance with this policy. The following schedule will be applicable in these cases:

- An employee who voluntarily leaves City employment within one year of last reimbursement shall be required to pay the City 100% of the last reimbursement received.
- An employee who voluntarily leaves City employment one year and one day to two years shall be required to pay the City 50% of the last reimbursement received.
- No reimbursement shall be required from employees who terminated involuntarily from City employment or who voluntarily leave City employment beyond two years from the last tuition reimbursement payment.

- I. Employees may not attend classes during regular working hours and there is no overtime pay or comp time allowed for attending classes. The City of Jasper will follow IRS and State guidelines regarding the taxability issues associated with tuition reimbursement.
- J. Certified training for law enforcement officers including annual certification requirements may be subject to any reimbursement policy of the Standard Operating Procedures of the Jasper Police Department.
- K. Training and testing for various positions in the City that have specific certification requirements will be provided and paid for by the City. There is an expectation for the employee to have this certification as a condition of employment. Failure to pass within two tries may result in staff changes. A third test at the City's expense would have to be approved by the City Manager.

CHAPTER NINE: TYPES OF LEAVE

Section 1 Holidays

The City observes the following holidays during the year:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Good Friday	Friday before Easter Sunday
Memorial Day	Fourth Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday added to annual leave time and subject to supervisor approval for time off	

Observation of Holidays

Holidays are observed as non-workdays with pay for eligible (full-time) employees. Holidays which occur on a Saturday will normally be proclaimed for observance on the preceding Friday. Holidays which occur on a Sunday will normally be proclaimed for observance on the following Monday.

Positions that require 24 hours per day – 7-day coverage, will get 8 hours holiday pay and double-time pay for the “actual” holiday, if worked; rather than the “observed” holiday, if worked.

If eligible (non-24-7 coverage) employees work on a holiday; they will receive 8 hours holiday pay plus their wages at two times their straight-time rate for the hours they work on the actual holiday.

If you are eligible for paid holidays and on the holiday, you are on a paid vacation or sick leave which is approved by your Supervisor and the City Manager, you will get holiday pay instead of the paid time off you would have received. However, if you have an unapproved absence the day before or the day after a holiday, you will not be paid for the holiday.

Section 2 Annual and Sick Leave

Purpose

The purpose of this policy is to establish guidelines for attendance and leave accrual and usage for City of Jasper employees. An employee's presence on the job is important to the City; the organization's success depends upon everyone's contribution. For this reason, all employees are expected to work as scheduled, on time and prepared to start work.

The City expects every employee to be at work at the agreed upon time every day. Frequent absences, without regard to the reason, can be grounds for disciplinary action up to and including dismissal. Each Supervisor / Superintendent / Department Head / Director / Manager is responsible for the attendance of all employees in his/her department. The Payroll Office will keep attendance records on each employee, including annual leave, sick leave and overtime.

Employees out on FMLA leave will be required to use sick and annual leave concurrent with their FMLA leave.

Eligibility

All regular and probationary, full-time employees shall be entitled to earn annual and sick leave. Part-time employees shall not be eligible for annual or sick leave.

Failure to Report

Employees who will be absent from work for reasons other than previously approved leave must report the absence to his/her Department Head or the Department Head's designee on each day of absence within thirty minutes of their regularly scheduled work day, either verbally or by any variation of reporting criteria set forth by the Department Head. Employees who fail to report to work when scheduled and fail to report an absence for each day of absence through the appropriate channel of communication could receive disciplinary action up to and including termination. Failure to report for three (3) consecutive

days will be considered abandonment of job and the employee will be released from employment with the City of Jasper.

Accrual of Annual Leave

Annual leave is accrued every pay period. Eligible full-time employees shall earn leave as follows:

<u>Employee Type</u>	<u>Years of Service</u>	<u>Annual Earned</u>	<u>Weekly</u>	<u>Bi-Weekly</u>
40 Hours Per Week (8-hour shift)	Hire Date - 2 yrs	40	0.77	
	above 2 -9yrs	80	1.54	
	above 9-15yrs	120	2.31	
	above 15yrs	160	3.08	
42 Hours Per Week (12-hour shift)	Hire Date - 2 yrs	42	0.81	1.62
	above 2 -9yrs	84	1.62	3.23
	above 9-15yrs	126	2.42	4.85
	above 15yrs	168	3.23	6.46
56 Hours Per Week (24-hour shift)	Hire Date - 2 yrs	56		2.15
	above 2 -9yrs	112		4.31
	above 9-15yrs	168		6.46
	above 15yrs	224		8.62

Use of Annual Leave

Annual leave shall be requested in a timely manner and may be used upon approval of your Supervisor and City Manager. In general, a request for leave must be approved in advance of the absence. In case of emergency situations, the employee is responsible for contacting their Supervisor at the beginning of the workday. Each Supervisor is responsible for insuring the proper reporting of absences of employees under his/her supervision. No employee shall be granted use of annual leave before such leave has been earned.

Maximum Allowable Annual Leave and Pay Out

The maximum amount of annual leave allowed is 480 hours. All annual leave in excess of 480 hours will be forfeited each pay period.

Payment for accrued, unused annual leave up to 480 hours may be made on the last pay period an employee is in pay status, provided the employee separates in good standing. If an employee terminates and is eligible for retirement benefits, such payment shall count toward earnings (only) for calculation of retirement benefits. (Up to the maximum amount allowed by our Defined Benefit Retirement Plan). The accrued time shall not count toward years of service, when calculating retirement benefits.

Annual Vacation Leave Buy Back

Employees are eligible to be paid for vacation leave without time off at the end of the year. Employees with a minimum of 80 hours of vacation may elect to be paid for 40 hours; employees with a minimum of 200 hours may elect to be paid for 60 hours; employees with a minimum of 400 hours may elect to be paid for 80 hours.

Accrual of Sick Leave

If you are eligible, you will accrue sick leave benefits at the rate of 1.85 hours per week, which is equivalent to 8 hours per month.

Use of Sick Leave

You may use sick leave benefits to be absent for doctor appointments and/or because you are ill or injured. You may also use sick leave to be absent for doctor appointments and/or because of illness or injury of your child, parent or spouse.

If you are going to be taking sick leave for a non-emergency doctor appointment, a request for leave form should be submitted to your supervisor prior to the date of the appointment.

If you cannot report to work because of an illness or injury, you should notify your supervisor before the scheduled start of your workday, if possible, otherwise; no later than 30 minutes from the start of your regular shift. Your supervisor must also be contacted on each additional day of absence.

An employee will be required to provide medical certification by a physician for any sick leave taken if:

- a. Absence is frequent or habitual and the employee has prior notice that a medical certification is required OR
- b. Absences in excess of a two (2) day period OR
- c. An employee who becomes ill while on vacation leave may, upon presentation of a medical certification by a physician, be

granted sick leave for the period of illness stated on the medical certificate.

Sick leave benefits are meant to provide income protection for illness, injury or scheduled doctor appointments as stated above. They may not be used for any other absence. An employee falsely reporting himself/herself on sick leave shall be subject to disciplinary action up to and including termination. The City reserves the right to investigate any possible abuses of sick leave.

Your sick leave benefits will be calculated based on your base pay rate at the time of your absence. Sick leave benefits do not include any special forms of compensation, such as on-call pay, bonuses or shift differentials.

Maximum Allowable Sick Leave and Pay Out

Unused sick leave benefits will be allowed to accumulate until you have accrued 480 hours of sick leave. If your unused sick leave reaches this maximum, you will temporarily stop accruing sick leave. When you start using sick leave again and the total accrued sick leave falls below 480 hours, you will start accruing sick leave again.

You will not be paid for unused sick leave benefits while you are employed and you will also not be paid for unpaid sick leave benefits when your employment terminates.

Eligible employees who become temporarily disabled (for a period of seven (7) days or more) will be placed on FMLA leave and shall be allowed to exhaust his/her sick and vacation leave accumulations. After all sick and vacation leave have been used, further extension of leave (either with or without pay) will continue to the conclusion of the 12 weeks of eligible FMLA leave.

Leave of Absence Without Pay

An employee may, upon written request with approval from their Supervisor, Department Head and the City Manager, be allowed to take leave without pay.

An employee who is absent after all sick, annual and FMLA leave is used shall be placed on leave without pay or released, at the discretion of the Department Head and the City Manager.

An employee's right to return to work after an extended leave without pay shall be contingent upon there being a suitable vacancy available at the end of the leave.

Section 3 FMLA Leave

Leave Entitlements

The Family and Medical Leave Act of 1993 (FMLA) provides up to 12 weeks of unpaid, job-protected leave to eligible employees of the City of Jasper for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child or parent.

An eligible employee who is a covered servicemember's spouse, child, parent or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

The city requires the use of accrued paid leave while taking FMLA leave. If an employee uses accrued paid leave concurrent with FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits and Protections

While employees are on FMLA leave, the city must continue health insurance coverage as if the employee were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits and other employment terms and conditions.

The city may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made

unlawful by the FMLA, or being involved in any proceedings under or related to the FMLA.

Eligibility Requirements

An employee must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

Requesting Leave

Generally, employees must give 30-days advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the City as soon as possible and generally follow the City's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to determine if the leave qualifies for FMLA protection. Sufficient information could include informing the city that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the city if the need for leave is for a reason for which FMLA was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the City determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

Once the city becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the City must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the City must provide a reason for ineligibility.

The City must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state law or local law or collective bargaining agreement that provides greater family or medical leave rights.

Section 4 Jury, Civil and Voting Leave

An employee shall be given time off without loss of pay when performing jury duty or when subpoenaed to appear before a court, public body or commission in connection with City business. Employees must provide notice of jury summons or subpoena and should make arrangements with their Supervisor as soon as a summons or subpoena is received. Employees are expected to promptly return to work if they are excused from jury duty or appearance for testimony during their regular working hours.

Employees may also be given up to two (2) hours of unpaid leave to vote on the day of an election. However, such leave may only be taken during the hours specified by your Supervisor. This does not apply to employees whose hours of work begin at least two hours after the polls open or end at least two hours before the polls close.

Section 5 Military Leave

The City complies with all relevant state and federal laws concerning military leave. An employee requesting military leave must notify his/her Department Head and Human Resources Officer as soon as possible. Employees will be required to provide supporting documentation of the leave dates.

Pay for Military Leave

Employees ordered to military duty shall be paid their salary while performing such duty and while going to and returning from such duty, not to exceed a total of one hundred forty-four (144) hours in any one federal fiscal year, which runs from Oct. 1 to Sept. 30.

In the event the Governor declares an emergency and orders an employee to military duty as a member of the National Guard, while performing such duty, the employee will be paid his/her base pay and other compensation for an additional ninety-six (96) hours of military leave in any one federal fiscal year while he/she is on military duty.

If the period of ordered military duty extends beyond the period covered by paid military leave as described in this section, the employee will be granted an authorized leave of absence without pay as required by law. Employees may also use accrued annual leave for absences due to military duty after paid military leave has been exhausted.

Health Care Continuation Coverage

While on paid or unpaid military leave, an employee may continue to receive the same health care benefits as when he/she was an active employee, for up to 24 months. If the military leave is unpaid, the employee will be responsible for directly paying the premiums.

Reemployment Rights and Protection from Discharge

Reemployment rights and protection from discharge from City of Jasper, following military leave, shall be governed by applicable state and federal laws.

Section 6 Funeral Leave

Employees are entitled to funeral leave up to twenty-four (24) working hours in the event of the death of an immediate family member, which includes: the employee's spouse, children, parents, brothers, sisters, grandparents and grandchildren whether by blood or marriage. Extenuating circumstances other than immediate family members, or employees working 12 or 24 hour shifts, will be handled at the discretion of the City Manager.

Employees are entitled to funeral leave up to eight (8) working hours in the event of the death of an aunt, uncle, niece or nephew, whether by blood or marriage.

Deferred bereavement may be approved in those cases where a funeral is not held at the time of death and the employee does not use funeral leave at that time. An example of this would be if the family member was cremated and a memorial service is scheduled for a later date to perhaps spread the ashes. In those type circumstances it will be permissible for the employee to use funeral leave as outlined above. Employee must use deferred bereavement leave within one year of the family member's death. Proof of death will be required before deferred bereavement is approved.

Employees are not entitled to use funeral leave for memorial services held in subsequent years in honor of a deceased loved one. Employees may request to use annual leave or take unpaid leave upon approval from the Department Head.

Employees are expected to take no more funeral leave than necessary. However; if more leave is required than is provided for in the above, annual leave, if approved, may be used.

Section 7 Donated Leave

Employees are entitled to receive donated leave from other employees after they have exhausted all of their sick and vacation leave. Employees may donate leave at an amount not to exceed 40 hours at the approval of the City Manager as long as it does not leave the donating employees with an amount less than 160 hours.

Section 8 COVID Leave

Employees are eligible to receive COVID leave at the expense of the City. This leave is used for employees that are required to miss work to be tested, if they are quarantined under a doctor's order or if they test positive for the virus. The City uses CDC guideline for when exposed and/or sick employees may return to work and employees are only eligible to return after an official negative test result is provided. The City began using COVID leave in the third quarter of 2021. A tax credit is allowed by the IRS for employers that cover employee wages due to COVID.

CHAPTER TEN: SEPARATIONS

Section 1 Resignation

It is preferred that at least a fourteen (14) day calendar notice be given by an employee who wishes to voluntarily resign his/her position with the City. Said notice must be given in writing. Department Heads and/or those employees covered by contract are obligated to give notice as provided by contract, and if not included in the contract, a notice of at least thirty (30) days is preferred. Said notice must be given in writing. Improper notification will be taken into consideration if a request to rehire is received.

Section 2 Abandonment of Position

Failure to report to work for three or more consecutive workdays without proper notification and authorization shall be cause for dismissal and shall be documented as abandonment of position.

Section 3 Reduction in Work Force

An involuntary separation not involving delinquency, misconduct or inefficiency shall be considered a lay-off. The City Manager may lay off an employee in the City service and may base such a decision on the Department Head's recommendation in accordance with all Federal and State laws when he/she deems it necessary by reason of shortage of work or funds, the abolishment of the position or other material changes in duty or organization, or for related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. The duties performed by the employee laid off may be reassigned to other employees already working who hold a position in an appropriate class. No regular service employee shall be separated while there is a temporary or working test employee serving the same function in the department, unless the regular service employee is not willing to transfer to the position held by the temporary or working test employee.

When a reduction in the work force becomes necessary, consideration shall be given to the quality of each employee's past performance, organizational needs and seniority in determining those employees to be retained.

Employees separated from service through no fault of their own may receive preference in rehiring should a position for which they are qualified is open, but all hiring decisions are made at the discretion of the City.

Section 4 Retirement

Employees may retire from the City under the City's Defined Benefit Retirement Plan, as adopted by the Mayor and Council. A copy of the Master Plan is held in the Human Resources Office.

Section 5 Separation Through Death

Separation shall be effective as of the date of death of any employee covered by this policy. All compensation due including payment for time worked and payment for any accrued annual leave shall be paid to the estate of the employee.

Section 6 Dismissal

An employee may be dismissed due to delinquency, misconduct, inefficiency, inability to perform assigned work in a satisfactory manner or for other reasons not stated above. Written, dated notice of dismissal shall be provided to employee and a copy placed in the employee's personnel file.

CITY OF JASPER
RESOLUTION
#2021-15

WHEREAS, the City of Jasper has an Employee Handbook Prepared by the Personnel Services Unit of the Georgia Department of Community Affairs in 1979; and

WHEREAS, the City Council of the City of Jasper realized the need to update the Employee Handbook; and

WHEREAS, Section 3.15 of the City Charter of the City of Jasper approved by H.B. 685 in the 2021-2022 Legislative Session provides for the administration of city affairs including Personnel policies by the City Council; and

WHEREAS, a draft amendment to the Employee Personnel Handbook was developed and presented to Council for approval by the Administration Committee and staff and was provided for public review for the required fourteen days prior to adoption; and

NOW THEREFORE BE IT RESOLVED, the Mayor and Council of the City of Jasper adopt the 2021 Employee Personnel Handbook.

Resolved this 6th day of December 2021 by a vote of 5 to 0.



Steve Lawrence, Mayor

ATTEST:



Beverly Ragland, City Clerk

