

CITY OF ST. MARYS

PERSONNEL POLICIES



Adopted: January 12, 2004

Disclaimer

The City of St. Marys Personnel Policy Manual has been prepared to provide information that the City believes is essential to achieving a successful working relationship which benefits the community. This Manual provides a general description of City programs, policies, and procedures in effect as of the date of publication. It is advisory in nature and will act as a guide to the general practices and procedures of the City.

The City of St. Marys is an at-will-employer pursuant to Georgia law. While it is the City's goal to provide employees and supervisors with beneficial programs, policies, and procedures, all of the City's programs, policies, and procedures are dependent on economic and political considerations and may be changed from time to time by the City at its discretion. Since the Manual is advisory in nature, it creates no contractual obligations on the part of employees, supervisors, or the City and does not alter the at-will relationship. Employees and supervisors are free to quit at any time and for any reason, and the City has the same right to end the employment relationship. Employees must read and sign the City of St. Marys Employee Handbook upon being hired, which makes them aware of the Employer-at-will relationship. No statement by any employee, officer, elected official, or agent of the City contrary to this paragraph shall have any force or effect unless it is in writing and signed by the City Manager with the consent of the City Council.

City of St. Marys Personnel Policies and Procedures
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CITY OF ST. MARYS	Number: Policy 1
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SECTION: Objectives and Administration	Original Date: January 12, 2004
TITLE: Personnel Objectives	Approved By: St. Marys City Council

Purpose: This policy establishes the objectives to guide the City in meeting its stated mission and goals.

Discussion: The City recognizes that its employees are its most important resource for accomplishing the City's purposes on behalf of its citizens. Therefore, it is deemed appropriate to set forth specific objectives to help assure effective use of this resource in a manner that highlights its importance. The following specific objectives, although not all-inclusive, are intended to form the structure for interactions with City employees and for the development of the personnel policies and procedures contained in the Personnel Policy Manual.

Personnel Objectives: The City of St. Marys shall seek to:

- ◆ Help each employee develop their potential and utilize that potential for the benefit of the City;
- ◆ Apply the principle of Equal Employment Opportunity, avoiding unfair as well as illegal discrimination in all aspects of City operation;
- ◆ Provide equitable and competitive compensation and benefits consistent with the City's economic ability;
- ◆ Require effective and efficient work performance from employees within the framework of reasonable work assignments;
- ◆ Maintain reasonable hours of work;
- ◆ Provide safe, sanitary and supportive working conditions;
- ◆ Communicate with employees in all matters that affect them in their work; and
- ◆ Promote an attitude of courteous and efficient responsiveness to the public on the part of all employees.
- ◆ Assuring employees protection against partisan political coercion and prohibiting their use of official authority for interfering with or affecting the results of an election or the nomination for an office.
- ◆ Require any employees receiving a direct order from any elected official shall ignore the directive and immediately report such action in written form to the City Manager through their Department Head.

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SECTION: Objectives and Administration	Original Date: January 12, 2004
TITLE: Policy Administration	Approved By: St. Marys City Council

Purpose: This policy describes how policies and procedures are to be used as a means of efficiently managing staff resources in the accomplishment of the City’s objectives. In the development and execution of policies, the individual needs and objectives of City employees will be recognized and accommodated to the extent feasible consistent with the City’s objectives.

Application: All City of St. Marys employees except where specifically excluded by a stated policy.

Provisions:

A. POLICY ESTABLISHMENT, REVIEWS AND REVISIONS

1. These policies may be amended by the City Council by giving notice of the proposed changes in a conspicuous place in 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 majority vote of approval by the City Council, the proposed change or changes shall have the full force and effect of law.
2. Policies are subject to change and improvement and all employees are encouraged to notify their supervisors of policy concerns or suggested improvements.
3. Each personnel policy should be reviewed at least once each year for possible revisions.
4. Any proposed revisions shall be prepared and drafted in the same format before final approval by the City Council.
5. Policies can only be changed by official action of the City Council in a manner comparable with original adoption of the policies.
6. The City’s legal counsel shall review a new policy or revision before it is approved for implementation to ensure that the policy is not in conflict with applicable laws, regulations or possible provisions with unwanted legal ramifications.
7. The City Manager will sign a policy after it has been approved and return it to the appropriate department for implementation and distribution of copies to all holders of Personnel Policy Manuals.

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B. POLICIES AND MANUALS: FORMAT AND DISTRIBUTION

(1) Policy Format

- [a] All policies will be prepared and issued in standard Personnel Policy Format.
- [b] All policies will be written using the same format for subdividing policies into sections and subsections, as appropriate

(2) Manual Format

- [a] All approved policies should be maintained in loose leaf three (3) ring binders.
- [b] Binders should be of identical size and color with the title “CITY OF ST. MARYS PERSONNEL POLICY MANUAL” imprinted in large bold letters on the front and side of the binders.
- [c] The manual should be sub-divided by a tabbed divider for each section of policies, with the number and title of each section imprinted on the divider tab.

(3) Manual Distribution

- [a] Personnel Policy Manuals are the property of the City.
- [b] The Human Resources Director is responsible for manual maintenance and distribution.
- [c] Distribution will be implemented so that the City Manager, City Attorney, Mayor and every City Council Member and management employee has ready access to a manual.
- [d] The employee who has been issued a manual is responsible for adding new and revised policies as issued and for removing and destroying old ones.
- [e] If the person who is responsible for the manual leaves the City, he/she must return the manual to the Human Resources Director.

C. POLICY COMMUNICATION

- (1) All employees should be familiar with personnel policies affecting them personally or affecting any other employee under their supervision.
- (2) The City Manager and Human Resources Director, with the assistance from Department Heads and Supervisors shall be responsible for assuring that all personnel policies are communicated to all employees.

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(3) The Human Resources Director will provide answers or forward questions regarding policy interpretation or application to the City Manager for review and further action as required.

D. POLICY EXCEPTIONS: These personnel policies address a wide range of situations and occasionally, a situation may arise where an exception is warranted. In such cases, the following actions must occur.

- (1) An exception should be requested by contacting the Human Resources Director.
- (2) He/She will concisely document information about the exception and discuss the situation with the City Manager.
- (3) The City Manager evaluates the exception and may approve it if he/she believes in its merit.
- (4) Approved exceptions will be used as they are needed within the structure and intent of the affected policy.
- (5) If immediate action is necessary, approval of the exception may be sought verbally and the documentation can follow at a later time.
- (6) Exceptions to policy relate only to specific situations and cannot be extended to other situations without approval.
- (7) The Human Resources Director will maintain a file of approved and disapproved exceptions for future reference.

E. CHANGES IN POLICY: These policies and procedures have been developed as a guide for action. They are not contractual and the City reserves the right to modify any policy or procedure at any time based on the changing needs of the City and its employees.

CITY OF ST. MARYS	Number: Policy 3
REVISED: June 4, 2012	Page 1 of 3
SECTION: Employment Practices	Original Date: January 12, 2004
TITLE: Definitions and Employment Categories	Approved By: St. Marys City Council

Purpose: The purpose of this policy is to define the categories of employment at the City of St. Marys and describe employment related actions.

Application: All employees of the City of St. Marys.

Classifications/Grades of Employment: Employees are placed into their jobs based on classifications or grades derived from job evaluation points or relative worth of position evaluations for the positions they hold within the City government. An employee’s grade or classification may change because of promotion or demotion. The grade may change if the position or the internal worth of the position changes. Changes in the classification of positions are determined through the City’s classification system.

Definitions:

A. EMPLOYMENT CATEGORIES

(1) Full Time Employees:

- [a] Must have successfully completed the **appropriate probationary period** of satisfactory service.
- [b] Are not considered temporary employees.
- [c] Are expected to work their department’s regularly scheduled work hours as set from time to time.
- [d] May be either salaried or hourly (exempt or non-exempt).
- [e] Are eligible for all city benefits

(2) Part-time Employees:

- [a] Are scheduled to work fewer hours per week than the department’s regularly scheduled work hours.
- [b] May apply for up to 12 weeks of unpaid leave as defined in the Family Leave section.
- [c] Are not eligible for any benefits offered to full-time employees.

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(3) Probationary Employee - An employee who has completed less than one year of satisfactory full-time service. This evaluation period may be extended by the immediate supervisor for up to an additional 60 days with recommendation of the Human Resources Director and approval of the City Manager.

(4) Exempt Employees - Employees as defined by the Fair Labor Standards Act as salaried workers who are not eligible for overtime pay.

(5) Non-exempt Employees - Employees defined by the Fair Labor Standards Act who are paid on an hourly basis and are eligible for overtime.

(6) Temporary Employee:

[a] Is employed on a temporary basis.

[b] Is required on a seasonal or intermittent basis.

[c] Employment situation is not expected to continue for more than six months.

[d] Is not eligible for city benefits.

(7) Supervisor:

[a] Any employee formally assigned supervisory responsibilities for personnel and operations of a work unit within a larger department of city government.

[b] Department Heads and the City Manager should be understood to be “supervisors” of individuals who report directly to them.

(8) Department Head - An employee assigned by the City Manager with formal management responsibility for an established department of city government.

(9) Lead Worker - An employee who is not a supervisor, but who is designated for a specified period to lead or guide the work of other employees in the absence of a supervisor.

B. CHANGE OF EMPLOYMENT STATUS

(1) Promotion - The movement of an employee to a different position having a greater degree of responsibility and a higher job classification.

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(2) Demotion - The movement of an employee to a different position having a lesser degree of responsibility and a lower job classification.

(3) Transfer - The movement of an employee from one position to another position having the same job classification and similar levels of responsibility.

(4) Suspension - An action taken to relieve an employee of his/her prescribed duties for a specified period of time.

(5) Dismissal/Discharge/Termination - An action taken that involuntarily removes an employee from the job position and separates him/her from City service.

(6) Resignation - The separation of employment from the City at the election of the employee.

(7) Layoff - An action taken that removes employees from employment at the City due to a "lack of work" or an involuntary separation of the employee for economic reasons. Laid-off employees may be requested to return to their positions when the need for the work and staff returns.

CITY OF ST. MARYS	Number: Policy 4
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SECTION: Employment Practices	Original Date: January 12, 2004
TITLE: Equal Employment Opportunity	Approved By: St. Marys City Council

Purpose: It is the policy of the City of St. Marys to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, veteran or disabled status.

Discussion: The success of the City depends upon the full and effective use of all its human resources. This policy shall be widely publicized throughout the City's operational and employment areas including all officials and employees of the City.

Application: All City of St. Marys employees.

Provisions: The City will administer this policy in all phases of employment, including but not limited to:

- [a] recruitment and hire;
- [b] placement;
- [c] promotion and demotion;
- [d] transfer;
- [e] layoff and recall from layoff;
- [f] compensation and benefits; and,
- [g] educational, social, or recreational programs of the City.

CITY OF ST. MARYS	Number: Policy 5
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SECTION: Employment Practices	Original Date: January 12, 2004
TITLE: Recruitment and Selection	Approved By: St. Marys City Council

Purpose: To establish methods that ensure the recruitment, selection and retention of the most qualified persons for the City’s work force. All actions relating to the filling of vacancies shall be conducted in accordance with the City’s Equal Employment Opportunity Policy.

Application: All future and current employees of the City of St. Marys.

Provisions: (1) The City Manager must authorize all new hires, transfers, layoffs and salary changes. Disciplinary actions may be initiated by Department Heads or the City Manager.

(2) The City Manager may delegate the administration of these actions and their related policies to his/her designee.

(3) The St. Marys Mayor and City Council shall have no role in the administration of these actions and their related policies.

(4) The City Manager must approve and budget the position before any hiring action is taken.

(5) The Department Head shall notify the Human Resources Director immediately upon learning that a vacancy is to occur so that the Human Resources Director can initiate appropriate steps to attract qualified applicants.

(6) The Human Resources Director and the City Manager are the only persons authorized to expend funds for advertisement of vacancies or any other purpose related to recruitment of applicants. As a general rule, job openings will be posted “in house” at least one week prior to advertising for outside applicants. This will be done to allow present, qualified employees first opportunity to apply for positions in the City.

(7) In order to be considered for employment, an applicant must complete and submit the City provided application form to the Human Resources Director.

(8) The Human Resources Director will maintain all applications for a period of one year after submission.

(9) An applicant is required to reapply for an employment position after one year in order to renew job candidacy.

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(10) The Human Resources Director will forward all qualified applications received for a position to the appropriate Department Head for consideration.

(11) The Department Head will make recommendations on the selection of the most qualified applicants for final selection by the Human Resources Director and approval by the City Manager.

(12) Depending on specific requirements of the job, one or more of the following selection criteria may be required of the applicant: performance tests; written examinations; oral interviews; reference checks; driving tests; and, criminal history checks. Physical examination shall be required prior to actual employment. Drug tests shall also be required.

(13) Moving/relocation expenses will only be paid by the City in exceptional situations where it is deemed in the best interest of the City. In such cases, the move and related expenses must have prior approval of the City Manager. The amount of expenses to be paid will be determined on an individual basis based on the merit and circumstance of each case.

(14) All new employees must complete orientation procedures and submit necessary personal information required by the City.

CITY OF ST. MARYS	Number: Policy 6
REVISED: August 14, 2006	Page 1 of 2
SECTION: Employment Practices	Original Date: January 12, 2004
TITLE: Nepotism	Approved By: St. Marys City Council

Purpose: To define the types of personal relationships that may not work together within the same work unit in departments of the City of St. Marys.

Discussion: Relatives of City employees may be considered for employment on the same basis as other applicants except where there is a possibility of favoritism in employment matters. No close relatives shall be hired in the same department where another relative, as defined below, is currently employed. No employee shall work directly for another relative.

Application: All employees of the City of St. Marys.

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

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

(3) Supervisor- to supervise implies the routine assignment of work and evaluation of the results; involvement in the approval process for overtime, vacation and personal leave, and other decisions and recommendations related to the work environment.

Provisions: (1) No employee shall work directly for or be under the supervision of a close relative.

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

(3) The City Manager may approve an exception to this policy only in situations where the employment:

[a] is for a temporary emergency situation.

[b] normally would not exceed thirty (30) calendar days.

[c] is for a highly technical, specialized, or demonstrably difficult to fill position.

(4) If an employee works in any position within a department determined by the City Manager to be one of “central control,” e.g., City Manager, Human Resources, Finance, another person defined under the provisions of this policy as a “close relative” shall not be employed by the City. Seasonal employees shall be exempt from this policy.

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

If a subsequent marriage produces such a relationship, one of the affected employees must accept a transfer to another position in another department or division of equal status as soon as such position becomes available.

CITY OF ST. MARYS	Number: Policy 7
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SECTION: Employment Practices	Original Date: January 12, 2004
TITLE: Probationary Period	Approved By: St. Marys City Council

Purpose: To establish a probationary period for new employees and transferred employees in order to assess their suitability for the newly attained position.

Provisions: (1) An employee’s first one year of employment shall be considered a trial or evaluation period.

(2) An employee who is transferred to another position at a higher, lower, or equal level to his/her current position will be considered to be in a probationary status for six months.

(3) The City shall evaluate the employee’s skills, abilities and suitability for the new position.

(4) Eligibility for group insurance occurs on the first day of the month following the first 30 consecutive days of employment.

(5) Eligibility for retirement benefits begin to accrue after one year from the date of hire.

(6) Eligibility for paid leave will begin immediately upon employment.

(7) Employees are subject to discharge at any time during their probationary period without right of appeal.

(8) The probationary period may be extended for up to an additional sixty (60) days at the recommendation of the immediate supervisor and the Human Resources Director, and approval of the City Manager.

CITY OF ST. MARYS	Number: Policy 8
REVISED: May 24, 2004	Page 1 of 4
SECTION: Work Schedules	Original Date: January 12, 2004
TITLE: Hours of Work	Approved By: St. Marys City Council

Purpose: To establish the work hours for employees of the City of St. Marys.

Policy Statement: It is City policy to establish and maintain work schedules that are as defined and reasonable as possible consistent with the needs of the City and compliance with applicable laws and regulations.

Application: All full-time employees of the City of St. Marys.

Responsibilities:

The Human Resources Director will maintain an attendance record for each employee. This record will reflect all absences including sick leave, vacation, and any other type of leave, and shall be reconciled on a yearly basis.

Definitions:

- (1) Workday - The normal workday consists of eight (8) hours of compensated work for the day.
- (2) Work week - The workweek consists of five (5) days for a total of forty (40) hours of compensated work for the week.
- (3) On-call - Time during which the employee is to be available immediately in case he/she is needed at the job.
- (4) Assigned work schedule - The schedule the employee will work most of the time, with the understanding that operating needs may dictate temporary deviations from the norm.
Schedules will be made to make sure that each employee, at his/her option, will have a minimum of one weekend off per month.
- (5) Break periods - Short rest periods away from the job. Formal paid break periods are not designated. If and when breaks are given is determined by the Department Head and is dependent on the department involved, operating needs, and contractual or legal requirements.
- (6) Fire Department - employees work and are paid according to a 28 day pay period, not to exceed 212 hours per 28 day period.
- (7) Police Department - employees work and are paid according to a 28 day pay period, not to exceed 171 hours per 28 day pay period.

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Provisions:

A. WORK DAY/WORK WEEK

- (1) The actual work schedule is dependent on specific job functions and may vary.
- (2) For record keeping and payroll purposes, the normal work week begins at 12:01 AM on Wednesday and ends at 12:00 midnight the following Wednesday. In order to prepare for holiday periods that fall on Thursday or Friday, the Payroll Dept. will notify the department heads when time sheets are due.
- (3) Employees will be paid on established payday schedules. When a scheduled payday falls on a holiday or weekend, employees shall be paid on the immediately preceding weekday.

B. HOURS WORKED

- (1) Compensated and accrued time worked includes:
 - [a] All time an employee is required to be on duty at his/her normal workstation or elsewhere at the request of the City.
 - [b] All time worked away from an assigned work station (e.g. home) provided such work is recommended by the Department Head and approved in advance by the City Manager.
 - [c] Rest or break periods of short duration. Such periods, including coffee breaks, shall not be used to allow employees to come in late, leave early or extend lunch periods.
 - [d] Time spent traveling on one-day assignments.
 - [e] Time spent traveling on overnight assignments away from home when the time traveling occurs during the employee's normal daily working hours. This also has application on days when the employee is not normally scheduled to work (e.g. Saturday and Sunday).
 - [f] Time spent in attendance at required meetings, training programs, or other approved activities.

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(3) Hours Worked - Exclusions

[a] Meal periods during the employee’s scheduled workday where the employee is completely relieved of duty for the meal. This time includes the designated lunch period of the normal workday.

[b] Time spent in leave status, vacation, designated holidays, or in any situation where the employee is not performing work for the City.

[c] Normal travel to and from home or place of residence and the employee’s assigned place to report for work.

C. ON-CALL

(1) At the discretion of a Department Head, certain employees may be designated to be available during periods not normally worked in case he/she is needed at the job.

(2) On-Call periods are generally set for a one-week period. On-call employees are automatically required to clock in as required by Department Head, each weekend day to check all plants and or park.

(3) An employee designated as “on-call” who is called in to work shall be compensated for all hours worked at the overtime rate, i.e., time and one half (1/ 1/2), if applicable. If called in on a scheduled “holiday”, employee will be paid time and one half (1/ 1/2) for all hours worked, even if 40 hours have not been worked.

(4) On-call employees or employees called to assist on-call employees shall be paid for a minimum of two (2) hours, either regular or overtime, as applicable, for each call or actual time worked, whichever is greater. If employee responds to two (2) calls within the 2-hour period, employee will be compensated for two (2) hours total or actual time worked, whichever is greater. If employee receives a call during the four-hour period required to work on weekends, there is no additional compensation. If employee is called out on a scheduled workday at 7:00 a.m., employee will only be compensated for one (1) hour.

(5) In the event the employee fails to respond to a call to work, he/she may be subject to disciplinary measures up to and including dismissal.

NOTE: This On-Call Policy does not apply to Public Safety.

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D. ASSIGNED SCHEDULES

Employees’ work schedules will be set and communicated to them in advance. If the assigned schedule is changed, the change will be communicated to all affected employees.

E. ATTENDANCE

Consistent and prompt work attendance is a primary work requirement and all employees shall be required to observe their assigned hours of work. Employees shall promptly notify their supervisors if they will be late to work, late from meal breaks, or unable to work because of illness or emergencies. An employee who will not be to work at the beginning of the scheduled shift must call in 30 minutes prior to the beginning of the shift. Any employee who fails to report to work for three consecutive work days without notice or authorized leave, shall be considered to have abandoned his/her position and shall be separated from the payroll. He/she shall be paid only for hours worked. As such, abandonment would be a resignation without notice; the employee will forfeit future opportunity to reapply for employment with the City.

F. HAZARDOUS WEATHER CONDITIONS

(1) When the City Manager declares a weather emergency and instructs employees not to report to work, employees designated in advance as essential to dealing with such emergencies are expected to be prepared to report to work as assigned. Other employees also may be called to work in an emergency situation even though not designated in advance.

(2) If the City Manager has not declared a weather emergency and an employee is absent from work due to weather conditions, the employee may be charged with an unexcused absence if circumstances do not appear to create a hazard. However, at the discretion of the City Manager, the employee may:

- [a] Make up the time lost from work at a time scheduled by the Department Head.
- [b] Take the time off without pay.
- [c] Take the time off as vacation time.

CITY OF ST. MARYS	Number: Policy 9
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SECTION: Work Schedules	Original Date: January 12, 2004
TITLE: Overtime	Approved By: St. Marys City Council

Purpose: To establish controls in order to minimize circumstances where overtime work is required and to assure that such overtime work is scheduled and paid in accordance with City policy and applicable State and Federal laws.

Policy Statement: The City recognizes that circumstances may require employees to work in excess of their usual daily and/or weekly work schedule in order to meet operational requirements.

Application: All exempt and non-exempt employees of the City of St. Marys.

Provisions:

A. NON-EXEMPT

- (1) Hours worked in excess of forty (40) hours in a workweek are considered overtime for pay purposes. Fire Department - employees work and are paid according to a 28 day pay period, not to exceed 212 hours per 28 day period. Police Department - employees work and are paid according to a 28 day pay period, not to exceed 171 hours per 28 day pay period.
- (2) Pay for paid leave and the use of other accrued time is not pay for time worked and is not considered as hours worked for purposes of overtime computations.
- (3) The rate for overtime pay is one and one-half times the employee’s hourly rate of pay.
- (4) If an employee has taken approved leave during the week resulting in less than forty (40) hours scheduled work, then additional non-scheduled work required in that same week will not be paid at the overtime rate until forty (40) hours is reached. These employees will be paid at their usual rate.

B. EXEMPT EMPLOYEES

- (1) Exempt employees will not receive payment or compensatory time off for work hours, travel time, attendance at meetings or additional non-scheduled events in excess of the usual workweek, except at the discretion of the City Manager in extreme circumstances.

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SECTION: Work Schedules	Original Date: January 12, 2004
TITLE: Overtime	Approved By: St. Marys City Council

(2) The Department Head may approve compensatory time off if an exempt employee is required to work on an authorized holiday as long as it occurs during the same two-week pay period. The Department Head must notify the Human Resources Director prior to granting such time off.

CITY OF ST. MARYS	Number: Policy 10
REVISED:	Page 1 of 1
SECTION: Leaves of Absence	Original Date: January 12, 2004
TITLE: General	Approved By: St. Marys City Council

Purpose: To describe the responsibilities and procedures for the application for leave by employees of the City of St. Marys.

Application: All full-time and part-time employees

Responsibilities:

(1) Any employee applying for leave under a specific leave provision is responsible for:

- [a] following appropriate procedures to apply for approval;
- [b] keeping the Department Head apprised of the situation and any problems that may arise; and
- [c] submitting any required documentation related to the return to work.

(2) The Department Head is responsible for:

- [a] considering the best interests of the City when making recommendations to and seeking approval from the City Manager, and
- [b] providing the Human Resources Director with any necessary documentation required to maintain records.

(3) The Human Resources Director shall maintain a record of all matters relating to these leaves in the files of individual employees and other general files as may be required.

CITY OF ST. MARYS	Number: Policy 11
REVISED:	Page 1 of 1
SECTION: Leaves of Absence	Original Date: January 12, 2004
TITLE: Military	Approved By: St. Marys City Council

Purpose: To delineate eligibility and procedures for employees of the City of St. Marys to take military leave.

Policy Statement: In accordance with Georgia law, all employees who are members of the Georgia National Guard or any reserve unit of the United States Armed Forces shall be entitled to military leave without loss of pay, performance rating or other benefits for up to fifteen (15) days in any one (1) calendar year for the purpose of training or other such duties as required by the appropriate authority.

Provisions:

- (1) Employees ordered by appropriate authority to serve during an emergency shall be entitled to a leave of absence without loss of pay, performance rating or other benefits for a period not to exceed thirty (30) additional working days.
- (2) The employee must submit, in advance, an order from the appropriate military office as evidence of active duty for which the leave is being taken to his/her immediate supervisor.
- (3) An employee who leaves city service to join the military forces of the United States on full-time active duty status during time of war or national emergency shall be placed on military leave of absence without pay.
- (4) A former employee of the city who returns from active duty within five (5) years of his/her entry day to the military, if still qualified, shall be reinstated to the position previously held or to one of comparable pay, status and benefits.
- (5) The employee must make application for reinstatement within ninety (90) days after release from active military duty in order to qualify for placement under the terms of this policy.

CITY OF ST. MARYS	Number: Policy 12
REVISED:	Page 1 of 1
SECTION: Leaves of Absence	Original Date: January 12, 2004
TITLE: Educational	Approved By: St. Marys City Council

Purpose: To establish the procedures enabling employees of the City of St. Marys further their education and develop increased job skills and abilities.

Policy Statement: City employees are encouraged to maintain and improve their job related skills and knowledge and positive initiatives in this regard will be noted, where appropriate, in performance appraisals of these employees.

Provisions:

(1) Approval for Educational Leave of Absence

The Department Head may recommend and the City Manager may approve a leave of absence provided the courses taken by the employee are taken at an accredited institution as part of a curriculum leading to a certificate, diploma, degree or specialized professional designation, and the courses are determined to directly help the employee improve performance in the current position or prepare the employee for future positions.

(2) Education or Training Required by the City

- [a] Leave with pay will be granted as required for participation in training.
- [b] Costs of training will be paid by the City contingent upon a plan developed by the appropriate Department Head and the employee and approved by the City Manager.
- [c] Proper documentation of all expenses shall be required prior to reimbursement.

(3) Education or Training Not Required by the City

- [a] Education or training taken by an employee on a part-time basis must not diminish the employee's ability to perform normal duties of his/her position with the City.
- [b] A Department Head must receive approval by the City Manager to allow minor schedule adjustment for an employee to participate in voluntary training or educational activity. These adjustments must not create operational problems for the employee's department or affect other City operations.
- [c] any schedule adjustment made for an employee to participate in training is limited to one (1) course per school term.
- [d] Employees with less than one year of service shall not be eligible for educational leave consideration.

CITY OF ST. MARYS	Number: Policy 13
REVISED: November 24, 2008	Page 1 of 1
SECTION: Leaves of Absence	Original Date: January 12, 2004
TITLE: Bereavement Leave	Approved By: St. Marys City Council

Purpose: To establish the provisions for leave taken by employees to attend funeral services for the death of an immediate family member.

Application: All full-time employees of the City of St. Marys

Provisions:

(1) Bereavement leave of three working days will be granted, with pay, for an employee absent from duty as a result of death in the immediate family. For purposes of this policy, immediate family means spouse, child, parent, parent-in-law, sibling, grandparent, step-child, grandchild, sibling-in-law, grandparent-in-law, great-grandparent or any relative who is domiciled in the employee's household. A regular employee may receive up to three (3) days pay while off attending funeral services. It is understood that these days will be any three (3) consecutive days which include the day of the funeral, and further that these days must be regularly scheduled work days for the employee. In order to be eligible for this pay, the employee must be on the active payroll at the time of death.

CITY OF ST. MARYS	Number: Policy 14
REVISED:	Page 1 of 4
SECTION: Leaves of Absence	Original Date: January 12, 2004
TITLE: FMLA	Approved By: St. Marys City Council

Purpose: To establish the procedures to follow in the implementation of the provisions of the Family and Medical Leave Act (FMLA).

Policy Statement: Under the provisions of the FMLA, an employee may be granted up to twelve (12) weeks of family and/or medical leave during any twelve (12) month period. This leave is not intended to replace other authorized leaves.

Provisions:

(1) An employee must be employed for at least twelve (12) months and have worked at least 1,250 hours during the twelve-month period immediately preceding the commencement of the leave.

(2) After satisfying the previous criteria, an employee may take up to twelve (12) weeks of family leave per year as long as he/she works at least 1,250 hours in a rolling twelve (12) month period. A rolling twelve-month period is defined as a twelve (12) month period measured backwards from the date an employee uses any family leave.

(3) The following types of leaves are allowable:

- [a] the birth, adoption or foster care of a child,
- [b] care for an employee’s child, spouse, parent, or spouse’s parent who has a serious health condition, and
- [c] the serious health condition of an employee where the employee is unable to perform the essential function of his/her position.

(4) An employee’s entitlement to leave for the birth of a child, placement of a child for adoption, or foster care expires at the end of the twelve (12) month period, which began on the date of the birth or placement of the child.

(5) Family Leave may be paid or unpaid. Leave is paid when an employee takes sick or vacation leave for a condition that qualifies for this type of leave. For example, an employee can use sick and/or vacation leave for the birth of a child and the time taken will be counted toward the twelve (12) weeks per year of family leave.

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SECTION: Leaves of Absence	Original Date: January 12, 2004
TITLE: FMLA	Approved By: St. Marys City Council

Once an employee exhausts available paid leave, then any more leave taken for family purposes will be without pay. During periods of unpaid leave, no sick or vacation leave will be accrued, nor shall holiday pay provisions apply.

(6) An employee is required to pay his/her contribution of insurance premiums while on family leave without pay.

(7) In a situation where both husband and wife are employed by the City and qualify for family leave; the total number of weeks they may take to care for a family member is twelve (12) weeks during a twelve (12) month period.

(8) Family Leave may be taken intermittently in increments of two (2) hours.

(9) Part-time employees receive a pro-rata amount of Family Leave because this leave is based on a standard forty (40) hour workweek. The amount available for a part-time employee is calculated individually based upon the amount of time worked during the year.

(10) The procedures to request Family Leave are as follows:

[a] An employee must request leave at least thirty (30) days before the leave is to begin when the time for leave is foreseeable; such as, an expected birth, placement of a child for adoption or foster care, of planned medical treatment for a serious health condition of the employee or family member.

[b] if thirty (30) days notice to request leave is not feasible due to medical emergency or change in circumstances, leave must be requested as soon as possible.

[c] An employee must request leave by completing the appropriate "Family Leave Request Form." In emergency situations where written notification is not possible, verbal notice will be accepted.

[d] The "Family Leave Request Form" must be signed by the employee's immediate Supervisor, the Department Head and then approved by the City Manager.

[e] An employee must obtain a medical certification from a physician if taking leave to care for a family member or due to the employee's own serious health condition. This certification must be turned in with the "Family Medical Leave Form" to the Human Resources Director within two (2) business days of turning in the leave request.

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SECTION: Leaves of Absence	Original Date: January 12, 2004
TITLE: FMLA	Approved By: St. Marys City Council

[f] The medical certification must contain the following information:

- * Name of health care physician.
- * Physician's type of medical practice.
- * Medical facts that support the certification.
- * Explanation of how the condition qualifies as a serious health condition under the Family Leave provision.
- * Date the serious condition began.
- * Duration of serious health condition and estimate of length of incapacitation.

[g] The Human Resources Director may call the physician to clarify any information given in the medical certification, but may not request additional information.

[h] The Human Resources Director will notify the employee within two (2) business days as to the approval of the leave or requirement for more information.

[I] The Human Resources Director may, at the City's expense, require the employee to submit to another certification by another physician if there is doubt of the validity of the original certification. The City may designate the physician, but it cannot be a physician regularly employed by the City.

[j] In the event the opinion of the employee's physician and the City's physician differ; the City, again at its expense, may require medical certification from a third physician. This third opinion shall be final and binding. The third physician must be jointly approved by both the employee and City.

[k] The City may request recertification every thirty (30) days for pregnancy, chronic illness, or permanent/long term supervision of a health care provider.

[l] The City may require an employee on leave to report periodically on his/her status and intent to return to work.

[m] Failure of an employee to return to work on the agreed upon date may result in the employee being terminated.

(11) Return from work by an employee under the FMLA is as follows:

[a] The employee may be required to obtain and present certification from the health care provider that the employee is able to resume working.

[b] The employee shall be returned to the former position or to a position of equal status, pay and other terms and conditions of employment.

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SECTION: Leaves of Absence	Original Date: January 12, 2004
TITLE: FMLA	Approved By: St. Marys City Council

- [c] Exceptions to restoration of an equivalent position when an employee returns are:
- * the employee is no longer able to perform essential functions of the job.
 - * the employee is considered a “key employee” where denial of job restoration is necessary to prevent substantial and grievous economic injury to the operation of the City.

CITY OF ST. MARYS	Number: Policy 15
REVISED:	Page 1 of 1
SECTION: Leaves of Absence	Original Date: January 12, 2004
TITLE: Leave without Pay	Approved By: St. Marys City Council

Purpose: To describe how employees of the City of St. Marys may request to take leave without pay.

Provisions:

- (1) Full-time employees may request leave-without-pay status for a period not to exceed one (1) year.
- (2) An employee with less than one year service in the current period of employment will not be considered for leave under this section.
- (3) Reinstatement in the employee's previous job is not guaranteed. When recommending approval for the leave, the Department Head may request a commitment from the City Manager to reinstate the employee to his/her position
- (4) Purposes may include:
 - [a] extended educational leave for study not required by the City, and
 - [b] other personal purposes as requested by the employee.
- (5) An employee on leave-without-pay for more than 10 days shall not accrue vacation or sick leave or receive holiday pay during the leave.
- (6) Benefits such as medical insurance and retirement contributions will be suspended after thirty (30) days unless the employee chooses to pay the required contribution.
- (7) Eligibility for these benefits will be reinstated if the employee returns to work within the one-year period.
- (8) The employee must submit a completed leave request form to the appropriate Department Head.
- (9) The Department Head shall forward all requests for leave without pay with his/her recommendations to the Human Resources Director for recommendation to the City Manager for approval.

CITY OF ST. MARYS	Number: Policy 16
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SECTION: Leaves of Absence	Original Date: January 12, 2004
TITLE: Civic Duty	Approved By: St. Marys City Council

Purpose: To establish the provisions for leave taken by employees to engage in their civic duties or other court appearances.

Provisions:

- (1) The City will allow employees to take time off from work to fulfill their civic responsibilities in accord with State and Federal laws and Regulations.
- (2) All full-time employees selected for jury duty shall be entitled to their regular salary or hourly rate for the period of absence required. They will also be allowed to keep their jury duty pay.
- (3) Employees are expected to promptly return to work any time they are excused from jury duty (whether it be a portion of the day or full day).
- (4) The time an employee uses to be excused from jury duty because of illness shall be charged to paid leave or leave-without-pay.
- (5) City employees subpoenaed or ordered to attend court to appear as a witness, to testify in some official capacity on behalf of the City, State or Federal government, shall be entitled to receive payment for such period as the court may require.
- (6) Absence from work by an employee to appear in any capacity in private litigation not connected with his/her present position for the City shall be charged to vacation or leave-without-pay.

CITY OF ST. MARYS	Number: Policy 17
REVISED:	Page 1 of 2
SECTION: Compensation Administration	Original Date: January 12, 2004
TITLE: Performance Appraisal	Approved By: St. Marys City Council

Purpose: To establish guidelines for the evaluation of employees and link this process to the pay for performance compensation system.

Policy Statement: Performance appraisals are the primary basis for the City’s pay-for-performance compensation system. It is important that the appraisals be thoroughly and properly conducted with open, two-way communication.

Application: All full-time employees of the City of St. Marys.

Provisions:

- (1) Employees will receive a written job description that describes the duties and responsibilities of their position, including performance indicators that outline the City’s expectations for performance.
- (2) Each employee shall be evaluated at least once each year.
- (3) Performance appraisals shall be in writing and kept in the employee’s personnel file.
- (4) The performance appraisal process is not a disciplinary process; employees should be fully apprised of performance issues throughout the year, allowing corrections to be as concerns occur.
- (5) The Human Resources Director shall monitor performance documents for compliance with policy.

Procedures:

- (1) Standards shall be set in accordance with the established job description for each employee and the needs of the City.
- (2) Approximately thirty (30) days prior to an employee’s evaluation date, the Human Resources Director will provide the supervisor with the forms and instructions for completing the forms and conducting the appraisal.

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SECTION: Compensation Administration	Original Date: January 12, 2004
TITLE: Performance Appraisal	Approved By: St. Marys City Council

(3) The supervisor completes the form, independently rating employee performance in each criterion listed on the form based on the agreed upon performance standards. The instructions provide a method to evaluate whether an employee has achieved his/her objectives during the rating period.

(4) The evaluation is reviewed by the next level of supervision prior to the presentation of the form to the employee.

(5) Each employee has the privilege of a personal performance evaluation with the supervisor, free from interruptions. The supervisor discusses the evaluation with the employee, pointing out areas of performance strengths as well as areas where improvements are needed.

(6) The evaluation session is also used to establish standards for the next review process.

(7) The employee is requested to sign the evaluation form in the space. The signature verifies only that the evaluation has been discussed with the employee and does not indicate the employee's agreement or disagreement with the rating given.

(8) The employee may request a review of his/her evaluation from the Department Head who shall review the evaluation for accuracy, objectivity and fairness.

(9) The employee shall have the right to request the performance appraisal be reviewed by the Human Resources Director and/or the City Manager if he/she believes it to be unfair.

CITY OF ST. MARYS	Number: Policy 18
REVISED: May 4, 2015	Page 1 of 3
SECTION: Compensation Administration	Original Date: January 12, 2004
TITLE: Compensation	Approved By: St. Marys City Council

Purpose: To describe how an employee’s compensation is established, maintained and affected by changes in status.

Application: All employees of the City of St. Marys.

Responsibilities:

- (1) The City Manger shall approve and monitor all compensation policies in order to ensure compliance with all legal and regulatory requirements, insofar as feasible, and ensure the City’s ability to maintain competitive salaries to attract and retain quality employees.
- (2) Department Heads will implement these policies by:
 - [a] communicating them to employees;
 - [b] placing high priority on training, development and performance appraisals on employees;
 - [c] assuring even-handed administration of all approved procedures;
 - [d] communicating to the Human Resources Director concerning any problems relating to compensation plan administration; and,
 - [e] providing the Human Resources Director with reports and documentation needed for administrative action or record-keeping.
- (3) The Human Resources Director shall maintain copies of City of St. Marys policies along with confidential records of the current compensation plan and pay ranges, and employee’s salary data, current status and history.
- (4) The Human Resources Director shall provide the Department Heads with the information necessary to communicate with their employees regarding compensation issues and status.
- (5) The Department Heads will maintain confidentiality and discuss the following issues only with the involved employee, his/her supervisor, Human Resources Director, legal counsel for the City and/or City Manager:
 - [a] The individual’s salary grade, current salary range and exempt or non-exempt status,
 - [b] The individual’s scheduled performance appraisal and review date and,
 - [c] The approved amount and effective date of any salary increase, decrease or other change in the salary status.

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SECTION: Compensation Administration	Original Date: January 12, 2004
TITLE: Compensation	Approved By: St. Marys City Council

Provisions:

(1) Each full-time employee’s salary shall be determined by its placement in the pay range for the position within the identified job classification (grade).

(2) The City Manager must approve salaries of employees within budget resources and any exceptions made from the salary range.

(3) Hire Rate:

[a] New employees will usually be hired into a position at a rate at the base rate or between the minimum and midpoint of the salary grade to which the position is assigned. The actual rate paid will depend on the qualifications of the applicant and the estimated amount of training and time in the position for the individual to become fully proficient. Any rate above the minimum must be approved by the City Manager.

[b] The City Manager may approve a hire rate below the minimum for the pay grade for any position requiring Georgia certification where the new employee is hired in a training capacity pending completion of Georgia certification.

(4) Performance Increases: An employee’s salary may be adjusted annually based on a review of performance as detailed in Policy 17. After receiving a performance appraisal rating of 3.0 or higher, an employee is eligible to move a minimum of 3% in the Pay Plan. When exceptional performance warrants it, increases greater than 3% and up to 10%, may be recommended by the department head to the City Manager for approval. Performance awards are provided only once within a twelve-month period. Any increase above 10% must be presented to the City Council for final approval.

(5) Lump Sum Awards: Employees at the maximum of their salary ranges are not eligible for base salary increases. However, they may be eligible for performance awards, which shall be paid in the form of lump sum bonuses at the time of the performance review. In such cases, department heads may approve up to a 3% performance award. When exceptional performance warrants it, awards greater than 3% and up to 10%, may be recommended by the department head to the City Manager for approval. Any increase above 10% must be presented to the City Council for final approval.

(6) Promotion: Promotion from within is encouraged in filling vacancies. Generally, employees should complete the probationary period for the current classification prior to being eligible to apply for other positions in the City. Employees must have a record of meeting performance expectations in the current position before being considered for the next, higher level position. Additionally, employees with two or more Group 1 violations or any Group 2 violations in the previous 12-month period, will not be considered for the next, higher level position. Promoted employees shall receive a pay increase of 5% or the base rate of the grade promoted to, whichever is higher. Mayor & Council will be notified of any increase, which results in a pay increase of 10% or more.

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SECTION: Compensation Administration	Original Date: January 12, 2004
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(7) Transfers: Transfers are normally between jobs of the same classification and grade without salary changes. Transfer opportunities will be considered in filling vacancies as employees' requests and the City's needs warrant. The best interests of the City must be primary in considering transfers.

(8) Demotion: Employees who are moved to a position of lesser responsibility and salary, may or may not receive a salary decrease dependent on the circumstances and City Manager's decision.

(9) Salary Adjustments: Occasionally, adjustments may be made for reasons other than performance or promotion based on labor market conditions or identified salary inequities. The City Manager must approve any such salary adjustment.

CITY OF ST. MARYS	Number: Policy 19
REVISED: March 22, 2010	Page 1 of 2
SECTION: Benefits	Original Date: January 12, 2004
TITLE: Paid Leave	Approved By: St. Marys City Council

Purpose: To establish how paid leave is earned by employees of the City of St. Marys.

Policy Statement: The City has a combined paid leave policy, which provides for paid leave due to illness, temporary disability or pre-approved personal and vacation leave. Employees are encouraged to use their accrued leave time.

Application: All full-time employees

Responsibilities:

- (1) Employees must request leave of more than four (4) hours, except in case of emergency, at least two weeks before such leave is taken.
- (2) The immediate supervisor may approve leaves of less than four (4) hours.
- (3) The Department Head must approve employee's leave if it is more than four (4) hours.
- (4) Department Heads shall approve employee requests as quickly as possible with consideration to scheduling and fairness to other employees.
- (5) Department Heads must request approval of their leave time from the City Manager.

Provisions:

(A) ACCRUALS

- (1) Paid leave is accrued as follows:

Years of Service	Accrued per Month	Accrued per Month Police Officers working 28-day cycle
0 to 2 years	10 hours	11 hours
2 up to 5 years	12 hours	13 hours
5 up to 10 years	16 hours	18 hours
Over 10 years	20 hours	21 hours

- (2) Employees shall continue to accrue paid leave while on authorized paid leave.

(B) SCHEDULING

- (1) Paid leave shall be taken in units of whole days, half days and quarter days only.
- (2) Employees will be encouraged to take at least one week of vacation, or total amount earned if less than one week, during each year.

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(3) The City allows a maximum accumulation 240 hours paid leave to be carried over into the following calendar year. If any employee has accrued more than 240 hours, any additional hours accrued shall be put in a catastrophic leave bank.

(4) The Department Head will schedule vacation times for the department and try to accommodate employee's vacation time requests. In cases where employees in the same work unit have requested the same vacation times, the employee's seniority will be considered.

(5) The supervisor must receive approval from the Department Head regarding any exceptions made from this procedure.

(6) Upon termination, employees shall receive pay for all accrued leave at the employee's current rate of pay.

(C) CATASTROPHIC LEAVE

Catastrophic leave is paid time that eligible employees can use if they need to be absent from work for an extended period of time and have no paid leave remaining.

(1) Catastrophic leave may be used for any of the following:

- a. an employee's own serious and/or chronic health condition
- b. to care for a child, spouse or parent with a serious and/or chronic health condition
- c. for a custodial grandparent to care for a grandchild with a serious and/or chronic health condition

(2) Certification of illness or injury by a physician is required.

(3) Employee will not accrue paid leave while on catastrophic leave.

(4) Catastrophic leave shall be used solely for non-work related injuries or illnesses.

(5) Employees will not be paid for unused catastrophic leave when they terminate employment.

(6) Employees are allowed to carry a maximum accumulation of 1040 hours in the catastrophic leave bank. Any hours in excess of 1040 will be forfeited.

SALE OF PAID LEAVE

(1) Eligible employees may sell up to 80 hours of leave once in a calendar year (defined as a period of 12 months), by meeting the following criteria:

- a. employee must have already taken 40 consecutive hours of leave during the previous 12 month period, prior to selling leave;
- b. employee must have a minimum of 120 hours of leave remaining, after the selling leave.

CITY OF ST. MARYS	Number: Policy 20
REVISED: January 1, 2011	Page 1 of 2
SECTION: Benefits	Original Date: January 12, 2004
TITLE: Holiday	Approved By: St. Marys City Council

Purpose: To establish the paid holidays for the employees of the City of St. Marys.

Application: All full-time employees.

Responsibilities:

- (1) Supervisors are responsible for determining eligibility for holiday pay in accordance with the terms of this policy.
- (2) The Human Resources Director will provide guidance if a supervisor is in doubt as to an employee’s eligibility for holiday pay.

Provisions:

A. HOLIDAYS OBSERVED

- | | |
|-----------------------------------|---------------------------------|
| New Year’s Eve | Labor Day |
| New Year’s Day | Veterans’ Day |
| Martin Luther King Jr.’s Birthday | Thanksgiving Day & Friday after |
| President’s Day | Christmas Eve |
| Good Friday | Christmas Day |
| Memorial Day | |
| Independence Day | |

- (1) Holidays that fall on Sundays will be observed the following Monday.
- (2) Holidays that fall on Saturdays will be observed the preceding Friday.

B. ELIGIBILITY FOR HOLIDAY PAY

- (1) An employee must have worked or have been in pay status, the last day he/she was scheduled to work before the holiday and the first day he/she was scheduled for work after the holiday.
- (2) An employee who is absent the day before or after a holiday should have received prior approval for the absence or be able to document the cause of the absence to the Department Head, if so requested. The Human Resources Director shall recommend and the City Manager shall make the determination of eligibility for holiday pay.

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SECTION: Benefits	Original Date: January 12, 2004
TITLE: Holiday	Approved By: St. Marys City Council

C. WORK ON SCHEDULED HOLIDAYS

An employee who is scheduled to work on a holiday will receive pay at his/her hourly rate for the time worked during a holiday in addition to eight (8) hours holiday pay. Police Department employees working 10-hour shifts will receive ten (10) hours holiday pay; Fire Department employees working twenty-four (24) hour shifts will receive 10.67 hours holiday pay.

CITY OF ST. MARYS	Number: Policy 21
REVISED: February 28, 2005	Page 1 of 1
SECTION: Benefits	Original Date: January 12, 2004
TITLE: Group Insurance	Approved By: St. Marys City Council

Purpose: To establish that employees are insured under comprehensive group medical coverage provided for by the City of St. Marys.

Policy Statement: The City’s intent is to provide cost effective insurance coverage giving employees protection against unpredictable costs of illness and accident. This also includes and applies to the employee life insurance program.

Application: Medical, Dental Life and Accidental insurance—all full-time employees on the first day of the month following thirty (30) consecutive days of employment. All active volunteer fire fighters shall be covered by a separate Life and Accidental insurance policy.

Responsibilities:

- (1) Human Resources Director shall provide each new employee who qualifies for this policy with explanatory information and an enrollment form during employee orientation.
- (2) The Human Resources Director shall assist employees and Department Heads with health and life group insurance, as needed.
- (3) Employees shall complete and return insurance forms as required.
- (4) Any employee not desiring coverage or desiring to cancel existing coverage must advise the Human Resources Director and sign a group insurance waiver form.

Provisions:

- (1) A separate booklet furnished to each employee shall state specific requirements of eligibility, premium costs for family coverage, benefits provisions, and employee rights to continue or convert this coverage upon termination of employment under Federal law.
- (2) Employees are given notice of periodic changes in the plan.
- (3) Each employee must become familiar with the booklet under which the plan is administered along with changes in the coverage that occur from time to time.
- (4) The terms of the Master Group Insurance Policy Contract will control all terms regardless of information communicated to employees in any other form.

CITY OF ST. MARYS	Number: Policy 22
REVISED:	Page 1 of 3
SECTION: Benefits	Original Date: January 12, 2004
TITLE: Workers' Compensation	Approved By: St. Marys City Council

Purpose: To describe the procedures that employees of the City of St. Marys must follow to become eligible for benefits under the Workers' Compensation Act (the Act).

Policy Statement: All employees are eligible for coverage under the Workers' Compensation Act in cases of injury or illness sustained as a result of work or while on duty. The rules and regulations of the Act shall govern all workers' compensation matters.

Responsibilities:

A. The Human Resources Director is responsible for:

- (1) Coordination of the City's Workers' Compensation Program in accordance with the provisions of the Georgia Workers' Compensation Act and other related Federal, State or Local regulations.
- (2) Timely submission of the State Form (First Report of Injury) to the State.
- (3) Workers' Compensation records, files and reports.
- (4) Determination of the continuing employment status of employees receiving benefits from workers' compensation.

B. The Supervisor is responsible for:

- (1) Assuring that employees report any on-the-job injuries immediately when possible, but in all cases, no later than twenty-four (24) hours after the injury has occurred.
- (2) Providing a written report of the accident and injury to the Human Resources Director on a timely basis.

C. Employees are responsible for:

- (1) Reporting any on-the-job injury to their supervisor immediately when possible, but in all cases, no later than twenty-four (24) hours after the injury is incurred.
- (2) Returning to work when released to do so by a qualified licensed physician. Failure to do so may result in termination.

CITY OF ST. MARYS	Number: Policy 22
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SECTION: Benefits	Original Date: January 12, 2004
TITLE: Workers' Compensation	Approved By: St. Marys City Council

Procedures:

- (1) An employee who sustains an injury while performing his/her duties should immediately report the injury to the immediate supervisor.
- (2) The employee or supervisor must immediately contact the appropriate law enforcement authorities if the nature of the accident requires police attention or investigation.
- (3) The supervisor will assess the injury and if necessary refer the employee to a physician chosen by the employee from the Panel of Physicians. In case of emergency, the supervisor will arrange transportation to the nearest hospital emergency room.
- (4) The supervisor will notify the Human Resources Office of the accident within 24 hours, (if on weekend, first day of the week), complete an Accident/Injury Report, and forward it immediately to the Human Resources Director.
- (5) The City may request an employee who has been in an accident to submit to a drug test.
- (6) The Workers' Compensation Notice lists a Panel of Physicians and the Bill of Rights for the injured employee. Failure to report the injury or to receive medical treatment from a Panel physician will jeopardize payment of any medical bills under Workers' Compensation Insurance and may make the employee liable for his/her expenses. All follow up care must be rendered from a physician on the Panel.
- (7) The employee must report to the Human Resources Director after seeing a Panel physician and before returning to work.
- (8) Employees who have lost time due to a work related illness must have a doctor's statement for the time missed and a doctor's "release statement" to return to work.
- (9) Doctor's notes that specify "Light Duty" restrictions must be adhered to by the employee and supervisor.

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SECTION: Benefits	Original Date: January 12, 2004
TITLE: Worker's Compensation	Approved By: St. Marys City Council

(10) Employees absent from work due to work related injury or illness are not to be terminated unless authorized by the Human Resources Director and approved by the City Manager.

(11) Employees who are in a non-pay status due to an injury shall not accrue vacation or sick leave and are not eligible for holiday pay.

CITY OF ST. MARYS	Number: Policy 23
REVISED:	Page 1 of 2
SECTION: Benefits	Original Date: January 12, 2004
TITLE: Retirement	Approved By: St. Marys City Council

Purpose: To describe the retirement programs offered to the employees of the City of St. Marys.

Policy Statement: All full-time employees shall be members of VALIC (the Plan), under the conditions established in the Plan.

Application: All full-time employees, as provided by the Plan, who have worked for the City for one (1) year.

Responsibilities:

- (1) The Human Resources Director shall ensure that each new, eligible employee is provided with explanatory information and enrollment forms upon eligibility.
- (2) Department Heads shall assist the Human Resources Director in expediting enrollment of employees.
- (3) Employees shall complete and return the Plan enrollment card at the time of orientation.
- (4) The Human Resources Director, as described by the Plan, shall file all required forms with VALIC.
- (5) The employee must inform the Human Resources Director of intent to retire at least thirty days prior to the expected date of retirement.

Provisions:

- (1) Specific requirements and procedures governing plan administration, benefits and withdrawal provisions of the Plan are furnished to employees in a separate booklet and updated copies are distributed on a periodic basis.
- (2) All provisions of the City's retirement plan are contained in an ordinance and contract between the City and VALIC. **Regardless of information communicated to employees in any other form, the terms of the VALIC Insurance Policy will be controlling.**

CITY OF ST. MARYS	Number: Policy 23
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SECTION: Benefits	Original Date: January 12, 2004
TITLE: Retirement	Approved By: St. Marys City Council

(4) The City also participates in supplemental retirement programs that are available as an option for employees. This program is Citistreet Deferred Compensation. These are detailed in the Plan documents and are covered under Sec. 457 of the IRS Code.

CITY OF ST. MARYS	Number: Policy 24
REVISED: October 11, 2004	Page 1 of 2
SECTION: Benefits	Original Date: January 12, 2004
TITLE: Tuition Assistance	Approved By: St. Marys City Council

Purpose: To provide training and educational opportunities for the professional growth and development of the City's workforce.

Policy Statement: The City's intent is to, within its fiscal ability; reimburse full-time employees meeting eligibility requirements for tuition and textbook expenses.

Application: All full-time employees who have worked for the City of one (1) year.

Responsibilities:

1. Employees must inform their Department Head of their intention to apply for Tuition Reimbursement Program (TRP) funds in the coming fiscal year that will begin on July 1, no later than March 31.
2. Employee agrees that the course must be specific to the Employee's duties and responsibilities; that the courses attended must be from locally accredited* colleges; that the employee can be enrolled in no more that two courses per quarter; and the courses must be in a degree-oriented program.
3. Employees leaving City employment within one year (12 months) of receiving reimbursement for any reason other than for major health problems certified by a physician, must reimburse the City for all costs of any educational assistance paid during the previous 12-month period. Employees leaving the City within two years (24 months) of receiving reimbursements for any reason other than for major health problems certified by a physician, must reimburse the City for 50% of any reimbursements paid during the 24-month period.
4. Employees must report any additional assistance while receiving educational assistance from the City. The City will pay the difference in the cost of tuition and books after all other financial aid is factored in, up to \$140/credit hour or up to \$1000.00 per fiscal year.

Provisions:

A. Approved Degree Granting Institutions

The courses attended must be from locally accredited* colleges or technical schools. On-line and Internet based courses are acceptable for reimbursement, but must also be from accredited* colleges. Employees approved by their Department Head to take coursework related to their current position which is not offered at a local accredited* college or technical school will be reimbursed at \$140.00 per credit hour or up to \$1000 per fiscal year. The employee is responsible for paying the difference in remaining tuition charges.

Courses must be taken during the employee's off duty hours unless specifically authorized during duty hours by the Department Head.

*Accreditation must be recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education.

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SECTION: Benefits	Original Date: January 12, 2004
TITLE: Tuition Assistance	Approved By: St. Marys City Council

B. Reimbursement Schedule

An annual cap of \$1000.00 is established on the TRP funds for each employee per fiscal year. Eligible tuition and book costs are paid on reimbursement basis only in accordance with the following schedule:

- 100% for grade points received of 3.0 or higher
- 75% for 2.0 to 2.9
- 0% below 2.0.

C. Ineligible Expenses (but not limited to):

Test Fees	Parking Fees
Student Union or Activity Fees	Athletic Fees
Tutoring expenses	Transcript Fees
Finance or installment service or interest charges	Audit Fees
Late Fees	Course change or withdrawal fees
Medical/physical exam fees	Diploma or graduation fees
Identification card fees	Travel Expenses
Insurance	

CITY OF ST. MARYS	Number: Policy 25
REVISED: January 12, 2009	Page 1 of 6
SECTION: Employee Relations	Original Date: January 12, 2004
TITLE: Disciplinary Process	Approved By: St. Marys City Council

Purpose: To establish policy and related procedures to help ensure that unacceptable behavior is corrected.

Policy Statement: In order for the City to function effectively toward accomplishment of its objectives, it is necessary that all employees conduct themselves in a manner that promotes the attainment of these objectives. Accordingly, the City has established this policy to identify unacceptable behaviors and measures to correct those behaviors in order to provide involved employees with the opportunity to continue working for the City. The City's policy on discipline is a progressive process, and disciplinary actions of lesser severity than discharge should be taken in an attempt to correct an employee's unacceptable behavior or incorrect attitude whenever possible, before proceedings for discharge are initiated. However, the City reserves the right to impose whatever discipline it deems appropriate from those categorized in the disciplinary actions. Additionally, no employee has the right or guarantee to any progressive disciplinary actions as a prerequisite to the initiation of proceedings of his or her discharge.

Application: All employees of the City

Provisions:

Disciplinary action may take any of the following forms:

1. **Reprimand** - A reprimand shall be defined as written documentation to the employee from the supervisor where the employee is advised and cautioned about his/her unsatisfactory work performance or misconduct. Reprimands will be placed in the employee's official personnel file in the Department of Human Resources.
2. **Suspension** - A suspension shall be defined as temporarily prohibiting an employee from performing his/her duties as a result of the employee's unsatisfactory work performance or misconduct. The suspension period shall be without pay.
3. **Involuntary Demotion** - An involuntary demotion shall be defined as a reduction of the pay range of an employee and a change in job duties and responsibilities as a result of the employee's unsatisfactory work performance or misconduct.
4. **Dismissal** - A dismissal shall be defined as an involuntary separation from employment initiated by the employing authority as a result of the employee's unsatisfactory work performance or misconduct.

Grounds for disciplinary action include, but are not limited to the following:

CODE OF CONDUCT AND MINIMUM DISCIPLINARY ACTIONS

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
1	Gambling, lottery or engaging in any game of chance at City work stations at any time.	Written reprimand	Written reprimand & 3 days suspension	Dismissal
2	Tardiness (Guide: three (3) times in a thirty day period)	Written reprimand	Written reprimand & 3 days suspension	Dismissal
3	Excessive unexcused absenteeism.	Written reprimand	Written reprimand & 3 days suspension	Dismissal
4	Productivity or workmanship not up to required standard of performance.	Written reprimand	Written reprimand & 3 days suspension	Dismissal
5	Taking more than specified time for meals or rest periods.	Written reprimand	Written reprimand & 3 days suspension	Dismissal
6	Where the operations are continuous, an employee shall not leave his/her post at the end of his/her scheduled shift until he/she is relieved by his/her supervisor or his/her relieving employee on the incoming shift.	Written reprimand	Written reprimand & 3 days suspension	Dismissal
7	Creating or contributing to unsafe and unsanitary conditions or poor housekeeping.	Written reprimand	Written reprimand & 3 days suspension	Dismissal
8	Failure to keep the department and/or Human Resources notified of proper address or telephone number (if any).	Written reprimand	Written reprimand & 3 days suspension	Dismissal
9	Habitual failure to punch your own time card.	Written reprimand	Written reprimand & 3 days suspension	Dismissal
10	Knowingly punching the time card of another employee; having one's time card punched by another employee or unauthorized altering of a time card.	Written reprimand	Written reprimand & 3 days suspension	Dismissal
11	Use of bribery or political pressure to secure appointment or advantages.	Written reprimand	Written reprimand & 3 days suspension	Dismissal
12	Violation of the Employee Code of Ethics.	Written reprimand	Written reprimand & 3 days suspension	Dismissal
13	Violation of dress code or failing to follow hygiene practices.	Written reprimand	Written reprimand & 3 days suspension	Dismissal

CODE OF CONDUCT AND MINIMUM DISCIPLINARY ACTIONS

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
14	Smoking in non-smoking areas; including buildings and vehicles.	Written reprimand	Written reprimand & 3 days suspension	Dismissal
15	Sleeping during working hours unless otherwise provided as in the Fire Department	Written reprimand	Written reprimand & 3-5 days suspension or dismissal	Dismissal
16	Wasting time, loitering or leaving assigned work area during working hours without authorization.	Written reprimand	Written reprimand & 3-5 days suspension or dismissal	Dismissal
17	Unauthorized distribution of written or printed material of any description.	Written reprimand	Written reprimand & 3-5 days suspension or dismissal	Dismissal
18	Unauthorized use, possession or operation of any City property or any City property or equipment or the property and equipment of any employee.	Written reprimand	Written reprimand & 3-5 days suspension or dismissal	Dismissal
19	Failure to report an accident or personal injury in which the employee was involved while on the job.	Written reprimand	Written reprimand & 3-5 days suspension or dismissal	Dismissal
20	Posting or removing any material on bulletin boards or City property at any time unless authorized.	Written reprimand	Written reprimand & 3-5 days suspension or dismissal	Dismissal
21	Refusal to give testimony in accident investigations or cooperating in administrative hearings or investigations.	Written reprimand	Written reprimand & 3-5 days suspension or dismissal	Dismissal
22	No employee shall request, use, or permit the use of, whether directly or indirectly, any publicly owned, public-supported property, vehicle, equipment, or labor service, or supplies (new, surplus, scrap or obsolete) for the personal convenience or the private advantage of said employee or any other person.	Written reprimand	Written reprimand & 3-5 days suspension or dismissal	Dismissal
23	Concerted curtailment or restriction of production or interference with work in or about the City's work stations, including, but not limited to, instigating, leading, or participating in any walkout, strike, sit-down, stand-in, slow-down, refusal to return to work at the scheduled time for the scheduled shift.	Written reprimand	Written reprimand & 3-5 days suspension or dismissal	Dismissal

CODE OF CONDUCT AND MINIMUM DISCIPLINARY ACTIONS

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
24	Engaging in any act(s) of sexual harassment.	Written reprimand & 3-5 days suspension or dismissal	Written reprimand & 3-5 days suspension or dismissal	Dismissal
25	Violation of Drug Free Workplace Program and/or Addenda thereto by any covered employee. This rule/penalty is in addition to any other action required by the Program or Addenda and supersedes any other Rules of Conduct applicable to the same conduct.	Written reprimand & 3-5 days suspension or dismissal	Written reprimand & 3-5 days suspension or dismissal	Dismissal
26	Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, workers' compensation benefits.	Written reprimand & 3-5 days suspension or dismissal	Written reprimand & 3-5 days suspension or dismissal	Dismissal
27	Unauthorized possession of firearms, explosives, or weapons on City property.	Written reprimand & 3-5 days suspension or dismissal	Written reprimand & 3-5 days suspension or dismissal	Dismissal
28	Threatening, intimidating, coercing, or interfering with fellow employees or supervisors at any time, including abusive language.	Written reprimand & 3-5 days suspension or dismissal	Written reprimand & 3-5 days suspension or dismissal	Dismissal
29	Deliberately destroying, misusing, or damaging public property or any City property or equipment or the property and equipment of any employee.	Written reprimand & 3-5 days suspension or dismissal	Written reprimand & 3-5 days suspension or dismissal	Dismissal
30	Engaging in horseplay, scuffling, wrestling, Throwing things, malicious mischief, distracting the attention of others, catcalls or similar type of disorderly conduct.	Written reprimand & 3-5 days suspension or dismissal	Written reprimand & 3-5 days suspension or dismissal	Dismissal
31	Insubordination by the refusal to perform work assigned or to comply with written or verbal instructions of the supervisory force or discourtesy to persons with whom he/she comes in contact while in the performance of his/her duties.	Written reprimand & 3-5 days suspension or dismissal	Dismissal	

CODE OF CONDUCT AND MINIMUM DISCIPLINARY ACTIONS

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
32	Fighting, provoking or instigating a fight	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
33	Falsification of personnel or City records including but not limited to: employment applications, accident records, purchase orders, time sheets, or any other report, record or application.	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
34	Absence without authorized leave or permission. If the absence is for 3 consecutive workdays, the employee will have been deemed to have abandoned the position and resigned from City employment	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
35	Theft or removal from City locations without proper authority any City property or property of any employee.	Written reprimand & 3-5 days suspension or	Dismissal	
36	Carelessness with equipment, tools, or property, which causes materials, parts, or equipment to be damaged or scrapped.	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
37	Willful neglect in their performance of assigned duties.	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
38	Willful violation of statutory authority, rules, regulations or policies, including departmental policies.	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
39	Failure to work overtime, holidays, special hours or special shifts after being scheduled according to overtime and on-call/stand-by duty policies or failure to respond to call during adverse weather conditions or emergencies.	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
40	Violating a safety rule or safety practice.	Written reprimand & 3-5 days suspension or dismissal	Dismissal	

CODE OF CONDUCT AND MINIMUM DISCIPLINARY ACTIONS

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
41	Immoral, unlawful, or improper conduct or indecency, whether on or off the job which would tend to affect the employee's relationship to his/her job, fellow workers' reputations or good will in the community.	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
42	Making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, the City or its operations.	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
43	Pleading guilty or nolo contendere to, or being found guilty by a jury or court of a misdemeanor involving physical violence, theft, driving under the influence of alcohol or drugs or possession or sale of drugs, regardless of whether or not adjudication is withheld and probation imposed.	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
44	Failing to comply with licensure and certification requirements.	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
45	Pleading guilty or nolo contendere, or being found guilty by a jury or court of a felony, regardless of whether or not adjudication is withheld and probation imposed.	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
46	Has favored or discriminated against any applicant or employee because of political, religious, or labor affiliations, or because of sex or marital status.	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
47	Being dishonest, including but not limited to deception, fraud, lying, cheating or theft.	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
48	Active political endorsement while on duty.	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
49	Violation of two or more rule offenses within a one year period	Written reprimand & 3-5 days suspension or dismissal	Dismissal	
50	Willful misuse or embezzlement of city funds.	Dismissal		

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Revised: January 12, 2009

CITY OF ST. MARYS	Number: Policy 26 A
REVISED: May 4, 2015	Page 1 of 3
SECTION: Employee Relations	Original Date: January 12, 2004
TITLE: Grievance	Approved By: St. Marys City Council

Purpose: To establish procedures for employees of the City of St. Marys to use when they feel that they have been treated unfairly and wish an opportunity to have their concerns addressed.

Policy Statement: It is the intent of the City to treat all employees fairly and consistently in matters related to their employment and to provide employees the opportunity to have their complaints fairly heard and answered.

Application: All full-time and part-time City employees.

A. POLICY

This grievance procedure is provided to employees as a guideline for expressing concerns about employment and the application of the City of St. Marys Personnel Policy. This procedure is not applicable to disciplinary matters and does not alter the employment at-will relationship between the City and its at-will employees. This process is the exclusive procedure available to the affected employee to obtain review of the action.

B. GREIVABLE ISSUES

1. Retaliation for using this grievance procedure.
2. Treatment considered unfair by an employee, such as coercion, reprisal, harassment or intimidation.
3. Improper or unfair administration of employee benefits or conditions of employment such as vacations, fringe benefits, promotions, retirement, holidays, salary or seniority.
4. Unsafe or unhealthy working conditions.
5. Selection of an individual to fill a position that is in direct violation of the City of St. Marys Personnel Policy

C. NON-GRIEVABLE ISSUES

1. Performance responsibilities, expectations, and performance reviews.
2. Temporary work assignments.
3. Budget and organizational structure, including the number or assignments of positions in any organizational unit.
4. Termination, demotion, reassignment, layoff from duties because of lack of work, or other actions resulting from a reduction in the work force or job abolition.

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SECTION: Employee Relations	Original Date: January 12, 2004
TITLE: Grievance	Approved By: St. Marys City Council

D. PROCEDURE

Any complaint filed shall follow the procedure outlined below, shall refer to the provision or provisions of the Personnel policy, practice, procedure, rule or regulation alleged to have been violated and shall adequately set for the facts pertaining to the alleged violation.

If the complaint is against the Human Resources Director, the employee shall present a complaint in writing to the City Manager, within five (5) working days of the alleged grievable issue. The City Manager or his/her designee shall reach a decision and communicate it in writing to the complaining employee, generally within five (5) working days from the date the complaint was presented.

If the grievance is against the City Manager, the employee shall present a complaint in writing to the Human Resources Director, within five (5) working days of the alleged grievable issue. The Human Resources Director will present the complaint to the City Attorney for review to determine if the grievance will be presented to the Mayor & Council. The grievance shall not be presented to the Mayor & Council unless the City Attorney determines that the following threshold issues have been met: 1) that the grieving employee has been negatively affected by an action of the city manager, 2) that the complaint presents a grievable issue and 3) that the complaint conforms to the grievance process as set forth in this Grievance Policy. The City Attorney may investigate the facts surrounding the grievance in order to make such determination if he or she deems it advisable.

The City Attorney will report to the Human Resources Director whether the grievance meets all three threshold criteria in this paragraph or not. If the City Attorney determines that one or more of the threshold requirements are not met, the Human Resources Director will so inform the grieving employee and the City Manager and the grievance is ended. The grievance may not be amended. If the City Attorney determines that all three threshold criteria are met, the Human Resources Director shall present the grievance to the Mayor & Council at the next scheduled City Council Meeting which is at least fourteen (14) days after the Human Resources Director receives the determination of the City Attorney. The Human Resources Director shall notify the grieving employee and city manager by email or letter to their last known address the date of the meeting at which the grievance will be presented to the Mayor & Council.

In all other cases, the procedure is as follows:

Step 1: The employee shall present a complaint in writing to his/her immediate supervisor, within five (5) working days of the alleged grievable issue. Discussions shall be informal for the purpose of settling differences in the simplest and most direct manner. The immediate supervisor shall reach a decision and communicate it in writing to the complaining employee generally within five (5) working days from the date the complaint was presented.

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SECTION: Employee Relations	Original Date: January 12, 2004
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Step 2: If the complaint is not resolved in Step 1, the complaining employee shall, within five (5) working days, forward the written complaint to the Department Head. The Department Head shall, within a reasonable time frame (generally five (5) working days), meet with the complaining employee to determine the facts of the case. The Department Head will notify the complaining employee of his decision, in writing, within a reasonable time frame (generally five (5) working days) following the date of the meeting, unless such time is mutually extended in writing. If the Department Head is the immediate supervisor and responded to the complaint in Step 1, the complaining employee may proceed to Step 3.

Step 3: If the complaint is not settled at Step 2, the complaining employee shall, within five (5) working days, forward the written complaint to the Human Resources Director. The Human Resources Director shall meet with the complaining employee within five (5) working days after receipt of the complaint. The Human Resources Director shall ascertain the facts and forward to the City Manager or his/her designee within a reasonable time frame (generally five (5) working days) after the meeting. The City Manager or his/her designee will have five (5) working days to consult with any of the parties involved and render a decision in writing to the employee, unless this period is extended in writing by mutual agreement. The decision of the City Manager or his/her designee shall be the final authority to the grievance process.

E. WITHDRAWAL OF GRIEVANCE

An employee may withdraw a grievance at any time. Any withdrawal should be put in writing and submitted to the Human Resources Director. Once withdrawn, however, it may not be reinstated. If the employee does not meet the time constraints outlined in this policy, the appeal will be considered withdrawn.

CITY OF ST. MARYS	Number: Policy 26 B
REVISED:	Page 1 of 2
SECTION: Employee Relations	Original Date: June 4, 2012
TITLE: Appeals	Approved By: St. Marys City Council

Purpose: To Provide a process for employees to appeal disciplinary actions.

Policy Statement: It is the intent of the City to treat all employees fairly and consistently in matters related to their employment and to provide employees who are not department heads or working directly under the supervision of the City Manager the opportunity to have their complaints fairly heard and answered.

Application: All full-time or part-time City employees who have completed at least one year of satisfactory service excepting department heads and others who work directly under the supervision of the City Manager.

A. POLICY

Any full-time or part-time employee, that is not probationary, who has been suspended, demoted, or terminated from employment excepting department heads and others who work directly under the supervision of the City Manager may request a review of the action against them by the City Manager or his/her designee pursuant to this policy. The employee shall inform the City Manager or his/her designee why they believe the adverse action against them is contrary to this Personnel Policy, departmental standards, performance improvement plans, City Ordinances or other law. This process is the exclusive procedure offered by the City to the affected employee to obtain review of the adverse action.

B. PROCEDURE

1. The employee shall, within five (5) working days of receipt of notice of the discipline, file a written request for a hearing with the City Manager.
2. Within a reasonable time frame (generally five (5) working days) after receipt of the written request for a hearing, the City Manager will schedule a hearing date. The purpose of such hearing shall be to provide the employee an opportunity to demonstrate that the adverse action to which he/she was subjected was not in compliance with the City of St. Marys Personnel policy, departmental standards, performance improvement plans, City Ordinances or other law. The City Manager or his/her designee will hear from the Department Head and the employee and any witnesses to determine the facts and circumstances surrounding the disciplinary action. The City Manager or his/her designee shall render a written decision within a reasonable time (generally, five (5) working days). The period allowed for making a decision may be extended by the City Manager or his/her designee for cause. The City Manager or his/her designee may affirm, modify or reverse the recommendation of the Department Head.
3. No later than three (3) working days prior to such hearing, the employee shall provide the City Manager or his/her designee a list of the witnesses and evidence they anticipate they will present at the hearing as well as a written statement specifying why the

CITY OF ST. MARYS	Number: Policy 26 B
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suspension, demotion or termination was not in compliance with the termination policy or is in error. Failure to provide the witness, evidence list and written statement will be considered to be a withdrawal of the appeal. The City is not responsible for securing the attendance of witnesses or providing copies of documents at the hearing for the employee.

4. At the hearing, the employee will have the right to present evidence (either documentary or witnesses), confront and cross-examine any witnesses against him/her, and make any statement his/her own behalf. The employee is entitled to have an attorney represent him/her at his/her own expense at the appeals hearing if he or she wishes. Only documentary evidence, witness testimony, and statements relevant to the issues raised in the written statement will be permitted during the hearing.

5. The City Manager or his/her designee shall provide a copy of the written decision to the affected employee, Human Resources Director and Department Head.

6. The decision of the City Manager or his/her designee shall be the final.

C. WITHDRAWAL OF APPEAL

An employee may withdraw an appeal at any time. Any withdrawal should be put in writing and submitted to the Human Resources Director. Once withdrawn, however, the appeal may not be reinstated. If the employee does not meet the time constraints outlined in this policy, the appeal will be considered withdrawn.

CITY OF ST. MARYS	Number: Policy 27
REVISED: May 4, 2015	Page 1 of 1
SECTION: Employee Relations	Original Date: January 12, 2004
TITLE: Sexual Harassment	Approved By: St. Marys City Council

Purpose: To establish the Sexual Harassment Policy for the City of St. Marys.

Policy Statement: It is the policy of the City of St. Marys that all employees should be able to enjoy a work atmosphere free from all forms of discrimination, including sexual harassment.

A. Definitions: Unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment.

B. Provisions:

1. The City will administer all personnel practices, including employment, upgrading, training, transfer, demotion, compensation, lay-off and termination in accordance with this policy.
2. Sexual Harassment is absolutely prohibited. No employee-male or female- should be subject to unsolicited and unwelcome sexual overtures or conduct that can be considered offensive, harms morale and interferes with the effectiveness of the City's business.
3. Any employee who believes that he/she has been the victim of sexual harassment or has knowledge of that kind of behavior is urged to report such conduct immediately, in writing, to the Human Resources Director. If the complaint is against the Human Resources Director, the employee is urged to report the complaint in writing to the City Manager. If the complaint is against the City Manager, the written complaint shall be made to the Human Resources Director who shall give it to the Mayor who shall investigate the complaint with the assistance of the City Attorney and make a report to the city council for final decision.
4. The Human Resources Director will investigate these complaints and then report findings and recommendations to the City Manager, who will make the final decision. If the complaint is against the Human Resources Director, the City Manager will investigate.
5. If an individual is proven to have engaged in any action that a reasonable person would consider sexual harassment, that individual shall be subject to disciplinary action up to and including dismissal.

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SECTION: Employee Relations	Original Date: January 12, 2004
TITLE: Anti-Harassment	Approved By: St. Marys City Council

Purpose: To establish an Anti-Harassment Policy for the City of St. Marys.

Policy Statement: It is the policy of the City of St. Marys that all employees should be able to enjoy a work atmosphere free from all forms of discrimination that is based on a person’s sex, color, race, ancestry, religion, national origin, age, disability or sexual orientation.

Discriminatory harassment of any City employee by anyone, including supervisors or coworkers, will not be tolerated. Discriminatory harassment consists of unwelcome conduct, whether verbal, physical, or visual (and includes remarks, slurs, jokes or animosity), that is based on a person’s sex, color, race, ancestry, religion, national origin, age, disability or sexual orientation. The City will not tolerate discriminatory harassing conduct that affects the terms and conditions of an individual’s employment or that creates an intimidating, hostile, or offensive working environment, and it forbids retaliation against anyone who makes a good faith report of harassment.

Provisions:

1. The City will administer all personnel practices, including employment, upgrading, training, transfer, demotion, compensation, lay-off and termination in accordance with this policy.
2. Harassment based on a person’s sex, color, race, ancestry, religion, national origin, age, disability or sexual orientation is absolutely prohibited.
3. Any employee who believes that he/she has been the victim of harassment or has knowledge of that kind of behavior is urged to report such conduct immediately, in writing, to the Human Resources Director. If the complaint is against the Human Resources Director, the employee is urged to report the complaint in writing to the City Manager. If the complaint is against the City Manager, the written complaint shall be made to the Human Resources Director who shall give it to the Mayor who shall investigate the complaint with the assistance of the City Attorney and make a report to the City Council for final decision.
4. The Human Resources Director will investigate these complaints and then report findings and recommendations to the City Manager, who will make the final decision. If the complaint is against the Human Resources Director, the City Manager will investigate the complaint. If an individual is proven to have engaged in any action that a reasonable person would consider harassment based on a person’s sex, color, race, ancestry, religion, national origin, age, disability or sexual orientation, that individual shall be subject to disciplinary action up to and including dismissal.

CITY OF ST. MARYS	Number: Policy 29
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SECTION: Employee Relations	Original Date: January 12, 2004
TITLE: Workplace Violence	Approved By: St. Marys City Council

Purpose: To establish a Workplace Violence Policy for the City of St. Marys.

Policy Statement: The City of St. Marys is committed to providing, in so far as it reasonably can do so within available resources, a safe environment for working and conducting business. The City will not tolerate acts of violence committed by or against City employees, or members of the public, while on City property or while performing City of St. Marys business at other locations.

Definitions: The work violence in this policy shall mean an act or behavior that:

- (1) Is physically assaultive;
- (2) A reasonable person would perceive as obsessively directed, e.g. intensely focused on a grudge, grievance, or romantic interest in another person, and reasonably likely to result in harm to persons or property;
- (3) Consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of an individual;
- (4) Would be interpreted by a reasonable person as carrying potential for physical harm to the individual;
- (5) Is a behavior, or action, that a reasonable person would perceive as menacing;
- (6) Involves carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening; or
- (7) Consists of a communicated or reasonable perceived threat to destroy property.

Provisions:

A. Policy Goals and Objectives

The objective of this policy is to achieve the following:

- (1) Reduce the potential for violence in and around the workplace;
- (2) Encourage and foster a work environment that is characterized by respect and healthy conflict resolution; and
- (3) Mitigate the negative consequences for employees who experience or encounter violence in their work lives.
- (4) Establish procedures and methods for implementing policies and for addressing violence in the workplace.
- (5) Provide training to managers, supervisors, and other employees;
- (6) Evaluate the physical environment for safety and consider modifications; and
- (7) Evaluate progress in achieving the goals and objectives of this policy.

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TITLE: Workplace Violence	Approved By: St. Marys City Council

B. Prohibition

In the interest of maintaining a workplace that is safe and free of violence, except as hereinafter provided, possession or use of dangerous weapons is prohibited on City property, in City vehicles or in any personal vehicle driven to work by the employee or any personal vehicle used for City business.

Definitions:

A dangerous weapon is any instrument capable of producing bodily harm, in a manner, under circumstances, and at a time and place that manifests an intent to harm or intimidate another person or that warrants alarm for the safety of another person.

Exceptions:

Employees of the City of St. Marys may possess a firearm on City property if engaged in military or law enforcement activities.

Responsibilities:

A. Employees

All employees are responsible for:

- (1) Refraining from acts of violence and for seeking assistance to resolve personal issues that may lead to acts of violence in the workplace; and
- (2) Reporting to managers and supervisors any dangerous or threatening situations that occur in the workplace.
- (3) Reporting to their managers/supervisors situations that occur outside of the workplace which may affect workplace safety, i.e., instances where protection orders have been issued, etc.

B. Managers/Supervisors

Managers and supervisors are responsible for assessing situations, making judgments on the appropriate response, and then responding to reports or knowledge of violence and for initiating the investigation process.

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- (1) Any report of violence, will be evaluated immediately and confidentially, and appropriate action will be taken, where possible, in order to protect the employee from further violence. Appropriate disciplinary action will be taken when it is determined that City of St. Marys employees have committed acts of violence.
- (2) Where issues of employee safety are of concern, managers and supervisors should evaluate the workplace and make appropriate recommendations to the City Manager regarding a reasonable response.

C. The City Manager

In so far as is reasonably possible, the City Manager, or the City Manager's designee, is responsible for developing procedures that are designed to reasonably achieve:

- (1) Prompt and appropriate response to any act of violence;
- (2) Accountability among employees for acts of violence committed in the workplace;
- (3) Establishment of oversight of investigations of violence;
- (4) Establishment of a Crisis Management Team to provide immediate response to serious incidents;
- (5) Establishment of avenues of support for employees who experience violence; and
- (6) Communication of this policy and administrative procedures to employees, managers and supervisors.

Procedures for Dealing with Acts of Violence in the Workplace

D. Guidelines

When a violent act occurs:

- (1) If the act or altercations constitutes an emergency, CALL 911. In instances that are not emergency situations, contact your immediate manager or supervisor. When 911 is contacted, contact an immediate manager or supervisor after contacting 911.
- (2) If possible, separate the parties involved in the violent altercation. If the parties cannot be separated, or it would be too dangerous to the employee or manager to attempt to separate the parties, CALL 911.
- (3) Contact the appropriate Department Head.
- (4) The Department Head will contact the Human Resources Director, who will take responsibility for coordinating response to the incident.

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- (5) In instances that involve emergency situations, or criminal activity, the Human Resources Director will contact the City Manager and the Police Department. Incidents involving emergency situations and/or criminal activity will be referred to the Police Department for assessment and, if necessary, investigation.
- (6) In instances when it is not appropriate to refer the incident to the Police Department, the Human Resources Director will evaluate the situation and make a recommendation regarding the need for an investigation. If an internal investigation is recommended, the Human Resources Director will coordinate the investigation process.

E. Conducting an Investigation

Incidents involving emergency and/or criminal activity will be referred to the Police Department for investigation. Incidents that do not involve an emergency situation, and/or criminal activity, will be handled by the Human Resources Department. The Human Resources Director, in consultation with the City Manager's office, will determine whether an investigation is needed and who will conduct the investigation.

1. Data Collection

There are great liabilities and legal implications associated with violent behavior in the workplace, therefore, before beginning any investigation, consult with the Human Resources Department and the City Manager.

The investigation that you conduct could lead to disciplinary action; please be sensitive to the rights of all persons involved and proceed in a manner that demonstrates objectively; fairness and a concern for confidentiality. Remember, document all aspects of your investigation.

2. Interview with the Alleged Victim

When talking with the alleged victim, speak clearly and non-judgmentally. Approach the interview in a sensitive, supportive manner. The goal of the interview is to develop a true and accurate account of the incident.

- (1) Obtain the date/time of the violent incident;
- (2) Find answers to the questions; who, what, when and where. Find out what specifically happened in this and any other incidents.
- (3) Determine the background of the situation, including the relationship between the parties before the incident.
- (4) Obtain the names of anyone else who:
 - i. Saw or heard the incident

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- ii. The person has talked with about the incident
- iii. The person believes has also had encounters with the alleged offender.

- (5) Find out what the person did in response to the violent encounter.
- (6) Find out whether the person has documented the incident, or any other violent encounters that the person has had with the alleged offender.
- (7) Reassure the person that the City is actively responding to the incident and that any retaliation will not be tolerated.

3. Interview with the Alleged Offender

Approach the interview in a non-judgmental, sensitive manner. Keep in mind that a person is innocent until proven at fault. Unreasonable assumptions of guilt before an investigation has been completed can impede an appropriate investigation.

- (1) Present the incident or incidents described by the victim, or your own observations if you directly saw the incident.
- (2) Get the alleged offender’s side of the story.
- (3) Investigate with such statements as:
 - “Describe the incident that occurred between you and the victim.”
 - “Describe your relationship with the victim and other interactions that you have had.”
- (4) Listen attentively as the alleged offender talks.
- (5) Advise the offender of the seriousness of any form of retaliation against the recipient/victim, or any actions that might be interpreted as retaliation.

4. Interviews with Observers or Others in the Workplace

In the investigation, realize that observers may also be disturbed by the violent interaction they have witnessed.

Investigate with questions such as:

- (1) What type of interaction did you observe between the offender and victim?
- (2) Are there others who might be able to comment or who observed the same incident?

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SECTION: Employee Relations	Original Date: January 12, 2004
TITLE: Termination	Approved By: St. Marys City Council

Purpose: To delineate the types of separations from employment at the City of St. Marys and describe the procedures and entitlements related to those separations.

Application: All employees of the City of St. Marys.

Definitions:

(1) Voluntary Separations - A separation is voluntary when employees choose to resign on their own volition.

(2) Involuntary Separations/Released Employees: - These separations occur due to the lack of work or due to significant financial constraints, requiring the City to reduce salaries, wages or personnel.

(3) Discharge - Employees who are discharged for committing any act contrary to City policies or who have demonstrated failure to competently and consistently perform their duties.

(4) Exit Interview - A discussion that takes place with the separating employee and the Human Resources Director or his/her designee before the employee leaves the City.

Responsibilities:

(1) The Department Head may place employees on administrative leave with pay, with approval of the City Manager.

(2) The Department Head must notify the Human Resources Director and City Manager of any resignation in his/her area within twenty-four (24) hours.

(3) The Human Resources Director shall, with assistance from the Department Head as required:

[a] ensure that all procedures are followed relating to cancellation or continuation of City benefits;

[b] determine appropriate processing of the employee's final paycheck. The final paycheck will be issued on the next regular pay period after the termination is effective unless an exception is approved by the City Manager;

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- [c] maintain files on the separated employees in accordance with state and federal regulations: and,
- [d] conduct an exit interview.

(4) Department Heads shall properly document all separations.

Provisions:

(1) In all cases of separation, the employee is entitled to any:

- [a] salary/wages earned but not received;
- [b] paid leave earned, but not taken;

(2) Full-time, part-time and temporary (leaving before their release date) employees who resign of their own volition are expected to provide written notice to their immediate supervisors as follows:

- [a] Two (2) weeks notice in advance of the anticipated last day of work for all levels except Department Heads.
- [b] Department Heads must provide notice four (4) weeks in advance of the anticipated last day of work.
- [c] Where it is determined to be in the best interest of the City or the employee, an employee may be paid all benefits and salary due, and asked to leave immediately.

(3) Probationary Period employees are not required to give the two weeks notice but should work out a reasonable notice with their supervisor.

(4) Employees, who resign while a disciplinary action for termination is pending against them or who do not give proper notice of resignation will not be eligible for rehire.

(5) The Department Head may approve the rehire of an employee who has resigned who did not give proper notice of resignation, if the employee was prevented from giving proper notice due to extenuating or other circumstances beyond the employees' control.

(6) Employees who are terminated for cause are not eligible for rehire.

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(7) Notes of an exit interview will be kept in the personnel file; however, contents of an interview creating concern regarding practices of a particular work area should be reported in writing, taking care to ensure accuracy of the employee's statement, to the City Manager.

(8) All requests, written or oral for verification of employment or salary of a former employee must be referred to the Human Resources Director for reply.

CITY OF ST. MARYS	Number: Policy 31
REVISED: March 9, 2009	Page 1 of 1
SECTION: Employee Relations	Original Date: January 12, 2004
TITLE: Layoff/Reorganizations	Approved By: St. Marys City Council

Purpose: To describe procedures related to releasing employees or reorganizing staff due to lack of work or due to significant economic constraints, requiring a reduction in personnel.

Policy Statement: The City may layoff an employee, transfer an employee to another position, change employee from full-time to part-time, or demote an employee because of changes in assigned duties, organizational restructuring, lack of funding, or lack of work. Whenever possible, an employee will be transferred to a suitable position elsewhere. Further, whenever possible, the City will give the employee at least two weeks' notice before the layoff, transfer, or demotion.

The City will determine individuals for layoff or reorganization based on job performance and efficiency, retaining the most proficient employees the longest. Seniority will only be used to determine a layoff or reorganization among employees with substantially equivalent job performance records, retaining the most senior employee the longest. The City will lay off probationary employees before regular employees doing similar job duties.

CITY OF ST. MARYS	Number: Policy 32
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SECTION: Employee Relations	Original Date: January 12, 2004
TITLE: Drug Free Workplace	Approved By: St. Marys City Council

Purpose: To establish guidelines concerning the use of intoxicants or drugs by employees and elected officials of the City of St. Marys.

Policy Statement: The City intends to provide a safe and efficient working environment for its employees and as a result, will not tolerate drug or alcohol use, which imperils the health, safety, and well being of its employees or any aspect of its operations. This policy applies to all employees and elected officials of the City.

Provisions:

A. AUTHORIZED PRESCRIBED MEDICINE

- (1) The appropriate use of physician prescribed or over-the-counter medications and drugs will not be a violation of this policy.
- (2) Any employee who is taking any medication or drugs which could interfere with the safe and effective performance of duties or operation of vehicles or equipment shall notify his/her supervisor before beginning work. Failure to do so may result in disciplinary action, including termination.
- (3) Pre-clearance from a physician will be required if there is a question regarding an employees ability to safely and effectively perform assigned duties.

B. PROHIBITIONS

- (1) The use or possession of alcohol or illegal drugs off City premises and while not on duty may be cause for discipline up to and including dismissal where such conduct can be shown to have a direct and material adverse impact on the City's interests, including its public image.
- (2) The following conduct is expressly prohibited and violations shall result in dismissal:
 - [a] Unauthorized use, consumption, possession, manufacture, growth, distribution, dispensation or sale of controlled substances or illegal drugs or drug paraphernalia on City premises, in City supplied vehicles, in any City work area, or public property.

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[b] Unauthorized use, consumption, possession, manufacture, distribution, dispensation or sale of alcohol, while on duty, on City premises, in City supplied vehicles, in any City work area, or public property.

[c] Being under the influence of an unauthorized or controlled substance, or illegal drug or alcohol on City premises, in City supplied vehicles, in any City work area, or public property.

[d] A conviction of an employee for the sale of, or possession with intent to sell illegal drugs at any time or place, is cause for immediate dismissal.

C. SEARCHES

(1) The City reserves the right to search for evidence of prohibited conduct at any time and without notice or employee consent, all areas and property, real or personal, which are owned or controlled by the City or where the City has the right to control, including joint control with an employee. Such areas and property include, but are not limited to City owned or leased or controlled:

- [a] buildings;
- [b] land;
- [c] motor vehicles;
- [d] desks, lockers, files, and
- [e] storage containers.

(2) With respect to personal property not owned or controlled by the City, but which is in possession or control of the employee on City premise or located in a City supplied vehicle or in a City work area and where any supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of alcohol or drugs and where alcohol or drugs are suspected to be inside such personal property, the employee may be ordered to submit said personal property to a search. Such may include orders to:

- [a] unlock and open vehicles, tool and lunch boxes, and lockers, etc., and
- [b] turn inside out clothing pockets, billfolds, purses, envelopes, sack, etc.

(3) The refusal of the employee to comply with such order may be cause for discipline, including termination.

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D. TESTING

(1) Definitions

[a] Safety Sensitive Position: This is a position which involves the use of dangerous equipment that may cause serious injury or harm to the operators or others or a position that involves duties, functions or situations which have the potential of causing serious injury or harm to the employee or others. Safety sensitive positions include but may not be limited to the following:

- i) Sworn law enforcement personnel and fire department personnel;
- ii) Operators of large equipment including construction and heavy equipment operators, and skilled laborers;
- iii) Drivers of city vehicles, operators of vehicles or equipment requiring the commercial drivers license (CDL);

Additional job classifications may be added by the City Manager.

[b] Reasonable Suspicion - This is that quantity of proof or evidence that is more than intuition or strong feeling, but less than probable cause. Such “reasonable suspicion” must be based on specific, objective facts or reasonable inferences drawn from facts that would cause a reasonable person to suspect that the employee is or has been using drugs or alcohol. Such facts include but are not limited to:

- i) direct observation of prohibited drug or alcohol use;
- ii) slurred speech;
- iii) alcohol beverage odor on breath;
- iv) unsteady walking and movement;
- v) physical altercation, and/or aggressive, hostile, threatening, disruptive or unusual behavior;
- vi) a report by a reliable source of prohibited drug/alcohol use;

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- vii) evidence that an employee’s drug/alcohol test has been tampered with;
- viii) evidence that the employee is involved in the use, possession, sale, solicitation or transfer of prohibited drugs;
- ix) Tardiness or absence indicative of off-duty use of alcohol or prohibited drugs that renders the employee unable or unwilling to perform duties.

[c] Random Testing - The random basis means that every member of the involved employee population has an equal chance of being selected for testing.

(2) Pre-employment, and Promotion or Transfer to Safety Sensitive Positions

[a] The City shall require as part of the employment process, that upon an offer of employment conditional on the outcome of the drug/alcohol test, the prospective employee or employee to be appointed, promoted or transferred to any “safety sensitive” position, must submit to a pre-employment or pre-appointment drug and alcohol screening/testing in order to determine the individuals suitability for employment or appointment.

[b] The applicant/employee shall have the right for a retest of the same specimen at a certified lab of their choice at the applicant/employee’s expense.

[c] An applicant shall be given an opportunity to explain or to provide a bona fide verification of a valid current prescription for any drug identified in the drug screening/testing.

[d] The applicant will be informed if the reasons for rejection for employment or appointment include the results of the screening/testing.

[e] An employee/applicant who screen/tests positive for alcohol or drugs will be in violation of this policy and may be subject to disciplinary action including termination

[f] Refusal of an employee/applicant to submit to the screen/test will be cause for rejection for the appointment.

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(3) Physical Examinations

All applicants who have been offered employment with the City shall undergo a physical exam, that examination may include a breath, saliva, urine and/or blood tests for alcohol and drugs as a condition of employment. In such instances:

[a] Physical examinations shall be coordinated with the Human Resources Director.

[b] An employee who tests positive for alcohol or drugs during such a physical exam will be in violation of this policy.

[c] Refusal of the employee to submit to the test will be cause for discipline, including termination.

(4) Accidents Resulting in Property Damage/Injury

[a] The City Manager and Department Heads are authorized to require drug or alcohol testing when an employee is involved in a property damage accident.

[b] An employee will be required to submit to drug or alcohol testing if he/she is involved in:

- i) in a motor vehicle accident while operating a City vehicle, or
- ii) any job-related motor vehicle accident, or
- iii) any other accident that results in property damage or injury.

The facts underlying the determination to require testing shall be disclosed to the employee at the time the order to take a test is given.

[c] The employee will be taken to a collection site to provide the required urine and/or blood and/or breath or saliva specimen as soon as possible after the accident.

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- [d] All cases involving post-accident testing must be immediately reported in writing to the Human Resources Director.
- [e] Reports of post-accident testing shall detail the specific facts, symptoms or observations that formed the basis for the determination to require testing.
- [f] The record of the test results shall be included with the report to the City Manager.
- [g] An employee who tests positive for drugs or alcohol as a result of such testing will be in violation of this policy.

(5) Reasonable Suspicion Testing

- [a] Whenever the City Manager or a Department Head has a reasonable suspicion that an employee on duty or scheduled for duty is intoxicated or under the influence of alcohol or drugs, the employee may be ordered to submit to a drug and/or alcohol test
- [b] Refusal by an employee to submit to the test will be cause for discipline, including termination.

(6) Random Testing

[a] Safety Sensitive Positions

Individuals employed in these positions shall be subject to testing on a random basis. The City Manager shall determine the frequency and number of such random selectees to be tested.

[b] Commercial Drivers

- i) Individuals employed as operators of vehicles or equipment requiring the commercial driver's license (CDL) shall be subjected to additional alcohol and

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drug testing on a random basis as required by 49 Code of Federal Regulations, Part 382, as amended.

- ii) At least twenty-five percent (25%) of the City’s CDL holders shall be random tested for alcohol during each calendar year.
- iii) At least fifty percent (50%) of the City’s CDL holders shall be random tested for controlled substances during each calendar year.
- iv) The Human Resources Director shall comply with all reporting and record keeping requirements of 49 Code of Federal Regulations, Part 382, as amended.

All Random Drug Testing selection will be provided by the Georgia Association of Chiefs of Police.

(7) Return to Duty From Suspension Without Pay

- [a] In addition to the testing situations previously described, individuals employed in safety sensitive positions shall be subject to testing upon return to duty from disciplinary suspensions.
- [b] An employee who screens/tests positive for alcohol/drugs will be in violation this policy and may be subject to further disciplinary action, including termination.
- [c] Refusal of an employee to submit to the screen/test will also be cause for disciplinary action including termination.

(8) On the Job Injuries

- [a] In addition to the testing situations previously described, all employees who are injured on the job or claim to have been injured on the job may be required to submit to testing as soon as possible after the accident or injury.
- [b] Employees who require emergency medical treatment for an on the job injury may be ordered by a Department Head to report to a collection site as soon as the medical emergency is resolved.
- [c] Employees not requiring emergency medical treatment may be ordered to report to a collection site by a Department Head immediately after the occurrence of the injury or accident or immediately after the employee gives notice of such occurrence, whichever occurs first.

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[d] Employees who are injured on the job must be driven by the Department Head or designee.

[e] If an employee refuses to sign the proper forms to provide a blood, urine or saliva sample as required for testing within the time set forth in this policy, the Department Head shall immediately advise the employee in writing that such refusal will result in the forfeiture of all compensation to which the employee may be entitled under the Worker's Compensation Law of the State of Georgia and all injury with pay leave that the employee may otherwise receive.

[f] The Department Head shall also immediately advise the Human Resources Director of the injured employee's refusal to cooperate.

[g] Employees who refuse to go to a collection site or who fail to provide a blood, urine or saliva specimen as required for testing within the time set forth in this policy shall forfeit all compensation benefits under the Worker's Compensation Law of the State of Georgia and injury with pay leave.

[h] An employee's refusal shall constitute a violation of this order and shall result in disciplinary action which may include termination of employment.

E. TESTING PROCEDURES

- (1) Applicants and employees subject to testing will be requested to sign, prior to testing, an approved form consenting to the testing and to the release of the test results to the Human Resources Director.
- (2) If the individual does not sign the form, refusal constitutes failure to obey an order to submit to the test and is grounds for disciplinary action including termination.
- (3) The failure of an employee to provide a urine specimen within two hours of the request at the test site is tantamount to a refusal.
- (4) Refusal by an applicant to sign the consent form and/or be tested shall be grounds for rejection of the application.

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(5) The drug and/or alcohol analysis may test for alcohol or a controlled substance which could impair an employee's ability to safely or effectively perform the functions of his/her job.

(6) Controlled substance means any drug listed in 21 U.S.C. 812 and other federal regulations. Such drugs include, but are not limited to:

- * prescription medications,
- * heroin and cocaine,
- * morphine and its derivatives,
- * P.C.P.
- * methadone,
- * barbiturates and amphetamines, and
- * marijuana and other cannabinoids.

(7) Lab reports and/or test results will not be placed in the employee's personnel record. This information will remain in a separate record that will be securely kept under the control of the Human Resources Director.

(8) Test results will only be released by the Human Resources Director to the City Manager on a strictly need to know basis and to the tested individual upon request.

(9) Release of information may also occur in case of the following events:

[a] The information is compelled by law or by judicial or administrative process; including disciplinary proceedings.

F. MEDICAL REVIEW OFFICER (MRO)

- (1) An employee/applicant who tested positive will be contacted by a Medical Doctor who serves as MRO for the City of St. Marys and the _____ Drug-Free Workplace Program. The employee/applicant will be informed of the positive result and asked to provide a legitimate medical explanation for that positive. The MRO may elect to contact the employee's/applicant's Medical Doctor, Dentist, Pharmacist, etc., to verify such result prior to reporting to the City. The MRO has 48 hours from his receipt of the positive test, to investigate and to report the result to the City of St. Marys.
- (2) The employee/applicant will be given written notice of a confirmed positive result within five (5) working days of the City's receipt of the result. The employee/applicant will also be given five (5) working days to contest the result. If requested by the

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employee/applicant, the City will provide a copy of the test results to them. The employee/applicant will be reminded that if the sample he provided for the testing was sufficient, he/she may, at their own expense, request a second confirmation test of a portion of the remaining sample by a NIDA or other federal Health and Human Services Department approved laboratory of the employee's applicant's choosing (list of such approved labs will be provided by the _____ Drug Free Workplace).

F. DRUG ALCOHOL SCREEN ANALYSIS

(1) Alcohol

[a] An employee shall be deemed to be "under the influence" of alcohol where a blood/alcohol content by weight of alcohol exists in the person as follows:

- i) .04 percent or more.
- ii) An employee may be found to be "under the influence" where a breath/blood alcohol exists in the person is less than the foregoing amounts and other competent evidence shows job performance or employee safety to be affected.
- iii) An employee may be found to be "under the influence" where a blood alcohol content by weight of alcohol exists in the person's blood is less than the foregoing amounts and other competent evidence shows job performance or employee safety to be affected.

[b] Testing for alcohol violations will be performed by a City approved laboratory and the St. Marys Police Department. Such testing will be conducted in accordance with the usual protocol of the Department.

[c] Tests will be performed on the breathalyzer by certified operators.

[d] Other alcohol testing devices that become available for use by the police in its normal operations may also be used for this policy.

[e] Test results shall be provided to the appropriate Department Head and City Manager as detailed in this policy.

(2) Drugs

[a] The drug screen analysis will include those agents that most frequently are the drugs of abuse. The list will be subject to review and modification.

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[b] Two types of drug tests will be used, they are as follows:

- 1) Initial test or initial screening test is a sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens. All initial tests shall use an immunoassay procedure or an equivalent procedure or shall use a more accurate scientifically acceptable method approved by the National Institute on Drug Abuse (NIDA), as such more accurate testing becomes available.
- 2) Confirmatory tests or confirmation test is a second analytical procedure used after an initial screening test to identify the presence of a threshold detection level of a specific drug or metabolite in a specimen. A confirmation test must be different in scientific principal from that of the initial screening test procedure. This confirmation method must be capable of providing requisite specificity sensitivity, and quantitative accuracy that is at least as accurate as the gas chromatography/mass spectrometry (GC/MS) method.

[c] Each drug screening may include a test for the following illicit narcotics or drugs:

- i) Amphetamines (Benzedrine, Dexedrine, Methamphetamine)
- ii) Barbiturates (Seconal, Phenobarbital, Pentobarbital)
- iii) Cannabinoid metabolites (Marijuana, Hashish, THC)
- iv) Opiate derivatives (Heroin, Morphine, Codeine)
- v) Cocaine metabolites (Benzoyllecgonine, Ecgonine, Crack)
- vi) Phencyclidine (PCP)

Other tests may be added as soon as they are generally accepted as accurate and reliable.

[d] Thresholds have been established that set the limit at which a drug test may be called positive.

- i) Specimens containing the drug or metabolite below the threshold are identified as “negative.”
- ii) All specimens identified as positive on the initial test shall be confirmed.

[e] The initial and confirmatory drug test cutoff values promulgated by the Department of Health and Human Services (Federal Register, Vol.53, No.69, published April 11 1988), and as amended, are hereby adopted as the cutoff values for this policy. These test levels are subject to change by the Department of Health and Human Services as advances in technology or other considerations warrant identification of these substances at other concentrations.

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[f] Threshold levels specified by the reagent manufacturers will be used for drugs or compounds not listed in the Federal Register, or specified by law.

G. ACCEPTABLE LABORATORIES

Only laboratories currently certified by the National Institute on Drug Abuse and the U.S. Department of Health and Human Services may conduct initial and confirmatory drug tests. In addition, the following with apply:

- (1) Chain of custody procedures will be followed set by the lab.
- (2) Specimens found to be positive will be maintained (frozen) for one year, unless the laboratory is otherwise directed by the City's Medical Review Officer.
- (3) An inadvertent failure to comply with a requirement of this protocol that does not render the test result unreliable shall not prevent the City from imposing disciplinary action, including termination, against the employee

H. PROGRAM ADMINISTRATION

The Human Resources Director is responsible for the overall administration of the program. Responsibilities are to:

- (1) Prepare a report submitted to the City Manager on a quarterly basis outlining the :
 - [a] number of tests given;
 - [b] basis of the tests (random, pre-employment, post-accident, etc.);
 - [c] results on a summary basis; and,
 - [d] costs incurred in the program.
- (2) Provide Department Heads with the names of employees selected at random to be tested.
- (3) Assist Department heads in the administration of the City's Drug-Free Workplace Program.
- (4) Assist employees who voluntarily come forward to get assistance with any substance abuse problems they have.
- (5) Receive the results of all drug tests and maintain the information in a secure file for a minimum of five (5) years.

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(6) Receive the results of all drug tests and maintain the information in a secure file for a minimum of five (5) years.

(7) Notify the appropriate Department Head when a positive result is received.

(8) Designate collection sites and perform other actions necessary to implement this policy.

I. CONSEQUENCES FOR VIOLATION OF THIS POLICY

The City will allow all employees/applicants who test positive for alcohol and/or drugs the opportunity to explain the test results to the Medical Review Officer.

Violation of the City's Alcohol and Drug Policy may result in severe disciplinary action including discharge for a first offense at the City's sole discretion. The city will routinely discharge employees in sensitive or non-sensitive jobs in the following cases when the employee:

- (1) Uses, possesses, manufactures, grows, distributes, dispenses, or sells controlled substances, illegal drugs or drug paraphernalia on City premises or in City supplied vehicles, or during working hours;
- (2) Stores in a locker, desk, automobile or other repository on City premises any illegal drug, drug paraphernalia or any controlled substance whose use is unauthorized;
- (3) Is convicted under any criminal drug statute for a violation occurring on or off the job;
- (4) Switches, tampers or adulterates, or attempts such switching, tampering or adulteration, of a urine or other specimen provided for testing;
- (5) Refuses to consent to testing or to submit a breath, saliva, urine or blood specimen for testing when ordered by management;
- (6) Fails to fulfill the terms of a drug/alcohol assistance option or last chance agreement.

J. CONDITION OF EMPLOYMENT

Compliance with the City's Alcohol and Drug Policy is a condition of employment. Failure or refusal of an employee to fully cooperate, including failure to submit to inspections or tests called for the Policy or to fulfill agreements will be grounds for disciplinary action, including termination.

CITY OF ST. MARYS	Number: Policy 33
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SECTION: Employee Relations	Original Date: January 12, 2004
TITLE: Dress Code	Approved By: St. Marys City Council

Purpose: To establish the requirement that City of St. Marys employees adhere to dress standards required for specific job functions.

Provisions:

1. All employees are required to have a neat appearance that is appropriate for their work and which reflects well upon the City.
2. Office workers or employees who have regular contact with the public must comply with the following personal appearance standards:
 - (a) Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear suggestive or low-cut attire, athletic clothing or shorts. Jeans (any color), T-shirts and similar items of casual attire should only be worn on Casual Day.
 - (b) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
 - (c) Sideburns, moustaches, and beards should be neatly trimmed.
 - (d) Body piercing (other than earrings) is prohibited at work.
 - (e) Tattoos should be inconspicuous or not easily visible to the general public.
3. Casual Day attire:
 - (a) The City Manager, at his/her discretion, shall designate specific days as “Casual Day”
Appropriate casual day attire include:
 - i. City of St. Marys polo shirt, sweatshirt, sweater or the like;
 - ii. Blue jeans (not cut-off);
 - iii. Slacks;
 - iv. Skirts/Skorts (of reasonable length);
 - v. Capri pants
4. The following employees are required to wear uniforms as specified by their departments:
 - (a) Police; Fire
 - (b) Public Works
 - (c) Solid Waste
 - (d) Water/Sewer
5. The City will provide uniforms to employees who are required to wear them.
6. Uniforms must be worn at all times when an employee is on duty and shirttails **must** be tucked in.
7. Uniforms are to be returned to the City upon termination of employment.

CITY OF ST. MARYS	Number: Policy 34
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SECTION: General	Original Date: January 12, 2004
TITLE: Conflict of Interest	Approved By: St. Marys City Council

Purpose: To establish ethical standards to guide its personnel in the performance of their duties so that there shall not exist, nor appear to exist, a conflict between private interest and public responsibilities.

Policy Statement: The City, in its mission of service to its citizens, has an obligation to ensure public confidence in the integrity of its employees.

Definition: an election is partisan if any candidate for an elective public office is running as a representative of a political party whose presidential candidate received electoral votes at the preceding presidential election.

Provisions/Ethical Standards:

(1) **Gifts and Favors:** No employee shall request or receive a gift, favor, or loan for himself/herself or another person if it tends to or appears to influence his/her opinion or judgments in the performance of official duties.

(2) **Confidential Information:** No employee shall make use of or reveal confidential information acquired through his/her position with the City for private gain or for the private gain of any other persons or groups.

(3) **Acquiring an Interest:** No employee shall acquire an interest in any contract at a time when he/she has reason to believe that such interest will be affected either by his/her own official actions or by the official actions of the City.

(4) **Disclosure and Disqualifications:**

[a] An employee who has a financial interest in a business or activity that he/she has reason to believe may be affected by his/her official actions or by the actions of the City shall make disclosure of the exact nature and value of the interest in writing to the appropriate persons.

[b] Any employee who has a financial interest shall disqualify himself/herself from participating in any official action directly affecting this interest.

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(5) Contract with Employees: The City shall not enter into any contract for services or property with any employee without prior approval of the City Manager. This does not apply to the contract between the City Manager and the City. The City also shall not enter into any contract for services with a business in which an employee has an interest if that interest might be, or might appear to be, affected by the contract. This section is not applicable under circumstances, which constitute an emergency situation, so long as the report detailing the circumstances is later submitted to the City Manager.

(6) Employee Running for Office:

[a] A City employee may not campaign or run for local political office in the City of St. Marys until he/she has filed as a candidate for election. Once the employee has filed, he/she is required to use available vacation leave, request a leave of absence without pay, or resign from employment with the City. An employee taking a leave of absence without pay shall not accrue vacation or sick leave, and shall not be eligible for holiday leave during the period of the leave.

[b] If the employee who requests a leave of absence to run for office is unsuccessful in his/her election, the employee may request reinstatement to active status as an employee of the City. The City may place that employee in the position the employee vacated, or another position for which the employee qualifies. The employee shall return to the same rate of pay held prior to the leave of absence.

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CITY OF ST. MARYS	Number: Policy 35
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SECTION: General	Original Date: January 12, 2004
TITLE: Outside Employment	Approved By: St. Marys City Council

Purpose: To establish requirements regarding City of St. Marys employees authority to work for other entities.

Provisions:

(1) No employee shall have employment with or render services for any private business or concern if such employment interferes with, or is adverse to, the proper performance of his/her official duties.

(2) No employee shall have employment with a business or concern when the employee's influence within the City or knowledge of the City's activities could possibly place the business or concern in a more favorable position than its competitors to conduct business with the City or be subjected to City regulation.

(3) An employee considering outside employment must submit a written request outlining the specific of such employment to his/her Department Head for approval before accepting such position.

(4) Outside employment must be considered secondary to primary responsibilities to the City and shall be subject to periodic review.

(5) No employee shall use any equipment, materials, supplies or any other City property while engaged in outside employment except in the case of Public Safety employees working public safety related jobs.

CITY OF ST. MARYS	Number: Policy 36
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SECTION: General	Original Date: January 12, 2004
TITLE: Travel and Expenses	Approved By: St. Marys City Council

Policy Statement: The City of St. Marys will bear the cost of all reasonable and authorized expenses incurred by employees while traveling out of the City or within the City while on official business.

Application: All City employees

Responsibilities:

(1) Authorization - All out of town City travel at the expense of the City, including conference registration fees, must be approved by the Department Head and City Manager prior to the time such expenses are incurred. Such approval shall be obtained on the authorized "Request for Travel Expense Advancement/Reimbursement" form.

(2) Expenses - The following list of expense classification is for information and guidance of employees in determining expenses, which are appropriate when traveling on City business. The list is intended as a guide and is not necessarily inclusive. Discretion is allowed. The City Manager may approve other travel expenses in order to provide for unusual circumstances. Employees are expected to show good judgment in matter of travel expense and have proper regard for economy in the conduct of business away from the City.

[a] Transportation: Tourist class airplane passage will be considered for out-of-state travel and cases within the state when time restraints require air travel. City vehicles, rather than personal vehicles, are to be used for out-of-city trips. Business related cab fare, shuttle service, or public transportation fees will be reimbursed. The expense of gas and/or other routine supplies will be reimbursed. Receipts for such payments must be furnished in order for reimbursement. Use of personal cars for out-of-city trips may be approved by the City Manager when the use of the City vehicle is not available or is not practical. When this mode of travel is approved, the city will pay POV miles at the General Services Administration (GSA) approved rate published in federal travel regulation amendments of the Federal Register. This is a fluctuating rate that is normally set in February or March of each year. Distance traveled is assessed by utilizing an Internet service for point to point travel. An additional 20 miles per day is added to accommodate travel in the vicinity of the travel destination. Travelers have the option to claim actual miles based on odometer readings. If actual miles are to be the basis for the mileage, a signed written statement must accompany the travel liquidation form. If the actual mile method exceeds the City's estimate by 100 miles, a written statement must accompany the travel liquidation from that addresses the difference with justification. The cost of air travel and car rentals will be paid based on receipt documentation. Fuel receipts for travel in a rented car are required for travel liquidation. Receipts for travel in a City owned vehicle are required for travel liquidation.

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[b] Lodging: Expenses will be allowed for adequate lodging. Receipt for lodging must be provided. Lodging cost shall not include personal phone calls, movies, or room service.

[c] Per Diem: Shall cover meals, tips, and all other incidental expenses. No receipt required.

[d] Telephone: Charges will be allowed for official calls only.

[e] Registration Fees: Fees charged for registration at any convention, seminar, school, and so forth, are allowable. Registration fees, when possible, should be paid in advance.

[f] Overnight Parking: Fees and charges incurred during time of travel are acceptable. Receipts required.

(3) Advance and Reimbursement:

[a]Travel Advances: In order to reduce the volume of liquidations that require reimbursements to the City, travel advances will be limited to 80% of the estimated travel cost. In the event that the 80% advance creates a hardship on the employee, Department Heads can recommend a 100% advance when submitting the travel request form to the City Manager for approval.

[b]Reimbursements: May be made once the travel event has been completed, and the Travel-Expense form has been fully completed and turned into the Finance Director's Office. It is the responsibility of each Department Head to assure that this system is properly implemented in his/her Department. These forms should be turned into the Finance Director's Office within ten (10) working days from the time of travel. All cash advances should be settled with the Finance Office within that time period.

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

(5) City Council: For the purpose of implementing these policies, members of the City Council shall be considered employees of the City of St. Marys and subject to these travel procedures.

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Per Diem Travel Policy: The Council of the City of St. Marys recognizes that travel and conference attendance on behalf of the City is necessary and desirable in the proper and official pursuit of City business. To this end, and to effect a uniform policy regarding related to expenses, the following shall constitute the official policy for the City of St. Marys for all authorized official City travel.

A. SECTION I - AUTHORIZED CITY TRAVEL

- 1) All city employees and officials shall be entitled to receive per diem while traveling overnight on City business. Reimbursement may be based on either actual meal costs or per diem. In either case, reimbursement may not exceed the M&IE (Meals and Incidental Expenses) rate for the area of travel. These rates are established by the GSA and are adjusted annually. Current rates can be found at www.gsa.gov/perdiem. Any employee that travels out of town for one day shall be reimbursed up to \$20 for meals when receipts are provided upon return from travel.
- 2) The per diem shall cover meals, tips, and all other incidentals expenses.
- 3) The City shall pay actual air or rail transportation cost, computed at tourist class rates, plus cab fares to and from airport and all other incidental cab fare.
- 4) The City shall pay actual hotel room cost and conference registration fees. Hotel cost shall not include personal phone calls, movies, or room service.
- 5) If any employee of the City chooses to drive his/her personal car out of the state, he/she may do so and be paid actual mileage not to exceed the cost of airfare. However, in such an instance, he/she shall defray all costs connected with the travel to and from the meeting and per diem shall begin the first day of the meeting or the day prior for meetings which begin at such an hour that a day-of-the-meeting arrival is not possible, and shall be paid through the last day of the meeting or through the day following the meeting where the concluding banquet or conference session is at night (this is based upon the theory that air transportation is sufficient to get anywhere within the continental United States in one day of travel).
- 6) When a personal car is used on relatively short trips, at the option of the City, the City shall pay the authorized rate per mile for the use thereof.

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B. SECTION II - ACTUAL EXPENSES

For all travel not included in Section I, actual expenses shall be itemized on an official expense form available from the Finance Director and signed by the appropriate City department head prior to submission to the City Manager for final approval. Travel in personal vehicles shall be computed at the authorized rate as set each year. A City car shall be utilized when available.

C. SECTION III - DEVIATIONS

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

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SECTION: General	Original Date: January 12, 2004
TITLE: Safety on the Job	Approved By: St. Marys City Council

Purpose: To establish procedures that promote safe and healthy work practices and compliance in accordance with the programs and requirements in the areas of Occupational Safety and Health.

Application: All City employees

Provisions:

A. GENERAL SAFETY RULES FOR ALL EMPLOYEES

- (1) All injuries and accidents must be reported to the immediate supervisor.
- (2) Employees are not to engage in personal conduct that is potentially dangerous to themselves or others.
- (3) Machines are not to be serviced while they are running except where such action is standard procedure and the safe procedure for servicing is established and followed.
- (4) Safety guards are not to be removed while a machine is running. If the guard is removed in order to service the machine, it must be replaced immediately when the work is completed and before the machine is started.
- (5) Jewelry or loose, torn or ragged clothing is not to be worn around moving machinery. Loose hair must be contained.
- (6) Employees are to:
 - [a] Only operate machinery that has been assigned to them and in which they are familiar with the machinery's safe operation.
 - [b] Use the appropriate safe method to lift heavy objects.
 - [c] Observe good housekeeping practices to keep their work area, vehicles or other equipment in clean and safe condition and place all trash in proper containers.

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- [d] Observe all safety practices and procedures relative to the work being performed.
- [e] Use proper safety clothing and equipment designated for the work being performed and be sure safety equipment is in good working order before using.
- [f] Report any unsafe condition to the supervisor.
- [g] An employee should alert another employee if he/she observes the individual engaging in unsafe practices or conduct. If the behavior continues, the employee should notify the appropriate supervisor.

B. GENERAL SAFETY RESPONSIBILITIES OF THE SUPERVISOR

(1) Supervisors are responsible for:

- [a] the safety of their employees;
- [b] assuring that safe working conditions are maintained and safe work practices observed;
- [c] properly instructing employees in safe work practices; and
- [d] safe operation and care of all City equipment and facilities.

(2) Supervisors should:

- [a] Take immediate action to correct any unsafe condition reported by an employee.
- [b] Encourage employees to report unsafe work practices and conditions.
- [c] Provide required personal protective equipment and be sure employees properly use the equipment.
- [d] Communicate regularly with employees individually and in group meeting on the importance of safety, how to work safely and how to maintain a safe and healthy work environment.

(3) Supervisors should not:

- [a] Assign an employee to perform a job that is unsafe or that he/she has a reason to believe is unsafe. Appropriate action should be taken to correct the unsafe condition.
- [b] Allow “horseplay,” unnecessary running or other unsafe conduct.
- [c] Allow employees to use defective or improper tools.
- [d] Allow employees to operate or work on equipment with which they are unfamiliar until they have been properly trained and qualified on the use of the equipment.

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SECTION: General	Original Date: January 12, 2004
TITLE: E-Mail and Internet Policy	Approved By: St. Marys City Council

Purpose: To establish procedures that promote the proper usage of e-mail and Internet.

Application: All City employees

Provisions:

(1) Some City computers are equipped with City provided access to e-mail and the Internet. Internet service and E-mail communications are City property, intended for the City’s business use only. It is not proper for City personnel to use the Internet or e-mail system for personal communications, either within the City or to persons outside the City’s network. All communications, business or otherwise, will be subject to monitoring by the City. The City reserves the right to access, review, and disclose all transactions occurring through the e-mail/Internet system for any purpose. No one working on City computers has a right to privacy in any matter created, received, or sent on the e-mail system or via the Internet. Every employee has a responsibility to use the City’s e-mail and access to the Internet in a productive and appropriate manner. To ensure all employees fully understand their responsibilities in this area, the following rules must be followed when using e-mail and/or the Internet.

[a] Each employee is responsible for the content of all text, audio or images that they place, send or receive over the City’s e-mail/Internet system. No electronic communication may be sent which hides the identity of the sender or represents the sender as someone else or someone from another entity. All messages communicated on the City’s e-mail/Internet system must contain the employee’s name.

[b] The City’s e-mail/Internet system may not be used for transmitting, retrieving or storage of any communications of a discriminatory or illegal nature. Communications of any kind, which contain profanities and/or jokes, statements, or visual depictions of a sexual nature (including “pin-up” or nude pictures) are expressly prohibited, as are any communications which express illegal discriminatory attitudes or opinions of others. Nor may the e-mail/Internet system be used for any other purpose, which is illegal, in violation of any other City policy, or contrary to the City’s best interest.

[c] Within the guidelines set forth above, it is permissible to send e-mail communications with in the City if they relate to City activities or personal matters. These guidelines, however, would generally not permit e-mails soliciting the sale of items, contributions, or participation in outside activities unrelated to City business.

[d]To prevent computer viruses from being transmitted through the City’s e-mail/Internet system, there will be no unauthorized downloading of any unauthorized software.

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[e] All employees obtaining access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission, or as a single copy to reference only.

[f] Any employee who abuses the privilege of access to the City's e-mail/Internet system will be subject to disciplinary action, up to and including dismissal. If necessary, the City also reserves the right to advise appropriate legal officials of any illegal violations. Any employee who is uncertain about whether an e-mail or Internet transmission is permitted within these policies should contact the Human Resources Director for further guidance.

CITY OF ST. MARYS	Number: Policy 39
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SECTION: General	Original Date: January 12, 2004
TITLE: Personnel Records	Approved By: St. Marys City Council

Purpose: To describe the types of records and actions required to maintain information on all persons who are or have been employed by the City of St. Marys.

Policy Statement: Personnel records and record keeping systems shall be established and maintained as required to efficiently and effectively control and manage the City’s work force and comply with applicable Federal/State/Local regulations.

Application: All employees of the City of St. Marys

Responsibilities:

- (1) Employees shall notify their Department Heads of any changes in their personal data such as address and phone number.
- (2) Department Heads shall notify Human Resources of any changes that department employees have made that impact the personnel records.
- (3) The Human Resources Director shall receive any inquiries concerning Personnel Records and shall respond promptly and directly to routine requests under this policy or seek guidance from the City Manger to interpret questions of policy.
- (4) The City will respond as legally required to requests for employment verification on present or previous employees and job references on present or previous employees.
- (5) The Human Resources Director shall retain personnel records of terminated employees permanently.

Provisions:

A. Personnel/Service Records

- (1) Records of all employee personnel actions shall be maintained in accordance to all legal requirements and guidelines. These records will include, but are not limited to:
 - i. recruiting and hiring,
 - ii. benefits;
 - iii. promotions, demotions, and transfers;
 - iv. layoffs and recall;
 - v. leaves and terminations;
 - vi. evaluation reports and discipline actions; and,
 - vii. participation in specific training and other activities.
- (2) Approved review by an employee of his/her file may only be made in the Human Resources Office.
- (3) An employee may not remove any of his/her files from the Human Resources Office.
- (4) Personnel records shall be maintained in a confidential and secure manner and released only with proper authorization and in accord with the Freedom of Information Act and other applicable Federal, State and local regulations.

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SECTION: General	Original Date: January 12, 2004
TITLE: Employee Assistance Program	Approved By: St. Marys City Council

Purpose: To define the purpose and parameters of the Employee Assistance Program (EAP) as offered to all employees of the City of St. Marys.

Policy: Recognizing that the health and well-being of its employees is vital to the success of the City, an Employee Assistance Program has been established to provide responsible, confidential assistance to employees experiencing personal problems which may adversely affect their job performance.

Application: All City employees

Provisions:

- (1) The City recognizes that a wide range of human problems not directly associated with one's job function can affect an employee's job performance; and recognizes that many human problems can be successfully treated whether the problem is one of substance abuse, physical, mental, or emotional illness, or financial, marital, or family stress.
- (2) Since employee work performance can be affected by the problems of the employee's spouse or other dependents, the Employee Assistance Program is also available to the dependents of all City employees.
- (3) Those seeking help through the EAP are assured that their jobs and promotional opportunities will not be jeopardized solely as a result of a request for assistance.
- (4) Employees who participate in the EAP are expected to meet all existing job performance standards and established work rules as would any non-participating employee.
- (5) EAP is not designed to prevent termination. If job performance or conduct is unsatisfactory, the normal disciplinary or termination procedures can and will be followed regardless of participation in EAP.
- (6) The decision to participate in the EAP is strictly voluntary and the personal responsibility of the employee, unless specific actions as outlined elsewhere in the personnel policies and procedures make it mandatory for the employee to seek assistance from the Program.

Procedures:

- (1) Referrals
 - a) Self-Referral: The employee may or may not be experiencing job performance problems, but may need to seek EAP support. No contact will be made with the supervisor unless written permission is granted by the employee.
 - b) Supervisory Referral: The supervisor may suggest that employees seek assistance from the EAP if he/she notices a decline in work performance or attitude, which the supervisor feels may be as a result of personal problems. Supervisory referral in no way obligates the employee to schedule an appointment or use the services of the EAP.
 - c) Mandatory Referral: Where the employees' behavior is intolerable/disruptive, or the employee tests positive during a drug/alcohol screen, it may be agreed among the supervisor, Department Head, Human Resources Director, and City Manager that the employee must participate in EAP. A written agreement of participation must be signed by

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and adhered to by the employee in order to continue employment. This step is generally taken in conjunction with disciplinary action.

(2) Appointments:

- a. Self-Referral: Will be made outside of regularly scheduled work hours whenever possible, or if not possible, may be covered by pre-approved sick leave.
- b. Supervisory or Mandatory Referrals: Coordination of assessment and treatment will be facilitated between the EAP counselor and the City.