

City Of Hahira

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FILE

PERSONNEL POLICY HANDBOOK

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Revised & Adopted 08/05/04

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LIST OF APPENDICES:

- FMLA Guidelines
- Safety Policy
- Drug Policy
- Sexual Harassment Policy
- Job Evaluation Policy
- Employee Bonus Policy

Medical Insurance Policy: Medical insurance is provided to regular full-time employees beginning the first day of the month following ninety (90) days of service. The city will pay the full cost of employee's coverage. Employees may pay for the cost of coverage during this 90-day period. A family plan is available with the additional premium being paid by the employee.

PART I GENERAL PROVISIONS

The purpose of this plan is to establish and maintain a personnel management plan and to establish procedures and regulations concerning the administration of personnel activities and operations. **This personnel policy is not a contract.**

The policies and procedures established hereunder shall be consistent with the following principals:

- Equal Opportunity for all employees and applicants for employment.
- Non-discrimination on the basis of political, religious, race, color, national origin, sex, mental or physical handicap, age (except when any of the above constitute a bona fide occupational qualification necessary for the proper and efficient function in the job) or any other non-merit factor.
- Application of the principals of equal opportunity and non-discrimination to all areas of employment, including but not limited to the following; recruitment, selection, appointment, placement, salary, upward mobility, training, working conditions, awards and benefits, disciplinary measures, demotions and terminations.
- The City of Hahira is a Drug Free Workplace. Random drug testing is required.

A-COVERAGE

The plan shall apply to all persons employed by the City of Hahira with the exception of the following:

- Elected Officials
- Members of appointed boards, commissions, authorities, and judges and attorneys.
- Persons employed or appointed to conduct temporary and special inquiry, investigation, or examination on behalf of the elected officials.
- Incumbents of any position designated as excepted, which because of its nature cannot or should not be appropriately included in the covered category. These positions include the City Attorney and Tax Assessor.
- Persons performing work under contract.

B-EXCEPTED OFFICIALS AND EMPLOYEES

Excepted employees shall have their pay and other conditions of employment established individually by the elected official (s) authorized to appoint employees in the department where the excepted position is authorized.

C-ADMINISTRATION

An Equal Employment Opportunity officer will be appointed by Mayor and will be responsible for the administration of these rules. The EEO officer may delegate as necessary to department heads, managers, and supervisors the responsibility for implementing the plan and administering these rules.

D- AMENDMENT

These rules maybe amended at any regular or special meeting of the governing body by adoption of an appropriate amendment. Proposed changes shall be submitted to other elected officials for their consideration at least one week prior to the meeting, and shall be posted in a prominent place in the City Hall.

E- STATUS OF EMPLOYEES

- Full-time Regular Employees are those appointed to continuing positions who work 35 or more hours per week.
- Part-time Regular Employees are those appointed to continuing position but work less than 35 hours per week.
- Temporary Employees are those who are employed in positions not authorized to exceed one year; or who are employed in continuing positions but their period of employment is scheduled for less than one year. Temporary employees may be full time or part time.

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PART II PERSONNEL

A-RECRUITMENT, APPLICANTS AND APPLICATIONS

Employment Policy: Discrimination in the employment of any person that is an applicant for a City position because of race, creed, color, sex or national origin is prohibited.

Notification: The City Clerk, upon instructions from City Council shall prepare recruitment notices to publicize vacancies in locations qualified candidates for positions such that various media of publicity as may be expected to bring notice of vacancies to as many qualified persons as possible and to assure obtaining well-qualified applicants.

Open Continuous Applications: As a general policy, in order not to lose competent applicants, the City Clerk will accept applications at any time whether or not a vacancy has been announced and will keep them on file to review at such time as a vacancy occurs. Applications will be kept on file for 1 calendar year from receipt.

B-EMPLOYMENT OF PERSONNEL

Each department head, subject to the approval of the City Manager, shall have the authority to employ the necessary personnel, as authorized by Council action and budgetary constraints, to perform the duties of his department. It shall be the responsibility of each such department head to determine by the physician's report and the applicant's history as shown on completed application, whether said applicant has the necessary qualifications for the particular position applied for.

C-PHYSICIAN'S EXAMINATION

Applicants seeking employment shall complete a standard application form as provided by the City and shall pass a complete physical examination after being hired. Physical examination will be made by a licensed physician and paid for the City of Hahira. The physician shall enter his findings on a standard form to be provided by the City. This provision may not apply to those employees hired in an emergency and for a period of less than 10 working days.

D-OVERTIME

Overtime shall be defined as any hours in excess of an employee's standard workweek, as established by the City Council. Overtime shall be paid at the employee's standard hourly rate or time and one half, if authorized. Employees may not work in excess of their established duty hours unless authorized. Employees who work overtime without advance approval will not be entitled to overtime pay.

E-HOLIDAYS

The following holidays are observed:

New Year's Day	President's Day (3 rd Mon. in Feb)
Martin Luther King Day	Good Friday (Friday before Easter)
Memorial Day	Independence Day
Labor Day	Veteran's Day
Thanksgiving Day and Day after Thanksgiving	Noontime Christmas Eve and Christmas Day

Whenever a public or legal holiday falls on Saturday or a Sunday, the previous Friday or the following Monday shall be observed as a public and legal holiday and will be scheduled and posted as the legal holiday.

All regular full time employees scheduled for duty on a holiday, and whose duties permit, will receive the holidays off with pay. Full-time regular employees who are required to work on a holiday in addition to their regular pay for that day will receive eight (8) hours additional pay at their straight time pay or overtime, if authorized.

F-VACATION LEAVE

Full-time REGULAR employees only are entitled to vacation leave. Vacation shall be approved by department heads and may cover vacation, emergency absence, and sick leave after all earned sick leave is exhausted. EXCEPTION: All department heads shall have vacation approved by City Manager, and may be used in the same fashion as for all other employees.

Employees are entitled to annual leave after six full months of employment, **but** are entitled to use only those hours accrued through the date of the vacation start. Leave will be charged off in increments of at least one hour. Leave will be earned and credited as follows:

LESS THAN 1-YEAR EMPLOYMENT: Employees will be credited monthly with leave at the rate of 40 hours per year. (NOTE* if an employee has worked less than 1 full year they may use no more than 20 hours after 6 full months through the full year employment anniversary!).

MORE THAN ONE YEAR BUT LESS THAN 5 YEARS EMPLOYMENT: Employees will be credited with leave at the rate of 80 hours per year.

MORE THAN 5 YEARS EMPLOYMENT: Employees will be credited with leave at the rate of 120 hours per year.

All vacation leave shall be earned before being taken. Leave may be accumulated up to a maximum of 160 hours, after which leave shall be used or lost. Special situations due to work emergencies will be decided on an individual basis by City Manager.

Vacation leave request shall be submitted to department heads 15 days in advance. Department heads shall schedule vacations, giving due consideration to seniority rights and needs of remaining City staff. After 1 full year of employment, employees leaving the service of this government shall be paid for unused vacation leave to their credit, but not to exceed 120 hours.

G-SICK LEAVE

Full-time regular employees only are entitled to sick leave. In order to be entitled to sick leave, an employee shall be incapacitated for work due to illness, pregnancy, a non-job related injury, or have a doctor or dentist appointment. Employees who are absent frequently for short periods of illness, or who are out sick over 3 days, may be required to produce a doctor's statement attesting to the illness or disability. Disability requiring an absence of longer than 6 weeks shall be supported by a physician's statement.

Employees may not be paid for sick leave during the first 6 months of employment, but will accumulate this time. Sick leave will be charged off in increments of at least 1 hour. Employees may earn sick leave at the rate of 48 hours per year. Employees will carry over unused sick leave from prior years. (EXCEPTION: Employees who began working for the City of Hahira prior to December 31, 1985. Those employees will remain under the previous plan.)

H-ADMINISTRATIVE LEAVE

Administrative leave is paid time off granted for any purpose which benefits both the City and the employee. Administrative leave with pay may be granted for such purposes as (1) reserve military training, (2) jury duty, and (3) or as a witness for this City in any court. Employees may keep jury duty pay.

I-OTHER LEAVE

Emergency leave is paid time off for emergencies such as death of a family member (mother, father, wife, husband, brother, sister, child, grandchild, or grandparents), serious illness or injury of a family member, or any other justifiable circumstance beyond the control of the employee which could not be planned for in advance. This emergency leave may be granted for 3 working days and will not be chargeable to sick leave or vacation.

J- TRAVEL

Compensation for authorized trips. Travel expenses for authorized trips shall be paid as authorized by the Mayor/ Council.

K- ACCIDENTS

Employees involved in, or having any knowledge of, any accident involving any other person employed by the City or any property or equipment owned or operated by the City shall immediately report the accident and pertinent information to their department head, who shall forward such information to the office of the City Manager.

L- LEAVE OF ABSENCE

Leave of absence without pay may be granted for a period not to exceed 60 days when the granting of such leave is in the mutual interest of the City and the employee. Such leave shall require approval of the department head and the Mayor/Council.

M- ABSENCE WITHOUT LEAVE

No employee may absent himself from duty without permission of his department head. An employee absent for three consecutive working days without prior notice and without sufficient reason shall be considered to have resigned.

N- RETIREMENT

Employees shall retire from municipal duty at the age of 70, except that the Council may waive this provision on an annual basis when any of the following conditions exist:

- a determination has been made by a licensed physician that the employee is physically and mentally able to perform his normal duties;
- A qualified replacement is unavailable; or
- Such a waiver is for the best interest of the City.

O- SALARIES

Department Head salaries and/or merit increases shall be determined by City Manager. Employee wage increases for merit shall be recommended by Department heads and may be implemented with the approval of City Manager and Mayor & Council.

P- CHRISTMAS BONUS

Christmas bonus is not a "right", but a gift to the employees as a "bonus" for work well done. Christmas bonus pay will be determined by the financial condition of the City and may be awarded by act of City Council if the Council agrees that the City's financial condition so permits. (See Appendix)

Q- RESIGNATION

Employees should submit resignations in writing at least two weeks in advance of the effective date of their resignation. Department head should submit resignations in writing at least four weeks in advance of the effective date of their resignation. All equipment and property belonging to the City must be returned to the City on final workday. It is the responsibility of the employee to contact the personnel officer regarding retirement paperwork where applicable.

R- USE OF CITY VEHICLES

Valid driver's license required! Employees driving city vehicles are required to have the proper license for the vehicle being driven as required by Georgia State Law, irrespective of whether the employee drives the vehicle on a regular, occasional or other basis. Only employees approved by Mayor/Council will be allowed to take any city vehicle to their place of residence. Employees without valid driver's licenses may be required to sign an agreement not to drive any city vehicle until such time as a valid driver's license has been issued and presented to the department head. Unlicensed employees may also be required to obtain a valid license if the department head determines a need. No smoking is allowed in City vehicles. Seat belts are required.

S- UNIFORMS AND EQUIPMENT

Uniforms for police employees may be furnished by the City of Hahira. Such equipment as the Mayor/Council may deem essential to job performance may also be furnished and funded by authority of Mayor/Council.

PART III ORIENTATION PERIOD

A-INTRODUCTORY PERIOD

All newly hired full-time regular employees may be require to serve a introductory period determined by department heads with the approval of the City Manager. During this introductory period, the department head shall evaluate the ability of new employees to determine their potential to make satisfactory long-term employees. It is a part of the examining process and is considered to be the last step in the selection of a new employee. The introductory period begins with the date of appointment or hire as a new full-time regular employee.

B- SUPERVISORY ACTION

Employees shall be closely observed during the introductory period. Their inabilities and deficiencies will be noted. Special attention shall be given to counseling new employees on job deficiencies and an effort will be made to assist them in bringing performance up to satisfactory. If, at any time it becomes apparent an employee may not make a satisfactory career worker, a dismissal action may be taken.

C- SEPARATION PROCEEDURE

As an AT-WILL employer the City is not obligated to provide cause or notice of termination. An employee who is to be dismissed may be notified in writing that the reason is failure to qualify during the introductory period. The employee may be given a letter in person (or via mail) prior to or on the date that the introductory period ends. An introductory employee may not appeal a dismissal action taken.

D- DISMISSAL WITHOUT CAUSE

Dismissal action without cause may be necessary if the employee's work assignment is completed or available program funds are discontinued or cut back, or where departmental reorganization is necessary. In any such case there is no provision for hearing or grievance.

PART IV DISCIPLINE

The purpose of the Discipline section is the establishment of a policy to be used by management in determining appropriate disciplinary action for employee infractions. The policy is also to establish administrative procedures to be used when such disciplinary action is necessary.

Disciplinary actions include *oral reprimand, written reprimand, suspension from duty without pay or dismissal. Non-Duty* status with pay is placement of an employee in a non-work status away from the job while continuing his/her regular pay. This shall only be used when investigating an employee to determine if dismissal action is warranted and the employee's presence on the job is believed to constitute a hazard to him/herself or others. Employees should be notified in writing whenever it becomes necessary to place the on Non-Duty Status With Pay. *This is NOT a disciplinary action! Written notification to the employee should include instructions regarding contacts with the City of Hahira during this period.

A- COVERAGE

The discipline procedure applies to all full-time regular employees who have completed their introductory period. Exempted employees are; *introductory full-time, part-time, temporary, and excepted employees* and are not covered by this policy. Unless protected by some other policy, regulation or law, they may be separated at any time without advance notice or appeal.

B- SCHEDULE OF OFFENSES AND PENALTIES

As an at-will employer, the City is not required to give causes of disciplinary action either in these policies nor at the time of the adverse personnel action; nor is the City required to dismiss only for "just causes".

The City does however feel that effective communications can enhance the efficiency and morale of the

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organization. Therefore, a **“Schedule Of Offenses and Possible Penalties”** which provides examples of possible actions shall be prominently posted at City Hall and other such accessible locations as deemed necessary for employee viewing. Such schedule is intended as a rough guide and is includes but is not limited to the listed offenses and/or penalties.

The appointing authority may discipline for any combination of reasons, for reasons not listed, or for uncommunicated reasons, at any time as long as the employee’s Constitutionally protected liberty interest are not violated.

C- PENALTIES

The selection of a penalty in any specific case shall depend on the type and seriousness of the offense. It must also take into account the effect it will have on this government, other employees and the public. Consideration will be given to the employee’s authority, seniority, past employment history and the circumstances that led to the infraction. The primary consideration is judging whether or not the employee can be rehabilitated and what effect on the total organization the action will have.

The following penalties may be imposed:

- Oral reprimands
- Written Reprimand
- Suspension
- Demotion
- Dismissal

All penalties shall be documented and copies will be filed with the EEO officer in the personnel file of the employee and a copy given to the employee.

D- TIMELINESS OF ACTIONS

Disciplinary action should be initiated within one week after an offense has been committed or discovered. For extremely serious offenses, action may be taken as soon as management becomes aware of the infraction, regardless of the period of time that has elapsed since the offense occurred. An employee’s history may be taken into account at the time the penalty is decided.

E- DISCIPLINARY ACTION AUTHORITY

Department heads are delegated to impose disciplinary penalties on employees under their supervision. However, placement of an employee in a non-duty status with pay, or in the case of dismissal charges, authority rest with the department head, City Manager and Mayor and Council. The EEO officer may be consulted but such consultation is not required. The City of Hahira is a “Progressive Penalty” adherent; unless the first offense is severe, the least severe disciplinary action felt appropriate shall be taken.

F- PREPARING CHARGES

As an **at-will employer**, the City of Hahira is not required to provide cause for dismissal or any other disciplinary action, but shall make an effort to be as informative as possible.

Only full-time regular employees who have completed their orientation period are entitled to use the following procedures. These employees are encouraged to discuss such actions with their immediate superior.

PART V GRIEVANCE PROCEDURE FOR EMPLOYEES

The purpose of these procedures is to establish a fair and impartial procedure by which employees may make known their complaints and dissatisfaction about conditions of employment and have bona fide complaints adjusted.

A grievance is any complaint or dispute concerning such things as the interpretation of established personnel policies, working conditions, rules and regulations, disciplinary actions, and charges of discrimination based on political affiliation, race, color, national origin, religion, sex, age, or handicap.

EXCLUSIONS:

- Grade level of position
- Rate of pay
- Performance evaluation
- Demotion or Dismissal

A- EMPLOYEE COVERAGE

All full-time regular employees may use this procedure. It is not available to temporary, part-time or volunteer employees. All employees are encouraged to discuss any problem with their immediate supervisor.

B- GENERAL

Employees shall verbally notify their department head (or the elected official over the department), about their complaint. This shall be done within three workdays after the matter arises; otherwise the complaint may not be acted upon. A complaint may be submitted at any time.

C- PROCEDURES

Step 1. The department head or elected official who receives the complaint shall meet with the employee no later than 3 working days after receipt of the complaint to discuss the complaint. The employee shall be advised within three working days of this meeting of the decision.

Step 2. If the employee is not satisfied with the decision in Step 1, the complaint may be continued to Step 2. The complaint shall be submitted within 3 working days of the Step 1 decision. The governing body (Mayor, Council and City Manager and/or EEO officer) shall meet with the employee within 3 working days after receiving the notification to discuss the complaint. The employee shall be advised verbally in person no later than 3 working days after this discussion of the decision. This decision is final.

PART VI CODE OF EMPLOYEE CONDUCT

Employees are expected to conduct themselves in a manner that shall reflect favorably upon themselves and this government. Although this government does not wish to interfere in the private lives of its employees, they are expected to be honest, reliable, trustworthy and of good character and reputation. The following rules of conduct set forth in general what is expected of employees.

A- CONDUCT ON THE JOB

Courtesy and good manners are basic to good relations. Violations of these two principles may lead to breaches of good conduct that may result in suspension or dismissal.

B- CODE OF ETHICS

Every employee of this government shall:

- Uphold the charter, ordinances, resolutions and regulation of this government.
- Uphold the public's trust in maintaining the highest degree of honesty and integrity in the performance of their jobs.
- Perform a full day's work for a full day's pay.
- Seek more efficient and/or economical ways of accomplishing tasks.
- Never discriminate by dispensing special favors or privileges to anyone, whether for remuneration or not.
- Never accept for yourself or your family favors or benefits under circumstances that might appear to reasonable persons as influencing the performance of City duties.
- Never use information received confidentially in the performance of your duties to this City as a means for making private profit.

- Expose corruption wherever discovered.
- Be ever conscious that public service is a public trust.

PART VII WORK RULES

Employees are expected to observe the following rules and practices:

- Be at work on time and observe the time limits for meals and breaks.
- Do not leave work during duty hours without permission.
- Notify supervisors as soon as possible, (no later the 9:00 AM), if unable to report for work on time due to illness or emergency.
- Do not abuse sick leave privileges.
- Do not EVER report for work under the influence of intoxicating drugs, or use them on duty.
- Obey proper instructions from supervisors. Insubordination (refusal to obey instruction, use of abusive, profane or threatening language towards a supervisor) shall not be tolerated.
- Do not coerce or harass fellow employees; or use profane or insulting language towards them.
- Do not engage in arguing, fighting, horseplay or conduct violating common decency or morality.
- Do not bring firearms or weapons of any sort to work without proper permission, or when required by your position.
- Report for duty in a clean, neat, correct uniform or attire.
- Do not sleep on duty unless authorized.
- Do not use City tools, equipment or vehicles for personal use. Also, do not remove City tools, equipment or vehicles from City property without proper permission and sign out authorization.
- Gambling on duty or City property is forbidden.
- Do not give false information on reports or documents.
- Maintain personal hygiene so as not to offend fellow workers.
- Do not violate any safety procedure or practice; and guard against accidents to self and others
- Observe all proper rules, regulations, policies, guides and laws in effect, which are issued, or require compliance by this government.
- All Media inquiries and other inquires of a general nature should be referred to the Department Head or the City Manager. In addition, the Mayor must approve all press releases, publications, speeches or other official declarations. The Mayor may authorize specific employees the authority to respond to media inquiries without prior approval. Questions regarding employees, references or other information concerning current or former employees should be referred to the City Manager

D- OUTSIDE EMPLOYMENT

No employee may engage in any paid employment in addition to his City employment which interferes with the efficient performance of his/her duties or which presents a conflict of interest.

Failure to resign from either his/her City employment or outside employment in the event of a conflict of interest may constitute grounds for dismissal.

E- GIFTS AND GRATUITIES

No employee shall accept gifts, gratuities or loans from organizations, businesses or individuals with whom he/she is involved in a relationship when representing this government. This policy does not prevent employees from accepting social courtesies or negligible value tokens distributed generally or which help to foster good community relations. The appearance of favoritism, coercion or collusion is unacceptable and may result in disciplinary action.

F- POLITICAL ACTIVITY

No employee shall be appointed, promoted, favored or discriminated against with respect to employment

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because of his/her political opinions or affiliations.

No employee shall use or promise, influence (real or anticipated), to gain advantage or position for any individual, business or political action.

Nothing contained in this personnel policy handbook shall affect the right of an employee to his/her constitutionally granted rights and freedoms.

EXCEPTIONS: Any employee who, as a normal and foreseeable incident to his principal job or position, performs duties in connection with an activity funded in whole or in part by federal loans and grants, comes under the Federal Hatch Act which prohibits the following:

- Use of official authority or influence for the purpose of interfering with an election or nomination for office, or affecting the result thereof.
- Directly or indirectly coercing, attempting to coerce, commanding or advising any other such officer or employee to pay, lend or contribute any part of his salary or compensation or anything else of value to any party committee, organization, agency or person for political purposes.
- Active participation in political party management or in political campaign.

G- STRIKES

No municipal employee shall participate in or encourage any form of sit down, slow down, work stoppage or strike against the City.

PART VIII SEVERABILITY

Nothing contained or expressed in any rule or rules set forth herein shall be construed to limit, abrogate or repeal the provisions of the Charter of the City of Hahira.

If any rule or part of a rule shall be declared unconstitutional or of no force or effect in any court, the same shall not affect the remaining rules which shall be in full force and effect.

These rules supercede any previous rules approved by the Hahira City Council. Any ordinance or resolution, or parts thereof, previously approved by the City Council which are in conflict with these Rules are hereby repealed.

PART IX EFFECTIVE DATE

These policies shall take effect on **August 6, 2004.**

PART X OFFICIAL COPY

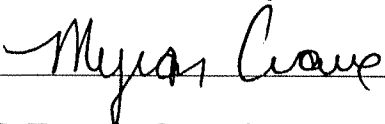
The official copy of these Policies shall be attested by and placed upon file with the City Clerk.

Passed on **August 5, 2004**, with a quorum present.

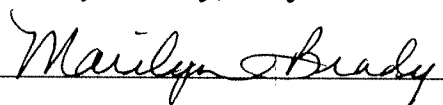
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The day and year above written.

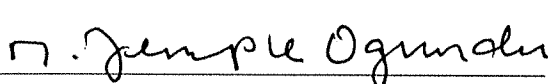
Myron Crowe, **Mayor**



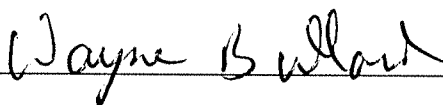
Marilyn Brady, **City Clerk**



N. Temple Ogundu, **Council**



Wayne Bullard, **Council**



Terry Benjamin, **Council**

Not Present

M. C. Nelson, **Council**

