



EMPLOYEE HANDBOOK

Effective January 1, 2024

The City of Cartersville
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Cartersville, GA 30120
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www.cityofcartersville.org

WELCOME TO THE CITY!

Dear Employee,

We are excited to have you as a part of our Team. You were hired because we believe you can contribute to the achievement of our goals and commitment to teamwork, cooperation, and providing the finest quality services to our citizens. You are an important part of this process since your work directly influences our City's reputation.

The City of Cartersville offers challenging career opportunities, every position in the city is important, and our employees are our most valuable and greatest asset!

This Employee Handbook is being provided to make sure you have information about our policies, procedures, benefits, and other employment issues. For new employees, the handbook will introduce our organization and explain how we ensure smooth business operations. For those who are currently employed, the handbook contains the current status of our policies and benefits. In an effort to be responsive to our needs, changes or additions to this Handbook will be made when necessary. We will attempt to give advance notice of any changes or additions, although there may be occasions when policies or procedures are changed without advance notice. All employees are expected to be familiar with and abide by the policies in this Handbook.

Welcome aboard and we look forward to your contribution.

Sincerely,

Dan Porta
City Manager

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SECTION 1: THE WAY WE WORK

A WORD ABOUT THIS HANDBOOK

Purpose

The information contained in this Handbook is designed as an advisory guide to assist the City and our supervisors with the effective management of personnel and is not meant to address every conceivable situation or issue that arises in the workplace. Instead, this Handbook is intended only to give on-site management general advice concerning personnel decisions. The provisions and guidelines contained in this Handbook are not binding on the City and may be changed, interpreted, modified, revoked, suspended, terminated, or added to by the City, in whole or in part, at any time, at the City's sole option, and without prior notice to employees.

Also, as a basic premise, the City will comply with all applicable local, state, and federal laws, and any practice or policy of the City will be applied consistent with all applicable laws and regulations.

The policies and procedures contained in this Handbook do not apply to Mayor, City Council, Municipal Court Judge, City Clerk, or the City Manager.

Interpretation

Interpretation of the policies and procedures contained in this Handbook is governed by, and is the responsibility of, the City Manager. Whenever clarification or assistance in interpretation is required, please contact the City Manager.

Employment-At-Will

Nothing contained in this Handbook is intended to create, comprise, or define, nor should it be construed to constitute, any type of oral or written employment contract, promise, or guarantee, express or implied, between the City and any one or all of its employees. Nothing in the Handbook is intended to provide any assurance of continued employment or any guaranty of continuity of benefits or rights. EMPLOYEES ARE ADVISED THAT THEIR EMPLOYMENT IS AT-WILL, AND NOTHING IN THE EMPLOYEE HANDBOOK OR OTHER DOCUMENTS SHALL BE CONSTRUED TO CHANGE THE AT-WILL STATUS OR OTHERWISE CREATE ANY TYPE OF CONTRACTUAL RIGHT.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract. Further, in the absence of a specific agreement to the contrary, authorized in writing by the City Manager, employment with and compensation from the City are for no definite period of time and may be terminated by the City or the employee at any time, for any reason, with or without cause, and with or without notice. Any written or oral statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by prospective or existing employees.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

EEO Policy

We are committed to maintaining a workplace that is free of inappropriate or unlawful conduct on the basis of race, color, religion, sex (including sexual orientation and gender identity), national origin, age, disability, genetic information, or other protected group status as provided by law. In keeping with this commitment, we prohibit the unlawful treatment (including harassment, discrimination, and retaliation) of employees, applicants, contractors, interns (paid or unpaid), and volunteers by anyone, including any supervisor, coworker, contractor, subcontractor, vendor, citizen, visitor, or agent, or other third party. It is our policy to comply with all applicable federal, state, and local laws.

Prohibited Conduct

This Policy applies to all aspects of employment, including, but not limited to, recruitment, hiring, promotion, demotion, transfer, lay-off, recall, discipline, termination, compensation, and benefits. Improper conduct also consists of misconduct that includes unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status or activity (e.g., opposition to prohibited discrimination or participation in the statutory complaint process) as provided for by law. This includes conduct by someone to another of the same gender. We prohibit unlawful conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. No one, including any supervisor, has authority to engage in such conduct.

If you feel you have been subject to the type of conduct prohibited by this Policy, you must report this conduct in accordance with the City's Employee Complaint Procedure, which is contained in this Handbook. You should report any improper conduct before it becomes severe or pervasive and should not wait until it rises to the level of an unlawful action.

Sexual Harassment

Unlawful harassment based on an individual's sex is prohibited. Unlawful harassment can take many forms. For instance, unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct can constitute sex-based harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Inappropriate conduct may include explicit sexual propositions; sexual innuendo; suggestive comments; jokes about gender-specific traits; gender-specific foul or obscene language or gestures; displays of foul, obscene, or sexual material; sexually-related emails and text messages; and physical contact, such as patting, pinching, or brushing against another's body. An individual who feels he or she has witnessed or been subject to harassment must follow the City's Employee Complaint Procedure, which is contained in this Handbook.

Prohibition of Other Types of Unlawful Harassment

It also is against City policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, age, national origin, disability, genetic information, or other protected status (or status of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. An individual who feels he or she has witnessed or been subject to harassment must follow the City's Employee Complaint Procedure, which is contained in this Handbook.

Americans with Disabilities Act and Pregnant Workers Fairness Act

It is our policy to provide equal employment opportunity to applicants and employees with covered disabilities under the Americans with Disabilities Act of 1990, as amended, ("ADA") or other applicable law. This Policy applies to all aspects of employment and application for employment. As required by the ADA or other applicable law, we will provide reasonable accommodations to qualified individuals with a disability in the workplace unless such accommodations present an undue hardship or if the individual is a direct threat to the health or safety of the individual or others.

Additionally, the City will comply with the Pregnant Workers Fairness Act. In this regard, pursuant to any applicable requirements of the Pregnant Workers Fairness Act, the City will provide reasonable accommodations to employees and applicants with known limitations related to pregnancy, childbirth, or related medical conditions that can perform the essential functions of the job with such accommodations unless such accommodations present an undue hardship. The City further notes that it will not require individuals covered under this Act to take paid or unpaid leave if there is another reasonable accommodation that is available that still allows the individual to perform the essential functions of the job with such an accommodation.

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

All requests for accommodations will be addressed in connection with an interactive dialogue with the affected individual. The responsibility for seeking a reasonable accommodation begins with the employee or applicant. To request an accommodation, an individual should submit a request in writing to the Human Resources Director.

Religious Accommodations

The City respects the sincerely held religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the City's business. An employee whose religious beliefs or practices conflicts with his or her job, work schedule, or with the City's policy or practice on dress and appearance or with other aspects of employment and who seeks a religious accommodation must submit a written request for an accommodation to the Human Resources Director. Alternatively, an individual may speak to the Human Resources Director informally about a request for accommodation, but may be asked to complete an Accommodation Request Form. Upon receiving a request for accommodation, we will seek an interactive process with the individual to clarify his or her needs and identify the appropriate reasonable accommodation. Failure to provide required information or to otherwise participate in a meaningful way in the interactive dialogue process regarding an accommodation request may result in denial of an accommodation. Any individual believing that a reasonable accommodation has not been provided or who otherwise feels he or she has been discriminated against on account of a religious belief or practice must follow the City's Employee Complaint Procedure, which is contained in this Handbook.

Compliance with the Genetic Information Nondiscrimination Act (GINA)

It is a violation of City policy to discriminate, harass, or retaliate against an employee or an applicant on the basis of genetic information when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoffs, training, fringe benefits, or any other term or condition of employment. The City does not use genetic information to make employment decisions. It is a violation of this policy to ask for or obtain genetic information about an applicant or an employee, unless specifically authorized by law. In those circumstances where genetic information is maintained, it will be retained in a confidential manner and in a separate medical file so as to prevent unlawful disclosure.

EMPLOYEE COMPLAINT PROCEDURE
(INCLUDING COMPLAINTS FOR
VIOLATION OF EEO POLICY OR OTHER CITY POLICY OR
ANY OTHER UNLAWFUL OR INAPPROPRIATE CONDUCT)

All employees should help to assure that we avoid any form of unlawful or inappropriate conduct. If you feel that you have experienced or witnessed (1) harassment, (2) discrimination, (3) improper denial of a request for accommodation, (4) denial of requested leave under the FMLA, ADA, or otherwise, (5) retaliation, (6) violation of any policy of the City or policy in this Personnel Policy Handbook, (7) failure to pay overtime or other violation of the FLSA or wage payment laws, or (8) other unlawful or inappropriate conduct by anyone, including an employee, supervisor, manager, coworker, contractor, subcontractor, vendor, citizen, visitor, agent, or other third party, you are to notify immediately (preferably in writing within 24 hours) the Human Resources Director. The address and telephone number for the Human Resources Department is City Manager's Office – Human Resources Department, 1 North Erwin Street, P.O. Box 1390, Cartersville, GA 30120, and (770) 387-5685. If you are not contacted promptly about your complaint or are not satisfied with the response, you are to re-file it with the Human Resources Director and also send notification of your complaint in writing by certified mail to our City Manager, whose address is City Manager's Office, 1 North Erwin Street, P.O. Box 1390, Cartersville, GA 30120. If you are not comfortable discussing the matter with the Human Resources Director or otherwise do not wish to discuss the matter with the Human Resources Director, you are to file your complaint directly with the City Manager. We prohibit unlawful retaliation against anyone who has made a complaint or provides information related to a complaint.

We will undertake an objective and appropriate review of any complaint and expect all employees to fully cooperate with internal investigations that may be initiated by the City to examine any perceived violation of City policy or procedure or any other matter. To the extent practicable and appropriate, we will keep any complaint and the terms of its resolution confidential. We will take corrective action as we determine is appropriate, including such discipline up to and including immediate termination of employment. We will undertake corrective action to stop inappropriate conduct before it rises to the level of an unlawful action. You will be notified as to the outcome of your complaint. If you have any questions about the status of your complaint, you should contact the Human Resources Director at the above telephone number and address.

Intentionally False Claims

We recognize that intentional or malicious false accusations of misconduct can have a serious effect on innocent individuals. Employees making such false accusations of misconduct will be disciplined in accordance with the nature and extent of his or her false accusation. We encourage any employee to raise questions he or she may have regarding misconduct or this Policy with the Human Resources Director.

IMMIGRATION LAW COMPLIANCE

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

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

As mandated by E-Verify, the City displays both the English and Spanish Notices of E-Verify Participation and the Right to Work Posters in City offices. Following is a copy of the E-Verify Poster.

If you have any questions, please contact the City's Human Resources Department.

This Organization Participates in E-Verify

Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781

dhs.gov/e-verify



E-VERIFY IS A SERVICE OF DHS AND SSA

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English / Spanish Poster

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have the legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

- In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.
- Employers cannot reject documents because they have a future expiration date.

- Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.

- In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

If any of these things have happened to you, contact the Office of Special Counsel (OSC).

For assistance in your own language:
Phone: 1-800-255-7688 or (202) 616-5594
For the hearing impaired:
TTY 1-800-237-2515 or (202) 616-5525

E-mail: oscrt@usdoj.gov

Or write to:
U.S. Department of Justice – CRT
Office of Special Counsel – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

U.S. Department of Justice
Civil Rights Division

Office of Special Counsel for
Immigration-Related Unfair
Employment Practices



www.justice.gov/crt/about/osc

ETHICAL CODE OF CONDUCT

Ethical conduct is integral to the success of the City. Because the conduct and character of the City depend upon the actions of many persons, it is important that each employee understands and accepts the following standards of conduct for which he or she will be held accountable:

- A. Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
- B. Full, fair, accurate, timely and understandable disclosure in all reports or other public communications made by the City;
- C. Compliance with applicable laws and governmental rules and regulations;
- D. Prompt internal reporting of violations of this Code to an appropriate person or persons identified in this Code; and
- E. Accountability for adherence to this Code.

The City is committed to maintaining a business environment that is free of inappropriate or unlawful conduct. In keeping with this commitment, we will not tolerate any unethical or illegal conduct on the part of our employees, business partners, contractors, subcontractors, vendors, agents, or citizens. All persons or entities performing work on behalf or for the benefit of the City are expected to follow the letter and spirit of all applicable laws, regulations, ordinances and accepted financial reporting standards.

Conflict of Interest. While employed by the City, it is your obligation to act at all times in the best interest of the City and not allow any personal activity to conflict with or interfere with your service to the City. As a result, the assumption of or engagement in any interest, relationship, or activity by an official or employee tending to impair the independence of such person's judgment with respect to the best interest of the City constitutes a conflict of interest. No official or employee of the City may have a financial interest in any contract with the City or have a financial interest in the sale of land, material, supplies, or services to the City. Employees must report in writing all situations involving even a possible conflict for review by the Human Resources Director and thereby avoid any attempt to judge their own case. Any doubts about outside business interests or activities should be discussed with the Human Resources Director. The City expects its officials, directors, and employees to exercise the utmost good faith in the performance of their duties.

Gifts. Gifts deserve special mention. Although gifts are often sent by vendors, suppliers, or citizens of the City to employees as an expression of a friendly association, the acceptance of these gifts may establish in the mind of the vendor, supplier, or citizen who sent the gift the need to continue such a practice in order to continue business with the City. This detracts from the City's emphasis on service to citizens. It is difficult to justify this practice from the standpoint of ethical conduct. Therefore, in the best interest of all employees as well as the City's business relationships, you should not accept a gift from a vendor, supplier, or citizen of the City.

Outside Employment. The City hopes that you will not find it necessary to seek additional outside employment. However, if you seek or accept an outside position, such outside employment

must not conflict or interfere in any way with your responsibilities within our City or be performed during your work hours for the City. In addition, employees may not use City property, equipment, personnel, or other resources in connection with any outside employment.

Reporting Fraudulent/Corrupt Conduct. The City is committed to conducting its activities with integrity. In keeping with this commitment, the City encourages the reporting of suspected fraudulent or corrupt use or misuse of City resources or property, such as:

- Fraud, waste, or abuse in or relating to any City programs or operations;
- Theft or unauthorized use of City property, equipment, funds, or other assets;
- Embezzlement or other financial irregularities;
- Forgery or other deliberate and wrongful alteration or destruction of City documents or files;
- Misappropriation or destruction of City resources;
- Improprieties in the handling or reporting of money or financial transactions;
- Unauthorized or wrongful manipulation of City systems or databases;
- Improperly disclosing confidential information that is not otherwise subject to public disclosure by law;
- Knowingly authorizing or receiving payment or reimbursement for goods not received, expenses not incurred, or services not performed; and
- Knowingly providing false or misleading information as a part of the City's filing with any other government agency.

Employee Complaint Procedure. The City will not tolerate conduct that is contrary to applicable legal or regulatory standards. No supervisor or employee has authority to engage in such conduct. If you feel you have witnessed or have knowledge of the type of conduct prohibited by this Policy, you must report this conduct by utilizing the City's Employee Complaint Procedure, which is contained in this Handbook.

The harassment, discrimination, unlawful treatment, or other form of retaliation against any individual making a report of a violation of this Policy by anyone, including any employee, supervisor, coworker, contractor, subcontractor, vendor, agent, or citizen of the City, is prohibited. In the event you feel you have been subjected to retaliation for the making of a complaint pursuant to this Policy, you must report this conduct by utilizing the City's Employee Complaint Procedure, which is contained in this Handbook.

A WORD ABOUT OUR EMPLOYEE RELATIONS PHILOSOPHY

We are committed to providing the best possible climate for maximum development and achievement of goals for all employees. Our practice has always been to treat each employee as an individual. We have always sought to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we have provided a workplace which is comfortable and progressive. Most importantly, we have a workplace where communications are open and problems can be discussed and resolved in a mutually respectful atmosphere taking into account individual circumstances and the individual employee.

We believe the main reason we have been able to adhere to our policy of individual and team recognition is that we have been able to speak directly to each other.

We firmly believe that by communicating with each other directly, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

TALK TO US

We encourage you to bring your questions, suggestions, and complaints to our attention. Careful consideration will be given to each of these in our continuing effort to improve operations.

If you feel you have a problem, you should present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that he or she will be able to satisfactorily resolve most matters. If you find that you still have questions after meeting with your supervisor or that you would like further clarification on the matter, you may request a meeting with your Department Head, if your department has a designated Department Head other than your supervisor. The Department Head will review the issues and meet with you to discuss possible solutions. Finally, if you still believe that your problem has not been fairly or fully addressed, you may request a meeting with the City Manager.

Of course, if you have a complaint that is covered by the EEO Policy or any other City policy as set forth in this Handbook, you must use the City's Employee Complaint Procedure, which is contained in this Handbook.

Your suggestions and comments on any subject are important to us so we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure or the City's Employee Complaint Procedure.

SUGGESTIONS AND IDEAS

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted in writing to your supervisor and will be reviewed.

CATEGORIES OF EMPLOYMENT

Probationary Period: All new employees (or any employee in a different job position following a transfer or promotion) will be on an introductory status until they have completed ninety (90) days of service with the City, unless otherwise extended. The decision whether to continue your employment in this position will be made by management. However, any employee, during both their probationary period and subsequent employment with the City, may be discharged at any time for any reason.

This probationary period is designed, primarily, to give both the City and the employee an opportunity to determine whether the employee will be able to adequately perform in the assigned job position. At the end of the probationary period, your performance will be reviewed, and a decision made regarding your continued employment or any extended probationary period.

Full-Time Employees work a regular workweek (usually 40 hours) and are eligible for our fringe benefits package as described in the applicable benefit plan documents.

Part-Time Employees normally work fewer than 40 hours each week and are eligible for statutory benefits only.

Seasonal Employees are hired to perform a specific job for a specified period of time, normally less than one year. These employees are eligible for statutory benefits only.

Non-Exempt Employees are entitled to overtime pay as required by applicable federal and state law.

Exempt Employees are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

It is important for all employees to understand that: (1) no employee is guaranteed any certain number of hours per week or a particular schedule; (2) employees may be shifted from part-time to full-time or vice versa; and (3) the City specifically reserves the right to make changes to employees' hours and schedule without any advance notice or consent by the employee.

SECTION 2: YOUR PAY AND PROGRESS

RECORDING YOUR TIME

We want to be sure that you are paid fairly for all hours that you work. To accomplish this, we must have an accurate record of the time that you work. Your supervisor will explain the method you will use to record your time. The important points to remember are:

1. Be sure that you clock in when you start working.
2. Be sure you clock out at the beginning of your meal period.
3. Be sure you clock in at the end of your meal period.
4. Be sure you clock out when you stop working.
5. If you leave the building on non-City business, you must clock out.

Using any time record other than your own, or tampering with a time record in any way, will result in disciplinary action up to and including discharge. Any change to or omission from a time record must be approved by your supervisor.

At the end of each pay period, you are required to approve your time worked and any leave hours recorded for the pay period by noting your approval on your time record. If you believe any of the information reflected is incorrect, you will have the opportunity to explain the issue, which then will be reviewed by the City's Human Resources Director. By approving your time record, you are certifying that the information you submitted is complete and accurate. You may be subject to disciplinary action up to and including termination for submitting any inaccurate information on your report.

Each employee has an obligation to ensure that his or her time is recorded by the assigned time recording system. Further, it is extremely important that non-exempt employees do not perform any work that is not recorded by the time system. For instance, non-exempt employees may not use a City cell phone for work purposes outside of their normal work schedule without authorization in advance from their manager. If a non-exempt employee uses a City cell phone for work purposes outside of their normal work schedule, he or she must record all time spent working on his or her time record.

If you are asked or instructed by anybody in the City to perform work "off the clock" (in other words, perform work without reporting it on the time system), you are directed to refuse, and you immediately must report the situation by utilizing the City's Employee Complaint Procedure, which is contained in this Handbook. Finally, if you contend you have not been paid time for all hours worked, please utilize the City's Employee Complaint Procedure, which is contained in this Handbook.

Please also see the City's related policies on Work Time/Overtime and Meal Time, which are contained in this Handbook.

BREAKS

Employees may be provided paid breaks. Your supervisor is responsible for scheduling these breaks.

WORK TIME/OVERTIME

The City complies with the requirements of the Fair Labor Standards Act and any other applicable law with respect to wages and hours. Please understand that there may be times when you will need to work overtime so that we may successfully meet the needs of our citizens. However, all overtime must be approved in advance by your supervisor.

Non-exempt hourly employees will be paid overtime at a rate of one and one-half times their regular hourly rate for all hours worked over 40 in a week (or other applicable period for police and fire protection personnel). For all employees, only actual hours worked count toward computing weekly overtime.

Exempt salaried employees receive a salary and do not receive overtime pay. Please understand that an employee's salary is paid to compensate for all work of every amount and kind that the employee performs in performing the job and that the salary does not represent compensation only for the expected, regular, scheduled, average, normal or typical amount or kind of work done for the City. Exempt salaried employees are subject to deductions from their salaries only for lawful reasons.

If an employee feels he or she has been subject to an improper salary deduction, has been improperly classified as exempt or non-exempt, or has not been paid any overtime due, the employee must utilize the City's Employee Complaint Procedure, which is contained in this Handbook. In the event it is determined that an improper deduction was made or that an employee was not paid any overtime due, the City will reimburse the employee.

Please also see our related policies on Recording Your Time, On Call Time, and Meal Time, which are contained in this Handbook.

ON CALL TIME

Employees may be required to work in an "on-call" capacity to be prepared to respond to unforeseen or emergency events outside of the employee's regular shift. An on-call non-exempt employee who is required to work outside of their regular shift will be compensated for the time worked at the employee's regular rate of pay. Overtime compensation will be paid only when the total hours worked exceed 40 hours in the workweek (or other applicable period for police and fire protection personnel).

Exempt employees assigned to be on call may be granted time off equal to the amount of actual on-call time worked, as determined in the sole discretion of the department head. Pay in lieu of time off will not be granted.

Time worked while on call must be recorded in accordance with the City's policy on Recording Your Time, which is contained in this Handbook.

Employees who are on call must comply with all City policies and procedures.

MEAL TIME

Employees may be assigned or permitted to take a meal period by their supervisor or department head.

For non-exempt employees who take a meal period lasting at least 30 minutes, this meal break will be unpaid, and you should be completely relieved of your duties during this meal break. If circumstances occur that you are not able to take your uninterrupted meal break in which you were completely relieved of your duties, you should adjust your time entry in your time record to show that you did not take any meal break, and you will be credited for working the entire meal break.

If you are asked or instructed by anybody in the City to perform work “off the clock” (in other words, perform work without reporting it on the time system) during a meal break lasting at least 30 minutes, you are directed to refuse, and you immediately must report the situation by utilizing the City’s Employee Complaint Procedure, which is contained in this Handbook. Finally, if you contend you did perform work during a meal break lasting at least 30 minutes and have not been paid accurately for that time, please utilize the City’s Employee Complaint Procedure, which is contained in this Handbook.

Please also see our related policies on Recording Your Time and Work Time/Overtime, which are contained in this Handbook.

TRAVEL TIME AND WORK OUT OF TOWN FROM THE OFFICE

When a non-exempt employee works out of town, either on a one-day trip or on an overnight visit, the employee will be paid for all compensable time, as provided for by applicable federal or state law. Please discuss compensation for your out-of-town trip with the Human Resources Department. Please also see our policies on Recording Your Time and Work Time/Overtime, which are contained in this Handbook.

TRAVEL AND MEAL EXPENDITURE POLICY

This Policy provides guidance on authorized expenditures for all departments under the authority of the Mayor and City Council. The Policy has been developed in accordance with Georgia law and Internal Revenue Service regulations and covers those costs incurred for travel and business-related meal expenses by any elected or appointed official, City employee, or board member (referred to as “traveler”).

All official travel should be prudently planned so that the best interests of City of Cartersville are served at the most reasonable cost. Anyone traveling on City business is expected to exercise the same economy that a practical person would exercise when traveling on personal business. Excessive or unjustifiable costs are not acceptable and will not be reimbursed.

Please call the City’s Finance Director (770-387-5615) if you have any questions about the City travel and meal expenditure policy.

A. Appropriation

In conjunction with the annual budget process, the City Council shall authorize department appropriations for travel and meal expenses consistent with the annual adopted operating budgets. Departments shall not incur expenditures unless an appropriation is available, or budget amendment has been completed.

B. Expenditure Approval

All expenditures relating to travel and meals shall be processed consistent with procurement/purchasing guidelines. Payment shall not occur until the Finance Department receives the proper documentation from the incurring department. The Finance Department shall only process transactions for payment based upon the proper approval for the dollar amount of the expenditure, including adequate documentation, received either electronically or in writing.

C. Disputes

The Finance Department shall review expenditure documents for compliance and appropriateness with all City policies and procedures. Expenditure documents that are not in compliance with any policy or procedure, or that otherwise are deemed excessive, unnecessary, or improper, shall be returned to the originating department with Finance Department recommendations for changes (e.g., travel issues, receipts, etc.). In the event the department does not agree with the Finance Department's recommendations, the City Manager shall make the final decision.

D. Travel Expenses

The City shall reimburse/pay expenses incurred by the traveler relating to travel on official City business. Official City business shall be deemed that which has been approved prior to the expense being incurred on a City of Cartersville Travel Authorization Form, which is available from Human Resources. A traveler who will receive reimbursements or other pay for conducting training classes, seminars, or similar events from another organization shall not request reimbursement from the City for these same charges.

The City assumes no liability or responsibility for travel by spouses or dependents. Travel authorization forms are required for any travel exceeding 50 miles of the employee's place of work.

1. Lodging: Hotel/motel charges shall qualify for expense when they exceed a 50-mile radius of the traveler's regular place of work. The City will only pay for the single room rate; any additional costs above this rate will be the responsibility of the traveler. All traveling personnel must minimize the expense associated with hotel/motel costs by procuring the best rate available for qualified stays. Lodging expense shall be benchmarked against the U.S. General Services Administration (GSA) approved per-diem rate of reimbursement. When the GSA rate is exceeded by 20% or more, additional justification shall be required from the traveler. When traveling in the State of Georgia, all travelers must use the hotel/motel tax-exempt status form, which is available from the Finance Department. Sales and occupancy taxes charged for lodging within the State of Georgia do not qualify as eligible travel expense under this policy. Per Diem rates can be found at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC.

Hotel accommodations for travel less than a 50-mile radius from traveler's regular place of work must be justified and approved by the traveler's department head and shall be granted to elected officials.

2. Transportation: Approved modes of transportation include vehicle, air, rail, or taxi. In addition, any public transportation is acceptable. The method selected by the traveler shall be subject to the most economically feasible, taking time constraints into consideration. If a City vehicle is available, it must be used. Generally, the City will not reimburse for the use of a personal vehicle within 10 miles of a traveler's official headquarters and/or residence. Individuals attending the same event should arrange carpools whenever possible. In the event of carpooling to an event, only one reimbursement for mileage per vehicle will be reimbursed.
 - Mileage: Miles traveled in personal vehicles shall be reimbursed at the current rate designated by the Internal Revenue Service. Mileage shall be calculated using the traveler's place of work as the origination point, so long as the traveler reported to work prior to departing to the destination. In the event the traveler does not report to work prior to traveling to the destination, mileage shall be reimbursed from the traveler's origin, less their normal commute to the workplace. Expenses associated with traveler's vehicle such as fuel, oil, tires, etc. (deemed normal wear and tear) shall not be subject to reimbursement and will be the responsibility of the traveler. Miles traveled in City-owned vehicles will not be subject to reimbursement to the traveler. Expenses associated with the travel in City vehicles such as fuel, oil, tires, etc. shall be the responsibility of the City.
 - Rental Cars: Expenses associated with rental cars, i.e., rental expense and fuel, will be paid at cost, with receipts provided. Travelers shall rent midsize or smaller vehicles, or an appropriate vehicle size based upon the number of City travelers needing transportation. Expenses associated with exceeding this car class will be the responsibility of the traveler. Travelers should decline additional insurance coverage offered by rental car companies.
 - Air/Rail: Reimbursement for air or rail transportation is limited to coach/economy classes of service, substantiated by a receipt. Quotes must be obtained from more than one (1) common carrier, if multiple carriers exist, and documentation that the lowest reasonable fare available is used, taking time constraints into consideration. These quotes must be submitted with the travel request form. In the event the traveler chooses a class higher than coach/economy (business or first class), the difference of the expense shall be the responsibility of the traveler.
 - Taxi/Shuttle: Expenses associated with local transportation will be deemed eligible expenses as long as receipts are provided. Point to point explanations should accompany receipts.

- Parking Fees/Tolls: Reasonable parking fees, tolls, and expenses of a similar nature, when appropriate to the travel, are reimbursable to the traveler upon submission of appropriate documentation of the same.
3. Meals: Reimbursement for meals (sometimes called “per diem” expenses) shall be benchmarked against the U.S. General Services Administration (“GSA”) approved per-diem rate of reimbursement. Meal expenses exceeding the GSA per-diem amount shall be subject to review and justification. In the event sufficient justification is not provided, the traveler shall reimburse the expenses when the GSA rate is exceeded. Per Diem rates can be found at the GSA’s website as follows:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC .

Alcoholic beverages and tobacco products are not qualified expenses and will not be paid or reimbursed by the City. Meals included with conference registration fees are not eligible for reimbursement.

Travelers may receive allowances for meals for partial day travel according to the following schedule. Time of departure and arrival must be listed on the reimbursement request.

- Breakfast – Depart prior to 6:00 a.m. – 25% of the daily subsistence rate.
- Lunch – Depart prior to 11:00 a.m. and return after 2:00 p.m. – 25% of the daily subsistence rate.
- Dinner – Return after 7:00 p.m. – 50% of the daily subsistence rate.

Itemized receipts must be provided to receive meal reimbursement. Gratuity is limited to 15%.

Expenses incurred for meals when travel has not included overnight stay shall be reimbursed under Section E, Non-Travel Meals, of this policy.

4. Program/Seminar/Conference Fees: Charges related to the traveler’s attendance at a particular event (training, conference, seminar, etc.) shall be paid by the corresponding department. Fees not related to the seminar or conference, such as fishing trips, golf outings or other optional events, special donations, etc. are not eligible expenses and will not be paid or reimbursed by the City.
5. Telephone/Long Distance: All local and long-distance calls must be made pursuant to the traveler conducting official City business in order to be paid by the City. The traveler is not allowed to charge local or long-distance telephone calls to the City for calls made of a personal nature, except as stated below. A traveler traveling to a location outside the local calling area is allowed one (1) personal long distance telephone call of limited duration for each day of travel.

6. Internet/Fax Expenses: Internet and fax communication expenses (including postage) shall be reimbursed when relating to official City business. Receipts should detail these type expenses and justify the expense.
7. Incidental Travel Expenses: Charges billed to the traveler's hotel/motel room that have no bearing to the legitimate business nature of the travel are the responsibility of the traveler and will not be reimbursed by the City. Expenses of this nature, which are charged to the City, must be noted on the travel report and immediately reimbursed to the City by the traveler.
8. Foreign Travel: Travel outside the United States is considered foreign travel. That includes travel to U.S. territories (such as Puerto Rico) or to neighboring countries (such as Mexico or Canada). Actual lodging expenses will be reimbursed up to the maximum federal rate allowable in each city. Receipts are required.

Credit Cards – Whenever possible, municipal credit cards should be used rather than reimbursement to ensure that the most accurate records are provided to the City. If a municipal credit card is used, detailed receipts should be returned to the City with the Travel Expense report within the time frame allowed. Non-qualified expenses should not be charged on the credit (procurement) card, but rather paid directly by the traveler.

Advance Payment – Travel advances may be issued to travelers based upon the subsistence rates for the location of the event, as established herein. When possible, expenses should be pre-paid rather than seeking reimbursement. To request an advance payment, the traveler must submit a City of Cartersville Travel Expense Form, available from Human Resources, to Accounts Payable after receiving approval on the Travel Authorization Form.

Prospective Employees – If approved by the City Manager, prospective employees located outside the metro Atlanta area may be reimbursed for travel expenses only when on official employment interviews. They are reimbursed following the same rates and travel standards as City travelers. With the travel voucher, the prospective employee must provide a signed, itemized statement of actual expenses and receipts for commercial transportation and lodging.

Relocation Expenses – It is the option of the City Manager with approval from City Council to pay relocation expenses for one move by new employees, provided those expenses are documented and appropriate. They may also pledge to pay only a portion of relocation expenses. Reimbursement will be based on a paid receipt or a final invoice. If the City is to pay only part of the expenses, the original total invoice must be attached to the travel voucher. Reimbursement will be made after the new employee has moved. If the moving company requires payment upon delivery, the new employee should pay the mover and then present the paid receipt or paid invoice to the city for reimbursement. If the mover will allow later payment, the employee may submit a final unpaid invoice to the City and be reimbursed before paying the mover. All approved moving expenses should be included in one travel voucher. Reimbursable moving expenses may be taxable.

Super Saver Rates – When traveling by common carrier to conduct official business, City travelers traveling to their destination earlier than necessary and/or delaying their return to avail the City of reduced transportation rates may be reimbursed subsistence for additional travel days if the

amount saved due to the early and/or delayed travel is greater than the amount expended in additional subsistence.

Other Reimbursable Expenses – Other expenses incurred by members of the City Council or appointed boards/commissions where such travel is mandatory as part of state mandated training, or the Mayor may approve where such travel deemed to be essential to the governance of the City of Cartersville, may be reimbursable expenses. Examples of other reimbursable expenses in the above instances may include, but are not limited to, the actual cost of childcare expenses or payment of travel and subsistence expenses for attendants for physically disabled officials traveling for such mandatory City business.

Travel Companions – Spouses, family members, or other guests may travel with a City employee, City elected official, or board member to seminars, meetings, and other gatherings at their own expense. Note that the Mayor, City Council, and City Manager shall be allowed to submit expenditures for meals for spouses and children when traveling to the annual Georgia Municipal Association Conference.

E. Non-Travel Meals

A City elected or appointed official, board member, or employee may be reimbursed for meals, including lunches, when the person's job requires his/her attendance at the meeting of a board, commission, committee, or council in his/her official capacity and the meal is preplanned as part of the meeting for the entire board, commission, committee, or council. Persons may be reimbursed for meals which occur at classes, seminars, or conferences where the meeting takes place within the corporate city limits of Cartersville, or in the immediate area if such meal expense is made for bona fide City related business.

Itemized receipts provided for meals within this category should detail the nature of the meeting and the people who were present for discussion and must be submitted with the City of Cartersville Meal Reimbursement Form, which is available from Human Resources. Gratuity is limited to 15%.

F. Submission of Expenses

It is the responsibility of the traveler to submit expenses in a timely manner. All expenses relating to travel shall be submitted on a City of Cartersville Travel Expense Form, which is available from Human Resources, with appropriate supporting documentation attached, including the Travel Authorization Form. These forms must be submitted to the Finance Department no later than 10 days after return from the trip. Non-travel meals shall be submitted no later than 10 days from the date of occurrence. If all expenses are charged to a City-issued credit card, then they must be submitted with the next credit card billing statement. Reimbursement for expenses submitted after this time period may not be reimbursed.

PAYDAY

Paychecks are issued biweekly, every other Thursday. When our payday is a holiday, you normally will be paid on the working day immediately before the holiday.

PAY ADVANCES

Pay advances will not be granted to employees.

CONFIDENTIALITY OF COMPENSATION AND BENEFITS

The City prohibits improper or unauthorized use of the City's records or computer system to access confidential employee compensation and benefits that is not otherwise subject to disclosure under Georgia's Open Records Act or other applicable law. Improper or unauthorized access to the City's records or computer system may violate federal or state law. This Policy does not prohibit individuals from discussing their own compensation and benefits with other employees, so long as you did not come into possession of such information through access which you have as part of your formal City duties.

SECTION 3: TIME AWAY FROM WORK AND OTHER BENEFITS

HOLIDAYS

The City observes the following holidays for employees, with the exception of law enforcement, fire personnel, and other job positions as determined in the City's sole discretion:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Eve
- Christmas

If one of the holidays falls on Saturday, it normally will be observed on the preceding Friday; if one falls on Sunday, it normally will be observed on the following Monday. Police Department and Fire Department employees who work on a holiday listed above will be paid premium pay for each hour worked during the holiday.

In addition to the above holidays, all regular full-time employees shall receive one (1) floating holiday per calendar year. Scheduling of this floating holiday should be submitted in writing in advance to your supervisor. When possible, floating holidays will be assigned in accordance with employee requests, taking operating requirements into account. Length of employment determines priority when scheduling floating holidays. During the first calendar year of employment, eligible employees who are hired between January 1 and July 1 will be awarded a floating holiday, which may not be used until the employee has completed their new hire probationary period (90 days, unless extended by the City). Eligible employees hired on or after July 2 will not be awarded a floating holiday during the first calendar year of hire. For each subsequent calendar year of employment, eligible employees are awarded one (1) floating holiday.

Full-time employees are eligible to receive pay, at their base pay rate, for the above holidays. Exempt employees will receive holiday pay in compliance with the Fair Labor Standards Act (FLSA) or other applicable wage and hour law. Non-exempt employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless you are absent with prior permission from your supervisor.

The City retains the discretion, at all times, to modify the holiday schedule (including whether

a day is considered a holiday under this policy) without notice to the employee.

ANNUAL (VACATION) LEAVE

Annual leave provides time off for regular, full-time employees to use for vacation. Annual leave is calculated and awarded based on the anniversary date of the employee's hire. Eligible employees accrue annual leave beginning on their hire date but may not use annual leave until they have completed their new hire probationary period (90 days, unless extended by the City). The amount of annual leave awarded is based on actual hours worked. Eligible employees shall accrue annual leave based on the following schedule:

	Amount of Annual Leave Awarded Each Year			
Annual Hours Worked	Beginning on Date of Hire	Beginning with Sixth Year of Employment	Beginning with Eleventh Year of Employment	Beginning with Fifteenth Year of Employment
2,080	80 hours	120 hours	160 hours	200 hours
2,223	94.05 hours	136.8 hours	179.55 hours	222.3 hours
2,912	123.2 hours	179.2 hours	235.2 hours	291.2 hours

Annual leave is accrued in equal amounts per pay period. For example, an employee who is awarded 80 hours of annual leave per year, with 26 pay periods per year, accrues 3.08 annual leave hours per pay period. Annual leave is paid at the employee's base pay rate per hour at the time of absence. It does not include overtime or any special forms of compensation such as bonuses.

Requests for foreseeable annual leave ordinarily should be submitted in writing in advance to your supervisor. When possible, leave periods will be assigned in accordance with employee requests, taking operating requirements into account. Generally speaking, length of employment determines priority when scheduling vacation times.

Employees are encouraged to take annual leave within the year in which it is earned; however, employees are allowed to carry over up to up to five (5) weeks of annual leave into the following year. No employee shall receive pay in lieu of annual leave, unless approved in writing by the City Manager. Upon separation from employment, employees will be paid for a maximum of five (5) weeks of accrued but unused annual leave at their base pay rate at the time of separation.

SICK LEAVE

Regular, full-time employees are eligible for sick leave. Sick leave is to be used for the employee's injury, illness, and medical or dental appointments. Eligible employees begin to accrue sick leave on the first day of employment but may not use sick leave until they have completed their new hire probationary period (90 days, unless extended by the City).

Eligible employees accrue sick leave at the rate of 0.0385 sick leave hours for each hour worked up to a maximum amount, as follows:

- Police officers: 1,111.5 sick leave hours
- Firefighters: 1,456 sick leave hours
- All other eligible employees: sick leave 1,040 hours

Sick leave is accrued based on actual hours worked. Sick leave is paid at the employee's base pay rate per hour at the time of absence. It does not include overtime or any special forms of compensation such as bonuses. Sick leave pay will be paid only if approved by the department head after review of a written request for approval submitted by the employee no later than his or her first day returning to work. The department head and/or the City Manager may deny a request, which decision will be final.

Sick leave is to be used for illness or injury or for medical, dental, or eye appointments/examinations for which arrangements cannot be made outside of working hours. Employees must report his or her sick leave absence prior to their scheduled work time where practicable, and if not, within the first thirty (30) minutes after the time he or she is scheduled to have reported to work.

Employees who work at least 30 hours per week may use up to five (5) days of earned sick leave per year for the care of an immediate family member. "Immediate family member" means an employee's child, spouse, grandchild, grandparent, or parent or any dependents as shown on the employee's most recent tax returns. Leave can be used on the same terms upon which the employee uses his or her own personal sick leave benefits. The City may request written verification to support the need for leave, where consistent with other City benefit plans or paid leave policies.

As an incentive to accumulate sick leave, reimbursement for a certain amount of unused sick leave will be paid each year, at the employee's base pay rate at time of payment, to those eligible employees employed on January 15, based on the amount of sick leave accumulated as of the prior December 31, according to the following schedule (1 day = 8 hours):

Sick leave accumulated as of December 31	No sick leave used	Only one day of sick leave used
24-47 days	1 day's pay	½ day's pay
48-71 days	2 days' pay	1 day's pay
72-89 days	3 days' pay	2 days' pay
90 or more days	5 days' pay	3 days' pay

Unless otherwise required by applicable law, employees will not be paid for any accrued but unused sick leave upon the end of employment.

PERSONAL LEAVE

Regular, full-time employees are eligible for personal leave. Personal leave is to be used for non-medical circumstances such as personal emergencies, religious observances, and other

personal business. During the first calendar year of employment, eligible employees who are hired between January 1 and July 1 will be awarded one (1) day of personal leave, which may not be used until the employee has completed their new hire probationary period (90 days, unless extended by the City). Eligible employees hired on or after July 2 will not be awarded personal leave during the first calendar year of hire. For each subsequent calendar year of employment, eligible employees are awarded one (1) day of personal leave on January 1.

Personal leave must be scheduled in accordance with the procedures for scheduling annual (vacation) leave. Requests should be submitted in writing in advance to your supervisor. When possible, leave periods will be assigned in accordance with employee requests, taking operating requirements into account. Generally speaking, length of employment determines priority when scheduling personal leave.

Personal leave must be taken within the calendar year awarded and cannot be carried over from year to year. Personal leave is paid at the employee's base pay rate per hour at the time of absence. It does not include overtime or any special forms of compensation such as bonuses.

Unless otherwise required by applicable law, employees will not be paid for any accrued but unused personal leave upon the end of employment.

LEAVE SHARING POLICY

Purpose – We recognize that employees or their family members may have a medical emergency that results in a need for additional time off in excess of their available Sick Leave and Annual (Vacation) Leave. To address this need, all eligible employees will be allowed to donate Sick Leave from their unused balance through a leave-sharing program that will allow for donations to coworkers in need in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility – Employees who donate Sick Leave must be employed with the City for at least one (1) year and must be eligible to accrue paid leave time under the City's Sick Leave policy.

Employees who request to receive donated Sick Leave must be employed with the City for at least one (1) year and must have exhausted all available paid leave time under the City's Sick Leave and Annual (Vacation) Leave policies. Employees who would like to make a request to receive donated Sick Leave from their coworkers and must be absent for a minimum of three (3) scheduled workdays and have a qualifying "medical emergency" of their own or of a family member. "Medical emergency" means a medical condition of the employee or a family member of the employee that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the leave-sharing plan. "Family member" includes a parent, spouse, or child. Employees who receive donated Sick Leave may receive no more than 480 hours (12 weeks) within a rolling 12-month period and the maximum number of two (2) approved Donated Sick Leave requests per City employee during their employment.

Limitations – Employees with a minimum of three (3) years of employment may donate up to a maximum of 80 hours of their unused Sick Leave. Employees who donate time will not be

permitted to exhaust their Sick Leave balance since they may experience their own personal need for time off; as a result, donating employees must leave a minimum balance of 200 hours of their own Sick Leave. Employees cannot borrow against future Sick Leave in order to donate. Employees who currently are on an approved leave of absence cannot donate Sick Leave.

Procedure – If the recipient employee has any of his/her own Sick Leave or Annual (Vacation) Leave available, this time must be used prior to receiving any donated Sick Leave from another employee. Employees who would like to make a request to receive donated Sick Leave must complete a Leave Sharing Request Form stating the reason for the request and also must submit documentation of the medical emergency from the employee's or family member's health care provider. This form is available from Human Resources. If approved, the employee will be eligible to receive leave paid at his/her normal compensation rate. Receipt of donated leave under this Policy will be considered income to the recipient employee for tax purposes. Donated Sick Leave may be used only for time off related to the reason specified in the approved request form. Sick Leave donated that is in excess of the time off needed will be returned to the donor(s) on a pro rata basis. The recipient employee may not receive a cash payout in lieu of paid time off.

Employees who wish to donate Sick Leave to an employee in need must complete a Leave Sharing Donation Form, which is available from Human Resources. The leave that is donated will not be considered income to the donating employee for tax purposes. Donations of leave under this Policy are irrevocable.

Requests to donate Sick Leave must be to a particular recipient and will be initiated only after the recipient's application for donated Sick Leave has been approved, in order to protect the confidentiality of the recipient employee. By applying for and receiving donated Sick Leave, the recipient employee authorizes the City to disclose that the employee or the employee's family member has a medical emergency as defined in this Policy for the sole purpose of donations of Sick Leave pursuant to this Policy. The City will not disclose to any donating employee information regarding the nature of the medical emergency without the recipient employee's express, written authorization and otherwise will maintain the confidentiality of the medical emergency to the extent required by applicable law. The names of any donating employees will be kept confidential and generally will not be provided to the recipient employee.

All forms must be returned to the Human Resources Director. Requests to both donate and receive Sick Leave under this Policy are subject to approval by, and are within the sole discretion of, the Human Resources Director and/or City Manager.

JURY DUTY

Employees who are summoned for jury duty will be granted a paid leave in order to serve. Employees must provide proof of jury summons. The City reserves the right to limit the amount of paid jury leave where permitted by applicable law. You should make arrangements with your supervisor as soon as you receive your summons. In fairness to our City, you are expected to return to your job if you are excused from jury duty during your regular working hours. The City will comply with the Fair Labor Standards Act (FLSA) in payment of the salary of an exempt employee on jury duty during any week in which he also performs work.

MILITARY LEAVE

The City will comply with its obligations for those employees who serve in any branch of the United States uniformed military services, including providing any necessary time off, in accordance with federal, state, and local law. Accrued PTO (if any) may be used for this leave if the employee chooses, but the City will not require the employee to use PTO. The Family and Medical Leave Act of 1993 (“FMLA”), the Uniformed Services Employment and Reemployment Rights Act (“USERRA”), and O.C.G.A. § 38-2-279 contain provisions regarding certain types of military leave. The FMLA’s provisions regarding military leave are addressed in detail in the Family and Medical Leave Policy in this Handbook. Employees who are eligible to take military leave must comply with all applicable requirements. Questions regarding the City’s military leave policy should be directed to the Human Resources Director. If you believe you have been denied leave to which you are entitled or otherwise discriminated against because of your use of military leave, please utilize the City’s Employee Complaint Procedure, which is contained in this Handbook.

PERSONAL LEAVE OF ABSENCE

Employees may be granted a personal leave of absence. The granting of this type of leave normally is for compelling reasons. Requests for a personal leave of absence should be directed in writing to the Human Resources Director. The final decision as to eligibility for personal leave, the amount of such leave, and whether such leave is with or without pay is within the sole discretion of the City Manager. The City may consider factors such as the employee’s length of employment with the City, unusual personal hardship, employee work performance, City business needs and expenses, and other business considerations regarding approval, amount of, or payment for any leave in a particular situation.

A personal leave of absence ordinarily may not exceed two weeks. Leaves of absence are granted only after earned annual leave and Sick leave is exhausted. We will make reasonable efforts to return you to the same or similar job as held prior to the leave of absence, subject to our staffing and business requirements.

It is the employee’s responsibility to return to work on the date the personal leave of absence expires. Should the employee fail to return and fail to notify the Human Resources Director of a request for an extension, the City will consider the employee to have voluntarily resigned from employment. A request for extension of a leave of absence must be in writing and must be received at least five working days prior to the expiration of a leave.

Unless pre-approved in writing by an authorized representative of the City, engaging in other gainful employment during any leave of absence is prohibited.

BEREAVEMENT LEAVE

The City typically will allow a full-time employee receive time off with pay for up to three (3) working days (at your regularly scheduled hours) due to a death in your immediate family. You must be scheduled to work during the time you are off work for the leave. Immediate family is defined as an employee’s: father, mother, brother, sister, spouse, child, or step-child.

A full-time employee may receive time off with pay for up to one (1) working day (at your regularly scheduled hours) due to a death in your extended family. You must be scheduled to work during the time you are off work for the leave. Extended family is defined as an employee's: in-laws, grandparents, and grandchildren.

The City reserves the right to deny any request based on operational and staffing needs and further reserves the right to require an employee to document the death of a family member.

FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act of 1993 ("FMLA") provides unpaid, job-protected leave to eligible employees for certain family and medical reasons, without loss of health insurance benefits. The existence of this Policy shall not alter or expand the statutory requirements of the FMLA, and application of this Policy is correspondingly limited to those employers and employees who are protected based on the provisions of the FMLA.

In addition to the information on the notice following this Policy (identified as Your Employee Rights Under the Family and Medical Leave Act), the following information is provided to explain the employee's rights and obligations when requesting a family or medical leave:

A. Eligibility for Leave and Amount of Leave

- To be eligible for leave under this Policy, an employee must have been employed for a total of twelve (12) months, must have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave, and must work at a facility with 50 or more employees within a 75-mile radius of this worksite.
- An eligible employee may take FMLA leave for up to 12 weeks of unpaid leave for one or more of the following reasons: (1) the birth of the employee's child; (2) placement of a child with the employee for adoption or foster care; (3) to care for the employee's child, spouse, or parent who has a serious health condition; (4) the employee's own serious health condition that makes the employee unable to perform the functions of his or her job, or (5) because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a member of the National Guard or Reserves who has been deployed to a foreign country under a call or order to active duty (or has been notified of an impending call or order to active duty) or is a member of the regular Armed Forces who has been deployed to a foreign country. An employee may take a total of 12 workweeks of unpaid leave for the reasons specified above during a rolling 12-month period measured backward from the date an employee uses any FMLA leave.
- If you and your spouse are both employed by the City, the two of you together are entitled to a combined total of 12 weeks of FMLA leave for the birth, adoption, or placement of a child, or to care for a covered family member with a serious health condition. The right to FMLA leave for the birth, adoption, or placement of a child expires 12 months after the date of the birth, adoption or placement.
- An eligible employee may take up to twenty-six (26) weeks of unpaid, job-protected leave

in a single 12-month period (measured beginning on the date the leave begins) to care for a spouse, child, or parent who is a covered servicemember. The term “covered servicemember” means: (i) a servicemember (including in the Regular Armed Forces, the National Guard, and the Reserves) who has a serious injury or illness that was incurred or aggravated in the line of duty while on active duty for which he or she is undergoing treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, or (ii) a veteran undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness that was incurred or aggravated in the line of duty while on active duty and who was a member of the Armed Forces (including in the National Guard or the Reserves) within five (5) years preceding the date the veteran undergoes that treatment, recuperation, or therapy.

- FMLA leave to care for a seriously ill or injured servicemember runs concurrently with other leave entitlements provided under federal, state, and local law. Leave that qualifies as both leave to care for a covered servicemember and leave to care for a family member with a serious health condition during a single 12-month period may not be designated and counted as both types of leave. Such leave will be designated first as leave to care for a covered servicemember.
- Unless otherwise required by law, no employee will be entitled to more than a combined total of 26 weeks of leave in a single 12-month period for any FMLA-qualifying reason.
- The FMLA permits eligible employees to take leave intermittently or on a reduced- schedule leave when medically necessary for the serious health condition of the employee or the employee’s family member or to care for a covered servicemember with a serious injury or illness. In the case of planned medical treatment, the employee must attempt to schedule the intermittent or reduced-schedule leave so as not to unduly disrupt the City’s operations. Intermittent leave is not available for the birth, adoption or placement of a child unless agreed to by the City. The City may transfer the employee temporarily to an alternative position with equal pay and benefits that better accommodates any recurring periods of intermittent leave.
- If an employee is entitled to paid leave under another benefit plan or policy (such as annual leave or Sick leave), the employee must use such paid leave concurrently with the FMLA leave. Such available paid leave will be counted against the unpaid FMLA leave entitlement. The employee is required to satisfy any procedural requirements for receiving payment under paid leave as provided in this Handbook when substituting paid leave for FMLA leave. If you are receiving short-term disability or workers’ compensation benefits during a personal medical leave, you will not be required to utilize these benefits. However, you may elect to utilize accrued benefits to supplement these benefits.

B. Request for and Designation of Leave

- To request FMLA leave, the employee must complete and sign a Request for Family and Medical Leave form and submit it to the Human Resources Director. When the need for FMLA leave is foreseeable, the employee must provide notice and submit the Request for Family and Medical Leave form at least thirty (30) calendar days in advance of the effective date of the leave. If 30 days’ notice is not practicable (such as if the employee is uncertain as

to when the leave will begin or in the case of a medical emergency), the employee must provide notice as soon as practicable. If the need for leave is not foreseeable or in the case of a qualifying exigency, the employee must give the City notice of the need for FMLA leave as soon as practicable under the particular circumstances.

- An employee must provide notice sufficient for the City to determine that the leave is for an FMLA-qualifying event. In the case of unforeseeable leave, calling in “sick” without providing any additional information is not sufficient. When an employee seeks FMLA leave for a qualifying reason for which the City previously has granted FMLA-protected leave, the employee must specifically reference the qualifying reason for leave or the need for FMLA leave. If the employee fails to provide the City the reason for leave, leave may be denied.
- The employee will be notified within five (5) business days of his or her request for FMLA leave whether the employee is eligible for FMLA leave, absent extenuating circumstances. At that time, employees will be provided written notice of their rights and responsibilities and the consequences for failure to meet these obligations. When the City has sufficient information to determine whether the leave is for an FMLA-qualifying event, the employee will be notified within five (5) business days whether the leave will be designated and counted as FMLA leave, absent extenuating circumstances.
- When scheduling planned medical treatment, the employee must consult with the City in advance to ensure that the City’s operations are not unduly disrupted by the employee’s absence(s).
- Employees should understand that, for any absences, whether covered by the FMLA or not, it is imperative to follow the City’s usual and customary internal notice and procedural requirements for requesting leave, as outlined in the City’s Employee Handbook. If an employee fails to comply with the City’s internal notice and procedural requirements and no unusual circumstances justify such failure, FMLA-protected leave may be delayed or denied.

C. Certification and Recertification of Leave

- The City requires that an employee provide a complete and sufficient certification of a serious health condition of the employee or the employee’s family member, of a qualifying exigency, or of the need to care for a covered servicemember with a serious injury or illness. Certification forms are available from the City’s Human Resources Department. The employee must submit the completed certification form to the City within fifteen (15) calendar days, unless it is not practicable to do so under the particular circumstances. Failure to provide such certification may result in the delay or denial of FMLA leave.
- If the City has reason to doubt the validity of a medical certification, the City, at its own expense, may require a second medical opinion from a physician it chooses. If the first and second opinions differ, the City, at its own expense, may require the opinion of a third health care provider that is approved jointly by the City and the employee. The third opinion will be considered final and binding.

- Where the employee’s need for leave due to the serious health condition of the employee or the employee’s covered family member lasts beyond a single leave year, the City requires the employee to provide a new medical certification in each year the employee subsequently takes leave.
- Where leave is taken for the serious health condition of the employee or the employee’s covered family member, the City may require recertification of the leave every six (6) months, or on a more frequent basis in certain circumstances.
- Employees returning from an approved FMLA leave due to their own serious health condition will be required to present a fitness-for-duty certification from their health care provider indicating that they are medically able to resume work. This certification specifically must address the employee’s ability to perform the essential functions of his or her job. The City may delay returning the employee to work until this certification is received. Failure to provide this certification may subject the employee to termination.
- In the case of intermittent FMLA leave for an employee’s own serious health condition, employees are required to present a fitness-for-duty certification every thirty (30) days if the City determines that reasonable safety concerns exist regarding the employee’s ability to perform his or her duties because of the employee’s serious health condition.

D. Employee Responsibilities While on Leave

- During an approved FMLA leave, employees are entitled to the same health insurance they had before the leave began. Employees who pay some or all of their health insurance premium will be required to continue to pay the premiums in order to continue benefit coverage during the leave period. The employee is responsible for making arrangements to pay any premiums due during the leave period. Employees who do not return to work following FMLA leave will be liable for the payment of any health insurance premiums paid by the employer during unpaid FMLA leave, unless the failure to return to work was due to the continuation, recurrence, or onset of a serious health condition or for other circumstances beyond the employee’s control.
- Employees will be required to periodically advise the City of their status and intent to return to work at the conclusion of the FMLA leave. Employees also must provide notice to the City at least two (2) business days prior to their return to work. If an employee unequivocally indicates his or her intent not to return to work after taking FMLA leave, the employee is subject to termination.
- While on leave, the employee may not be eligible for bonuses or other payments based on attendance or job-related performance goals, in the City’s discretion, where the employee has not met that goal due to FMLA leave.
- Outside employment during an employee’s leave period without written City approval is prohibited and may result in disciplinary action, up to and including termination of employment. Further, engaging in deceptive or misleading conduct as a part of an employee’s leave (including lying about the reason or need for such leave) may result in disciplinary

action, up to and including termination.

E. Return from Leave

- Employees returning from FMLA leave will be restored to the same or an equivalent job. The FMLA does not entitle a restored employee to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would not have been entitled had the employee not taken leave.
- A request to substitute paid leave for unpaid FMLA leave or a request for any leave not covered by the FMLA may be subject to additional approval, certification, and reinstatement requirements. In addition, employees requesting to substitute paid leave for unpaid FMLA leave or requesting other approved leave will be required to complete all applicable forms.

F. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state, or local law prohibiting discrimination, or supersede any state or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the City's other leave policies as applicable or contact the Human Resources Department.

G. Employee Complaint Procedure

If you believe you have been denied any right under the FMLA or otherwise discriminated against because of your use of FMLA leave, please utilize the City's Employee Complaint Procedure, which is contained in this Handbook.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an eligible employee if all of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a covered employer if one of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you must:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your employer must:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



PAID PARENTAL LEAVE AND PREGNANCY-RELATED MEDICAL LEAVE

Regular, full-time employees who have been employed full-time with the City for at least one year at the time the leave begins are eligible for two (2) weeks of paid parental leave (leave taken by mothers or fathers to bond with and/or care for a newborn baby or newly adopted child age 17 or younger). In addition, regular, full-time female employees who have been employed full-time with the City for at least one year at the time the leave begins are eligible for an additional two (2) weeks of paid pregnancy-related medical leave (leave taken by mothers for the birth of a child, hospitalization relating to pregnancy or birth, or other physical limitations imposed by pregnancy or childbirth), for a total of four weeks.

Paid parental leave and pregnancy-related medical leave are paid at the employee's base pay rate and will be paid on the City's regularly scheduled pay dates. Paid parental leave and pregnancy-related medical leave will run concurrently with leave under the Family and Medical Leave Act (if the employee is eligible for FMLA leave) and must be concluded within 6 months of the birth or placement of a child.. Requests for leave should be coordinated with your Department Head or Supervisor, and the City has the right to request documentation to substantiate the need for leave requested under this Policy.

TEMPORARY MODIFIED DUTY PROGRAM

The City will consider requests for accommodation in the form of modified duty on a temporary basis for employees who are injured or otherwise unable to perform their regular job duties due to temporary incapacity, including due to pregnancy, worker's compensation/occupational injuries, and non-occupational injuries. For such requests for temporary modified duty, including change of job duties, "light duty," reduced work schedule, or leave from work, the City will consider requests on a case-by-case basis. Requests for temporary modified duty should be directed in writing to the Human Resources Director. The final decision as to eligibility for and to the nature and duration of the temporary modified duty is within the sole discretion of the City. The City may consider factors such as the nature of the employee's impairment and limitations, the nature and requirements of the employee's job position, the employee's tenure with the City, unusual personal hardship, employee work performance, City business needs and expenses, and other business considerations regarding the approval, nature, and duration of temporary modified duty in a particular situation.

This policy is not applicable to, and does not supersede any available rights in connection with, accommodations that are required under the Americans with Disabilities Act ("ADA") or to leave that is required under the Family and Medical Leave Act ("FMLA"). For any such requests, please see the City's respective Equal Employment Opportunity and Family and Medical Leave Policies, respectively, which are contained in this Handbook.

INSURANCE AND OTHER BENEFITS

The City offers various benefits to employees; such benefits may include medical, dental, and life insurance; a deferred compensation program; and retirement/pension plan. Please contact the Human Resources Director regarding information on available benefits and eligibility factors.

Your rights and benefits are determined in accordance with the provisions of the applicable benefit policy, and your benefits are effective only if you are eligible for the benefit (including any insurance) and remain covered or insured in accordance with policy terms. Any benefit policy is subject to amendment, suspension, modification, or termination in accordance with any provision thereof or at the discretion of the City without the consent, notice to, or concurrence of any person covered or insured thereunder.

The City reserves the right to amend, suspend, modify, or terminate these benefits at any time and for any reason. No agent or person, except the City Manager in writing, has authority to contravene the terms of this Policy, including waiving any condition or restriction of any benefit plan, extending the time for making a payment, or binding the City by making any promise or representation. No change in any benefit policy shall be valid unless evidenced by an endorsement on it signed by the aforesaid person. Unless otherwise required by applicable law, once an employee's employment with the City ends, the City will not pay benefits under any benefit plan, except for that amount that the employee has contributed into the plan and has not yet utilized up to the time of separation. In addition, any employee of the City employed by July 20, 2000, shall be entitled to or provided life, health and dental insurance from the City at retirement as long as pension benefits commence immediately after last day of employment with the City.

To the extent required by law, it is the City's intent to comply with the Patient Protection and Affordable Care Act ("ACA") with respect to its offering of coverage to those employees who qualify as full-time employees under the ACA. The City may use either a monthly measurement method or look-back measurement method for determining full-time employee status under the ACA. If you have any questions about this or whether you qualify as a full-time employee under the ACA, please contact the Human Resources Department. If you believe that you have not received an offer of coverage when you should have or do not believe that the coverage you have been offered meets the requirements of the ACA, you should report your concerns to us using the Employee Complaint Procedure set forth in this Handbook.

WORKERS' COMPENSATION

On-the-job injuries are covered by our Workers' Compensation Insurance Policy provided at no cost to you. If an employee suffers an injury or illness that was caused at work or that the employee believes resulted from his or her job, the employee must report it to the Human Resources Director within a reasonable time after the employee realizes that he or she has suffered the injury or illness, which typically (unless exceptional circumstances are present) should be no later than the beginning of the employee's next working shift following discovery of the illness or injury and before engaging in any additional work. We ask for your assistance in alerting management to any condition that could lead or contribute to an employee accident.

Please also see the City's Temporary Modified Duty Program policy, which is contained in this Handbook.

LONGEVITY PAY

A full-time employee who has been employed with the City for five continuous (5) years shall receive an annual sum in the amount of ten dollars (\$10.00) per year for each year of employment after the initial five (5) years of employment. For example, an employee who has been employed for six (6) continuous years shall receive a payment of \$10.00, an employee who has been employed for seven (7) continuous years shall receive a payment of \$20.00, etc. The City typically will pay this bonus at the end of each calendar year.

TUITION REIMBURSEMENT PROGRAM

Purpose. In order to develop and maintain a better educated and more highly skilled City workforce, the City will provide tuition assistance benefits to help employees pay for the cost of certain courses related to the employee's current job or future advancement opportunities within the City (upon the availability of funds annually budgeted and in accordance with the guidelines as shown below). Executive MBA and PHD programs are not covered under this policy.

Eligibility. Any full-time City employee who has been employed by the City in a regular, full-time capacity for at least 12 consecutive months of continuous employment on a regular, full-time basis prior to the beginning of the course for which educational assistance is sought may apply to participate in the program. This policy does not apply to contract, temporary, or part-time employees. Initial approval of a course does not obligate the City to future/continued approval of courses in the same or a different course of study. Approvals are only valid for the course and quarter/semester given.

Before an employee requests reimbursement through the City's educational assistance program, an employee must apply for any available educational scholarships (such as Georgia Hope Scholarship, GI Bill, etc.) or submit evidence that the employee is not eligible to receive said educational scholarships.

Eligible Courses. The following types of courses are eligible for reimbursement depending upon the availability of City funds and approval by the respective Department Head and City Manager:

- a. Courses that are part of a structured program to assist the employee in attaining his or her high school diploma or equivalent (GED).
- b. Technical or skills courses offered through accredited technical schools if an employee's Department Head and the City Manager determine that the courses relate to the employee's current work assignment or potential promotional opportunities.
- c. Undergraduate and graduate courses offered through accredited colleges or universities approved by the City if an employee's Department Head and the City Manager determine that the courses relate to the employee's current work assignments or potential promotional opportunities.

- d. Courses that are part of an approved degree-related program which is related to the employee's current job or future advancement opportunities within the City.

Scheduling of Courses. Employees are expected to attend courses outside of their work hours. Educational activities will not interfere with satisfactory performance of the employee's job duties for the City. Failure to satisfactorily perform job duties while the employee is enrolled in a class may result in a loss of reimbursement.

Amount of Reimbursement. Tuition reimbursement will be provided for no more than two courses per academic term per eligible employee. Tuition, registration fees, and required lab fees will be reimbursed according to the following schedule:

Grade Received	Reimbursement Percentage
A or P (for "Pass/Fail" courses)	100%
B	80%
C	60%
D, F, W (withdraw), W/F (withdraw failing) or Incomplete	0%

Reimbursement applies only to tuition, registration fees, and required lab fees. The City will not reimburse employees for books, activity fees, parking, meals, or other related expenses.

Employees who receive other forms of financial aid, such as private scholarships or grants, assistance from a government agency, and/or veterans' benefits, will be reimbursed only for the difference between reimbursable expenses and the aid received from the other source (times the applicable percentage above). Employees who receive other assistance must provide evidence of such assistance to their Department Head. At the request of the Department Head, Human Resources Director or the City Manager, the employee may be required to provide documentation (letter) from the institution they are attending verifying receipt/non-receipt of funding from alternative sources.

Employment Status. To be reimbursed, employees must be actively employed full-time by the City when evidence of satisfactory course completion is submitted to and approved by the City, in addition to all other eligibility factors as stated in this Policy.

Submission of Request. Before registering for a course/degree program, an employee must submit a request for tuition reimbursement to his or her immediate supervisor. The employee must attach a copy of the course description from the course catalog or other publication along with the cost of said course. The employee and immediate supervisor will discuss the relevance of the course(s) to the employee's position and/or future goals with the City before submitting the request to the respective Department Head.

Employees enrolled in a degree program at an accredited college or university must be able to demonstrate how the degree will apply to their position.

Review and Approval. All requests for reimbursement will be reviewed by the employee's Department Head, the Human Resources Director, and the City Manager. The City Manager is responsible for approval or denial of all reimbursement requests based on factors including fulfillment of the criteria and requirements of this Policy and the availability of adequate funds. A copy of the decision will be maintained in the employee's personnel file. If approved, the Department Head and/or City Manager (as applicable to amount requested reimbursed) will authorize disbursement to the employee.

Registration. The employee may register for the course once the application is approved. The City is not responsible for any costs an employee may incur unless they have specific written approval from the City Manager.

Evidence of Satisfactory Completion. Upon the completion of the approved course(s), the employee is required to submit certified transcripts of his or her grade(s) and cancelled check(s) or receipts for the approved course(s) to the Department Head. These documents must be attached to the original request for tuition reimbursement. These documents should be submitted within 30 days of completing the course(s) to the Department Head. Failure by the employee to submit said documents within 30 days of completing the course may result in non-reimbursement for the course(s) attended.

Reimbursement of Costs Upon Resignation. If an employee who has received reimbursement under this Policy voluntarily resigns within two years of receiving the funds, the employee will be required to reimburse to the City all amounts received within the previous two years by the employee for educational assistance. This withholding shall be applied only to the extent permitted by and in accordance with applicable law. If the employee's final paycheck/direct deposit is insufficient to pay the unpaid balance in full, the employee must repay the balance to the City within 30 days of the effective date of the employee's resignation.

RETIREMENT BENEFITS

Eligibility. All regular employees will become participants in the Retirement Plan on the first day of full-time employment, and/or the age of eighteen. There is no maximum age limitation for entering the plan. You become a vested member of the plan after 10 years of continuous employment.

Contributions. A city of Cartersville Retirement Plan Participant makes a bi-weekly contributions equal to:

- 3.1 % of weekly earnings for non-Public Safety employees.
- 4.1% of weekly earnings for Police and Fire employees.
- The City of Cartersville contributes based on annual actuarial reports.

SECTION 4: ON THE JOB

PERSONNEL RECORDS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the applicant from further consideration for employment or, if the person has been hired, disciplinary action, up to and including termination of employment.

Personnel records will be maintained in accordance with any applicable federal, state, and local law. Certain personnel records regarding current and former employees are subject to disclosure pursuant to the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq.

BACKGROUND CHECKS

The City conducts background checks on job candidates after a contingent offer of employment has been extended. A background check may also be conducted during employment, such as in connection with reassignment or promotion. The City may conduct background checks itself or through a third-party vendor. All background checks will be compliant with the Fair Credit Reporting Act and other applicable laws. The information that may be collected includes, but is not limited to criminal background, employment history, motor vehicle records, credit history, education, and professional and personal references. In the event that an applicant's background check includes a criminal history check, the City will conduct an individualized assessment to determine whether excluding an applicant based on a criminal offense is job related and consistent with business necessity. A prior criminal arrest or conviction is not an absolute or automatic bar to employment. The City will consider additional information from the applicant or employee to determine whether the individual's criminal record should bar the individual from working.

Prior to the background check being conducted, the applicant will be required to complete disclosure and authorization forms authorizing the City to conduct specific background checks. This authorization will be made in either electronic or written form and will remain valid throughout the employee's employment with the City, if hired, as allowed by applicable law. Background checks will be kept confidential and will only be shared with individuals who have a business need to review the information to make employment decisions.

NEW EMPLOYEE ORIENTATION

Upon joining our City, you will be given a copy of our Employee Handbook and asked to complete personnel, payroll, and benefit forms. Your supervisor is responsible for the operations of your department and is a good source of information about the City and your job.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important factors for your success within our City. We work as a team, and this requires that each person be in the right place at the right time. Failure to meet the expectations of the City in the area of attendance and punctuality will result in disciplinary action, up to and including termination.

If you are going to be late for work or absent, you must notify your supervisor before the start of your workday. You are required to speak with your supervisor directly, or, if your supervisor is not available, you must speak with another supervisor. It is not acceptable to have another person call for you or leave a message with a co-worker.

If you are absent for three days without notifying the City, it is assumed that you have voluntarily abandoned

your position with the City, and you will be separated from the City.

Excessive absenteeism and tardiness will result in termination. Excessive absenteeism and tardiness is generally considered:

- More than one occasion of unexcused absence.
- Three occasions of excused absence or tardiness in a three-month period.
- Six or more occasions of excused absence or tardiness within a twelve-month period.
- An unacceptable pattern of absences and/or tardiness over an individual's employment history.

It is important to understand that individual circumstances may dictate that fewer tardies or absences than listed above still may be considered Excessive Absenteeism. Your attendance simply is one aspect of your job performance and will be considered together with your overall performance and attitude.

This Policy will be applied consistent with all applicable laws. If you or an immediate family member has a medical condition that results in one or more absences, you may qualify for unpaid leave under the federal Family and Medical Leave Act of 1993 ("FMLA"), and your absences will be treated accordingly. Please refer to the Family and Medical Leave Policy in this Handbook for information about leave under the FMLA. Likewise, if your absence is approved leave under the Americans with Disabilities Act ("ADA"), your absence will be considered in accordance with the requirements of the ADA. For absences that should be approved under the ADA, please consult the ADA Policy set forth in the EEO Policy in this Handbook. Be advised that leave under the FMLA or ADA may require approval in advance and does not necessarily relieve you from your responsibilities as set forth in this Attendance and Punctuality Policy.

If you believe that an absence or tardy improperly has been considered, please utilize the City's Employee Complaint Procedure, which is contained in this Handbook.

NURSING MOTHERS

The City complies with applicable provisions of the Providing Urgent Maternal Protections for Nursing Mothers ("PUMP") Act. Consistent with this statute, the City provides all nursing mothers with reasonable break time to express breast milk for the nursing of a child, as frequently as needed by the nursing mother, for one year following the birth of a child. In addition, the City will provide a private place other than a bathroom where a nursing mother may express breast milk. These breaks will be unpaid for non-exempt employees, unless the break time otherwise would be paid by the City or the employee is not completely relieved of duty for the entire break period. Exempt employees will be paid their full salary during all nursing break times, as required under the FLSA or other applicable wage and hour law. Please direct all requests regarding this Policy to the Human Resources Director.

If any state, local, or other applicable law provides additional protections for nursing mothers, the City will comply with such law.

If you believe you have been denied any entitlement provided to nursing mothers, been discriminated or retaliated against for exercising any right under this Policy, or otherwise have any complaint regarding this Policy, please utilize the City's Employee Complaint Procedure, which is contained in this Handbook.

STANDARDS OF CONDUCT

Employees have responsibilities and duties associated with their jobs. All employees are expected to perform their duties consistently at an acceptable level, and if they fail to do so, corrective disciplinary measures will be taken. Disciplinary action may include a verbal warning, written warning, suspension without pay, probation, demotion, and discharge (exempt employees are subject to unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules, among other lawful deductions). Please note that the City reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance and does not subscribe to an application of progressive discipline. The City will deal with each situation individually, and nothing in this Handbook should be construed as a promise of specific treatment in a given situation and should not be relied upon as a contractual agreement to impose a particular type of discipline.

Below are examples of the actions for which you could be disciplined and/or terminated. This list is not intended to be all-inclusive, and there are many other actions that can result in disciplinary action, up to and including termination.

1. Actual, suspected, or attempted theft or dishonesty.
2. Deliberately destroying, misusing, misappropriating, or abusing City property or equipment or another person's property during working time or on City premises.
3. Disclosing, misusing, or removing without authority City confidential or classified information of any kind or falsifying such information.
4. Insubordination or other refusal to obey or disregard of management's instructions.
5. Fighting on City premises.
6. Unlawful possession of firearms, illegal knives, or other dangerous weapons or equipment during work time or on City premises.
7. Deliberately altering employee's own time record, clocking in for another employee, or allowing someone else to clock in for the employee.
8. Making a statement that is known or suspected to be false.
9. Falsifying any City document, record, or report, including but not limited to an application for employment, personnel or payroll record, or time card.
10. Leaving premises, assigned job duties, or assigned equipment during work hours without permission of the person in charge.
11. Using or loaning out City-owned or controlled material, time, keys, or equipment for an unauthorized purpose or for personal use; unauthorized operation, repair, or attempt to repair machines, tools or equipment; or duplicating City keys without proper authorization.
12. Threatening, intimidating, coercing, interfering with, or displaying indecent actions toward fellow employees, management, contractor, vendor/supplier, visitor, or member of the public.

13. Possessing, distributing, consuming, or being under the influence of alcoholic beverages or dangerous or illegal drugs at any time while performing work for the City.
14. Using another person's badge or identification number for the purpose of gaining admission to City premises or permitting another person to use a badge or identification number for such purposes without appropriate approval.
15. Being involved in accidents with City equipment causing significant property damage or bodily injury.
16. Disregarding safety rules, fire regulations, or common safety practices.
17. Violating or inducing another employee to violate the City's EEO Policy, Substance Abuse Policy, or any other City policy, regulation, ordinance, or procedure.
18. Restricting production, deliberate slowdown or obstruction of operations, or encouraging others to do so.
19. Failing to comply with all dress, appearance, and personal hygiene standards.
20. Failing to adequately inspect all assigned equipment or failing to report immediately to the person in charge any mechanical defect in equipment or personal illness or condition hazardous to the safe operation of any equipment.
21. Being involved in any preventable accident with City equipment.
22. Posting, defacing, or removing notices or signs or writing on bulletin boards or City property, unless authorized by Management.
23. Sleeping during working hours.
24. Failing to clock in or out or otherwise failing to maintain accurate time records.
25. Failing to exercise appropriate discretion and judgment in complying with any cash-handling procedures.
26. Failing to report absences; excessive absences or tardiness; or other attendance and punctuality problems.
27. Failing to report an accident or report for first aid.
28. Horseplay, running, pushing, or throwing things or creating discord or lack of harmony in the business environment.
29. Gossiping or discussing/disclosing confidential business or personnel matters.
30. Failure to cooperate with or provide information requested in connection with any investigation.
31. Receiving or soliciting a bribe or other similar improper payment, services, or gratuity.

32. Misrepresenting information to the City as a part of your hiring process, including misrepresentations on your resume about your educational or employment experience.
33. Improper use of cell or portable communications device or other violation of the City's mobile device management policy.
34. Unsatisfactory job performance.
35. Failure to work with a positive attitude or to help and support other employees, visitors, or members of the public.
36. Abuse of sick leave or other leave time.
37. Loss of or failure to maintain any necessary license, training, or certification.
38. Other misconduct as determined by the City.

These examples are not all-inclusive. Because this list does not cover every action for which you may be disciplined, you also are expected to use common sense and conduct yourself in a reasonable and professional manner. We emphasize that discipline and discharge decisions may be based on an assessment of all relevant factors, including the severity of the infraction and the employee's work record, as determined by the City.

PERFORMANCE REVIEWS

Your performance is important to our City. Your supervisor or higher-level manager will normally review your job progress within our City on a periodic basis (generally, annually based on the anniversary of your hire date). New employees may be reviewed at the end of their probationary period.

Performance reviews are designed to provide a basis for better understanding between you and the City, with respect to your job performance, potential, and development within the City. Please understand, however, that a positive performance review does not guarantee an increase in compensation, a promotion, or continued employment since compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of the City.

WORKPLACE VIOLENCE

Application. The City is committed to providing its employees a safe environment for working and conducting business. In this regard, the City will not tolerate any threats, threatening behavior, acts of violence, or any related conduct that interferes with or disrupts the City's safe working environment. This prohibition applies to City employees, vendors, citizens, and visitors.

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

1. Hitting or shoving an individual.
2. Threatening to harm an individual or his/her family, friends, associates, or their property.
3. The intentional destruction or threat of destruction of property owned, operated, or controlled by the City.
4. Harassing or threatening individuals through any form of written or electronic communications.
5. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City.
6. Harassing surveillance of another City employee and making a credible threat with intent to place the other person in reasonable fear of his or her safety.
7. Unlawful possession of firearms, weapons, or any other dangerous devices on City property.

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

Active Shooter Protocol. Please review, in advance, the attached document outlining recommended actions in the unfortunate event of an active shooter in the workplace.

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

3. TAKE ACTION

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT IS
SAFE TO DO SO**

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes



Contact your building management or human resources department for more information and training on active shooter response in your workplace.

SECURITY

We are committed to providing a secure workplace and ensuring the protection of City assets and information. Security is an integral part of your job responsibilities. Be sensitive to information you generate or have access to; protect assets such as records, equipment, and office supplies; secure your work area when left unattended; and report security related issues to your supervisor. The following additional guidelines apply:

1. Employees are required to secure all sensitive/confidential information in their workspace at the conclusion of the workday and when they are expected to be away from their workspace for an extended period of time. This includes both electronic and physical hardcopy information.
2. Computer workstations/laptops must be locked (logged out or shut down) when unattended and at the end of the workday. Portable devices like laptops and tablets that remain in the office overnight must be shut down and stored away.
3. Mass storage devices such as CD, DVD, USB drives, or external hard drives must be treated as sensitive material and locked away when not in use.
4. Printed materials must be immediately removed from printers or fax machines. Printing physical copies should be reserved for moments of absolute necessity. Documents should be viewed, shared, and managed electronically whenever possible.
5. All sensitive documents and restricted information must be placed in the designated shredder bins for destruction or placed in the locked confidential disposal bins.
6. File cabinets and drawers containing sensitive information must be kept closed and locked when unattended and not in use.
7. Passwords must not be written down or stored anywhere in the office.
8. Keys and physical access cards must not be left unattended anywhere in the office.

Please also see the City's policies on Protecting Confidential Information and Employee and Public Relations.

EMPLOYEE AND PUBLIC RELATIONS

Our City's reputation has been built on excellent service and the quality of our care. To maintain this reputation requires the active participation of every employee. The opinions and attitudes that citizen have toward our City may be determined for a long period of time by the actions of one employee. Each employee must be sensitive to the importance of providing courteous treatment in all working relationships. If you are contacted by the media regarding any aspects of your employment, duties, or other activities at the City, please advise the media to direct any inquiries to the City Manager. You should immediately notify the City Manager of any media inquiry.

Please also see the City's policies on Protecting Confidential Information and Security.

NON-FRATERNIZATION

The City prohibits dating or romantic relationships between a supervisor and a subordinate who reports either directly or indirectly to that supervisor. This prohibition applies to all employees regardless of their marital status. In the event a supervisor and subordinate desire to date or enter into a romantic relationship, the supervisor should immediately notify the Human Resources Director so that the City may take appropriate steps to avoid any adverse impact in the workplace. This may include the transfer, reassignment, or resignation of one (or both) of the associates involved. The City may, at its discretion, also require any participants in a consensual romantic and/or sexual relationship to execute a Consensual Relationship Agreement. The City will address these situations as confidentially and discreetly as possible. When a violation of this Policy is determined to have occurred, appropriate disciplinary action, up to and including discharge, will be taken.

Please also see the City's policy on Employment of Relatives.

EMPLOYMENT OF RELATIVES

An otherwise qualified candidate is excluded from consideration for a vacancy or transfer if a potential conflict of interest involving a relative would be created. For purposes of this Policy, a relative includes an individual who is related by blood, marriage, or adoption. Examples of relatives include a spouse, parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, or corresponding in-law or stepfamily relation.

Candidates are ineligible for employment, promotion, or transfer to a job where an employee who is a relative would recommend or approve hiring, termination, performance appraisals, pay changes, disciplinary actions, or promotions for the candidate. No employee may directly or indirectly supervise a relative. Failure to disclose the name of a relative who is a City employee or applying for employment is grounds for discipline, including termination.

POLITICAL ACTIVITIES

No employee of the City shall hold an elective office in the City government; solicit any contributions, assessments, or services for or on behalf of any candidate for any City elective office, or publicly endorse any candidate for any City elective office.

Nothing in this policy shall affect the right of an employee to contribute to, hold membership in, serve as an officer of, or support a political party; to vote as he or she chooses; to support or campaign for county, state, or national political candidates; to express privately his opinions on all political subjects and candidates; to maintain political neutrality; or to attend political meetings.

SOLICITATION/DISTRIBUTION

Employees may not engage in solicitation for any purpose during work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the employee's break and lunch time and kept out of active working areas.

Distribution by employees of any type (materials, goods, paper) is prohibited in work areas at any time by employees, whether or not the employees are on working time, and by non-employees. Electronic distribution is subject to the City's Computer, Email, and Internet Use Policy, and may not occur during the employee's working time. Literature that violates the City's EEO or Workplace Violence Policy, includes threats of violence, or is knowingly or recklessly false is never permitted.

OFF-DUTY EMPLOYEES

Off-duty employees are to visit City offices and facilities only on matters of business, such as obtaining paychecks, and may not enter work areas of the City unless granted permission to do so by a supervisor.

VISITORS

All visitors, including family members of employees, are required to check in with the receptionist. Visitors are not allowed in work areas without express permission and approval by your supervisor.

PERSONAL BELONGINGS

The City is not responsible for personal belongings that are brought onto the premises. Employees are encouraged not to bring valuable items with them to work. All personal items brought into the facility should be secured if possible. The City cannot be responsible for loss or damage to your personal property.

CHANGES IN PERSONAL DATA

We need to maintain up-to-date information about you so we would be able to aid you and/or your family in matters of personal emergency. Changes in name, address, telephone number, marital status, number of dependents, or changes in next of kin and/or beneficiaries should be given promptly to the payroll manager.

INSPECTION/MONITORING

The City provides offices, desks, computers, and other City property to employees for their use while employed by the City. These items are the property of the City. The City can make no assurances about the security or privacy of any office, desk, file cabinet, computer, or other City facility and discourages the storage of valuables, perishables, and other personal items in them.

Additionally, the City reserves the right to open and inspect any item of any kind on City property (including any office, desk, computer and files, file cabinet, or other City property or resources) and its contents, as well as any vehicle on City premises, at any time with or without reason, notice or consent, where permitted by applicable law. Any searches will be conducted in compliance with applicable law regarding inspection of persons and vehicles.

Employees should understand that any communications (including verbal and written) of any type using the City's telephone, video, or voice systems (or using third-party systems utilizing the City's technology/networking resources) may be monitored or recorded for any reason as a part of normal business

operations. By using the City's telephone, video, or voice systems (or third-party systems using the City's technology/networking resources), employees expressly consent to such monitoring and recording for all lawful purposes, and any use of the City's telephone, video or voice systems (or third-party systems using the City's technology/networking resources) or participation in a communication is done so with the knowledge and awareness of this Policy. Employees must understand that the monitoring and recording expectation in this policy extends to situations where an employee is using personal or non-City technology/networking resources (such as their home internet) to attend/participate in a business-related meeting, call or presentation, whether through a City system or a third-party system such as Zoom, WebEx, or Teams.

Similarly, employees should be aware that, in order to promote the safety of employees, visitors, citizens, and other third parties, as well as the security of its assets and property, the City may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, showers, and dressing rooms. Employment with the City constitutes an express awareness of and consent to such surveillance.

CONFIDENTIAL INFORMATION AND RETURN OF CITY PROPERTY

Employees must carefully protect and must not disclose to any third party any confidential or proprietary information belonging to the City that is not otherwise subject to disclosure to the public under Georgia's Open Records Act or other applicable law, unless expressly authorized or specifically required in the course of performing authorized services for the City.

Misuse of confidential information can include accessing information not directly relevant to your specifically assigned tasks, disclosing, discussing and/or providing confidential information to any individual not authorized to view or access that data, and failing to properly handle, store, or dispose of confidential data. Individuals with access to confidential information should ensure that any materials containing confidential information are stored safely before leaving their work areas each day and that any confidential information on your computer, tablet, PDA, or other personal mobile device shall be protected by use of a reasonable password. In the event that a personal mobile device with confidential information on it is lost or stolen, you must report it immediately to your supervisor, Human Resources Director, and the City Manager.

Further, upon separation from employment for any reason, employees are required to return all of the City's property that is in their control or possession to the City, including, but not limited to, any confidential information and the City's Employee Handbook. This Policy specifically requires employees to return all City property (including electronically stored information) that employees may have taken outside of the office (such as to your personal residence) or transferred to or stored on non-City computers and other electronic storage devices (including PDAs) during the course of their employment. Employees should clearly understand that, upon separation from their employment, they are without authorization to access or use any such City property (other than through a lawful request), whether through a City-sponsored computer or computer network or via a non-City computer or other electronic storage device. Further, for the avoidance of doubt, this Policy also makes clear that no individual is authorized to access the City's computer/network system after they are no longer performing services for the City, unless such post-termination access is expressly authorized in writing by the City Manager.

Finally, the City has no desire or intention to acquire trade secrets or confidential information belonging to another organization. Accordingly, if you are aware of trade secrets or confidential information belonging to other persons or entities not affiliated with the City, you must not use or disclose that information as a part of your performance of job duties for the City.

COMPUTER, EMAIL, AND INTERNET USE POLICY

A. Purpose and Application.

The City provides a variety of technology resources to its employees for purposes of its business operations and to help employees perform their jobs. While these technology resources are often necessary and helpful tools, they also pose risks and must be used with common sense and good judgment. As such, the City has developed this policy to establish guidelines for the use of its technology resources. For purposes of this policy, the City uses the term “technology resources” to refer generally to all of its computing, network, and electronic resources, such as computers, software, networks, email systems, telephones and cellular phones, instant messages, text data, voicemail systems, fax machines, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives and Internet access.

B. Business Use Only.

The use of the City’s technology resources is for City business and is to be used for authorized purposes only. These technology resources are established, maintained, and provided by the City for employees to use for the furtherance of the City’s business and not for personal use. However, the City acknowledges that some personal use of its technology resources is inevitable and may be necessary at times. Therefore, the City permits brief and occasional personal use of its technology resources, provided that such personal use is minimal, reasonable, adheres to the requirements in this policy, and does not interfere with the performance of one’s job duties. The City has sole discretion to determine what constitutes reasonable personal use and whether personal use is interfering with the performance of one’s job duties.

C. Personal Mobile Devices at Work.

Employees may bring personal mobile devices to work, such as personal cell phones, smart phones, and tablets. However, these personal mobile devices may not be used to perform any City business or work-related activities or access the City’s data or networks unless authorized in advance and configured by the City’s IT Department. If authorization is given to use a personal mobile device for work purposes or to access the City’s data or networks, the employee must comply with this Computer, Email, and Internet Use Policy when using the device. Employees also may not use the authorization to use a personal mobile device for work purposes, to access the City’s data or networks to work from home, or otherwise work additional time not approved in advance by the City.

In addition, although employees are permitted to bring personal mobile devices to work, they are at all times expected to devote their entire time and attention to performing their job duties for the City without distraction by their personal mobile devices. Therefore, employees may not use personal mobile devices during work hours except for emergency reasons only. Employees may, however, use personal mobile devices during non-work hours, such as during an approved break or meal period, provided that such use is outside the view of any clients or guests who may be the City’s offices and is not in violation of any policies in this Handbook, including this Computer, Email, and Internet Use Policy. In addition, employees must keep their personal mobile devices on “vibrate” or “silent” mode at all times while at work.

If your personal mobile device that has any City information on it or has access to the City’s technology resources is lost or stolen or its security/confidentiality otherwise is compromised, please notify your supervisor and the Human Resources Director immediately. Please note that the City reserves the right to take necessary actions to maintain the confidentiality and security of information on a personal mobile device that it learns is lost, stolen, or compromised.

D. Ownership and Access to Technology Resources.

All of the City's technology resources, including all data and files stored on or transmitted using the City's technology resources, are the property of the City. This means that the City owns all data and files stored on or transmitted using any of the City's technology resources, such as computers, network servers, or email servers. As such, the City retains the right to access, monitor, and inspect its technology resources, and any of the data and files stored and/or transmitted therein, at any time. This applies even with respect to data or information transmitted or received using any of the City's technology resources, such as its networks or Internet connection, even if such is done using an employee's personal device, such as a personal mobile phone, smartphone, or computer. This right applies both during an employee's employment with the City and after separation for any reason, voluntary or involuntary.

Employees should not have an expectation of privacy in anything they create, store, send, or receive using the City's technology resources. In this regard, employees are specifically advised that passwords are designed to give employees access to all or part of the City's technology resources; they are not designed to guarantee employee privacy or security in any data or file created, stored, sent, or received on any of the City's technology resources. Employees may not change passwords without prior express permission. Upon separation from employment for any reason, employees must return all passwords to the City.

E. Guidelines for Acceptable Use.

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

1. Accessing any technology resources, including networks, servers, drives, folders, or files, to which the employee has not been granted access or authorization or in a manner that exceeds such employee's access or authorization (this includes accessing any other person's computer, voicemail, files, or data without approval);
2. Making unauthorized copies of City files or other data;
3. Using any of the City's files or other data for an unauthorized purpose, even if the employee was otherwise authorized to access such files or data;
4. Revealing, publicizing, or otherwise disclosing any confidential information without authorization;
5. Destroying, deleting, erasing, or concealing the City files or other data, or otherwise making such files or data unavailable or inaccessible to the City or to other authorized users of the City's technology resources;
6. Violating any law, regulation, or order of the United States or any state, county, city, local government, or jurisdiction in any way;
7. Violating the terms of any user agreement, license agreement, or other type of contractual agreement of any software program, application, website, or other product or service;
8. Illegally downloading, copying, transmitting, viewing, or accessing any material protected under copyright law or making such material available to others;
9. Engaging in any other unlawful or malicious activities;

10. Intentionally propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the City's technology resources or those of any other individual or entity;
11. Defeating or attempting to defeat security restrictions on any of the City's technology resources;
12. Viewing or transmitting any material, or engaging in any conduct, that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, violative of the City's EEO Policy or other personnel policies, or that is otherwise unlawful or inappropriate. The City has sole discretion to determine what constitutes inappropriate use or material under this policy. If you are unsure whether any use or material would be considered inappropriate, you should seek clarification from your supervisor before accessing or distributing such material. If you are in any doubt, do not access or distribute the material;
13. Using abusive, profane, threatening, discriminatory, harassing, offensive, otherwise objectionable language in either public or private messages;
14. Sending, receiving, downloading, uploading, or otherwise accessing or viewing any pornographic materials;
15. Causing congestion, disruption, disablement, alteration, or impairment of the City's technology resources;
16. Installing any software without authorization;
17. Using any of the City technology resource for personal financial gain unrelated to one's employment with the City; and
18. Using third-party email systems and storage servers such as Google, Yahoo, MSN, Hotmail, etc. to conduct City business, to create or memorialize any transactions on behalf of the City, or to store or retain email on behalf of the City and from automatically forwarding City email to any such third-party email system.

F. Other City Policies.

All of the City's policies, including, but not limited to, its policies on Equal Employment Opportunity, Protection of Confidential Information, Social Media, and Solicitation/Distribution, apply to the use of the City's technology resources. If any employee feels that he or she has witnessed or been the subject of any conduct in violation of this policy, the employee must utilize the City's Employee Complaint Procedure, which is set forth in this Handbook.

G. Discipline.

Employees will be subject to discipline, up to and including termination from employment, for violating this policy. Therefore, before using any of the City's technology resources, employees should consider whether their actions meet the expectations set forth herein. In doing so, employees should be mindful that electronically stored information can often be saved or retrieved even after an employee believes he or she has taken steps to "delete" it.

SOCIAL MEDIA

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

A. Applicability

This policy is meant to apply to social networking sites, personal websites, blogs, photo sharing sites, video sharing sites, podcasts, as well as bulletin boards and comments posted on other websites. For ease of reference, this policy refers to all types of websites generically as “social media websites.” The absence of an explicit reference to a specific website is not meant to limit the application of this Policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. You should consult with your manager or supervisor if you are uncertain about any of your activities on a social media website.

B. No Interference with Job Duties

The City’s Internet and computer resources are provided to employees to allow them to complete their job duties and should be used for business purposes only. As such, the City does not allow personal use of social media websites during work time.

C. Personal Use Outside of Work

Employees may use social media websites during their personal time outside of work. Employees must be aware, however, that information they display on the Internet not only reflects on themselves, but could be associated with the City as well. Therefore, employees are expected to follow these guidelines when using any social media website:

1. No employee may use his or her work email address to register on any social media website for personal use.
2. Any social media posting by an employee must be consistent with the City’s policies including, but not limited to, the City’s EEO policy. Inappropriate postings may include discriminatory remarks, harassment, threats of violence, intimidation, bullying, defamatory statements, false statements, improper disclosure of confidential information, and similar inappropriate or unlawful conduct.
3. If an employee identifies himself as an employee of the City, or if the City is referred to in or is the subject of a social media posting, the employee must be clear and open about the fact that all opinions or views expressed are those of the employee and not the City. (For example: “The views and comments stated herein are personal and do not necessarily reflect the views of my employer.”)
4. An employee must be honest and accurate when posting information or news and if a mistake is made, the employee must promptly correct it. An employee may not post any information or rumors that he knows to be false about the City, its employees or officials, or members of the public.
5. Employees are responsible for reading, knowing, and complying with the Terms of Service of the social media websites they use.
6. Employees are expected at all times to comply with the law in regard to copyright, trademark, and plagiarism. Posting of someone else’s work without permission is not allowed.

7. The City encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page or social networking site can be relayed and often misunderstood by the reader. Employees must use their best judgment and also comply with the policies set forth in this Handbook.

D. Other City Policies

All other policies in this Handbook apply with equal force to employee use of social media websites. In particular, employees are expected to follow the City's EEO Policy when participating in social media websites. The City considers behavior that is inappropriate in the workplace to be inappropriate on the Internet as well.

E. Business-Related Social Media Use

An employee is not permitted to visit social media websites during work hours, unless specifically authorized to do so for business-related purposes, either: (1) by virtue of the employee's job duties; or (2) with express authorization as specified below. Those employees who do have authorization and post messages on City websites or social media accounts should understand that they are posting on behalf of the City and must adhere to the City's professional standards, values, policies, and applicable laws at all times.

Employees who have job responsibilities that include posting information to City maintained websites or social media accounts understand and agree that the content and followers of the blog or other website belong exclusively to the City and that upon request the employee must provide the City with any information necessary to log in to the website or social media account. No employee may create an official City account or change a password, as this is solely the responsibility of the City's IT Department. Further, employees must comply with all copyright, trademark, and other applicable laws when posting material to a City website or social media site.

Employees who do not have job responsibilities that include the posting of information to City-maintained websites and/or social media accounts on behalf of the City or in a manner that could reasonably be attributed to the City must obtain express written authorization from the City Manager before posting any material to a City website or social media site.

All employees authorized to post on the City social media accounts should identify themselves and their affiliation with the City. Any content posted should be current and accurate. If you do make an error, take responsibility for it and correct it quickly. Do not post any information that is obscene, defamatory, libelous, threatening, harassing, or intimidating to another person or entity. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of any characteristic protected by law or City policy.

When posting for authorized business-related purposes, employees should refer to the City's political activity policy to ensure compliance with laws governing such activities. Employees are also prohibited from using or disclosing any personal identifiable information about any individual who is employed by or has received services from the City. If a comment contains information that identifies an individual who is an employee or has received services from the City and is sent by anyone other than that individual, the posting author should edit the identifying information out of the post immediately.

F. Employment Representations

Following the end of your employment relationship with the City, you must take prompt affirmative steps to ensure that no social media website represents you to be a current employee of the City.

G. Disciplinary Action

While the City respects the right of employees to use social media websites, it has established this policy for

the benefit and protection of the City and its employees. Any employee witnessing or who believes a violation of this policy has occurred must utilize the City's Employee Complaint Procedure, which is contained in this Handbook. The City takes the expectations explained above very seriously. As such, employees are advised that violating this Policy may result in disciplinary action, up to and including termination.

CARE OF EQUIPMENT

You are expected to use proper care when using the City's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break, or damage any property, report it to your supervisor at once. If an employee utilizes a City vehicle, he or she is responsible for keeping the inside and outside of the vehicle clean, and may not smoke, vape, or use any form of tobacco products in the vehicle.

CITY VEHICLES

The City may assign vehicles to individual employees or departments for the express purpose of carrying out City business. City vehicles may be used only by authorized employees and only for official City business. Employees may not take City vehicles to their residences outside of normal duty hours or otherwise drive or use City vehicles for personal purposes unless authorized by their supervisor or department director.

Mileage records must be kept in the vehicle for each driver. Under no circumstances may an employee pick up hitchhikers. Smoking and the use of other tobacco products is prohibited in City vehicles, and seatbelts must be worn at all times while the vehicle is in operation. The City is not responsible for loss or theft of personal items left in City vehicles. Employees may not leave keys in an unattended City vehicle except in emergency circumstances.

Authorized drivers of City vehicles are required to properly maintain their City vehicle at all times. City vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and light conditions. Employees should have preventive maintenance completed on their assigned City vehicle as required in the owners' manual and/or as scheduled by the City.

DRIVING PERSONAL VEHICLES AND CITY VEHICLES

Any employee required to drive a City vehicle or a personal vehicle as part of their job duties must comply with this policy.

You must have a valid driver's license appropriate to the vehicle that you drive and a driving record acceptable to the City and our insurance company. Employees who drive certain commercial vehicles also must comply with applicable Department of Transportation requirements. If, for any reason, you lose your license or if our insurance carrier declines to insure you because of your driving record, you may be subject to transfer or termination. Individuals who drive their personal vehicle for work generally are required to provide evidence of automobile insurance coverage with a written declaration from the insurer to verify that the employee has automobile insurance that at least meets the applicable state requirement for bodily injury liability protection in the event of an accident.

If you receive a citation for a moving violation or DUI/DWI, whether on or off the job, you must report that fact in writing to your supervisor and Human Resources within 24 hours. Similarly, any employee whose license is suspended, restricted, or revoked for any reason must also report this in writing to their supervisor and Human Resources within 24 hours. We will then review the employee's driving record with our insurance company and make a determination as to whether or not we can continue to employ the individual in his or her current position. If we cannot, we will consider transferring the employee to another position that does not require driving if one is available. However, if an employee fails to disclose the citation, revocation, or suspension and we later learn about it, the employee will be subject to immediate termination and may not be considered for another position.

Any employee who is involved in an accident while driving a City vehicle, or while driving a personal vehicle for City business, that results in personal injury or property damage of any kind must notify the police, his or her supervisor, and Human Resources immediately. If an employee fails to report such injury or damage or is considered to have excessive accidents or events of damaged vehicles, the employee is subject to termination.

Safe driving at all times is important for safety and preserving life. To prevent vehicular accidents, the City prohibits unsafe driving practices while driving either City vehicles or personal vehicles while performing your job duties. Below is a list of behavior that constitutes an unsafe driving practice and is grounds for disciplinary action, up to and including termination. This list is not intended to be an exhaustive list of actions covered by this policy, but is intended to illustrate types of actions that are prohibited:

- Failing to obey traffic laws, road signs, or traffic signals;
- Improper turns, parking, or passing;
- Driving while consuming, in possession of, or under the influence of alcohol or drugs;
- Operating any vehicle without proper license;
- Speeding;
- Operating a vehicle carelessly, negligently, improperly, illegally, or outside recommended safety protocols;
- Driving a vehicle without using a seat belt, shoulder belt or other safety harness;
- Operating a vehicle while eating, writing, reading, texting, or performing other functions that distract the driver or reduce the driver's awareness or ability to control the vehicle;

- Turning off or dismantling vehicle safety devices, such as airbags;
- Looking away or down while driving or otherwise becoming distracted while operating a vehicle;
- Passing another vehicle in a “no pass” lane or in the wrong lane;
- Tailgating another vehicle or otherwise following too closely;
- Driving too fast or aggressively during poor conditions, such as rain or snow;
- Being ticketed by law enforcement after an accident; or
- Operating a vehicle while overly tired or with an illness or condition that does or may impair motor skills or judgment.

Please also see the City’s Mobile Telephones and Portable Communication Devices Policy, which is contained in this Handbook.

MOBILE TELEPHONES AND PORTABLE COMMUNICATION DEVICES

The City provides mobile telephones and other portable communications devices to some employees as a business tool. They are provided to assist employees in communicating with other employees, citizens, and others with whom they may conduct business. Mobile telephone or portable communications device use is intended for business-related purposes. Mobile telephone and portable communication device invoices may be regularly monitored by the City, and employees should not have any expectation of privacy in any information that may be contained in such invoices.

Employees may not use mobile telephones or other portable communication devices for improper purposes. Unless it is in pursuit of a legitimate business purpose, employees may not, in connection with their job duties or while acting on behalf of the City, whether on and off City premises, permitted to use a mobile telephone or other portable communication device to: (1) take or transmit pictures, video, or audio of employees, members of the public, or any other individuals without their express consent; or (2) take or transmit pictures, video, or audio of the City’s confidential information.

Employees may have access to a mobile telephone or portable communications device while in their vehicles and should remember that their primary responsibility is to drive safely and obey the rules of the road and the laws of the state in which they are driving. Employees are prohibited from using mobile telephones or other portable communications devices while driving and should safely pull off the road and come to a complete stop before dialing or talking on the telephone. No employee may engage in texting or emailing while driving. As a City representative, mobile telephone and portable communication device users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a mobile telephone or other portable communications device.

Further, while driving a motor vehicle, whether driving a City vehicle on City business or participating in a work-related phone call in a personal vehicle, *employees are strictly prohibited from holding their cell phone*. If you must make or receive a call while driving, then you must comply with the following safety guidelines: (1) use a **hands-free device**; (2) never look up or dial a number while the vehicle is moving; and (3) keep your eyes on the road at all times. In addition to these requirements, employees must comply with all federal, state, and local laws regarding the operation of motor vehicles, including those governing texting and the use of mobile

telephones and portable communication devices while driving.

Employees also should understand that the City may install and utilize global positioning system (GPS) tracking on City-issued mobile telephones or other portable communication devices for business-related purposes and also may discipline employees based on the information gathered by the tracking software. The GPS tracking software will provide the City the ability to gather and monitor information related to the location of the mobile telephone or portable communication device. By your continued employment and use of the City-issued mobile telephone or portable communication device, employees expressly consent to such tracking and acknowledge that they have no expectation of privacy in the information generated by this software, including their location, as a result of having a City-issued mobile telephone or portable communication device.

Under federal law, separate rules must be applied to anyone who drives a commercial motor vehicle on behalf of the City or in connection with any City business. Therefore, no driver of a commercial motor vehicle, as that term is defined by the Federal Motor Carrier Safety Administration at 49 C.F.R. § 390.5, is allowed to engage in texting while driving or to use a hand-held mobile telephone while driving a commercial motor vehicle. This rule encompasses sending or receiving any type of SMS or MMS message, emailing, instant messaging, accessing a World Wide Web page, or pressing more than a single button to start or end a telephone call or other form of communication, and applies any time that the vehicle is being operated on a highway, including while temporarily stationary because of traffic, a traffic control device, or other momentary delays. Drivers may only text, email, or use a hand-held mobile telephone when the vehicle has been moved to the side of, or off, the road and stopped in a location where the vehicle can safely remain stationary. A driver may, however, use a mobile telephone to make or receive telephone calls while driving if he: (1) uses a speaker phone or hands-free device; (2) does not have to press more than a single button to dial or answer a telephone call; and (3) does not have to reach for the mobile telephone in a manner that requires the driver to maneuver so that he is no longer in a seated driving position with his seat belt fastened. The only exception to this rule is that a driver may use a hand-held mobile telephone in emergency situations when necessary to communicate with law enforcement officials or other emergency services.

PERSONAL TELEPHONE CALLS

It is important to keep our telephone lines free for citizen calls. Although use of the City's telephones for a personal emergency may be necessary, routine personal calls are prohibited. Further, employees should refrain from using their cell phone in the workplace during work time, except for legitimate business purposes. Any use of the City's long-distance or toll-free (800 number) telephone for personal use is absolutely prohibited.

DRESS AND GROOMING

Personal appearance on the job is important to the City. All employees are expected to maintain high standards of personal appearance and cleanliness, and in doing so, dress and groom themselves in a fitting manner. Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our citizens' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct contact with citizens, you represent the City with your appearance as well as your actions. The properly attired employee helps to create a favorable image for the City and to the public and fellow employees. Any questions concerning appropriate attire should be directed to the Human Resources Director.

The City will reasonably accommodate employees' covered disabilities and sincerely held religious beliefs or practices with regard to dress and grooming in accordance with applicable law, unless such accommodation would cause the City an undue hardship. Employees desiring such an accommodation must submit a request in writing to the Human Resources Director for consideration and approval. Appropriate documentation of the need and basis for an accommodation may be required in connection with such a request. Please see our related policy on Equal Employment Opportunity, which is contained in this Handbook. Any individual believing that a reasonable accommodation relating to personal appearance has not been provided or who otherwise feels he or she has been discriminated against on account of a request for accommodation relating to personal appearance must follow the City's Employee Complaint Procedure, which is contained in this Handbook.

SEVERE WEATHER

Severe weather is sometimes to be expected. Although driving may at times be difficult, when caution is exercised, the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions is to be made up, used as vacation, or is unpaid.

PARKING

The City has space available for parking at our facilities. The City is not responsible for loss, damage, or theft of your vehicle. Therefore, we suggest that you lock your car doors.

BREAK ROOM

A break room is available in certain City offices and facilities. Although general custodial care is provided by the City, you are expected to clean up after eating in this room. This room should be kept clean for the next person's use.

CITY SOCIAL EVENTS

From time to time, the City may invite its employees to attend social gatherings paid for or sponsored by the City. Attendance at these events is completely voluntary. These social events should not be considered "work" or "work related," and typically are only for social pleasure or employee morale.

Employees who choose to attend City social events must act in a responsible manner, particularly when alcohol is served or available. Employees who choose to consume alcohol during City authorized activities are responsible for ensuring their alcohol consumption is in moderation and they remain capable of carrying out work tasks and behaving in accordance with usual business standards and City policies. Even though these events are voluntary and outside of work, your actions can reflect on the City. Accordingly, your conduct during City social events should be professional and appropriate. Please be aware that if you violate policies in this Handbook (including the City's EEO policy), you may be subject to disciplinary action, up to and including termination of employment.

Employees should never consume alcohol in excess at City social events. If you believe you are incapacitated and/or cannot drive safely, the City will arrange for transportation home from City social events at its expense.

JOB REFERENCES AND OTHER REQUESTS RELATING TO EMPLOYEES

The City's reference policy is that employees are not to provide any reference regarding a current or former employee's employment with the City. Any request for a reference or employment history of any kind must be directed to the Human Resources Director. For your information, the response will be limited to providing dates of employment and job positions (and, upon written request with authorization from the former employee, salary history). No other employee is authorized to provide any information of any kind concerning a current or former employee.

Any other request relating to a current or former employee (including, but not limited to, a request from a government agency relating to a garnishment action or a claim for unemployment benefits compensation) must be directed to the Human Resources Director.

The City will comply with lawful disclosure requests under Georgia's Open Records Act or other applicable law.

NOTICE OF RESIGNATION

Should you decide to leave your employment with us, we ask that you provide us with at least two weeks' advance notice of your resignation. Your thoughtfulness will be appreciated and will be noted favorably should you ever wish to reapply for employment with the City. Additionally, all resigning employees may be asked to complete a brief exit interview prior to leaving.

Please understand that, once you provide your notice of resignation, the City retains the sole discretion on deciding when your last day will be and nothing in this Handbook should be construed to require the City to allow an employee to dictate a particular resignation date or work out a specific notice period.

SECTION 5: SAFETY IN THE WORKPLACE

EACH EMPLOYEE'S SAFETY RESPONSIBILITY

Employees are expected to obey safety rules, follow established safe work practices, and exercise caution in all their work activities. Safety can only be achieved through teamwork. Each employee, supervisor, and manager must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately. The City is committed to providing a safe workplace for all employees, and employees in turn must accept the responsibility to work safely for themselves, coworkers, and members of the public. This duty means working intelligently, with common sense and with foresight. The City requires every employee to follow safety standards that apply to our operations.

If an employee is involved in or witnesses an accident at work, he/she must report it immediately to a supervisor and the Human Resources Director, regardless of how minor and whether or not it results in personal injury. Even minor accidents may indicate an unsafe condition that should be corrected. If an employee suffers an injury or illness that occurred at work, the employee must report it to the Human Resources Director within a reasonable time after the employee realizes that he or she has suffered the injury or illness, which typically (unless exceptional circumstances are present) should be no later than the beginning of the employee's next working shift following discovery of the illness or injury and before engaging in any additional work. Failure to properly report an incident may result in denial of workers' compensation benefits. If an employee requires medical attention, a supervisor or Human Resources representative will arrange for appropriate medical treatment. We prohibit unlawful retaliation against anyone who reports a workplace injury or illness or provides information related to a report. In the event you feel you have been subjected to retaliation for reporting a workplace injury or illness, you must report this conduct by utilizing the City's Employee Complaint Procedure, which is contained in this Handbook.

Rules alone will not prevent accidents. It takes the cooperation of all employees to see that accidents are eliminated. Employees should report any unsafe conditions to their supervisors immediately, and always try to THINK SAFETY!

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. The use of alcoholic beverages or illegal drug substances or the improper use of legal prescription drugs during working hours will not be tolerated. The possession of alcoholic beverages or illegal drug substances on the City's property is forbidden.
3. Unlawful possession of a firearm or any dangerous instrument on City property is strictly prohibited.
4. Use, adjust, and repair machines and equipment only if you are trained and qualified.
5. Get help when lifting or pushing heavy objects.
6. Understand your job fully and follow instructions. If you are not sure of the safe

procedure, don't guess -- ask your supervisor.

7. Know the locations, contents, and use of first aid and firefighting equipment.
8. Safety vests are to be worn at all times by City employees when neither barricades nor other safety devices are being used to protect the employees.
9. All personnel responsible for traffic control/flagging shall be trained and comply with the appropriate standards outlined in the applicable training program.
10. All City employees that are required to have Cardio-Pulmonary Resuscitation (CPR) training must be re-certified every two (2) years.
11. Eye protection (safety glasses, goggles, shields, etc.) and safety footwear shall be worn by all employees performing work that requires use of such equipment.
12. Ear protection shall be worn by all City employees at all times when exposed to extreme or continuous noise.
13. All City employees are required to wear approved hard hats when exposed to hazards that could cause a head injury or in a building that hard hats are required before entrance.
14. Hepatitis B or Tetanus vaccinations shall be made available free of charge to employees who are exposed to related infections in the course of performing their job for the City.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action up to and including discharge. If you believe this Policy has been violated, please utilize the City's Employee Complaint Procedure, which is contained in this Handbook.

GOOD HOUSEKEEPING

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your supervisor.

SMOKING IN THE WORKPLACE

Our City is committed to providing a safe and healthy environment for employees and visitors. Therefore, smoking and the use of e-cigarettes and smokeless tobacco is not permitted within City facilities.

HAZARDOUS WASTES

The Environmental Protection Agency has grouped certain chemicals and chemical groups into categories which have been defined as toxic. This means that, in concentrated forms or by accumulating and combining with other chemicals (even the air), these chemicals can be hazardous to human health if exposure occurs.

From time to time in the normal course of their jobs, employees may handle materials that have been classified as hazardous by the standards of the Occupational Safety and Health Act (OSHA) regulations. Hazardous materials that are received from the City's suppliers should have Material Safety Data Sheets (MSDS) or labels that state the chemical ingredients of the contents, precautions to take, and what to do if exposure occurs. If any employee suspects that the materials or wastes he/she may encounter as an associate are hazardous (whether or not they are being created or used by the City), he/she should inform the City's Human Resources Director immediately.

The City is committed to not creating or disposing of hazardous wastes that will contaminate the environment. We will choose materials that have been judged as non-hazardous whenever possible and will properly dispose of hazardous materials if used. Also, we will not knowingly dump any wastes into the environment at any time. The City will inform employees how to control hazardous wastes and what to do if they are exposed to hazardous wastes.

SUBSTANCE ABUSE

No employee shall work, report to work, be present on City premises or in City vehicles, or engage in City activities while under the influence of alcohol or controlled substances. The unlawful manufacture, distribution, dispensation, possession, sale, or use of alcohol or controlled substances while employed with the City is also strictly prohibited. Any violation of this Substance Abuse Policy may result in disciplinary action up to and including discharge. This policy will be applied consistent with applicable federal and state law.

The City further reserves the right to take any and all appropriate and lawful actions necessary to enforce this Policy, including, but not limited to, the inspection of employees' personal property in certain circumstances, as well as City-issued lockers, desks, or other suspected areas of concealment.

Legally prescribed medications/drugs may be taken during working hours, but working while under the influence of prescription or over-the-counter drugs (or another substance) is not allowed to the extent that such use, influence, or presence in the body may affect the safety of employees and/or members of the public, the employee's job performance, or the safe and efficient operations. Employees should notify their supervisors if the use of prescribed medications/drugs may affect the safety of employees and/or members of the public, the employee's job performance, or safe and efficient operations. Abuse of prescription medications/drugs will not be tolerated.

The City may conduct pre-employment screening examinations designed to prevent the hiring of individuals who use illegal drugs. The City also may conduct drug and alcohol testing if and when there is reasonable cause to suspect an employee is under the influence of drugs and/or

alcohol while on City property. Additionally, the City reserves the right to conduct unannounced substance abuse tests of employees in safety-sensitive job positions (including, but not limited to, police officers and firefighters) to ensure compliance with this Policy, and the continued employment of such employees reflects their consent to such tests. Furthermore, the City reserves the right to conduct drug and alcohol testing of an employee who is involved in a work-related accident where 1) the City determines that employee drug or alcohol use is likely to have contributed to the incident and for which the test can accurately identify impairment caused by drug or alcohol use, or 2) where such testing otherwise is permitted under an applicable state or federal law or regulation. An employee's refusal to submit to the test at the time requested may result in disciplinary action up to and including termination. If, due to injuries, the employee cannot submit to testing within the prescribed time, the employee will provide the City with necessary authorization required to obtain hospital reports and other documents that would indicate the presence or non-presence of any drugs and/or alcohol in the employee's system at the time of the accident.

Drug and Alcohol Treatment

The City recognizes that alcohol and drug abuse and addiction can be treatable. Employees who have drug or alcohol dependency problems, or who feel they may have such problems, are encouraged to seek assistance. We offer employees and their family members assistance through our Employee Assistance Program (EAP). Additional services also may be available through the City health plan, at the employee's expense. Please contact the Human Resources Director for information on these resources.

We will support voluntary treatment efforts. It is the employee's responsibility, however, to pursue and complete treatment before the problems result in unsatisfactory job performance, attendance, safety concerns, or other misconduct and before a violation of this policy occurs. An employee who tests positive for an illegal drug, for example, cannot immediately enter a drug treatment program to avoid the possibility of a disciplinary action or employment separation. An employee who makes a first-time voluntary report that he or she intends to seek assistance for dependency problems may be placed on a leave of absence or adjusted working schedule to allow for inpatient or outpatient treatment.

DISCLAIMER AND ACKNOWLEDGMENT – PLEASE READ CAREFULLY

I have received a copy of the City's Employee Handbook, and I accept responsibility for reading this Handbook and becoming familiar with its contents. I understand that this Handbook consists of general guidelines that may or may not be applied or followed in specific cases. This copy may not be the most current version. I acknowledge that a copy of the most current version of the Employee Handbook is available on the City's Intranet. The current version maintained on the City's Intranet is the official Employee Handbook.

Purpose – The information contained in this Handbook is designed as an advisory guide to assist the City and our supervisors with the effective management of personnel and is not meant to address every conceivable situation or issue that arises in the workplace. The provisions and guidelines contained in this Handbook are not binding on the City and may be changed, interpreted, modified, revoked, suspended, terminated, or added to by the City, in whole or in part, at any time, at the City's sole option, and without prior notice to employees. This Handbook is not intended to cover every situation which may arise or to create specific policy to be applied in every instance. Instead, this Handbook is intended only to provide general guidelines concerning personnel decisions. Also, this Handbook and any practice or policy of the City will be applied consistent with all applicable laws and regulations.

Interpretation – Interpretation of the policies and procedures contained in this Handbook is governed by, and is the responsibility of, the City Manager. Whenever clarification or assistance in interpretation is required, please contact the City Manager.

Employment-At-Will – Nothing contained in this Handbook is intended to create, comprise, or define, nor should it be construed to constitute, any type of oral or written employment contract, promise, or guarantee, express or implied, between the City and any one or all of its employees. Nothing in the Handbook is intended to provide any assurance of continued employment. In the absence of a specific agreement to the contrary, authorized in writing by the City Manager, employment with and compensation from the City are for no definite period of time and may be terminated by the City or the employee at any time, for any reason, with or without cause, and with or without notice. Any written or oral statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by prospective or existing employees. I further understand that the City's policies and procedures, including those described in any publication, letter, poster, handout, or other communication, are subject to suspension, modification, or elimination at any time, without notice.

Signature

Date

Print Name